

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

**September 13-15, 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**  
**September 13-15, 2017**

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## **BUSINESS MEETING**

### **Roll Call**

#### **Approval of Board of Trustees Meeting Minutes**

July 18-21, 2017

August 9, 2017 (conference call)

#### **Approval of Executive Session Meeting Minutes**

August 9, 2017 (conference call)

### **Reports**

ASUW

Staff Senate

Faculty Senate

### **Public Testimony**

### **Committee of the Whole**

#### **REGULAR BUSINESS**

Board Committee Reports

*[Note: Some committees of the Board will provide reports during the regular work sessions and may not have a formal report to provide during the Business Meeting.]*

#### **Trustee Standing Committees**

*Committee reports to be given at the start of the regular meeting rather than during the Business Meeting.*

#### **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 (consider approval):**

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### **New Business**

**Date of Next Meeting** – October 18, 2017 (conference call)

### **Adjournment**

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**AGENDA ITEM TITLE:**

**Update re: Science Initiative Exception Request language for Agency 067,** Jewell/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:**

Associate Vice President for Budgeting and Fiscal Planning David Jewell and Vice President for Administration Bill Mai will present a verbal update to the Board.

**AGENDA ITEM TITLE: Standard Narrative for Agency 069 – WICHE, Jewell**

**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:**

There are two main components of biennium budget requests which state agencies are required to complete and submit to the State of Wyoming's Department of Administration & Information's Budget Division – the standard budget and narrative and the exception request budget.

This agenda item is to seek approval of the FY2019-FY2020 Biennium Standard Budget and Narrative for Agency 069 – WICHE (Western Interstate Commission for Higher Education); which can be found on pages 3-8 of the attached materials (State of Wyoming 2019-2020 Biennium Budget Request, Agency 069).

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

On the August 9<sup>th</sup>, 2017 Board of Trustee conference call, the Trustees approved the FY2019-FY2020 Biennium Budget Exception Requests for Agency 069; however the standard budget and narrative were not finalized in time for approval on the August conference call.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-103 states, "final approval of the Operating Budget rests with the Board of Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the 2019-2020 Biennium Budget Standard Narrative for Agency 069.

**PROPOSED MOTION**

I move to approve the 2019-2020 Biennium Standard Budget and Narrative for Agency 069 – Western Interstate Commission for Higher Education (WICHE).

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Modified Exception Request for Agency 069 – WICHE, Jewell**

**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:**

There are two main components of biennium budget requests which state agencies are required to complete and submit to the State of Wyoming's Department of Administration & Information's Budget Division – the standard budget and narrative and the exception request budget.

On the August 9, 2017, Board of Trustees conference call, the Board approved the 2019-2020 Biennium Budget Exception Request for Agency 069 – WICHE (Western Interstate Commission for Higher Education) which included the following exception requests:

- 1) \$29,266 – General Fund increase to cover the required dues Wyoming must pay to remain a member of the WICHE compact.
- 2) \$41,000 – General Fund increase to continue the one-time funding that was approved in the 2017-2018 biennium budget which is used to fund a part-time contractual accountant.

However, since the August 9, 2017 conference call, the State of Wyoming Budget Division has requested that the agency include in their exception request the General Fund reduction of \$41,997 that was allocated to Agency 069 in Section 320 of the most recent session budget bill.

Agency 069 Leadership has reconciled the \$41,997 General Fund reduction by reducing the amount of funding for positions for Wyoming students. The consequences of this reduction are that Wyoming residents seeking to enter dentistry, medicine, occupational therapy, optometry, osteopathic medicine, physical therapy, physician assistant, podiatry, and veterinary medicine will have less access. If admitted outside the WICHE program the students will incur a higher amount of student loan debt.

This agenda item is to seek approval of the modified FY2019-FY2020 Biennium Exception Budget Request for Agency 069 – WICHE (Western Interstate Commission for Higher Education); which can be found on pages 9-10 of the attached materials (State of Wyoming 2019-2020 Biennium Budget Request, Agency 069).

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

On the August 9<sup>th</sup>, 2017 Board of Trustee conference call, the Trustees approved the FY2019-FY2020 Biennium Budget Exception Requests for Agency 069; however after the conference call

the agency received instructions from the State Budget Division to include Section 320 General Fund reduction in its 2019-2020 Biennium Budget.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-103 states, "final approval of the Operating Budget rests with the Board of Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modified 2019-2020 Biennium Budget Exception Request for Agency 069.

**PROPOSED MOTION**

I move to approve the modified 2019-2020 Biennium Budget Exception Request for Agency 069 – Western Interstate Commission for Higher Education (WICHE).

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



# STATE OF WYOMING

**069**

Agency Number

## 2019-2020 BIENNIUM BUDGET REQUEST

**WICHE**

Agency Name

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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2019 - 2020 BIENNIUM

DEPARTMENT BUDGET SUMMARY TABLE

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DEPARTMENT WICHE						DEPT 069	
1	2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
DIVISION							
ADMINISTRATION & GRANTS	2000	5,076,353	(41,997)	70,266	5,104,622	0	0
TOTAL BY DIVISION		5,076,353	(41,997)	70,266	5,104,622	0	0
OBJECT SERIES							
SUPPORTIVE SERVICES	0200	288,161	0	29,266	317,427	0	0
GRANTS & AID PAYMENT	0600	4,788,192	(41,997)	0	4,746,195	0	0
CONTRACTUAL SERVICES	0900	0	0	41,000	41,000	0	0
TOTAL BY OBJECT SERIES		5,076,353	(41,997)	70,266	5,104,622	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	5,076,353	(41,997)	70,266	5,104,622	0	0
TOTAL BY FUNDS		5,076,353	(41,997)	70,266	5,104,622	0	0
AUTHORIZED EMPLOYEES							
TOTAL AUTHORIZED EMPLOYEES							

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### **SECTION 1. DEPARTMENT STATUTORY AUTHORITY**

*Wyoming Statutes*, Title 21, Chapter 16, Article 2. Western Regional Higher Education Compact

21-16-201      Ratification.

21-16-202      When binding; notice of ratification; power of governor to appoint commissioners; powers of commissioners generally; appropriation of monies.

### **SECTION 2. QUALITY OF LIFE RESULT**

Result #5: Students are successfully educated and prepared for life's opportunities.

### **SECTION 3. CONTRIBUTION TO WYO QUALITY OF LIFE**

The Western Interstate Commission for Higher Education, or WICHE, established in 1953, allows Wyoming and other western states within the compact an opportunity to provide high-quality, cost-effective education without replicating programs in every state.

### **SECTION 4. BASIC FACTS**

The Governor appoints three commissioners to the WICHE governing body: at least one must be engaged in higher education. Wyoming's representatives are UW President Laurie Nichols, Laramie; Representative Fred Baldwin, Kemmerer; and Western Wyoming Community College President Karla Leach, Rock Springs. These commissioners oversee WICHE operations in Wyoming, including budgetary matters, as well as serve on the commission as a whole.

Wyoming currently participates in three WICHE student exchange programs: (1) the Professional Student Exchange Program (PSEP); (2) the Western Undergraduate Exchange Program (WUE); and (3) the Western Regional Graduate Program (WRGP). WUE and WRGP require no appropriations from the Legislature.

In 2016-2017, Wyoming sent 56 students to out-of-state institutions via the Western Regional Graduate Program, while receiving 18. A total of 1,181 Wyoming students participated in the Western Undergraduate Exchange, while 1,543 students from other participating states enrolled in Wyoming colleges and university through this program.

The Professional Student Exchange Program (PSEP) enables students from Wyoming to enroll in selected programs in nine different professional fields (dentistry, medicine, occupational therapy, optometry, osteopathic medicine, physical therapy, physician assistant, podiatry, and veterinary medicine). Through WICHE's PSEP, Wyoming sent 112 students to out-of-state programs in 2016-2017 in all nine fields.



The State of Wyoming pays a support fee (proposed by the WICHE Commission and approved by the states) for each student. The FY 2017 annual fees per student currently range from a low of \$13,475 for occupational therapy programs (year 1) to a high of \$32,565 in allopathic medicine. Support fees currently increase about 2 to 3 percent annually. Allopathic medicine support fees are currently capped. Support fee increases result from various factors, primarily tuition increases at receiving institutions. The state began a service payback program for all students except veterinary medicine entering in 2013. A modest number of students are not accepting WICHE PSEP funding in order to avoid the contract which has constrained growth of support fee expenditures.

The 2016-2017 biennium appropriation of \$5,281,805 for grants and aids was reduced to \$4,788,192 by the various budget cuts. WICHE Commission membership dues, and support services funded approximately 119 individual students over the two-year period. No students were unsupported due to a lack of funds.

#### **SECTION 5. PERFORMANCE MEASURES**

Please review Breaking Through: 2017-2022- A Strategic Plan for the University of Wyoming

#### **SECTION 6. DEPARTMENT PRIORITIES**

<b>069 - Western Interstate Commission for Higher Education (WICHE)</b>								
<b>Priority</b>	<b>Division</b>	<b>Unit #</b>	<b>Program Name / Description</b>	<b>\$</b>	<b>GF</b>	<b>FF</b>	<b>OF</b>	<b># of Positions</b>
1	2000	2001	<b>Western Interstate Commission for Higher Education (WICHE)</b> - WICHE provides numerous and various educational opportunities for both Wyoming residents and institutions of higher education. It helps students attend health professional schools that are not available in Wyoming and would be cost prohibitive to offer. It will contribute to Wyoming's health professional's workforce since all participants (except veterinary medicine) are required to provide 3 years of service in the state.	\$5,076,353	\$5,076,353	\$0	\$0	0

2019 - 2020 BIENNIUM

DEPARTMENT NARRATIVE

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DEPARTMENT WICHE

DEPT 069

**SECTION 7. DEPT. EXCEPTION REQUEST PRIORITIES**

069 - WICHE									
2019-2020 Biennium Budget Request									
Priority	Unit #	Description	Department Request		Governor's Recommendation				
			Amount	Pos	Amount	GF	FF	OF	Pos
1	2001	WICHE Dues	\$29,266	0	\$0	\$0	\$0	\$0	0
2	2001	Program Support	41,000	0					
3	2001	Section 320 Reduction	(41,997)	0					
Totals			28,269	0					
General Fund			\$28,269						
Federal Funds			\$0						
Other Funds			\$0						
<b>Total Request</b>			<b>\$28,269</b>						

2019 - 2020 BIENNIUM

DIVISION BUDGET REQUEST SUMMARY TABLE

7

DEPARTMENT W I C H E						DEPT 069	
DIVISION ADMINISTRATION & GRANTS						DIV NO 2000	
1	2	3	4	5	6	7	
Division	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
UNIT							
ADMINISTRATION & GRANTS	2001	5,076,353	(41,997)	70,266	5,104,622	0	0
TOTAL BY UNIT		5,076,353	(41,997)	70,266	5,104,622	0	0
OBJECT SERIES							
SUPPORTIVE SERVICES	0200	288,161	0	29,266	317,427	0	0
GRANTS & AID PAYMENT	0600	4,788,192	(41,997)	0	4,746,195	0	0
CONTRACTUAL SERVICES	0900	0	0	41,000	41,000	0	0
TOTAL BY OBJECT SERIES		5,076,353	(41,997)	70,266	5,104,622	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	5,076,353	(41,997)	70,266	5,104,622	0	0
TOTAL BY FUNDS		5,076,353	(41,997)	70,266	5,104,622	0	0

2019 - 2020 BIENNIUM

UNIT NARRATIVE

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DEPARTMENT WICHE  
DIVISION ADMINISTRATION & GRANTS  
UNIT ADMINISTRATION & GRANTS

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
069 2000 2001 001 200

### **SECTION 1. UNIT STATUTORY AUTHORITY**

Wyoming Statutes, Title 21, Chapter 16, Article 2. Western Regional Higher Education Compact

21-16-201 Ratification.

21-16-202 When binding; notice of ratification; power of governor to appoint commissioners; powers of commissioners generally; appropriation of monies.

### **SECTION 2. STANDARD BUDGET REQUEST**

This budget provides funds for dues (0207) paid to WICHE for the basic program; travel expenses (0222) to attend WICHE meetings; costs directly related to providing grants such as communication (0204), advertising (0208), office supplies/printing (0231) and student support fees (0608-aids to/on behalf of). The three critical lines in this budget are 0207-Dues, 0208-Advertising and 0608-Aids.

The Standard Budget for Aids provides student assistance grants for the Professional Student Exchange Program (PSEP). There are nine fields into which Wyoming students can enroll. Support fee costs are approved by the WICHE Commission and are set for each professional field. The number of students that the PSEP can support in each field fluctuates each year based on the professional fields into which the students enroll. The slots for each field are not guaranteed. Due to a number of variables, the actual number of students supported in any field may vary, but it is done within the total budget appropriated for this program. Support fees increase annually. Since support fees are fixed, a static budget results in fewer students supported. This request has been approved by the Wyoming WICHE Commissioners.

It is important to note that slots do not equal people. Slots refer to the number of positions a student occupies in the budget. If a student starts dental school in year one of the biennium, s/he will occupy one slot for that year as a new student. Then, in year two, that same student will take up another budget slot as a continuing student, resulting in two slots but one person for the biennium.

The 2016-2017 biennium appropriation of \$4,788,192 for grants and aids, membership dues, and support services funded approximately 152 students representing 186 funding slots over the two-year period.

#### **Part B: Revenue**

	<u>2015-2016</u>	<u>2017-2018</u>	<u>2019-2020</u>	
General Fund	5,195,930	5,139,125	5,104,622	Rev Code 1001 *Estimate

2019 - 2020 BIENNIUM

UNIT NARRATIVE

9

DEPARTMENT WICHE  
DIVISION ADMINISTRATION & GRANTS  
UNIT ADMINISTRATION & GRANTS

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
069 2000 2001 001 200

#### **SECTION 4. EXCEPTION REQUEST**

##### **1. PRIORITY #1 WICHE DUES**

**A. EXPLANATION OF REQUEST:** The WICHE program is required to pay dues in order to remain a part of the WICHE compact in compliance with Wyoming state statutes 21-16-201 and 21-16-202. Dues appropriated in the 2017-2018 were approved at \$300,000 for the biennium, but the appropriation was one-time funding. The program is now requesting the increase from the 2017-2018 biennium budget of \$18,982, plus an additional \$10,284 to meet the required dues of the WICHE program, totaling \$20,982 in general fund for the biennium. The program is also requesting \$41,000 in general fund associated with support cost (0200 series) to run the program.

Standard Budget	2019 Dues	2020 Dues	Total Dues	Exception Request
\$281,018	153,000	157,284	310,284	\$29,266

##### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

Object Code	Description	Amount	Funding Source
1. 0207	Dues-Licenses-Registration	\$29,266	General Fund
	Total	\$29,266	General Fund - 1001

**C. PERFORMANCE JUSTIFICATION:** The request will provide for cost increases necessary for the administration of the WICHE program.

##### **2. PRIORITY #2- PROGRAM SUPPORT**

**A. EXPLANATION OF REQUEST:** WICHE is also requesting an additional \$41,000 per biennium for a part-time contractual accountant. The legislature implemented a contract and repayment for all WICHE (except veterinary medicine) students matriculating in 2013 and beyond. This has significantly added to the unreimbursed workload at the university. These funds were requested in the 2017-2018 budget and approved, but as one-time funding.

##### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

Object Code	Description	Amount	Funding Source
1. 0901	Professional Fees	\$41,000	General Fund
	Total	\$41,000	General Fund - 1001

2019 - 2020 BIENNIUM

UNIT NARRATIVE

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DEPARTMENT WICHE  
DIVISION ADMINISTRATION & GRANTS  
UNIT ADMINISTRATION & GRANTS

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
069 2000 2001 001 200

**C. PERFORMANCE JUSTIFICATION:** Priority request #2 will provide for cost increases necessary for the administration of the WICHE program.

## **SECTION 5. SECTION 320 REDUCTION**

### **1. PRIORITY #3- REDUCTION IN GENERAL FUND**

**A. EXPLANATION OF REQUEST:** Per the Governor's request, the WICHE Program is submitting a general fund reduction of \$41,997 in accordance with Section 320.

#### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

	Description	Amount	Funding Source
1.	Reduction in General Fund	(\$41,997)	General Fund - 1001

Consequences: Wyoming residents seeking to enter dentistry, medicine, occupational therapy, optometry, osteopathic medicine, physical therapy, physician assistant, podiatry, and veterinary medicine will have less access. If admitted outside the program they will incur much greater student debt.

**C. PERFORMANCE JUSTIFICATION: N/A**

2019 - 2020 BIENNIUM

UNIT BUDGET REQUEST

11

DEPARTMENT		Wyoming On Line Financial Codes					
DIVISION	W I C H E						
UNIT	ADMINISTRATION & GRANTS	DEPT	DIVISION	UNIT	FUND	APPR	
	ADMINISTRATION & GRANTS	069	2000	2001	001	200	
1	2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
COMMUNICATION	0204	2,940	0	0	2,940	0	0
DUES-LICENSES-REGIST	0207	281,018	0	29,266	310,284	0	0
ADVERTISING-PROMOT	0208	1,210	0	0	1,210	0	0
TRAVEL OUT OF STATE	0222	1,518	0	0	1,518	0	0
OFFICE SUPPL-PRINTNG	0231	1,475	0	0	1,475	0	0
SUPPORTIVE SERVICES	0200	288,161	0	29,266	317,427	0	0
AIDS (TO/BEHALF OF)	0608	4,788,192	(41,997)	0	4,746,195	0	0
GRANTS & AID PAYMENT	0600	4,788,192	(41,997)	0	4,746,195	0	0
PROFESSIONAL FEES	0901	0	0	41,000	41,000	0	0
CONTRACTUAL SERVICES	0900	0	0	41,000	41,000	0	0
EXPENDITURE TOTALS		5,076,353	(41,997)	70,266	5,104,622	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	5,076,353	(41,997)	70,266	5,104,622	0	0
GENERAL FUND/BRA	G	5,076,353	(41,997)	70,266	5,104,622	0	0
TOTAL FUNDING		5,076,353	(41,997)	70,266	5,104,622	0	0

**AGENDA ITEM TITLE:**

**Standard Narrative for Agency 167 – UW Medical Education, Jewell**

**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:**

There are two main components of biennium budget requests which state agencies are required to complete and submit to the State of Wyoming's Department of Administration & Information's Budget Division – the standard budget and narrative and the exception request budget.

This agenda item is to seek approval of the FY2019-FY2020 Biennium Standard Budget and Narrative for Agency 167 – UW Medical Education. The standard narrative and budget for the entire agency can be found on pages 3-6 of the attached materials. Also, Agency 167 is comprised of 5 divisions and the standard narrative for each division is outlined in the table below with the page numbers referencing the attached materials (State of Wyoming 2019-2020 Biennium Budget Request, Agency 167).

<b>167 Division</b>	<b>Standard Budget &amp; Narrative Pages</b>
Family Medical Residency (Casper)	9-12
Family Medical Residency (Cheyenne)	24-26
WWAMI Medical Education	32-36
Dental Contracts	43-46
Nursing Program	49-50
Administration	52-53

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

On the August 9<sup>th</sup>, 2017 Board of Trustee conference call, the Trustees approved the FY2019-FY2020 Biennium Budget Exception Requests for Agency 167; however the standard budget and narrative were not finalized in time for approval on the August conference call.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-103 states, "final approval of the Operating Budget rests with the Board of Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the 2019-2020 Biennium Budget Standard Narrative for Agency 167.



**PROPOSED MOTION**

I move to approve the 2019-2020 Biennium Standard Budget and Narrative for Agency 167 – UW Medical Education.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE:**

**Modified Exception Request for Agency 167 – UW Medical Education, Jewell**

**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:**

There are two main components of biennium budget requests which state agencies are required to complete and submit to the State of Wyoming's Department of Administration & Information's Budget Division – the standard budget and narrative and the exception request budget.

On the August 9, 2017, Board of Trustees conference call, the Board approved the 2019-2020 Biennium Budget Exception Request for Agency 167 – UW Medical Education. However, since the August 9, 2017 conference call, there have been changes made for a variety of reasons. In addition to outlining the high-level changes below, the supporting materials for this agenda item (attached: 2019-2020 Biennium Budget Exception Request, Agency 167 – UW Medical Education, version: "Last Revised: August 28, 2017") notes the **changes in red** that have been made to the exception requests that were originally approved by the Trustees on August 9, 2017.

**Modifications to the Exception Request After Trustee Approval on August 9, 2017:**

1. **Footnote Request** – removed phrase "the General Medical Education (GME) federal funding or the."
2. **Priorities** – revised the priority rankings of the agency's exception requests.
3. **Benefits Figures** – the State's Budget Division revised its calculation/estimation for nearly all benefit costs that were listed in the August 9<sup>th</sup> document.
4. **HB85 Spending Authority** – revised and increased the reimbursed amount of tuition and fees due the hosting most of the second year of medical school on the Laramie campus.
5. **CFO Position** – added an exception request to create one position for a Chief Financial Officer and fund it using existing funds.

This agenda item is to seek approval of the modified FY2019-FY2020 Biennium Exception Budget Request for Agency 167 – UW Medical Education; which can be found on following pages of the attached material (State of Wyoming 2019-2020 Biennium Budget Request, Agency 167).

<b>167 Division</b>	<b>Exception Request Pages</b>
Family Medical Residency (Casper)	12-23
Family Medical Residency (Cheyenne)	27-31
WWAMI Medical Education	36-42
Dental Contracts	46-48
Nursing Program	50-51
Administration	53-57

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

On the August 9<sup>th</sup>, 2017 Board of Trustee conference call, the Trustees approved the FY2019-FY2020 Biennium Budget Exception Requests for Agency 167; however after the conference call agency leadership, in conjunction with the State's Budget Division, made further revisions and refinements.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-103 states, "final approval of the Operating Budget rests with the Board of Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modified 2019-2020 Biennium Budget Exception Request for Agency 167.

**PROPOSED MOTION**

I move to approve the modified 2019-2020 Biennium Budget Exception Request for Agency 167 – UW Medical Education.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



# STATE OF WYOMING

# 167

Agency Number

## 2019-2020 BIENNIUM BUDGET REQUEST

**UW - MEDICAL EDUCATION**

Agency Name

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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2019 - 2020 BIENNIUM

DEPARTMENT BUDGET SUMMARY TABLE

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DEPARTMENT UW - MEDICAL EDUCATION						DEPT 167	
1	2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
DIVISION							
FAMILY MEDICAL RESIDENCY PROGRAM	0100	31,223,963	0	2,454,944	33,678,907	0	0
WWAMI MEDICAL EDUCATION	0200	14,289,831	0	1,512,050	15,801,881	0	0
DENTAL CONTRACTS	0400	4,630,862	(140,444)	0	4,490,418	0	0
NURSING PROGRAM	0500	221,625	0	0	221,625	0	0
ADMINISTRATION	0700	0	0	851,290	851,290	0	0
WWAMI SPACE - LEVEL II	7000	0	0	0	0	0	0
TOTAL BY DIVISION		50,366,281	(140,444)	4,818,284	55,044,121	0	0
OBJECT SERIES							
PERSONAL SERVICES	0100	28,277,670	0	2,342,348	30,620,018	0	0
SUPPORTIVE SERVICES	0200	4,463,153	0	121,923	4,585,076	0	0
GRANTS & AID PAYMENT	0600	15,168,873	(140,444)	1,109,877	16,138,306	0	0
CAPITAL EXPENDITURES	0700	0	0	0	0	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	0	229,861	0	0
CONTRACTUAL SERVICES	0900	2,226,724	0	1,244,136	3,470,860	0	0
TOTAL BY OBJECT SERIES		50,366,281	(140,444)	4,818,284	55,044,121	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	33,889,085	(280,888)	700,103	34,308,300	0	0
OTHER FUNDS	Z	16,477,196	140,444	4,118,181	20,735,821	0	0
TOTAL BY FUNDS		50,366,281	(140,444)	4,818,284	55,044,121	0	0
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		135	0	8	143	0	0
PART TIME EMPLOYEE COUNT		24	0	(1)	23	0	0
AWEC EMPLOYEE COUNT		5	0	0	5	0	0
TOTAL AUTHORIZED EMPLOYEES		164	0	7	171	0	0

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**SECTION 1. DEPARTMENT STATUTORY AUTHORITY**

**TITLE 21 – EDUCATION**

CHAPTER 7 – TEACHERS AND EMPLOYEES

ARTICLE 6 - WYOMING TEACHER SHORTAGE LOAN REPAYMENT PROGRAM

CHAPTER 16 – HIGHER EDUCATION GENERALLY

ARTICLE 2 - WESTERN REGIONAL HIGHER EDUCATION COMPACT

ARTICLE 5 - ADVANCE PAYMENT OF HIGHER EDUCATION COSTS

ARTICLE 9 - UNIVERSITY OF WYOMING ENDOWMENT FUND

ARTICLE 10 - UNIVERSITY OF WYOMING ATHLETICS CHALLENGE FUND

ARTICLE 12 - HIGHER EDUCATION ENDOWMENT ACCOUNTS

ARTICLE 13 - HATHAWAY SCHOLARSHIP PROGRAM

ARTICLE 14 - UNIVERSITY OF WYOMING ACADEMIC FACILITIES CHALLENGE FUND

ARTICLE 15 - TUITION AND FEES FOR SURVIVORS OF EMERGENCY RESPONDERS

ARTICLE 16 - UNIVERSITY OF WYOMING RECLAMATION AND RESTORATION CENTER CHALLENGE ACCOUNT

CHAPTER 17 - UNIVERSITY OF WYOMING

ARTICLE 1 - IN GENERAL

ARTICLE 2 - BOARD OF TRUSTEES

ARTICLE 3 - AGRICULTURE AND EXTENSION WORK

ARTICLE 4 - CAPITAL CONSTRUCTION PROJECTS

CHAPTER 19 - HIGHER EDUCATION RETIREMENT

**TITLE 9 - ADMINISTRATION OF THE GOVERNMENT**

CHAPTER 2 – AGENCIES, BOARDS, COMMISSIONS AND DEPARTMENTS GENERALLY

ARTICLE 1 – DEPARTMENT OF HEALTH

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

9-2-123 – WYOMING INVESTMENT IN NURSING

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## SECTION 2. QUALITY OF LIFE RESULT

Result #5. Students are successfully educated and prepared for life's opportunities.

## SECTION 3. CONTRIBUTION TO WYO QUALITY OF LIFE

University of Wyoming's Medical Education contributes to the Wyoming Quality of Life by promoting Health Professional education through quality health, dental and other health related services to citizens without regard for their ability to pay.

## SECTION 4. BASIC FACTS

The Agency 167 budget, University of Wyoming Medical Education, currently has four operational divisions. UW Medical Education provides or facilitates health care education and patient care through the UW Family Medicine Residency Programs (UWFMRP), the WWAMI Medical Education Program, Dental Contracts (WYDENT Program), and Nursing Program (the BRAND Program).

The **UW Family Medicine Residency Program** budget includes appropriation for the Casper Family Medicine Residency Program and the Cheyenne Family Medicine Residency Program.

The **WWAMI Medical Education** budget includes appropriation for WWAMI Medical Education Instruction/Contracts. WWAMI is a consortium of rural states (Washington, Wyoming, Alaska, Montana, and Idaho (WWAMI)) that offers medical education (medical school) through a partnership with the University of Washington School of Medicine. The state of Wyoming supports Wyoming students in this program through a loan-for-service contingency. The WWAMI Medical Education program provides an opportunity for residents of Wyoming to be educated as quality physicians.

The **Dental Contracts** budget includes appropriation for the WYDENT Program, a legislatively authorized loan-for-service program for Wyoming residents to pursue a degree in dentistry.

The **Nursing Program** budget includes appropriation for the Accelerated Nursing Degree Program, also known as the Bachelors Reach for Accelerated Nursing Degree or BRAND, a legislatively authorized loan-for-service program for Wyoming residents pursuing a nursing degree on an accelerated basis.

## SECTION 5. PERFORMANCE MEASURES

Please review Breaking Through: 2017-2022- A Strategic Plan for the University of Wyoming



2019 - 2020 BIENNium

DEPARTMENT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION

DEPT 167

**SECTION 6. DEPARTMENT PRIORITIES**

167 - UW-Medical Education								
Priority	Division	Unit #	Program Name / Description	\$	GF	FF	OF	# of Positions
1	0100	0101-0102	<b>Family Medical Residency Programs</b> - The fundamental purpose of the program is to educate family medicine physicians-residents through direct patient care.	\$31,773,963	\$17,011,552	\$0	\$14,752,411	148
1	0200	0201	<b>WWAMI-Medical Education</b> - Consortium of rural states that offers medical education through a partnership with the University of Washington School of Medicine and provides the opportunity for Wyoming residents to receive a medical education and to be trained as quality physicians in rural settings.	\$14,289,831	\$12,025,046	\$0	\$2,264,785	16
1	0400	0401	<b>Dental Contracts</b> - Loan-for-service repayment dentistry program that contracts for educational services with schools of dentistry at the University of Nebraska-Lincoln and Creighton University in Omaha.	\$4,630,862	\$4,630,862	\$0	\$0	-
1	0500	0501	<b>Nursing Program</b> - Loan-for-service repayment nursing degree on an accelerated basis (BRAND) at the University of Wyoming.	\$221,625	\$221,625	\$0	\$0	-

Notes:

2019 - 2020 BIENNIUM

DEPARTMENT NARRATIVE

7

DEPARTMENT UW - MEDICAL EDUCATION

DEPT 167

1. The programs are presented above in order of division and given the ranking of a #1 priority. All the programs have the same purpose to educate Wyoming students with a medical education to provide critical health care across the state.

**SECTION 7. DEPT. EXCEPTION REQUEST PRIORITIES**

167 - UW Medical Education 2019-2020 Biennium Budget Request									
Priority	Unit #	Description	Department Request		Governor's Recommendation				
			Amount	Pos	Amount	GF	FF	OF	Pos
1	0201	WWAMI Tuition and Fee Inflation of 3% Per Year	\$705,100	0	\$0	\$0	\$0	\$0	0
2	0201	Spending Authority for HB85 Additional Year on Campus	806,949	2					
3	0101	340B Pharmacy	481,000	0					
4	0101	Community Link Consulting	369,136	0					
5	0101	Physician Faculty Compensation	216,664	0					
6	0101/0701	Medical Education Reorganization	0	1					
7	0101	Inflation and Support Costs	50,700	0					
8	0102	Building Renovations	875,000	0					
9	0101	Add on-Pay	499,196	0					
10	0101	4FT Positions & Benefits	486,793	4					
11	0101	Section 320 Reduction - Revenue Shift to GME Funds	0	0					
12	0401	Section 320 Reduction	(140,444)	0					
Totals			4,677,840	7					
General Fund			\$419,215						
Federal Funds			\$0						
Other Funds			\$4,258,625						
<b>Total Request</b>			<b>\$4,677,840</b>						

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Extended Approval- Chapter 31, Section 167, Footnote 1 of the 2016 Session Laws:

2. Funds appropriated for 100 series personal services for section 167 may be transferred and expended for contract services for instructors, physicians and other health care providers for the University of Wyoming family practice residency and WWAMI medical education programs. The University of Wyoming shall report any transfers and expenditures pursuant to this footnote in accordance with section 308 of this act.

Footnote Request:

Medical Education is requesting to be exempt from processing federal grants and contracts awarded or entered into after the 2019/2020 budget is approved through the Legislative process or the Governor's B-11 process. The clinics are now considered a FQHC- Federally Qualified Health Center, instead of a look-alike FQHC. The clinics now have multiple opportunities to apply for additional federal assistance dollars. The agency would like to be exempted from applicable Wyoming statutes, regulations, and/or administrative guidance regarding the abilities of agencies to accept federal monies received after July 1, 2018 in order to fully integrate the federal funding mechanisms afforded it under these provisions. Should this request be granted, the University will require Medical Education to use the University's pre-award and post-award processes established by the Office of Research and Economic Development. For the sake of clarity, the request to exempt federal grants and contracts does not include Medicaid and Medicare reimbursement for clinic services (considered clinic revenue) described below.

2019 - 2020 BIENNIUM

DIVISION BUDGET REQUEST SUMMARY TABLE

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DEPARTMENT UW - MEDICAL EDUCATION						DEPT 167	
DIVISION FAMILY MEDICAL RESIDENCY PROGRAM						DIV NO 0100	
1		2	3	4	5	6	7
Division	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
UNIT							
UWFMRP- CASPER	0101	16,906,000	0	1,579,944	18,485,944	0	0
UWFMRP- CHEYENNE	0102	14,317,963	0	875,000	15,192,963	0	0
TOTAL BY UNIT		31,223,963	0	2,454,944	33,678,907	0	0
OBJECT SERIES							
PERSONAL SERVICES	0100	26,097,324	0	684,108	26,781,432	0	0
SUPPORTIVE SERVICES	0200	3,333,920	0	45,700	3,379,620	0	0
GRANTS & AID PAYMENT	0600	0	0	481,000	481,000	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	0	229,861	0	0
CONTRACTUAL SERVICES	0900	1,562,858	0	1,244,136	2,806,994	0	0
TOTAL BY OBJECT SERIES		31,223,963	0	2,454,944	33,678,907	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	17,011,552	(140,444)	(856,287)	16,014,821	0	0
SPECIAL REVENUE	SR	14,212,411	140,444	3,311,231	17,664,086	0	0
TOTAL BY FUNDS		31,223,963	0	2,454,944	33,678,907	0	0
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		130	0	3	133	0	0
PART TIME EMPLOYEE COUNT		18	0	0	18	0	0
TOTAL AUTHORIZED EMPLOYEES		148	0	3	151	0	0

2019 - 2020 BIENNIUM

UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION FAMILY MEDICAL RESIDENCY  
PROGRAM  
UNIT UWFMRP- CASPER

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

### SECTION 1. UNIT STATUTORY AUTHORITY

See Department Narrative Statutory Authority.

### SECTION 2. STANDARD BUDGET REQUEST

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

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

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

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

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

2019 - 2020 BIENNIUM

UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION FAMILY MEDICAL RESIDENCY  
PROGRAM  
UNIT UWFMRP- CASPER

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

### Scope of Program

The UW Family Medicine Residency Program in Casper (UWFMRP-Casper) is fully accredited by the American Osteopathic Association (AOA). From its inception, UWFMRP-Casper has supported 24 resident physicians (8 in each 3 year class) and has graduated 256 family medicine physicians. The residency also provides clinical training for several other health professions programs at the University of Wyoming College of Health Sciences including WWAMI Medical and Physician Assistant, Doctor of Nursing Practice, Social Work, Nursing, and Pharmacy.

During FY 2016, the UWFMRP-Casper provided care that totaled 33,413 patient visits, which includes 25,425 clinic visits, 6,770 hospital visits, 1,126 nursing home visits and 92 home visits. The program delivered over 205 babies, and cared for over 340 hospitalized pediatric patients (including newborns). Many of these patients were either uninsured (16.5%), or used Medicaid (38.3%) or Medicare (27.1%), making the Program an integral safety net provider for central Wyoming. The UWFMRP-Casper faculty consists of the Director, nine physicians, one behaviorist, and one doctor of pharmacy. Several other staff also work at the UWFMRP-Casper to carry out the scope of the program.

Position Count:

Full- time employees=69

Part-time employees=9

### **Part B: Revenue:**

	2015-2016	2017-2018	2019-2020		
General Fund	10,870,785	9,522,158	8,374,626*	Rev Code 1001	
Special Revenue	5,036,062	7,266,979	9,482,044*	Rev Code 5103	
Special Revenue	0	488,830	629,274*	Rev Code W202	* Estimate

### **SECTION 3. SPECIAL REVENUE FUND HISTORY**

	13/14	15/16	Estimated 17/18	Estimated 19/20	Estimated 21/22
Beginning Balance	434,693	3,050,938	4,318,736	4,805,407	4,805,407
All Expenditures	8,871,509	16,730,599	17,277,967	18,205,500	18,205,500

2019 - 2020 BIENNIUM

UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION FAMILY MEDICAL RESIDENCY  
PROGRAM  
UNIT UWFMRP- CASPER

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
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Revenue	6,176,258	7,309,894	8,242,480	9,638,127	9,638,127
Ending	3,050,938	4,318,736	4,805,407	4,805,407	4,805,407

Current Balance as of this report- \$4,318,736

Statutory Authority- 21-17-101 thru 21-17-115

**Fund Description and Restrictions-** Clinic Income is generated from payments by patients to the Family Residency Programs for service rendered. The funds are to be used by the Family Residency Programs for general operations and services

**Revenue Sources Codes & Descriptions:**

5103- Family Practice Medical SV Fee  
W202- RES MNT – Medicare

#### SECTION 4. EXCEPTION REQUEST

##### 1. PRIORITY #3- 340B PHARMACY

**A. EXPLANATION OF REQUEST:** This request is based on 12 months of historical expenditures associated with the establishment of the 340B Pharmacy at the end of the 2015-2016 budget period. The program established a pharmacy under Section 340B if the Public Health Services Act in 2015 through B-11 approval. Pursuant to a contractual professional service agreement, the UWFMRP-Casper will supply an inventory of prescription drugs and re-supply the pharmacy as needed. The contract pharmacy will provide dispensing services under the terms of the agreement.

The purpose of the 340B pharmacy is the provision of low-cost prescription drugs for use limited to EHCW qualified patients. Spending authority is required for purchasing monthly inventory.

##### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

	Object Code	Description	Amount	Funding Source
1.	0626	Grant Payments	\$481,000	Special Revenue
		Total	\$481,000	Medical SV Fees - 5103

2019 - 2020 BIENNium

UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION FAMILY MEDICAL RESIDENCY  
PROGRAM  
UNIT UWFMRP- CASPER

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

**C. PERFORMANCE JUSTIFICATION:** The request above will eliminate the need to obtain spending authority through a B-11 and correctly align the budget with current structure.

## **2. PRIORITY #4- COMMUNITY LINK CONSULTING**

**A. EXPLANATION OF REQUEST:** Community Link Consulting (CLC) is the billing company for both of the residency programs. The University of Wyoming has required the outsourcing of the clinical income billing due to small residency billing departments and past issues with compliance and collections. Community Link Consulting (CLC) receives 7% of clinical income collected to process payments.

The UWFMRP-Casper, as a designated FQHC, has been receiving an enhanced FQHC reimbursement of \$146.90 per encounter since 2014. In March of 2017, the clinics received notice for the final Medicaid Rate from the Wyoming Department of Health, setting the new rate per encounter. Based on this new rate for FY19 & FY 20 the Casper Family Residency needs to request an additional \$369,136 budget authority in clinic income to cover the associated expenditures with the 7% payment to CLC.

### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

	Object Code	Description	Amount	Funding Source
1.	0901	Contract Payment	\$369,136	Special Revenue
		Total	\$369,136	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** Increased clinical income, which was one of the main goals of the residency clinics becoming federally qualified health clinics, comes with increased billing fees. The UWFMRPs are now full FQHCs instead of FQHC-look alikes.

## **3. PRIORITY #5- PHYSICIAN FACULTY COMPENSATION**

**A. EXPLANATION OF REQUEST:** During the 2017-2018 budget period 5 faculty qualified for promotional review. All were recognized for their individual accomplishments and received their clinical faculty rank status and promotional raises equaling \$173,571 for the biennium and associated benefits. A strong, experienced faculty group is essential to the existence of the residency program. This promotion compensation helps bring UWFMRP-Casper compensation close to the WWAMI regional mean for beginning faculty salary levels.

### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**



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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION FAMILY MEDICAL RESIDENCY  
PROGRAM  
UNIT UWFMRP- CASPER

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

	Object Code	Description	Amount	Funding Source
1.	0103	Salary	\$173,571	Special Revenue
2.	0105	Benefits	42,052	Special Revenue
3.	0197	Retiree Insurance	1,041	Special Revenue
		Total	\$216,664	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The additional pay provisions would provide needed support for the UWFMRP-Casper in multiple departments leading to more efficient and productive patient care.

#### 4. PRIORITY #6- MEDICAL EDUCATION REORGANIZATION

##### POSITION TRANSFER TO UNIT 0701

**A. EXPLANATION OF REQUEST:** A few years ago, the general fund appropriation for several Medical Education programs at the University of Wyoming was separated from the University's block grant designated as Agency #167. Since that time, there has been difficulty in determining what entity has accountability over the Medical Education programs. While the agency was treated, for budget purposes, as a separate agency from the University of Wyoming, the State has expected the University of Wyoming to continue to be responsible for the administration and operation of these programs.

The Dean of the College of Health Sciences has been informally responsible for the administration of these programs since the separate agency was created. The University would like to put in place a more formal structure for the administration and accountability of these programs. The CEO will provide oversight of Graduate Medical Education to ensure that the roles of the Educational Health Center of Wyoming (which addresses the needs/responsibilities of the clinics) and the University of Wyoming (which oversees Physician Resident training) are being met in a collaborative fashion.

The University of Wyoming would like to request the use of existing funds and a position to create a separate administrative unit to be responsible for Medical Education programs. The creation of this unit would have multiple benefits to the University and the State: 1) It would clarify the chain of command and authority over the programs; 2) It would allow the Medical Education programs to better share resources and personnel; 3) It would allow the clarification of responsibilities of the different programs; 4) It would allow the Medical Education programs to better report as a whole division.

##### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

Unit	POS#	Year	0103-Salary	0105- Benefits	0196- Health Insurance	0197- Retiree Health Insurance	Funding Source
0101	1216	2019	(\$200,004)	(\$47,901)	(\$9,967)	(\$1,200)	General Fund
0101	1216	2020	(200,004)	(47,901)	(10,366)	(1,200)	General Fund
0701	1216	2019	200,004	47,901	9,967	1,200	General Fund

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0701	1216	2020	200,004	47,901	10,366	1,200	General Fund
		Total	\$0	\$0	\$0	\$0	General Fund - 1001

Unit	Object Code	Amount	Funding Source
0101	0231- Office Suppl-Printng	(\$5,000)	General Fund
0701	0231- Office Suppl-Printng	5,000	General Fund
	Total	\$0	General Fund - 1001

**C. PERFORMANCE JUSTIFICATION:** The reorganization will allow the Administration unit-0701 to serve the entire Medical Education Department. In providing guidance and unity towards one common goal of educating Wyoming students and providing medical serves to Wyoming citizens.

CFO POSITION:

**A. EXPLANATION OF REQUEST:** In conjunction with the creation of Unit 0701- Administration, a Chief Financial Officer (CFO) position is being requested with general funds being internally reallocated to cover the salary and associated benefits. The Department of Medical Education is requesting \$332,746 in general fund be transferred to Unit 0701-Administration to cover a portion of the CFO position, with the reduction being replaced with clinic income, allowing expenditures to remain at the same level.

Additional information about the reorganization and the creation of the CFO position can be review under the Unit 701-Administration exception request narrative.

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

Unit	Amount	Funding Source
0101	(\$332,746)	General Fund - 1001
0101	332,746	Medical SV Fees - 5103
Total	\$0	
0701	\$332,746	General Fund - 1001 ---CFO Position

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**C. PERFORMANCE JUSTIFICATION:** The reorganization will allow the Administration unit-0701 to serve the entire Medical Education Department. In providing guidance and unity towards one common goal of educating Wyoming students and providing medical serves to Wyoming citizens.

#### 5. PRIORITY #7- INFLATIONARY SUPPORT COSTS

**A. EXPLANATION OF REQUEST:** Operating costs have increased substantially in some areas since the beginning of the biennium. Although the UWFMRP - Casper has cut some services and expense areas to adjust for reduced revenues, a number of expense areas are essential and not within its control to cut completely. For example since FY15, utility costs have increased 13.7%, dues and licenses 10%, medical and lab supplies 17.3%, hazardous waste disposal 40.6%. Due to doubling the length of time necessary for the residents' required pediatric ER rotation in Denver, property rental there will increase 100% from FY17 to FY18. Additionally, the Casper facility is 40 years old and costs to repair and maintain the building are increasing yearly.

#### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT AND FUND SOURCE:**

	Object Code	Description	Amount	Funding Source
1.	0201	Real Propty Rep & MT	\$6,200	Special Revenue
2.	0202	Equipment Rep & Mntc	2,550	Special Revenue
3.	0203	Utilities	6,050	Special Revenue
4.	0207	Dues-Licenses-Regist	11,700	Special Revenue
5.	0235	Medical-Lab Supplies	22,250	Special Revenue
6.	0251	Real Property Rental	1,950	Special Revenue
		Total	\$50,700	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** A 5% increase, paid through special revenue – clinic revenue, is necessary to continue to operate in areas where cost increases are beyond the control of the UWFMRP-Casper administration.

#### 6. PRIORITY #9- ADD ON-PAY

**A. EXPLANATION OF REQUEST:** Routine physician compensation models include a base salary and then add-on compensation for afterhour's work, which is typically defined as hospital work and call. 24-7 hospital patient care and call coverage is unique in the University of Wyoming system and applies only to the residency program physician faculty members. This add-on pay more accurately compensates for the different levels of faculty clinical work performed by each

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physician faculty member. This add-on pay will be more competitive with the WWAMI regional mean for total physician faculty compensation as well as with local competing physician positions.

The requested funding will be directed towards 5 faculty for obstetrics/pediatric care at \$18,000 per year and 9.2 faculty for adult medicine at \$12,000 per year.

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

	Object Code	Description	Amount	Funding Source
1.	0103	Salary	\$400,800	Special Revenue
2.	0105	Benefits	95,991	Special Revenue
3.	0197	Retiree Insurance	2,405	Special Revenue
		Total	\$499,196	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The additional pay provisions would provide needed support for the UWFMRP-Casper in multiple departments leading to more efficient and productive patient care.

**7. PRIORITY #10- 4 FULL-TIME POSITIONS & BENEFITS**

**A. EXPLANATION OF REQUEST:** The UWFMRP-Casper operates a busy health care clinic with over 35 health care providers seeing nearly 100 patients a day and over 25,000 outpatient clinic visits a year. The clinic is understaffed in multiple departments, but most significantly understaffed in its front desk, nursing, and case management departments. Through this request, the UWFMRP-Casper requests three new positions.

Position Titles	Salary	Benefits	Health Insurance	Retiree Health Insurance
L0001 - Medical Assistant	\$65,000	\$16,047	\$20,333	\$390
L0002 - Medical Assistant	65,000	16,047	20,333	390
L0003 - Case Manager	90,000	22,035	20,333	540
L0004 - Case Manger Supervisor	104,000	25,388	20,333	624
	\$324,000	\$79,519	\$81,330	\$1,944
			Total	\$486,793

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2. After receiving the Federally Qualified Health Center look-alike organization designation several years ago, the case management needs of the UWFMRP-Casper have grown. As a safety net provider, a substantial portion of the population served by the clinic have limited financial and social resources. Case management is a significant need for these patients. Additionally, the case management department is highly involved with the collection and tracking of data for reporting the federally required clinical quality measures. Approval of these positions would increase the number of Case Managers to four, one for each clinical team. Currently, the two existing Case Managers are directly supervised by the Clinic Director who also supervises the nursing, front desk, billing, laboratory, medical records, radiology, and EMR management departments. One of these new positions will have supervisory authority over the other three in order to provide effective responsibility assignment and activity oversight. While the majority of this position's time will be spent in case management activity, it is expected that 15-20% of the position's time will be required for supervision of the other three. 1. Two additional nursing staff are needed to bring the provider/nurse staffing ratio to a stable 1:1 relationship for morning and afternoon clinic sessions, the minimal standard clinical norm. At present, five part-time, non-benefited, prn nursing staff, work a combined average of 413 hours per month to cover vacations, sick leave, and regular but extraordinary events like pediatric cardiac clinics, back-to-school immunization demand, etc. These part-time staff positions turn over frequently as the people in them find full-time positions, negatively affecting patient continuity of care. Medical Assistants are requested because the established salary structure for better-trained LPN and RN positions is substantially below current market levels in Casper. Two staff would cover approximately 346 hours of the 413 currently needed.

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

	Object Code	Description	Amount	Funding Source
1.	0103	Salary	\$324,000	Special Revenue
2.	0105	Benefits	79,519	Special Revenue
3.	0196	Health Insurance	81,330	Special Revenue
4.	0197	Retiree Insurance	1,944	Special Revenue
		Total	\$486,793	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The four requested positions would provide needed support for the UWFMRP-Casper in multiple departments leading to more efficient and productive patient care.

**SECTION 5. SECTION 320 REDUCTION**

**1. PRIORITY #11- REDUCTION IN GENERAL FUND**

Per the Governor's request the clinic is submitting a general fund reduction of \$140,444, which is to be replaced with GME federal funding (RES MNT-MEDICARE-W202), based on the following information below:

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

The replacement of revenue will allow the UWFMRP- Casper to continue to provide the same level of service to their current clients.

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

	Description	Amount	Funding Source
1.	Reduction in General Fund	(\$140,444)	General Fund - 1001
	Increase in Special Revenue	\$140,444	RES MNT-MEDICARE-W202

**C. PERFORMANCE JUSTIFICATION: N/A**

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UNIT BUDGET REQUEST

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DEPARTMENT		Wyoming On Line Financial Codes					
DIVISION		DEPT		DIVISION	UNIT	FUND	APPR
UNIT		167		0100	0101	001	101
UW - MEDICAL EDUCATION							
FAMILY MEDICAL RESIDENCY PROGRAM							
UWFMRP- CASPER							
1	2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
SALARIES CLASSIFIED	0103	9,606,736	0	498,363	10,105,099	0	0
SALARIES OTHER	0104	235,150	0	0	235,150	0	0
EMPLOYER PD BENEFITS	0105	2,369,617	0	121,757	2,491,374	0	0
EMPLOYER HEALTH INS BENEFITS	0196	1,979,380	0	60,998	2,040,378	0	0
RETIREEES INSURANCE	0197	59,046	0	2,990	62,036	0	0
PERSONAL SERVICES	0100	14,249,929	0	684,108	14,934,037	0	0
REAL PROPTY REP & MT	0201	124,000	0	6,200	130,200	0	0
EQUIPMENT REP & MNTC	0202	51,000	0	2,550	53,550	0	0
UTILITIES	0203	121,000	0	6,050	127,050	0	0
COMMUNICATION	0204	87,000	0	0	87,000	0	0
DUES-LICENSES-REGIST	0207	234,000	0	11,700	245,700	0	0
ADVERTISING-PROMOT	0208	2,000	0	0	2,000	0	0
MISCELLANEOUS	0210	11,941	0	0	11,941	0	0
TRAVEL IN STATE	0221	67,519	0	0	67,519	0	0
TRAVEL OUT OF STATE	0222	122,848	0	0	122,848	0	0
EMPLOYEE MOVING EXPENSES	0224	7,000	0	0	7,000	0	0
BOARD IN-STATE TRAVEL	0228	20,000	0	0	20,000	0	0
OFFICE SUPPL-PRINTNG	0231	421,000	0	(5,000)	416,000	0	0
MTR VEH&AIRPLANE SUP	0233	500	0	0	500	0	0
FOOD FOOD SVC SUPPL	0234	3,000	0	0	3,000	0	0
MEDICAL-LAB SUPPLIES	0235	445,000	0	22,250	467,250	0	0
EDUCA-RECREATNL SUPP	0236	33,000	0	0	33,000	0	0
SOFT GOODS&HOUSEKPNG	0237	6,000	0	0	6,000	0	0
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0	0
REAL PROPERTY RENTAL	0251	39,000	0	1,950	40,950	0	0
SUPPORTIVE SERVICES	0200	1,795,808	0	45,700	1,841,508	0	0
GRANT PAYMENTS	0626	0	0	481,000	481,000	0	0
GRANTS & AID PAYMENT	0600	0	0	481,000	481,000	0	0
FUND SHIFT - FISCAL	0881	229,861	0	0	229,861	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	0	229,861	0	0
PROFESSIONAL FEES	0901	630,402	0	369,136	999,538	0	0
CONTRACTUAL SERVICES	0900	630,402	0	369,136	999,538	0	0
EXPENDITURE TOTALS		16,906,000	0	1,579,944	18,485,944	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	9,371,357	(140,444)	(856,287)	8,374,626	0	0
GENERAL FUND/BRA	G	9,371,357	(140,444)	(856,287)	8,374,626	0	0

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UNIT BUDGET REQUEST

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DEPARTMENT		Wyoming On Line Financial Codes						
DIVISION	UW - MEDICAL EDUCATION		DEPT					
UNIT	FAMILY MEDICAL RESIDENCY PROGRAM		DIVISION					
	UWFMRP- CASPER		167		0100	UNIT	FUND	APPR
					0101	001	101	
1		2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST			
FAMILY PRACTICE MEDICAL SV FEE	5103	7,045,813	0	2,436,231	9,482,044	0	0	
RES MNT - MEDICARE	W202	488,830	140,444	0	629,274	0	0	
SPECIAL REVENUE	SR	7,534,643	140,444	2,436,231	10,111,318	0	0	
TOTAL FUNDING		16,906,000	0	1,579,944	18,485,944	0	0	
AUTHORIZED EMPLOYEES								
FULL TIME EMPLOYEE COUNT		69	0	3	72	0	0	
PART TIME EMPLOYEE COUNT		9	0	0	9	0	0	
TOTAL AUTHORIZED EMPLOYEES		78	0	3	81	0	0	



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DEPARTMENT		UW - MEDICAL EDUCATION										Wyoming On Line Financial Codes									
DIVISION		UWFMRP- CASPER										DEPT		DIVISION		UNIT		FUND		APPR	
UNIT		UWFMRP- CASPER										167		0100		0101		001		101	
1						2		3		4		5		6		7					
Pos#	FT/PT	Band#	Class Date	Percent			Agency Request Salary	Agency Request Benefits	Agency Request Total	Governor's Recommendations Salary	Governor's Recommendations Benefits	Governor's Recommendations Total									
Class Code		Position Title		GF	FF	OF															
D1216 UW32	F	19 DIRECTOR, MED EDUCATION		100			(400,008)	(118,535)	(518,543)	0	0	0									
L0001 UW52	F	100 MEDICAL ASSISTANT			100		65,000	36,770	101,770	0	0	0									
L0002 UW52	F	100 MEDICAL ASSISTANT			100		65,000	36,770	101,770	0	0	0									
L0003 UW53	F	100 CASE WORKER			100		90,000	42,908	132,908	0	0	0									
L0004 UW51	F	100 CASE MANAGER SUPERVISOR			100		104,000	46,345	150,344	0	0	0									
L0062 OT62	X	19 ADD-ON PAY			100		400,800	98,396	499,196	0	0	0									
L0546 UW05	X	19 CLINICAL ASST PROFESSOR			100		35,306	8,668	43,974	0	0	0									
L1298 UW05	X	19 CLINICAL ASST PROFESSOR			100		35,306	8,668	43,974	0	0	0									
L1376 UW05	X	19 CLINICAL ASST PROFESSOR			100		33,625	8,735	42,360	0	0	0									
L1454 UW12	X	19 DIRECTOR/ASSOC PROF			100		63,408	15,567	78,975	0	0	0									

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EXCEPTION PERSONNEL REPORT

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DEPARTMENT		UW - MEDICAL EDUCATION					Wyoming On Line Financial Codes									
DIVISION		UWFMRP- CASPER					DEPT		DIVISION		UNIT		FUND		APPR	
UNIT		UWFMRP- CASPER					167		0100		0101		001		101	
1		2		3		4		5		6		7				
Pos#	FT/ PT	Band#	Class Date	Percent			Agency Request Salary	Agency Request Benefits	Agency Request Total	Governor's Recommendations Salary	Governor's Recommendations Benefits	Governor's Recommendations Total				
Class Code		Position Title		GF	FF	OF										
L4085 UW41	X	100 BEHAVIORIST				100	5,926	1,455	7,381	0	0	0				
Total							498,364	185,746	684,110	0	0	0				
Authorized Employees Full Time							3			0						

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### SECTION 1. UNIT STATUTORY AUTHORITY

See Department Narrative Statutory Authority.

### SECTION 2. STANDARD BUDGET REQUEST

**Part A: Narrative:** UWFMRP-Cheyenne is dually accredited by the Accreditation Council for Graduate Medical Education (ACGME) and the American Osteopathic Association (AOA). The clinical activities of the UW Family Medicine Residency Program currently support training of 18 resident physicians. As of June 30, 2017 since its inception in 1980, UWFMRP-Cheyenne has graduated 209 Family Medicine physicians.

UW Family Medicine Residency Program Cheyenne (UWFMRP-Cheyenne) is one location where newly graduated doctors from accredited medical schools will experience an intensive hands-on experience specific to their chosen field of medicine (in our case family medicine) under appropriate supervision by nationally board certified and licensed physicians, most of whom are faculty members of the residency.

The specialty of family medicine is centered on lasting, caring relationships with patients and their families. Family physicians integrate the biological, clinical, and behavioral sciences while remaining conscientious of cultural, socio-economic, and personal situations to provide continuing, patient-centered comprehensive health care. The scope of family medicine encompasses all ages, genders, and every disease entity.

UWFMRP-Cheyenne is a three-year training program offering educational training and direct patient services in the following locations: outpatient (services provided at the Cheyenne clinic), partnership with Cheyenne Regional Medical Center, local nursing homes, and home-based care visits for patients that have limited physical abilities. In many cases, graduation from a medical residency such as UWFMRP-Cheyenne is the final formal educational requirement to practice family medicine independent of supervision. In some instances, graduates of family medicine residencies decide to continue their training through academic fellowships which specialize in a given area of medicine.

UWFMRP-Cheyenne is a three-year residency program (six resident physicians in each class) with the main Family Medicine Clinic (FMC) site located at the University of Wyoming Family Medicine Clinic in Cheyenne. Other training sites include: Cheyenne Regional Medical Center (CRMC), the Cheyenne Veterans' Administration Hospital, local long-term care facilities, community specialty clinics, and home visits conducted at the patient's residence. Our residents also assist Laramie County Community College (LCCC) in the operation of their student health clinic services.

UWFMRP-Cheyenne's fundamental purpose is to provide excellent medical training to family medicine physicians (also known as resident physicians) that will prepare them to practice comfortably as independent family physicians once they graduate. This is done with a balanced emphasis on education and service. An anticipated outcome of these programs is that graduates will remain in Wyoming to practice. Nationally, there is a strong correlation between the state or region in which a physician is practicing and the geographic area in which the physician completed their residency training. UWFMRP-Cheyenne graduates practice in all areas of the state ranging from Cheyenne and Casper to smaller communities such as Buffalo, Cody, Thermopolis, and Lander.

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The second purpose of UWFMRP-Cheyenne is to provide clinical training for students pursuing other health professions and to serve as a resource for university research and service. Many UW College of Health Sciences students in the following career professions (nursing, nurse practitioners, pharmacy, and social work) as well as medical students from WWAMI and other medical schools have received experience at the UWFMRP-Cheyenne. Within Wyoming, the UWFMRP residencies are often the only teaching sites offering educational experiences in ambulatory care to UW students pursuing careers in the above-mentioned health professions. In Cheyenne, we have an established partnership with LCCC which involves serving as their student's primary practice location for nursing, medical assisting, and medical office operation professions.

The third and final purpose of UWFMRP-Cheyenne is to provide safety-net health care to the people of Wyoming. Since their establishment, UWFMRP-Cheyenne has provided essential medical care for patients, regardless of their ability to pay. The UWFMRP clinic is an important safety-net provider within Cheyenne for patients with limited financial means. In many cases, the care provided to patients at the University of Wyoming Family Medicine Clinic in Cheyenne reduces the amount of services provided through CRMC's emergency room, the hospital, and the healthcare system. Additionally, UWFMRP-Cheyenne's residents, in partnership and close consultation with the two local OB/GYN practices, are often the initial physician seen by patients on the Labor and Delivery floor. We also have a long-standing relationship to assist FE Warren Air Force base with newborn delivery services for their patients as well as admit to the hospital, all base patients when required.

#### Scope of Program

During FY 2016, UWFMRP-Cheyenne provided 22,572 patients visits, which includes 15,383 clinic visits, 4,017 hospital visits, 251 nursing home visits and 30 home visits. The program delivered over 75 babies, while caring for over 282 hospitalized pediatric patients (including newborns). Many of these patients were either uninsured (19%), or had Medicaid (15%) or Medicare (38%) insurance, making the Program an integral safety net provider for Cheyenne and Laramie County. The remaining 28% of patients receiving services through UWFMRP-Cheyenne had some form of private medical insurance such as Blue Cross/Blue Shield, Cigna, United HealthCare, etc.

The UWFMRP-Cheyenne faculty consists of a Director (nationally board certified family medicine physician), an additional 6 FTE nationally board certified faculty physicians, one Licensed Clinical Social Worker, and two pharmacists (1 for the hospital/inpatient; the other for the primary outpatient clinic). UWFMRP-Cheyenne employs additional administrative and clinical staff to include: two staff members to assist in the day to day management of academic requirements and operations, registered nurses, one radiological technical, medical assistants, one additional social worker, and a variety of administrative staff to provide direct medical services to patients, schedule appointments and collect payments for services. These staff are key to accomplishing the organization's scope of the program.

Position Count:

Full- time employees=61

Part-time employees=9

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**DIVISION** FAMILY MEDICAL RESIDENCY  
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**UNIT** UWFMRP- CHEYENNE

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**DEPT** 167 **DIVISION** 0100 **UNIT** 0102 **FUND** 001 **APPR** 101

**Part B: Revenue:**

	2015-2016	2017-2018	2019-2020		
General Fund	9,522,212	7,980,174	7,640,195*	Rev Code 1001	
Special Revenue	5,650,000	6,901,804	7,200,810*	Rev Code 5103	
Special Revenue	0	351,958	351,958*	Rev Code W202	* Estimate

**SECTION 3. SPECIAL REVENUE FUND HISTORY**

	13/14	15/16	Estimated 17/18	Estimated 19/20	Estimated 21/22
Beginning Balance	1,123,903	1,878,646	1,510,940	1,087,832	787,832
All Expenditures	13,092,921	14,377,324	13,097,318	13,097,327	13,097,327
Revenue	3,772,781	3,805,944	4,715,464	5,160,000	5,160,000
Ending	1,878,646	1,510,940	1,087,832	787,832	787,832

**Current Balance as of this report-** \$1,087,832

**Statutory Authority-** 21-17-101 thru 21-17-115

**Fund Description and Restrictions-** Clinic Income is generated from payments by patients to the Family Residency Programs for service rendered. The funds are to be used by the Family Residency Programs for general operations and services

**Revenue Sources Codes & Descriptions:**

5103- Family Practice Medical SV Fee  
W202- RES MNT – Medicare

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#### SECTION 4. EXCEPTION REQUEST

##### 1. PRIORITY #8 - CAPITAL CONSTRUCTION

**A. EXPLANATION OF REQUEST:** The UWFMRP – Cheyenne is requesting the following items to update the current facility:

1. *Replace existing exterior signs notifying patients of our clinic at patient entries and exits.*
  - The goal of this project would be to increase community awareness of our clinic, while appropriately reflecting our UW affiliation.
  - Estimated project cost \$50,000
2. *Bring all bathrooms up to ADA code cost \$25,000 per bathroom; 7 bathrooms.*
  - The bathrooms are located on the patient wings (3), laboratory area, waiting room, and two main bathrooms downstairs.
  - Estimated project cost \$175,000
3. *Security and Safety.*
  - Given the ever-increasing national issues surrounding safety and the fact that this building was constructed in the late seventies egress was never a consideration.
  - There are also issues where the facility is not secured and we have found members of the community who are not our patients wandering the building and in some cases we have found homeless males in the female bathroom downstairs.
  - In order to effectively ensure staff and patient safety we are considering this project.
  - Estimated project cost \$500,000.
4. *Pharmacy.*
  - Proposed square footage of 1,100 ft.
  - Considering a construction rate of roughly \$350/ ft. per square foot as well as taxes and other additional contractor fees.
  - Estimated project cost \$500,000.

In the 2017-2018 biennium budget \$350,000 in special revenue was appropriated to start the 340B Pharmacy renovation, therefore the \$350,000 has been reduced from the total estimate of \$1,225,000. The clinic is also requesting these funds to be effective immediate to finish the pharmacy and start the other capital construction projects as soon as possible.

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

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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION FAMILY MEDICAL RESIDENCY  
PROGRAM  
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	Object Code	Description	Amount	Funding Source
1.	0903	Special Projects	\$875,000	Special Revenue
		Total	\$875,000	Medical SV Fees - 5103

#### C. PERFORMANCE JUSTIFICATION:

- Exterior Signage:** Presently, existing clinic signs are very confusing to the patients. The lettering and placement of the signs do not appropriately notify current or potential patients that this organization provides direct services to members of the community.

  - Through this project, the facility is proposing to add language to the sign to include the following: UW logo to clearly demonstrate the UW affiliation, a statement that the clinic provides services to all patients and that walk-in patients are welcome, the clinic would also like to list our phone number and hours of operations.
  - The clinic leadership is hopeful that if approved for funding, this project would enhance community awareness of their services and subsequently increase revenues.
- ADA Bathrooms:** This facility was constructed in the 1970s, therefore the existing bathrooms do not appropriately accommodate wheelchair bound patients, staff or partners from the community.

  - The clinic's existing restrooms aren't up to current ADA code, the rooms have an inadequate placement and number of safety bars (to allow for safe transfer on and off the toilet for handicapped individuals), the sinks are at an improper height to accommodate wheelchairs, there is inadequate space in the restroom to properly turn a wheelchair, and water pipes do not have the required insulation to ensure that a person in a wheelchair would not burn their leg from the use of hot water.
  - If this request were to be approved, the clinic may not choose to complete all the bathrooms at this time; they would prioritize the one bathroom in their waiting room and the two community bathrooms downstairs as the first bathrooms to be brought up to current code.
- Physical Security/Staff and Patient Safety:** Due the absence of an adequate number of entries and egresses to and from the building, this facility is inadequate in regards to access during and after hours for patients, staff or partners from the community.

  - The facility has an after-hours alarm however there is not a keyless entry system.
  - In some instances this facility does not have appropriate safety handrails installed, there are a number of issues that put the clinic at risk.
  - There are over 50 staff that work in the clinic on a given day. There are concerns with staff safety.
- Pharmacy:** An on-site pharmacy will provide the clinic with an opportunity for their patients to pick up prescribed medications prior to departing the clinic.

  - Presently the clinic's patients have to utilize community pharmacies for this service.

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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
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- 
- If this project were to be approved; in partnership with UW School of Pharmacy, this facility would be able to establish a billing and reimbursement mechanism; subsequently increasing their day-to-day and long-term financial resources.



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UNIT BUDGET REQUEST

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DEPARTMENT		UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes			
DIVISION		FAMILY MEDICAL RESIDENCY PROGRAM		DEPT	DIVISION	UNIT	FUND
UNIT		UWFMRP- CHEYENNE		167	0100	0102	001
							APPR
							101
1		2	3	4	5	6	7
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
SALARIES CLASSIFIED	0103	7,670,352	0	0	7,670,352	0	0
SALARIES OTHER	0104	390,289	0	0	390,289	0	0
EMPLOYER PD BENEFITS	0105	1,943,476	0	0	1,943,476	0	0
EMPLOYER HEALTH INS BENEFITS	0196	1,794,911	0	0	1,794,911	0	0
RETIRES INSURANCE	0197	48,367	0	0	48,367	0	0
PERSONAL SERVICES	0100	11,847,395	0	0	11,847,395	0	0
REAL PROPTY REP & MT	0201	150,895	0	0	150,895	0	0
EQUIPMENT REP & MNTC	0202	135,100	0	0	135,100	0	0
UTILITIES	0203	121,665	0	0	121,665	0	0
COMMUNICATION	0204	204,305	0	0	204,305	0	0
DUES-LICENSES-REGIST	0207	181,300	0	0	181,300	0	0
MISCELLANEOUS	0210	15,280	0	0	15,280	0	0
TRAVEL IN STATE	0221	60,823	0	0	60,823	0	0
TRAVEL OUT OF STATE	0222	91,894	0	0	91,894	0	0
EMPLOYEE MOVING EXPENSES	0224	76,000	0	0	76,000	0	0
BOARD IN-STATE TRAVEL	0228	10,000	0	0	10,000	0	0
OFFICE SUPPL-PRINTNG	0231	122,950	0	0	122,950	0	0
MTR VEH&AIRPLANE SUP	0233	10,800	0	0	10,800	0	0
FOOD FOOD SVC SUPPL	0234	2,100	0	0	2,100	0	0
MEDICAL-LAB SUPPLIES	0235	175,500	0	0	175,500	0	0
EDUCA-RECREATNL SUPP	0236	91,400	0	0	91,400	0	0
SOFT GOODS&HOUSEKPNG	0237	15,500	0	0	15,500	0	0
DP REPRODUCT OTH EQ	0242	0	0	0	0	0	0
MEDICAL-LAB EQUIPMNT	0245	0	0	0	0	0	0
REAL PROPERTY RENTAL	0251	70,000	0	0	70,000	0	0
INSURANCE-BOND PREMS	0254	2,600	0	0	2,600	0	0
SUPPORTIVE SERVICES	0200	1,538,112	0	0	1,538,112	0	0
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
PROFESSIONAL FEES	0901	932,456	0	0	932,456	0	0
SPECIAL PROJ & SVCS	0903	0	0	875,000	875,000	0	0
CONTRACTUAL SERVICES	0900	932,456	0	875,000	1,807,456	0	0
EXPENDITURE TOTALS		14,317,963	0	875,000	15,192,963	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	7,640,195	0	0	7,640,195	0	0
OTHER TOBACCO	1255	0	0	0	0	0	0

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UNIT BUDGET REQUEST

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DEPARTMENT		Wyoming On Line Financial Codes					
DIVISION							
UNIT							
UW - MEDICAL EDUCATION							
FAMILY MEDICAL RESIDENCY PROGRAM							
UWFMRP- CHEYENNE							
1		2	3	4	5	6	7
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
GENERAL FUND/BRA	G	7,640,195	0	0	7,640,195	0	0
FAMILY PRACTICE MEDICAL SV FEE	5103	6,325,810	0	875,000	7,200,810	0	0
RES MNT - MEDICARE	W202	351,958	0	0	351,958	0	0
SPECIAL REVENUE	SR	6,677,768	0	875,000	7,552,768	0	0
TOTAL FUNDING		14,317,963	0	875,000	15,192,963	0	0
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		61	0	0	61	0	0
PART TIME EMPLOYEE COUNT		9	0	0	9	0	0
TOTAL AUTHORIZED EMPLOYEES		70	0	0	70	0	0

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DIVISION BUDGET REQUEST SUMMARY TABLE

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DEPARTMENT UW - MEDICAL EDUCATION						DEPT 167	
DIVISION WWAMI MEDICAL EDUCATION						DIV NO 0200	
1		2	3	4	5	6	7
Division	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
UNIT							
WWAMI MED ED INSTRUCTION/CONTRACT	0201	14,289,831	0	1,512,050	15,801,881	0	0
TOTAL BY UNIT		14,289,831	0	1,512,050	15,801,881	0	0
OBJECT SERIES							
PERSONAL SERVICES	0100	2,180,346	0	806,950	2,987,296	0	0
SUPPORTIVE SERVICES	0200	1,119,233	0	76,223	1,195,456	0	0
GRANTS & AID PAYMENT	0600	10,326,386	0	628,877	10,955,263	0	0
CONTRACTUAL SERVICES	0900	663,866	0	0	663,866	0	0
TOTAL BY OBJECT SERIES		14,289,831	0	1,512,050	15,801,881	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	12,025,046	0	705,100	12,730,146	0	0
SPECIAL REVENUE	SR	2,264,785	0	806,950	3,071,735	0	0
TOTAL BY FUNDS		14,289,831	0	1,512,050	15,801,881	0	0
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		5	0	3	8	0	0
PART TIME EMPLOYEE COUNT		6	0	(1)	5	0	0
AWEC EMPLOYEE COUNT		5	0	0	5	0	0
TOTAL AUTHORIZED EMPLOYEES		16	0	2	18	0	0

DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION WWAMI MEDICAL EDUCATION  
UNIT WWAMI MED ED INSTRUCTION/  
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### SECTION 1. UNIT STATUTORY AUTHORITY

W.S. 21-17-109

### SECTION 2. STANDARD BUDGET REQUEST

**Part A: Narrative:** WWAMI is a consortium of rural states (Washington, Wyoming, Alaska, Montana, and Idaho) that offers medical education through a partnership with the University of Washington School of Medicine (UWSOM). The WWAMI Medical Education program provides an opportunity for Wyoming residents to receive a medical education and to be trained as quality physicians in rural settings. As of July 2017, 129 WWAMI graduates have finished residency training, and 91 (70.54%) have returned to Wyoming to practice medicine. In addition, 5 WWAMI graduates from other WWAMI states are practicing in Wyoming. The remaining 38 students (29.45%) who are not practicing medicine in Wyoming are repaying the funds expended on their medical education, with interest, pursuant to WWAMI's loan-for-service component.

The first year of the four-year WWAMI medical education program is delivered on the University of Wyoming campus. The second year of the medical school program takes place in Seattle where Wyoming students are trained alongside with other UWSOM students. This will change with the class admitted fall 2018 when Wyoming joins all the other WWAMI states in hosting the first two years on the home campus. Students rotate through clinical training sites located across the five-state region during their third and fourth years of medical school. The state of Wyoming pays the full tuition and fees associated with the 2<sup>nd</sup>- 4<sup>th</sup> year Wyoming medical students.

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

WWAMI program operational costs for year one of medical school currently include salaries for Wyoming's WWAMI Program Director (1.0 FTE), one anatomy faculty member (1.0 FTE), one clinical skills faculty member (.5 FTE), a general foundations phase lecturer (1.0 FTE), two administrative support staff (2.0 FTE), and five part-time, AWEC employees (physicians) to assist with teaching efforts. Program costs also include contract payments to other departments and faculty at the University of Wyoming for teaching first year courses. Other operational costs include: office expenses and supplies; travel to clerkship sites and to Seattle; human anatomy lab costs including cadaver purchases and dissection supplies; funds for replacement/updating and repair of teaching microscopes; human clinical exam models; AV equipment; clinical preceptor costs; rural medicine training; and books and other electronic resources.

The WWAMI program will know more specifically the full extent of resources needed to deliver the second year curriculum as it prepares during FY19. The program will submit a Supplemental Budget Request in 2019 to ask for additional spending authority of special revenues in order to completely fund the cost of the second year.

Position Counts:

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Full- time employees=5

Part-time employees=6

AWEC employees=5

**Part B: Revenue:**

	2015-2016	2017-2018	2019-2020		
General Fund	12,515,926	12,016,863	12,730,148*	Rev Code 1001	
Special Revenue	801,800	1,974,130	957,639*	Rev Code 9201	
Special Revenue	0	285,869	2,114,096*	Rev Code 5009	*Estimate

**SECTION 3. SPECIAL REVENUE FUND HISTORY**

	13/14	15/16	Estimated 17/18	Estimated 19/20	Estimated 21/22
Beginning Balance	-	-	-	203,910	210,520
Expenditures	-	-	2,500,000	3,065,989	3,065,989
Revenue	-	-	2,703,910	3,072,599	3,195,503
Ending	-	-	203,910	210,520	340,034

**Current Balance as of this report-** \$692,516- HB85 and \$778,429- Foundation Expendable Funds (CDO Report)

**Statutory Authority-** 21-17-109

**Fund Description and Restrictions-** 21-17-109. Course in field of professional health services; authority to offer; contracts with students; repayment of funds expended; deposit of repayments.

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DEPARTMENT UW - MEDICAL EDUCATION  
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(a) In addition to other powers heretofore granted to the trustees of the University of Wyoming, the board may offer and provide, in whole or in part at the university or in whole or in part at other institutions, universities or colleges within or without the state, a course of training and education in the field of professional health services including and limited to medicine, dentistry, veterinary, optometry or nursing.

(b) To accomplish the purposes hereof and in order that degrees in such fields of professional health services may be awarded by the university the board of trustees may enter into contracts with other institutions, universities or colleges within or without the state that maintain schools for the training and education of students in professional health services and to expend its funds in connection therewith.

(c) Students desiring to avail themselves of the opportunities under this section, before enrolling for such courses and having passed a competitive examination, must be approved by the president of the university acting with the advice of the respective state board in each particular field. No student shall be approved by the president unless the student or the student's father, mother or lawful guardian are residents of Wyoming and have been residents for not less than five (5) years immediately prior thereto.

(d) In addition to the requirements of subsection (c) of this section, before expending any funds the board of trustees shall obtain an agreement from each student whereby the student agrees to:

(i) Authorize the state of Wyoming to pay all or a portion of the cost of attendance incurred in his or her medical education as determined by any contract between the state of Wyoming and the school of medicine providing that education; and

(ii) Actively engage in professional practice or other professional pursuits in Wyoming for not to exceed three (3) years as the board requires. The taking of a family practice residency program in the state shall be credited toward the practice requirements at the rate of one-third (1/3) year of practice for each year of service in a family practice residency program in the state; or

(iii) Repay all amounts expended by the state of Wyoming under paragraph (i) of this subsection on the student's education, together with interest which shall begin accruing after the student's residency but in no event later than eight (8) years after the student enters into an agreement, upon terms specified by the board. However, interest shall begin to accrue if the board finds that the student has withdrawn from medical school or a residency program or is otherwise not making satisfactory progress toward completion of the degree or program. Money expended under this subsection shall accrue at an annual interest rate equal to that charged for federal Stafford loans at the time interest begins to accrue, which rate shall be adjusted annually to match the federal Stafford loan rate. In no event shall the interest rate be greater than eight percent (8%);

(iv) Repealed By Laws 2011, Ch. 176, § 2.

(e) Any amounts, other than fees and tuition payments, paid by medical students in accordance with the contractual arrangements authorized under this section shall be deposited into a special fund designated the Medical School Student Fund, maintained and separately accounted for by the University of Wyoming, which fund may be added to by specific contributions from other sources. The fund may be invested, at the discretion of the president of the University of Wyoming and the dean of the College of Health Sciences, for the production of income. The investment income shall be expended by the University of

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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
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Wyoming solely for direct assistance for relocation costs associated with practice in Wyoming, fees and materials for medical board examinations, rural training, dislocation, student development and scholarships to medical students as authorized by the president of the University of Wyoming and the dean of the College of Health Sciences. The principal of the fund established shall remain unimpaired and only the income derived therefrom may be collected and expended from year to year. The amount of income expended annually pursuant to this section shall not exceed an amount equal to four percent (4%) of the previous five (5) year average market value of the fund, calculated from the first day of the fiscal year. Any unexpended income shall remain in the fund. On or before October 1 of each year, the university shall submit a report to the joint appropriations committee and the joint labor, health and social services interim committee on income to the fund and expenditures from fund earnings during the prior fiscal year.

(f) Upon recommendation of the president of the university, the board of trustees may relieve a student of the obligation to repay amounts expended under paragraph (d)(i) of this section, in whole or in part, where repayment would cause undue hardship. The university shall annually report the number of students relieved from repayment under this subsection to the joint labor, health and social services interim committee not later than October 1.

(g) Tuition and fees received by the University of Wyoming from students participating in the medical education program under this section, shall be separately accounted for by the university. These funds are to be used by the university solely for the support of education and training conducted at the university pursuant to this section. The receipt and expenditure of these funds shall be identified in the university's biennial budget request.

**Revenue Sources Codes & Descriptions:**

5009- Tuition/Contract Payment HB85  
9201- Loan Repayment (4% HB85)

**SECTION 4. EXCEPTION REQUEST**

**1. PRIORITY #1- TUITION AND FEE INFLATION OF 3% PER YEAR**

**A. EXPLANATION OF REQUEST:** The Contracts budget is based on an agreement with the University of Washington School Of Medicine (UWSOM), and reflects the operating costs for educating Wyoming students during their second through 4<sup>th</sup> years of med school. This budget includes tuition charges for 2nd - 4th year students; immunization and registration fees; administrative and faculty support fees; and a differential for costs to operate clinical training sites in Wyoming Community Clinical Units. Historically, the University of Washington includes an annual inflation factor of approximately 3% for tuition and fees. Throughout the history of WWAMI, the State of Wyoming has covered all tuition and fees associated with educating the students in the 2<sup>nd</sup>-4<sup>th</sup> years of medical school. Therefore, the program is requesting \$705,102 in general funds for the inflationary increase in tuition and fees.

**TUITION REQUEST:**

Object Code	Standard Budget	3% 2019	3% 2020	Total
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DEPARTMENT UW - MEDICAL EDUCATION  
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0608	\$10,326,386	\$309,792	\$319,085	\$10,955,264
	<b>Tuition Exception Request</b>	<b>\$628,877</b>		

**FEE REQUEST:**

Object Code	Standard Budget	3% 2019	3% 2020	Total
0207	\$830,742	\$32,911	\$33,898	\$897,550
0255	\$117,091	\$4,638	\$4,777	\$126,506
	<b>Fee Exception Request</b>		<b>\$76,244</b>	

**TOTAL TUITION/FEE REQUEST: \$705,102 General Fund**

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

Object Code	Description	Amount	Funding Source
1. 0207	Dues- Licenses-Registration	\$66,808	General Fund
2. 0255	Payments	9,415	General Fund
3. 0608	AIDS(To/behalf of)	628,877	General Fund
	<b>Total</b>	<b>\$705,100</b>	<b>General Fund - 1001</b>

**C. PERFORMANCE JUSTIFICATION:** The University of Washington School Of Medicine projects a tuition inflation factor of 3% for FY 2019 and FY 2020 and a fee inflation rate of 3% for FY 2019 and FY 2020. The University of Wyoming is requesting a \$705,100 increase in the General Fund appropriation for these increased tuition and fee costs.

**2. PRIORITY #2- SPENDING AUTHORITY FOR HB85 (2016) SPECIAL REVENUE TO HELP COVER COSTS ASSOCIATED WITH HOSTING ADDITIONAL YEAR OF MEDICAL SCHOOL**

**A. EXPLANATION OF REQUEST:** In the FY17, the WWAMI program adopted a new medical curriculum that was unanimously endorsed by the Wyoming WWAMI Curriculum Review Panel comprised of WY physicians and other WY stakeholders. In the FY17/18 budget session, HB85 redirected tuition and fee monies flowing to the WWAMI Medical Education Endowment to the WWAMI program for the purpose of covering additional costs associated with the new curriculum. As part of the curriculum renewal, Wyoming WWAMI will begin hosting most of the second year of medical school (currently Wyoming WWAMI hosts 1 year of medical school



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UNIT NARRATIVE

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in Laramie). To help cover the costs associated with the additional time in Laramie, Wyoming WWAMI requests spending authority for an additional \$757,649 of HB 85 tuition and fees monies. Note that HB85 already directs these additional funds to WWAMI and we simply request the additional spending authority.

4% Endowment HB0085

Tuition/Contract Payment HB0085

Projected 2019/2020 Spending Limit				2019 Projected Revenue						2020 Projected Revenue					
FY	Market Value	FY	Market Value	Year	Students	Tuition & Contract	UW Mandatory Fee	Total Tuition & Contract	Total Fees	Year	Students	Tuition & Contracts	UW Mandatory Fee	Total Tuition & Contract	Total Fees
2013	\$8,653,652	2014	\$11,100,821	1	20	\$12,495	\$1,348	\$ 249,900	\$28,980	1	20	\$13,049	\$1,348	\$ 280,980	\$28,980
2014	11,100,821	2015	11,831,654	2	20	13,635	-	272,700	-	2	20	12,995	-	259,900	-
2015	11,831,654	2016	12,436,801	3	20	13,375	-	267,500	-	3	20	14,180	-	283,600	-
2016	12,436,801	2017	12,934,273	4	20	12,240	-	244,800	-	4	20	13,776	-	275,520	-
2017	12,934,273	2018	13,451,644					\$1,034,900	\$28,980					\$1,080,000	\$28,980
Total	57,957,203	Total	61,755,194												
Rolling Avg	11,591,440	Rolling Avg	12,351,038												
HB85%	4%	HB85%	4%												
	\$463,657		\$494,041												
		Total	\$957,699	(5009)								Total		\$2,114,900	(9201)

Total HB0085 funding = \$3,072,0599

Current Spending Authority = \$2,259,999

Difference = \$812,600

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

POS#	FT/PT	Title	Other Funds	0103-Salary	0105-Benefits	0196-Health Insurance	0197-Retiree Insurance	Total
L0006	FT	PhD	100% 5009	\$164,472	\$39,870	\$20,333	\$987	\$225,662
L0007	FT	MD	100% 5009	300,000	72,330	20,333	1,800	394,463
		Total		\$464,472	\$112,200	\$40,665	\$2,787	\$620,125
D7253	PT	UW10	100% 9201	(\$150,000)	(\$35,925)	(\$20,333)	(\$900)	(\$207,158)

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UNIT NARRATIVE

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L7253	FT	UW10	73% 9201&27% 5009	<u>300,000</u>	<u>71,850</u>	<u>20,333</u>	<u>1,800</u>	<u>393,983</u>
			Total	\$150,000	\$35,925	\$0	\$900	\$186,825

	Object Code	Description	Amount	Funding Source
1.	0103	Salary	\$614,472	Special Revenue
2.	0105	Benefits	148,125	Special Revenue
3.	0196	Health Insurance	40,665	Special Revenue
4.	0197	Retiree Insurance	<u>3,687</u>	Special Revenue
		Total	\$806,949	Special Revenue
			\$671,770	Tuition/Contract Payment HB85 - 5009
			\$135,179	4% HB85 - 9201

**C. PERFORMANCE JUSTIFICATION:** The spending authority request for the reimbursed tuition and fees is to cover the additional instructional costs associated with hosting most of the second year of medical school.

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UNIT BUDGET REQUEST

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DEPARTMENT DIVISION UNIT		Wyoming On Line Financial Codes					
UW - MEDICAL EDUCATION WWAMI MEDICAL EDUCATION WWAMI MED ED INSTRUCTION/CONTRACT		DEPT 167	DIVISION 0200	UNIT 0201	FUND 001	APPR 201	
1	2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
SALARIES CLASSIFIED	0103	734,184	0	764,472	1,498,656	0	0
SALARIES OTHER	0104	487,540	0	(150,000)	337,540	0	0
EMPLOYER PD BENEFITS	0105	294,507	0	148,126	442,633	0	0
AWEC SALARY & BENEFITS	0110	410,663	0	0	410,663	0	0
EMPLOYER HEALTH INS BENEFITS	0196	246,119	0	40,665	286,784	0	0
RETIRES INSURANCE	0197	7,333	0	3,687	11,020	0	0
PERSONAL SERVICES	0100	2,180,346	0	806,950	2,987,296	0	0
COMMUNICATION	0204	10,000	0	0	10,000	0	0
DUES-LICENSES-REGIST	0207	830,742	0	66,808	897,550	0	0
TRAVEL IN STATE	0221	9,000	0	0	9,000	0	0
TRAVEL OUT OF STATE	0222	52,400	0	0	52,400	0	0
BOARD IN-STATE TRAVEL	0228	26,000	0	0	26,000	0	0
OFFICE SUPPL-PRINTNG	0231	10,000	0	0	10,000	0	0
MEDICAL-LAB SUPPLIES	0235	24,000	0	0	24,000	0	0
EDUCA-RECREATNL SUPP	0236	40,000	0	0	40,000	0	0
PAYMENTS	0255	117,091	0	9,415	126,506	0	0
SUPPORTIVE SERVICES	0200	1,119,233	0	76,223	1,195,456	0	0
AIDS (TO/BEHALF OF)	0608	10,326,386	0	628,877	10,955,263	0	0
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	10,326,386	0	628,877	10,955,263	0	0
PROFESSIONAL FEES	0901	663,866	0	0	663,866	0	0
CONTRACTUAL SERVICES	0900	663,866	0	0	663,866	0	0
EXPENDITURE TOTALS		14,289,831	0	1,512,050	15,801,881	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	12,025,046	0	705,100	12,730,146	0	0
GENERAL FUND/BRA	G	12,025,046	0	705,100	12,730,146	0	0
Tuition/Contract Payment HB85	5009	285,869	0	671,770	957,639	0	0
FAMILY PRACTICE MEDICAL SV FEE	5103	0	0	0	0	0	0
LOAN REPAYMENTS	9201	1,978,916	0	135,180	2,114,096	0	0
SPECIAL REVENUE	SR	2,264,785	0	806,950	3,071,735	0	0
TOTAL FUNDING		14,289,831	0	1,512,050	15,801,881	0	0
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		5	0	3	8	0	0
PART TIME EMPLOYEE COUNT		6	0	(1)	5	0	0

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UNIT BUDGET REQUEST

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DEPARTMENT UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes				
DIVISION WWAMI MEDICAL EDUCATION		DEPT	DIVISION	UNIT	FUND	APPR
UNIT WWAMI MED ED INSTRUCTION/CONTRACT		167	0200	0201	001	201
1	2	3	4	5	6	7
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST	
AWEC EMPLOYEE COUNT		5	0	0	5	0
TOTAL AUTHORIZED EMPLOYEES		16	0	2	18	0

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EXCEPTION PERSONNEL REPORT

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DEPARTMENT		UW - MEDICAL EDUCATION				Wyoming On Line Financial Codes					
DIVISION		WWAMI MED ED INSTRUCTION/CONTRACT				DEPT		DIVISION	UNIT	FUND	APPR
UNIT		WWAMI MED ED INSTRUCTION/CONTRACT				167		0200	0201	001	201
1						2	3	4	5	6	7
Pos#	FT/ PT	Band#	Class Date	Percent		Agency Request Salary	Agency Request Benefits	Agency Request Total	Governor's Recommendations Salary	Governor's Recommendations Benefits	Governor's Recommendations Total
Class Code		Position Title		GF	FF	OF					
D7253 UW10	P	19 CLINICAL ASST PROFESSOR				100	(150,000)	(57,158)	(207,158)	0	0
L0006 UW24	F	19 MD FACULTY				100	164,472	61,190	225,662	0	0
L0007 UW29	F	19 PHD BEHAVE FACULTY				100	300,000	94,463	394,463	0	0
L7253 UW10	F	19 CLINICAL ASST PROFESSOR				100	300,000	93,983	393,983	0	0
Total							614,472	192,478	806,950	0	0
Authorized Employees Full Time							3		0		
Authorized Employees Part Time							(1)		0		
Totals							2		0		

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DIVISION BUDGET REQUEST SUMMARY TABLE

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DEPARTMENT UW - MEDICAL EDUCATION						DEPT 167	
DIVISION DENTAL CONTRACTS						DIV NO 0400	
1	2	3	4	5	6	7	
Division	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
UNIT							
DENTAL CONTRACTS	0401	4,630,862	(140,444)	0	4,490,418	0	0
TOTAL BY UNIT		4,630,862	(140,444)	0	4,490,418	0	0
OBJECT SERIES							
SUPPORTIVE SERVICES	0200	10,000	0	0	10,000	0	0
GRANTS & AID PAYMENT	0600	4,620,862	(140,444)	0	4,480,418	0	0
TOTAL BY OBJECT SERIES		4,630,862	(140,444)	0	4,490,418	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	4,630,862	(140,444)	0	4,490,418	0	0
TOTAL BY FUNDS		4,630,862	(140,444)	0	4,490,418	0	0

2019 - 2020 BIENNium

UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION DENTAL CONTRACTS  
UNIT DENTAL CONTRACTS

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

## SECTION 1. UNIT STATUTORY AUTHORITY

W.S. 21-17-119

## SECTION 2. STANDARD BUDGET REQUEST

**Part A: Narrative:** In 2007 the Wyoming Legislature authorized a loan-for-service repayment program for students pursuing a degree in dentistry. The program is administered by the University of Wyoming through the College of Health Sciences. The program contracts for educational services with schools of dentistry at the University of Nebraska-Lincoln and Creighton University in Omaha. The program offered admission to five students at each institution in 2007, 2008, and 2009. The seats were reduced to 6 (3 per institution) as a result of the budget cuts of 2009 for students entering 2010 and later. The goal is to support 40 students when the program is fully loaded (5 students per institution x 2 institutions x 4 years), but current funding contemplates a total of 24 students over four years.

Currently the status of WYDENT students and graduates is:

86 students started WYDENT (through 2016) less 2 withdrawals:

58	Graduates (through 2015)
36	Practicing in Wyoming, Includes 13 Completed Service Requirement
12	Practicing Outside of Wyoming, Includes 7 Paid in Full
2	Enrolled in Specialty Residency
8	Grace Period

26 Currently enrolled in dental school:

12	Creighton University
14	University of Nebraska

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

### **Part B: Revenue:**

	2015-2016	2017-2018	2019-2020		
General Fund	4,876,597	4,630,862	4,490,418*	Rev Code 1001	*Estimate

2019 - 2020 BIENNIUM

UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION DENTAL CONTRACTS  
UNIT DENTAL CONTRACTS

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

### SECTION 3. SPECIAL REVENUE FUND HISTORY

	13/14	15/16	Estimated 17/18	Estimated 19/20	Estimated 21/22
Beginning Balance	-	-	-	649,660	1,299,320
Expenditures	-	-	-	-	-
Revenue	-	-	649,660	649,660	649,660
Ending	-	-	649,660	1,299,320	1,948,980

Current Balance as of this report- \$342,829

Statutory Authority- 21-17-119

**Fund Description and Restrictions-** 21-17-119. Authority to offer course in dentistry through contracts with other institutions; contracts with students; repayment of funds expended; deposit of repayments.

(a) In addition to other powers granted to the trustees of the University of Wyoming, the board may offer and provide at other institutions, universities or colleges, a course of training and education in the field of dentistry.

(b) To accomplish the purposes of this section, the board of trustees may enter into contracts with other institutions, universities or colleges outside the state that maintain schools for the training and education of students in dentistry and to expend funds appropriated for this purpose in connection therewith.

(c) In entering into contracts with institutions, the board of trustees shall give preference to institutions that agree to provide students with a training rotation or externship in Wyoming.

(d) Students desiring to avail themselves of the opportunities under this section, before enrolling for such courses and having completed the admissions process into the dental education program at a school of dentistry with which the university has an agreement under subsection (a) of this section, must be approved by the president of the university acting with the advice of the state board of dentistry. No student shall be approved by the president unless the student or the student's father, mother or lawful guardian are residents of Wyoming and have been residents for not less than five (5) years immediately prior thereto.



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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION DENTAL CONTRACTS  
UNIT DENTAL CONTRACTS

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

(e) In addition to the requirements of subsection (c) of this section, before expending any funds the board of trustees shall obtain an agreement from each student whereby the student agrees to:

(i) Authorize the state of Wyoming to pay all or a portion of cost of attendance incurred in his dentistry education as determined by any contract between the state of Wyoming and the school of dentistry providing that education: and

(ii) During the time required to practice under subparagraph (i)(A) of this subsection, treat under terms and conditions specified in the agreement Wyoming patients eligible for services under the Wyoming Medical Assistance and Services Act or the child and parent health insurance program pursuant to Wyoming Statutes title 35, chapter 25. All contract provisions established under this paragraph shall be developed in consultation with the state board of dentistry and the department of health.

(f) Upon recommendation of the president of the university, the board of trustees may relieve a student of the obligation to repay amounts expended under paragraph (d)(i) of this section, in whole or in part, where repayment would cause undue hardship. The university shall annually report the number of students relieved from repayment under this subsection to the joint labor, health and social services interim committee not later than October 1.

(g) Any amounts other than fees and tuition payments, paid by dentistry students in accordance with the contractual arrangements authorized under this section shall be deposited into a special account designated the Dentistry School Student Account, maintained and separately accounted for by the University of Wyoming, which account may be added to by specific contributions from other sources. The account may be invested, at the discretion of the president of the University of Wyoming, for the production of income. The investment income shall be expended by the University of Wyoming solely for direct assistance for relocation costs associated with practice in Wyoming, fees and materials for dental board examinations, rural training, dislocation, student development and scholarships to dentistry students as authorized by the president of the University of Wyoming and the dean of the college of health sciences. The principal of the fund established shall remain unimpaired and only the income derived therefrom may be collected and expended from year to year. The amount of income expended annually pursuant to this section shall not exceed an amount equal to four percent (4%) of the previous five (5) year average market value of the account, calculated from the first day of the fiscal year. Any unexpended income shall remain in the fund. On or before October 1 of each year, the university shall submit a report to the joint appropriations committee and the joint labor, health and social services interim committee on income to the fund and expenditures from fund earnings during the prior fiscal year.

(h) Tuition and fees received by the University of Wyoming from students participating in the program under this section, shall be separately accounted for by the university. These funds are to be used by the university solely for the support of education and training conducted at the university pursuant to this section and other graduate courses in the college of health sciences. The receipt and expenditure of these funds shall be identified in the university's biennial budget request.

**Revenue Sources Codes & Descriptions:** No revenue source developed at this time in the Budget Book.

#### **SECTION 4. EXCEPTION REQUEST**

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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION DENTAL CONTRACTS  
UNIT DENTAL CONTRACTS

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

No Exception Request Submitted

## **SECTION 5. SECTION 320 REDUCTION**

### **1. PRIORITY #12- REDUCTION IN GENERAL FUND**

**A. EXPLANATION OF REQUEST:** Per the Governor's request, the WYDENT Program is submitting a general fund reduction of \$140,444, based on the information below:

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

Description	Amount	Funding Source
1. Reduction in General Fund	(\$140,444)	General Fund - 1001

School Year	Creighton Student Count	Creighton Cost Per student	Creighton Cost	Nebraska Student Count	Nebraska Cost per Student	Nebraska Cost	Total Cost Per Year	Standard Budget	Difference
2018-2019	12	\$83,664	\$1,003,971	14	\$80,951	\$1,133,311	\$2,137,282	\$2,310,431	\$173,149
2019-2020	12	\$86,592	\$1,039,110	14	\$84,998	\$1,189,977	\$2,229,086	\$2,310,431	\$81,345
									\$ 54,494
								Reduction	(\$140,444)

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

**C. PERFORMANCE JUSTIFICATION: N/A**

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UNIT BUDGET REQUEST

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DEPARTMENT UW - MEDICAL EDUCATION DIVISION DENTAL CONTRACTS UNIT DENTAL CONTRACTS		Wyoming On Line Financial Codes					
		DEPT 167	DIVISION 0400	UNIT 0401	FUND 001	APPR 401	
1	2	3	4	5	6	7	
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
OFFICE SUPPL-PRINTNG	0231	10,000	0	0	10,000	0	0
SUPPORTIVE SERVICES	0200	10,000	0	0	10,000	0	0
GRANT PAYMENTS	0626	4,620,862	(140,444)	0	4,480,418	0	0
GRANTS & AID PAYMENT	0600	4,620,862	(140,444)	0	4,480,418	0	0
EXPENDITURE TOTALS		4,630,862	(140,444)	0	4,490,418	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	4,630,862	(140,444)	0	4,490,418	0	0
GENERAL FUND/BRA	G	4,630,862	(140,444)	0	4,490,418	0	0
TOTAL FUNDING		4,630,862	(140,444)	0	4,490,418	0	0

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DIVISION BUDGET REQUEST SUMMARY TABLE

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DEPARTMENT UW - MEDICAL EDUCATION						DEPT 167	
DIVISION NURSING PROGRAM						DIV NO 0500	
1	2	3	4	5	6	7	
Division	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
UNIT							
ACCELERATED NURSING DEGREE PROGRAM	0501	221,625	0	0	221,625	0	0
TOTAL BY UNIT		221,625	0	0	221,625	0	0
OBJECT SERIES							
GRANTS & AID PAYMENT	0600	221,625	0	0	221,625	0	0
TOTAL BY OBJECT SERIES		221,625	0	0	221,625	0	0
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	221,625	0	0	221,625	0	0
TOTAL BY FUNDS		221,625	0	0	221,625	0	0

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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION NURSING PROGRAM  
UNIT ACCELERATED NURSING DEGREE PROGRAM

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0500 0501 001 501

### SECTION 1. UNIT STATUTORY AUTHORITY

See Department Narrative Statutory Authority.

### SECTION 2. STANDARD BUDGET REQUEST

**Part A: Narrative:** Legislative action during the 2009 session of the Wyoming Legislature authorized a loan-for-service repayment program for students pursuing a nursing degree on an accelerated basis. Known as the Bachelors Reach for Accelerated Nursing Degree, or BRAND, the University of Wyoming was authorized to provide five loans of up to \$25,000 each for full-time students enrolled in the program. The funding is divided over a four semester period. Students receiving support from the state are then obligated to engage in professional practice as a registered nurse in the State of Wyoming for two years or repay all amounts expended by the state for the student's education, with interest.

The BRAND graduates are high quality nurses. They do very well with an NCLEX (national nursing licensure examination) pass rate of between 81 to 95% from 2016. Moreover, the BRAND program attracts a diverse student pool with an increasing number of men and women of color graduating from the program.

The BRAND program has been quite successful in accomplishing its goals. The State of Wyoming and health care employers are experiencing the impact of the loan repayment program. All graduates who have received loans have either completed their payback with service in Wyoming (24 graduates) or are in the process of paying back the loan through service in the state (9 graduates). Moreover, a variety of Wyoming cities have been benefited by a BRAND graduate, including: Casper, Douglas, Cheyenne, Jackson, Lander, Laramie, Sheridan, Cody, Buffalo and Green River.

#### **Part B: Revenue:**

	2015-2016	2017-2018	2019-2020		
General Fund	225,000	221,625	221,652*	Rev Code 1001	*Estimate

### SECTION 3. SPECIAL REVENUE FUND HISTORY

No Special Revenue History

### SECTION 4. EXCEPTION REQUEST

No Exception Request Submitted

2019 - 2020 BIENNIUM

UNIT BUDGET REQUEST

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DEPARTMENT		Wyoming On Line Financial Codes					
DIVISION	UW - MEDICAL EDUCATION	DEPT		DIVISION	UNIT	FUND	APPR
UNIT	NURSING PROGRAM	167	0500	0501	001	501	
ACCELERATED NURSING DEGREE PROGRAM							
1		2	3	4	5	6	7
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
GRANT PAYMENTS	0626	221,625	0	0	221,625	0	0
GRANTS & AID PAYMENT	0600	221,625	0	0	221,625	0	0
EXPENDITURE TOTALS		221,625	0	0	221,625	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	221,625	0	0	221,625	0	0
GENERAL FUND/BRA	G	221,625	0	0	221,625	0	0
TOTAL FUNDING		221,625	0	0	221,625	0	0

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DIVISION BUDGET REQUEST SUMMARY TABLE

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DEPARTMENT UW - MEDICAL EDUCATION							DEPT 167
DIVISION ADMINISTRATION							DIV NO 0700
1	2	3	4	5	6	7	
Division	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
UNIT ADMINISTRATION	0701	0	0	851,290	851,290	0	0
TOTAL BY UNIT		0	0	851,290	851,290	0	0
OBJECT SERIES PERSONAL SERVICES	0100	0	0	851,290	851,290	0	0
TOTAL BY OBJECT SERIES		0	0	851,290	851,290	0	0
SOURCES OF FUNDING GENERAL FUND/BRA	G	0	0	851,290	851,290	0	0
TOTAL BY FUNDS		0	0	851,290	851,290	0	0
AUTHORIZED EMPLOYEES FULL TIME EMPLOYEE COUNT		0	0	2	2	0	0
TOTAL AUTHORIZED EMPLOYEES		0	0	2	2	0	0

DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION ADMINISTRATION  
UNIT ADMINISTRATION

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0700 0701 001 701

### **SECTION 1. UNIT STATUTORY AUTHORITY**

See Department Narrative Statutory Authority.

### **SECTION 2. STANDARD BUDGET REQUEST**

No Standard Budget

### **SECTION 3. SPECIAL REVENUE FUND HISTORY**

No Special Revenue History

### **SECTION 4. EXCEPTION REQUEST**

#### **1. PRIORITY #6- MEDICAL EDUCATION REORGANIZATION**

##### **POSITION TRANSFER FROM UNIT 0101**

**A. EXPLANATION OF REQUEST:** A few years ago, the general fund appropriation for several Medical Education programs at the University of Wyoming was separated from the University's block grant designated as Agency #167. Since that time, there has been difficulty in determining what entity has accountability over the Medical Education programs. While the agency was treated, for budget purposes, as a separate agency from the University of Wyoming, the State has expected the University of Wyoming to continue to be responsible for the administration and operation of these programs.

The Dean of the College of Health Sciences has been informally responsible for the administration of these programs since the separate agency was created. The University would like to put in place a more formal structure for the administration and accountability of these programs. The CEO will provide oversight of Graduate Medical Education to ensure that the roles of the Educational Health Center of Wyoming (which addresses the needs/responsibilities of the clinics) and the University of Wyoming (which oversees Physician Resident training) are being met in a collaborative fashion.

The University of Wyoming would like to request the use of existing funds and a vacant CEO position to create a separate administrative unit to be responsible for Medical Education programs. The creation of this unit would have multiple benefits to the University and the State: 1) It would clarify the chain of command and authority over the programs; 2) It would allow the Medical Education programs to better share resources and personnel; 3) It would allow the clarification of responsibilities of the different programs; 4) It would allow the Medical Education programs to better report as a whole division.



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UNIT NARRATIVE

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DEPARTMENT UW - MEDICAL EDUCATION  
DIVISION ADMINISTRATION  
UNIT ADMINISTRATION

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0700 0701 001 701

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

Unit	POS#	Year	0103-Salary	0105- Benefits	0196- Health Insurance	0197- Retiree Health Insurance	Funding Source
0101	1216	2019	(\$200,004)	(\$47,901)	(\$9,967)	(\$1,200)	General Fund
0101	1216	2020	(200,004)	(47,901)	(10,366)	(1,200)	General Fund
0701	1216	2019	200,004	47,901	9,967	1,200	General Fund
0701	1216	2020	200,004	47,901	10,366	1,200	General Fund
		Total	\$0	\$0	\$0	\$0	General Fund - 1001

Unit	Object Code	Amount	Funding Source
0101	0231- Office Suppl-Printng	(\$5,000)	General Fund
0701	0231- Office Suppl-Printng	5,000	General Fund
	Total	\$0	General Fund - 1001

**C. PERFORMANCE JUSTIFICATION:** The reorganization will allow the Administration unit-0701 to serve the entire Medical Education Department. In providing guidance and unity towards one common goal of educating Wyoming students and providing medical serves to Wyoming citizens.

CFO POSITION

**A. EXPLANATION OF REQUEST:** The Dean of the College of Health Sciences has been informally responsible for the administration of these programs since the separate agency was created. The University would like to put in place a more formal structure for the administration and accountability of these programs.

Within its new Administrative Unit, the University of Wyoming would like to request a new position, funded with existing funds, to create a position for a Chief Financial Officer over Agency #167. The creation of this position is necessary to bring clarity, accountability and efficiency to the Medical Education Programs.

Over the past several years, there has not been one person responsible for the budget and financial functions of Agency #167. This has been problematic. Two years ago, the University assigned one of its budget staffers to oversee the budgets of Agency #167. This person has been instrumental in bringing clarity and organization to the budgets of the Medical Education programs. This person has acted as a CFO for the Medical Education programs and exhibited the benefits of this position to the programs. This position, however, has many other responsibilities and is unable to continue to perform this work.

The Medical Education programs' budgets and finances have become more complex in recent years necessitating more dedicated personnel. The UW Family Medicine Residency Programs have become full federally qualified health centers which enables them to receive greater reimbursements from Medicaid and

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UNIT NARRATIVE

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**DEPARTMENT** UW - MEDICAL EDUCATION  
**DIVISION** ADMINISTRATION  
**UNIT** ADMINISTRATION

**Wyoming On Line Financial Codes**  
**DEPT** **DIVISION** **UNIT** **FUND** **APPR**  
167 0700 0701 001 701

Medicare, apply for additional federal grants, and operate additional federal programs (such as the 340b pharmacy program). WWAMI has adopted the curriculum change required by its partner school, the University of Washington School of Medicine, which will require the University of Wyoming to host almost all of the first two years of medical school on campus in Laramie. Additionally, with the adoption of HB85 in 2016, monitoring the budget of the WWAMI program has become more complex.

Creating one position for a Chief Financial Officer would have extraordinary benefits to the Medical Education programs in Agency #167. This position would report to the Dean of the College of Health Sciences and the Administrator of the Medical Education programs.

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

	Object Code	Description	Amount	Funding Source
1.	0103	Salary	\$230,000	General Fund
2.	0105	Benefits	55,086	General Fund
3.	0196	Health Insurance	46,280	General Fund
4.	0197	Retiree Insurance	1,380	General Fund
		Total	\$332,746	General Fund - 1001

**C. PERFORMANCE JUSTIFICATION:** The reorganization will allow the Administration unit-0701 to serve the entire Medical Education Department, in providing guidance and unity towards one common goal of educating Wyoming students and providing medical serves to Wyoming citizens.

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UNIT BUDGET REQUEST

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DEPARTMENT		Wyoming On Line Financial Codes					
DIVISION	UW - MEDICAL EDUCATION	DEPT		DIVISION	UNIT	FUND	APPR
UNIT	ADMINISTRATION	167		0700	0701	001	701
ADMINISTRATION							
1		2	3	4	5	6	7
Description	Code	*STANDARD BUDGET	SECTION 320 REDUCTIONS	EXCEPTION REQUEST	TOTAL BUDGET REQUEST		
EXPENDITURES							
SALARIES CLASSIFIED	0103	0	0	630,009	630,009	0	0
EMPLOYER PD BENEFITS	0105	0	0	150,888	150,888	0	0
EMPLOYER HEALTH INS BENEFITS	0196	0	0	66,613	66,613	0	0
RETIRES INSURANCE	0197	0	0	3,780	3,780	0	0
PERSONAL SERVICES	0100	0	0	851,290	851,290	0	0
EXPENDITURE TOTALS		0	0	851,290	851,290	0	0
SOURCE OF FUNDING							
GENERAL FUND	1001	0	0	851,290	851,290	0	0
GENERAL FUND/BRA	G	0	0	851,290	851,290	0	0
TOTAL FUNDING		0	0	851,290	851,290	0	0
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		0	0	2	2	0	0
TOTAL AUTHORIZED EMPLOYEES		0	0	2	2	0	0

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EXCEPTION PERSONNEL REPORT

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DEPARTMENT		UW - MEDICAL EDUCATION										Wyoming On Line Financial Codes									
DIVISION		ADMINISTRATION										DEPT		DIVISION		UNIT		FUND		APPR	
UNIT		ADMINISTRATION										167		0700		0701		001		701	
1					2		3		4		5		6		7						
Pos#	FT/ PT	Band#	Class Date	Percent			Agency Request Salary	Agency Request Benefits	Agency Request Total	Governor's Recommendations Salary		Governor's Recommendations Benefits		Governor's Recommendations Total							
Class Code	Position Title			GF	FF	OF															
L0005 UW54	F	100	CHIEF FINANCIAL OFFICER	100			230,000	102,746	332,746	0		0		0							
L1216 UW32	F	19	DIRECTOR, MED EDUCATION	100			400,008	118,535	518,543	0		0		0							
Total							630,008	221,280	851,288	0		0		0							
Authorized Employees Full Time							2			0											

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**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

**Summary of Exception Requests:**

Item / Page	Priority	Agency Division	Description	Exception Biennium Amount
A / 2	n/a	Agency-wide	Extended Approval- Chapter 31, Section 167, Footnote 1 and section 308 of the 2016 Session Laws	n/a
B / 2	n/a	Agency-wide	Footnote requesting exemption from B-11 process for grants and contracts awarded to the agency	n/a
K / 11	1	WWAMI	Tuition and fee inflation of 3% per year	\$705,102
L / 12	2	WWAMI	Spending authority for HB85 special revenue to help cover costs associated with hosting additional year of medical school	\$806,949
D / 3	3	Family Medical Residency (Casper)	340B Pharmacy	\$481,000
E / 4	4	Family Medical Residency (Casper)	Community Link Consulting	\$369,136
G / 5	5	Family Medical Residency (Casper)	Physician Faculty Compensation	\$216,664
N / 15	6	Administration	Medical Education Reorganization	\$0.00
F / 4	7	Family Medical Residency (Casper)	Inflation and support costs	\$50,700
J / 9	8	Family Medical Residency (Cheyenne)	Building renovations	\$875,000
H / 6	9	Family Medical Residency (Casper)	Add on pay	\$499,196
I / 7	10	Family Medical Residency (Casper)	4 Full-time positions & benefits	\$486,793
C / 3	11	Family Medical Residency (Casper)	Section 320 reduction in general fund – revenue shift to GME federal funding (Medicare reimbursements)	\$0.00
M / 14	12	Dental Contracts (WYDENT)	Section 320 reduction in general fund	(\$140,444)
Total				\$4,677,840
General Fund				\$419,215
Federal Funds				\$0.00
Other Funds				\$4,258,625
<b>Total Request</b>				<b>\$4,677,840</b>

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**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

**Agency Level Exception Requests:**

**A** Extended Approval- Chapter 31, Section 167, Footnote 1 and section 308 of the 2016 Session Laws:

*1. Funds appropriated for 100 series personal services for section 167 may be transferred and expended for contract services for instructors, physicians and other health care providers for the University of Wyoming family practice residency and WWAMI medical education programs. The University of Wyoming shall report any transfers and expenditures pursuant to this footnote in accordance with section 308 of this act.*

**B** Footnote Request:

*Medical Education is requesting to be exempt from processing federal grants and contracts awarded or entered into after the 2019/2020 budget is approved through the Legislative process or the Governor's B-11 process. The clinics are now considered a FQHC- Federally Qualified Health Center, instead of a look-alike FQHC. The clinics now have multiple opportunities to apply for additional federal assistance dollars. The agency would like to be exempted from applicable Wyoming statutes, regulations, and/or administrative guidance regarding the abilities of agencies to accept federal monies received after July 1, 2018 in order to fully integrate the federal funding mechanisms afforded it under these provisions. Should this request be granted, the University will require Medical Education to use the University's pre-award and post-award processes established by the Office of Research and Economic Development for the sake of clarity, the request to exempt federal grants and contracts does not include ~~the General Medical Education (GME) federal funding or the~~ Medicaid and Medicare reimbursement for clinic services (considered clinic revenue) described below.*

*NOTE: The University will work with the Governor's Office, the Legislative Services Office, and the Attorney General's Office to draft appropriate language for the footnote, should the Board approve of this direction.*

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**2019-2020 Biennium Budget Exception Request  
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**Division Level Exception Requests: Family Medical Residency (Casper):**

**C 1. PRIORITY #11 (former PRIORITY #1)- REDUCTION IN GENERAL FUND**

Per the Governor's request the clinic is submitting a general fund reduction of \$140,444, which is to be replaced with GME federal funding (RES MNT- MEDICARE-W202), based on the following information below:

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

The replacement of revenue will allow the UWFMRP- Casper to continue to provide the same level of service to their current clients.

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

Description	Amount	Funding Source
1. Reduction in General Fund	(\$140,444)	General Fund - 1001
Increase In Special Revenue	\$140,444	RES MNT- MEDICARE – W202

**C. PERFORMANCE JUSTIFICATION: N/A**

**D 2. PRIORITY #3 (former PRIORITY #2)- 340B PHARMACY**

**A. EXPLANATION OF REQUEST:** This request is based on 12 months of historical expenditures associated with the establishment of the 340B Pharmacy at the end of the 2015-2016 budget period. The program established a pharmacy under Section 340B of the Public Health Services Act in 2015 through B-11 approval. Pursuant to a contractual professional service agreement, the UWFMRP-Casper will supply an inventory of prescription drugs and re-supply the pharmacy as needed. The contract pharmacy will provide dispensing services under the terms of the agreement.

The purpose of the 340B pharmacy is the provision of low-cost prescription drugs for use limited to EHCW qualified patients. Spending authority is required for purchasing monthly inventory.

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

Object code	Description	Amount	Funding Source
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1. 0630	Payment for Products	<u>\$481,000</u>	Special Revenue
	Total	\$481,000	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The request above will eliminate the need to obtain spending authority through a B-11 and correctly aligns the budget with current structure.

**E 3. PRIORITY #4 (former PRIORITY #3)- COMMUNITY LINK CONSULTING**

**A. EXPLANATION OF REQUEST:** Community Link Consulting (CLC) is the billing company for both of the residency programs. The University of Wyoming has required the outsourcing of the clinical income billing due to small residency billing departments and past issues with compliance and collections. Community Link Consulting (CLC) receives 7% of clinical income collected to process payments.

The UWFMRP-Casper, as a designated FQHC – look alike, has been receiving an enhanced FQHC reimbursement of \$146.90 per encounter since 2014. In March of 2017, the clinics received notice for the final Medicaid Rate from the Wyoming Department of Health, setting the new rate per encounter. Based on this new rate for FY19 & FY 20 the Casper Family Residency needs to request an additional \$369,136 budget authority in clinic income to cover the associated expenditures with the 7% payment to CLC.

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

Object code	Description	Amount	Funding Source
1. 0901	Contract Payment	<u>\$369,136</u>	Special Revenue
	Total	\$369,136	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** Increased clinical income, which was one of the main goals of the residency clinics becoming federally qualified health clinics, comes with increased billing fees.

**F 4. PRIORITY #7 (former PRIORITY #4)- INFLATION AND SUPPORT COSTS**

**A. EXPLANATION OF REQUEST:** Operating costs have increased substantially in some areas since the beginning of the biennium. Although the Casper FMRP has cut some services and expense areas to adjust for reduced revenues, a number of expense areas are essential and not within

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its control to cut completely. For example, since FY15 utility costs have increased 13.7%, dues and licenses 10%, medical and lab supplies 17.3%, hazardous waste disposal 40.6%. Due to doubling the length of time necessary for the residents' required pediatric ER rotation in Denver, property rental there will increase 100% from FY17 to FY18. Additionally, the Casper facility is 40 years old and costs to repair and maintain the building are increasing yearly.

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

Object Code	Description	Standard Budget	5% Inflationary Cost	Funding Source
0201	Real Propty Rep & MT	124,000	6,200	Special Revenue
0202	Equipment Rep & Mntc	51,000	2,550	Special Revenue
0203	Utilities	121,000	6,050	Special Revenue
0207	Dues-Lincenses-Regist	234,000	11,700	Special Revenue
0235	Medical - Lab Supplies	445,000	22,250	Special Revenue
0251	Real Property Rental	39,000	1,950	Special Revenue
			50,700	Medical SV Fee- 5103

**C. PERFORMANCE JUSTIFICATION:** A 5% increase, paid through special revenue – clinic revenue, is necessary to continue to operate in areas where cost increases are beyond the control of the UWFMRP-Casper administration.

**G 5. PRIORITY #5 - PHYSICIAN FACULTY COMPENSATION**

**A. EXPLANATION OF REQUEST:** During the 2017-2018 budget period 5 faculty qualified for a tenure review. All were recognized for their individual accomplishments and received their clinical faculty rank tenure status and promotional raises equaling **\$173,571** for the biennium and associated benefits. A strong, experienced faculty group is essential to the existence of the residency program. This promotion compensation helps bring UWFMRP-Casper compensation close to the WWAMI regional mean for beginning faculty salary levels.

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

Object code	Description	Amount	Funding Source
1. 0103	Salary	<b>\$173,571</b>	Special Revenue
2. 0105	Benefits	<b>42,052</b>	Special Revenue
3. 0197	Retiree Insurance	<b>1,041</b>	Special Revenue

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Total **\$216,664** Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The additional pay provisions will provide needed support for the UWFMRP-Casper in multiple departments leading to more efficient and productive patient care.

H

**6. PRIORITY #9 (former PRIORITY #6)- ADD ON-PAY**

**A. EXPLANATION OF REQUEST:** Routine physician compensation models include a base salary and then add-on compensation for afterhours work, which is typically defined as hospital work and call. 24-7 hospital patient care and call coverage is unique in the University of Wyoming system and applies only to the residency program physician faculty members. This add-on pay more accurately compensates for the different levels of faculty clinical work performed by each physician faculty member. This add-on pay will be more competitive with the WWAMI regional mean for total physician faculty compensation as well as with local competing physician positions.

The requested funding will be directed towards 5 faculty for obstetrics/pediatric care at \$18,000 per year and 9.2 faculty for adult medicine at \$12,000 per year.

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

Object code	Description	Amount	Funding Source
1. 0103	Salary	\$400,800	Special Revenue
2. 0105	Benefits	<b>95,991</b>	Special Revenue
3. 0197	Retiree Insurance	<u>2,405</u>	Special Revenue
	Total	<b>\$499,196</b>	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The additional pay provisions would provide needed support for the UWFMRP-Casper in multiple departments leading to more efficient and productive patient care.

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**1**

**7. PRIORITY #10 (former PRIORITY #7)- 4 FULL-TIME POSITIONS & BENEFITS**

**A. EXPLANATION OF REQUEST:** The UWFMRP-Casper operates a busy health care clinic with over 35 health care providers seeing nearly 100 patients a day and over 25,000 outpatient clinic visits a year. The clinic is understaffed in multiple departments, but most significantly understaffed in its front desk, nursing, and case management departments. Through this request, the UWFMRP-Casper requests four new positions.

Biennial Numbers	Salary	Benefits	Health Ins.	Retiree Health Ins.
1. L001- Medical Assistant	\$ 65,000	<b>\$16,047</b>	\$20,333	\$390
1. L002- Medical Assistant	65,000	<b>16,047</b>	20,333	390
2. L003- Case Manager	90,000	<b>20,035</b>	20,333	540
2. L004- Case Manager Supervisor	<u>104,000</u>	<u><b>25,388</b></u>	<u>20,333</u>	<u>624</u>
	\$324,000	<b>\$79,519</b>	\$81,330	\$1,944
Total				<b>\$486,793</b>

1. Two additional nursing staff are needed to bring the provider/nurse staffing ratio to a stable 1:1 relationship for morning and afternoon clinic sessions, the minimal standard clinical norm. At present, five part-time, non-benefited, prn nursing staff, work a combined average of 413 hours per month to cover vacations, sick leave, and regular but extraordinary events like pediatric cardiac clinics, back-to-school immunization demand, etc. These part-time staff positions turn over frequently as the people in them find full-time positions, negatively affecting patient continuity of care. Medical Assistants are requested because the established salary structure for better-trained LPN and RN positions is substantially below current market levels in Casper. Two staff would cover approximately 346 hours of the 413 currently needed.

2. After receiving the Federally Qualified Health Center look-alike organization designation one year ago, the case management needs of the UWFMRP-Casper have grown. As a safety net provider, a substantial portion of the population served by the clinic have limited financial and social resources. Case management is a significant need for these patients. Additionally, the case management department is highly involved with the collection and tracking of data for reporting the federally required clinical quality measures. Approval of these positions would increase the number of Case Managers to four, one for each clinical team. Currently, the two existing Case Managers are directly supervised by the Clinic Director who also supervises the nursing, front desk, billing, laboratory, medical records, radiology, and EMR management departments. One of these new positions will have supervisory authority over the other three in order to provide effective responsibility assignment and activity oversight. While the majority of this position's time will be spent in case management activity, it is expected that 15-20% of the position's time will be required for supervision of the other three.

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

Object code	Description	Amount	Funding Source
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**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

0103	Salary	\$324,000	Special Revenue
0105	Benefits	<b>79,519</b>	Special Revenue
0196	Health Insurance	81,330	Special Revenue
0197	Retiree Insurance	<u>1,944</u>	Special Revenue
	Total	<b>\$486,793</b>	Medical SV Fees - 5103

**C. PERFORMANCE JUSTIFICATION:** The four requested positions would provide needed support for the UWFMRP-Casper in multiple departments leading to more efficient and productive patient care.



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**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

**Division Level Exception Requests: Family Medical Residency (Cheyenne):**

J

**1. PRIORITY #8 (former PRIORITY #1)- BUILDING RENOVATIONS**

**A. EXPLANATION OF REQUEST:** The UWFMRP – Cheyenne is requesting the following items to update the current facility:

1. Replace existing exterior signs notifying patients of our clinic at patient entries and exits.
  - The goal of this project would be to increase community awareness of our clinic, while appropriately reflecting our UW affiliation.
  - Estimated project cost \$50,000
2. Bring all bathrooms up to ADA code cost \$25,000 per bathroom; 7 bathrooms
  - The bathrooms are located on the patient wings (3), laboratory area, waiting room, and two main bathrooms downstairs.
  - Estimated project cost \$175,000
3. Security and Safety
  - Given the ever-increasing national issues surrounding active shooters and the fact that this building was constructed in the late seventies egress was never a consideration.
  - There are also issues where the facility is not secured and members of the community who are not patients have been found wandering the building and in some cases homeless males were found in the female bathroom downstairs.
  - This project will effectively ensure staff and patient safety.
  - Estimated project cost \$500,000.
4. Pharmacy
  - Proposed square footage of 1,100 ft.
  - Considering a construction rate of roughly \$350/ ft. per square foot as well as taxes and other additional contractor fees.
  - Estimated project cost \$500,000.

In the 2017-2018 biennium budget \$350,000 in special revenue was appropriated to start the 340B Pharmacy renovation, therefore the \$350,000 has been reduced from the total estimate of \$1,225,000. The clinic is also requesting these funds to be effective immediately to finish the pharmacy and start the other capital construction projects as soon as possible.

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

Object code	Description	Amount	Funding Source
1. 0903	Special Projects	<u>\$875,000</u>	Special Revenue

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Agency 167 – UW Medical Education**

Total	\$875,000	Medical SV Fees - 5103
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**C. PERFORMANCE JUSTIFICATION:**

1. **Exterior Signage:** Presently, existing clinic signs are very confusing to the patients. The lettering and placement of the signs do not appropriately notify current or potential patients that this organization provides direct services to members of the community.
  - a. Through this project, the facility is proposing to add language to the sign to include the following: UW logo to clearly demonstrate UW affiliation, a statement that the clinic provides services to all patients and that walk-in patients are welcome, the clinic would also like to list its phone number and hours of operations.
  - b. The clinic leadership is hopeful that if approved for funding, this project would enhance community awareness of their services and subsequently increase revenues.
2. **ADA Bathrooms:** This facility was constructed in the 1970s, therefore the existing bathrooms do not appropriately accommodate wheelchair bound patients, staff or partners from the community.
  - a. The existing restrooms are not up to current ADA code, the rooms have an inadequate placement and number of safety bars (to allow for safe transfer on and off the toilet for handicapped individuals), the sinks are at an improper height to accommodate wheelchairs, there is inadequate space in the restroom to properly turn a wheelchair, and water pipes do not have the required insulation to ensure that a person in a wheelchair would not burn their leg from the use of hot water.
  - b. If this request were to be approved, the clinic may not choose to complete all the bathrooms at this time; they would prioritize the one bathroom in their waiting room and the two community bathrooms downstairs as the first bathrooms to be brought up to current code.
3. **Physical Security/Staff and Patient Safety:** Due the absence of an adequate number of entries and egresses to and from the building, this facility is inadequate in regards to access during and after hours for patients, staff or partners from the community.
  - a. The facility has an after-hours alarm however there is not a keyless entry system.
  - b. In some instances the facility does not have appropriate safety handrails installed, there are a number of doors that do not lock, large areas of the clinic are unable to be properly secured, and thus UW equipment is at risk for theft.
  - c. There are over 50 staff that work in the clinic on a given day, in the event of a disgruntled patient there is no method for many of these staff members and/or their patients to safely depart the building.
4. **Pharmacy:** An on-site pharmacy will provide the clinic with an opportunity for their patients to pick up their prescribed medications prior to departing the clinic.
  - a. Presently the clinic's patients have to utilize community pharmacies for this service.
  - b. If this project were to be approved; in partnership with UW School of Pharmacy, this facility would be able to establish a billing and reimbursement mechanism; subsequently increasing their day-to-day and long-term financial resources.

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Agency 167 – UW Medical Education**

**Division Level Exception Requests: WWAMI:**

**K**

**1. PRIORITY #1- TUITION AND FEE INFLATION OF 3% PER YEAR**

**A. EXPLANATION OF REQUEST:** The Contracts budget is based on an agreement with the University of Washington School Of Medicine (UWSOM), and reflects the operating costs for educating Wyoming students during their second through 4<sup>th</sup> years of medical school. This budget includes tuition charges for 2<sup>nd</sup> - 4<sup>th</sup> year students; immunization and registration fees; administrative and faculty support fees; and a differential for costs to operate clinical training sites in Wyoming Community Clinical Units. Historically, the University of Washington includes an annual inflation factor of approximately 3% for tuition and fees. Throughout the history of WWAMI, the State of Wyoming has covered all tuition and fees associated with educating the students in the 2<sup>nd</sup>-4<sup>th</sup> years of medical school. Therefore, the program is requesting \$705,102 in general funds for the inflationary increase in tuition and fees.

**TUITION REQUEST:**

Object Code	Standard Budget	3% 2019	3% 2020	Total
0608	\$10,326,386	\$309,792	\$319,085	\$10,955,264
<b>Tuition Exception Request</b>		<b>\$628,877</b>		

**FEE REQUEST:**

Object Code	Standard Budget	3% 2019	3% 2020	Total
0207	\$830,742	\$32,911	\$33,898	\$897,550
0255	\$117,091	\$4,638	\$4,777	\$126,506
<b>Fee Exception Request</b>		<b>\$76,224</b>		

**TOTAL TUITION/FEE REQUEST:**                      Total Exception Request                      \$705,102 General Fund

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

	Object Code	Description	Amount	Funding Source
1.	0207	Dues-Licenses-Registration	\$ 66,808	General Fund



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2.	0255	Payments	9,415	General Fund
3.	0608	AIDS(To/benefit of)	628,877	General Fund
		<b>TOTAL</b>	<b>\$705,102</b>	<b>General Fund - 1001</b>

**C. PERFORMANCE JUSTIFICATION:** The UWSOM projects a tuition inflation factor of 3% for FY 2019 and FY 2020 and a fee inflation rate of 3% for FY 2019 and FY 2020. The University of Wyoming is requesting a \$705,102 increase in the General Fund appropriation for these increased tuition and fee costs.

**L 2. PRIORITY #2- SPENDING AUTHORITY FOR HB85 SPECIAL REVENUE TO HELP COVER COSTS ASSOCIATED WITH HOSTING  
ADDITIONAL YEAR of MEDICAL SCHOOL**

**A. EXPLANATION OF REQUEST:** In the FY17, the WWAMI program adopted a new medical curriculum that was unanimously endorsed by the Wyoming WWAMI Curriculum Review Panel comprised of WY physicians and other WY stakeholders. In the FY17/18 budget session, HB85 redirected tuition and fee monies from the WWAMI Medical Education Endowment to the WWAMI program for the purpose of covering additional costs associated with the new curriculum. As part of the curriculum renewal, Wyoming WWAMI will begin hosting most of the second year of medical school (currently Wyoming WWAMI hosts 1 year of medical school in Laramie). To help cover the costs associated with the additional time in Laramie, Wyoming WWAMI requests spending authority for an additional \$757,649 of HB85 tuition and fee monies. Note that HB85 already directs these additional funds to WWAMI this requests the additional spending authority.

4% Endowment HB0085						Tuition/Contract Payment HB0085											
Projected 2019 spending limit			Projected 2020 spending limit			2019 Projected Revenue					2020 Projected Revenue						
FY	Amount (market value)	Percentage Growth	FY	Amount (market value)	Percentage Growth	Year	Students	Tuition & Contract	UW Fees	Total Tuition & Contract	Total Fees	Year	Students	Tuition & Contract	UW Fees	Total Tuition & Contract	Total Fees
2013	9,653,652.71		2014	11,100,821.32		1	20	\$ 12,495	\$ 1,348	\$ 249,900	\$ 26,960	1	20	\$ 13,049	\$ 1,348	\$ 260,980	\$ 26,960
2014	11,100,821.32	15%	2015	11,831,654.51	7%	2	20	\$ 13,635	\$ -	\$ 272,700	\$ -	2	20	\$ 12,995	\$ -	\$ 259,900	\$ -
2015	11,831,654.51	7%	2016	12,436,801.31	5%	3	20	\$ 13,375	\$ -	\$ 267,500	\$ -	3	20	\$ 14,180	\$ -	\$ 283,600	\$ -
2016	12,436,801.31	5%	2017	12,934,273.36	4%	4	20	\$ 12,240	\$ -	\$ 244,800	\$ -	4	20	\$ 13,776	\$ -	\$ 275,520	\$ -
2017	12,934,273.36	4%	2018	13,451,644.30	4%					\$ 1,034,900	\$ 26,960					\$ 1,080,000	\$ 26,960
Total	57,957,203.21		Total	61,755,194.80													
Rolling Avg=	11,591,440.64		Rolling Avg=	12,351,038.96													
HB85%	0.04		HB85%	0.04													
	463,657.63			494,041.56													
Total 2019-2020 Projected Revenue=			957,699			Total Biennial Projected Revenue=					\$ 2,114,900						

Total HB0085 funding = \$3,072,599

Current Spending Authority= \$2,259,999

Difference=\$812,600

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POS#	YR	ft/pt	NAME	Class Code	Other Fund	0103 Salary	0105 Benefits	0196 Health Insurance	0197 Retiree Insurance	TOTAL
L0006	2019	FT	New	PhD	100%	82,236	19,696	9,967	493	112,392
L0006	2020	FT	New	PhD	100%	82,236	19,696	10,366	493	112,791
L0007	2019	FT	New	MD	100%	150,000	35,925	9,967	900	196,792
L0007	2020	FT	New	MD	100%	150,000	35,925	10,366	900	197,191
						<b>464,472</b>	<b>111,241</b>	<b>40,665</b>	<b>2,787</b>	<b>619,165</b>
7253	2019	PT	VACANT	UW10	100%	(75,000)	(18,203)	(22,687)	(450)	(116,340)
7253	2020	PT	VACANT	UW10	100%	(75,000)	(18,203)	(23,594)	(450)	(117,247)
7253	2019	FT	VACANT	UW10	100%	150,000	36,165	22,687	900	209,752
7253	2020	FT	VACANT	UW10	100%	150,000	36,165	23,594	900	210,659
						<b>150,000</b>	<b>35,925</b>	<b>-</b>	<b>900</b>	<b>186,825</b>

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

Object code	Description	Amount	Funding Source
1. 0103	Salary	\$614,472	Special Revenue
2. 0105	Benefits	<b>148,126</b>	Special Revenue
3. 0196	Health Insurance	40,665	Special Revenue
4. 0197	Retiree Insurance	<u>3,687</u>	Special Revenue
	<b>TOTAL</b>	<b>\$806,949</b>	Special Revenue
		<b>\$671,770</b>	Tuition/Contract Payment HB85 - 5009
		<b>\$135,179</b>	4% HB85 - 9201

**C. PERFORMANCE JUSTIFICATION:** The spending authority request for the reimbursed tuition and fees is to cover the additional instructional costs associated with hosting most of the second year of medical school.

Approved by UW Board of Trustees on August 9, 2017  
Changes Since BOT Approval on August 9, 2017 are **Noted in Red**

Last Revised: August 28, 2017

**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

**Division Level Exception Requests: Dental Contracts (WYDENT):**

**M 1. PRIORITY #12 (former PRIORITY #1)- REDUCTION IN GENERAL FUND**

**A. EXPLANATION OF REQUEST:** Per the Governor's request, the WYDENT Program is submitting a general fund reduction of \$140,444, based on the information below:

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

Description	Amount	Funding Source
1. Reduction in General Fund	(\$140,444)	General Fund - 1001

Year	Nebraska Students	Nebraska Per Student	Nebraska Cost	Creighton Student	Creighton Per Student	Creighton Cost	Total	Standard Budget	Difference
2018-2019	14	\$80,951	\$1,133,311	12	\$83,664	\$1,003,971	\$2,137,282	\$2,310,431	\$173,149
2019-2020	14	\$84,998	\$1,189,977	12	\$86,592	\$1,039,110	\$2,229,086	\$2,310,431	\$81,345
									\$254,494
							General Fund Reduction		(\$140,444)

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

**C. PERFORMANCE JUSTIFICATION: N/A**

Approved by UW Board of Trustees on August 9, 2017  
Changes Since BOT Approval on August 9, 2017 are **Noted in Red**

Last Revised: August 28, 2017

**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

**Division Level Exception Requests: Administration:**

**N 1. PRIORITY #6 (former PRIORITY #1)- MEDICAL EDUCATION REORGANIZATION**

**A. EXPLANATION OF REQUEST:** A few years ago, the general fund appropriation for several Medical Education programs at the University of Wyoming was separated from the University's block grant designated as Agency #167. Since that time, there has been difficulty in determining what entity has accountability over the Medical Education programs. While the agency was treated, for budget purposes, as a separate agency from the University of Wyoming, the State has expected the University of Wyoming to continue to be responsible for the administration and operation of these programs.

The Dean of the College of Health Sciences has been informally responsible for the administration of these programs since the separate agency was created. The University would like to put in place a more formal structure for the administration and accountability of these programs. **The CEO provides oversight of Graduate Medical Education to ensure that the roles of the Educational Health Center of Wyoming (which addresses the needs/responsibilities of the clinics) and the University of Wyoming (which oversees Physician Resident training) are being met in a collaborative fashion.**

The University of Wyoming would like to request the use of existing funds and a position to create a separate administrative unit to be responsible for Medical Education programs. The creation of this unit would have multiple benefits to the University and the State: 1) It would clarify the chain of command and authority over the programs; 2) It would allow the Medical Education programs to better share resources and personnel; 3) It would allow the clarification of responsibilities of the different programs; 4) It would allow the Medical Education programs to better report as a whole division.

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

UNIT	POS#	YR	ft/pt	NAME	Class Code	General Fund	0103	0105	0196	0197	Total		
0101	1216	2019	F	VACANT	UW32	100.00%	(200,004)	(47,901)	(9,967)	(1,200)	(259,072)		
0101	1216	2020	F	VACANT	UW32	100.00%	(200,004)	(47,901)	(10,366)	(1,200)	(259,471)		
0701	1216	2019	F	VACANT	UW32	100.00%	200,004	47,901	9,967	1,200	259,072		
0701	1216	2020	F	VACANT	UW32	100.00%	200,004	47,901	10,366	1,200	259,471		
TOTAL							-	-	-	-	-	General Fund - 1001	

Approved by UW Board of Trustees on August 9, 2017  
Changes Since BOT Approval on August 9, 2017 are **Noted in Red**

Last Revised: August 28, 2017

**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

Unit	Object Code	Amount		
0101	0231	(5,000)		
0701	0231	5,000		
TOTAL		-	General Fund - 1001	

**C. PERFORMANCE JUSTIFICATION:** The reorganization will allow the Administration unit-0701 to serve the entire Medical Education Department. In providing guidance and unity towards one common goal of educating Wyoming students and providing medical serves to Wyoming citizens.

**CFO POSITION**

**A. EXPLANATION OF REQUEST:** The Dean of the College of Health Sciences has been informally responsible for the administration of these programs since the separate agency was created. The University would like to put in place a more formal structure for the administration and accountability of these programs.

Within its new Administrative Unit, the University of Wyoming would like to request a new position, funded with existing funds, to create a position for a Chief Financial Officer over Agency #167. The creation of this position is necessary to bring clarity, accountability and efficiency to the Medical Education Programs.

Over the past several years, there has not been one person responsible for the budget and financial functions of Agency #167. This has been problematic. Two years ago, the University assigned one of its budget staffers to oversee the budgets of Agency #167. This person has been instrumental in bringing clarity and organization to the budgets of the Medical Education programs. This person has acted as a CFO for the Medical Education programs and exhibited the benefits of this position to the programs. This position, however, has many other responsibilities and is unable to continue to perform this work.

The Medical Education programs' budgets and finances have become more complex in recent years necessitating more dedicated personnel. The UW Family Medicine Residency Programs have become full federally qualified health centers which enables them to receive greater reimbursements from Medicaid and Medicare, apply for additional federal grants, and operate additional federal programs (such as the 340b pharmacy program). WWAMI has adopted the curriculum change required by its partner school, the University of Washington School of Medicine, which will require the University of Wyoming to host almost all of the first two years of medical school on campus in Laramie. Additionally, with the adoption of HB85 in 2016, monitoring the budget of the WWAMI program has become more complex.

Creating one position for a Chief Financial Officer would have extraordinary benefits to the Medical Education programs in Agency #167. This position would report to the Dean of the College of Health Sciences and the Administrator of the Medical Education programs.

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

Approved by UW Board of Trustees on August 9, 2017  
Changes Since BOT Approval on August 9, 2017 are **Noted in Red**

Last Revised: August 28, 2017

**2019-2020 Biennium Budget Exception Request  
Agency 167 – UW Medical Education**

	<b>Object Code</b>	<b>Description</b>	<b>Amount</b>	<b>Funding Source</b>
1.	0103	Salary	\$230,000	General Fund
2.	0105	Benefits	55,086	General Fund
3.	0196	Health Insurance	46,280	General Fund
4.	0197	Retiree Insurance	<u>1,380</u>	General Fund
		Total	\$332,746	General Fund - 1001

**C. PERFORMANCE JUSTIFICATION:** The reorganization will allow the Administration unit-0701 to serve the entire Medical Education Department, in providing guidance and unity towards one common goal of educating Wyoming students and providing medical serves to Wyoming citizens.



**AGENDA ITEM TITLE: Medical Education B-11 Funding for CFO Position, Jones/Jewell**

**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 Medical Education is requesting to increase their 2017-2018 biennium budget authority by one full-time position and transfer \$152,509 in general fund from unit 0101 UWFMRP-Casper to a new unit 0701- Administration.

Within its new Administrative Unit, the University of Wyoming would like to request a new position, funded with existing funds, to create a position for a Chief Financial Officer over Agency #167. The creation of this position is necessary to bring clarity, accountability and efficiency to the Medical Education Programs.

Further detail and explanation is included in the attached support materials (Memo to Governor Mead, dated August 23, 2017).

This agenda item is to seek approval to submit the B-11 request to the Governor and the State's Budget Division.

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

See above

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-103 states, "final approval of the Operating Budget rests with the Board of Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the request to submit the proposed B-11 to the Governor and the State's Budget Division.

**PROPOSED MOTION**

I move to approve the request to submit the proposed B-11 creating a CFO position for the UW Medical Education Agency to the Governor and State's Budget Division.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



TO: Honorable Governor Matt Mead

FROM: UW Medical Education – Agency 167

DATE: August 23, 2017

UW Medical Education is requesting to increase their 2017-2018 biennium budget authority by one full-time position and transfer \$152,509 in general fund from unit 0101 UWFMRP-Casper to a new unit 0701- Administration.

Several years ago, the general fund appropriation for the Medical Education programs at the University of Wyoming was separated from the University's block grant and designated as Agency #167. Since that time, there has been difficulty in determining what entity has accountability over the Medical Education programs. While the agency was treated, for budget purposes, as a separate agency from the University of Wyoming, the State has expected the University of Wyoming to continue to be responsible for the administration and operation of these programs.

The Dean of the College of Health Sciences has been informally responsible for the administration of these programs since the separate agency was created. The University would like to put in place a more formal structure for the administration and accountability of these programs.

Within its new Administrative Unit, the University of Wyoming would like to request a new position, funded with existing funds, to create a position for a Chief Financial Officer over Agency #167. The creation of this position is necessary to bring clarity, accountability and efficiency to the Medical Education Programs.

Over the past several years, there has not been one person responsible for the budget and financial functions of Agency #167. This has been problematic. Two years ago, the University assigned one of its budget staffers to oversee the budgets of Agency #167. This person has been instrumental in bringing clarity and organization to the budgets of the Medical Education programs. This person has acted as a CFO for the Medical Education programs and exhibited the benefits of this position to the programs. This position, however, has many other responsibilities and is unable to continue to perform this work.

The Medical Education programs' budgets and finances have become more complex in recent years necessitating more dedicated personnel. The UW Family Medicine Residency Programs have become full federally qualified health centers which enables them to receive greater reimbursements from Medicaid and Medicare, apply for additional federal grants, and operate additional federal programs (such as the 340b pharmacy program). WWAMI has adopted the curriculum change required by its partner school, the University of Washington School of Medicine, which will require the University of Wyoming to host almost all of the first two years



of medical school on campus in Laramie. Additionally, with the adoption of HB85 in 2016, monitoring the budget of the WWAMI program has become more complex.

Creating one position for a Chief Financial Officer would have extraordinary benefits to the Medical Education programs in Agency #167. This position would report to the Dean of the College of Health Sciences and the Administrator of the Medical Education programs. This request will also be made in the 2019-2020 budget exception request.

The funding for 11 months (September 2017- June 2018) is explained below:

	<b>Object Code</b>	<b>Description</b>	<b>Amount</b>	<b>Funding Source</b>
1.	0103	Salary	\$105,417	General Fund
2.	0105	Benefits	25,248	General Fund
3.	0196	Health Insurance	21,212	General Fund
4.	0197	Retiree Insurance	<u>632</u>	General Fund
		Total	\$152,509	General Fund - 1001

**AGENDA ITEM TITLE: Reserve Account Resolutions, Evans/Mai/Jewell**

**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 January 20-22, 2016, Board of Trustees meeting, the Board directed the University President to establish and fund a UW Operations Reserve Account and a UW Capital Facilities Reserve Account.

At the June 7, 2017, Board of Trustees conference call, the Board adopted the FY2018 UW Operating Budget, directing the University to “create and fund several reserve/sinking funds,” with the following initial amounts:

- 3) Passenger Plane Reserve Account - \$1,000,000
- 4) Risk Pool/Litigation Reserve Account - \$5,000,000
- 5) General Unrestricted Operating Reserve Account - \$50,000,000
- 6) Capital Construction Reserve Account - \$20,000,000
- 7) Residence Hall Reserve Account - \$14,000,000
- 8) Recruitment & Retention Reserve Account - \$7,400,000
- 9) Special Projects Reserve Account - \$11,776,398

The remaining balance of \$12,430,350 (20%) was to remain proportionally in the various unit/division/department accounts.

At the July 18-21, 2017, Board of Trustees meeting, the University presented the Board of Trustees with its updated FY2017 operating reserve balance of \$185,148,457. At the University's request, the Board approved allocating \$15,052,541 of the total approved operating reserve into a designated fund for indirect cost recovery funds to be allocated per the University's Indirect Cost Policy. The Board also approved allocating an additional \$3,000,000 to the recruitment and retention fund that was established by the Board of Trustees in Paragraph 7f of the June 7, 2017, motion approving the FY2018 UW Operating budget. The following Table 1 was also approved:

<p align="center"><b>Table 1</b>  <b>University of Wyoming</b>  <b>Proposed Allocation/Distribution of Operating Reserves</b>  (July 31, 2017)</p>										
	A	B	C	D	E	F	G	H	I	J
	Passenger Plane Reserve	Risk Pool / Litigation Reserve	General Unrestricted Operating Reserve	Capital Construction Reserve	Residence Hall Reserve	Recruitment & Retention Reserve	Special Projects Reserve	Division Level Reserves	Designated Fund for Indirect Cost	Total
1	Funding per Board of Trustee Action on June 7, 2017	1,000,000	5,000,000	50,000,000	20,000,000	14,000,000	7,400,000	50,585,571	19,110,345	167,095,916
2	Motion #1 - Establish Designated Fund for Indirect Cost								15,052,541	15,052,541
3	Motion #2 - Increase Funding for Recruitment & Retention					3,000,000				3,000,000
4	<b>TOTAL</b>	<b>1,000,000</b>	<b>5,000,000</b>	<b>50,000,000</b>	<b>20,000,000</b>	<b>14,000,000</b>	<b>10,400,000</b>	<b>50,585,571</b>	<b>19,110,345</b>	<b>185,148,457</b>

Attached are Board resolutions detailing the initial allocation, intended uses, and process for expending funds for the reserve accounts and the designated fund for indirect costs that were approved at the June and July 2017 Board of Trustees meetings. With an effective date of August 1, 2017, the accounts in Table 1 have been fully funded.

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

See above.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to Wyoming Statute § 21-17-204, “(a) The board of trustees may: ...(v) Expend the income placed under their control from whatever source derived, and exercise all other functions properly belonging to such a board and necessary to the prosperity of the university and all its departments.” Additionally, UW Regulation 1-103 states, “final approval of the Operating Budget rests with the Board of Trustees.”

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the resolutions.

**PROPOSED MOTION**

“I move to approve the resolutions, as presented to the Board, detailing the initial allocation, intended uses, and process for expending funds for the reserve accounts and the designated fund that were established at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meetings.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

## **Resolutions – Reserve Accounts**

### **Passenger Plane Reserve Account**

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

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

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

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

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

### **Residence Hall Reserve Account**

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

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

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

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

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

#### **Special Projects Reserve Account**

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

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

#### **Designated Fund for Indirect Costs**

Pursuant to Board of Trustees action at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meeting, the Board recognized and reaffirmed the existing designated fund for indirect cost recovery funds and directed the UW President to maintain and immediately fund it with an initial amount of \$15,052,541. Funds in this designated fund for indirect costs shall be used consistent with the University's Indirect Cost Policy.

**AGENDA ITEM TITLE: University Reserve Uses and Exemptions, Jewell**

**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:**

Per the Board of Trustee motion which established and funded the University's central reserve accounts, any un-budgeted use of reserves must come before the Board for approval. Also, any capital projects, even if they were included in the unit's capital plan, must come before the Board individually for final approval.

The table below summarizes projects the projects which the University's Administration is requesting use of central and/or division-level reserves to fund. Detailed project descriptions is provided as support materials to the agenda item.

This agenda item is to seek approval of the capital project not previously approved by the Board of Trustees and approve the use of University and Division reserves to fund the projects accordingly.

<b>Division</b>	<b>Project</b>	<b>Previously Approved by BOT</b>	<b>Special Projects Reserve</b>	<b>Division Reserves</b>	<b>Philanthropy</b>	<b>Total</b>
Information Technology	HPC Research Cluster Upgrade	No	\$1.635M			\$1.635M
Information Technology	VMAX Data Storage Replacement	No	\$0.860M			\$0.860M
Information Technology	Chiller for IT Building	No	\$0.770M	\$0.350M		\$1.120M
Student Affairs	Veterans Center Renovation	No	\$0.433M		\$0.282M	\$0.715M
Administration	WyoCloud	Yes	\$8.200M			\$8.200M
		<b>Total</b>	<b>\$11.898M</b>	<b>\$0.350M</b>	<b>\$0.282M</b>	<b>\$12.530M</b>

The Budget Committee will discuss this item at the September 13-15, 2017, Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

See above

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-103 states, "final approval of the Operating Budget rests with the Board of Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the capital projects not previously approved by the Board and the use of University and Division reserves as the funding sources for the projects (includes previously approved and not-previously approved projects).

**PROPOSED MOTION**

I move to approve the HPC Research Center Upgrade, VMAX Data Storage Replacement, Chiller for IT Building, and Veterans Center Renovation projects and the corresponding funding plans using the Special Projects Reserve and/or Division Reserve Accounts.

I move to approve reallocating \$8.2M of funding from the Special Projects Reserve Account to the previously Board of Trustee approved WyoCloud project.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

## **IT Budget Restoral Requests**

### **1) \$1,635,000 - HPC Research Cluster Upgrade**

**Status:** The POs were in the process of being initiated when the funds were swept. \$660K of the swept funds were researcher monies that were previously given to IT to hold for this project.

**Start Date:** Immediately, September, 2017

**Project Duration:** 3 Months

#### **Proposed Project Funding:**

<b>Philanthropy</b>	<b>External Grant</b>	<b>Division's Reserves</b>	<b>Central Reserves<sup>1</sup></b>	<b>Total</b>
			\$1,635,000	\$1,635,000

Notes: Funding for this project is recommended to come from the "Special Projects" central reserve.

#### **Project Description:**

Mount Moran is the first condominium (condo) research computing cluster at UW. It was created through a partnership between IT, the Office of Research and the President's Office. It has been profoundly successful with more than 60 UW researchers using it in key areas such as wind energy, fluid dynamics, turbulence modeling, artificial intelligence, deep learning, genomics, bioinformatics, molecular dynamics, materials science, statistics, computational mathematics, computational hydrology, coal gasification, and atmospheric science. It has become a competitive advantage for UW and provides the foundation for the area of distinction in the computational sciences.

We have been planning and working towards this upgrade project for the last two years. The project significantly improves the throughput of UW's scientific initiatives and expands on our HPC parallel application capability. The upgrade targets expanding the scientific and educational footprint of the University of Wyoming's HPC capability to include data science investigations, spatial science capability, economics studies and more while increasing the capability and capacity for all UW researchers in need of computational power. This equipment upgrade will also improve long needed data storage capability.

Additional Background: High Performance Computing (HPC) is a method of utilizing extremely high-end computers, networks, and storage systems, to perform simulations and experiments which are fundamentally impossible to do on smaller computer systems. Over the last decade in particular, high speed computational science has developed as the third leg of science beside experimental and theoretical sciences. HPC systems also provide a common ground for collaborative investigations among many disciplines and is a key tool for interdisciplinary research. HPC encompasses a very large computational area. It has some ties to concepts of cloud computing. However, general cloud offerings are targeted towards Internet and web operations and lack the necessary high-end networks and high-end storage systems that HPC systems need to operate.



## HPC Research Cluster Upgrade

<b>Storage:</b>	
Hardware	\$410,000
Support	\$130,000
<b>HPC Networking - InfiniBand</b>	
Core Network	\$145,000
<b>Compute Nodes</b>	
Nodes and Edge InfiniBand	\$900,000
<b>Installation and Misc</b>	
Installation and Misc	\$50,000
<b>Total Cost:</b>	<b>\$1,635,000</b>

### 2) \$860,000 – VMAX Data Storage Replacement

**Status:** Several weeks ago, procurement issued the intent to award this past week, which allowed us to finalize the negotiation process from the RFP.

**Start Date:** Immediately, September, 2017

**Project Duration:** 4 Months

### Proposed Project Funding:

Philanthropy	External Grant	Division's Reserves	Central Reserves <sup>1</sup>	Total
			\$860,000	\$860,000

Notes: Funding for this project is recommended to come from the "Special Projects" central reserve.

### Project Description:

EMC 20K VMAX data storage equipment serves as UW's primary block data storage solution. UW issued the RFP for its replacement at the end of April. This system contains the hard drive data capacity for nearly all of UW's production and development computer services, approximately 650 servers and 50 virtual desktops. It is arguably the most critical piece of hardware in UW's computing infrastructure. **The current system goes out of support in January of 2018.** It is critical to UW's core operations that we replace it this year. As an aging system, it is experiencing smaller intervals between hardware failures, which are exponentially getting worse over time. We have also had performance issues due to the system being near its capacity on its mid-tier hard drives. IT had selected a replacement vendor in June. Because of the Financial System cutover, the end of year budget changes and the assurance we would be able to carry over funding for its purchase, it was decided to issue the intent to award and PO in the new Financial System after July 17th. An IBM Storwize V9000 was selected at a cost of over \$920,000, but IT has since negotiated a further reduction in pricing to \$860,000.

The IBM Storwize 9000 is sized for UW's anticipated growth for the next 5 years. IBM has also given UW the benefit of including free controller upgrades for the v9000 in year three, if UW agrees to purchase a three-year maintenance contract. This controller upgrade will give UW

needed increased performance and hardware reliability in year three and beyond. These additional controllers will allow UW to increase the use of this system into year six or seven, which is an option that does not exist with our current EMC VMAX solution. The v9000 includes one single tier of fast, solid-state hard drives, which will resolve UW's tiering performance issues. The v9000 system is easily expandable if we find that we need additional storage space over its lifetime.

IT will also need to purchase Fibre Channel switches. The purpose of the IBM System Storage SAN 48B 5 is to pass Fibre Channel traffic between UW's storage and compute resources. Fibre channel switches are a critical part of the storage network. These switches will come with five years of support.

### IBM Storwize V9000

V9000 Scalable Building Block with Two Controllers, this includes:	
2 - Fibre Channel/Fibre Channel Over Internet Host Interface Cards	
2 - 16GB FC 4 port host optics	
1300W Power Supply	
16 - 2M Fiber cable	
12 - 2.9 TB IBM MicroLatency Modules (total 34.8 TB)	
Two Intel Xeon E5 v4 Series 8-core 3.2 GHz processors per controller	
256 GB of cache per controller	
Three 16 Gb Fibre Channel 4 port adapters per controller	
One SAS Enclosure attachment card per controller	
Two compression accelerator cards per controller	
Two Disk Enclosures	
24 - 15.36 TB 2.5 Flash Drives (368 TB) per enclosure	
2 - 3 meter SAS cables per enclosure	
Other	
Power Cords for system	
Shipping and Handling	
3 years of hardware maintenance with free controller upgrade in 3 years	
3 years of enterprise class software support	
Professional Services	
V9000 Onsite Implementation/Installation	
Total 3 Year Cost:	\$780,000

### Fibre Channel Switches

Redundant SAN 48B 5 FC Switches	
One 16Gbps SFP Bundle	
12 port 16Gb software upgrade	
Hardware maintenance 5 years	
Software maintenance 5 years	
Shipping	
Total Cost:	\$80,000
<b>Cost for Production Storage</b>	<b>\$860,000</b>

### **Justification for On Premise vs Cloud Services**

UW IT has a “cloud first” approach to new and replacement projects. When economically and otherwise feasible, a cloud solution is preferred. UW IT always considers the cost-benefit of using a cloud solution when implementing new hardware and services. There are many considerations to take into account when using cloud services. Two of the most important considerations are cost and performance.

In this case, purchasing comparable storage resources to the v9000 from Amazon Web Services, or a similar cloud storage company, would cost UW approximately \$1.1 million per year. This cost covers 600 TB of SSD based storage. This amount does not include the additional cost that would be required for virtualization licensing and other computing resources. It is important to also note that the performance UW would receive from a cloud solution would be inferior to an onsite array of the same type of hard disk. There would be additional latency that would be experienced. Many of our services, including video recording, high performance databases, or applications that rely on low latency could not perform properly in this type of architecture. There are also additional concerns regarding data level access and security, encryption, networking, cost of transactional computing resources, and resource management.

UW IT is also unaware of any university, similar or larger than the size of UW, that has moved their primary storage or general computational needs to the cloud. UW IT will continue to closely monitor market trends and continue a cost-benefit cloud analysis for projects.

### **3) \$1,120,000 – Chiller for IT Building**

**Status: Awaiting final mechanical designs from consulting firm.**

**Start Date:           October, 2017**

**Project Duration: 10 Months**

#### **Proposed Project Funding:**

<b>Philanthropy</b>	<b>External Grant</b>	<b>Division's Reserves</b>	<b>Central Reserves<sup>1</sup></b>	<b>Total</b>
		\$350,000	\$770,000	\$1,120,000

Notes: Funding for this project is recommended to come from the “Special Projects” central reserve.

#### **Project Description:**

For the last several months, IT has been working with UW Operations to pursue an important upgrade to the IT Data Center's emergency cooling system. Cooling requirements for the IT Data Center hover around 250KW. During heavy usage times the cooling demand can reach over 300KW. Current capacity of the emergency chiller is between 350 KW – 400KW, leaving only 50KW to 100KW of available capacity. IT's Advanced Research Computing Center is currently planning on installing two high density cluster expansions in the coming months (one of the systems is included above). This is anticipated to be 75KW of additional load. Also, normal

growth is between 25KW and 50KW annually. The Advanced Research Computing team is also anticipating a new storage system for Petroleum Engineering and a sizeable increase in the Peta-Library used for the Mt. Moran Cluster. Details on these two have yet to be worked out but they will further increase power and cooling requirements. The upgrade to cooling is needed to stay ahead of the growth especially considering the cooling project has a 10 month deployment cycle. Other considerations include the use of the IT Chiller as the primary cooling engine. Currently the primary cooling is provided by the Central Energy Plant (CEP). With the expansions on campus, the Central Energy Plant has exceeded its capacity and is currently underway with a cooling expansion project of its own. As campus growth continues, so will demand on the energy plant. The proposed technology for the replacement IT Chiller includes higher efficiency economization which would allow for "free cooling" during the colder months. This would open the opportunity to use the new IT Chiller for primary cooling and utilize the Central Energy Plant as an emergency backup. This could be considered for the future and improve campus capacity. There are also other issues that can be addressed including the use of warmer water temperatures which could extend the free cooling window. Currently CEP utilizes cold water Temps (42 - 44F) to meet the campus demands effectively. The use of low temperature water is not necessary or ideal for data center environments because it decreases the operating window of free cooling and increases issues such as condensation in the data center.

The project was initiated several months ago with a formal request to UW Operations/Engineering. UW Operations/Engineering took the project request and assigned an internal engineer to manage the project. An outside firm, GLHN, was tasked with doing the site assessment and providing solution options. This took longer than expected but has been recently completed. An initial concept design was selected and GLHN was asked to develop mechanical engineering diagrams for consideration. These have been provided to the University of Wyoming. UW Operations/Engineering selected a structural engineer to perform a site assessment, review the plans and develop the necessary structural drawings and plans. The final structural designs are complete. GLHN provided a cost estimate for the project of \$895,474 (attached) which includes a 10% contractor contingency. UW Operations Engineering, has recommended including an additional 25% for construction administration and other variances. That brings the total estimate to approximately \$1.12 million.

If the restoral of funding is approved by the Board of Trustees, UW Operations/Engineering will use GLHN's final mechanical and structural design documents to initiate the bidding and procurement process. Final selection, negotiation and purchase should happen in the late October timeframe. The project should take approximately 10 months to complete.



To: Laurie Nichols, President

From: Sean Blackburn, Vice President for Student Affairs

Date: August 31, 2017

Subject: Veterans Center and Union Renovation

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As an integral part of the University's educational mission, the Wyoming Union fosters a sense of community by providing quality programs, services and facilities that promote development, embrace diversity, and cultivate loyalty to the University. The Wyoming Union provides a nurturing environment within which students are encouraged to pursue excellence, to develop leadership, and to realize their potential.

Originally constructed on March 3, 1939, the Wyoming Union is also known as the living room of campus. An addition in 1957, 1973 and a comprehensive renovation and addition in 2002 have transformed the Wyoming Union into a place where students, staff, faculty, and community come together. The facility offers over 19,000 square feet of outstanding meeting and conference space.

The building houses the University Store, Copy Center, and a variety of dining options. Home to the new Center for Student Involvement and Leadership: including ASUW student government, Fraternity and Sorority Life, Campus Activities Center, Service, Leadership and Community Engagement, Student Media, Non-Traditional Student Center, Rainbow Resource Center, and the Multicultural Resource Center. The Wyoming Union is a place where students can participate in a wide variety of programs, activities, leadership, and involvement opportunities that enrich the college experience.

Student Affairs launched a visioning study in the fall of 2015 to consider the current and future needs of students, tenants, and the University within the Wyoming Union. The study was conducted by the space planning and architectural design firm alm2s. The report was issued in May of 2016.

The recommendations have undergone review and adjustment with several projects identified for two phases of renovations. *Only Phase One, Veterans Center is requested to proceed at this time.*

Aligned to the new Strategic Plan of the University: BREAKING THROUGH: 2017-2022, these projects will expand the engagement opportunities for students and support the retention goals of the University.

**Phase One, Veterans Center:**

- **Veterans Center Project:** Estimate of \$715,000 pre-bid. The current Veterans Center space in Knight Hall is inadequate for the growing veteran population of UW and the growing programs of the Center. More veteran students will be able to take advantage of the services, programs, and community established within the center. A portion of the third floor of the Union, vacated by Student Media, will be renovated to provide a high-quality, accessible, and modern space for the current and future needs of the Veterans Center. This will include a computer lab, study area, lounge, conference room, coordinator's office and kitchen. To date \$282,000 has been raised from private donors for this project. Mandatory student fees allocated to the Wyoming Union held in the newly created Special Projects reserve will cover the difference. See attached.

**Budget, Phase One, Veterans Center:**

Project:	Design:	Construction:	FF&E:	Contingency:	Total:
Veterans Center	\$ 50,000	\$ 450,000	\$ 132,000	\$ 83,000	\$ 715,000

**Schedule:**

Project:	Design Complete:	Advertise:	Begin Construction:	Complete Project:
Veterans Center	Complete	September-2017	November 2017	March-2018

**Phase Two, Union Renovations (Information Only):**

- **3<sup>rd</sup> Floor North End Remodel:** Estimate of \$325,000 pre-bid. The remaining space vacated by Student Media on the third floor has not seen updates since 1972. Four offices, a conference room and restrooms will be renovated. This space is currently unassigned. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves will fund this project. See attached.
- **Student Media Project:** Estimate of \$415,000 pre-bid. Student Media has been relocated from the third floor to the ground-level to provide high-quality, accessible, and modern space for the current and future needs of Student Media. This will include reception area, five offices for staff, student media production space, video production; and space for sales, interviews, and consultation. Mandatory student fees allocated to Student Media held in division and central university reserves will fund this project. Negotiations with the Student Media Board are on-going. See attached.
- **Union Administration and Fraternity and Sorority Life Project:** Estimate of \$110,000 pre-bid. This project will provide appropriate space for the Wyoming Union Administration that has been relocated for the Student Media Project. This will include two offices and reception for the Center for Student Involvement and Leadership. New and appropriate space will be constructed for Fraternity and Sorority Life to meet their current and future program and space needs. The university has a goal of growing Fraternity and Sorority Life to 1,000 members (currently around 600) to expand engagement and improve student

retention. This will include an office for two staff and a resource area for student leaders. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves will fund this project. See Attached.

- Rolling Mill and Gallery 234 Project: Estimate of \$750,000 pre-bid. This project will move the Gallery 234 from the ground floor to half of the former Interstate Bank space on the first floor. This improved location will provide more student access and increased viability for Gallery 234. Rolling Mill (coffee, pastries and ice cream) will be relocated to the second half of the former Interstate Bank space to provide improved food preparation, security, and efficiency. This will also provide additional seating and programing space in the Union Breezeway. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves and dining revenue will fund this project. See attached.
- SLCE Project: Estimate of \$30,000 pre-bid. The Service, Leadership and Community Engagement (SLCE) Office was relocated to the under-utilized computer lab on the ground floor. One additional office and storage is needed for efficient operations of the program. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves will fund this project. See Attached.

**Estimated Budget, Union Renovations (Information Only):**

Project:	Design:	Construction:	FF&E:	Contingency:	Total:
3rd Floor North End Remodel	\$ 22,000	\$ 205,200	\$ 67,500	\$ 30,300	\$ 325,000
Student Media	\$ 50,000	\$ 250,000	\$ 65,000	\$ 50,000	\$ 415,000
Union Administration & FSL	\$ 8,000	\$ 72,000	\$ 20,000	\$ 10,000	\$ 110,000
Rolling Mills and Gallery 234	\$ 60,000	\$ 480,000	\$ 125,000	\$ 85,000	\$ 750,000
SLCE Project	\$ 2,000.00	\$ 15,000.00	\$ 0.00	\$ 3,000.00	\$ 20,000

**Total Veterans Center and Union Renovation Estimates (Information Only):**

The total estimated costs for phase one and two is \$2,345,000.00 and will provide 12,951 SQFT of renovated space at an average cost of \$181.00 per SQFT to improve the engagement mission within the Division of Student Affairs. Only action on Phase One is requested at this time.

These projects have traditionally fit into a category of mandatory student fee-fund projects not normally reviewed by the Board. Under the new budget and planning operations of the University, these projects are now brought to the board for consideration.

**AGENDA ITEM TITLE: Report re: Athletics Facilities/IT Upgrades, Burman/Aylward**

**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:**

Director of Athletics Tom Burman and Vice President and Chief Information Officer Robert Aylward will present a verbal update to the Board.

**AGENDA ITEM TITLE: Internal Audit Update, Marsh/Kathleen 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:**

Trustee Jeff Marsh and Internal Audit Kathleen Miller will present a verbal update to the Board.



**AGENDA ITEM TITLE: External Auditor Pre-Audit Briefing, Lowe/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:**

The pre-audit briefing is intended to communicate matters related to the planned scope and timing of the University of Wyoming's financial audit conducted by McGee, Hearne, and Paiz, LLP (the Firm). The audit engagement will include the main financial statements and compliance audit, the Bond Funds' financial statements, Wyoming Public Media's financial statements, and the agreed-upon procedures for the University of Wyoming Intercollegiate Athletics Department as of and for the year ended June 30, 2017. The issues outlined in the briefing include the importance of communication between the Firm and the Board of Trustees Fiscal and Legal Affairs Committee (FLAC), compliance by the Firm with applicable professional independence standards, the audit planning process, the concept of materiality in planning and executing the audit, the Firm's approach to internal control and compliance relevant to the audit, the Firm's use of internal auditor's work, and the timeline of the audit engagement.

Materials to be uploaded to the Board of Trustees secure site in advance of the meeting.

**AGENDA ITEM TITLE: Report re: AMK and permit extension, 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:**

General Counsel Tara Evans and Vice President for Administration Bill Mai will present a verbal update to the Board.

**AGENDA ITEM TITLE: Construction Updates, 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 present a verbal update to the Board.

**AGENDA ITEM TITLE: Anchor Easement With Rocky Mountain Power, 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:**

This request involves a request by Rocky Mountain Power (RMP) to grant it an anchor easement near 15<sup>th</sup> and Grand Avenue in Laramie, Wyoming and will be considered by the Facilities Contracting Committee. The Wyoming Department of Transportation (WYDOT) is installing a new traffic signal service point at the intersection of 15<sup>th</sup> Street and Grand Avenue in Laramie. To accommodate the new service point, an existing RMP three-phase power pole located within the 15<sup>th</sup> Street right-of-way north of Grand Avenue needs to be relocated 15-20 feet to the northeast. The pole will remain in the street right-of-way, but because of the pole's angle to adjacent poles, it requires a side guy anchor on University property to hold the strain (see attached map).

RMP requested and was granted a temporary construction access agreement authorizing RMP to begin the work in and relocating the pole in order to avoid delaying WYDOT's project. The temporary construction access agreement expires in December 2017 or upon completion of RMP's work. The pole was relocated in early August. The guy anchor remaining on University property is contingent upon the granting of the proposed anchor easement to RMP.

RMP requests that the University grant RMP the specified anchor easement for the guy anchor since it is on University land. If approved by the Board, the requested easement will begin and terminate on University property with a width of 10 feet and a length of 18.66 feet. The easement will provide access for RMP to maintain and repair the guy anchor and its associated appurtenances contingent upon the electrical facilities remaining in use. RMP has coordinated the location of the guy anchor with UW Operations and no major issues were identified. RMP was made aware of roots, sprinkler lines/controls, and the need for adequate clearance of the guy wire for pedestrian and bikes using the two sidewalks in the area. RMP is offering \$500.00 in monetary compensation for the requested easement, which is considered reasonable given the easement's minimal length and location near a road right of way.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to Wyoming Statute 21-17-204, the Board of Trustees "may possess and use for the benefit of the institution all property of the university" and may "hold, manage, lease or dispose of, according to law, any real or personal estate as is conducive to the welfare of the institution."

**ACTION REQUIRED AT THIS BOARD MEETING:**

The administration requests that the Facilities Contracting Committee recommend to the full Board approval of the requested Anchor Easement on University land to Rocky Mountain Power, if determined appropriate by the Facilities Contracting Committee.

**PROPOSED MOTION:**

"I move to authorize granting of the anchor easement to Rocky Mountain Power near 15<sup>th</sup> Street and Grand Avenue in Laramie."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



  
PREPARED BY:  
REAL ESTATE OPERATIONS  
DEPT. 4306, 137 BUREAU OF MINES  
1000 E. UNIVERSITY AVENUE  
LARAMIE, WY 82071  
307.766.2937

**PROPOSED ANCHOR EASEMENT  
ROCKY MOUNTAIN POWER  
15TH AND GRAND  
JUNE 30, 2017**

This map is provided as a visual aid only and its accuracy is not guaranteed.  
Dimensions and areas shown on this drawing were generated using digital  
drafting software and do not reflect or include field survey data.  
Any duplication of this document is not permitted without prior written consent.

-  UW Property Line
-  Proposed Easement Area
-  Pole Anchor
-  Proposed New Pole Location

Return to:  
Rocky Mountain Power  
Lisa Louder/KG  
1407 West North Temple Ste. 110  
Salt Lake City, UT 84116

Project Name: WYDOT Relocate 15<sup>th</sup> & Grand  
Project Tract Number:1  
WO#: 06305919  
RW#: 2017W

### **Pole, Guy, Anchor Easement**

For value received, the Trustees of the University of Wyoming ("Grantor") hereby grants to Rocky Mountain Power, an unincorporated division of PacifiCorp, its successors and assigns ("Grantee"), an easement to locate, maintain, repair, replace and remove anchor guys, and other appurtenances related to the anchor guys on, over or under the surface of the real property of Grantor in Albany County, State of Wyoming, more particularly described as follows or as more particularly described and/or shown on Exhibit(s) A & B attached hereto and by this reference made a part hereof:

*Legal Description: A Strip of land located in that portion of the Grand Avenue Addition to the City of Laramie, Albany County, WY as described in Instrument No. 727581 dated February 18, 1983, recorded February 24, 1983 in the office of the Albany County Clerk in Book 324, Page 671, being part of Government Lot 5, Section 33, T.16N., R.73W., 6<sup>th</sup> PM, City of Laramie, Albany County, WY.*

This easement includes the right of reasonable access to the easement location for all activities in connection with the purposes for which this easement is granted.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns.

Grantee shall not enclose or fence said easement without the express written consent of Grantor.

Grantee may assign or transfer rights under this easement to Grantee's principal, affiliates or subsidiaries of its principal upon reasonable notice to Grantor. Grantee shall not assign nor transfer any of these rights to any third party.

Grantor reserves the right to use and occupy the described premise and easement following the completion of construction, subject to the provisions that the Grantor will not knowingly interfere with in any way the Grantee's anchor guys and related appurtenances after installation.

Grantee agrees that during the period of construction, or any subsequent altering, removing or replacing, it will reclaim and restore the surface within the easement or on adjacent lands damaged due to construction and maintenance activities of the Grantee.

Grantor does not waive its sovereign immunity or its governmental immunity by entering into this Easement and fully retains all immunities and defenses provided by Wyoming law with regard to any action based on this easement.

Grantee shall indemnify Grantor for all damages caused to Grantor as a result of Grantee's negligent exercise of the rights and privileges granted herein.

Upon abandonment or discontinuance of use of this easement for the purposes specified above, all of Grantee's rights under this grant of easement shall revert to the Grantor or its assigns, the same as if this grant had never been made. Failure to report, to the Grantor, the status of the use of this easement upon delivery and receipt of a written request from Grantor within 60 days of the request, shall be considered an indication that Grantee has abandoned this easement. Should this easement be abandoned by the Grantee, or its use discontinued for the specified purpose, Grantee shall return the above described tract of land to a condition satisfactory to the Grantor.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective, heirs, successors, and assigns.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

GRANTOR:

Trustees of the University of Wyoming

---

William Mai  
Vice President for Administration  
Deputy Treasurer, Board of Trustees

#### ACKNOWLEDGEMENT

STATE OF WYOMING     )  
                                      ) SS  
COUNTY OF ALBANY    )

The foregoing instrument was acknowledged before me by William Mai as Vice President for Administration, Deputy Treasurer, Board of Trustees, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Witness my hand and official seal.

\_\_\_\_\_

Notary Public

My Commission expires: \_\_\_\_\_.



**GRANTEE:**

Rocky Mountain Power, an unincorporated division of PacifiCorp



Kim M. Garrick  
Manager, Right of Way

STATE OF UTAH

) ss.

County of Salt Lake

On this 22 day of August, 2017, before me, the undersigned Notary Public in and for said State, personally appeared Kim M. Garrick, known or identified to me to be the Manager, Right of Way of Rocky Mountain Power that executed the instrument or the person who executed the instrument on behalf of said entity, and acknowledged to me that said entity executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



(notary signature)

NOTARY PUBLIC FOR State of Utah

Residing at: Salt Lake County

My Commission Expires: July 13, 2019



**AGENDA ITEM TITLE:**

**Renaming of the Red House to the Native American Education, Research and Cultural Center (Grand Opening of Center on September 29), 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:**

UW President Laurie Nichols will discuss the renaming of Red House to the Native American Education Research and Cultural Center.

The Native American Education Research and Cultural Center will be a resource to American Indian students to facilitate their success and optimize their college experience. It will also enrich all UW students' education as they broaden their knowledge of indigenous people, their history and culture. The center will honor American Indian heritage and demonstrate respect for Native people's cultures, traditions, laws and diverse expressions of sovereignty. Housed in the facility will be a student retention advisor offering academic support services, the American Indian Studies program, the High Plains American Indian Research Institute, the student organization Keepers of the Fire, and other programs designed to recruit and retain American Indian students.

Attached find a copy of the history and other relevant information related to the Red House.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

During the March Board meeting a presentation on Native American initiatives including the creation of a Native American Center was presented by Mr. James Trosper, Senator Affie Ellis and President Nichols.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 2-1 states that, "Names of buildings shall be selected by the Trustees."

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval or disapproval of naming the Red House to the Native American Education, Research and Cultural Center.

**PROPOSED MOTION:**

I move to approve renaming the Red House to the Native American Education, Research and Cultural Center.

**PRESIDENT'S RECOMMENDATION:**

Approval.

### **History**

The Red House Honors Center is the new home for the University Honors Program and the High School Summer Institute. The two story-house is a hip-roofed Colonial Revival-style house. The original house was constructed in 1909 for Reverend Arthur Bode who moved to Laramie in the early 1900's to serve at St. Mathew's Episcopal Church. It was later purchased by Arthur Jones who was a Director at the Iverson Memorial Hospital and a UW Board of Trustees member. In 1916, when Iverson Memorial Hospital was constructed, Mr. Jones rented the house to the hospital for the nurses to use as a dormitory. This practice continued until about 1950. The Bode residence is also significant in the fact that it was one of Wilbur Hitchcock's first designs; one he completed while still obtaining his under graduate degree from UW.

When UW purchased the property, there was a carriage house, garage, and a small shed in addition to the main house. The carriage house was built in 1909 as a music studio for Mr. Bode; the shed was constructed in 1910; and the garage was constructed circa 1945.

The Red House was left in the name of the Honors Center as it had been popular with the Honors Program Director and administration at the time (2013). It was then meticulously designed and renovated for the Honors Center so that many historical items were saved and recreated since it is part of the University Neighborhood District. This included reviewing the paint color to match a palette that would be used historically in the neighborhood.

Naming it the "Red House" provided a unique, prominent reference to the building, since it was previously red in color, and it distinguished the center from the Honors House on 15<sup>th</sup> and Fraternity Row.

### **Construction Elements**

Since all four buildings were considered part of the University Neighborhood District they required special design requirements. The original design concept included keeping the carriage house, but that was not possible due to deficiencies in its condition. UW worked closely with the City of Laramie, the Laramie Historic Preservation Board, and the State Historic Preservation Office to remove the old carriage house, shed, and garage and to put in their places a new addition that would pay homage to the main house and meet current needs for the Honors Program. The new classroom space was designed to be a replica of the original carriage house. Also in the new addition are two new offices, two ADA accessible restrooms, and an ADA compliant ramp for access into the main house.

The wood floors in the main house are original as is the beautiful staircase up into the second floor. Most of the windows were replaced for improved energy efficiency, but two windows were re-glazed so that their historical context would remain in the house. Most of the trim work throughout the house is original and was maintained in place while construction was ongoing. The main house was stripped of all its original plaster, the outside walls were spray foamed, and the entire house was re-wired to accommodate modern use. The heat system was replaced with a 94% efficient boiler and radiant panels in each space which will save energy and improve occupant comfort.

### **Thanks**

There were many people who contributed to the success of this project. We would like to thank Dale Buckingham Architects of Sheridan for their thoughtful and respectful design; Shepard Construction of Rawlins for their hard work in carrying out the design intent and providing a quality finished project; and the University President's Office, Division of Academic Affairs, Division of Administration, and various other UW personnel for their support and oversight to the project. We are proud of the finished product and feel it will serve the University well for years to come.

### **Historic Registry**

159. 200 S. 10th Street (Bode Residence; Iverson Memorial Hospital Nurses' Dormitory) (1909): This two-story, hip-roofed Colonial Revival-style house has a symmetrical façade and asymmetrical side elevations. It rests on a foundation of locally quarried sandstone, and the walls are clad in red-painted wood shingles that are contrasted with white trim. The medium-pitched hipped roof has a pronounced flare and overhang at the eaves, which are supported by modillion blocks. The east-facing façade is dominated by a full-length, Classically inspired porch, with a flat roof decorated with modillions and supported by simple Doric columns at all four corners and at the entrance. A turned wooden railing encloses the porch. The front doorway has an elaborate swan's neck pediment and sidelights flanking a paneled wooden door. Large, identical, three-part windows flank the doorway. Three windows are arranged symmetrically above the porch roof on the second story, with the central window a three-part sash resembling a simplified Palladian window. A bay with a lower hipped roofline, a chimney, and a small screened porch projects from the south elevation. The north elevation contains five asymmetrically arranged windows, the most prominent of which is an oriel window located in the east bay of the first story. A false balconette decorated with stylized Grecian motifs caps the oriel window, and a small denticulated cornice acts as a sill. The window sashes have diamond-shaped panes. This residence was built for Reverend Arnold G. H. Bode, who moved to Laramie between 1901 and 1906 to serve at St. Matthew's Episcopal Church. It was later purchased by Arthur Colley Jones, who was a director of the Iverson Memorial Hospital and Cathedral Home for Children, and on the board of trustees for the University of Wyoming. In 1916, when Iverson Memorial Hospital was constructed across the street, Jones rented the house to the hospital for use as a nurses' dormitory, a use that continued until around 1950. The Bode Residence is significant as an excellent example of the Colonial Revival architectural style designed by Wilbur Hitchcock, and for its associations with St. Matthew's Church and Iverson Hospital. The only noticeable change in the house since its construction is the removal of a second-story balcony from the roof of the front porch. Rating: 3.

Garage (c. 1940): A two-bay, eave-front garage with a modern overhead garage door faces north between the main residence and the smaller residence at 914 Iverson. The garage is clad in red shingles with white trim. Rating: 2.

### Owners History

Wilbur Hitchcock Design	1909	
Built for Reverend Arthur Bode	1909-1919	
		Served 1902-1911, scholarships til
Arthur Jones-UW Trustee	1919-1949	1918
Henry and Frieda Nottage	1949-1972	
Leonard and Ruth Taylor	1972-1978	
Donald Prehoda and David		
Nicholas	1978-1979	
Donald Prehoda	1979-1980	
David and Karen Nicholas	1980-1997	
Karen & Phil Nicholas	1998-2003	
Karen & Kristen Nicholas	2003-2008	
Slater	2008-2011	
	2011-	
University of Wyoming	Current	

**AGENDA ITEM TITLE: Report re: Jacoby Ridge Easement, 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:**

General Counsel Tara Evans and Vice President for Administration Bill Mai will present a verbal update to the Board.

**AGENDA ITEM TITLE: Veterans Center and Union Renovations, Blackburn**

**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:**

As an integral part of the University's educational mission, the Wyoming Union fosters a sense of community by providing quality programs, services and facilities that promote development, embrace diversity, and cultivate loyalty to the University. The Wyoming Union provides a nurturing environment within which students are encouraged to pursue excellence, to develop leadership, and to realize their potential.

Originally constructed on March 3, 1939, the Wyoming Union is also known as the living room of campus. An addition in 1957, 1973 and a comprehensive renovation and addition in 2002 have transformed the Wyoming Union into a place where students, staff, faculty, and community come together. The facility offers over 19,000 square feet of outstanding meeting and conference space.

The building houses the University Store, Copy Center, and a variety of dining options. Home to the new Center for Student Involvement and Leadership: including ASUW student government, Fraternity and Sorority Life, Campus Activities Center, Service, Leadership and Community Engagement, Student Media, Non-Traditional Student Center, Rainbow Resource Center, and the Multicultural Resource Center. The Wyoming Union is a place where students can participate in a wide variety of programs, activities, leadership, and involvement opportunities that enrich the college experience.

Student Affairs launched a visioning study in the fall of 2015 to consider the current and future needs of students, tenants, and the University within the Wyoming Union. The study was conducted by the space planning and architectural design firm alm2s. The report was issued in May of 2016.

The recommendations have undergone review and adjustment with several projects identified for two phases of renovations. *Only Phase One, Veterans Center is requested to proceed at this time.*

Aligned to the new Strategic Plan of the University: **BREAKING THROUGH: 2017-2022**, these projects will expand the engagement opportunities for students and support the retention goals of the University.

**Phase One, Veterans Center:**

- Veterans Center Project: Estimate of \$715,000 pre-bid. The current Veterans Center space in Knight Hall is inadequate for the growing veteran population of UW and the growing programs of the Center. More veteran students will be able to take advantage of the services,

programs, and community established within the center. A portion of the third floor of the Union, vacated by Student Media, will be renovated to provide a high-quality, accessible, and modern space for the current and future needs of the Veterans Center. This will include a computer lab, study area, lounge, conference room, coordinator's office and kitchen. To date \$282,000 has been raised from private donors for this project. Mandatory student fees allocated to the Wyoming Union held in the newly created Special Projects reserve will cover the difference. See attached.

**Budget, Phase One, Veterans Center:**

Project:	Design:	Construction:	FF&E:	Contingency:	Total:
Veterans Center	\$ 50,000	\$ 450,000	\$ 132,000	\$ 83,000	\$ 715,000

**Schedule:**

Project:	Design Complete:	Advertise:	Begin Construction:	Complete Project:
Veterans Center	Complete	September-2017	November 2017	March-2018

**Phase Two, Union Renovations (Information Only):**

- 3<sup>rd</sup> Floor North End Remodel: Estimate of \$325,000 pre-bid. The remaining space vacated by Student Media on the third floor has not seen updates since 1972. Four offices, a conference room and restrooms will be renovated. This space is currently unassigned. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves will fund this project. See attached.
- Student Media Project: Estimate of \$415,000 pre-bid. Student Media has been relocated from the third floor to the ground-level to provide high-quality, accessible, and modern space for the current and future needs of Student Media. This will include reception area, five offices for staff, student media production space, video production; and space for sales, interviews, and consultation. Mandatory student fees allocated to Student Media held in division and central university reserves will fund this project. Negotiations with the Student Media Board are on-going. See attached.
- Union Administration and Fraternity and Sorority Life Project: Estimate of \$110,000 pre-bid. This project will provide appropriate space for the Wyoming Union Administration that has been relocated for the Student Media Project. This will include two offices and reception for the Center for Student Involvement and Leadership. New and appropriate space will be constructed for Fraternity and Sorority Life to meet their current and future program and space needs. The university has a goal of growing Fraternity and Sorority Life to 1,000 members (currently around 600) to expand engagement and improve student retention. This will include an office for two staff and a resource area for student leaders. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves will fund this project. See Attached.



- Rolling Mill and Gallery 234 Project: Estimate of \$750,000 pre-bid. This project will move the Gallery 234 from the ground floor to half of the former Interstate Bank space on the first floor. This improved location will provide more student access and increased viability for Gallery 234. Rolling Mill (coffee, pastries and ice cream) will be relocated to the second half of the former Interstate Bank space to provide improved food preparation, security, and efficiency. This will also provide additional seating and programing space in the Union Breezeway. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves and dining revenue will fund this project. See attached.
- SLCE Project: Estimate of \$30,000 pre-bid. The Service, Leadership and Community Engagement (SLCE) Office was relocated to the under-utilized computer lab on the ground floor. One additional office and storage is needed for efficient operations of the program. Mandatory student fees allocated to the Wyoming Union held in division and central university reserves will fund this project. See Attached.

**Estimated Budget, Union Renovations (Information Only):**

Project:	Design:	Construction:	FF&E:	Contingency:	Total:
3rd Floor North End Remodel	\$ 22,000	\$ 205,200	\$ 67,500	\$ 30,300	\$ 325,000
Student Media	\$ 50,000	\$ 250,000	\$ 65,000	\$ 50,000	\$ 415,000
Union Administration & FSL	\$ 8,000	\$ 72,000	\$ 20,000	\$ 10,000	\$ 110,000
Rolling Mills and Gallery 234	\$ 60,000	\$ 480,000	\$ 125,000	\$ 85,000	\$ 750,000
SLCE Project	\$ 2,000.00	\$ 15,000.00	\$ 0.00	\$ 3,000.00	\$ 20,000

**Total Veterans Center and Union Renovation Estimates (Information Only):**

The total estimated costs for phase one and two is \$2,345,000.00 and will provide 12,951 SQFT of renovated space at an average cost of \$181.00 per SQFT to improve the engagement mission within the Division of Student Affairs. Only action on Phase One is requested at this time.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

These projects have traditionally fit into a category of mandatory student fee-fund projects not normally reviewed by the Board. Under the new budget and planning operations of the University, these projects are now brought to the board for consideration.

**WHY THIS ITEM IS BEFORE THE BOARD:**

For review and funding authority.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval and funding authorization to proceed on Phase I construction for Veterans Center. Information on phase II with plans to bring a final request at the next meeting.

**PROPOSED MOTION**

I move that Phase One, Veterans Center Project be approved and a total of \$715,000.00 (not to exceed) be approved from 1.) the Veterans Center Renovation Fund at \$282,000 (UW Foundation) and 2.) from mandatory student fees held in the Special Projects Reserve at \$433,000.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



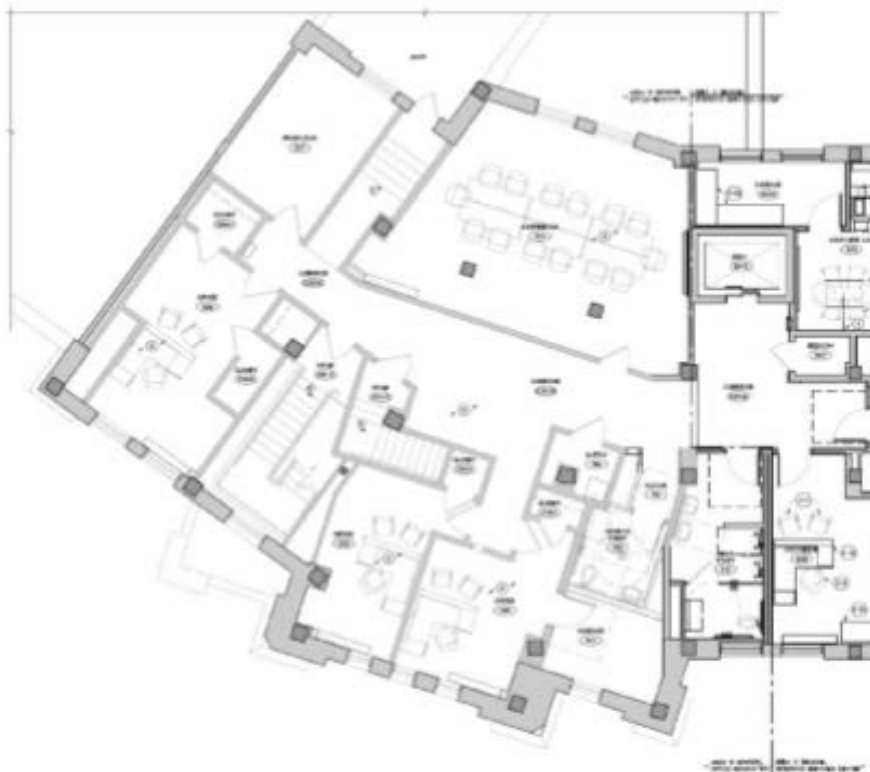
NEW PARTIAL 3RD FLOOR PLAN

<b>PROJECT LOCATION</b>	WYOMING UNION
<b>PROJECT AREA</b>	2,260 SF
<b>PROJECT SCOPE</b>	- COMPUTER LAB - STUDY AREA - LOUNGE - CONFERENCE ROOM - MEETING ROOM - OFFICE - KITCHEN

**PROJECT ESTIMATE**      \$715,000 (PRE-BID)



EXISTING 3RD FLOOR

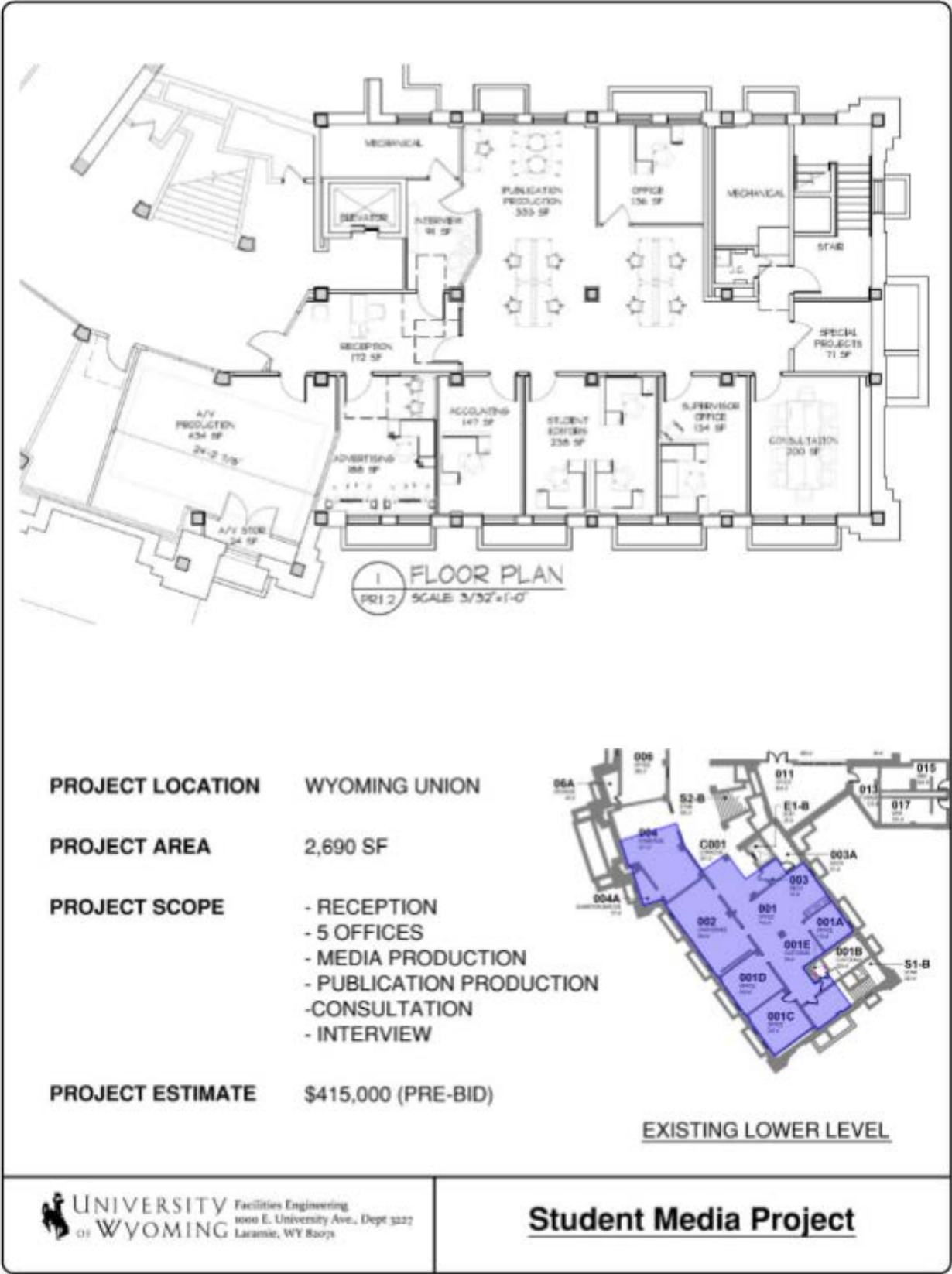


NEW PARTIAL 3RD FLOOR PLAN

<b>PROJECT LOCATION</b>	WYOMING UNION
<b>PROJECT AREA</b>	1,986 SF
<b>PROJECT SCOPE</b>	- 4 OFFICES - CONFERENCE ROOM - MEN'S RESTROOM - WOMEN'S RESTROOM
<b>PROJECT ESTIMATE</b>	\$325,000 (PRE-BID)



EXISTING 3RD FLOOR





SCHEMATIC NEW FLOOR PLAN

PROJECT LOCATION	WYOMING UNION
PROJECT AREA	1,065 SF
PROJECT SCOPE	- 2 UNION ADMIN OFFICES - 2 OFFICES FOR FSL
PROJECT ESTIMATE	\$110,000



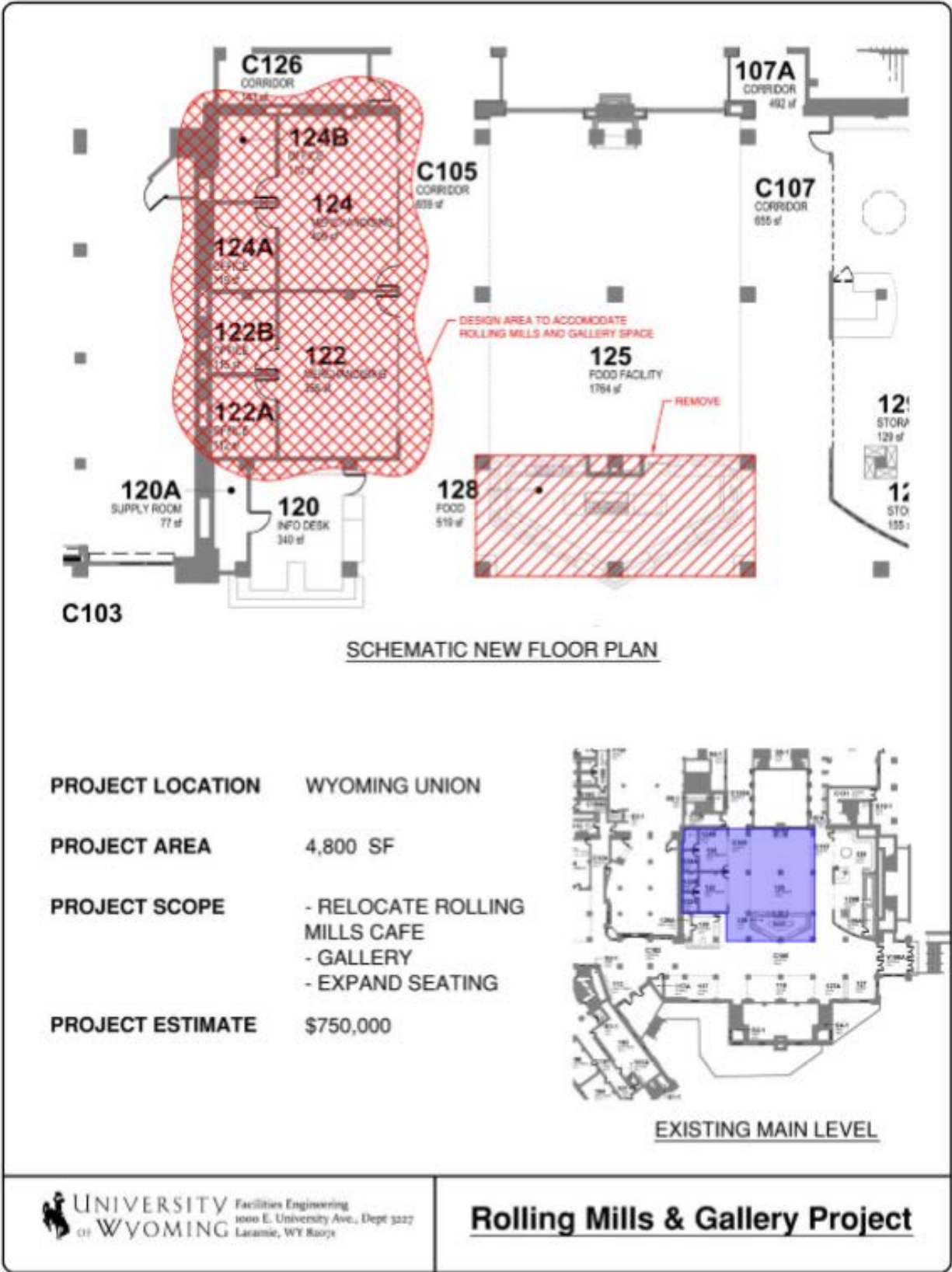
EXISTING LOWER LEVEL

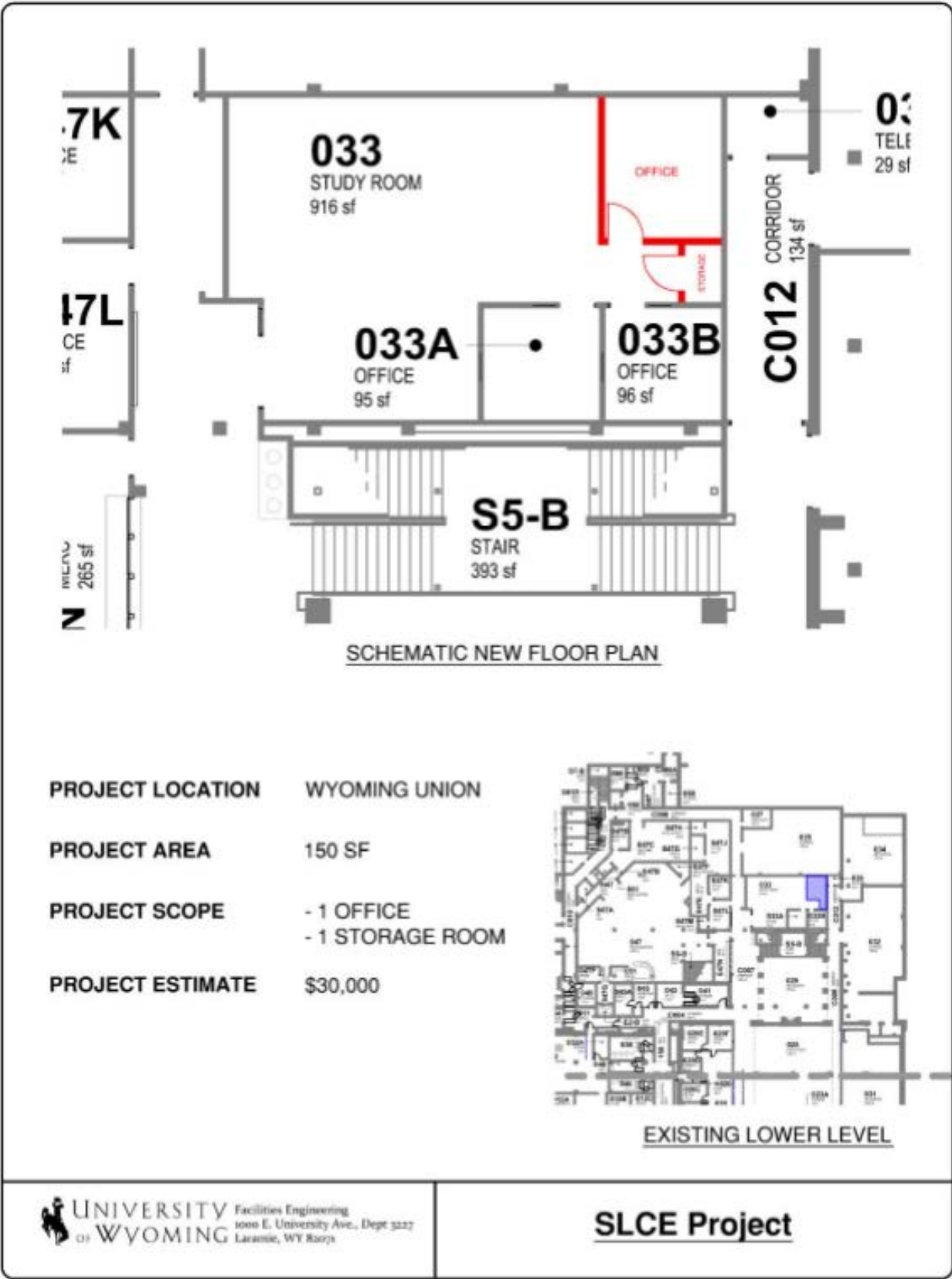


UNIVERSITY OF WYOMING  
Facilities Engineering  
1000 E. University Ave., Dept 3227  
Laramie, WY 82071

## Administration and FSL Project









**AGENDA ITEM TITLE: Engineering Education and Research Building Exterior, 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:**

At the July 2017 Board of Trustees meeting, the Board approved removing the aluminum fins, which were part of the glazing system, and changing them to standard mullions. The design team proceeded with the revision.

In studying the elevations the design team determined that the removal of the fins put the masonry joints below the mullions in between them rather than continuing as a line straight down from the mullion.

The design team sent administration a rendering depicting an alternate joint layout for the masonry below the mullions that would insert an additional joint creating two vertical lines centered below each mullion.

Administration recommends the additional joints as reflected on page two of the attached renderings.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At the May 2017 Board of Trustees meeting, the Board passed two motions:

1. Approve the minor changes on the "CD Elevations" and changes 1, 2, 3, 4, 8, and 9 in the handout provided during the meeting.
2. The University of Wyoming Board of Trustees direct the architect and to the Vice President for Administration's office, Facilities Construction Management Office, Matt Kibbon, to go back as much as possible to the original exterior design of the Engineering Education and Research Building approved by the Board of Trustees in February 2016, and charge the administration to work with the architect to come back to the UW Board of Trustees as soon as possible with the exterior design as close as possible as originally approved.

At the July 2017 Board of Trustees meeting, the Board passed a motion approving the Facilities Contracting Committees recommendations with regard to the exterior reversions on the Engineering Education and Research Building.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Trustees *Project Development Policy and Procedure for UW Capital Construction for Major Projects* states: "The proposed exterior design and landscaping shall not be modified from that approved by the Board of Trustees except upon prior approval of the Board."

**ACTION REQUIRED AT THIS BOARD MEETING:**

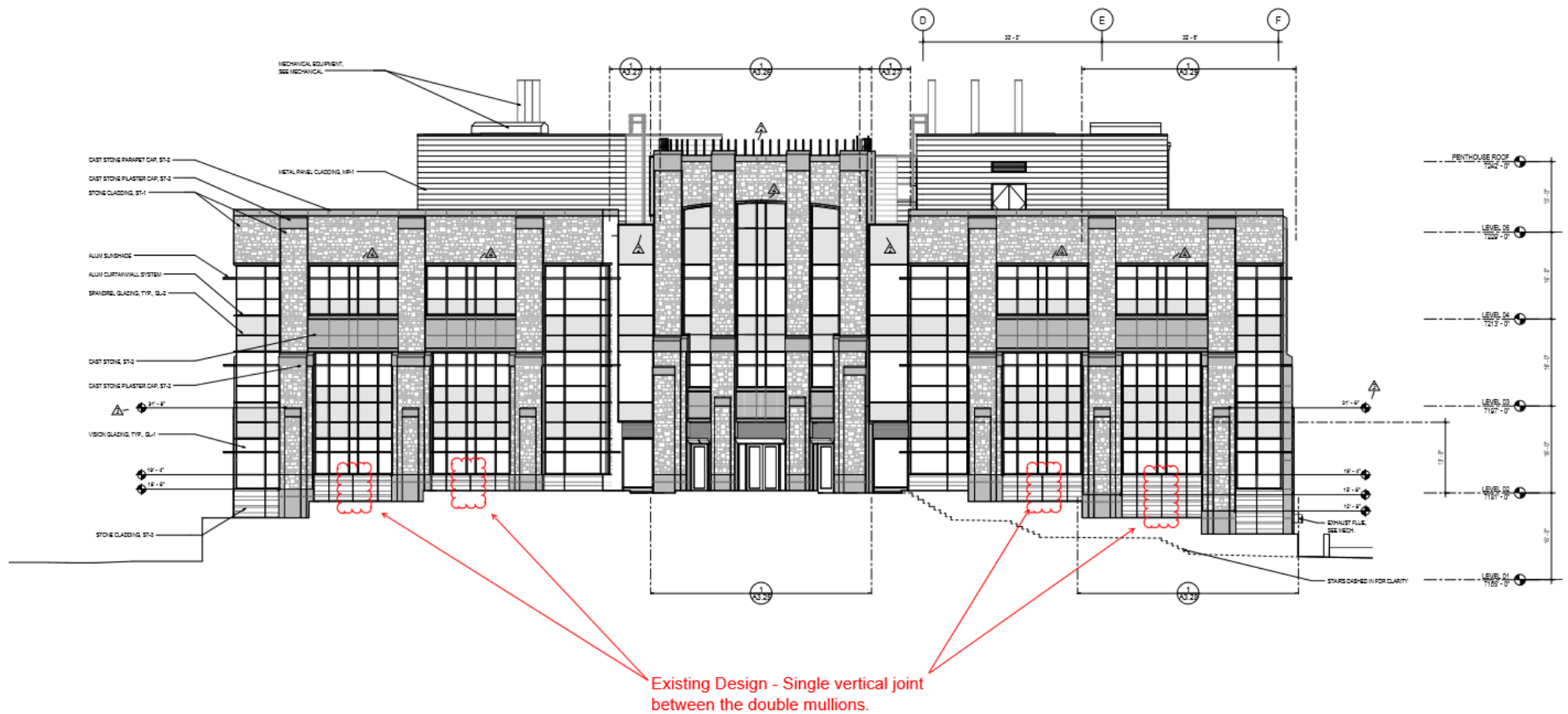
Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

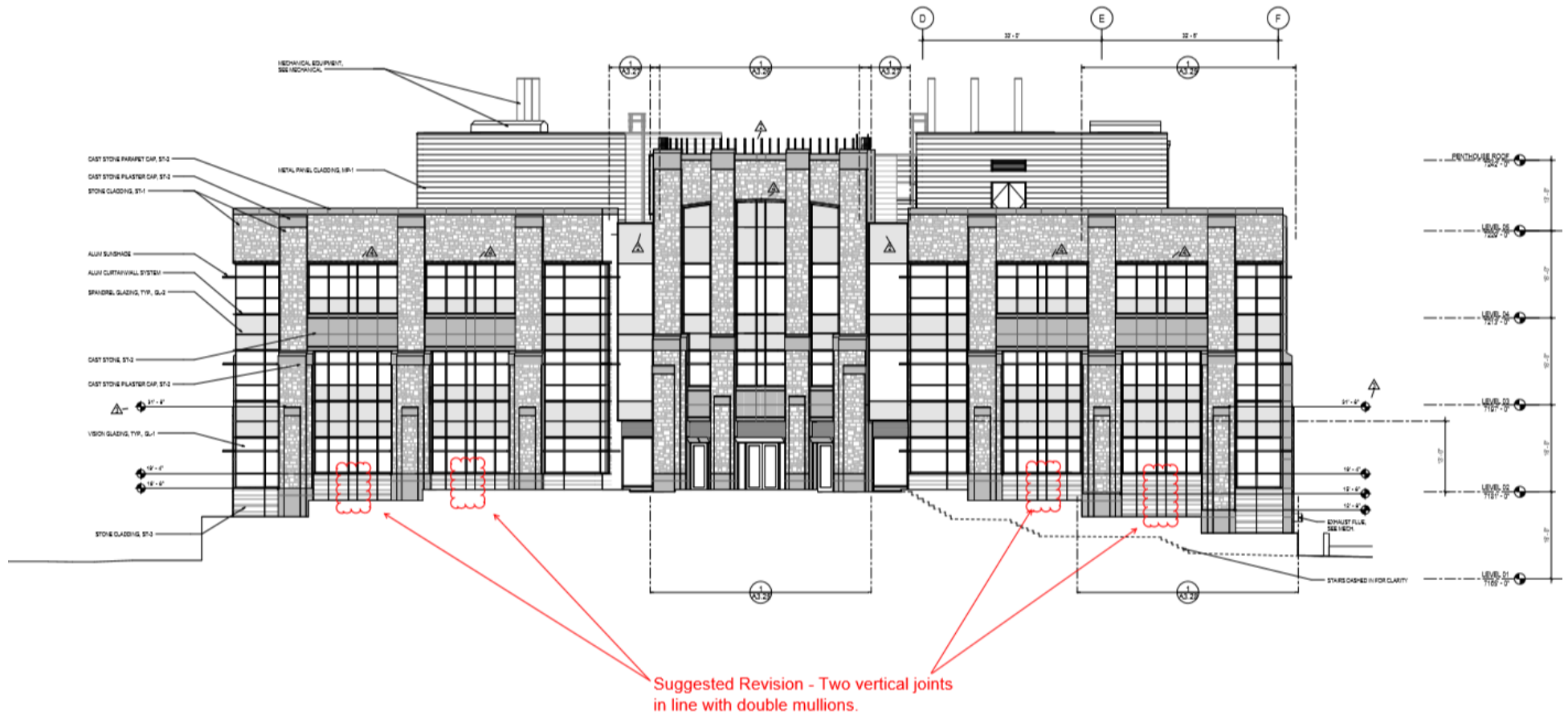
**PROPOSED MOTION**

I move to approve the recommendations made by the Facilities Contracting Committee on September 13, 2017, regarding the design of the Engineering Building exterior.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.





**AGENDA ITEM TITLE: Response to Budget Footnote: 15<sup>th</sup> Street**

**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:**

During the 2017 legislative session, footnote 12 in the University's 067 budget requires UW to request a meeting with the city of Laramie "to address the need for vacating Fifteenth Street between East Willett Drive and East Iverson Street to unify the campus and protect pedestrian traffic." UW shall report to the Joint Appropriations Committee not later than November 1, 2017 "regarding the findings, costs and impacts, including possible mitigation actions, of the plan."

A PowerPoint presentation will be made available to Trustees during the September meeting, both electronically and in hard copy. The PowerPoint outlines several possible scenarios and related considerations for closure of 15th Street. Vice President Boswell and UW Administration staff met with City of Laramie staff in April, 2017 in order to discuss possible options and to prepare briefing materials for a City Council Work Session.

The PowerPoint was used during the City Council work session, held both in Council Chambers and on the UW Campus, the evening of April 25, 2017.

The Trustees Legislative Relations Committee will discuss the 15<sup>th</sup> Street footnote during the committee meeting on Wednesday, September 13<sup>th</sup>.

ASUW, via President Ben Wetzel, expects to schedule two on-campus sessions—one on East campus, one West—to solicit input from students.

This background is provided as an information item with possible Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

During the November 19-21, 2009, and January 21-23, 2010, Board of Trustees meetings, connecting east campus with west campus across 15th Street was discussed as part of the Long Range Development Plan.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The UW report to the Legislature is due no later than November 1<sup>st</sup>, and the Board may wish to offer a sense of the Board's support for continued discussions relative to the possible vacation of 15<sup>th</sup> Street. While the budget footnote describes the possible vacation as "Fifteenth Street between East Willett Drive and East Iverson Street," the Board may also wish to expand the review to include the block of 15<sup>th</sup> Street between East Iverson Avenue and East Grand Avenue.

**ACTION REQUIRED AT THIS BOARD MEETING:** The Board may wish to consider a motion in support of the possible vacation of 15<sup>th</sup> Street. Board review of the report to be submitted in response to the budget footnote will likely occur at the October Board conference call.

**PROPOSED MOTION:** The University of Wyoming Board of Trustees supports the consideration of the vacation—in whole or in part--of 15<sup>th</sup> Street as a public through street from East Grand Avenue to East Willett Street. Further, the Board supports continued examination of impacts of a possible vacation to the University Community, the City of Laramie, and the State of Wyoming.

**PRESIDENT'S RECOMMENDATION:**

The President supports the consideration of the vacation with more information needed on impacts and cost.

**AGENDA ITEM TITLE: UW Regulation 1-1 (Organization of the University), 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:**

Attached is UW Regulation 1-1 (Organization of the University) with housekeeping edits (pages 2-3). A full review of this regulation, including any substantive changes, will take place during the regulatory overhaul this coming year.

Per the routing process for UW Regulations, the draft modifications were provided to Executive Council, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. The groups did not provide any feedback.

The Trustee Regulation Committee will discuss this item at the September 2017 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

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

**ACTION REQUIRED AT THIS BOARD MEETING:**

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

**PROPOSED MOTION**

"I move to authorize the housekeeping edits to UW Regulation 1-1, Organization of the University, as presented to the Board in the attached redline version of the regulation."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**DRAFT MODIFICATIONS**  
**Endorsed by the Regulation Committee 7-12-17**

## **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



**DRAFT MODIFICATIONS**  
**Endorsed by the Regulation Committee 7-12-17**

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 General Counsel, a Vice President for Governmental and Community Affairs, ~~a Director of Governmental Relations~~ a Director of Intercollegiate Athletics and a ~~Special Assistant to the President for Diversity~~ Chief Diversity Officer. The ~~Special Assistant to the President for Diversity~~ Chief Diversity Officer 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~~ The President 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

**DRAFT MODIFICATIONS**  
**Endorsed by the Regulation Committee 7-12-17**

University of Wyoming at Casper; enrollment management; international programs; the University Libraries; and undergraduate and graduate education.

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, including HLC Accreditation. 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: Administrative Operations, Auxiliary Services, Budget and Institutional AnalysisPlanning, Campus Police, Fiscal Administration, Human Resources 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

**DRAFT MODIFICATIONS**  
**Endorsed by the Regulation Committee 7-12-17**

**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  
Revisions adopted 3/23/2017 Board of Trustees meeting  
Revisions adopted 5/11/2017 Board of Trustees meeting

**AGENDA ITEM TITLE:**

**UW Regulation 8-3 (Admission of Undergraduate and Graduate Students), 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 SAT has changed its scoring method and the University needs to update its admissions standards and scholarship awarding based on the new concordance tables. UW is not changing its admissions standards whatsoever, simply updating its requirements to match the scoring on the new SAT. See attached Concordance Tables for reference.

Per the routing process for UW Regulations, the draft modifications were provided to Executive Council, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. The groups did not provide any feedback.

The Trustee Regulation Committee will discuss this item at the September 2017 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

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

**ACTION REQUIRED AT THIS BOARD MEETING:**

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

**PROPOSED MOTION**

"I move to authorize the changes to UW Regulation 8-3, Admission of Undergraduate and Graduate Students, as presented to the Board in the attached redline version of the regulation."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

## **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 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)~~ 1060 (Evidence-Based Reading and Writing + Math, 2016 administration forward. Contact the Office of Admissions for details on concordance for previously administered exams); 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 1020 (Evidence-Based Reading and Writing + Math, 2016 administration forward. Contact the Office of Admissions for details on concordance for previously administered exams) ~~980 (math/critical reasoning combine)~~; and



## Concordance Tables

Released: May 9, 2016

### Instructions for Concording New SAT Scores to Old SAT Scores

**Note:** Two sets of tables are available: one to concord scores from the old SAT to the new SAT, and one from the new SAT to the old SAT. Be sure to use the appropriate direction — if you are starting with scores on the old SAT and need to concord to the new SAT, please see page 8 of this document: Instructions for Concording Old SAT scores to New SAT Scores.

<b>YOU HAVE: NEW SAT SCORES</b> Start with your scores on the new SAT:	<b>YOU WANT: OLD SAT SCORES</b> Find the related score(s) on the old SAT:	<b>BY USING CONCORDANCE TABLE:</b>
<b>Total Score</b> (ERW+M) (400-1600)	<b>Total 2400</b> (CR+W+M) (600-2400)	<b>Table 1: NEW SAT TO OLD SAT (TOTAL 2400)</b> Use this table to concord new SAT 1600 (Evidence-Based Reading and Writing + Math) to old SAT 2400 (Critical Reading + Writing + Math)
<b>Total Score</b> (ERW+M) (400-1600)	<b>Total 1600</b> (CR+M) (400-1600)	<b>Table 2: NEW SAT TO OLD SAT (TOTAL 1600)</b> Use this table to concord new SAT 1600 (Evidence-Based Reading and Writing + Math) to old SAT 1600 (Critical Reading + Math)
<b>Math Section</b> (M) (200-800)	<b>Math Section</b> (M) (200-800)	<b>Table 3: NEW SAT MATH SECTION TO OLD SAT MATH SECTION (M TO M)</b> Use this table to concord new SAT Math Section to old SAT Math Section
<b>Writing and Language Test</b> (WL) (10-40)	<b>Writing Section</b> (W) (200-800)	<b>Table 4: NEW SAT WRITING AND LANGUAGE TEST TO OLD SAT WRITING SECTION (WL TO W)</b> Use this table to concord new SAT Writing and Language Test to old SAT Writing Section
<b>Reading Test</b> (R) (10-40)	<b>Critical Reading Section</b> (CR) (200-800)	<b>Table 5: NEW SAT READING TEST TO OLD SAT CRITICAL READING SECTION (R TO CR)</b> Use this table to concord new SAT Reading Test to old SAT Critical Reading Section
<b>Evidence-Based Reading and Writing Section</b> (ERW) (200-800)	<b>Writing + Critical Reading Sections</b> (W+CR) (400-1600)	<b>Table 6: NEW SAT EVIDENCE-BASED READING AND WRITING SECTION TO OLD SAT WRITING PLUS CRITICAL READING SECTIONS (ERW TO W+CR)</b> Use this table to concord New SAT Evidence-Based Reading and Writing Section to old SAT Writing plus Critical Reading Sections

**For more resources on concordance for Higher Education Professionals,  
► Click Here**

**For K-12 Professionals,  
► Click Here**

Concordance Tables

Released: May 9, 2016

Instructions For Concording New SAT Scores to ACT Scores

Start with your score on the new SAT and find the related score on the ACT by using these concordance tables.

<b>YOU HAVE: NEW SAT SCORES</b> Start with your score on the New SAT	<b>YOU WANT ACT SCORES</b> Find the related score on the ACT	<b>BY USING CONCORDANCE TABLE:</b>
<b>Total Score</b> (ERW+M) (400-1600)	<b>ACT Composite</b>	<b>Table 7: NEW SAT TOTAL TO ACT COMPOSITE (NEW SATWL TO ACTW)</b> Use this table to concord New SAT scores to ACT Composite Scores
<b>Writing and Language</b> (WL) (10-40)	<b>ACT English/Writing</b> (before 2015 Fall)	<b>Table 8: NEW SAT WRITING AND LANGUAGE TEST TO ACT ENGLISH/WRITING (PRE-2015) (NEW SATWL TO ACTW)</b> Use this table to concord New SAT Writing and Language Test scores to ACT writing scores

For more resources on concordance for Higher Education Professionals,  
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## Concordance Tables

Released: May 9, 2016

### New SAT to Old SAT Concordance Table (2400 Scale)

New SAT Total Score (400-1600)	Old SAT Total Score (600-2400)		New SAT Total Score (400-1600)	Old SAT Total Score (600-2400)		New SAT Total Score (400-1600)	Old SAT Total Score (600-2400)		New SAT Total Score (400-1600)	Old SAT Total Score (600-2400)
400	600		710	910		1020	1390		1330	1870
410	610		720	930		1030	1400		1340	1880
420	620		730	950		1040	1420		1350	1900
430	630		740	960		1050	1430		1360	1920
440	640		750	980		1060	1450		1370	1930
450	650		760	990		1070	1460		1380	1950
460	660		770	1010		1080	1480		1390	1970
470	670		780	1030		1090	1490		1400	1990
480	680		790	1040		1100	1510		1410	2000
490	690		800	1060		1110	1530		1420	2020
500	700		810	1070		1120	1540		1430	2040
510	710		820	1090		1130	1560		1440	2060
520	720		830	1110		1140	1570		1450	2080
530	730		840	1120		1150	1590		1460	2090
540	730		850	1140		1160	1610		1470	2110
550	740		860	1150		1170	1620		1480	2130
560	750		870	1170		1180	1640		1490	2150
570	760		880	1180		1190	1650		1500	2170
580	770		890	1200		1200	1670		1510	2190
590	780		900	1210		1210	1680		1520	2210
600	790		910	1220		1220	1700		1530	2230
610	800		920	1240		1230	1710		1540	2260
620	810		930	1250		1240	1730		1550	2280
630	820		940	1270		1250	1750		1560	2300
640	830		950	1280		1260	1760		1570	2330
650	840		960	1300		1270	1780		1580	2350
660	850		970	1310		1280	1790		1590	2370
670	860		980	1330		1290	1810		1600	2390
680	870		990	1340		1300	1820			
690	880		1000	1360		1310	1840			
700	900		1010	1370		1320	1850			



## Concordance Tables

Released: May 9, 2016

**New SAT to Old SAT Concordance Table (1600 Scale)**

Table 2							
New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)
400	400	720	620	1040	960	1360	1300
410	410	730	630	1050	970	1370	1310
420	410	740	640	1060	980	1380	1320
430	420	750	660	1070	990	1390	1330
440	430	760	670	1080	1000	1400	1340
450	430	770	680	1090	1010	1410	1350
460	440	780	690	1100	1020	1420	1370
470	450	790	700	1110	1030	1430	1380
480	450	800	710	1120	1040	1440	1390
490	460	810	720	1130	1060	1450	1400
500	470	820	730	1140	1070	1460	1410
510	470	830	740	1150	1080	1470	1420
520	480	840	750	1160	1090	1480	1430
530	490	850	760	1170	1100	1490	1450
540	490	860	780	1180	1110	1500	1460
550	500	870	790	1190	1120	1510	1470
560	510	880	800	1200	1130	1520	1490
570	510	890	810	1210	1140	1530	1500
580	520	900	820	1220	1150	1540	1510
590	530	910	830	1230	1160	1550	1530
600	540	920	840	1240	1170	1560	1540
610	540	930	850	1250	1180	1570	1560
620	550	940	860	1260	1190	1580	1570
630	560	950	870	1270	1200	1590	1580
640	560	960	880	1280	1210	1600	1600
650	570	970	890	1290	1220		
660	580	980	900	1300	1230		
670	580	990	910	1310	1250		
680	590	1000	920	1320	1260		
690	600	1010	930	1330	1270		
700	600	1020	940	1340	1280		
710	610	1030	950	1350	1290		

## Concordance Tables

Released: May 9, 2016

**New SAT Math Section to Old SAT Math Section Concordance Table**

Table 3							
New SAT Math Section (200-800)	Old SAT Math Section (200-800)	New SAT Math Section (200-800)	Old SAT Math Section (200-800)	New SAT Math Section (200-800)	Old SAT Math Section (200-800)	New SAT Math Section (200-800)	Old SAT Math Section (200-800)
200	200	360	310	520	490	680	650
210	200	370	330	530	500	690	660
220	210	380	340	540	510	700	670
230	220	390	350	550	520	710	680
240	220	400	360	560	530	720	690
250	230	410	370	570	550	730	700
260	240	420	380	580	560	740	710
270	240	430	390	590	570	750	720
280	250	440	400	600	580	760	740
290	260	450	410	610	590	770	750
300	260	460	420	620	600	780	760
310	270	470	430	630	610	790	780
320	280	480	440	640	620	800	800
330	280	490	450	650	630		
340	290	500	460	660	640		
350	300	510	470	670	650		

**New SAT Writing and Language Test to Old SAT Writing Section Concordance Table**

Table 4							
New SAT Writing and Language Test (10-40)	Old SAT Writing Section (200-800)	New SAT Writing and Language Test (10-40)	Old SAT Writing Section (200-800)	New SAT Writing and Language Test (10-40)	Old SAT Writing Section (200-800)	New SAT Writing and Language Test (10-40)	Old SAT Writing Section (200-800)
10	200	18	320	26	450	34	630
11	220	19	340	27	470	35	650
12	230	20	350	28	490	36	680
13	240	21	370	29	510	37	710
14	260	22	380	30	530	38	740
15	270	23	400	31	550	39	760
16	280	24	420	32	570	40	790
17	300	25	430	33	600		

## Concordance Tables

Released: May 9, 2016

### New SAT Reading Test to Old SAT Critical Reading Section Concordance Table

Table 5							
New SAT Reading Test (10-40)	Old SAT Critical Reading Section (200-800)	New SAT Reading Test (10-40)	Old SAT Critical Reading Section (200-800)	New SAT Reading Test (10-40)	Old SAT Critical Reading Section (200-800)	New SAT Reading Test (10-40)	Old SAT Critical Reading Section (200-800)
10	200	18	310	26	480	34	640
11	210	19	340	27	500	35	660
12	220	20	370	28	520	36	680
13	240	21	380	29	530	37	700
14	250	22	400	30	550	38	720
15	260	23	420	31	570	39	760
16	270	24	440	32	590	40	790
17	280	25	460	33	610		

### New SAT Evidence-Based Reading and Writing Section to Old SAT Writing plus Critical Reading Sections Concordance Table

Table 6							
New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)
200	400	360	620	520	930	680	1260
210	410	370	640	530	950	690	1290
220	420	380	660	540	970	700	1310
230	430	390	690	550	990	710	1340
240	440	400	710	560	1010	720	1370
250	440	410	730	570	1020	730	1390
260	450	420	750	580	1040	740	1420
270	460	430	770	590	1060	750	1450
280	470	440	790	600	1080	760	1480
290	480	450	800	610	1100	770	1510
300	490	460	820	620	1120	780	1540
310	500	470	840	630	1150	790	1560
320	520	480	860	640	1170	800	1590
330	550	490	880	650	1190		
340	570	500	890	660	1210		
350	600	510	910	670	1240		

## Concordance Tables

Released: May 9, 2016

### New SAT to ACT Concordance Table

Table 7							
New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score
1600	36	1330	28	1060	21	790	14
1590	35	1320	28	1050	20	780	14
1580	35	1310	28	1040	20	770	14
1570	35	1300	27	1030	20	760	14
1560	35	1290	27	1020	20	750	13
1550	34	1280	27	1010	19	740	13
1540	34	1270	26	1000	19	730	13
1530	34	1260	26	990	19	720	13
1520	34	1250	26	980	19	710	12
1510	33	1240	26	970	18	700	12
1500	33	1230	25	960	18	690	12
1490	33	1220	25	950	18	680	12
1480	32	1210	25	940	18	670	12
1470	32	1200	25	930	17	660	12
1460	32	1190	24	920	17	650	12
1450	32	1180	24	910	17	640	12
1440	31	1170	24	900	17	630	12
1430	31	1160	24	890	16	620	11
1420	31	1150	23	880	16	610	11
1410	30	1140	23	870	16	600	11
1400	30	1130	23	860	16	590	11
1390	30	1120	22	850	15	580	11
1380	29	1110	22	840	15	570	11
1370	29	1100	22	830	15	560	11
1360	29	1090	21	820	15		
1350	29	1080	21	810	15		
1340	28	1070	21	800	14		

For lower score points, there is not enough data to produce a valid concordance between the new SAT and ACT.

### New SAT Writing and Language to ACT English/Writing Concordance Table

Table 8							
New SAT Writing and Language (10-40)	ACT English/ Writing Score	New SAT Writing and Language (10-40)	ACT English/ Writing Score	New SAT Writing and Language (10-40)	ACT English/ Writing Score	New SAT Writing and Language (10-40)	ACT English/ Writing Score
40	34	34	28	28	21	22	15
39	33	33	26	27	20	21	14
38	33	32	25	26	19	20	13
37	32	31	24	25	18	19	13
36	30	30	23	24	17	18	12
35	29	29	22	23	16	17	11

Because of changes to the ACT writing test introduced in 2015, the concorded score for the ACT Combined English/Writing is only applicable if you took the ACT prior to September 2015.

For lower score points, there is not enough data to produce a valid concordance between the new SAT and ACT.

Concordance Tables  
Released: May 9, 2016

Instructions for Concording Old SAT Scores to New SAT Scores		
<b>Note:</b> Two sets of tables are available: one to concord scores from the old SAT to the new SAT, and one from the new SAT to the old SAT. Be sure to use the appropriate direction — If you are starting with scores on the new SAT and need to concord to the old SAT, please see page 1 of this document: Instructions for Concording New SAT Scores to Old SAT Scores.		
<b>YOU HAVE: OLD SAT SCORES</b> Start with your score on the old SAT:	<b>YOU WANT: NEW SAT SCORES</b> Find the related score(s) on the new SAT:	<b>BY USING CONCORDANCE TABLE:</b>
<b>Total 2400</b> (CR+W+M) (600-2400)	<b>Total Score</b> (ERW+M) (400-1600)	<b>Table 9: OLD SAT TO NEW SAT (TOTAL 2400)</b> Use this table to concord old SAT 2400 (Critical Reading + Writing + Math) to New SAT 1600 (Evidence-Based Reading and Writing + Math)
<b>Total 1600</b> (CR+M) (400-1600)	<b>Total Score</b> (ERW+M) (400-1600)	<b>Table 10: OLD SAT TO NEW SAT (TOTAL 1600)</b> Use this table to concord old SAT 1600 (Critical Reading + Math) to New SAT 1600 (Evidence-Based Reading and Writing + Math)
<b>Writing plus Critical Reading Sections</b> (W+CR) (400-1600)	<b>Evidence-Based Reading and Writing Section</b> (ERW) (200-800)	<b>Table 11: OLD SAT WRITING PLUS CRITICAL READING SECTIONS TO NEW SAT EVIDENCE-BASED READING AND WRITING SECTION (W+CR TO ERW)</b> Use this table to concord Old SAT Writing plus Critical Reading Sections to New SAT Evidence-Based Reading and Writing Section
<b>Math Section</b> (M) (200-800)	<b>Math Section (M) and Math Test (MT)</b> (200-800 and 10-40)	<b>Table 12: OLD SAT MATH SECTION TO NEW SAT MATH SECTION TO NEW SAT MATH TEST (M TO M TO MT)</b> Use this table to concord old SAT Math Section to New SAT Math Section, and to concord the old SAT Math Section to the new SAT Math Test
<b>Writing Section</b> (W) (200-800)	<b>Writing and Language Test (WL)</b> (10-40)	<b>Table 13: OLD SAT WRITING SECTION TO NEW SAT WRITING AND LANGUAGE TEST (W TO WL)</b> Use this table to concord old SAT Writing Section to new SAT Writing and Language Test
<b>Critical Reading Section (CR)</b> (200-800)	<b>Reading Test</b> (R) (10-40)	<b>Table 14: OLD SAT CRITICAL READING SECTION TO NEW SAT READING TEST (CR TO R)</b> Use this table to concord old SAT Critical Reading Section to New SAT Reading Test

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Concordance Tables

Released: May 9, 2016

Instructions For Concording ACT Scores to New SAT Scores

Start with your score on the ACT and find the related score on the new SAT by using these concordance tables.

<b>YOU HAVE: ACT SCORES</b> Start with your score on the ACT	<b>YOU WANT: NEW SAT SCORES</b> Find the related score on the new SAT	<b>BY USING CONCORDANCE TABLE:</b>
<b>ACT Composite</b>	<b>Total Score <sup>(ERW+M)</sup></b> (400-1600)	<b>Table 15: ACT COMPOSITE TO NEW SAT TOTAL (ACT TO NEW SAT)</b> Use this table to concord ACT scores to new SAT scores
<b>ACT English/ Writing</b> (before 2015 Fall)	<b>Writing and Language <sup>(WL)</sup></b> (10-40)	<b>Table 16: ACT ENGLISH/WRITING (PRE-2015) TO NEW SAT WRITING AND LANGUAGE (ACTW TO SAT WL)</b> Use this table to concord ACT writing scores to new SAT Writing and Language scores

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## Concordance Tables

Released: May 9, 2016

Old SAT to New SAT Concordance Table (2400 Scale)

Table 9										
Old SAT Total Score (600-2400)	New SAT Total Score (400-1600)		Old SAT Total Score (600-2400)	New SAT Total Score (400-1600)		Old SAT Total Score (600-2400)	New SAT Total Score (400-1600)		Old SAT Total Score (600-2400)	New SAT Total Score (400-1600)
600	400		1060	800		1520	1110		1980	1400
610	410		1070	810		1530	1110		1990	1400
620	420		1080	810		1540	1120		2000	1410
630	430		1090	820		1550	1120		2010	1410
640	440		1100	830		1560	1130		2020	1420
650	450		1110	830		1570	1140		2030	1430
660	460		1120	840		1580	1140		2040	1430
670	470		1130	850		1590	1150		2050	1440
680	480		1140	850		1600	1160		2060	1440
690	490		1150	860		1610	1160		2070	1450
700	500		1160	870		1620	1170		2080	1450
710	510		1170	870		1630	1180		2090	1460
720	520		1180	880		1640	1180		2100	1470
730	530		1190	890		1650	1190		2110	1470
740	540		1200	890		1660	1200		2120	1480
750	550		1210	900		1670	1200		2130	1480
760	560		1220	910		1680	1210		2140	1490
770	580		1230	910		1690	1210		2150	1490
780	590		1240	920		1700	1220		2160	1500
790	600		1250	930		1710	1230		2170	1500
800	610		1260	930		1720	1230		2180	1510
810	620		1270	940		1730	1240		2190	1510
820	630		1280	950		1740	1250		2200	1510
830	640		1290	950		1750	1250		2210	1520
840	650		1300	960		1760	1260		2220	1520
850	660		1310	970		1770	1270		2230	1530
860	670		1320	980		1780	1270		2240	1530
870	680		1330	980		1790	1280		2250	1540
880	690		1340	990		1800	1290		2260	1540
890	690		1350	1000		1810	1290		2270	1550
900	700		1360	1000		1820	1300		2280	1550
910	710		1370	1010		1830	1300		2290	1550
920	710		1380	1020		1840	1310		2300	1560
930	720		1390	1020		1850	1320		2310	1560
940	730		1400	1030		1860	1320		2320	1570
950	730		1410	1030		1870	1330		2330	1570
960	740		1420	1040		1880	1340		2340	1580
970	740		1430	1050		1890	1340		2350	1580
980	750		1440	1050		1900	1350		2360	1590
990	760		1450	1060		1910	1350		2370	1590
1000	760		1460	1070		1920	1360		2380	1590
1010	770		1470	1070		1930	1370		2390	1600
1020	780		1480	1080		1940	1370		2400	1600
1030	780		1490	1090		1950	1380			
1040	790		1500	1090		1960	1380			
1050	800		1510	1100		1970	1390			

## Concordance Tables

Released: May 9, 2016

Old SAT to New SAT Concordance Table (1600 Scale)

Table 10							
Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)	Old SAT Total Score (400-1600)	New SAT Total Score (400-1600)
400	400	710	800	1020	1100	1330	1390
410	420	720	810	1030	1110	1340	1400
420	430	730	820	1040	1120	1350	1410
430	450	740	830	1050	1130	1360	1420
440	460	750	840	1060	1130	1370	1420
450	480	760	850	1070	1140	1380	1430
460	490	770	860	1080	1150	1390	1440
470	510	780	860	1090	1160	1400	1450
480	520	790	870	1100	1170	1410	1460
490	530	800	880	1110	1180	1420	1470
500	550	810	890	1120	1190	1430	1480
510	560	820	900	1130	1200	1440	1480
520	580	830	910	1140	1210	1450	1490
530	590	840	920	1150	1220	1460	1500
540	610	850	930	1160	1230	1470	1510
550	620	860	940	1170	1240	1480	1510
560	640	870	950	1180	1250	1490	1520
570	650	880	960	1190	1260	1500	1530
580	670	890	970	1200	1270	1510	1540
590	680	900	980	1210	1280	1520	1540
600	700	910	990	1220	1290	1530	1550
610	710	920	1000	1230	1300	1540	1560
620	720	930	1010	1240	1310	1550	1560
630	730	940	1020	1250	1310	1560	1570
640	740	950	1030	1260	1320	1570	1580
650	750	960	1040	1270	1330	1580	1590
660	750	970	1050	1280	1340	1590	1590
670	760	980	1060	1290	1350	1600	1600
680	770	990	1070	1300	1360		
690	780	1000	1080	1310	1370		
700	790	1010	1090	1320	1380		



## Concordance Tables

Released: May 9, 2016

### Old SAT Writing plus Critical Reading Sections to New SAT Evidence-Based Reading and Writing Section Concordance Table

Table 11							
Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)	Old SAT Writing plus Critical Reading Sections (400-1600)	New SAT Evidence-Based Reading and Writing Section (200-800)
400	200	710	400	1020	570	1330	710
410	210	720	410	1030	570	1340	710
420	220	730	410	1040	580	1350	710
430	230	740	420	1050	580	1360	720
440	240	750	420	1060	590	1370	720
450	260	760	430	1070	590	1380	730
460	270	770	430	1080	600	1390	730
470	280	780	440	1090	600	1400	730
480	290	790	440	1100	610	1410	740
490	300	800	450	1110	610	1420	740
500	310	810	450	1120	620	1430	740
510	310	820	460	1130	620	1440	750
520	320	830	460	1140	630	1450	750
530	320	840	470	1150	630	1460	750
540	330	850	480	1160	640	1470	760
550	330	860	480	1170	640	1480	760
560	330	870	490	1180	650	1490	760
570	340	880	490	1190	650	1500	770
580	340	890	500	1200	650	1510	770
590	350	900	500	1210	660	1520	770
600	350	910	510	1220	660	1530	780
610	360	920	510	1230	670	1540	780
620	360	930	520	1240	670	1550	780
630	360	940	530	1250	680	1560	790
640	370	950	530	1260	680	1570	790
650	370	960	540	1270	680	1580	800
660	380	970	540	1280	690	1590	800
670	380	980	550	1290	690	1600	800
680	390	990	550	1300	700		
690	390	1000	560	1310	700		
700	400	1010	560	1320	700		

## Concordance Tables

Released: May 9, 2016

### Old SAT Math Section to New SAT Math Section to New SAT Math Test Concordance Table

Table 12								
Old SAT Math Section (200-800)	New SAT Math Section (200-800)	New SAT Math Test (10-40)	Old SAT Math Section (200-800)	New SAT Math Section (200-800)	New SAT Math Test (10-40)	Old SAT Math Section (200-800)	New SAT Math Section (200-800)	New SAT Math Test (10-40)
200	200	10	410	450	22.5	620	640	32
210	220	11	420	460	23	630	650	32.5
220	230	11.5	430	470	23.5	640	660	33
230	250	12.5	440	480	24	650	670	33.5
240	260	13	450	490	24.5	660	690	34.5
250	280	14	460	500	25	670	700	35
260	300	15	470	510	25.5	680	710	35.5
270	310	15.5	480	510	25.5	690	720	36
280	330	16.5	490	520	26	700	730	36.5
290	340	17	500	530	26.5	710	740	37
300	350	17.5	510	540	27	720	750	37.5
310	360	18	520	550	27.5	730	760	38
320	360	18	530	560	28	740	760	38
330	370	18.5	540	570	28.5	750	770	38.5
340	380	19	550	570	28.5	760	780	39
350	390	19.5	560	580	29	770	780	39
360	400	20	570	590	29.5	780	790	39.5
370	410	20.5	580	600	30	790	800	40
380	420	21	590	610	30.5	800	800	40
390	430	21.5	600	620	31			
400	440	22	610	630	31.5			

## Concordance Tables

Released: May 9, 2016

**Old SAT Writing Section to New SAT Writing and Language Test Concordance Table**

Table 13							
Old SAT Writing Section Score (200-800)	New SAT Writing and Language Test Score (10-40)	Old SAT Writing Section Score (200-800)	New SAT Writing and Language Test Score (10-40)	Old SAT Writing Section Score (200-800)	New SAT Writing and Language Test Score (10-40)	Old SAT Writing Section Score (200-800)	New SAT Writing and Language Test Score (10-40)
200	10	360	21	520	29	680	36
210	11	370	21	530	30	690	36
220	11	380	22	540	30	700	37
230	12	390	22	550	31	710	37
240	13	400	23	560	31	720	37
250	14	410	24	570	32	730	38
260	14	420	24	580	32	740	38
270	15	430	25	590	33	750	38
280	16	440	25	600	33	760	39
290	17	450	26	610	33	770	39
300	17	460	27	620	34	780	40
310	18	470	27	630	34	790	40
320	18	480	28	640	35	800	40
330	19	490	28	650	35		
340	19	500	28	660	35		
350	20	510	29	670	36		

**Old SAT Critical Reading Section to New SAT Reading Test Concordance Table**

Table 14							
Old SAT Critical Reading Section Score (200-800)	New SAT Reading Test Score (10-40)	Old SAT Critical Reading Section Score (200-800)	New SAT Reading Test Score (10-40)	Old SAT Critical Reading Section Score (200-800)	New SAT Reading Test Score (10-40)	Old SAT Critical Reading Section Score (200-800)	New SAT Reading Test Score (10-40)
200	10	360	20	520	28	680	36
210	11	370	20	530	29	690	37
220	12	380	21	540	29	700	37
230	13	390	21	550	30	710	37
240	13	400	22	560	30	720	38
250	14	410	22	570	31	730	38
260	15	420	23	580	31	740	38
270	16	430	24	590	32	750	39
280	17	440	24	600	32	760	39
290	17	450	25	610	33	770	39
300	18	460	25	620	33	780	40
310	18	470	26	630	34	790	40
320	18	480	26	640	34	800	40
330	19	490	27	650	35		
340	19	500	27	660	35		
350	19	510	28	670	36		

## Concordance Tables

Released: May 9, 2016

### ACT to New SAT Concordance Table

Table 15							
ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)
36	1600	29	1360	22	1110	15	830
35	1570	28	1320	21	1070	14	780
34	1540	27	1290	20	1030	13	740
33	1500	26	1260	19	990	12	680
32	1470	25	1220	18	950	11	590
31	1430	24	1180	17	910		
30	1400	23	1140	16	870		

For lower score points, there is not enough data to produce a valid concordance between the new SAT and ACT.

### ACT English/Writing to New SAT Writing and Language Concordance Table

Table 16							
ACT English/Writing Score	New SAT Writing and Language (10-40)	ACT English/Writing Score	New SAT Writing and Language (10-40)	ACT English/Writing Score	New SAT Writing and Language (10-40)	ACT English/Writing Score	New SAT Writing and Language (10-40)
36	40	29	35	22	29	15	22
35	40	28	34	21	28	14	21
34	39	27	33	20	27	13	19
33	38	26	33	19	26	12	19
32	37	25	32	18	25	11	18
31	36	24	31	17	24		
30	36	23	30	16	23		

Because of changes to the ACT writing test introduced in 2015, the concorded score for the ACT Combined English/Writing is only applicable if you took the ACT prior to September 2015.

For lower score points, there is not enough data to produce a valid concordance between the new SAT and ACT.

**AGENDA ITEM TITLE:**

**UW Regulatory Structure Review 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)

Attached are the proposed new Section 4 Regulations (Diversity and Equal Opportunity). Some specifics:

- **UW Regulation 4-3:** Includes housekeeping updates and modifications to conform with Federal law (redline version of current UW Regulation 1-3 attached).
- **UW Regulation 4-5:** Includes updating title/language to conform with Federal law, including updating definitions, clarifying who has a duty to report, and articulating the investigative process (since changes to the current UW Regulation 1-5 are substantial, a redline version is not instructive; clean copy attached).
- **UW Regulation 4-44:** Includes updating definitions, clarifying who has a duty to report, and articulating the investigative process (since changes to the current UW Regulation 1-44 are substantial, a redline version is not instructive; clean copy attached).
- **UW Regulation 4-256:** Includes updating title and substance for required Title IX Notice and new federal guidance (redline version of current UW Regulation 1-3 attached).

To ensure consistency and uniformity, including the need to sunset or repeal existing regulations, the effective date for these new regulations will be **July 1, 2018**. For the sake of clarity, this effective date does not preclude the Board of Trustees, at its discretion, from drafting new or modifying existing regulations during this process.

Per the routing process for UW Regulations, the draft modifications were provided to Executive Council, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. ASUW, the College of Education, and the Chief Diversity Officer provided comments. Several of these comments have been incorporated into the final versions.

The Trustee Regulation Committee will discuss this item at the September 2017 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

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

**ACTION REQUIRED AT THIS BOARD MEETING:**

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

**PROPOSED MOTION**

“As part of the University’s regulatory structure review, I move to authorize the adoption of the new Section 4 Diversity and Equal Opportunity Regulations, specifically UW Regulations 4-3, 4-5, 4-44, and 4-156, as presented to the Board. These new Regulations will be effective July 1, 2018.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.



Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Equal Education and Employment Opportunity  
**Number:** UW Regulation 4-3

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### I. PURPOSE

The University ~~of Wyoming~~ is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer.

### II. POLICY

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, pregnancy, or any other applicable protected category or participation in any protected activity. The University's nondiscrimination policy applies to ensures non-discriminatory practices in all matters relating to its education programs and activities ~~and extends the same non-discriminatory practices to including~~ 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 applicable state and federal statutes, regulations, and Executive Orders related to equal opportunity 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.

### III. PROHIBITION OF RETALIATION

The University prohibits retaliating against individuals who make a good faith complaint or report pursuant to this policy or in any manner ~~assists with the participates in an investigation of a complaint or report. Employees and applicants will not be subjected~~ it is a violation of this policy to harassment, intimidation, threats, coercion or discrimination ~~against an individual~~ because ~~they the individual has~~ engaged in or may engage in any of the following activities: (1) filing a complaint or making a report; (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

Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17

~~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 related to equal opportunity for covered veterans; or (4) exercising any other right protected by Section 503, VEVRAA or their implementing regulations in this part any Federal, State, or local law related to equal opportunity.~~

To be considered retaliation, a causal connection is required between a materially adverse action and the act of (1) reporting an allegation of discrimination or harassment; or (2) participating in support of an investigation of discrimination or harassment. A materially adverse action is one that would dissuade a reasonable person from reporting an allegation of discrimination or harassment, or participating in support of an investigation of an allegation of discrimination or harassment. A determination of whether an action is materially adverse is made on a case-by-case basis.

#### IV. DELEGATION OF AUTHORITY

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 education, recruiting, hiring, training or promoting qualified persons.

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~~Chief Diversity Officer. It is the ~~Director's Chief Diversity Officer'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~~Chief Diversity Officer.



**Reviewed and endorsed by BOT Regulation Committee 6/28/17**  
**Campus comments incorporated 8/28/17**

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Chief Diversity Officer, through the Office of the President

**Source:** Titles VI and VII of the Civil Rights Act of 1964, as amended; related Executive Orders 11246 and 11375; Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Pregnancy Discrimination Act of 1978; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; the ADA Amendments Act of 2008; the Genetic Information Nondiscrimination Act of 2008; and relevant orders of the Secretary of Labor and the Office of Federal Contract Compliance Programs (OFCCP).

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:** UW Regulation 4-5 (Discrimination and Harassment) and Policy on Equal Access to Restrooms and Other Facilities.

**History:**

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

Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Discrimination and Harassment  
**Number:** UW Regulation 4-5

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### I. PURPOSE

To establish policies and procedures governing acts of discrimination and harassment based upon Protected Classes or related retaliation against or by a University of Wyoming employee or student.

### II. DEFINITIONS

**Appointing Authority:** The individual with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee.

**Complainant:** A person who is subjected to alleged Protected Class discrimination, harassment or related retaliation.

**Dean of Students Office:** The disciplinary authority for student respondents.

**Disciplinary Authority:** The individual who or office that has the authority or delegated authority to impose discipline upon a particular employee or student.

**Discrimination:** Occurs when an individual suffers an adverse consequence on the basis of the individual's Protected Class, including but not limited to failure to be hired or promoted or denial of admission to an academic program.

**Equal Opportunity Report and Response Unit:** Investigates allegations of discrimination, harassment and related retaliation based on an individual's Protected Class. This office does not have the authority to impose discipline.

**Harassment:** Verbal or physical conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or educational environment. This definition encompasses specific conduct and behaviors defined in UW Regulation 1-256 (Policies and Procedures Governing Sexual Misconduct).

**Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17**

**Hostile Environment:** Unwelcome conduct by an individual against another individual based upon the individual's Protected Class that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances include, but are not limited to, the frequency of the conduct, its severity, and whether it is threatening or humiliating. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality.

**Investigating Officer:** The Manager of Investigations or designee.

**Protected Classes:** For purposes of this Regulation, "Protected Classes" refers to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, or political belief.

**Respondent:** A person whose alleged conduct is the subject of a complaint.

**Retaliation:** To be considered retaliation, a causal connection is required between a materially adverse action and the act of (1) reporting an allegation of discrimination or harassment; or (2) participating in support of an investigation of discrimination or harassment. A materially adverse action is one that would dissuade a reasonable person from reporting an allegation of discrimination or harassment, or participating in support of an investigation of an allegation of discrimination or harassment. A determination of whether an action is materially adverse is made on a case by case basis.

**Supervisor:** A supervisor is an individual who has the authority to hire, promote, discipline, evaluate, grade or direct faculty, staff or students. This includes individuals who manage or supervise others, including, but not limited to faculty, teaching assistants, resident assistants, coaches and individuals who lead, administer, advise or direct University programs. This also includes any University Officer as defined in UW Regulation 1-1 (Organization of the University).

### **III. POLICY**

The University does not discriminate on the basis of 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 class or participation in any protected activity. The University will not tolerate acts of discrimination or harassment based upon Protected Classes or related retaliation against or by any employee or student. Individuals who violate this Regulation shall be subject to corrective action and/or discipline, up to and including termination or separation from the University.

Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17

#### IV. FALSE COMPLAINTS OR FALSE INFORMATION

It is a violation of this Regulation when an individual knowingly or recklessly alleges a false complaint of discrimination, harassment or related retaliation or provides false information during the course of an investigation.

#### V. REPORTING OBLIGATIONS

- A. **General obligation to report.** To take appropriate corrective action, the University must be aware of discrimination, harassment and related retaliation that occurs in University employment or educational programs and activities. Any individual who has experienced or witnessed discrimination, harassment or related retaliation should promptly report such behavior to the Equal Opportunity Report and Response Unit.
- B. **Supervisor and University Officer obligation to report.** Any supervisor or University Officer who witnesses or receives a written or verbal report or complaint of discrimination, harassment or related retaliation that occurs in University employment or educational programs and activities, **must** promptly report such behavior to the Equal Opportunity Report and Response Unit.
- C. **Obligation to report sexual misconduct.** Under Title IX of the Education Amendments Act of 1972, a school must process all complaints of sexual misconduct, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity. Any employee who witnesses or receives a written or verbal report or complaint of sexual misconduct that is connected to University employment or educational programs and activities **must** promptly report such behavior to the Equal Opportunity Report and Response Unit. Sexual misconduct is defined in UW Regulation 1-256 as 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.
- D. **Confidential communications.** These reporting requirements do not obligate an individual or supervisor to report confidential communications if the individual or supervisor's profession and/or University responsibilities require the individual or supervisor to keep certain communications confidential (e.g., a professional counselor, medical professional, or STOP violence employee). For all other types of employees, the University is a public institution and cannot promise complete confidentiality.

Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17

## VI. PROCEDURES

- A. **Investigative Process.** The University will address and resolve reports or complaints pursuant to this Regulation promptly and as is practicable after the complaint or report is made. The Equal Opportunity Report and Response unit, through the Office of General Counsel, is responsible for establishing standard investigative processes and procedures. These processes and procedures shall be approved and amended as determined by the General Counsel, and shall be made available on the University's website.
- B. **Complaints involving a University Extension site or the University of Wyoming at Casper.** When an alleged violation involves a University Extension site or the University of Wyoming at Casper, the complaint shall be handled pursuant to this Regulation.
- C. **Complaints by and against University employees and students arising at an affiliated entity.** University employees and students often times work or study at the worksite or program of another organization affiliated with the University. When a violation is alleged by or against University employees or students in those circumstances, the University may, in its discretion, choose to: (1) conduct its own investigation; (2) conduct a joint investigation with the affiliated entity; (3) defer to the finding of an investigation by the affiliated entity where the University has reviewed the investigative process and is satisfied that it was fairly conducted; or (4) use the investigation and findings of the affiliated entity as a basis for further investigation.
- D. **No limitation on existing authority.** No provision of this Regulation shall be construed as a limitation on the authority of an appointing authority/disciplinary authority under applicable policies and procedures to initiate appropriate action. If an investigation is conducted under this Regulation and no violation is found, that finding does not prevent discipline of the respondent under other applicable regulations, policies and/or procedures.
- E. **Dissemination.** The University shall broadly disseminate this Regulation.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Equal Opportunity Report and Response, through the Office of General Counsel

**Source:** Titles VI and VII of the Civil Rights Act of 1964, as amended; related Executive Orders 11246 and 11375; Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of Discrimination and Harassment



**Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17**

the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Pregnancy Discrimination Act of 1978; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; the ADA Amendments Act of 2008; and the Genetic Information Nondiscrimination Act of 2008.

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:** UW Regulation 4-3 (Equal Education and Opportunity); UW Regulation 4-256 (Title IX and Sexual Misconduct); and Civil Rights Discrimination Investigative Guidelines.

**History:**

University Regulation 5, Revision 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/16/12 Board of Trustees meeting  
Revisions adopted 7/17/14 Board of Trustees meeting

Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Violence in the Workplace

**Number:** UW Regulation 4-44

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### I. PURPOSE

To establish policies and procedures governing violence and threats of violence against or by a University of Wyoming employee.

### II. DEFINITIONS

**Appointing authority:** The individual with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee.

**Complainant:** A person who is subject to violence or threats of violence.

**Dean of Students Office:** The disciplinary authority for student respondents.

**Disciplinary authority:** The individual who or office that has the authority or delegated authority to impose discipline upon a particular employee or student.

**Equal Opportunity Report and Response Unit:** Investigates allegations of violence or threats of violence that occur in University employment. This office does not have the authority to impose discipline.

**Investigating Officer:** The Manager of Investigations or designee.

**Respondent:** A person whose alleged conduct is the subject of a complaint.

**Threat of violence:** A communicated intent to inflict harm on another.

**Violence:** Unwarranted use of force.

### III. POLICY

The University of Wyoming is committed to providing a safe learning, living, and working environment for its students, faculty, staff, affiliates and visitors. The University will not tolerate violence or threats of violence on its campus, at off-campus locations administered

Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17

by the University, or in its programs, whether by faculty, staff, students, contractors, or visitors. Individuals who commit such acts may be subject to corrective action and/or discipline, up to and including termination or separation from the University, removal from the premises, exclusion from the premises, and criminal prosecution.

#### IV. REPORTING OBLIGATIONS

- A. **Immediate report.** Assaults or threats of physical harm that require immediate police attention should be reported to local law enforcement by dialing 911. The University Police Department (UWPD) or local law enforcement are available to help individuals assess the severity of the circumstances and the need for police involvement. Individuals should contact UWPD or local law enforcement regarding any situation that causes concern about personal safety or well-being.
- B. **General obligation to report.** To take appropriate corrective action, the University must be aware of violence or threats of violence that occur in University employment. Any individual who has experienced or witnessed violence or threats of violence should promptly report such behavior to the Equal Opportunity Report and Response Unit.
- C. **Supervisor and University Officer obligation to report.** Any supervisor or University Officer who witnesses or receives a written or verbal report or complaint of violence or threats of violence that occurs in University employment, **shall** promptly report such behavior to the Equal Opportunity Report and Response Unit.
- D. **Confidential communications.** These reporting requirements do not obligate an individual or supervisor to report confidential communications if the individual or supervisor's profession and/or University responsibilities require the individual or supervisor to keep certain communications confidential (e.g., a professional counselor, medical professional, or STOP violence employee). For all other types of employees, the University is a public institution and cannot promise complete confidentiality.

#### V. PROCEDURES

- A. **Investigative Process.** The University will address and resolve reports or complaints pursuant to this Regulation promptly and as is practicable after the complaint or report is made. The Equal Opportunity Report and Response unit, through the Office of General Counsel, is responsible for establishing standard investigative processes and procedures. These processes and procedures shall be approved and amended as determined by the General Counsel, and shall be made available on the University's website.



Reviewed and endorsed by BOT Regulation Committee 6/28/17  
Campus comments incorporated 8/28/17

- B. Complaints involving a University Extension site or the University of Wyoming at Casper.** When an alleged violation involves a University Extension site or the University of Wyoming at Casper, the complaint shall be handled pursuant to this Regulation.
- C. Complaints by and against University employees and students arising at an affiliated entity.** University employees and students often times work or study at the worksite or program of another organization affiliated with the University. When a violation is alleged by or against University employees or students in those circumstances, the University may, in its discretion, choose to: (1) conduct its own investigation; (2) conduct a joint investigation with the affiliated entity; (3) defer to the finding of an investigation by the affiliated entity where the University has reviewed the investigative process and is satisfied that it was fairly conducted; or (4) use the investigation and findings of the affiliated entity as a basis for further investigation.
- D. No limitation on existing authority.** No provision of this Regulation shall be construed as a limitation on the authority of an appointing authority/disciplinary authority under applicable policies and procedures to initiate appropriate action. If an investigation is conducted under this Regulation and no violation is found, that finding does not prevent discipline of the respondent under other applicable regulations, policies and/or procedures.
- E. Dissemination.** The University shall broadly disseminate this Regulation.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Equal Opportunity Report and Response, through the Office of General Counsel

**Source:** None.

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:** Violence in the Workplace Investigative Guidelines.

**History:**

University Regulation 44; adopted 1/22/10 Board of Trustees meeting  
Revisions adopted 11/15/13 Board of Trustees meeting  
Revisions adopted 7/17/14 Board of Trustees meeting  
Violence in the Workplace



Reviewed and endorsed by BOT Regulation Committee 6/28/17

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Title IX and Sexual Misconduct

**Number:** UW Regulation 4-156

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### 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. **DEFINITIONS**

**Sexual Misconduct:** Includes 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.

**Title IX of the Education Amendments Act of 1972:** Per the U.S. Department of Education, Office for Civil Rights, Title IX protects individuals from discrimination based on sex in education programs or activities that receive Federal financial assistance.

### III. **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.

### IV. ~~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

**Reviewed and endorsed by BOT Regulation Committee 6/28/17**

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. The Title IX Coordinator is located in the Bureau of Mines Building, Room 320 and can be contacted by emailing [report-it@uwyo.edu](mailto:report-it@uwyo.edu) or calling 307-766-5200.

#### **V. 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.

#### **~~H.VI.~~ 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~~Title IX Coordinator, the Human Resources Department, or the Dean of Students Office during normal business hours.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Equal Opportunity Report and Response, through the Office of General Counsel

**Source:** Title IX of the Education Amendments Act of 1972 and associated federal regulations.

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:** UW Regulation 4-5 (Discrimination and Harassment) and Sexual Misconduct Policies and Procedures Document for Faculty, Staff, and Students.

**History:**

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

**AGENDA ITEM TITLE: HLC Accreditation, Miller/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 Higher Learning Commission (HLC) is the University of Wyoming's accrediting agency. The HLC accredits degree granting institutions of higher education that are based in the 19-state North Central region of the United States. Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution ranging from its academic offerings, governance and administration, mission, finances, and resources.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

January 2017

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Provost will update the Board on this fall's multilocation off-campus site verification visit by an HLC reviewer. The board will also receive information on the comprehensive evaluation process that will occur in 2019.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PROPOSED MOTION**

None

**PRESIDENT'S RECOMMENDATION:**

N/A

## Open Pathway 10-Year Cycle

Institutions on the **Open Pathway** undergo the following reviews in addition to the regular monitoring that occurs through HLC's Institutional Update, substantive change requests, interim monitoring and other processes. To determine where an institution is in the 10-year cycle, find the date of its next reaffirmation in the institution's **Statement of Affiliation Status**. This date is Year 10, and the preceding academic years correspond to the previous years in the cycle.



### Years 1-3

#### Prepare Assurance Filing

**Institution**

May contribute documents to Evidence File and begin writing Assurance Argument for Year 4 **Assurance Review**.



### Year 4

#### Assurance Review

**Institution**

Submit **Assurance Filing** (Assurance Argument and Evidence File).

**Peer Review**

Conduct Assurance Review (no visit).

**HLC Decision Making**

Acceptance of or action on Assurance Review.







## Years 5–7

### Quality Initiative Proposal

#### Institution

Submit **Quality Initiative Proposal** no later than August 31 of Year 7.  
May also begin preparing Assurance Filing for Year 10 **comprehensive evaluation**.

#### Peer Review

Review Quality Initiative Proposal.



## Years 7–9

### Quality Initiative Report

#### Institution

Submit **Quality Initiative Report** no later than August 31 of Year 9. May  
also continue preparing Assuring Filing for Year 10 **comprehensive evaluation**.

#### Peer Review

Review Quality Initiative Report.





## Year 10 Comprehensive Evaluation

### **Institution**

Submit **comprehensive evaluation** materials.

### **Peer Review**

Conduct comprehensive evaluation (with **visit**).

### **HLC Decision Making**

Take action on comprehensive evaluation and Reaffirmation of Accreditation.



## Get in Touch With HLC

230 South LaSalle Street, Suite 7-500, Chicago, IL 60604

✉ [info@hlcommission.org](mailto:info@hlcommission.org)

☎ [800.621.7440](tel:800.621.7440) / [312.263.0456](tel:312.263.0456)



**AGENDA ITEM TITLE: Intercollegiate Athletics (update and vision), Burman**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The University of Wyoming Athletics Department provides an annual update to the Board of Trustees. This information includes academic and financial updates, as well as comparisons with other Mountain West Conference institutions.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Yearly updates are provided to the Board of Trustees.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Information Only.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None.

**PROPOSED MOTION**

None. Information Only

**PRESIDENT'S RECOMMENDATION:**

None. Information Only.





# 2017 BOARD OF TRUSTEES PRESENTATION

## 2016-2017 COMPETITIVE SUCCESS

- Football
  - Mountain West Conference- Mountain Division Regular Season Champions
- Men's Basketball
  - CBI Champions
- Women's Basketball
  - 2<sup>nd</sup> place regular season finish
  - WNIT
- Track & Field
  - Scott Carter Bronze Medal in Triple Jump
  - Audra DeStefano Honorable Mention All-American
- Tennis
  - Regular Season Mountain Division Champions (18-3, 5-0 in MWC)
- Wrestling
  - 5 wrestlers qualified for NCAAAs
  - 4<sup>th</sup> place finish for Bryce Meredith and All-American status

## ACADEMIC SUCCESS

- 2016-2017 GPA for all student-athletes was 3.08 and 3.13 cumulative
- 7 teams recorded all-time high APR scores
  - men's basketball, women's basketball, football, men's golf, men's swim & dive, women's tennis, and women's track & field
- 176 Academic All-Conference Awards\*
- 98 Scholar Athlete Awards\*
- Mountain West Scholar-Athlete Award-Audra DeStefano
- NCAA Woman of the Year Nominee- Laura Beach

\*Includes Mountain West, Big 12, and WAC

## ATHLETICS BY THE NUMBERS

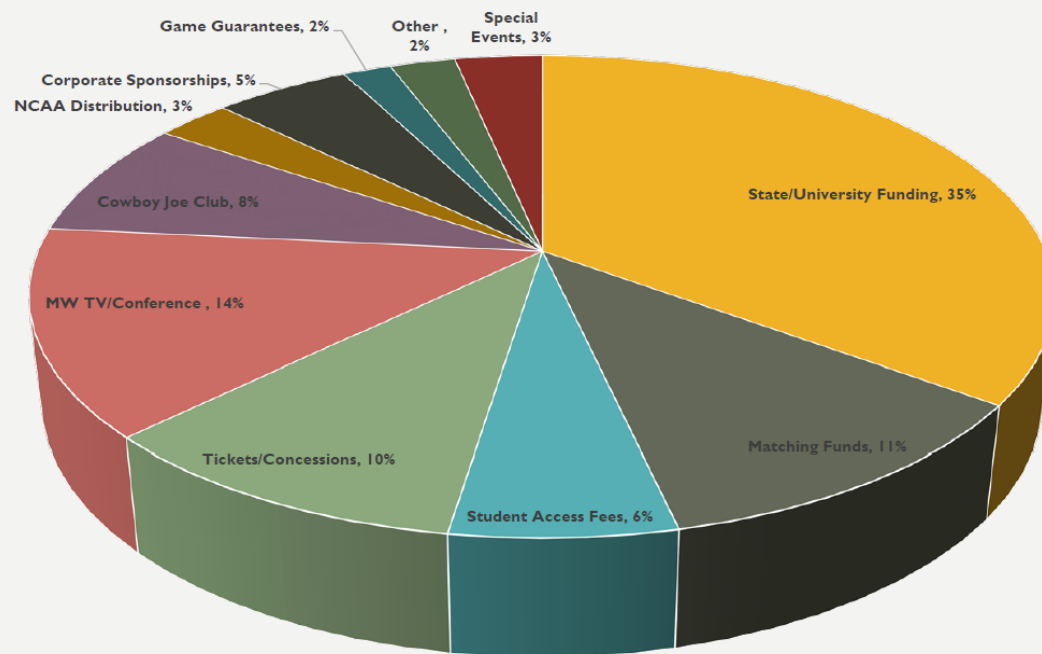
- 138 Full-Time Employees
- 280 Approximate Part-Time Employees
- \$37M annual operating budget
- \$16.7M economic impact to SE Wyoming in 2015-2016
  - This was during a 2-10 Football year
- 10,000+ football season ticket holders
- 4,700+ annual Cowboy Joe Club donors

## CHANGES IN FUNDING

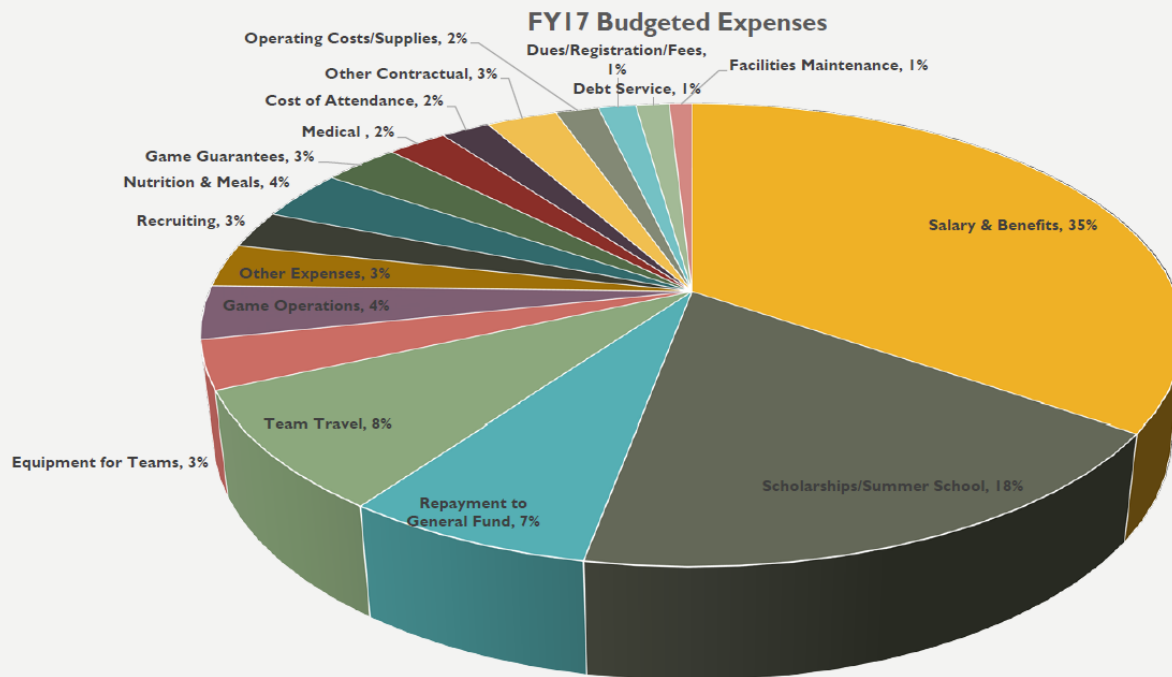
	FY'13	FY'17	FY'18
FB Recruiting	\$158,233	\$509,500	\$509,500
FB Meals/Pre-Game	\$60,300	\$383,255	\$383,255
Fueling Station (All Sports)	\$52,000	\$230,000	\$230,000

## FY'17 REVENUE

FY17 Projected Revenue



## FY'17 EXPENSES



## MOUNTAIN WEST ATHLETICS EXPENSES

School	FY'14	FY'15	FY'16
SDSU	45.06M	53.61M	55.29M
Boise State	45.68M	44.23M	46.74M
UNLV	44.47M	44.94M	46.30M
New Mexico	47.08M	42.18M	44.47M
Fresno State	36.44M	41.54M	44.06M
CSU	36.94M	38.78M	40.70M
<b>Wyoming</b>	<b>32.97M</b>	<b>33.36M</b>	<b>37.22M</b>
Utah State	25.71M	28.29M	34.24M
Nevada	27.73M	27.01M	30.91M
SJSU	27.82M	28.48M	30.56M



## GOALS MOVING FORWARD

- Absorb the \$1M budget cut in a way that minimizes impact on the student-athlete experience and prevents competitive downturn
- Update and align the athletics strategic plan with the mission, vision, and goals of the university strategic plan
- Completion of the AA phase II project and continued work on the Mick & Susie McMurry High Altitude Performance Center with a total completion in June, 2018
- Begin vision planning on next phase of facility projects

**AGENDA ITEM TITLE:**

**10-Year Housing Plan Presentation/Preliminary Report**, Blackburn/consultants

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The 10-Year Housing Plan will provide clear guidance for meeting the University's housing needs for the next 10 years. The Housing Plan will align with the University's newly developed Strategic Plan for 2017-2022 and comply with elements of the UW Long Range Development Plan (LRDP) that remain relevant within the context of the new Campus Master Plan, which will be developed during the next academic year.

A selection committee identified KSQ Design (Thomas C. Hier, Principal) as the highest rank firm on June 16, 2017.

Thomas C. Hier and Jamie Cali will present a preliminary report to the Board and will request feedback on the progress of the recommendations to date. A final report is due to the Board at the November meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The need for a 10-Year Housing plan was discussed at the March, May, June, and July 2017 Board meetings. During the July 2017 Board Retreat, a total of \$300,000.00 was approved for the project from ASUW (\$60,000) the university's operating reserve (\$240,000.00). The operating reserve funds will be replaced within 1-2 years with residence hall funding.

**WHY THIS ITEM IS BEFORE THE BOARD:**

A preliminary report will be provided from KSQ Design (Thomas C. Hier, Principal).

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Foundation (Development) Investment & Initiatives, Blalock**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Foundation is tasked with providing an annual report to the Trustees relative to the management of the University endowments.

Additionally, the Foundation provides to the Board of Trustees at each meeting our current year-to-date private support totals and that document is also being presented during this portion of the meetings.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None. This is an annual report to the Board of Trustees from the UW Foundation.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The annual report on University endowments is stipulated in the Memorandum of Agreement between the university and the UW Foundation.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PROPOSED MOTION**

None

**PRESIDENT'S RECOMMENDATION:**

PRESENTATION TO THE  
**University of Wyoming Board of Trustees**

SEPTEMBER 14, 2017



UNIVERSITY OF WYOMING FOUNDATION  
222 SOUTH 22<sup>ND</sup> STREET LARAMIE WY 82070  
307 766 6300 fax 307 766 4045 [www.uwyo.edu/foundation](http://www.uwyo.edu/foundation)

MEKETA INVESTMENT GROUP  
5796 ARMADA DRIVE SUITE 110 CARLSBAD CA 92008  
760 795 3450 fax 760 795 3445 [www.meketagroup.com](http://www.meketagroup.com)

## **Meketa Investment Group Background**

### Experienced Independent Organization

- Since 1978, Meketa Investment Group has served as an independent investment fiduciary.
- We currently work with 160 clients and advise on over \$500 billion.
- We are 100% independently owned by senior professionals of the firm.
- We operate from six offices: Boston, Chicago, Miami, Portland, San Diego, and London.

#### General Consulting Services

- Initial Fund Review
- Investment Policy Design
- Asset Allocation
- Liability & Liquidity Studies
- Manager Evaluation & Selection
- Fund Coordination
- Fund Reporting & Analysis
- Client Education

#### Private Markets Advisory Services

- Strategic Planning
- Pacing Analysis
- Partnership Analysis
- Legal Review
- Cash Flow Coordination
- Program Monitoring & Review
- Client Education

## Deep Team

- Meketa has experienced consistent and controlled growth, and today consults to many of the largest institutions in the country.
- Staff of 138, including 90 investment professionals.
- 40 consultants with an average of 9 years with the firm and 21 years in the industry.
- Highly experienced staff, including: 28 CFA Charterholders, 18 CAIAs, 1 FSA, 19 MBAs, 16 Masters, 1 PhD, and 2 JDs.
- We maintain a high employee to client ratio, resulting in personalized advice to each client.
- The University of Wyoming Client team is led by one of the firm's Managing Principals, Mika Malone, CAIA, MBA. Additional team members include: Laura Wirick, CFA, CAIA; Jess Downer, CFA (Private Equity consultant); and Brian Dana, CAIA, MSF (Hedge Fund Consultant). All four consultants assigned to the account are owners of the firm. Our team approach is intentional, and integral to the way we manage relationships.



**Mika Malone, CAIA**  
Managing Principal

- 15 years' industry experience
- Joined the firm in 2003, Shareholder
- Lead consultant on various public and private pension funds, endowments, and corporations
- Speaker at numerous industry events
- Co-Chair of the firm's Compliance Committee and member of the firm's ESG and Defined Contribution Committees
- MBA in Finance from the University of San Diego
- BA in Literature, with honors, from the University of Maryland



**Laura B. Wirick, CFA, CAIA**  
Principal

- 14 years' industry experience
- Joined the firm in 2008, Shareholder
- Lead consultant on various public funds, private pensions, endowments, and foundations
- Member of the firm's Marketable Securities Investment Committee and Strategic Asset Allocation/Risk Management Committee
- BSBA in Finance and International Marketing from American University



**Jess W. Downer, CFA**  
Principal

- 14 years' industry experience
- Joined the firm in 2008, Shareholder
- Private Markets Consultant covering private equity and real estate
- Member of firm's Private Markets Operations team
- BA in Finance from University of Puget Sound



**W. Brian Dana, CAIA**  
Principal

- 17 years' industry experience
- Joined the firm in 2006, Shareholder
- Hedge Fund Practice Leader
- Member of the firm's Marketable Securities Investment Committee, the Non-Profit Advisory Group, Strategic Asset Allocation/Risk Management Committee, and Meketa Fiduciary Management's Investment Committee.
- MS in Finance from University of Florida and BA in Economics from Drury University

## Representative Client List

### Public

City of Ann Arbor Employees' Retirement System  
Arizona State Retirement System  
Austin Fire Fighters Relief & Retirement Fund  
Bloomington Fire Department Relief Association Pension Fund, MN  
California Public Employees' Retirement System  
California State Teachers' Retirement System  
California's Valued Trust  
District of Columbia Retirement Board  
El Paso Firemen & Policemen's Pension Fund  
Employees' Retirement System of the Government of the Virgin Islands  
Fire and Police Retiree Health Care Fund, San Antonio  
Hingham Contributory Retirement System  
Illinois State Board of Investment  
Industrial Commission of Arizona  
Los Angeles County Employees Retirement Association  
City of Marlborough Contributory Retirement System  
Maryland State Retirement and Pension System  
Massachusetts Housing Finance Agency Employees' Retirement System  
Metropolitan Water District of Southern California  
Municipal Employees' Retirement System of Louisiana  
New Mexico Public Employees Retirement Association  
Orange County Employees Retirement System  
City of Phoenix Employees' Retirement System  
Plymouth County Retirement Association  
City of Quincy Retirement System  
Rhode Island Resource Recovery Corporation  
City and County of San Francisco Retiree Health Care Trust Fund  
San Jose Federated City Employees' Retirement System  
Washington State Investment Board  
Worcester Retirement System

### State of Wyoming, Wyoming Retirement System

### Endowment, Foundation, and Non-Profit

Albuquerque Academy  
Arizona's Permanent State Land Funds Endowment  
**Arizona State University**  
**Coe College**  
Community College League of California  
Group Health Cooperative  
Gumpert Foundation  
**Illinois Wesleyan University**  
**Jacksonville University**  
Joint Center for Radiation Therapy Foundation, Inc.  
League of Voluntary Hospitals and Homes of New York Retired Employees  
Massachusetts Medical Society  
Neighborhood Health Plans of Rhode Island, Inc.  
Pfaffinger Foundation  
Rady Children's Hospital and Health Center  
South Shore Hospital  
USA Volleyball Foundation  
United States Polo Association  
**University of Wyoming Foundation**  
**Utah State University<sup>1</sup>**  
**Utah Valley University**  
**Warren Wilson College**  
**Wells College**

### Corporate and Other for Profit

Argon Medical Devices, Inc.  
Boston Herald, Inc.  
Dedert Corporation  
Fitch Even Tabin & Flannery  
Gemalto, Inc.  
The Marnell Companies, LLC  
Marnell Sher Companies Associates, Inc.  
The O'Connell Companies, Inc.

<sup>1</sup> Bolded clients represent other University E&F clients and/or clients in the State of Wyoming. Not shown due to space are Taft-Hartley and VEBA clients.





**Fiscal Year 2017 Performance Report  
(through June 30, 2017)**

University of Wyoming Foundation

Total Fund

As of June 30, 2017

Asset Class Performance Summary

	Market Value (\$)	% of Portfolio	1 Yr (%)	3 Yrs (%)	5 Yrs (%)
<b>Total Fund</b>	<b>468,716,365</b>	<b>100.0</b>	<b>11.1</b>	<b>3.8</b>	<b>7.9</b>
<i>University of Wyoming Foundation Policy BM</i>			10.8	5.3	7.3
<i>60% MSCI ACWI &amp; 40% Barclays Aggregate</i>			10.8	4.0	7.3
<b>Total Fund Ex Private Equity and Real Assets</b>	<b>396,896,839</b>	<b>84.7</b>	<b>11.1</b>	<b>3.9</b>	<b>7.5</b>
<b>Equity</b>	<b>175,621,464</b>	<b>37.5</b>	<b>19.7</b>	<b>6.5</b>	<b>11.1</b>
<b>U.S. Equity</b>	<b>97,065,493</b>	<b>20.7</b>	<b>20.3</b>	<b>--</b>	<b>--</b>
<b>U.S. Large Cap Equity</b>	<b>65,319,908</b>	<b>13.9</b>	<b>18.0</b>	<b>9.3</b>	<b>13.3</b>
<i>S&amp;P 500</i>			17.9	9.6	14.6
<b>U.S. Small Cap Equity</b>	<b>31,745,584</b>	<b>6.8</b>	<b>25.4</b>	<b>5.7</b>	<b>13.3</b>
<i>Russell 2000</i>			24.6	7.4	13.7
<b>International Equity</b>	<b>78,555,971</b>	<b>16.8</b>	<b>20.0</b>	<b>2.9</b>	<b>7.5</b>
<b>Developed Foreign Equity</b>	<b>37,205,702</b>	<b>7.9</b>	<b>17.3</b>	<b>--</b>	<b>--</b>
<i>MSCI EAFE</i>			20.3	1.1	8.7
<b>Emerging Markets Equity</b>	<b>41,350,270</b>	<b>8.8</b>	<b>21.4</b>	<b>--</b>	<b>--</b>
<i>MSCI Emerging Markets</i>			23.7	1.1	4.0
<b>Fixed Income and Cash and Equivalents</b>	<b>71,533,533</b>	<b>15.3</b>	<b>5.3</b>	<b>--</b>	<b>--</b>
<b>Cash and Equivalents</b>	<b>10,979,137</b>	<b>2.3</b>	<b>0.5</b>	<b>0.3</b>	<b>0.2</b>
<i>91 Day T-Bills</i>			0.5	0.2	0.2
<b>Investment Grade Bonds</b>	<b>34,469,573</b>	<b>7.4</b>	<b>5.8</b>	<b>--</b>	<b>--</b>
<i>BBgBarc US Aggregate TR</i>			-0.3	2.5	2.2
<b>Emerging Markets Debt</b>	<b>26,084,823</b>	<b>5.6</b>	<b>9.5</b>	<b>--</b>	<b>--</b>
<i>JP Morgan EMBI Global TR</i>			5.5	4.6	5.2

The 1 year return represents Fiscal Year performance for the Endowment and Foundation.



University of Wyoming Foundation

Total Fund

As of June 30, 2017

	Market Value (\$)	% of Portfolio	1 Yr (%)	3 Yrs (%)	5 Yrs (%)
<b>Hedge Funds</b>	<b>149,741,842</b>	<b>31.9</b>	<b>5.9</b>	<b>2.4</b>	<b>6.4</b>
<b>Long Short Equity</b>	<b>70,981,966</b>	<b>15.1</b>	<b>8.7</b>	<b>--</b>	<b>--</b>
<i>HFRI Equity Hedge (Total) Index</i>			12.2	2.9	6.3
<b>Multi Strategy</b>	<b>16,334,162</b>	<b>3.5</b>	<b>8.3</b>	<b>--</b>	<b>--</b>
<i>60% Russell 3000 &amp; 40% Barclays Aggregate</i>			10.7	6.6	9.6
<b>Event Driven</b>	<b>15,260,100</b>	<b>3.3</b>	<b>2.6</b>	<b>--</b>	<b>--</b>
<i>HFRI Event-Driven (Total) Index</i>			12.6	2.4	6.1
<b>Fixed Income Hedge</b>	<b>18,380,210</b>	<b>3.9</b>	<b>9.5</b>	<b>--</b>	<b>--</b>
<i>HFRI Relative Value (Total) Index</i>			7.7	3.1	5.4
<b>Global Macro</b>	<b>28,785,404</b>	<b>6.1</b>	<b>-2.0</b>	<b>--</b>	<b>--</b>
<i>HFRI Macro (Total) Index</i>			-2.4	1.2	1.0
<b>Private Equity and Real Assets</b>	<b>71,819,526</b>	<b>15.3</b>	<b>10.7</b>	<b>3.6</b>	<b>9.1</b>
<b>Private Equity</b>	<b>53,799,427</b>	<b>11.5</b>	<b>14.3</b>	<b>8.2</b>	<b>13.3</b>
<i>Cambridge Associates PE Index 1-Quarter Lag</i>			17.3	10.2	12.4
<b>Real Assets</b>	<b>18,020,099</b>	<b>3.8</b>	<b>-0.7</b>	<b>-9.9</b>	<b>-2.7</b>
<i>CPI (inflation) + 3% (1-qtr lagged)</i>			5.4	4.1	4.3

The 1 year return represents Fiscal Year performance for the Endowment and Foundation.



## **Asset Allocation**

### Asset Class Assumptions – 10 and 20 Years

	2017 E(R) 10-years (%)	2017 E(R) 20-years (%)
U.S. Large Cap	6.0	7.6
U.S. Small Cap	5.0	7.2
Developed Foreign Equity	6.3	7.3
Emerging Market Equity	9.6	9.8
Investment Grade Bonds	2.5	3.5
TIPS	3.0	3.5
High Yield Bonds	5.0	6.0
Bank Loans	5.1	5.5
Emerging Market Bonds (major)	4.8	5.5
Multi Strategy	3.8	5.3
Long-Short Equity	2.8	4.6
Event-Driven	4.6	6.0
Global Macro	3.3	5.5
Fixed Income Hedge	4.0	4.7
Private Equity	9.3	9.6
Real Estate	5.7	6.9
Natural Resources	7.9	8.4

### University of Wyoming Foundation: Current and Newly Adopted Asset Allocation Targets

Portfolio Statistics		
Quantity	Current (%)	New (%)
<b>Equity</b>	<b>28.0</b>	<b>27.0</b>
US Equity	14.0	11.0
Developed Market Equity (non-US)	7.0	7.0
Emerging Market Equity	7.0	9.0
<b>Fixed Income &amp; Cash Equivalents</b>	<b>9.0</b>	<b>15.0</b>
<b>Hedge Funds</b>	<b>33.0</b>	<b>18.0</b>
<b>PE and Real Assets</b>	<b>30.0</b>	<b>40.0</b>
<i>Expected Return (10 years)<sup>1</sup></i>	6.5%	7.0%
<i>Expected Return (20 years)</i>	7.6%	8.0%
<i>Standard Deviation</i>	13.5%	14.2%
<i>Sharpe Ratio (20 years)</i>	0.357	0.363

- The current policy was expected to return 8.0% with a standard deviation of 13.7% over 20 years when the original asset allocation review was presented using 2015 inputs. As Capital Market assumptions have been reduced, the expected return on the portfolio has come down.
- Meketa worked with the Investment Committee, over the course of three meetings and several phone calls, during 2017, to consider over a dozen asset allocation options that would best help the Foundation meet its long term return objectives. A second objective was to provide access to high quality private equity, real estate, and natural resource funds in the private markets, as well as best in class hedge funds. The Committee debated the appropriate allocation to private markets and hedge funds at length, as well as the trade-offs between hedge funds and fixed income, which are both designed to protect the portfolio in periods of equity market drawdown.

<sup>1</sup> All expected returns are using Meketa Investment Group's Capital Market Assumptions. If the Portfolio options were run with a lower standard deviation expectation for private equity, more in line with an "accounting" expectation, the standard deviation for all options would be reduced by approximately 10%.



### Select Peer Comparison Information

Asset Class	Harvard (%)	Yale (%)	Stanford (%)	University of California (%)	University of Wyoming Foundation Current Targets (%)	University of Wyoming Foundation New Targets (%)
Asset Allocation - As of Date	6/30/2016	6/30/2016	6/30/2016	2/28/2017		
U.S. Equity	10.5	4.0	8.0	15.7	14.0	11.0
Foreign Equity	18.5	15.0	20.0	14.3	14.0	16.0
<i>Non-US Developed Equity</i>	7.0	-	-	11.0	7.0	7.0
<i>Emerging Markets Equity</i>	11.5	-	-	3.3	7.0	9.0
Private Equity	20.0	31.0	26.0	22.5	15.0	25.0
Hedge Funds/Absolute Return	14.0	22.5	23.0	25.0	33.0	18.0
Real Assets	24.5	20.0	17.0	12.5	15.0	15.0
Fixed Income + Cash	12.5	7.5	6.0	10.0	9.0	15.0
<i>Fixed Income</i>	-	5.0	-	-	8.0	14.0
<i>Cash</i>	-	2.5	-	-	1.0	1.0

### Allocation vs. Target and Policy

	June 30 Balance (\$)	June 30 Allocation (%)	New Policy Targets (%)	Difference (\$)
<b>Equity</b>	<b>175,621,464</b>	<b>37.5</b>	<b>27.0</b>	<b>49,068,045</b>
Domestic Equity	97,065,493	20.7	11.0	45,506,693
Developed Foreign Equity	37,205,702	7.9	7.0	4,395,556
Emerging Markets Equity	41,350,270	8.8	9.0	-834,203
<b>Fixed Income</b>	<b>71,533,533</b>	<b>15.3</b>	<b>15.0</b>	<b>1,226,078</b>
<b>Hedge Funds</b>	<b>149,741,842</b>	<b>31.9</b>	<b>18.0</b>	<b>65,372,896</b>
<b>PE and Real Assets</b>	<b>71,819,526</b>	<b>15.3</b>	<b>40.0</b>	<b>-115,667,020</b>
Private Equity	53,799,427	11.5	25.0	-63,379,664
Real Assets	18,020,099	3.8	15.0	-52,287,355
<b>Total</b>	<b>468,716,365</b>	<b>100.0</b>	<b>100.0</b>	



**AGENDA ITEM TITLE: Capacity Study Contract, Nichols/Andrew Laws**

**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 March 2017 Board of Trustees meeting, discussion took place on HB 189, Higher Education---Nonresident Tuition sponsored by Speaker Harshman, which proposed a special tuition rate for residence of Nebraska and Colorado. The outcome of the discussion was support by the Trustees to move forward with a study to inform several questions:

1. What is the enrollment capacity of the University of Wyoming within current resources?
2. What is the marginal cost to add additional students?
3. What is the price sensitivity or elasticity for Colorado and Nebraska students if a reduced out-of-state tuition rate were offered?
4. And finally, what would be the projected loss in out-of-state tuition from a reduced tuition rate, and thus, what type of grow would be needed to overcome the loss in current out-of-state tuition for CO and NE students?

President Nichols reached out to several firms to assess their interest and ability to conduct such a study. Two firms responded with a preliminary proposal and price. These proposals were turned over to procurement to seek advice on how best to proceed. The decision was made to put this project out on bid due to the scope of the study, prices in excess of \$50,000, and the fact that multiple companies were interested.

The Request for Proposal (RFP) was issued by Procurement Services with a deadline of August 7. On August 11 Procurement Services provided three proposals to President Nichols. However, two of the proposals were linked (Ruffalo Noel Levitz and Ad Astra) thus creating two actual proposals. President Nichols shared the proposals with Provost Miller, Trustee Boswell and Trustee Brown for review. On August 18 the four (Nichols, Miller, Boswell and Brown) met to discuss proposals. The group evaluated the Huron proposal as stronger if they would revise their elasticity study for Nebraska and Colorado to include a market survey.

President Nichols negotiated with Huron and in fact the survey was included in a revised proposal submitted on August 23 (attached). The final evaluation of the proposals was provided to the Procurement Office and all parties were contacted indicating that the bid was awarded to Huron Consulting.

Andrew Laws from Huron Consulting will be available at the meeting to present their proposal and timeline.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

March 2017 Board discussion; May 2017 Board discussion

**WHY THIS ITEM IS BEFORE THE BOARD:**

To inform the board that a firm has been selected for the study and to review the proposal plan and timeline to conduct the study. This discussion will allow the Board to provide any additional feedback to the firm as the study gets underway.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A



# INSTITUTIONAL CAPACITY ANALYSIS FOR THE UNIVERSITY OF WYOMING

University of Wyoming

August 23 2017

**SUBMITTED TO:**

Mr. Greg Livingston  
Assistant Manager, Procurement Services  
University of Wyoming  
[libbie@uwyo.edu](mailto:libbie@uwyo.edu)

**SUBMITTED BY:**

Andrew L. Laws  
Huron  
312-823-8407  
[alaws@huronconsultinggroup.com](mailto:alaws@huronconsultinggroup.com)

Huron Response to University of Wyoming  
Institutional Capacity Analysis for the University of Wyoming

August 23, 2017

Mr. Greg Livingston  
Assistant Manager, Procurement Services  
Dept. 3605  
University of Wyoming  
1000 E. University Avenue  
Laramie, WY 82071-3605

*Re: Institutional Capacity Analysis for the University of Wyoming RFP*

Dear Mr. Livingston,

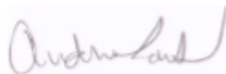
On behalf of Huron, I am pleased to respond to the University of Wyoming's ("UW") Request for Proposal (RFP) for an Institutional Capacity Analysis. We are eager to demonstrate our capabilities to meet and exceed the requirements as laid out in this RFP. Please see the Proprietary and Confidential supplement for details of our projects with private institutions, detailed resumes of our proposed project team, and information about our parent company and our federal tax ID.

As a nationally recognized land-grant research institution, and the only four-year institution in the state, we understand that the University of Wyoming is committed to providing the students of the Rocky Mountain region a uniquely intimate educational experience, working side-by-side with expert faculty in world-class facilities. Huron deeply understands the University's commitment to its students, faculty, staff, and surrounding community as we were privileged to partner with the University of Wyoming in several capacities recently, including the university's process improvement work, strategic enrollment management planning efforts, assessment of the Outreach School, and review of UW's online market position.

Of particular relevance to the Institutional Capacity Analysis was our partnership with Wyoming on enrollment planning efforts, which occurred in the Fall of 2016. Huron worked with University leadership to conduct a detailed evaluation of Wyoming's current approach to the recruitment of new and transfer undergraduate students and an analysis of the key factors that impact student success at UW. This collaborative effort culminated in a comprehensive plan that provided UW with a roadmap for organizing and deploying its enrollment resources, strengthening its transfer pipeline, and addressing the root causes of student attrition. Our team has a multi-layered understanding of UW's enrollment and retention operations, has developed trusting relationships across the institution, and understands the UW culture, providing a strong baseline from which to conduct the Capacity Analysis.

We greatly value our partnership with UW and look forward to bringing insight from past work to bear on this vital project. Our Higher Education Strategy and Operations team dedicated to this project includes seasoned leaders in enrollment management, marketing and communications, and financial and operational management. Our process focuses on close collaboration with leadership and key stakeholders to collect feedback and promote transparency. We look forward to the opportunity to discuss next steps.

Sincerely,



Andrew L. Laws  
Managing Director  
Huron  
312-823-8407  
alaws@huronconsultinggroup.com

## Table of Contents

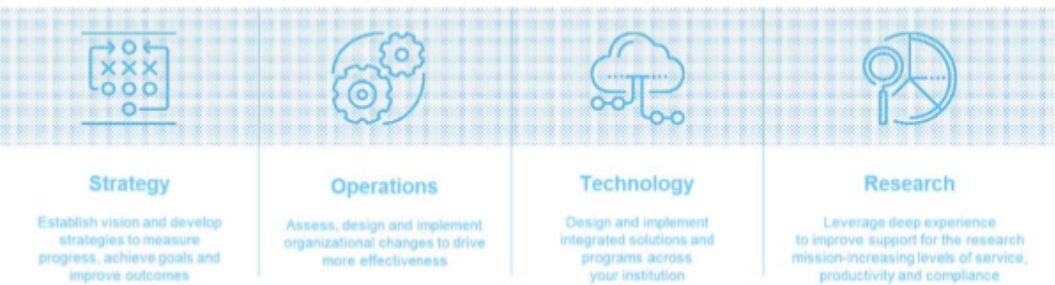
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## Company Overview

Huron is a global professional services firm committed to achieving sustainable results in partnership with its clients. The company brings depth of expertise in strategy, technology, operations, advisory services, and analytics to drive lasting and measurable results in the healthcare, higher education, life sciences, and commercial sectors. Through focus, passion, and collaboration, Huron provides guidance to support organizations as they contend with the change transforming their industries and businesses. Learn more at [www.huronconsultinggroup.com](http://www.huronconsultinggroup.com).

### EDUCATION OVERVIEW

The market forces facing higher education institutions today often require leadership teams to spend more time reacting for survival, than focusing on the essential priorities that help their students and faculty thrive. With our higher education expertise, collaborative mindset, and outcomes-focused approach, we can help. From assessment through implementation, we partner with clients to identify and realize unique opportunities across all functions and help advance their institutional missions. Huron has worked with more than 500 institutions, including more than 95 of the top 100 research universities, we have conducted over 7,000 successful engagements, and we currently employ more than 550 dedicated higher education professionals. Together, we design and implement solutions that span strategy, operations, technology, and research.



Huron's higher education practice delivers comprehensive management consulting services and solutions to universities and academic medical centers. As the industry leader, we are the largest practice serving the higher education industry, and our team is the foundation that drives client success, bringing unmatched experience, passion, and commitment to every engagement. Our diverse backgrounds and perspectives enable us to design and implement comprehensive, customized solutions that measurably improve our clients' abilities to support and advance their core missions—education, research, patient care, and service.

Huron's industry specialization allows our team to bring an unmatched range of skills and services to each engagement. We continuously invest in the depth of our expertise and are committed to leveraging our knowledge and best practices to meet our clients' changing needs. Our team participates as members and subject matter experts in industry organizations, actively engages as leaders at conferences, and contributes to industry-focused committees, staying up-to-date on current issues and trends.



## Our Understanding of Your Needs

In August of 2016, UW's Board of Trustees approved the development of an integrated, comprehensive strategic plan to guide the University of Wyoming for the next five years, a process proposed by President Laurie Nichols. Initiatives focusing on enhancing student recruitment, enrollment, and overall success played a major role in the strategic planning process.

In the Fall of 2016, Huron partnered with the University of Wyoming to co-create a Five-Year Student Enrollment Management (SEM) Plan that focused on increasing the size of incoming undergraduate cohorts (both freshmen and transfer) and improving student retention and graduation rates for all undergraduates. This strategic partnership resulted in the selection of data-informed initiatives, mapped against UW's ongoing strategic planning process, that engaged constituents across campus in a collaborative effort to transform recruitment and retention.

High-impact practices within the first freshmen admissions cycle of the plan led to an enrollment increase of 16%, a yield increase from 37% to 46%, and the average ACT of the entering class rising one-half point. In addition to improving admissions outcomes, the University continues to work on student success related efforts, which we see as critical, given the University's role as the primary producer of graduates in the state.

In the Spring of 2017, Huron again collaborated with UW to assess the realignment plans for the Outreach School and UW Casper in order to validate that key operational functions maintain continuity and that redundant functions are eliminated. Huron then turned its attention to a strategic assessment of online learning at UW to understand its market position and the opportunities and barriers to online enrollment growth.

These simultaneous efforts, in addition to the request to conduct an Institutional Capacity Analysis, indicate a transition to a university-wide focus on student success. As an extension of the University's goal to increase its headcount via enhanced recruitment and retention strategies, we understand that the University's leadership would like to pursue a study to determine the enrollment capacity of the University given current facilities and resources. This type of study will enable the University to make strategic decisions about how and where to increase its headcount in the coming years.

Huron commends Wyoming's desire to understand the costs associated with an increase in students or a change in overall class composition; often, universities do not recognize the extent of the additional expenses they will incur in order to adequately support a change in student enrollment. Wyoming's pursuit of understanding the benefits, risks, and areas of opportunity associated with institutional capacity will ensure that the institution can grow effectively while still maintaining a best-in-class student experience.

As partners in setting the direction of Wyoming's current enrollment strategy, we understand the enrollment-related opportunities that Wyoming could pursue in the future, including the opportunity to recruit and enroll more students from Colorado and Nebraska through differentiated pricing, and we look forward to helping the University quantify the potential for growth.

## Approach and Methodology

Our approach to this engagement will consist of five primary tasks described below.

### TASK #1: PROJECT INITIATION

We will launch the project by meeting with the project sponsors over conference call to confirm the project scope, objectives, and timeline, and to establish the University leadership team who will oversee this effort. As part of the kickoff process, we will confirm our understanding of any work already completed to date related to examining institutional capacity. During this task, we will update our project plan, based on a proposed timeline that includes our checkpoints, deliverables, and activities to complete the work effort. We will also confirm stakeholders and subject matter experts and the appropriate mechanisms to engage them (e.g., interviews, focus groups, surveys).

Finally, we will use this project initiation task to request relevant contextual information and documents. This will include, but not be limited to:

- + Financial Data: detailed budgets and related expenditures
- + Course Economics: demand, seat availability, and enrollments by course and section
- + Academic Policies: course-load policies, course-release policies, drop-add policies, etc.
- + Faculty assignments: faculty and staff HR data, instructor mixes, etc.
- + Program Structures: requirements for general education courses, core courses and electives, course frequencies, etc.
- + Planning Documents: strategic plans or other related documents affecting the future capacity of the University of Wyoming

We will organize and validate the above data elements to be used as inputs into a capacity valuation model.

### TASK #2: INSTITUTIONAL CAPACITY ASSESSMENT

We will initiate this task by conducting individual and group interviews with a selection of Wyoming's leaders and staff responsible for student and academic programs, including the Provost's team, Deans, faculty leaders and academic managers, and lead staff from administrative and student support areas, including facilities management, the Office of Admissions and Financial Aid, Registrar's Office, Student Affairs, and Auxiliaries amongst others. In total, we anticipate interviewing 15-20 individuals. These interviews will focus on developing a qualitative view on capacity, which will inform the quantitative aspects of our capacity model.

Based on the directional guidance from our interviews, we will begin to assess the capacity limits associated with the University's infrastructure and services. From an infrastructure perspective, we will consider items such as classroom capacity, residence life, auxiliaries, and parking. From a services perspective, we will consider areas such as financial aid, registration, student accounts, student programming, counseling and advising. For each of these areas, we will work to quantify the limits associated with current capacity as well as the step functions associated with increased capacity. These efforts will be informed by our past projects, guidance from our subject matter experts, and selected institutional benchmarking. Where step functions are identified, we will attempt to quantify relevant investment needs.



Huron Response to University of Wyoming  
Institutional Capacity Analysis for the University of Wyoming

Huron recognizes that space is integral to every aspect of the University's operations, and we anticipate the most extensive component of this task will be the review of instructional classroom capacity. With this in mind, we will begin our assessment by developing a baseline understanding of how academic space is allocated, assigned and managed. Next we will leverage institutional data to evaluate space metrics. For example, we anticipate reviewing:

- + Room utilization (number of rooms used divided by the number of rooms available or designated for that function)
- + Seat utilization (number of seats in a room that is being utilized that are being occupied divided by the number of seats in those rooms that are utilized)
- + Square feet of instructional space per FTE (faculty FTE, student FTE)
- + Percentage of courses scheduled in alignment with block schedule(s)
- + For each of the above, metrics will be calculated in time increments that are to be agreed upon with the university (e.g., 60-minute increments) and for specific periods that are relevant to the University's academic calendar (e.g., block vs. non-block schedule, fall semester / spring semester / summer session)

Ultimately, we will give high level guidance on how the University may be able to optimize the utilization of space across campus to increase capacity, and then, like the other components of this capacity study, we will quantify current capacity and identify step functions associated with increasing capacity. This component of the capacity analysis will also differ from others in that we will attempt to quantify the timing of idle capacity (e.g. hours of day, days of week, months of year, etc.).

### TASK #3: ACADEMIC CAPACITY ASSESSMENT

Huron's third task will focus on assessing the University's academic capacity. With changing student demand driving enrollment in specific academic programs, Wyoming will need to understand where current capacity exists in schools and majors. This will require that our team develop an understanding of the policies, practices, and behaviors surrounding faculty load management. During this task of the process, Huron would seek to understand:

- + Faculty commitments and institutional load policies by faculty level and tenure track,
- + Faculty resource deployment strategies,
- + Academic unit adaptations to institutional policies (e.g. buy-outs for research, overload instructional efforts, etc.),
- + Adjunct activity levels based on department and academic unit operating levels, and
- + Variances between department and academic unit averages across all instructional periods.

These analyses will help determine the institutional and instructional capacity within the current sized and staffed portfolio, allowing for the calculation of current capacity levels and step functions. By conducting our analysis at a unit level, we will be able to isolate academic programs that have the potential to increase instructional activity without significant additional expenditures.

These initial steps mirror the steps required to develop a program costing model for the calculation of academic program costs and marginal costs by program. To that end, we will integrate these workforce analyses with salary data and selected cost data to develop a more robust understanding of the cost to delivering education at Wyoming. We consider this integration our "academic portfolio analysis". This

Huron Response to University of Wyoming  
Institutional Capacity Analysis for the University of Wyoming

analysis will use a framework that determines the cost to provide a credit hour at an individual course level by incorporating individually identified cost components. While the ultimate list of cost components will be determined by the institution, Huron generally recommends utilizing: instruction, academic support (advising, student services, etc.), institutional support (dining, housing, parking, etc.), and other costs as identified based on institutional circumstances. For this analysis, we will focus on undergraduate instruction, and depending on data availability, we may need to exclude a selection of unique courses, such as non-credit labs.

This analysis will provide insight into the differentiation of the costs to deliver education by academic program; for example, it compares the cost of a credit hour in Chemistry to that of Mechanical Engineering, both for courses within the same academic unit and those across academic units. This work emphasizes the proportion of costs allocated to instructional v. non-instructional activities, which may enable Wyoming to consider capacity in concert with inefficiencies and/or imbalances in current academic management.

As a final component of this effort, we will look at cross-functional teaching and general education requirements to understand how capacity opportunities in one college may affect enrollment and capacity in another college.

#### TASK #4: DEVELOP INTEGRATED CAPACITY VALUATION MODEL

Using data gathered in the previous tasks, Huron will build an excel-based model that will consolidate the University's existing capacity constraints and demonstrate the relevant step-functions associated with each of the capacity constraints.

Our focus will be on quantifying capacity opportunities and viable investment opportunities, though the model will have built-in flexibility that allows for changes in student headcount and type, dollar amounts and ratios associated with cost estimates. We will break-out capacity opportunities and potential investment needs by school (and in some case programs or majors), and we will provide a roll-up to a summary tab that will help inform Wyoming's enrollment growth strategy moving forward, leveraging the analysis illustrating differentiated costs incurred by academic unit and student level. Finally, we will incorporate elements of the University's academic calendar and program delivery structures (in-person v. online) into the capacity model to illustrate various types of capacity.

In partnership with Wyoming's leadership team, Huron will determine 2-3 scenarios for utilizing and/or growing capacity, which we will then tie to student revenue forecasts and our costing data in order to provide a valuation for the quantified capacity.

#### TASK #5A: DETERMINE GROWTH ACHIEVABLE THROUGH PRICE ELASTICITY

Huron learned about Wyoming's pricing structure for its enrollment in previous engagements and understands that Wyoming desires to increase its student headcount overall, prioritizing in-state students and students from Colorado and Nebraska. In order to better understand how Wyoming could alter its pricing and financial aid strategies to increase its enrollment (utilize identified capacity), Huron will pursue an analysis in partnership with Human Capital Research Corporation (HCRC) to evaluate out-of-state student elasticity and a prospective student survey to study perceptions of price for Colorado and Nebraska applicants.

Huron Response to University of Wyoming  
Institutional Capacity Analysis for the University of Wyoming

Drawing on the information gathered under an initial discovery phase of data for the past three to five enrollment cycles, we will build a tuition-net price model to help the University of Wyoming explore and assess a wide range pricing scenarios for Nebraska and Colorado. The pro-forma model (based both on the descriptive analysis and the results of logit and CHAID modeling techniques), will utilize a multi-dimensional approach to price elasticity that explicitly considers distinct price-response effects attributable to strength of profile, family ability to pay, level of net cost, and affinity.

Below is a proposed scope of deliverables to provide analytic and decision support research related to evaluation and implementation of a pricing strategy for undergraduates with a focus on residents of Colorado and Nebraska:

- + Adjudicated multi-cohort student unit-record database concerning all transactions related to the enrollment flow process from first contact on through to matriculation for applicants from Colorado and Nebraska;
- + Predictive modeling to isolate and benchmark tuition/net cost with enrollment conversion based on multiple model specifications and alternative estimation procedures;
- + Simulation analysis and stress testing to assess the impact of sticker tuition, net cost, and any aid scenarios for Colorado and Nebraska applicants.

**TASK #5B: TEST REACTIONS OF THE MARKET**

Huron learned about Wyoming's enrollment pricing structure in previous engagements and understands that Wyoming desires to increase its student headcount overall, prioritizing in-state students and students from Colorado and Nebraska. In order to better understand how Wyoming could alter its pricing and financial aid strategies to increase its enrollment (utilize identified capacity), Huron will pursue an analysis of prospective undergraduate students within the Colorado and Nebraska region.

Huron will develop a prospective student survey to examine the needs and values of prospective students from Colorado and Nebraska, including perceptions of Wyoming's value proposition and reactions to changes in pricing/discounting.

Huron will focus on answering these questions:

- How do prospective students in Colorado and Nebraska weigh the importance of price when comparing the University of Wyoming to its competitors?
- How do these prospective students weigh geography, size, ranking, and other key attributes in their decision?
- How are these regional prospects likely to react to new pricing/discounting at Wyoming?

We will work with Wyoming to define a sampling plan. For the data collection, we will send the survey to a representative sample of prospective students, with good coverage of all the key segments of prospects, including:

- Geography
- Academic area of interest
- Other agreed-upon segments.

Huron Response to University of Wyoming  
Institutional Capacity Analysis for the University of Wyoming

Huron understands that a list of prospective students will be provided by the University of Wyoming. As permitted by the size of the respondent pool, we will conduct statistical testing comparing the responses of subgroups.

In combination with our analysis of Wyoming's institutional data and the results from the price elasticity study for Nebraska and Colorado, the findings from the prospective student survey will provide insight into the pricing and discounting strategy that will best enable Wyoming to achieve headcount growth from students in the Nebraska and Colorado regions. Finally, Wyoming will more deeply understand Nebraska and Colorado prospective students' perceptions of the University of Wyoming as compared to peers on key measures, including decision-making factors, perceptual gaps, and other topics important to Wyoming's leadership.

At the conclusion of this task, Wyoming will better understand where it can increase and/or decrease its price to utilize or grow capacity and maximum net tuition revenue.

Huron Response to University of Wyoming  
Institutional Capacity Analysis for the University of Wyoming

## Timeline

We estimate the consulting efforts outlined in this proposal will require 12 weeks of effort, as illustrated in the table below.

Project Tasks	Weeks→	0	1	2	3	4	5	6	7	8	9	10	11	12
<b>Project Initiation</b>														
<ul style="list-style-type: none"> <li>Confirm Scope and Approach</li> <li>Establish Governance</li> <li>Request Data and Interviews</li> </ul>														
<b>Institutional Capacity Assessment</b>														
<ul style="list-style-type: none"> <li>Conduct Interviews and Analyze Data</li> <li>Assess Infrastructure Capacity</li> <li>Assess Service Capacity</li> <li>Assess Classroom Capacity</li> </ul>														
<b>Academic Capacity Assessment</b>														
<ul style="list-style-type: none"> <li>Assess Instructional Capacity</li> <li>Assess Program Cost and Capacity</li> </ul>														
<b>Develop Capacity Valuation Model</b>														
<ul style="list-style-type: none"> <li>Consolidate Capacity Assessments</li> <li>Quantify Capacity and Step Functions</li> <li>Value Capacity Scenarios</li> </ul>														
<b>Price Elasticity Modeling</b>														
<ul style="list-style-type: none"> <li>Evaluate Non-Resident Elasticity</li> <li>Test Reactions of the Market</li> <li>Inform Pricing Strategies</li> </ul>														



## References

### University of Pittsburgh

#### STRATEGIC ENROLLMENT MANAGEMENT AND CAPACITY PLANNING

The University of Pittsburgh developed an ambitious strategic plan in 2016, and in support of its goals the Executive Vice Provost was charged with determining opportunities for enrollment growth and understanding the amount of investment needed to support that growth. Huron was engaged to ultimately drive recommendations to support its enrollment strategy by understanding the institution's current constraints and any associated risks with changes to its enrollment growth. To inform its efforts, Huron executed a current state diagnostic of Pitt's enrollment performance; performed an external landscape assessment to target future enrollment opportunities; inventoried enrollment-related investments to determine institutional capacity for enrollment growth; and conducted a price elasticity analysis to identify student segments for pricing adjustments. In addition, Huron created a robust enrollment model illustrating the effects of growth for certain student segments, and provided Pitt with the bottom line in terms of investments needed to support enrollment growth. Based on these efforts, Huron developed six scenarios for enrollment growth for the university to consider moving forward. The scenarios included the financial impact of growth, information about specific investments required, current constraints, and potential risks.

#### Client Reference Information

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Executive Vice Provost  
University of Pittsburgh  
412-624-4228  
[dejong@pitt.edu](mailto:dejong@pitt.edu)

### University of Colorado-Boulder

#### BOULDER CAMPUS SPACE UTILIZATION & OPTIMIZATION STUDY

The University of Colorado - Boulder engaged Huron to perform a detailed space utilization and optimization analysis of its main and east campus locations. The University was seeking an assessment of the funding, allocation, and utilization of space across the enterprise, including academic, administrative, auxiliary, and research space. Huron gathered and analyzed both qualitative and quantitative data to produce over 35 recommendations related to optimizing space management structures, processes, data and data infrastructure, and policies with potential space savings estimated at over 150K square feet. Many of these recommendations have either been implemented already or are being implemented by CU-Boulder.

#### Client Reference Information

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## Drexel University

### ACADEMIC PROGRAM STRATEGY DEVELOPMENT

Huron partnered with Drexel University to conduct an assessment of undergraduate and graduate (residential) academic programs, and to identify new academic program areas aligned with the University's evolving strategy and with prospective student demand to inform decision-making processes related to investments in infrastructure, faculty, and other services to support Drexel's overall enrollment growth strategy. Huron worked closely with each of the academic units to conduct a five-year assessment through a review of institutional data to understand available capacity by program, available resources, student demand, and course enrollment patterns as well as identify any constraints for enrollment growth. Additionally, Huron conducted research by benchmarking data from competing post-secondary educational programs and offerings, identifying program size, reputation, and price in comparison with Drexel offerings. Huron contextualized these findings with the prospective student market and labor market analysis to project the viability of growth by academic program and presented final recommendations, including potential growth opportunities and an actionable set of campus-wide priorities to support Drexel's institutional growth goals.

### Client Reference Information

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In addition to the references above, Huron has partnered with several institutions on institutional capacity-related work including Tulane University, the University of St. Thomas, the Institute of Design and Construction, the University of Oklahoma, and the University of North Carolina.

## Our Proposed Team

Andrew L. Laws will provide leadership and guidance for this project, maintaining overall project responsibility and will be on-site on an as-needed basis to participate in key meetings and to develop deliverables. Rose Martinelli will serve as the project director, overseeing each of the engagement initiatives. Adam Meyer will serve as the project manager, leading the day-to-day fieldwork and developing the project deliverables. In addition to this core team, Huron will leverage other subject matter experts and internal team members as needed to ensure Wyoming benefits from the collective expertise and experiences of our dedicated 400+ person higher education consulting team. These additional team members will include project consultants to assist with the collection and analysis of data, the construction of models, and the preparation of deliverables, as well as subject matter experts who will offer insights related to selected functional areas. Adam Fennel will serve as our subject matter expert for space utilization.

Andrew L. Laws, a managing director in Huron's higher education practice, has partnered with the University of Wyoming on a number of projects over the course of 2016 and 2017, and he has helped more than 50 universities optimize institutional resources through financial modeling and budget planning initiatives; revenue enhancement and cost reduction initiatives; and organizational assessment and business process redesign initiatives. Andrew speaks frequently at industry events on financial trends in higher education, he co-authored a book on balancing academic entrepreneurship with fiscal responsibility. In addition to the University of Wyoming, Andrew's recent clients include the University of Colorado, Denver University, the University of St. Thomas, and the University of Louisville. Andrew has a Doctorate of Education from Vanderbilt University, a Masters of Business Administration from the University of Chicago, and a Bachelor of Business Administration from the University of Mississippi.

Rose Martinelli has more than 20 years of experience in higher education. She brings a highly analytical approach to enrollment and student lifecycle management along with deep experience in admissions outreach, marketing, and selection. Her ability to translate the distinctive value proposition of institutions into viable outreach campaigns (web, print and social media) have resulted in increased applications and improved yield. She specializes in helping institutions manage the challenges of enrollment management while balancing Net Tuition Revenue. Rose has a Masters of Business Administration from the University of Chicago and a Masters and Bachelors of Arts from Northwestern University.

Adam Meyer, an associate in Huron's higher education practice, has partnered and helped nearly 25 universities optimize institutional resources through academic portfolio management, strategic planning, budget management/redesign, resource optimization, and enrollment management. Adam's recent clients include Pittsburgh University, the University of St. Thomas, the University of Kentucky, and Tulane University. Adam is currently pursuing a Masters of Business Administration from the University of Chicago and has a Bachelor of Administration from Vanderbilt University.



## Fees

Considering the anticipated scope, size of the University of Wyoming, duration, staffing requirements, and our strong desire to partner with UW — our professional fees for this engagement will be \$289,000 and should be completed in 12 weeks. We will work with UW to mutually agree upon a payment schedule. These proposed fees are inclusive of costs incurred through our collaboration with Human Capital Research Corporation, and are outlined in the table below:

Resource	Rate	Est. Weekly Hours
Andrew Laws, Managing Director	\$360	2 – 8
Rose Martinelli, Senior Director	\$315	6 – 10
Adam Meyer, Project Manager	\$260	40 – 45
Project Consultant	\$160	40 – 45
Human Capital Research	\$30,000	n/a

In addition to professional fees, we will bill the University for reasonable, actual out-of-pocket expenses incurred, including airfare, ground travel, lodging, usual and customary per diems and communication costs. Actual expenses will be submitted to UW and due monthly. We will work with the University to establish a mutually agreed upon expense budget at the outset of the engagement and our team will make every effort to minimize our expenses.

## Accessibility Compliance

**IN REGARD TO TECHNOLOGY THAT WILL BE UTILIZED IN REGARD TO THIS RFP, PLEASE ANSWER THE FOLLOWING, WHERE APPLICABLE:**

**1. DESCRIBE SPECIFICALLY HOW YOUR PRODUCT OR SERVICES COMPLY WITH SECTION 508 STANDARDS.**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

**2. IF YOUR PRODUCT IT NOT CURRENTLY COMPLIANT IN CERTAIN AREAS, DESCRIBE YOUR PLANS AND TIME FRAME FOR ACHIEVING COMPLIANCE.**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

**3. DESCRIBE YOUR ACCESSIBILITY CONFORMANCE TESTING PROCESS.**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

**4. IF YOU ROLL OUT UPGRADES AFTER THE UNIVERSITY PURCHASES THE PRODUCT, HOW CAN YOU ASSURE THE UNIVERSITY THAT THE UPGRADES WILL NOT INTERFERE WITH ACCESSIBILITY?**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

**5. WHO WILL PAY TO REMEDIATE ANY NECESSARY FIXES AFTER PURCHASE?**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

**6. PROVIDE A COMPLETED VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE (VPAT) FOR YOUR PRODUCT. IF YOU DO NOT HAVE A VPAT, PLEASE PROVIDE YOUR ACCESSIBILITY STATEMENT ON HOW THE PRODUCT IS FULLY ACCESSIBLE, OR COMPLIANT, WITH SECTION 508.**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

**7. QUESTIONS REGARDING EVALUATING THE ACCESSIBILITY OF TECHNOLOGY PRODUCTS OR SERVICES SHOULD BE DIRECTED TO THE ADA COORDINATOR, EMPLOYMENT PRACTICES AT 307-766-6236.**

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

## Export Control

Not applicable – Huron is not delivering any proprietary software or technology as part of the proposal.

## Form of Proposal

[NEXT PAGE]

## Parent Company

**IF AN OFFEROR IS OWNED OR CONTROLLED BY A PARENT COMPANY, THE PARENT COMPANY NAME, MAIN OFFICE ADDRESS, AND PARENT COMPANY'S TAX IDENTIFICATION NUMBER SHALL BE PROVIDED IN THE PROPOSAL.**

Huron Consulting Group Inc. is the publicly traded holding company of Huron Consulting Services LLC. Huron Consulting Services is a wholly owned subsidiary of Huron Consulting Group and is the operating company which provides consulting services to the marketplace.

Main Office:  
550 W. Van Buren Street  
Chicago, IL 60607

Huron Consulting Group Inc. Federal tax ID: 01-0666114

## Appendix A – Terms and Conditions

As it pertains to the University of Wyoming's Institutional Capacity Analysis for the University of Wyoming RFP and The University of Wyoming Purchase Order Terms and Conditions, Huron offers the following updates as requested. If selected, Huron proposes to use the Master Services Agreement between Huron and the University of Wyoming dated August 4, 2015. We commit to negotiating in good faith to arrive at a mutually acceptable agreement.

### Institutional Capacity Analysis for the University of Wyoming RFP

#### Section II: Administrative Information

##### DD. Insurance

Huron proposes to remove the following: *"Policies other than errors and omissions, workers' compensation and employer's stop gap liability must name the University, its trustees, officers, and employees as additional insureds."*

Huron proposes to remove the following: *"a. Cancellation. Each policy shall be endorsed to state the coverage shall not be canceled, suspended, voided, allowed to expire or be reduced in coverage or limits, by either party, except after thirty (30) days, prior written notice by certified mail, return receipt requested, has been given to the University of Wyoming."*

Huron agrees to provide prompt notice of cancellation in any manner requested by the University.

##### EE. Indemnification

Huron proposes to add the following: *"To the fullest extent permitted by applicable law, neither party will be liable to the other for any special, consequential, incidental, indirect or exemplary damages or loss (nor any lost profits, savings or business opportunity). Further, contractor's liability relating to this Agreement will in no event exceed an amount equal to the fees (excluding taxes and expenses) it receives from the University or the portion of the Services giving rise to such liability. The foregoing limitations shall not apply to claims arising from contractor's gross negligence, willful misconduct, intellectual property infringement or breach of confidentiality."*

### The University of Wyoming Purchase Order Terms and Conditions

#### Section 1: General Terms and Conditions

##### 10. Indemnification

Huron proposes to add the following: *"To the fullest extent permitted under applicable law, neither party will be liable to the other for any special, consequential, incidental, indirect or exemplary damages or loss (nor any lost profits, savings or business opportunity). Further, Seller's liability relating to this Agreement will in no event exceed an amount equal to the fees (excluding taxes and expenses) it receives from the University for the portion of the Services giving rise to such liability."*

## Appendix B – Representative Client List

Arizona State University	Howard University	University of Alabama System
Arkansas State University	Indiana University	University of Arizona
Auburn University	Iowa State University	University of California, Berkeley
Baylor University	Johns Hopkins University	University of California, Los Angeles
Boston College	Loyola University Chicago	University of Chicago
Boston University	Massachusetts Institute of Technology	University of Colorado
Brandeis University	Mayo Clinic	University of Delaware
Brown University	McGill University	University of Florida
California State University System	MedStar Health	University of Georgia
Case Western Reserve University	Michigan State University	University of Illinois Urbana-Champaign
Catholic Health Initiative	New York University	University of Kansas
Children's Hospital of Philadelphia	North Carolina State University	University of Kentucky
Children's National Medical Center	North Dakota University System	University of Louisville
Cincinnati Children's Hospital Medical Center	Northeastern University	University of Maryland
City of Hope	Northwestern University	University of Massachusetts
Clemson University	Oregon Health & Science University	University of Michigan
Cleveland Clinic Health System	Partners HealthCare	University of Minnesota
Columbia University	Pennsylvania State University	University of Mississippi
Cornell University	Princeton University	University of Missouri
Creighton University	Purdue University	University of New Hampshire
Dana Farber / Harvard Cancer Institute	Rice University	University of New Mexico
Dartmouth College	Rutgers, the State University of New Jersey	University of North Carolina, Chapel Hill
Duke University	Stanford University	University of Notre Dame
East Carolina University	Temple University	University of Oklahoma
Eastern Kentucky University	The George Washington University	University of Pennsylvania
Emory University	The Ohio State University	University of Pittsburgh
Florida International University	The Rockefeller University	University of Rochester
Florida State University	The Scripps Research Institute	University of Southern California
Fred Hutchinson Cancer Research Center	The State University of New York System	University of Utah
George Mason University	The Texas A&M University System	University of Virginia
Georgetown University	The University of Texas	University of Washington
Georgia Institute of Technology	M.D. Anderson Cancer Center	University of Wisconsin
Georgia State University	The University of Texas System	University of Wyoming
Gonzaga University	Thomas Jefferson University	Vanderbilt University
Harvard University	Tufts University	Washington University
	Tulane University	Yale University







**AGENDA ITEM TITLE: Program Fee Proposal Update, Jewell/Blackburn/Alexander/Godby**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Program Fee Implementation Committee consisting of faculty, staff, and students met throughout the summer to reconfigure, simplify, and reduce the magnitude of program fees based upon feedback received during the March 2017 Board Meeting.

An update on the Program Fee Proposal will be provided.

The committee is soliciting feedback from ASUW and will provide a final report to the Board at the November 2017 Meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Program fees were discussed during the March and November 2016 Board Meetings; and the March and May 2017 Board Meetings.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This update is presented to request feedback on the proposals project to date.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE:**

**Update re: Lumina Foundation and Response to Budget Footnote: Wyoming's College's Recruitment and Retention Plan**, Nichols/Miller/Aguayo

**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:**

Update on UW's response to the State of Wyoming's 2017 Senate File No. SF0001, General Government Appropriations, University of Wyoming 17LSO-0679:

*The University of Wyoming, the community college commission and each community college shall collaborate and develop a unified plan to provide a coordinated approach to the recruitment and retention of and incentives for students graduating from Wyoming secondary schools and from schools in states contiguous to Wyoming. The university, on behalf of the university, community colleges and commission, shall report their progress on the plan to the joint education interim committee and the joint appropriations committee not later than September 30, 2017, and incorporate a final plan for the legislature not later than December 1, 2017, within their respective 2019-2020 biennial budget requests.*

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

**WHY THIS ITEM IS BEFORE THE BOARD:**

Information will be shared on UW's engagement with Wyoming's community college presidents and the Wyoming Community College Commission towards development of this plan, including an overview of the timeline and associated deliverables. This will include further discussion about the possibility of setting a statewide goal for post-secondary credential attainment, as advanced through the Lumina Foundation.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Fall 2017 Preliminary Enrollment, Blackburn/Miller/Jewell/Moore**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Fall semester classes commenced on Wednesday, August 30, 2017. A preliminary report for fall 2017 enrollment will be compiled with data as of Wednesday, September 13, 2017 (the 10<sup>th</sup> day of the semester) and presented to the Board of Trustees. The 15th day of the semester and census date is September 20, 2017. After that date, a full analysis will be prepared and shared with the Board of Trustees during the October Board Meeting.

Date	Day of Week	Day of Fall '17 Semester	Comment
8/30	Wednesday	1	Classes commence
8/31	Thursday	2	
9/1	Friday	3	
9/4	Monday	N/A	Labor Day Holiday
9/5	Tuesday	4	
9/6	Wednesday	5	
9/7	Thursday	6	
9/8	Friday	7	
9/11	Monday	8	Last day to add, late register, change grading options, drop or change sections for semester courses
9/12	Tuesday	9	
9/13	Wednesday	10	
9/14	Thursday	11	
9/15	Friday	12	Tuition / Fees due
9/18	Monday	13	
9/19	Tuesday	14	
9/20	Wednesday	15	Final enrollment census for semester

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Regular enrollment reports have been shared with the Board.

**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

**AGENDA ITEM TITLE: Post-July Meeting Update re: UW-Casper, 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:**

In conjunction with the University's strategic planning efforts and the reorganization of the Office of Academic Affairs this past spring, a retreat on the future of the UW-Casper was held on September 5-6, 2017. In keeping with the close partnership between UW-C and the Laramie campus, a number of university leaders and community stakeholders attended. The retreat was held in Casper at UW-C's facility.

The purposes of the retreat were to:

- Learn about the roles and structures of branch campuses in other states
- Learn about the history of UW Casper's role in Wyoming higher education
- Engage key stakeholders in defining the future of UW-C
- Develop an initial vision for the future of UW-C to be explored and finalized by the end of the year
- Develop a time line of activities for developing the strategic plan for UW-C

Fundamental principles that guided the discussions included:

- It is critical to the success of higher education in Wyoming that UW-C thrive.
  - Enrollments at the campus have declined precipitously from a record high of 603 students in 1991, to 451 ten years ago, to 212 students in Fall 2016
- UW-C and Laramie are partners in efficiently and effectively serving the state's higher education needs. UW Casper's future state should complement Laramie's enrollment growth goals
- Wyoming community colleges and UW are close partners in providing complementary academic programs with access to bachelors and graduate degrees
- The need to diversify Wyoming's economy, as exemplified by the ENDOW initiative, is an important backdrop to our discussions
- Any plan will build on UW-C's distinct attributes
  - For example, UW-C is well situated geographically to serve as a focal point for delivering bachelors and graduate degrees to place-bound students in the state

An update on the retreat and its outcomes will be provided at the meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

**WHY THIS ITEM IS BEFORE THE BOARD:**

Now that the University strategic plan has been approved, individual units are defining their plans for completion by year's end.

UW-Casper is a unit that has not thrived in recent years as it once did. The needs for “education at a distance” from Laramie have changed dramatically in the last 20 years, yet UW-Casper has not been able to evolve in response in the way that other branch campuses have nationally. By updating the Board on the retreat and its outcomes, the Office of Academic Affairs seek to inform board members about the opportunities and challenges for UW-C going forward.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Approval of Contracts and Grants Report, Synakowski/Yates**

**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 provides data on a monthly basis. Attached is a list of all research Contracts and Grants received in the months of May and June 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.

June 2017

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
3M Company (Canada)	\$ 161,445	Peterson, Marnie L.		School of Pharmacy	Mucosal Models for Skin and Wound Infections - 2017
American Society of Plant Taxonomists	\$ 35,800	Brown, Gregory		Botany	Operational Support
Crop Research Foundation of Wyoming	\$ 3,581	Eberle, Carrie		Plant Sciences	Winter Wheat Variety Trial
Foundation for Food and Agriculture Research	\$ 149,136	Schumaker, Brant A.		Veterinary Sciences	The Validation of a Novel qPCR Assay for the Detection of Burcella
Jan Medical, Inc.	\$ 60,000	Boyer, Matthew		VP Research	JMC-1602, A study to assess the effectiveness of the BrainPulse as an aid in the diagnosis of concussion
Jonah Energy LLC	\$ 35,000	Stahl, Peter D.		Ecosystem Science & Management	Recovery of Ecosystem Services on Natural Gas Wellpads Undergoing Restoration in Western Wyoming
Mosaic Network, Inc.	\$ 4,400	Feldman, Laura L.		Wyoming Survey & Analysis Center (WYSAC)	Head Start State Report
Nature Conservancy	\$ 15,000	Washkoviak, Lindsey Marie		Wyoming Natural Diversity Database	Development of a Wyoming Specific Wetland Monitoring and Assessment Tool: Addressing the Challenges of Highly Managed Watersheds in the Face of Climate Change CS
New Mexico Department of Health	\$ 465,000	Costello, Humphrey	Feldman, Laura	Wyoming Survey & Analysis Center (WYSAC)	Process and Outcome Valuation of New Mexico's Tobacco Use Prevention and Control
Siemens Wind Power Inc.	\$ 12,600	Naughton, Jonathan W.		Mechanical Engineering	Siemens Pressure System: Stand-Alone Pressure Measurement System

June 2017

Syngenta Crop Protection, LLC	\$	6,000	Stump, William		Plant Sciences	Crop Pest Management in the High Plains Region
Syngenta Crop Protection, LLC	\$	9,000	Sbatella, Gustavo		Plant Sciences	Weed Control in Small Grains
University of California, Berkeley	\$	4,019	Schmidt, Lawrence O	Nelson, Burrell	UW Library	Digitization TCN: Collaborative: The Microfungi Collections Consortium: A Networked Approach to Digitizing Small Fungi with Large Impacts on the Function and Health of Ecosystems
University of Waikato	\$	14,295	Williams, David G.		Botany	Evidence-based risk assessment of McMurdo Dry Valley ecosystem
University of Waikato	\$	8,875	Williams, David G.		Botany	People, Cities, Nature
US Department of Agriculture Forest Service (USDA-FS)	\$	76,000	Tanaka, John	Maczko, Kristie	Ecosystem Science & Management	Sustainable Rangelands Roundtable 2015
US Department of Agriculture Forest Service (USDA-FS)	\$	24,000	Western, Jessica	Smutko, Leonard	Institute for Environmental and Natural Resources (IENR)	Thunder Basin Prairie Dog Situation Assessment
US Department of Agriculture Forest Service (USDA-FS)	\$	30,000	Abernathy, Ian M.		Wyoming Natural Diversity Database	Monitoring of Songbirds on the Medicine Bow National Forest, Bighorn National Forest, and Thunder Basin National Grassland as part of the Integrated Monitoring in Bird Conservation Regions (IMBCR)
US Department of Agriculture Forest Service (USDA-FS)	\$	11,500	Harrington, Patrick R.		VP Student Affairs	2017 Bridger Teton Trail Project - Greys River Trail Work
US Department of Defense/Air Force ROTC (DOD-AF ROTC)	\$	50,561	Bobbitt, Kathleen		Student Financial Aid (SFA)	Air Force ROTC 16-17



June 2017

US Department of Education (D-ED)	\$	931	Bobbitt, Kathleen		Student Financial Aid (SFA)	Teacher Education Assistance for College & Higher Ed (TEACH) 16-17
US Department of Education (D-ED)	\$	40,530	Bobbitt, Kathleen		Student Financial Aid (SFA)	Pell Grant 16-17
US Department of Education (D-ED)	\$	23,000	Bobbitt, Kathleen		Student Financial Aid (SFA)	SEOG Grant 16-17
US Department of Energy (DOE)	\$	203,002	Liu, Xiaohong	Wang, Zhien	Atmospheric Science	Improving Predictability of Mixed-Phase Clouds and Aerosol Interactions in the Community Earth System Model (CESM) with ARM Measurements
US Department of Health and Human Services Administration for Community Living (DHHS-ACL)	\$	154,739	Root-Elledge, Sandra		Wyoming Institute for Disabilities (WIND)	Wyoming State Plan for Assistive Technology 2016-2018;1701WYSGAT-Wyoming State Plan for Assistive Technology 2016-2018-Loan;Demo;Training&TA;Awareness;Collaboration;Transition
US Department of Health and Human Services Centers for Disease Control and Prevention (DHHS-CDCP)	\$	74,588	Steiner, Joseph	Murray, Kevin	College of Health Sciences, Dean's Office	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 Interior US Fish & Wildlife Service(DOI-USFS)	\$	43,713	Andersen, Mark D.		Wyoming Natural Diversity Database	Ute Ladies Tresses Data Compilation
US Department of Interior US Geological Survey (DOI-USGS)	\$	9,661	Kerr, Greg		Office of Water Programs	State Water Resources Research Institute Program: Wyoming Water Research Program (Section 104B of the Water Resources Research Act of 1984 as amended)
US Department of Interior US Geological Survey (DOI-USGS)	\$	19,939	Geerts, Bart		Atmospheric Science	2015WY88B - High-Resolution Modeling of Precipitation, Snowpack, and Streamflow in WY: Quantifying Water Supply Variations in Future Decades
US Department of Interior US Geological Survey (DOI-USGS)	\$	5,701	Kerr, Greg		Office of Water Programs	2015WY90B - Wyoming Information Transfer

June 2017

US Department of Interior US Geological Survey (DOI-USGS)	\$	17,860	Zhang, Ye		Geology/Geophysics	2016WY91B - Groundwater Modeling of the Casper Aquifer, Belvoir Ranch, Cheyenne
US Department of Interior US Geological Survey (DOI-USGS)	\$	11,645	Fan, Maohong		Chemical/Petroleum Engineering	2016WY92B - A New Multifunctional Sorbent for the Treatment of Coproduced Waters from the Energy Industry
US Department of Interior US Geological Survey (DOI-USGS)	\$	12,608	Li, Dongmei		Chemical/Petroleum Engineering	Produced Water Treatment with Smart Materials for Reuse in Energy Exploration
US National Aeronautics and Space Administration (NASA)	\$	54,502	Jang-Condell, Hannah		Physics/Astronomy	Decoding the Origin, Structure, and Composition of Exoplanetary Debris Systems Through Multi-wavelength Studies - 2016-2017
US National Aeronautics and Space Administration (NASA)	\$	25,000	Mavriplis, Dimitri J		Mechanical Engineering	NASA Education Aeronautics Scholarship and Advanced STEM Training and Research (AS&ASTAR) Fellowship: Adjoint Convergence Strategies for Multidisciplinary Optimization Problems (Student: Emmett Padway)
US National Science Foundation (NSF)	\$	134,755	Goheen, Jacob		Zoology/Physiology	Landscape-Scale Consequences of Mutualism Disruption: Invasive Ants Threaten a Widespread Ant-Plant Mutualism in East Africa - Indirect cost at 44%
US National Science Foundation (NSF)	\$	1,960,184	Rodi, Alfred	French, Jeffrey; Wang, Zhien	Atmospheric Science	Wyoming King Air as a National Facility
Various Sponsors	\$	641	Kline, Jill	Jordan, Gregory	Wyoming Small Business Development Center (SBDC)	Market Research Center Program Income
Various Sponsors	\$	1,507	Murray, Kevin	Keinath, Richelle; Steiner, Joseph	WWAMI	New Access Point - Program Income
Various Sponsors	\$	12,050	Walrath, David		Manufacturing Works	Program Income - NIST
West Virginia University	\$	189,336	Fan, Maohong		School Eenergy Resources (SER)	U.S. China Clean Energy Research Center Phase II, Advanced Coal Technology Consortium (CERC II): Joint Study to Develop a Commercial-scale Integrated CCUS Demonstration Project in the Ordos Basin, China

June 2017

Wyoming Community Foundation	\$	10,000	Ernest, Holly B.	Veterinary Sciences	Wyoming Statewide Mule Deer Population Genomics and Chronic Wasting Disease Genetics
Wyoming Community Foundation	\$	28,790	Ernest, Holly B.	Veterinary Sciences	Wyoming Statewide Bighorn Sheep Population Genetics
Wyoming Department of Agriculture	\$	12,500	Edwards, Jeffrey	Cooperative Extension Services	Pesticide Applicator Training (PAT) for Weed & Pest Seasonal Workers and Training Trainers for Worker Protection Standard
Wyoming Department of Education	\$	532,032	Hardesty, Canyon Leigh	Wyoming Institute for Disabilities (WIND)	UW ECHO in Individual Learning Network
Wyoming Department of Health	\$	624,000	Root-Elledge, Sandra	Wyoming Institute for Disabilities (WIND)	Administration of the Inventory for Client and Agency Planning (ICAP) Assessment Tool
Wyoming Department of Health	\$	1,000,000	Wambeam, Rodney A.	Wyoming Survey & Analysis Center (WYSAC)	Evaluation of the Wyoming Prevention of Prescription Drug/Opioid Overdose-Related Deaths
Wyoming Department of Transportation	\$	155,943	Ahmed, Mohammed M.	Civil/Architectural Engineering	Calibrating Crash Modification Factors for Wyoming-Specific Conditions-Application of the Highway Safety Manual, Part D: Phase 2
Wyoming, State of (Treasurer)	\$	333,313	Piri, Mohammad	School Eenergy Resources (SER)	State of Wyoming Matching Funds-Experimental Investigation of Heavy Crude Oil Flow Regimes in Porous Media

**Sponsored Programs**

**TOTAL 6/2017** \$6,868,682

**Total From 7/2016** **\$7,115,523**

**Total From 8/2016** **\$8,644,034**

**Total From 9/2016** **\$14,005,320**

**AGENDA ITEM TITLE: Capital Construction – Progress Report, 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:**

**Capital Construction**

**Progress Report as of August 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**

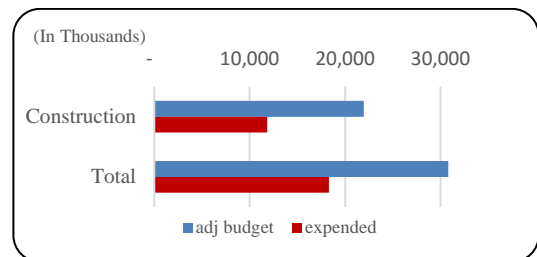
**1. Arena Auditorium Renovation**

**Phase I**

Contractor: Haselden Wyoming Constructors  
Casper, WY

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

**Ph I & II**



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
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
<b>Total Funding</b>	<b>12,850,000</b>	<b>12,982,109</b>

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)
<b>Construction</b>	7,057	911	360	8,328	(8,328)	-	-
<b>Contingency</b>	360	-	(360)	-	-	-	-
<b>Design</b>	1,065	-	-	1,065	(1,042)	(17)	6
<b>FF&amp;E</b>	3,663	(460)	-	3,203	(3,298)	-	(95)
<b>Tech</b>	250	(250)	-	-	-	-	-
<b>Admin</b>	455	(69)	-	386	(297)	-	89
<b>Total</b>	<b>12,850</b>	<b>132</b>	<b>-</b>	<b>12,982</b>	<b>(12,965)</b>	<b>(17)</b>	<b>-</b>

## **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)

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

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)
<b>Construction</b>	12,825	574	266	13,665	(3,435)	(10,230)	-
<b>Contingency</b>	1,138	167	(266)	1,039	-	-	1,039
<b>Design</b>	1,835	379	-	2,214	(1,822)	(250)	142
<b>FF&amp;E</b>	760	(225)	-	535	(28)	-	507
<b>Tech</b>	300	(150)	-	150	-	-	150
<b>Admin</b>	292	(65)	-	227	(83)	(11)	133
<b>Total</b>	<b>17,150</b>	<b>680</b>	<b>-</b>	<b>17,830</b>	<b>(5,368)</b>	<b>(10,491)</b>	<b>1,971</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>13,282,982</b>
Change order #1	Drilled pier over run quantity	34,646
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
Change order #4	Miscellaneous structural items: steel columns, modification to foundation pilaster	3,179
Change order #5	Changes to concession stands	4,545
Change order #6	Added dimming controls for concourse lights	4,556
Change order #7	Revised toilet partition specifications	(1,936)
Change order #8	Revised specification on temperature control system controller	4,962
Change order #9	Modifications to existing mechanical vent stacks	14,537
Change order #10	Added drywall soffit for mechanical diffusers at east entry vestibules	7,121
Change order #11	Revised sliding grille security to overhead coiling grille for new North & South concessions	23,732
Change order #12	Revised location of recessed light fixture Z at the Sailors gallery	3,657
Change order #13	Additional fire alarm work related to smoke exhaust fan dampers	9,972
Change order #14	Delete relocation of fire hydrant, credit to owner	(10,604)

Change order #15	Repairs to existing damaged waste piping at East Concourse as requested by UW Operations	47,942
Change order #16	Change concrete subcontractors	97,371
Change order #17	Revisions to new emergency generator electrical feed for sub-concourse telecom room D-20	2,069
Change order #18	Add stainless steel doors and entrance trim for the elevator	7,954
<b>Adj Contract</b>		<b>13,549,252</b>

#### Work Completed/In Progress:

- Interior framing is complete.
- Electrical wall rough in is complete.
- Polished concrete is ongoing.
- Site work is ongoing.
- Exterior masonry is ongoing.
- Fire sprinkler installation is ongoing.
- Permanent roofing is complete.

#### Issues Encountered with Proposed Resolution for Each:

- No current issues.

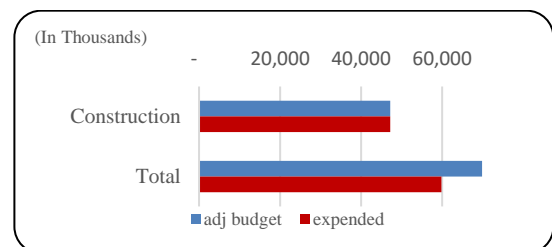
#### Work Planned for the Upcoming Month:

- Landscaping.
- Electrical trim out.
- Interior painting.
- Install interior wall finishes.
- Aluminum storefronts and exterior windows.

## 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)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
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
Loss of donor funding \$1M/match \$1M *	-	-
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
<b>Total Project</b>	<b>67,300,000</b>	<b>72,383,458</b>

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 the \$4M loss has been replenished resulting in budget increases in FF&E by \$892 and Contingency by \$1,108. Update: All \$4M of the loss has been replenished and budgets adjusted accordingly.

(In Thousands)	Budget	Additional Funding	Use of Contingency	Adj Budget	Expenditures	Obligations	Remaining Balance
	(a)	(b)	(c)	(a+b+c)=(d)	(e)	(f)	(d+e+f)=(g)
Restricted for Tech	11,200	-	-	11,200	(6,196)	(5,004)	-
Restricted Equip Donation	2,500	-	-	2,500	-	-	2,500
(In Thousands)	Budget	Additional Funding	Use of Contingency	Adj Budget	Expenditures	Obligations	Remaining Balance
	(a)	(b)	(c)	(a+b+c)=(d)	(e)	(f)	(d+e+f)=(g)



<b>Construction</b>	42,926	0	4,229	47,155	(47,155)	-	-
<b>Contingency</b>	3,125	5,084	(4,774)	3,435	-	-	3,435
<b>Design</b>	4,741		121	4,862	(4,631)	(63)	168
<b>FF&amp;E</b>	1,288	-	-	1,288	(988)	(279)	21
<b>Tech</b>	644	-	-	644	(246)	(186)	212
<b>Admin</b>	876	-	424	1,300	(615)	(669)	16
<b>Total</b>	<b>53,600</b>	<b>5,084</b>	<b>-</b>	<b>58,684</b>	<b>(53,635)</b>	<b>(1,197)</b>	<b>3,852</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>42,925,724</b>
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
Change Order 13	Return of remaining construction contingency and buyout	(712,316)
Change Order 14	Return of GMP savings	(55,254)
<b>Adjusted Contract</b>		<b>47,155,083</b>

**Work Completed/In Progress:**

- Move of laboratory personnel and equipment is complete.
- Modifications to the mechanical room, allowing for excess air compressor heat to be rejected from the space, are complete.
- Projects related to approved contingency spending in progress.

**Issues Encountered with Proposed Resolution for Each:**

- No current issues

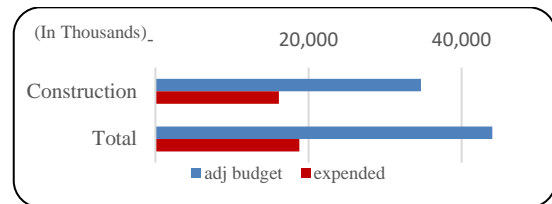
**Work Planned for the Upcoming Month:**

- Continue to monitor and resolve warranty items.
- Begin procurement process for oil barrel storage modular and third backup generator.

**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)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
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
<b>Total Project</b>	<b>44,000,000.00</b>	<b>44,018,844.89</b>

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	34,638	-	54	34,692	(16,134)	(18,558)	-
Contingency	1,363	-	(65)	1,298	-	-	1,298
Design	3,607	-		3,607	(2,244)	(715)	648

<b>FF&amp;E</b>	1,961	-	-	1,961	(102)	(690)	<b>1,169</b>
<b>Tech</b>	1,015	-	-	1,015	-	-	<b>1,015</b>
<b>Admin</b>	1,416	19	11	1,446	(316)	(129)	<b>1,001</b>
<b>Total</b>	<b>44,000</b>	<b>19</b>	<b>-</b>	<b>44,019</b>	<b>(18,796)</b>	<b>(20,092)</b>	<b>5,131</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$34,638,119</b>
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
Change order #5	Switch from aluminum to copper bussing at all panel boards & switchboards	7,293
Change order #6	Labor & material credit for elimination of manhole #3 due to resizing the grease interceptor	(8,659)
Change order #7	Provide power to floor box 6 at the squad room and training table	1,240
Change order #8	Prep, prime and paint exposed HSS columns in the recovery pool room with epoxy based paint	3,280
Change order #9	Remove and replace door, frame and hardware at opening L204	4,166
Change order #10	Sink discrepancies at both sports med exam rooms	6,220
Change order #11	Furnish and install 3 exit signs	1,341
Change order #12	Furnish and install fixtures and occupancy sensor	1,166
Change order #13	Parts and labor to provide power to SP-1, sump pump for new elevator	1,969
Change order #14	Parts and labor for elevator tube steel	7,225
Change order #15	Parts and labor for rubber flooring at landings on S7	3,630
Change order #16	Parts and labor credit for static control tile	(8,264)
Change order #17	Materials and labor for epoxy paint at all wet areas	8,741
<b>Adj Contract</b>		<b>\$34,691,956</b>

**Work Completed/In Progress:**

- Steel erection, secondary steel, and exterior framing complete.
- Interior framing 95% complete.
- Roofing complete.
- Mechanical, electrical, plumbing (MEP) rough in 75% complete including AHU (air handling unit) installation.
- Masonry veneer and exterior stone work 90% complete.
- Window, curtain wall, and storefront installation 85% complete.
- Site utilities 95% complete.
- Site flatwork in progress, 75% complete.

**Issues Encountered with Proposed Resolution for Each:**

- GE Johnson and UW are working through final pricing and schedule.

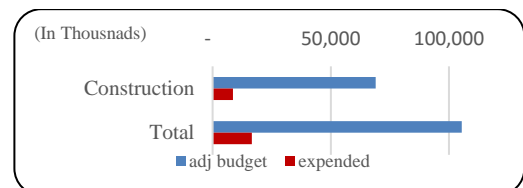
**Work Planned for Following Month:**

- Complete exterior masonry work.
- Complete site utilities.
- Complete exterior flatwork on building exterior.
- Commence in-wall electrical rough in.
- Commence drywall installation.

**4. Engineering Education and Research Building (EERB)**

Contractor: GE Johnson Construction Wyoming  
Jackson, WY

Original Project Budget \$ 105,358,910 (a)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
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
<b>Total Project</b>	<b>105,358,910.00</b>	<b>105,358,910.00</b>

Guaranteed Maximum Price                      \$69,014,882  
Contract Substantial Completion Date        February 13, 2019

**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)
<b>Construction</b>	72,491	(3,476)	-	69,015	(8,639)	(60,376)	-
<b>Contingency</b>	8,205	-	-	8,205	-	-	8,205
<b>Reserve</b>	5,243	3,369	-	8,612	-	-	8,612
<b>Design</b>	7,943	(129)	-	7,814	(6,248)	(1,565)	1
<b>FF&amp;E</b>	3,993	(75)	-	3,918	-	-	3,918
<b>Tech</b>	3,474	(75)	-	3,399	-	-	3,399
<b>Admin</b>	4,010	386	-	4,396	(1,695)	(519)	2,182
<b>Total</b>	<b>105,359</b>	<b>-</b>	<b>-</b>	<b>105,359</b>	<b>(16,582)</b>	<b>(62,460)</b>	<b>26,317</b>

#### Statement of Contract Amount

<b>Original contract</b>		<b>\$69,014,882</b>
	No Change Orders	-
<b>Adj Contract</b>		<b>\$69,014,882</b>

#### **Work Completed/In Progress:**

- Steel erection is complete.
- Concrete on metal deck (COMD) and associated topping slabs are underway.
- Exterior metal stud framing is underway.
- Pilaster Concrete Masonry Units (CMUs) are being placed.
- Fireproofing of structural steel is underway.
- Shotcrete shear cores are underway.
- Mechanical, electrical and plumbing (MEP) rough-ins are underway.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

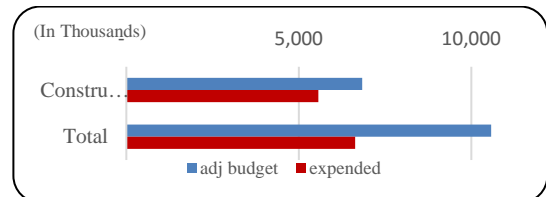
**Work Planned for the Upcoming Month:**

- Exterior envelope work.
- Erect feature stairs
- Dry type transformer will be set allowing for permanent power.

**5. BSL3 – State Vet Lab**

Contractor: Sampson Construction Co, Inc.

Original Project Budget \$8,372,000 (a)  
Adjusted Project Budget \$10,572,065



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State of Wyoming Reimbursement	8,372,000.00	10,572,065
<b>Total Project</b>	<b>8,372,000.00</b>	<b>10,572,065</b>

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)
<b>Construction</b>	6,512		324	6,836	(5,570)	(1,266)	-
<b>Specialized Equipment</b>	253	2,200		2,453	(379)	(825)	1,249
<b>Contingency</b>	496		(402)	94			94
<b>Design</b>	766		67	833	(596)	(236)	1
<b>Admin</b>	345		11	356	(91)	(96)	169
<b>Total</b>	8,372	2,200	-	10,572	(6,636)	(2,423)	1,513

**Statement of Contract Amount**

<b>Original contract</b>		<b>6,512,000</b>
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 3/4" 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
Change Order #30	Prep/re-surface floor with shock-crete and topcoat to build up floor slope	46,358
Change Order #31	Delete work in incinerator room 1138	(7,401)
Change Order #32	Fabricate (5) stainless steel enclosures for CO2 panels	1,581
Change Order #33	Credit 10% overhead and profit of prior owner approved change orders (#5,6,7,10,16,19) – per article 39 of specifications	(1,176)
Change Order #34	Delete re-install of autoclaves, owner will complete and credit 10% overhead and profit	(17,091)
Change Order #35	Add porcelain tile and epoxy paint finishes; delete FRP finishes	11,565
Change Order #36	Provide and install PT-2; credit resign tops and sinks	6,565
Change Order #37	Credit 3 door cylinders	(262)
Change Order #38	Install water lines for (3) purified water units, provide and install supports for additional lines	867
Change Order #39	Relocate steam and condensate lines; provide additional hangers and supports	3,941
Change Order #40	Provide power and lighting to roof top fan housing enclosure	1,081
Change Order #41	Reconfigure existing EDS waste lines and add two clean-outs	20,599
Change Order #42	Provide new circuit for (4) jacket heaters	731
Change Order #43	Tie onto existing dry pipe sprinkler system	1,279
Change Order #44	Supply and install cabinet back panels and bottoms	4,146
Change Order #45	Purchase single door sterilizer in lieu of renting temporary sterilizer	9,367
Change Order #46	Add VHP piping and ports to decon room 1122; install VHP lines utilizing 1-1/2" PVC pipe; provide & install isolation valves & quick connects	4,752



Change Order #47	Fabricate & install 10" stainless steel duct for exhaust air into decon room 1122; provide new 24"x12" stainless steel exhaust grill; provide & install new bubble tight damper; additional balancing	12,625
Change Order #48	Remove demolition of floor, cove base in corridor	(3,328)
Change Order #49	Provide compressed air to new cage wash equipment	1,124
Change Order #50	Remove and replace existing electrical conduit in Necropsy CMU walls	69,365
Change Order #51	Fix and repair 2 <sup>nd</sup> floor mechanical room door leak	821
Change Order #52	Install new light fixtures by autoclaves	1,675
Change Order #53	Replace eyewash fixtures with hoses; install stainless steel caps to infill existing counter tops	3,893
Change Order #54	Demolish concrete/asphalt; provide new curb and slab; add fencing and gates, including utilities for exterior temporary incinerator	27,509
Change Order #55	Remove and replace (25) HEPA filters and pre-filters	16,255
Change Order #56	Provide reimbursable cost for Rocky Mountain Power utility work paid by UW	(1,750)
Change Order #57	Run additional conduit from Panel UPS to BSL3 mezzanine for back-up power to Johnson Controls controllers	1,865
Change Order #58	Provide and install (6) door closure kits	590
<b>Adj Contract</b>		<b>6,835,956</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>Fencing around temporary incinerator is complete.</li> <li>Ongoing controls tie-in.</li> <li>Final cleaning is complete.</li> <li>Continue design of new permanent incinerator.</li> <li>Commissioning activities are ongoing.</li> </ul>

<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>None at this time.</li> </ul>

<b>Work Planned for the Upcoming Month:</b>
<ul style="list-style-type: none"> <li>Punch list items.</li> <li>Commissioning activities.</li> <li>Continue process for standard operating procedures (SOP's) for BSL3.</li> </ul>