

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

**March 21-23, 2018**

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 (July 2017)**

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; 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:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming's only public university, we are committed to scholarship, 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.



**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**March 21-23, 2018**

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## **BUSINESS MEETING**

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February 14, 2018 (conference call)

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

February 14, 2018 (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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**Date of Next Meeting** – April 11, 2018 (conference call)

**Adjournment**

**AGENDA ITEM TITLE: FY18 Budget Amendments, 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 June 7, 2017, Board of Trustees conference call, the Board adopted the FY2018 UW Operating Budget and adopted a motion stating that the FY18 Operating Budget can only be amended with full Board of Trustees approval.

In addition to the implementation of the new WyoCloud Financial Management system and a new chart of accounts, the development of the all-funds FY2018 budget during the Spring of 2017, was a first for the majority of campus units. Accordingly, throughout the first two quarters of fiscal year 2018, the Administration has worked with Vice Presidents and Deans to monitor Division/College operating budgets to ensure that actuals were in alignment with the budgeted plans.

On January 22, 2018, the Administration launched the WyoCloud Planning and Budgeting system and the first task that was requested of the Division/Colleges was to complete a forecast for FY18 based upon actual revenue and expenses through the first six months of the fiscal year (December 31, 2017).

Upon review of the FY18 forecasts, the Administration has identified two Divisions that are highly likely to need adjustments/increases to their FY18 unrestricted operating budgets – the Division of Academic Affairs (\$5.6M) and the Division of Information Technology (\$1.0M).

The Division of Academic Affairs' negative variance of \$5.6M is primarily driven by the miscoding of payments associated with the Voluntary Separation Incentive Program (VSIP). In March 2017, the BOT approved funding the VSIP at approximately \$7.3M with \$5M of funding coming from the University's General Operating Reserve and \$2.3M coming from the then existing Outreach School Reserve. This funding was supposed to be set aside in a reserve dedicated to VSIP during the fourth quarter of FY17 and then all VSIP expenses were to be charged to this reserve for the life of the program. However, the VSIP funding was not set aside in FY17 and thus the \$7.3M of funding was included in the consolidation of reserves action that the BOT enacted in June 2017. In addition, in the transition to the new financial system, the VSIP expenses were mapped to the Provost's Office Unrestricted Operating Budget, and thus are driving the negative variance for the Division.

The negative variance of approximately \$1.0M for the Division of Information Technology, is driven by the transition to the new WyoCloud Financial Management system. Specifically, purchase orders that were encumbered on FY17 budgets had to be migrated to the new financial system at the end of FY17 and thus were moved to FY18 and encumbered funds in the FY18

budget, yet were not budgeted in the FY18 budget by the Division as the expense was anticipated to hit the FY17 budget.

The Budget Committee will discuss these item at the March 21, 2018 committee meeting and recommend full Board action, if appropriate, at the March 22-23, 2018 Board of Trustees meeting.

**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 FY18 budget amendments.

**PROPOSED MOTION**

Budget Committee Chairman will provide the necessary motion(s).

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

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Board of Trustees' Report  
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O\_B1000: Academic Affairs Division  
Forecast Detail Report - Quarterly

		OEP_Plan	FY18					Variance
		YearTotal	Q1	Q2	OEP_Forecast	Q4	YearTotal	
					Q3			
Summary Level Natural Accounts								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(3,922,618)	(1,384,983)	93,326	(268,730)	(2,690,483)	(4,270,850)	(348,232)
	A_B4100 Sales of Goods & Services	(487,778)	(478,217)	(728,547)	(1,122,771)	(894,670)	(3,325,207)	(2,837,428)
	A_B4300 Grants & Contracts	(429,109)	-	-	-	(50,000)	(50,000)	379,100
	A_43501 Federal Appropriations	-	-	-	3,128	3,128	6,256	6,256
	A_B4400 Other Operating Revenue	(2,807,478)	36,873	(468,293)	(285,586)	(899,947)	(1,363,954)	1,223,523
	A_B5100 Appropriations	(10,795,781)	(9,898,091)	-	(1,045,000)	(25,000)	(10,756,091)	29,690
	A_B5300 Gifts	(575,550)	-	(9,077)	(213)	(213)	(9,502)	566,048
	A_B5500 Investment Income	(372,208)	-	-	(371,408)	-	(371,408)	800
	A_B5600 Other Non Operating Revenues	(4,111,805)	(20,754)	(18,633)	(164,347)	(148,529)	(362,262)	3,759,544
	Total_Revenue Revenue	(23,292,322)	(11,533,152)	(1,130,224)	(3,274,827)	(4,874,718)	(20,513,018)	2,779,303
	A_B6000 Salaries, Wages & Benefits	149,898,919	36,620,684	40,108,876	36,435,001	39,897,573	153,062,144	3,163,225
	A_B6200 Services & Fees	5,598,237	3,279,409	1,198,117	(1,406,790)	947,760	4,018,486	(1,579,742)
	A_B6300 Travel	3,935,487	1,397,881	854,364	458,577	1,447,890	4,198,712	223,247
	A_B6400 Supplies	18,178,096	5,654,128	65,544,707	(58,809,128)	4,475,443	16,865,149	(1,312,947)
	A_B6450 Utilities	23,354	7,823	6,637	8,612	28,732	51,804	28,450
	A_B6500 Repairs & Maintenance	848,333	109,823	113,504	124,693	416,013	763,834	(94,499)
	A_B6550 Rentals & Leases	168,208	42,131	89,287	117,887	51,650	300,395	132,727
	A_B6575 Interest Expense	-	-	66	-	-	66	66
	A_B6650 Other Expense	1,575,632	549,961	418,139	562,960	620,810	2,151,890	576,257
	A_B6700 Subcontracts	110,385	2,920	4,651	3,606	5,425	16,601	(83,784)
	A_B6900 Depreciation & Amortization	-	-	55,557	(214)	-	55,343	55,343
	A_B7000 Capital Expense	-	9,294	23,645	554,658	577,556	1,165,153	1,165,153
	A_B7500 Other Non Operating Expenses	10,500	1,371	(8,908)	550	550	(4,338)	(14,838)
	A_B7600 Internal Allocations & Sales	23,901	353,396	491,256	2,527,902	(1,192,502)	2,180,053	2,156,151
	A_B7700 Funding Transfers	(2,931,856)	-	-	(4,382,935)	(160,898)	(4,543,832)	(1,611,876)
	Total_Expenses Expenses	177,439,076	49,029,631	106,901,979	(23,804,802)	47,116,002	180,242,011	2,802,933
	Statement of Activities Net Result	154,146,754	36,495,479	107,771,755	(27,079,529)	42,941,288	159,728,992	5,582,233
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(559,883)	(536,613)	(44,046)	(363,686)	(218,895)	(1,163,422)	(603,536)
	A_B4100 Sales of Goods & Services	(51,382)	(76,089)	(164,450)	(60,082)	(53,482)	(354,080)	(292,698)
	A_B4300 Grants & Contracts	(2,240,867)	(6,435)	(25,174)	(21,703)	(856,841)	(910,153)	1,330,714
	A_B4400 Other Operating Revenue	(1,267,037)	(369,370)	(207,716)	(451,108)	(525,875)	(1,553,869)	(286,832)
	A_B5100 Appropriations	(3,797,686)	(3,782,730)	(136,313)	-	-	(3,922,043)	(124,357)
	A_B5300 Gifts	(19,500)	-	1,587	(125)	(125)	1,337	20,837
	A_B5600 Other Non Operating Revenues	(856,230)	-	(83)	(1,875)	(103,327)	(175,265)	660,946
	Total_Revenue Revenue	(8,802,596)	(4,771,233)	(579,195)	(968,741)	(1,758,245)	(6,077,519)	725,077
	A_B6000 Salaries, Wages & Benefits	5,593,608	4,178,209	(1,348,231)	1,661,207	1,648,527	6,139,713	546,105
	A_B6200 Services & Fees	408,300	216,649	129,361	55,790	62,172	483,972	75,671
	A_B6300 Travel	385,191	101,104	120,755	159,228	206,232	587,313	202,127
	A_B6400 Supplies	2,327,685	536,505	326,634	747,720	897,894	2,508,753	181,088
	A_B6450 Utilities	72	1,037	75	268	225	1,625	1,553
	A_B6500 Repairs & Maintenance	169,300	35,693	133,208	(394,439)	152,171	281,633	92,333
	A_B6550 Rentals & Leases	33,891	1,011	23,525	11,286	16,201	52,024	18,133
	A_B6650 Other Expense	1,097,198	113,040	165,911	143,243	121,124	543,318	(553,840)
	A_B6700 Subcontracts	31,000	16,744	6,302	5,391	300	28,737	(2,263)
	A_B6900 Depreciation & Amortization	-	-	2,383	-	-	2,383	2,383
	A_B7000 Capital Expense	-	4,362	210,782	80,670	86,000	381,823	381,823
	A_B7500 Other Non Operating Expenses	-	1,685	-	37,500	37,500	76,695	76,695
	A_B7600 Internal Allocations & Sales	(47,720)	19,830	21,611	(14,644)	(286,089)	(259,292)	(211,572)
	A_B7700 Funding Transfers	(1,386,221)	-	-	(631,893)	(1,535,081)	(2,166,975)	(780,754)
	Total_Expenses Expenses	8,832,244	5,225,969	(207,874)	2,216,342	1,427,175	8,661,712	29,488
	Statement of Activities Net Result	(170,342)	454,636	(786,969)	1,247,600	(831,170)	584,197	754,533
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(4,482,501)	(1,921,576)	49,280	(652,586)	(2,809,378)	(5,434,272)	(951,771)
	A_B4100 Sales of Goods & Services	(549,160)	(554,302)	(893,967)	(1,182,834)	(1,048,153)	(3,678,286)	(3,130,127)
	A_B4300 Grants & Contracts	(2,669,972)	(6,435)	(25,174)	(21,703)	(906,841)	(960,153)	1,709,819
	A_43501 Federal Appropriations	-	-	-	3,128	3,128	6,256	6,256
	A_B4400 Other Operating Revenue	(3,874,515)	(337,383)	(674,010)	(736,684)	(1,194,582)	(2,942,669)	931,845
	A_B5100 Appropriations	(14,583,487)	(13,488,821)	(139,313)	(1,045,000)	(25,000)	(14,678,134)	(94,967)
	A_B5300 Gifts	(595,050)	-	(7,490)	(336)	(336)	(8,165)	586,885
	A_B5500 Investment Income	(372,208)	-	-	(371,408)	-	(371,408)	800
	A_B5600 Other Non Operating Revenues	(4,968,035)	(20,754)	(18,715)	(236,222)	(251,856)	(527,547)	4,440,488
	Total_Revenue Revenue	(32,084,898)	(16,308,271)	(1,709,420)	(4,243,689)	(6,333,020)	(26,595,379)	3,499,529
	A_B6000 Salaries, Wages & Benefits	155,492,527	40,798,904	38,760,645	38,096,209	41,546,100	159,201,857	3,709,331
	A_B6200 Services & Fees	6,008,537	3,497,234	1,327,479	(1,351,000)	1,029,931	4,803,643	(1,502,894)
	A_B6300 Travel	4,320,658	1,498,985	975,119	617,799	1,854,122	4,746,025	425,366
	A_B6400 Supplies	20,505,761	6,190,633	65,871,341	(58,061,408)	5,373,337	19,373,802	(1,131,859)
	A_B6450 Utilities	23,426	8,861	6,712	8,900	28,957	53,429	30,003
	A_B6500 Repairs & Maintenance	1,037,633	145,316	248,712	85,254	568,184	1,045,466	7,834
	A_B6550 Rentals & Leases	202,098	43,142	112,782	129,173	67,852	352,958	150,860
	A_B6575 Interest Expense	-	-	66	-	-	66	66
	A_B6650 Other Expense	2,872,790	663,318	584,050	706,223	741,933	2,695,255	22,734
	A_B6700 Subcontracts	141,385	19,664	10,953	8,997	5,725	45,339	(96,045)
	A_B6900 Depreciation & Amortization	-	-	57,840	(214)	-	57,626	57,626
	A_B7000 Capital Expense	-	13,656	234,437	635,328	663,556	1,546,976	1,546,976
	A_B7500 Other Non Operating Expenses	10,500	3,056	(6,808)	38,050	38,050	72,347	61,847
	A_B7600 Internal Allocations & Sales	(23,816)	373,225	517,867	2,513,258	(1,478,590)	1,925,761	1,949,579
	A_B7700 Funding Transfers	(4,316,177)	-	640	(5,014,828)	(1,695,978)	(6,710,167)	(2,391,990)
	Total_Expenses Expenses	186,071,320	53,255,984	108,899,944	(21,588,280)	48,543,178	188,910,856	2,839,533
	Statement of Activities Net Result	153,876,412	36,946,723	106,990,525	(25,831,920)	42,210,158	160,315,476	6,339,066



		FY18							
		OEP_Plan			OEP_Forecast			Variance	
		YearTotal	Q1	Q2	Q3	Q4	YearTotal		
Summary Level Natural Accounts									
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	6,201,056	3,140,802	176,065	4,275,230	(854,542)	6,737,655	536,597	
	A_B4100 Sales of Goods & Services	(39,000)	(8,803)	(17,407)	(2,200)	(15,313)	(43,723)	(4,723)	
	A_B4400 Other Operating Revenue	(299,278)	403,322	(139,043)	(70,584)	(56,550)	137,145	436,422	
	A_B5300 Gifts	(2,600)	-	-	(25)	(25)	(50)	2,550	
	A_B5500 Investment Income	(800)	-	-	-	-	-	800	
	A_B5600 Other Non Operating Revenues	(210,580)	-	-	-	-	-	210,580	
	Total_Revenue Revenue	5,648,800	3,535,420	19,615	4,202,421	(826,430)	6,831,026	1,182,226	
	A_B6000 Salaries, Wages & Benefits	16,857,391	8,204,048	4,877,053	4,220,814	4,445,651	21,747,567	4,790,176	
	A_B6200 Services & Fees	1,848,733	103,521	360,658	499,588	396,094	1,359,862	(488,871)	
	A_B6300 Travel	1,235,588	111,641	164,551	204,798	355,775	836,764	(398,824)	
	A_B6400 Supplies	1,099,438	375,200	37,877,968	(37,462,685)	227,786	1,018,288	(81,150)	
	A_B6450 Utilities	5,865	1,656	880	2,005	1,690	6,231	366	
	A_B6500 Repairs & Maintenance	11,350	1,156	418	7,200	200	8,974	(2,376)	
	A_B6550 Rentals & Leases	41,000	10,131	24,667	45,250	22,450	102,498	61,498	
	A_B6650 Other Expense	247,921	55,947	142,642	162,017	181,885	542,491	294,570	
	A_B6700 Subcontracts	-	61	3,584	-	-	3,644	3,644	
	A_B6900 Depreciation & Amortization	-	-	2,166	-	-	2,166	2,166	
	A_B7500 Other Non Operating Expenses	7,200	-	-	-	-	-	(7,200)	
	A_B7600 Internal Allocations & Sales	4,786,533	145,383	265,870	4,554,193	79,839	5,045,285	258,752	
	A_B7700 Funding Transfers	(478,091)	-	-	(462)	(862)	(1,325)	476,766	
	Total_Expenses Expenses	25,782,928	9,008,744	43,720,477	(27,767,283)	5,710,508	30,672,446	4,909,519	
	Statement of Activities Net Result	31,411,728	12,544,164	43,740,093	(23,554,862)	4,784,078	37,503,473	6,091,745	
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(178,188)	(896,556)	(37,037)	(290,811)	(41,075)	(1,095,479)	(879,292)	
	A_B4300 Grants & Contracts	(41,000)	(5,534)	-	-	-	(5,534)	35,466	
	A_B4400 Other Operating Revenue	(6,294)	(80,744)	(2,066)	(71,321)	(71,321)	(225,451)	(219,167)	
	A_B5100 Appropriations	-	-	(139,313)	-	-	(139,313)	(139,313)	
	A_B5300 Gifts	-	-	1,750	-	-	1,750	1,750	
	Total_Revenue Revenue	(223,472)	(772,834)	(176,888)	(362,132)	(112,396)	(1,424,929)	(1,200,557)	
	A_B6000 Salaries, Wages & Benefits	115,873	25,318	44,183	263,258	310,684	643,443	527,569	
	A_B6200 Services & Fees	36,620	40	1,441	4,230	7,575	13,285	(23,335)	
	A_B6300 Travel	29,500	8,889	3,849	6,375	6,375	25,488	(4,012)	
	A_B6400 Supplies	38,125	67,124	1,574	16,864	11,375	96,937	58,812	
	A_B6450 Utilities	-	26	-	-	-	26	26	
	A_B6500 Repairs & Maintenance	600	-	-	-	-	-	(600)	
	A_B6550 Rentals & Leases	-	-	70	-	-	70	70	
	A_B6650 Other Expense	10,450	48,708	27,384	42,300	54,097	172,498	162,048	
	A_B6700 Subcontracts	-	16,744	-	-	-	16,744	16,744	
	A_B7600 Internal Allocations & Sales	18,980	(9,527)	1,063	9,970	177,920	179,426	160,446	
	A_B7700 Funding Transfers	(26,677)	-	-	108	108	217	26,884	
	Total_Expenses Expenses	223,472	157,322	79,574	343,105	566,134	1,148,134	924,663	
	Statement of Activities Net Result	-	(615,512)	(87,083)	(19,027)	455,738	(275,894)	(275,894)	
	FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	6,024,871	2,454,346	138,026	3,984,419	(885,617)	5,682,175	(342,695)
		A_B4100 Sales of Goods & Services	(39,000)	(8,803)	(17,407)	(2,200)	(15,313)	(43,723)	(4,723)
		A_B4300 Grants & Contracts	(41,000)	(5,534)	-	-	-	(5,534)	35,466
A_B4400 Other Operating Revenue		(305,562)	322,578	(141,108)	(141,805)	(127,871)	(86,307)	217,255	
A_B5100 Appropriations		-	-	(139,313)	-	-	(139,313)	(139,313)	
A_B5300 Gifts		(2,600)	-	1,750	(25)	(25)	1,700	4,300	
A_B5500 Investment Income		(800)	-	-	-	-	-	800	
A_B5600 Other Non Operating Revenues		(210,580)	-	-	-	-	-	210,580	
Total_Revenue Revenue		5,425,329	2,782,586	(197,051)	3,840,289	(1,038,826)	5,406,998	(18,331)	
A_B6000 Salaries, Wages & Benefits		17,073,284	8,229,387	4,921,236	4,484,072	4,756,335	22,391,010	5,317,746	
A_B6200 Services & Fees		1,885,353	103,561	362,099	503,818	403,669	1,373,147	(512,206)	
A_B6300 Travel		1,265,088	120,530	168,400	211,173	362,150	862,253	(402,835)	
A_B6400 Supplies		1,137,583	442,324	37,879,562	(37,445,821)	239,181	1,115,225	(22,338)	
A_B6450 Utilities		5,865	1,681	880	2,005	1,690	6,256	391	
A_B6500 Repairs & Maintenance		11,950	1,156	418	7,200	200	8,974	(2,976)	
A_B6550 Rentals & Leases		41,000	10,131	24,737	45,250	22,450	102,568	61,568	
A_B6650 Other Expense		258,371	104,855	170,036	204,317	235,982	714,989	456,618	
A_B6700 Subcontracts		-	16,805	3,584	-	-	20,389	20,389	
A_B6900 Depreciation & Amortization		-	-	2,166	-	-	2,166	2,166	
A_B7500 Other Non Operating Expenses		7,200	-	-	-	-	-	(7,200)	
A_B7600 Internal Allocations & Sales		4,805,513	135,856	271,933	4,564,163	257,759	5,229,711	424,198	
A_B7700 Funding Transfers		(504,768)	-	640	(354)	(754)	(486)	504,299	
Total_Expenses Expenses	25,986,399	9,166,066	43,805,691	(27,424,178)	6,278,642	31,826,220	5,839,821		
Statement of Activities Net Result	31,411,728	11,828,652	43,648,639	(23,583,869)	5,239,816	37,233,218	5,821,490		



O\_C1030: Honors College Subdivision  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan	OEP_Forecast					
		YearTotal	Q1	Q2	Q3	Q4	YearTotal	
Summary Level Natural Accounts								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(85,000)	(49,011)	(63,192)	(50,000)	-	(162,204)	(77,204)
	A_B4400 Other Operating Revenue	(36,000)	(21,000)	-	-	-	(21,000)	17,000
	Total_Revenue Revenue	(123,000)	(70,011)	(63,192)	(50,000)	-	(183,204)	(60,204)
	A_B6000 Salaries, Wages & Benefits	774,582	138,001	205,413	193,646	193,646	730,705	(43,877)
	A_B6200 Services & Fees	33,600	3,400	3,727	-	4,200	11,327	(22,273)
	A_B6300 Travel	45,757	1,109	30,967	-	17,200	49,276	3,518
	A_B6400 Supplies	65,000	72	46,358	2,000	2,000	50,431	(34,569)
	A_B6550 Rentals & Leases	550	-	-	-	-	-	(550)
	A_B6650 Other Expense	8,650	-	500	-	-	500	(8,150)
	A_B7600 Internal Allocations & Sales	-	1,804	2,657	1,800	1,800	8,060	8,060
	A_B7700 Funding Transfers	(100,000)	-	-	-	-	-	100,000
	Total_Expenses Expenses	848,140	144,385	289,623	197,446	218,846	650,299	2,159
	Statement of Activities Net Result	725,140	74,374	226,430	147,446	218,846	667,095	(58,044)
	FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(85,000)	(49,011)	(63,192)	(50,000)	-	(162,204)
A_B4400 Other Operating Revenue		(36,000)	(21,000)	-	-	-	(21,000)	17,000
Total_Revenue Revenue		(123,000)	(70,011)	(63,192)	(50,000)	-	(183,204)	(60,204)
A_B6000 Salaries, Wages & Benefits		774,582	138,001	205,413	193,646	193,646	730,705	(43,877)
A_B6200 Services & Fees		33,600	3,400	3,727	-	4,200	11,327	(22,273)
A_B6300 Travel		45,757	1,109	30,967	-	17,200	49,276	3,518
A_B6400 Supplies		65,000	72	46,358	2,000	2,000	50,431	(34,569)
A_B6550 Rentals & Leases		550	-	-	-	-	-	(550)
A_B6650 Other Expense		8,650	-	500	-	-	500	(8,150)
A_B7600 Internal Allocations & Sales		-	1,804	2,657	1,800	1,800	8,060	8,060
A_B7700 Funding Transfers		(100,000)	-	-	-	-	-	100,000
Total_Expenses Expenses		848,140	144,385	289,623	197,446	218,846	850,299	2,159
Statement of Activities Net Result		725,140	74,374	226,430	147,446	218,846	667,095	(58,044)





O\_C1040: Haub School of Environment & Natural Resources Subdivision  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast					
			Q1	Q2	Q3	Q4	YearTotal	
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(45,000)	(30,208)	(38,232)	(24,494)	-	(92,933)	(47,933)
	A_B4100 Sales of Goods & Services	-	(3,250)	(3,694)	-	-	(6,944)	(6,944)
	<b>Total_Revenue Revenue</b>	<b>(45,000)</b>	<b>(33,458)</b>	<b>(41,925)</b>	<b>(24,494)</b>	<b>-</b>	<b>(99,878)</b>	<b>(54,878)</b>
	A_B6000 Salaries, Wages & Benefits	647,898	137,172	159,069	181,970	178,303	656,514	8,616
	A_B6200 Services & Fees	12,500	-	3,258	1,600	-	4,858	(7,642)
	A_B6300 Travel	29,500	1,620	12,661	392	9,699	24,373	(5,127)
	A_B6400 Supplies	10,100	117	2,673	(2,242)	-	547	(9,553)
	A_B6500 Repairs & Maintenance	-	-	217	-	-	217	217
	A_B6650 Other Expense	700	66	2,660	250	700	3,676	2,976
	A_B7600 Internal Allocations & Sales	(36,234)	4,622	(12,494)	21,336	6,000	19,465	55,699
	A_B7700 Funding Transfers	(45,220)	-	-	(35,500)	-	(35,500)	9,720
	<b>Total_Expenses Expenses</b>	<b>619,244</b>	<b>143,597</b>	<b>168,044</b>	<b>167,806</b>	<b>194,702</b>	<b>674,150</b>	<b>54,906</b>
	<b>Statement of Activities Net Result</b>	<b>574,244</b>	<b>110,140</b>	<b>126,118</b>	<b>143,312</b>	<b>194,702</b>	<b>574,272</b>	<b>28</b>
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(45,000)	(30,208)	(38,232)	(24,494)	-	(92,933)	(47,933)
	A_B4100 Sales of Goods & Services	-	(3,250)	(3,694)	-	-	(6,944)	(6,944)
	<b>Total_Revenue Revenue</b>	<b>(45,000)</b>	<b>(33,458)</b>	<b>(41,925)</b>	<b>(24,494)</b>	<b>-</b>	<b>(99,878)</b>	<b>(54,878)</b>
	A_B6000 Salaries, Wages & Benefits	647,898	137,172	159,069	181,970	178,303	656,514	8,616
	A_B6200 Services & Fees	12,500	1,176	3,258	1,600	-	6,035	(6,465)
	A_B6300 Travel	29,500	1,620	12,661	392	8,699	24,373	(5,127)
	A_B6400 Supplies	10,100	117	2,673	(2,242)	-	547	(9,553)
	A_B6500 Repairs & Maintenance	-	-	217	-	-	217	217
	A_B6650 Other Expense	700	363	2,660	250	700	3,993	3,293
	A_B7600 Internal Allocations & Sales	(36,234)	4,622	(12,494)	21,336	6,000	19,465	55,699
	A_B7700 Funding Transfers	(45,220)	-	-	(35,500)	-	(35,500)	9,720
	<b>Total_Expenses Expenses</b>	<b>619,244</b>	<b>145,091</b>	<b>168,044</b>	<b>167,806</b>	<b>194,702</b>	<b>675,644</b>	<b>56,399</b>
	<b>Statement of Activities Net Result</b>	<b>574,244</b>	<b>111,633</b>	<b>126,118</b>	<b>143,312</b>	<b>194,702</b>	<b>575,766</b>	<b>1,522</b>



O\_C1050: School of Energy Resources Subdivision  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast					
			Q1	Q2	Q3	Q4	YearTotal	
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	-	153,317	12,738	86,272	86,272	338,598	338,598
	A_B5100 Appropriations	(9,615,781)	(9,486,091)	-	-	-	(9,486,091)	129,690
	<b>Total Revenue Revenue</b>	<b>(9,615,781)</b>	<b>(9,332,774)</b>	<b>12,738</b>	<b>86,272</b>	<b>86,272</b>	<b>(9,147,493)</b>	<b>468,288</b>
	A_B6000 Salaries, Wages & Benefits	6,974,288	1,525,460	1,769,113	1,857,796	1,857,796	7,010,166	35,878
	A_B6200 Services & Fees	365,781	49,240	112,200	263,209	263,209	727,858	362,077
	A_B6300 Travel	200,000	31,273	83,661	175,173	175,173	475,279	275,279
	A_B6400 Supplies	885,712	136,013	145,138	633,822	633,822	1,548,796	653,084
	A_B6450 Utilities	2,500	272	374	1,327	1,327	3,301	801
	A_B6500 Repairs & Maintenance	399,719	2,738	24,542	25,145	25,145	77,571	(322,148)
	A_B6550 Rentals & Leases	35,000	9,630	10,033	10,826	10,826	41,315	6,315
	A_B6650 Other Expense	27,000	8,226	21,845	15,711	15,711	61,482	34,482
	A_B6700 Subcontracts	-	444	-	-	-	444	444
	A_B7000 Capital Expense	-	6,495	18,798	549,658	549,658	1,124,609	1,124,609
	A_B7600 Internal Allocations & Sales	-	8,624	26,231	151,246	151,246	337,346	337,346
	A_B7700 Funding Transfers	715,781	-	-	(2,260,684)	-	(2,260,684)	(2,976,465)
	<b>Total Expenses Expenses</b>	<b>9,615,781</b>	<b>1,778,414</b>	<b>2,221,836</b>	<b>1,443,229</b>	<b>3,703,913</b>	<b>9,147,493</b>	<b>(468,288)</b>
	<b>Statement of Activities Net Result</b>	<b>0</b>	<b>(7,954,359)</b>	<b>2,234,674</b>	<b>1,529,501</b>	<b>3,790,185</b>	<b>0</b>	<b>1</b>
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	-	6,533	2,259	(4,398)	(4,398)	-	-
	A_B4300 Grants & Contracts	(128,702)	-	-	-	-	-	128,702
	A_B4400 Other Operating Revenue	-	(8,050)	(2,750)	5,400	5,400	-	-
	<b>Total Revenue Revenue</b>	<b>(128,702)</b>	<b>(1,517)</b>	<b>(491)</b>	<b>1,004</b>	<b>1,004</b>	<b>-</b>	<b>128,702</b>
	A_B6000 Salaries, Wages & Benefits	128,702	116,914	27,331	(72,123)	(72,123)	-	(128,702)
	A_B6200 Services & Fees	-	35,919	2,023	(18,971)	(18,971)	-	-
	A_B6300 Travel	-	70	7,535	(3,802)	(3,802)	-	-
	A_B6400 Supplies	-	2,223	219	(1,221)	(1,221)	-	-
	A_B6650 Other Expense	-	-	4,348	(2,174)	(2,174)	-	-
	A_B7600 Internal Allocations & Sales	-	66	117	(81)	(81)	-	-
	<b>Total Expenses Expenses</b>	<b>128,702</b>	<b>155,182</b>	<b>41,572</b>	<b>(88,382)</b>	<b>(88,382)</b>	<b>-</b>	<b>(128,702)</b>
	<b>Statement of Activities Net Result</b>	<b>0</b>	<b>153,675</b>	<b>41,081</b>	<b>(97,378)</b>	<b>(97,378)</b>	<b>-</b>	<b>0</b>
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	-	159,850	14,897	81,876	81,876	338,598	338,598
	A_B4300 Grants & Contracts	(128,702)	-	-	-	-	-	128,702
	A_B4400 Other Operating Revenue	-	(8,050)	(2,750)	5,400	5,400	-	-
	A_B5100 Appropriations	(9,615,781)	(9,486,091)	-	-	-	(9,486,091)	129,690
	<b>Total Revenue Revenue</b>	<b>(9,744,483)</b>	<b>(9,334,291)</b>	<b>12,247</b>	<b>87,276</b>	<b>87,276</b>	<b>(9,147,493)</b>	<b>596,990</b>
	A_B6000 Salaries, Wages & Benefits	7,102,890	1,642,373	1,796,445	1,785,674	1,785,674	7,010,166	(82,824)
	A_B6200 Services & Fees	365,781	85,158	114,223	264,238	264,238	727,858	362,077
	A_B6300 Travel	200,000	31,343	101,196	171,370	171,370	475,279	275,279
	A_B6400 Supplies	895,712	138,236	145,358	632,601	632,601	1,548,796	653,084
	A_B6450 Utilities	2,500	272	374	1,327	1,327	3,301	801
	A_B6500 Repairs & Maintenance	399,719	2,738	24,542	25,145	25,145	77,571	(322,148)
	A_B6550 Rentals & Leases	35,000	9,630	10,033	10,826	10,826	41,315	6,315
	A_B6650 Other Expense	27,000	8,226	26,193	13,537	13,537	61,482	34,482
	A_B6700 Subcontracts	-	444	-	-	-	444	444
	A_B7000 Capital Expense	-	6,495	18,798	549,658	549,658	1,124,609	1,124,609
	A_B7600 Internal Allocations & Sales	-	8,690	26,348	151,154	151,154	337,346	337,346
	A_B7700 Funding Transfers	715,781	-	-	(2,260,684)	-	(2,260,684)	(2,976,465)
	<b>Total Expenses Expenses</b>	<b>9,744,483</b>	<b>1,933,606</b>	<b>2,263,509</b>	<b>1,344,847</b>	<b>3,605,531</b>	<b>9,147,493</b>	<b>(586,890)</b>
	<b>Statement of Activities Net Result</b>	<b>-</b>	<b>(7,400,885)</b>	<b>2,275,756</b>	<b>1,432,123</b>	<b>3,692,607</b>	<b>0</b>	<b>0</b>



		OEP_Plan	FY18					Variance
		YearTotal	Q1	Q2	OEP_Forecast	Q3	Q4	YearTotal
Summary Level Natural Accounts								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(480,387)	(215,794)	3,012	(546,894)	(92,472)	(851,848)	(371,560)
	A_B4100 Sales of Goods & Services	(131,938)	(348,976)	(632,950)	(979,091)	(1,049,746)	(3,010,663)	(2,879,725)
	A_B4400 Other Operating Revenue	(415,205)	(49,003)	(49,899)	(158,866)	(90,853)	(348,621)	66,584
	A_B5100 Appropriations	(150,000)	(200,000)	-	(250,000)	(250,000)	(250,000)	(100,000)
	A_B5500 Investment Income	(371,408)	-	-	(371,408)	-	(371,408)	-
	A_B5600 Other Non Operating Revenues	(3,178,075)	-	-	(148,743)	(124,825)	(273,868)	2,904,407
	Total Revenue Revenue	(4,727,013)	(813,773)	(679,737)	(2,229,802)	(1,362,895)	(5,106,306)	(379,395)
	A_B6000 Salaries, Wages & Benefits	22,483,891	2,947,444	8,303,657	8,215,572	6,160,354	23,627,027	1,143,136
	A_B6200 Services & Fees	607,137	64,540	145,471	161,184	126,446	497,641	(189,496)
	A_B6300 Travel	421,258	96,229	75,111	143,606	71,944	386,890	(34,369)
	A_B6400 Supplies	1,411,994	308,201	217,629	495,679	289,397	1,309,906	(102,088)
	A_B6450 Utilities	9,487	1,895	3,178	3,679	3,526	12,279	2,792
	A_B6500 Repairs & Maintenance	230,219	71,657	33,322	17,488	117,955	240,422	10,204
	A_B6550 Rentals & Leases	39,548	12,269	19,928	52,000	11,100	95,327	55,779
	A_B6575 Interest Expense	-	-	66	-	-	66	66
	A_B6650 Other Expense	243,934	70,301	76,200	69,874	51,612	267,987	24,053
	A_B6700 Subcontracts	104,735	435	-	81	(10)	506	(104,229)
	A_B6900 Depreciation & Amortization	-	-	2,816	(214)	-	2,602	2,602
	A_B7000 Capital Expense	-	2,809	3,999	5,000	27,898	39,706	39,706
	A_B7500 Other Non Operating Expenses	1,200	411	(2,078)	-	-	(1,865)	(2,865)
A_B7600 Internal Allocations & Sales	(492,714)	36,618	58,891	(330,471)	56,751	(178,211)	314,503	
A_B7700 Funding Tranfers	(386,147)	-	-	(386,148)	-	(386,148)	(1)	
Total Expenses Expenses	24,754,542	3,612,840	8,938,194	6,447,328	6,915,873	25,914,335	1,159,783	
Statement of Activities Net Result	20,027,529	2,799,095	8,258,457	4,217,526	5,532,977	20,808,027	780,497	
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	-	30,424	(9,591)	(3,478)	-	17,357	17,357
	A_B4100 Sales of Goods & Services	(43,882)	(7,576)	(84,324)	(7,599)	(1,019)	(100,518)	(56,836)
	A_B4300 Grants & Contracts	(207,852)	-	-	(21,703)	(21,703)	(43,408)	164,246
	A_B4400 Other Operating Revenue	(1,347,276)	(255,199)	(185,341)	(308,612)	(403,179)	(1,172,332)	174,845
	A_B5600 Other Non Operating Revenues	(410,191)	-	-	(69,750)	(101,202)	(170,952)	239,239
	Total Revenue Revenue	(2,008,801)	(232,351)	(279,256)	(431,140)	(527,103)	(1,469,850)	538,951
	A_B6000 Salaries, Wages & Benefits	1,070,425	2,792,785	(2,417,425)	167,978	208,332	751,649	(319,776)
	A_B6200 Services & Fees	133,192	24,176	21,453	4,417	41,584	91,630	(41,561)
	A_B6300 Travel	110,896	41,107	19,738	23,118	62,522	146,485	35,589
	A_B6400 Supplies	850,063	110,208	83,263	256,627	373,205	823,303	(26,760)
	A_B6450 Utilities	50	-	75	253	225	553	503
	A_B6500 Repairs & Maintenance	80,000	7,923	12,940	36,004	117,500	174,367	84,367
	A_B6550 Rentals & Leases	26,250	727	82	385	5,400	6,594	(19,658)
	A_B6650 Other Expense	23,225	40,505	68,488	6,773	17,832	133,608	110,383
	A_B6700 Subcontracts	-	-	-	91	-	91	91
	A_B6900 Depreciation & Amortization	-	-	954	-	-	954	954
	A_B7000 Capital Expense	-	-	210,792	79,670	85,000	375,462	375,462
	A_B7600 Internal Allocations & Sales	-	(25,041)	6,968	(9,725)	733	(27,065)	(27,065)
	A_B7700 Funding Tranfers	(357,325)	-	-	(75,696)	(128,655)	(204,352)	152,873
	Total Expenses Expenses	1,948,776	2,992,371	(1,992,662)	489,894	783,677	2,273,279	326,503
Statement of Activities Net Result	(62,025)	2,760,019	(2,271,918)	58,754	256,574	803,429	865,454	
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(480,387)	(185,370)	(6,578)	(550,170)	(92,472)	(834,591)	(354,203)
	A_B4100 Sales of Goods & Services	(175,620)	(356,552)	(717,174)	(986,890)	(1,050,785)	(3,111,181)	(2,935,561)
	A_B4300 Grants & Contracts	(207,852)	-	-	(21,703)	(21,703)	(43,408)	164,246
	A_B4400 Other Operating Revenue	(1,762,481)	(308,070)	(235,240)	(487,478)	(494,032)	(1,524,821)	237,680
	A_B5100 Appropriations	(150,000)	(200,000)	-	(25,000)	(25,000)	(250,000)	(100,000)
	A_B5500 Investment Income	(371,408)	-	-	(371,408)	-	(371,408)	-
	A_B5600 Other Non Operating Revenues	(3,588,265)	-	-	(218,493)	(226,127)	(444,820)	3,143,645
	Total Revenue Revenue	(6,735,814)	(1,049,893)	(958,993)	(2,860,842)	(1,910,089)	(6,590,027)	155,787
	A_B6000 Salaries, Wages & Benefits	23,554,316	5,740,209	5,886,232	6,383,550	6,368,685	24,378,676	824,360
	A_B6200 Services & Fees	820,328	88,716	166,925	165,801	168,030	588,271	(231,057)
	A_B6300 Travel	532,154	137,336	94,848	166,724	134,468	533,375	1,220
	A_B6400 Supplies	2,262,057	418,408	300,892	752,308	861,802	2,133,208	(128,848)
	A_B6450 Utilities	9,537	1,895	3,253	3,832	3,751	12,832	3,285
	A_B6500 Repairs & Maintenance	320,219	79,590	46,262	53,482	235,455	414,790	94,571
	A_B6550 Rentals & Leases	65,799	13,026	20,009	52,365	16,500	101,920	36,123
	A_B6575 Interest Expense	-	-	66	-	-	66	66
	A_B6650 Other Expense	267,159	110,807	144,698	78,646	69,444	401,595	134,436
	A_B6700 Subcontracts	104,735	435	-	172	(10)	597	(104,138)
	A_B6900 Depreciation & Amortization	-	-	3,771	(214)	-	3,557	3,557
	A_B7000 Capital Expense	-	2,809	214,791	84,670	112,898	415,168	415,168
A_B7500 Other Non Operating Expenses	1,200	411	(2,078)	-	-	(1,865)	(2,865)	
A_B7600 Internal Allocations & Sales	(492,714)	11,577	65,858	(340,196)	57,484	(205,277)	287,437	
A_B7700 Funding Tranfers	(743,472)	-	-	(461,844)	(128,655)	(590,500)	152,972	
Total Expenses Expenses	26,701,318	6,605,210	6,945,532	6,937,222	7,699,649	28,187,614	1,486,296	
Statement of Activities Net Result	19,965,504	5,555,217	5,988,539	4,276,280	5,789,550	21,807,587	1,642,083	



O\_C1300: College of Arts & Sciences Subdivision  
Forecast Detail Report - Quarterly

		OEP_Plan	FY18					Variance	
		YearTotal	Q1	Q2	OEP_Forecast	Q3	Q4	YearTotal	
Summary Level Natural Accounts									
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(3,192,619)	(1,267,169)	22,121	(1,196,536)	(206,205)	(2,647,789)	544,830	
	A_B4100 Sales of Goods & Services	(179,100)	(121,187)	(117,659)	(113,102)	(116,371)	(468,320)	(289,220)	
	A_B4300 Grants & Contracts	(225,000)	-	-	-	-	-	225,000	
	A_43501 Federal Appropriations	-	-	-	3,126	3,126	6,256	6,256	
	A_B4400 Other Operating Revenue	(482,408)	(43,980)	(71,785)	(34,502)	(80,427)	(230,894)	261,714	
	A_B5100 Appropriations	(1,020,000)	-	-	(1,020,000)	-	(1,020,000)	-	
	A_B5300 Gifts	(63,899)	-	(9,077)	(188)	(188)	(9,452)	54,447	
	A_B5600 Other Non Operating Revenues	(520,855)	(20,512)	(18,633)	(11,505)	(11,505)	(62,155)	458,700	
	Total_Revenue Revenue	(5,693,881)	(1,452,849)	(195,033)	(2,372,704)	(411,568)	(4,432,154)	1,261,727	
	A_B6000 Salaries, Wages & Benefits	45,240,120	10,733,528	11,287,498	11,132,850	11,125,484	44,279,159	(960,960)	
	A_B6200 Services & Fees	1,160,583	96,289	105,129	51,721	143,116	396,256	(764,326)	
	A_B6300 Travel	970,931	189,472	219,414	345,503	400,132	1,154,521	183,590	
	A_B6400 Supplies	1,454,850	162,641	166,070	314,092	514,750	1,157,553	(297,298)	
	A_B6450 Utilities	-	2,242	1,486	-	-	3,728	3,728	
	A_B6500 Repairs & Maintenance	57,491	12,051	15,451	34,873	40,973	103,348	45,857	
	A_B6550 Rentals & Leases	11,075	3,103	4,272	3,145	3,145	13,665	2,590	
	A_B6650 Other Expense	498,564	161,057	62,167	115,850	118,987	458,061	(40,503)	
	A_B6700 Subcontracts	5,650	249	155	2,725	2,676	5,805	155	
	A_B6900 Depreciation & Amortization	-	-	2,853	-	-	2,853	2,853	
	A_B7500 Other Non Operating Expenses	400	-	(4,786)	-	-	(4,786)	(5,186)	
	A_B7600 Internal Allocations & Sales	(2,842,472)	24,533	97,112	(1,245,344)	(1,152,006)	(2,275,704)	566,768	
	A_B7700 Funding Transfers	(510,645)	-	-	(317,635)	(317,635)	(635,270)	(124,625)	
	Total_Expenses Expenses	46,046,547	11,365,165	11,956,822	10,437,579	10,878,623	44,659,189	(1,392,358)	
	Statement of Activities Net Result	40,352,666	9,932,317	11,761,789	8,064,875	10,466,055	40,227,035	(125,631)	
	FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(470,698)	(130,979)	(8,320)	(196,176)	(123,969)	(459,443)	11,254
		A_B4100 Sales of Goods & Services	(10,000)	(115)	(8,740)	-	-	(9,855)	146
		A_B4300 Grants & Contracts	(777,708)	(901)	200	-	(757,501)	(758,202)	19,507
A_B4400 Other Operating Revenue		(65,407)	(6,484)	(16,834)	(54,822)	(54,822)	(134,962)	(69,555)	
A_B5300 Gifts		(19,500)	-	(163)	(125)	(125)	(413)	19,087	
A_B5600 Other Non Operating Revenues		(2,600)	-	(83)	-	-	(93)	2,518	
Total_Revenue Revenue		(1,348,913)	(140,478)	(34,939)	(251,123)	(936,417)	(1,362,857)	(17,044)	
A_B6000 Salaries, Wages & Benefits		909,641	436,309	249,718	522,654	473,601	1,682,483	772,842	
A_B6200 Services & Fees		56,101	21,269	18,831	19,593	21,993	81,696	25,585	
A_B6300 Travel		89,492	25,736	39,007	80,612	85,558	230,916	141,424	
A_B6400 Supplies		504,356	111,754	52,611	267,257	273,687	705,308	200,852	
A_B6450 Utilities		22	675	-	-	-	675	653	
A_B6500 Repairs & Maintenance		40,000	1,594	4,965	20,262	20,261	47,071	7,071	
A_B6550 Rentals & Leases		1,311	180	22,623	10,350	10,250	43,404	42,093	
A_B6650 Other Expense		34,501	3,321	4,625	20,464	20,149	48,558	14,057	
A_B6700 Subcontracts		1,000	-	5,347	5,300	300	10,947	9,947	
A_B6900 Depreciation & Amortization		-	-	1,429	-	-	1,429	1,429	
A_B7000 Capital Expense		-	4,362	-	1,000	1,000	6,362	6,362	
A_B7500 Other Non Operating Expenses		-	-	-	37,500	37,500	75,000	75,000	
A_B7600 Internal Allocations & Sales		(66,700)	17,511	(9,496)	(1,943)	(471,267)	(465,195)	(399,495)	
A_B7700 Funding Transfers		(328,201)	-	-	(612,022)	(598,066)	(1,210,087)	(881,886)	
Total_Expenses Expenses		1,241,522	622,703	389,671	371,027	(124,835)	1,258,566	17,044	
Statement of Activities Net Result		(104,391)	482,224	354,732	119,904	(1,061,252)	(104,391)	0	
FC_A10 Unrestricted		A_B4000 Tuition & Educational Fees	(3,663,316)	(1,396,148)	13,801	(1,392,712)	(330,174)	(3,107,232)	556,084
		A_B4100 Sales of Goods & Services	(189,100)	(121,302)	(127,399)	(113,102)	(116,371)	(478,174)	(289,074)
		A_B4300 Grants & Contracts	(1,002,708)	(901)	200	-	(757,501)	(758,202)	244,507
		A_43501 Federal Appropriations	-	-	-	3,126	3,126	6,256	6,256
	A_B4400 Other Operating Revenue	(557,816)	(53,442)	(88,619)	(89,324)	(135,249)	(366,634)	191,182	
	A_B5100 Appropriations	(1,020,000)	-	-	(1,020,000)	-	(1,020,000)	-	
	A_B5300 Gifts	(83,399)	-	(9,240)	(313)	(313)	(9,865)	73,534	
	A_B5600 Other Non Operating Revenues	(523,455)	(20,512)	(18,715)	(11,505)	(11,505)	(62,237)	461,217	
	Total_Revenue Revenue	(7,036,784)	(1,584,305)	(228,972)	(2,623,627)	(1,347,865)	(5,796,089)	1,243,705	
	A_B6000 Salaries, Wages & Benefits	46,149,761	11,169,837	11,537,217	11,655,303	11,599,285	46,961,642	(188,118)	
	A_B6200 Services & Fees	1,216,684	117,558	123,961	71,314	165,108	477,943	(738,741)	
	A_B6300 Travel	1,060,422	215,211	258,421	426,115	485,690	1,385,437	325,015	
	A_B6400 Supplies	1,959,207	274,395	218,681	581,349	788,437	1,862,861	(96,346)	
	A_B6450 Utilities	22	2,917	1,486	-	-	4,403	4,380	
	A_B6500 Repairs & Maintenance	97,491	13,634	20,416	55,135	61,234	150,419	52,928	
	A_B6550 Rentals & Leases	12,306	3,263	26,895	13,495	13,395	57,068	44,693	
	A_B6650 Other Expense	533,085	164,378	66,792	136,314	138,136	506,620	(26,446)	
	A_B6700 Subcontracts	6,650	249	5,502	8,025	2,976	16,752	10,102	
	A_B6900 Depreciation & Amortization	-	-	4,282	-	-	4,282	4,282	
	A_B7000 Capital Expense	-	4,362	-	1,000	1,000	6,362	6,362	
	A_B7500 Other Non Operating Expenses	400	-	(4,786)	37,500	37,500	70,214	68,814	
	A_B7600 Internal Allocations & Sales	(2,909,172)	42,045	87,626	(1,247,286)	(1,623,273)	(2,746,888)	168,283	
	A_B7700 Funding Transfers	(936,847)	-	-	(829,657)	(915,701)	(1,845,357)	(1,006,510)	
	Total_Expenses Expenses	47,286,089	12,007,869	12,349,493	10,808,606	10,754,788	45,917,755	(1,370,314)	
	Statement of Activities Net Result	40,248,275	10,413,563	12,116,521	8,184,779	9,408,803	40,121,887	(126,609)	





		FY18						Variance
		OEP_Plan	OEP_Forecast					
		YearTotal	Q1	Q2	Q3	Q4	YearTotal	
Summary Level Natural Accounts								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(1,083,655)	(686,072)	11,970	(686,239)	(188,875)	(1,561,216)	(467,561)
	A_B4100 Sales of Goods & Services	-	(40)	(75)	-	-	(115)	(115)
	A_B4400 Other Operating Revenue	(5,500)	(1,300)	(4,035)	1,375	3,000	(960)	4,540
	A_B5300 Gifts	(509,051)	-	-	-	-	-	509,051
	Total_Revenue Revenue	(1,606,206)	(687,412)	7,860	(686,864)	(185,875)	(1,562,290)	45,916
	A_B6000 Salaries, Wages & Benefits	10,460,072	2,251,780	2,373,075	2,490,711	2,965,782	10,081,348	(378,723)
	A_B6200 Services & Fees	39,800	69,514	294,105	36,545	(235,275)	164,869	124,989
	A_B6300 Travel	79,500	53,844	23,173	30,475	19,809	127,401	47,901
	A_B6400 Supplies	26,220	69,661	441,841	11,190	(442,948)	79,745	53,525
	A_B6450 Utilities	-	402	26	150	100	678	678
	A_B6500 Repairs & Maintenance	25	334	-	6	6	347	322
	A_B6550 Rentals & Leases	4,300	988	7,700	-	-	8,688	4,388
	A_B6650 Other Expense	14,840	17,159	17,022	33,175	4,375	71,731	56,891
	A_B7500 Other Non Operating Expenses	-	250	-	-	-	250	250
	A_B7600 Internal Allocations & Sales	(253,017)	18,759	(14,360)	(229,539)	18,878	(206,262)	48,755
	A_B7700 Funding Tranfers	(111,684)	-	-	(114,575)	-	(114,575)	(2,891)
	Total_Expenses Expenses	10,260,156	2,482,792	3,142,582	2,258,138	2,330,727	10,214,240	(45,916)
	Statement of Activities Net Result	8,651,949	1,795,380	3,150,442	1,561,274	2,144,852	8,651,949	0
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(1,083,655)	(686,072)	11,970	(686,239)	(188,875)	(1,561,216)	(467,561)
	A_B4100 Sales of Goods & Services	-	(40)	(75)	-	-	(115)	(115)
	A_B4400 Other Operating Revenue	(5,500)	(1,300)	(4,035)	1,375	3,000	(960)	4,540
	A_B5300 Gifts	(509,051)	-	-	-	-	-	509,051
	Total_Revenue Revenue	(1,606,206)	(687,412)	7,860	(686,864)	(185,875)	(1,562,290)	45,916
	A_B6000 Salaries, Wages & Benefits	10,460,072	2,251,780	2,373,075	2,490,711	2,965,782	10,081,348	(378,723)
	A_B6200 Services & Fees	39,900	69,514	294,105	36,545	(235,275)	164,869	124,989
	A_B6300 Travel	79,500	53,844	23,173	30,475	19,808	127,401	47,901
	A_B6400 Supplies	26,220	69,661	441,841	11,190	(442,948)	79,745	53,525
	A_B6450 Utilities	-	402	26	150	100	678	678
	A_B6500 Repairs & Maintenance	25	334	-	6	6	347	322
	A_B6550 Rentals & Leases	4,300	988	7,700	-	-	8,688	4,388
	A_B6650 Other Expense	14,840	17,159	17,022	33,175	4,375	71,731	56,891
	A_B7500 Other Non Operating Expenses	-	250	-	-	-	250	250
	A_B7600 Internal Allocations & Sales	(253,017)	18,759	(14,360)	(229,539)	18,878	(206,262)	48,755
	A_B7700 Funding Tranfers	(111,684)	-	-	(114,575)	-	(114,575)	(2,891)
	Total_Expenses Expenses	10,260,156	2,482,792	3,142,582	2,258,138	2,330,727	10,214,240	(45,916)
	Statement of Activities Net Result	8,651,949	1,795,380	3,150,442	1,561,274	2,144,852	8,651,949	0



O\_C1500: College of Education Subdivision  
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		FY18						Variance
		OEP_Plan	OEP_Forecast				YearTotal	
		YearTotal	Q1	Q2	Q3	Q4		
Summary Level Natural Accounts								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(1,336,829)	(446,480)	(25,629)	(780,365)	(181,540)	(1,444,034)	(107,205)
	A_B4100 Sales of Goods & Services	(4,964)	(4,852)	(2,872)	(440)	(440)	(8,604)	(3,639)
	A_B4400 Other Operating Revenue	(223,707)	(59,709)	(7,219)	(17,885)	(107,750)	(192,563)	31,144
	A_B5600 Other Non Operating Revenues	225	-	-	-	-	-	(225)
	Total_Revenue Revenue	(1,965,275)	(511,041)	(35,719)	(808,710)	(289,730)	(1,645,200)	(79,925)
	A_B6000 Salaries, Wages & Benefits	8,976,857	2,026,318	2,068,515	2,263,418	2,344,513	8,702,764	(274,092)
	A_B6200 Services & Fees	354,888	2,738,400	16,836	(2,601,477)	41,873	195,632	(159,367)
	A_B6300 Travel	296,222	800,704	67,935	(614,956)	127,521	381,204	84,982
	A_B6400 Supplies	262,410	2,317,973	23,776,412	(25,916,150)	85,311	263,547	1,136
	A_B6450 Utilities	2,000	549	369	740	575	2,233	233
	A_B6500 Repairs & Maintenance	3,700	-	-	1,850	114,914	116,764	113,064
	A_B6550 Rentals & Leases	6,421	50	356	4,086	275	4,767	(1,654)
	A_B6650 Other Expense	101,185	814	23,668	54,508	32,704	111,683	10,508
	A_B6700 Subcontracts	-	9	175	-	-	184	184
	A_B7000 Capital Expense	-	(9)	848	-	-	839	839
	A_B7600 Internal Allocations & Sales	(257,103)	12,997	(2,717)	39,073	(196,299)	(146,946)	110,157
	A_B7700 Funding Transfers	(936,470)	-	-	(950,088)	-	(950,088)	(11,618)
	Total_Expenses Expenses	8,800,211	7,897,804	25,952,397	(27,718,995)	2,551,387	6,682,592	(125,818)
	Statement of Activities Net Result	7,242,936	7,396,763	25,916,678	(28,527,706)	2,261,657	7,037,392	(205,544)
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(125,020)	(2,880)	(50)	(68,000)	-	(70,930)	54,090
	A_B4400 Other Operating Revenue	(2,070)	-	-	-	-	-	2,070
	Total_Revenue Revenue	(127,090)	(2,880)	(50)	(68,000)	-	(70,930)	56,160
	A_B6000 Salaries, Wages & Benefits	-	2,250	-	(925)	-	1,325	1,325
	A_B6200 Services & Fees	16,820	500	46	-	-	546	(16,274)
	A_B6300 Travel	1,585	710	1,737	2,579	1,500	6,526	4,940
	A_B6400 Supplies	44,853	7,027	41,359	21,390	-	69,776	24,823
	A_B6500 Repairs & Maintenance	7,500	-	113,064	(113,064)	-	0	(7,500)
	A_B6550 Rentals & Leases	125	-	-	-	-	-	(125)
	A_B6650 Other Expense	66,255	-	133	-	-	133	(66,122)
	A_B7600 Internal Allocations & Sales	-	393	390	-	-	783	783
	A_B7700 Funding Transfers	(14,074)	-	-	(2,780)	1,078	(1,711)	12,362
	Total_Expenses Expenses	123,165	10,879	156,728	(92,810)	2,578	77,378	(45,787)
	Statement of Activities Net Result	(3,925)	7,999	156,678	(160,810)	2,578	6,448	10,373
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(1,461,849)	(449,360)	(25,679)	(858,365)	(181,540)	(1,514,964)	(53,115)
	A_B4100 Sales of Goods & Services	(4,964)	(4,852)	(2,872)	(440)	(440)	(8,604)	(3,639)
	A_B4400 Other Operating Revenue	(225,777)	(59,709)	(7,219)	(17,885)	(107,750)	(192,563)	33,214
	A_B5600 Other Non Operating Revenues	225	-	-	-	-	-	(225)
	Total_Revenue Revenue	(1,692,365)	(513,921)	(35,769)	(876,710)	(289,730)	(1,716,130)	(23,765)
	A_B6000 Salaries, Wages & Benefits	8,976,857	2,028,567	2,068,515	2,262,493	2,344,513	8,704,089	(272,768)
	A_B6200 Services & Fees	371,808	2,738,900	16,861	(2,601,477)	41,873	196,177	(175,631)
	A_B6300 Travel	287,807	801,414	69,672	(612,377)	129,021	387,728	89,922
	A_B6400 Supplies	307,363	2,325,000	23,817,772	(25,894,760)	85,311	333,323	25,960
	A_B6450 Utilities	2,000	549	369	740	575	2,233	233
	A_B6500 Repairs & Maintenance	11,200	-	113,064	(111,214)	114,914	116,764	105,594
	A_B6550 Rentals & Leases	6,546	50	356	4,086	275	4,767	(1,779)
	A_B6650 Other Expense	167,440	814	23,801	54,508	32,704	111,826	(55,614)
	A_B6700 Subcontracts	-	9	175	-	-	184	184
	A_B7000 Capital Expense	-	(9)	848	-	-	839	839
	A_B7600 Internal Allocations & Sales	(257,103)	13,390	(2,327)	39,073	(196,299)	(146,163)	110,940
	A_B7700 Funding Transfers	(952,543)	-	-	(952,878)	1,078	(951,799)	744
	Total_Expenses Expenses	8,931,376	7,908,683	26,109,127	(27,811,806)	2,553,965	8,759,970	(171,406)
	Statement of Activities Net Result	7,239,011	7,384,762	26,073,356	(26,696,516)	2,264,235	7,043,640	(195,171)



O\_C1600: College of Engineering & Applied Science General Subdivision  
Forecast Detail Report - Quarterly

		FY18					Variance
		OEP_Plan	OEP_Forecast				
		YearTotal	Q1	Q2	Q3	Q4	YearTotal
Summary Level Natural Accounts							
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(330,000)	(214,093)	(12,847)	(332,533)	(41,843)	(601,215)
	A_B4100 Sales of Goods & Services	-	(16,570)	(71,277)	(12,730)	(12,700)	(113,277)
	A_B4400 Other Operating Revenue	(123,000)	(415)	(847)	(358)	(30,238)	91,143
	A_B5600 Other Non Operating Revenues	(146,100)	(242)	-	10,000	2,000	157,858
	Total_Revenue Revenue	(599,100)	(231,319)	(85,070)	(335,621)	(82,581)	(734,591)
	A_B6000 Salaries, Wages & Benefits	14,412,361	3,368,033	3,653,228	3,534,332	3,680,782	14,236,386
	A_B6200 Services & Fees	84,246	5,435	14,571	10,113	14,983	45,111
	A_B6300 Travel	91,238	14,139	52,377	72,825	95,705	235,046
	A_B6400 Supplies	1,202,875	80,279	89,324	284,099	291,485	725,187
	A_B6450 Utilities	2,500	150	-	-	-	150
	A_B6500 Repairs & Maintenance	32,280	3,829	-	-	1,000	4,829
	A_B6550 Rentals & Leases	4,250	690	1,258	930	1,130	4,209
	A_B6650 Other Expense	32,321	26,118	16,807	34,224	21,330	98,578
	A_B6700 Subcontracts	-	-	737	-	-	737
	A_B6900 Depreciation & Amortization	-	-	47,721	-	-	47,721
	A_B7500 Other Non Operating Expenses	1,100	330	-	300	300	930
	A_B7600 Internal Allocations & Sales	(572,104)	16,000	(8,449)	(533,220)	30,924	(494,745)
	A_B7700 Funding Tranfers	(63,705)	-	-	-	-	63,705
	Total_Expenses Expenses	15,227,362	3,515,203	3,847,676	3,403,602	4,137,659	14,904,140
	Statement of Activities Net Result	14,828,262	3,283,884	3,762,806	3,067,982	4,055,078	14,169,550
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	436,719	256,021	14,684	255,500	(38,750)	487,455
	A_B4300 Grants & Contracts	(986,364)	-	(377)	-	-	(377)
	A_B4400 Other Operating Revenue	(7,000)	-	-	-	-	7,000
	A_B5100 Appropriations	(3,797,688)	(3,782,730)	-	-	-	(3,782,730)
	A_B5600 Other Non Operating Revenues	(5,000)	-	-	-	-	5,000
	Total_Revenue Revenue	(4,359,331)	(3,526,709)	14,306	255,500	(38,750)	(3,295,653)
	A_B6000 Salaries, Wages & Benefits	2,887,184	705,802	719,412	763,330	688,130	2,876,674
	A_B6200 Services & Fees	89,110	119,827	57,128	18,897	9,165	205,017
	A_B6300 Travel	57,450	16,344	30,824	26,720	23,105	96,994
	A_B6400 Supplies	414,485	128,680	95,483	99,987	162,058	486,208
	A_B6450 Utilities	-	337	-	35	-	372
	A_B6500 Repairs & Maintenance	49,200	2,272	-	3,300	350	5,922
	A_B6550 Rentals & Leases	4,355	74	-	401	401	876
	A_B6650 Other Expense	942,027	10,640	43,994	64,562	14,762	133,958
	A_B7600 Internal Allocations & Sales	0	34,081	20,020	(50,911)	104	3,294
	A_B7700 Funding Tranfers	(184,481)	-	-	21,060	(382,181)	(361,121)
	Total_Expenses Expenses	4,359,330	1,018,058	966,861	947,381	515,894	3,448,194
	Statement of Activities Net Result	(1)	(2,508,650)	981,167	1,202,881	477,144	152,542
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	106,719	41,929	1,737	(77,033)	(80,393)	(113,761)
	A_B4100 Sales of Goods & Services	-	(16,570)	(71,277)	(12,730)	(12,700)	(113,277)
	A_B4300 Grants & Contracts	(986,364)	-	(377)	-	-	(377)
	A_B4400 Other Operating Revenue	(130,000)	(455)	(847)	(358)	(30,198)	98,143
	A_B5100 Appropriations	(3,797,688)	(3,782,730)	-	-	-	(3,782,730)
	A_B5600 Other Non Operating Revenues	(151,100)	(242)	-	10,000	2,000	162,858
	Total_Revenue Revenue	(4,958,431)	(3,758,068)	(70,764)	(80,120)	(121,291)	(4,030,243)
	A_B6000 Salaries, Wages & Benefits	17,399,544	4,073,835	4,372,641	4,287,662	4,368,922	17,113,060
	A_B6200 Services & Fees	173,356	125,262	71,689	29,010	24,158	250,128
	A_B6300 Travel	148,688	30,483	63,201	99,545	118,810	332,039
	A_B6400 Supplies	1,817,380	208,959	164,807	384,086	453,543	1,211,395
	A_B6450 Utilities	2,500	487	-	35	-	522
	A_B6500 Repairs & Maintenance	81,480	6,102	-	3,300	1,350	10,752
	A_B6550 Rentals & Leases	8,605	964	1,258	1,331	1,531	5,086
	A_B6650 Other Expense	974,348	36,758	60,901	98,786	36,082	232,537
	A_B6700 Subcontracts	-	-	737	-	-	737
	A_B6900 Depreciation & Amortization	-	-	47,721	-	-	47,721
	A_B7500 Other Non Operating Expenses	1,100	330	-	300	300	930
	A_B7600 Internal Allocations & Sales	(572,104)	50,081	11,571	(584,131)	31,028	(491,451)
	A_B7700 Funding Tranfers	(248,186)	-	-	21,060	(382,181)	(361,121)
	Total_Expenses Expenses	19,586,692	4,533,261	4,814,537	4,350,983	4,853,553	18,352,335
	Statement of Activities Net Result	14,828,261	775,193	4,743,773	4,270,883	4,532,262	14,322,091



O\_C1700: College of Health Sciences Subdivision  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(3,211,401)	(1,531,024)	4,708	(806,721)	(1,209,291)	(3,542,328)	(330,827)
	A_B4100 Sales of Goods & Services	(97,775)	65,423	137,368	(2,293)	206,900	407,417	505,192
	A_B4300 Grants & Contracts	(19,105)	-	-	-	(50,000)	(50,000)	(30,895)
	A_B4400 Other Operating Revenue	(1,003,039)	(190,688)	(191,642)	1,110	(304,653)	(685,871)	317,188
	A_B5600 Other Non Operating Revenues	(75)	-	-	-	-	-	75
	<b>Total_Revenue Revenue</b>	<b>(4,331,385)</b>	<b>(1,656,287)</b>	<b>(49,546)</b>	<b>(807,905)</b>	<b>(1,357,044)</b>	<b>(3,870,782)</b>	<b>460,613</b>
	A_B6000 Salaries, Wages & Benefits	13,741,128	3,111,608	3,233,706	2,241,105	4,486,778	13,073,187	(667,930)
	A_B6200 Services & Fees	423,726	37,877	94,608	46,508	121,501	300,494	(123,232)
	A_B6300 Travel	348,185	57,578	73,884	37,709	103,232	272,403	(75,782)
	A_B6400 Supplies	1,178,238	722,114	10,907	(189,015)	(106,756)	437,249	(740,989)
	A_B6450 Utilities	500	552	144	300	21,103	22,099	21,599
	A_B6500 Repairs & Maintenance	2,300	3,108	854	23,594	65,200	92,855	90,555
	A_B6550 Rentals & Leases	3,558	5,039	21,002	1,000	2,075	29,116	25,558
	A_B6650 Other Expense	139,511	57,385	26,236	42,946	80,245	186,812	47,301
	A_B6700 Subcontracts	-	1,722	-	800	2,759	5,281	5,281
	A_B7600 Internal Allocations & Sales	(306,005)	22,358	35,740	37,286	(236,673)	(143,267)	162,718
	A_B7700 Funding Transfers	(778,876)	-	-	(313,450)	106,994	(206,456)	572,420
	<b>Total_Expenses Expenses</b>	<b>14,752,264</b>	<b>4,019,341</b>	<b>3,497,182</b>	<b>1,928,784</b>	<b>4,624,458</b>	<b>14,069,764</b>	<b>(682,500)</b>
	<b>Statement of Activities Net Result</b>	<b>10,420,889</b>	<b>2,363,054</b>	<b>3,447,635</b>	<b>1,120,879</b>	<b>3,267,414</b>	<b>10,198,962</b>	<b>(221,887)</b>
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(213,377)	(9,176)	(5,990)	(53,678)	(7,875)	(76,721)	136,656
	A_B4100 Sales of Goods & Services	(7,700)	(68,393)	(70,387)	(52,463)	(52,463)	(243,707)	(236,007)
	A_B4300 Grants & Contracts	(99,441)	-	(24,997)	-	(77,637)	(102,634)	(3,193)
	A_B4400 Other Operating Revenue	170,000	(12,373)	(725)	497	497	(12,104)	(182,104)
	A_B5600 Other Non Operating Revenues	(438,440)	-	-	(2,125)	(2,125)	(4,250)	434,190
	<b>Total_Revenue Revenue</b>	<b>(588,958)</b>	<b>(89,943)</b>	<b>(102,099)</b>	<b>(107,770)</b>	<b>(139,603)</b>	<b>(439,418)</b>	<b>149,542</b>
	A_B6000 Salaries, Wages & Benefits	381,783	98,852	20,549	17,036	39,703	184,140	(197,643)
	A_B6200 Services & Fees	66,255	14,917	28,440	25,074	18,275	86,706	20,451
	A_B6300 Travel	95,768	8,245	18,065	23,495	30,850	80,655	(15,113)
	A_B6400 Supplies	475,248	104,508	50,898	86,708	78,681	320,594	(154,654)
	A_B6500 Repairs & Maintenance	2,000	23,914	2,238	14,060	14,060	54,271	52,271
	A_B6550 Rentals & Leases	1,850	30	750	150	150	1,080	(770)
	A_B6650 Other Expense	20,700	9,866	16,919	11,319	16,459	54,562	33,862
	A_B6700 Subcontracts	30,000	-	955	-	-	955	(28,045)
	A_B7500 Other Non Operating Expenses	-	1,685	-	-	-	1,685	1,685
	A_B7600 Internal Allocations & Sales	-	2,257	2,453	38,058	6,514	49,280	49,280
	A_B7700 Funding Transfers	(484,646)	-	-	35,150	(429,652)	(384,512)	90,134
	<b>Total_Expenses Expenses</b>	<b>588,958</b>	<b>264,274</b>	<b>149,066</b>	<b>251,047</b>	<b>(224,871)</b>	<b>439,416</b>	<b>(149,541)</b>
	<b>Statement of Activities Net Result</b>	<b>-</b>	<b>174,331</b>	<b>46,967</b>	<b>143,276</b>	<b>(364,574)</b>	<b>0</b>	<b>0</b>
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(3,424,778)	(1,540,200)	(1,283)	(860,400)	(1,217,166)	(3,619,049)	(194,270)
	A_B4100 Sales of Goods & Services	(105,475)	(2,870)	67,001	(54,757)	154,436	163,710	268,185
	A_B4300 Grants & Contracts	(118,545)	-	(24,997)	-	(127,637)	(152,634)	(34,088)
	A_B4400 Other Operating Revenue	(833,039)	(203,060)	(192,367)	1,607	(304,156)	(697,976)	135,063
	A_B5600 Other Non Operating Revenues	(438,515)	-	-	(2,125)	(2,125)	(4,250)	434,265
	<b>Total_Revenue Revenue</b>	<b>(4,820,353)</b>	<b>(1,746,230)</b>	<b>(151,645)</b>	<b>(915,675)</b>	<b>(1,496,847)</b>	<b>(4,310,188)</b>	<b>610,164</b>
	A_B6000 Salaries, Wages & Benefits	14,122,911	3,210,460	3,262,255	2,258,141	4,526,481	13,257,337	(865,573)
	A_B6200 Services & Fees	469,881	52,795	123,046	71,582	138,776	387,200	(102,781)
	A_B6300 Travel	443,853	65,622	91,849	61,204	134,082	353,058	(80,895)
	A_B6400 Supplies	1,853,486	826,621	61,605	(102,307)	(28,075)	757,843	(895,642)
	A_B6450 Utilities	500	552	144	300	21,103	22,099	21,599
	A_B6500 Repairs & Maintenance	4,300	27,022	3,192	37,653	79,259	147,127	142,827
	A_B6550 Rentals & Leases	5,408	5,069	21,752	1,150	2,225	30,186	24,788
	A_B6650 Other Expense	160,211	67,251	43,154	54,265	76,704	241,374	81,163
	A_B6700 Subcontracts	30,000	1,722	955	800	2,759	6,236	(23,764)
	A_B7500 Other Non Operating Expenses	-	1,685	-	-	-	1,685	1,685
	A_B7600 Internal Allocations & Sales	(306,005)	24,616	38,194	75,342	(232,159)	(84,007)	211,996
	A_B7700 Funding Transfers	(1,263,522)	-	-	(278,300)	(322,668)	(600,968)	662,554
	<b>Total_Expenses Expenses</b>	<b>15,341,222</b>	<b>4,283,615</b>	<b>3,646,247</b>	<b>2,178,830</b>	<b>4,399,488</b>	<b>14,509,180</b>	<b>(832,041)</b>
	<b>Statement of Activities Net Result</b>	<b>10,420,889</b>	<b>2,537,385</b>	<b>3,494,602</b>	<b>1,264,155</b>	<b>2,902,840</b>	<b>10,198,962</b>	<b>(221,887)</b>





O\_C1800: College of Law Subdivision  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast					
			Q1	Q2	Q3	Q4	YearTotal	
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4000 Tuition & Educational Fees	(348,785)	(239,331)	2,712	(204,830)	(2,186)	(443,437)	(94,852)
	A_B4100 Sales of Goods & Services	-	(37,419)	(14,685)	(5,915)	-	(58,019)	(58,019)
	A_B4400 Other Operating Revenue	-	(151)	-	(4,400)	-	(4,551)	(4,551)
	A_B5600 Other Non Operating Revenues	(56,396)	-	-	(14,099)	(14,099)	(28,198)	28,198
	Total_Revenue Revenue	(405,181)	(276,901)	(11,973)	(229,043)	(16,285)	(534,204)	(129,023)
	A_B6000 Salaries, Wages & Benefits	5,102,336	1,195,579	1,194,255	1,161,380	1,402,865	4,954,079	(148,257)
	A_B6200 Services & Fees	91,022	18,913	17,490	30,760	6,899	74,062	(16,960)
	A_B6300 Travel	88,757	22,569	22,825	34,394	14,359	94,248	5,491
	A_B6400 Supplies	863,543	389,312	256,230	133,864	115,663	895,069	31,526
	A_B6450 Utilities	502	105	181	411	411	1,107	605
	A_B6500 Repairs & Maintenance	11,400	14,337	217	5,335	2,850	22,739	11,339
	A_B6550 Rentals & Leases	2,600	-	-	650	650	1,300	(1,300)
	A_B6650 Other Expense	71,096	27,353	6,469	19,626	9,924	63,371	(7,725)
	A_B7600 Internal Allocations & Sales	(700)	11,214	11,514	1,078	1,078	24,864	25,564
	A_B7700 Funding Transfers	(17,572)	-	-	(4,363)	(4,363)	(8,786)	8,786
	Total_Expenses Expenses	6,212,983	1,679,381	1,509,281	1,363,105	1,550,305	6,122,073	(90,910)
	Statement of Activities Net Result	5,807,802	1,402,480	1,497,308	1,154,061	1,534,019	5,587,869	(219,934)
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(11,320)	-	-	(2,830)	(2,830)	(5,660)	5,660
	A_B4400 Other Operating Revenue	(8,000)	(4,520)	-	(2,250)	(2,250)	(8,020)	(20)
	Total_Revenue Revenue	(20,320)	(4,520)	-	(5,080)	(5,080)	(14,680)	5,640
	A_B6200 Services & Fees	10,202	-	-	2,551	2,551	5,101	(5,101)
	A_B6300 Travel	500	-	-	125	125	250	(250)
	A_B6400 Supplies	435	4,982	1,428	109	109	6,627	6,192
	A_B7600 Internal Allocations & Sales	-	89	86	-	-	175	175
	A_B7700 Funding Transfers	9,183	-	-	2,296	2,296	4,592	(4,592)
	Total_Expenses Expenses	20,320	5,070	1,514	5,080	5,080	16,744	(3,576)
	Statement of Activities Net Result	-	550	1,514	-	-	2,064	2,064
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(360,105)	(239,331)	2,712	(207,460)	(5,018)	(449,097)	(88,992)
	A_B4100 Sales of Goods & Services	-	(37,419)	(14,685)	(5,915)	-	(58,019)	(58,019)
	A_B4400 Other Operating Revenue	(9,000)	(4,671)	-	(6,650)	(2,250)	(13,571)	(4,571)
	A_B5600 Other Non Operating Revenues	(56,396)	-	-	(14,099)	(14,099)	(28,198)	28,198
	Total_Revenue Revenue	(425,501)	(281,421)	(11,973)	(234,123)	(21,366)	(548,894)	(123,393)
	A_B6000 Salaries, Wages & Benefits	5,102,336	1,195,579	1,194,255	1,161,380	1,402,865	4,954,079	(148,257)
	A_B6200 Services & Fees	101,224	18,913	17,490	33,311	9,450	79,163	(22,061)
	A_B6300 Travel	89,257	22,569	22,825	34,519	14,464	94,488	5,241
	A_B6400 Supplies	863,978	394,294	257,658	133,973	115,771	901,696	37,718
	A_B6450 Utilities	502	105	181	411	411	1,107	605
	A_B6500 Repairs & Maintenance	11,400	14,337	217	5,335	2,850	22,739	11,339
	A_B6550 Rentals & Leases	2,600	-	-	650	650	1,300	(1,300)
	A_B6650 Other Expense	71,096	27,353	6,469	19,626	9,924	63,371	(7,725)
	A_B7600 Internal Allocations & Sales	(700)	11,303	11,601	1,078	1,078	25,059	25,759
	A_B7700 Funding Transfers	(6,369)	-	-	(2,097)	(2,097)	(4,194)	4,194
	Total_Expenses Expenses	6,233,303	1,684,452	1,510,795	1,368,195	1,555,365	6,130,817	(94,486)
	Statement of Activities Net Result	5,807,802	1,403,030	1,498,822	1,154,061	1,534,019	5,599,933	(217,869)



		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4100 Sales of Goods & Services	(35,000)	(2,543)	(6,417)	(7,000)	(7,000)	(22,960)	12,040
	A_B4300 Grants & Contracts	(185,000)	-	-	-	-	-	185,000
	A_B4400 Other Operating Revenue	(7,340)	(205)	(1,824)	(1,477)	(1,477)	(4,982)	2,358
	A_B5600 Other Non Operating Revenues	50	-	-	-	-	-	(50)
	Total_Revenue Revenue	(227,290)	(2,747)	(8,241)	(8,477)	(8,477)	(27,942)	199,348
	A_B6000 Salaries, Wages & Benefits	4,127,896	981,722	984,292	941,608	1,055,609	3,963,232	(164,764)
	A_B6200 Services & Fees	496,021	92,279	30,062	73,459	44,704	240,504	(255,517)
	A_B6300 Travel	128,531	17,605	17,705	28,658	57,340	121,308	(7,223)
	A_B6400 Supplies	9,687,715	1,092,546	2,534,133	2,886,218	2,865,933	9,378,831	(308,884)
	A_B6500 Repairs & Maintenance	99,849	413	38,383	9,202	47,770	95,768	(4,081)
	A_B6550 Rentals & Leases	19,906	-	50	-	-	50	(19,856)
	A_B6650 Other Expense	189,910	125,536	21,824	14,799	123,337	285,496	95,586
	A_B7500 Other Non Operating Expenses	600	380	54	250	250	934	334
	A_B7600 Internal Allocations & Sales	(2,263)	50,463	31,261	60,464	47,859	190,167	192,450
	A_B7700 Funding Transfers	(217,327)	-	-	-	55,000	55,000	272,327
	Total_Expenses Expenses	14,530,918	2,360,964	3,657,764	4,014,659	4,297,902	14,331,290	(199,628)
	Statement of Activities Net Result	14,303,628	2,358,217	3,649,524	4,006,183	4,289,425	14,303,348	(279)
FC_A10 Unrestricted	A_B4100 Sales of Goods & Services	(35,000)	(2,543)	(6,417)	(7,000)	(7,000)	(22,960)	12,040
	A_B4300 Grants & Contracts	(185,000)	-	-	-	-	-	185,000
	A_B4400 Other Operating Revenue	(7,340)	(205)	(1,824)	(1,477)	(1,477)	(4,982)	2,358
	A_B5600 Other Non Operating Revenues	50	-	-	-	-	-	(50)
	Total_Revenue Revenue	(227,290)	(2,747)	(8,241)	(8,477)	(8,477)	(27,942)	199,348
	A_B6000 Salaries, Wages & Benefits	4,127,896	981,722	984,292	941,608	1,055,609	3,963,232	(164,764)
	A_B6200 Services & Fees	496,021	92,279	30,062	73,459	44,704	240,504	(255,517)
	A_B6300 Travel	128,531	17,605	17,705	28,658	57,340	121,308	(7,223)
	A_B6400 Supplies	9,687,715	1,092,546	2,534,133	2,886,218	2,865,933	9,378,831	(308,884)
	A_B6500 Repairs & Maintenance	99,849	413	38,383	9,202	47,770	95,768	(4,081)
	A_B6550 Rentals & Leases	19,906	-	50	-	-	50	(19,856)
	A_B6650 Other Expense	189,910	125,536	21,824	14,799	123,337	285,496	95,586
	A_B7500 Other Non Operating Expenses	600	380	54	250	250	934	334
	A_B7600 Internal Allocations & Sales	(2,263)	50,463	31,261	60,464	47,859	190,167	192,450
	A_B7700 Funding Transfers	(217,327)	-	-	-	55,000	55,000	272,327
	Total_Expenses Expenses	14,530,918	2,360,964	3,657,764	4,014,659	4,297,902	14,331,290	(199,628)
	Statement of Activities Net Result	14,303,628	2,358,217	3,649,524	4,006,183	4,289,425	14,303,348	(279)



O\_B4000: Information Technology Division  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4100 Sales of Goods & Services	(857,100)	(18,818)	(18,221)	(8,000)	(8,000)	(53,039)	804,061
	A_B4300 Grants & Contracts	(250,000)	-	-	-	-	-	250,000
	A_B4400 Other Operating Revenue	-	(51,272)	(48,754)	(45,709)	(40,709)	(186,444)	(186,444)
	Total_Revenue Revenue	(1,107,100)	(70,090)	(66,975)	(53,709)	(48,709)	(239,482)	867,618
	A_B6000 Salaries, Wages & Benefits	11,109,702	2,588,029	2,610,259	2,822,989	2,826,090	10,847,367	(262,335)
	A_B6200 Services & Fees	4,303,469	59,912	76,779	67,105	178,740	382,535	(3,920,934)
	A_B6300 Travel	100,500	3,825	13,301	11,950	27,050	56,125	(44,375)
	A_B6400 Supplies	2,244,082	437,635	729,721	1,301,039	1,472,894	3,941,289	1,697,207
	A_B6450 Utilities	752,800	137,440	197,757	173,440	174,615	683,252	(69,548)
	A_B6500 Repairs & Maintenance	231,350	680,626	79,249	171,915	248,311	1,180,102	948,752
	A_B6550 Rentals & Leases	4,300	-	-	-	-	-	(4,300)
	A_B6650 Other Expense	106,742	454,160	148,118	417,042	386,615	1,405,835	1,299,193
	A_B7600 Internal Allocations & Sales	(3,247,159)	(870,874)	(721,304)	(507,869)	(497,564)	(2,597,611)	649,548
	A_B7700 Funding Transfers	577,063	-	-	-	418,000	418,000	(159,063)
Total_Expenses Expenses		16,182,850	3,490,753	3,133,879	4,457,611	5,234,751	16,316,994	134,145
Statement of Activities Net Result		15,075,750	3,420,663	3,066,904	4,403,902	5,186,042	16,077,512	1,001,762
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(428,000)	-	-	-	-	-	428,000
	Total_Revenue Revenue	(428,000)	-	-	-	-	-	428,000
	A_B6000 Salaries, Wages & Benefits	98,257	9,886	9,886	9,886	9,886	39,465	(58,792)
	A_B6200 Services & Fees	4,000	-	-	-	-	-	(4,000)
	A_B6400 Supplies	327,743	93,961	26,604	138,000	142,624	401,189	73,445
	A_B6500 Repairs & Maintenance	-	-	1,582	-	-	1,582	1,582
	A_B6650 Other Expense	-	-	-	1,459	34,541	36,000	36,000
	A_B7600 Internal Allocations & Sales	(280,980)	385	52,438	(705,624)	1,500	(651,303)	(370,323)
	Total_Expenses Expenses	147,020	104,212	90,489	(596,298)	188,531	(173,067)	(320,087)
	Statement of Activities Net Result	(280,980)	104,212	90,489	(596,298)	188,531	(173,067)	107,913
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(428,000)	-	-	-	-	-	428,000
	A_B4100 Sales of Goods & Services	(857,100)	(18,818)	(18,221)	(8,000)	(8,000)	(53,039)	804,061
	A_B4300 Grants & Contracts	(250,000)	-	-	-	-	-	250,000
	A_B4400 Other Operating Revenue	-	(51,272)	(48,754)	(45,709)	(40,709)	(186,444)	(186,444)
	Total_Revenue Revenue	(1,535,100)	(70,090)	(66,975)	(53,709)	(48,709)	(239,482)	1,285,618
	A_B6000 Salaries, Wages & Benefits	11,205,959	2,597,896	2,620,125	2,832,855	2,835,956	10,896,832	(319,127)
	A_B6200 Services & Fees	4,307,489	59,912	76,779	67,105	178,740	382,535	(3,924,934)
	A_B6300 Travel	100,500	3,825	13,301	11,950	27,050	56,125	(44,375)
	A_B6400 Supplies	2,571,826	531,596	756,325	1,438,039	1,615,518	4,342,478	1,770,652
	A_B6450 Utilities	752,800	137,440	197,757	173,440	174,615	683,252	(69,548)
	A_B6500 Repairs & Maintenance	231,350	680,626	80,831	171,915	248,311	1,181,684	950,334
	A_B6550 Rentals & Leases	4,300	-	-	-	-	-	(4,300)
	A_B6650 Other Expense	106,742	454,160	148,118	418,501	421,156	1,441,935	1,335,193
	A_B7600 Internal Allocations & Sales	(3,526,139)	(870,489)	(668,868)	(1,213,493)	(496,064)	(3,248,914)	278,225
	A_B7700 Funding Transfers	577,063	-	-	-	418,000	418,000	(159,063)
	Total_Expenses Expenses	16,329,870	3,594,965	3,224,368	3,901,312	5,423,282	16,143,927	(185,943)
	Statement of Activities Net Result	14,794,770	3,524,875	3,157,393	3,947,604	5,374,573	15,904,445	1,109,675



O\_40001: Office of the CIO  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B6000 Salaries, Wages & Benefits	1,273,163	243,279	254,836	285,781	288,882	1,072,878	(200,285)
	A_B6200 Services & Fees	57,700	-	-	44,020	50,700	94,720	37,020
	A_B6300 Travel	15,500	496	2,887	2,500	5,700	11,583	(3,917)
	A_B6400 Supplies	158,200	6,038	13,158	1,084	807	21,087	(137,113)
	A_B6450 Utilities	2,800	-	-	-	-	-	(2,800)
	A_B6500 Repairs & Maintenance	101,100	106,418	80	43,415	42,600	192,513	91,413
	A_B6550 Rentals & Leases	4,300	-	-	-	-	-	(4,300)
	A_B6650 Other Expense	8,000	835	456	4,505	15,680	21,476	13,476
	A_B7600 Internal Allocations & Sales	(15,000)	(1,331)	174	191,480	31,480	221,803	236,803
	A_B7700 Funding Transfers	502,000	-	-	-	418,000	418,000	(84,000)
	Total_Expenses Expenses	2,107,763	355,735	271,691	572,785	853,849	2,054,069	(53,702)
	Statement of Activities Net Result	2,107,763	355,735	271,691	572,785	853,849	2,054,069	(53,702)
FC_B20 Designated Op	A_B7600 Internal Allocations & Sales	(280,980)	-	-	(280,980)	-	(280,980)	-
	Total_Expenses Expenses	(280,980)	-	-	(280,980)	-	(280,980)	-
	Statement of Activities Net Result	(280,980)	-	-	(280,980)	-	(280,980)	-
FC_A10 Unrestricted	A_B6000 Salaries, Wages & Benefits	1,273,163	243,279	254,836	285,781	288,882	1,072,878	(200,285)
	A_B6200 Services & Fees	57,700	-	-	44,020	50,700	94,720	37,020
	A_B6300 Travel	15,500	496	2,887	2,500	5,700	11,583	(3,917)
	A_B6400 Supplies	158,200	6,038	13,158	1,084	807	21,087	(137,113)
	A_B6450 Utilities	2,800	-	-	-	-	-	(2,800)
	A_B6500 Repairs & Maintenance	101,100	106,418	80	43,415	42,600	192,513	91,413
	A_B6550 Rentals & Leases	4,300	-	-	-	-	-	(4,300)
	A_B6650 Other Expense	8,000	835	456	4,505	15,680	21,476	13,476
	A_B7600 Internal Allocations & Sales	(285,980)	(1,331)	174	(89,500)	31,480	(59,177)	236,803
	A_B7700 Funding Transfers	502,000	-	-	-	418,000	418,000	(84,000)
	Total_Expenses Expenses	1,826,783	355,735	271,691	291,805	853,849	1,773,080	(53,702)
	Statement of Activities Net Result	1,826,783	355,735	271,691	291,805	853,849	1,773,080	(53,702)



O\_40002: Client Support Services  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan	OEP_Forecast					
		YearTotal	Q1	Q2	Q3	Q4	YearTotal	
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4100 Sales of Goods & Services	(37,100)	(16,818)	(18,221)	(8,000)	(8,000)	(53,039)	(15,839)
	A_B4400 Other Operating Revenue	-	(28,513)	(23,894)	(20,000)	(15,000)	(87,408)	(87,408)
	<b>Total_Revenue Revenue</b>	<b>(37,100)</b>	<b>(47,331)</b>	<b>(42,115)</b>	<b>(28,000)</b>	<b>(23,000)</b>	<b>(140,448)</b>	<b>(103,348)</b>
	A_B6000 Salaries, Wages & Benefits	3,186,731	657,736	740,152	777,382	777,382	2,952,852	(234,079)
	A_B6200 Services & Fees	244,967	2	6,709	-	40,000	46,711	(198,255)
	A_B6300 Travel	6,500	1,480	5,146	4,500	10,000	21,126	14,626
	A_B6400 Supplies	884,686	150,857	299,334	118,962	180,146	749,289	(135,400)
	A_B6450 Utilities	-	-	1	-	-	1	1
	A_B6500 Repairs & Maintenance	130,250	390,281	10,092	55,000	130,000	585,373	455,123
	A_B6650 Other Expense	34,642	7,067	7,772	89,500	31,000	135,339	100,697
	A_B7600 Internal Allocations & Sales	(550,759)	(110,578)	(50,683)	(157,776)	9,764	(308,273)	241,486
	A_B7700 Funding Transfers	60,063	-	-	-	-	-	(60,063)
	<b>Total_Expenses Expenses</b>	<b>3,997,092</b>	<b>1,096,845</b>	<b>1,018,523</b>	<b>887,568</b>	<b>1,178,292</b>	<b>4,181,228</b>	<b>184,136</b>
	<b>Statement of Activities Net Result</b>	<b>3,959,992</b>	<b>1,049,514</b>	<b>976,408</b>	<b>859,568</b>	<b>1,155,292</b>	<b>4,040,782</b>	<b>80,790</b>
FC_B20 Designated Op	A_B4000 Tuition & Educational Fees	(428,000)	-	-	-	-	-	428,000
	<b>Total_Revenue Revenue</b>	<b>(428,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>428,000</b>
	A_B6000 Salaries, Wages & Benefits	96,257	9,866	9,866	9,866	9,866	39,465	(56,792)
	A_B6200 Services & Fees	4,000	-	-	-	-	-	(4,000)
	A_B6400 Supplies	327,743	93,961	26,804	138,000	142,624	401,189	73,445
	A_B6500 Repairs & Maintenance	-	-	1,582	-	-	1,582	1,582
	A_B6650 Other Expense	-	-	-	1,459	34,541	36,000	36,000
	A_B7600 Internal Allocations & Sales	-	385	52,436	(424,644)	1,500	(370,323)	(370,323)
	<b>Total_Expenses Expenses</b>	<b>428,000</b>	<b>104,212</b>	<b>90,489</b>	<b>(275,319)</b>	<b>188,531</b>	<b>107,913</b>	<b>(320,087)</b>
	<b>Statement of Activities Net Result</b>	<b>-</b>	<b>104,212</b>	<b>90,489</b>	<b>(275,319)</b>	<b>188,531</b>	<b>107,913</b>	<b>107,913</b>
FC_A10 Unrestricted	A_B4000 Tuition & Educational Fees	(428,000)	-	-	-	-	-	428,000
	A_B4100 Sales of Goods & Services	(37,100)	(16,818)	(18,221)	(8,000)	(8,000)	(53,039)	(15,839)
	A_B4400 Other Operating Revenue	-	(28,513)	(23,894)	(20,000)	(15,000)	(87,408)	(87,408)
	<b>Total_Revenue Revenue</b>	<b>(465,100)</b>	<b>(47,331)</b>	<b>(42,115)</b>	<b>(28,000)</b>	<b>(23,000)</b>	<b>(140,448)</b>	<b>324,854</b>
	A_B6000 Salaries, Wages & Benefits	3,282,988	667,602	750,018	787,248	787,248	2,992,117	(290,871)
	A_B6200 Services & Fees	248,967	2	6,709	-	40,000	46,711	(202,255)
	A_B6300 Travel	6,500	1,480	5,146	4,500	10,000	21,126	14,626
	A_B6400 Supplies	1,212,442	244,817	325,838	256,962	322,770	1,150,488	(61,954)
	A_B6450 Utilities	-	-	1	-	-	1	1
	A_B6500 Repairs & Maintenance	130,250	390,281	11,674	55,000	130,000	586,956	456,706
	A_B6650 Other Expense	34,642	7,067	7,772	89,500	65,541	171,339	136,697
	A_B7600 Internal Allocations & Sales	(550,759)	(110,193)	1,753	(582,420)	11,264	(679,596)	(128,837)
	A_B7700 Funding Transfers	60,063	-	-	-	-	-	(60,063)
	<b>Total_Expenses Expenses</b>	<b>4,425,092</b>	<b>1,201,057</b>	<b>1,109,012</b>	<b>812,248</b>	<b>1,368,823</b>	<b>4,289,141</b>	<b>(135,951)</b>
	<b>Statement of Activities Net Result</b>	<b>3,959,992</b>	<b>1,153,726</b>	<b>1,096,897</b>	<b>584,248</b>	<b>1,343,623</b>	<b>4,148,695</b>	<b>188,702</b>



O\_40003: Application & Database Services  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B6000 Salaries, Wages & Benefits	3,521,478	825,524	774,256	784,331	784,331	3,128,442	(393,037)
	A_B6200 Services & Fees	2,650,759	28,307	99	-	27,755	56,161	(2,594,598)
	A_B6300 Travel	22,500	-	886	-	6,400	7,286	(15,214)
	A_B6400 Supplies	278,100	253,387	354,220	748,151	804,151	2,159,909	1,881,809
	A_B6450 Utilities	-	-	180	-	540	720	720
	A_B6500 Repairs & Maintenance	-	-	251	-	-	251	251
	A_B6650 Other Expense	20,000	344,799	43,208	247,162	243,162	878,328	858,328
	A_B7600 Internal Allocations & Sales	(1,400)	13,405	9,085	12,976	12,976	48,452	49,852
	Total_Expenses Expenses	6,491,437	1,465,421	1,182,192	1,772,620	1,859,315	6,279,548	(211,889)
	Statement of Activities Net Result	6,491,437	1,465,421	1,182,192	1,772,620	1,859,315	6,279,548	(211,889)
FC_A10 Unrestricted	A_B6000 Salaries, Wages & Benefits	3,521,478	825,524	774,256	784,331	784,331	3,128,442	(393,037)
	A_B6200 Services & Fees	2,650,759	28,307	99	-	27,755	56,161	(2,594,598)
	A_B6300 Travel	22,500	-	886	-	6,400	7,286	(15,214)
	A_B6400 Supplies	278,100	253,387	354,220	748,151	804,151	2,159,909	1,881,809
	A_B6450 Utilities	-	-	180	-	540	720	720
	A_B6500 Repairs & Maintenance	-	-	251	-	-	251	251
	A_B6650 Other Expense	20,000	344,799	43,208	247,162	243,162	878,328	858,328
	A_B7600 Internal Allocations & Sales	(1,400)	13,405	9,085	12,976	12,976	48,452	49,852
	Total_Expenses Expenses	6,491,437	1,465,421	1,182,192	1,772,620	1,859,315	6,279,548	(211,889)
	Statement of Activities Net Result	6,491,437	1,465,421	1,182,192	1,772,620	1,859,315	6,279,548	(211,889)





O\_40004: Telecommunications  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4100 Sales of Goods & Services	(100,000)	-	-	-	-	-	100,000
	A_B4400 Other Operating Revenue	-	(10,109)	(11,874)	(12,509)	(12,509)	(47,000)	(47,000)
	Total_Revenue Revenue	(100,000)	(10,109)	(11,874)	(12,509)	(12,509)	(47,000)	53,000
	A_B6000 Salaries, Wages & Benefits	414,861	119,795	100,001	103,951	103,951	427,699	13,037
	A_B6200 Services & Fees	85,600	2,006	60,675	4,570	5,370	72,621	(12,979)
	A_B6300 Travel	-	395	273	150	150	969	969
	A_B6400 Supplies	58,300	226	27,854	3,381	1,880	33,340	(24,960)
	A_B6450 Utilities	750,000	86,796	81,687	82,000	82,000	332,482	(417,518)
	A_B6500 Repairs & Maintenance	-	56,168	46,856	25,500	25,520	154,044	154,044
	A_B6650 Other Expense	300	42,717	9,325	20,075	20,473	92,590	92,290
	A_B7600 Internal Allocations & Sales	(1,800,000)	(520,092)	(491,012)	(400,466)	(400,466)	(1,812,036)	(12,036)
	Total_Expenses Expenses	(491,139)	(211,989)	(164,341)	(160,839)	(161,122)	(698,290)	(207,151)
	Statement of Activities Net Result	(591,139)	(222,097)	(176,215)	(173,348)	(173,631)	(745,290)	(154,151)
FC_A10 Unrestricted	A_B4100 Sales of Goods & Services	(100,000)	-	-	-	-	-	100,000
	A_B4400 Other Operating Revenue	-	(10,109)	(11,874)	(12,509)	(12,509)	(47,000)	(47,000)
	Total_Revenue Revenue	(100,000)	(10,109)	(11,874)	(12,509)	(12,509)	(47,000)	53,000
	A_B6000 Salaries, Wages & Benefits	414,861	119,795	100,001	103,951	103,951	427,699	13,037
	A_B6200 Services & Fees	85,600	2,006	60,675	4,570	5,370	72,621	(12,979)
	A_B6300 Travel	-	395	273	150	150	969	969
	A_B6400 Supplies	58,300	226	27,854	3,381	1,880	33,340	(24,960)
	A_B6450 Utilities	750,000	86,796	81,687	82,000	82,000	332,482	(417,518)
	A_B6500 Repairs & Maintenance	-	56,168	46,856	25,500	25,520	154,044	154,044
	A_B6650 Other Expense	300	42,717	9,325	20,075	20,473	92,590	92,290
	A_B7600 Internal Allocations & Sales	(1,800,000)	(520,092)	(491,012)	(400,466)	(400,466)	(1,812,036)	(12,036)
	Total_Expenses Expenses	(491,139)	(211,989)	(164,341)	(160,839)	(161,122)	(698,290)	(207,151)
	Statement of Activities Net Result	(591,139)	(222,097)	(176,215)	(173,348)	(173,631)	(745,290)	(154,151)



O\_40005: Systems Services  
Forecast Detail Report - Quarterly

		FY18						Variance
		OEP_Plan YearTotal	OEP_Forecast				YearTotal	
			Q1	Q2	Q3	Q4		
<b>Summary Level Natural Accounts</b>								
FC_105 Unrestricted Operating Class	A_B4100 Sales of Goods & Services	(120,000)	-	-	-	-	-	120,000
	A_B4400 Other Operating Revenue	-	(12,650)	(12,986)	(13,200)	(13,200)	(52,036)	(52,036)
	Total_Revenue Revenue	(120,000)	(12,650)	(12,986)	(13,200)	(13,200)	(52,036)	67,964
	A_B6000 Salaries, Wages & Benefits	2,188,187	600,983	594,209	717,971	717,971	2,631,134	442,957
	A_B6200 Services & Fees	1,089,444	29,597	9,295	18,515	54,915	112,322	(977,122)
	A_B6300 Travel	30,000	1,453	1,055	2,300	2,300	7,108	(22,892)
	A_B6400 Supplies	397,184	24,758	25,205	172,446	314,875	537,284	140,100
	A_B6450 Utilities	-	50,645	115,889	91,440	92,075	350,049	350,049
	A_B6500 Repairs & Maintenance	-	84,862	21,570	48,000	50,191	204,622	204,622
	A_B6650 Other Expense	25,000	42,098	52,363	50,800	31,300	176,561	151,561
	A_B7600 Internal Allocations & Sales	(880,000)	(252,741)	(188,231)	(155,035)	(152,270)	(748,277)	131,723
	Total_Expenses Expenses	2,949,795	581,654	631,376	946,437	1,111,357	3,270,823	421,028
	Statement of Activities Net Result	2,729,795	569,004	618,380	933,237	1,098,157	3,218,767	488,982
FC_A10 Unrestricted	A_B4100 Sales of Goods & Services	(120,000)	-	-	-	-	-	120,000
	A_B4400 Other Operating Revenue	-	(12,650)	(12,986)	(13,200)	(13,200)	(52,036)	(52,036)
	Total_Revenue Revenue	(120,000)	(12,650)	(12,986)	(13,200)	(13,200)	(52,036)	67,964
	A_B6000 Salaries, Wages & Benefits	2,188,187	600,983	594,209	717,971	717,971	2,631,134	442,957
	A_B6200 Services & Fees	1,089,444	29,597	9,295	18,515	54,915	112,322	(977,122)
	A_B6300 Travel	30,000	1,453	1,055	2,300	2,300	7,108	(22,892)
	A_B6400 Supplies	397,184	24,758	25,205	172,446	314,875	537,284	140,100
	A_B6450 Utilities	-	50,645	115,889	91,440	92,075	350,049	350,049
	A_B6500 Repairs & Maintenance	-	84,862	21,570	48,000	50,191	204,622	204,622
	A_B6650 Other Expense	25,000	42,098	52,363	50,800	31,300	176,561	151,561
	A_B7600 Internal Allocations & Sales	(880,000)	(252,741)	(188,231)	(155,035)	(152,270)	(748,277)	131,723
	Total_Expenses Expenses	2,949,795	581,654	631,376	946,437	1,111,357	3,270,823	421,028
	Statement of Activities Net Result	2,729,795	569,004	618,380	933,237	1,098,157	3,218,767	488,982





O\_40006: Research Computing Support  
Forecast Detail Report - Quarterly

		OEP_Plan	FY18				Variance
		YearTotal	Q1	Q2	OEP_Forecast	YearTotal	
					Q3	Q4	
<b>Summary Level Natural Accounts</b>							
FC_105 Unrestricted Operating Class	A_B4100 Sales of Goods & Services	(600,000)	-	-	-	-	600,000
	A_B4300 Grants & Contracts	(250,000)	-	-	-	-	250,000
	Total_Revenue Revenue	(850,000)	-	-	-	-	850,000
	A_B6000 Salaries, Wages & Benefits	525,501	140,712	146,705	173,573	173,573	109,062
	A_B6200 Services & Fees	175,000	-	-	-	-	(175,000)
	A_B6300 Travel	26,000	-	3,053	2,500	2,500	(17,947)
	A_B6400 Supplies	467,600	2,370	9,950	257,015	171,035	(27,230)
	A_B6500 Repairs & Maintenance	-	42,897	400	-	-	43,297
	A_B6650 Other Expense	18,800	16,644	34,976	5,000	45,000	82,820
	A_B7600 Internal Allocations & Sales	-	463	(647)	952	952	1,720
	A_B7700 Funding Transfers	15,000	-	-	-	-	(15,000)
	Total_Expenses Expenses	1,227,901	203,086	194,438	439,040	393,060	1,723
	Statement of Activities Net Result	377,901	203,086	194,438	439,040	393,060	851,723
FC_A10 Unrestricted	A_B4100 Sales of Goods & Services	(600,000)	-	-	-	-	600,000
	A_B4300 Grants & Contracts	(250,000)	-	-	-	-	250,000
	Total_Revenue Revenue	(850,000)	-	-	-	-	850,000
	A_B6000 Salaries, Wages & Benefits	525,501	140,712	146,705	173,573	173,573	109,062
	A_B6200 Services & Fees	175,000	-	-	-	-	(175,000)
	A_B6300 Travel	26,000	-	3,053	2,500	2,500	(17,947)
	A_B6400 Supplies	467,600	2,370	9,950	257,015	171,035	(27,230)
	A_B6500 Repairs & Maintenance	-	42,897	400	-	-	43,297
	A_B6650 Other Expense	18,800	16,644	34,976	5,000	45,000	82,820
	A_B7600 Internal Allocations & Sales	-	463	(647)	952	952	1,720
	A_B7700 Funding Transfers	15,000	-	-	-	-	(15,000)
	Total_Expenses Expenses	1,227,901	203,086	194,438	439,040	393,060	1,723
	Statement of Activities Net Result	377,901	203,086	194,438	439,040	393,060	851,723

**AGENDA ITEM TITLE: Student Media Suite Renovations (Wyoming Union), Kibbon/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:**

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. Aligned to the new Strategic Plan of the University: **BREAKING THROUGH: 2017-2022**, this project will expand the engagement opportunities for students and support the retention goals of the University. The recommendations have undergone review and adjustment with several projects identified for multiple phases of renovations.

As a learning-laboratory, Student Media provides students with an opportunity to experience first-hand the challenges and opportunities they will face upon entry into the professional world. In the rapidly changing and converging media environment, Student Media is combining traditional publications with contemporary media platforms. Student Media consists of the Branding Iron newspaper, Frontiers Magazine, Owen Wister Review journal, Transitions Orientation Guide, Laramie Living housing guide, UW Student Planner, Dynamic Media, Dynamic Design and OneTV. Each program is student-operated and provides real-world experiences for students interested in contemporary media offerings.

Student Media was relocated in July of 2017 for the abatement of the third floor of the Wyoming Union in preparation for the Veterans Center Renovation. They have been temporarily located to the Beta House. The Beta House is not ideal for their operations and a quick return to the Union would be ideal.

The new Student Media Suite will be located on the ground-level of the Wyoming Union to provide high-quality, accessible, and modern space for the current and future needs of Student Media programs. This will include reception area, five offices for staff and students, student media production space, video production; and space for sales, interviews, and consultation.

This project was reviewed for compliance with the Project Development Policy and Procedures for UW Capital Construction Projects draft document and returns to the Facilities Contracting Committee for action. The Administration is seeking approval from the Facilities Contracting Committee to let this project out to bid. It is anticipated that funds from the Student Affairs Unrestricted Operating Reserves will be adequate to cover the cost of construction.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

No prior discussions/actions. This project was an information only item in the September 2017 Board meeting materials (pg. 109) and on the Facilities Committee agenda.

WHY THIS ITEM IS BEFORE THE BOARD:

N/A

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Balance of Third Floor (Wyoming Union), Kibbon/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:**

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. 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. The recommendations have undergone review and adjustment with several projects identified for multiple phases of renovations.

The second renovation project (first being the Veterans Center) is to finish renovating the third floor. This space has not seen updates or renovations since 1972. Abatement was completed during the summer of 2017. This project includes:

1. Four offices for the newly created Center for Student Involvement and Leadership.
2. A shared conference room to be used by the entire facility.
3. Two new restrooms.

Administration is requesting these funds from Student Affairs Unrestricted Operating Reserves and to get approval to execute a change order with Shepard Construction for the project, because this scope was bid as an alternate with the Veterans Center Renovation to capitalize on the efficiencies of renovating the adjacent spaces concurrently.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

No prior discussions/actions. This project was an information only item in the September 2017 Board meeting materials (pg. 109) and on the Facilities Committee agenda.

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

Review and consideration.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval for Administration to execute a change order with Shepard Construction.

**PROPOSED MOTION**

"I move to authorize the Administration to execute a change order with Shepard Construction not to exceed \$375,000.00."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



To: Laurie Nichols, President  
From: Sean Blackburn, Vice President for Student Affairs  
Date: March 2, 2018  
Subject: University Reserves Request for Balance of Third Floor (Wyoming Union)

---

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. 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. The recommendations have undergone review and adjustment with several projects identified for multiple phases of renovations.

The second renovation project (first being the Veterans Center) is to finish renovating the third floor. This space has not seen updates or renovations since 1972. Abatement was completed during the summer of 2017. This project includes:

1. Four offices for the newly created Center for Student Involvement and Leadership.
2. A shared conference room to be used by the entire facility.
3. Two new restrooms (also supports the Veterans Center).

The estimated total cost of the project is \$600,000 (includes the previously approved Veterans Center). Administration is requesting these funds from the Student Affairs Unrestricted Operating Reserves and to receive approval to execute a change order with Shepard Construction for the project as an alternate with the Veterans Center Renovation to capitalize on the efficiencies of renovating the adjacent spaces concurrently.

**AGENDA ITEM TITLE: Indoor Practice Facility Upgrade Project, Kibbon**

**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 artificial turf within the indoor practice facility has reached the end of its useful life and is scheduled for replacement. The indoor practice facility does not have padding on the walls or around the steel columns and poses a safety risk to those practicing within the facility. This padding needs to be added to the facility.

After receiving quotes from two qualified artificial turf installers, the University determined that the lowest responsive and responsible bid for the installation of the turf and wall mats was submitted by Field Turf in the amount of \$540,000.00. Administration recommends awarding the contract for this project to Field Turf.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

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

The Board is requested to approve contracting with the lowest responsive, responsible bidder for the artificial turf and wall mats at the Indoor Practice Facility and to authorize expenditure of up to \$540,000.00 for the project. The funds will be expended from the Campbell account held within the University Foundation.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to authorize contracting with Field Turf for the installation of the artificial turf and wall mats at the Indoor Practice Facility and to authorize the expenditure of \$540,000.00 for the project. The funds will be expended from the Campbell account held within the University Foundation.

**PROPOSED MOTION**

"I move to authorize the Administration to enter into a contract for the installation of the artificial turf and wall mats in the amount of \$540,000.00 with Field Turf."

"I move to authorize an expenditure up to \$540,000.00 from the Campbell account held within the University Foundation."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: High Altitude Performance Center Change Order>Showers, Kibbon/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 Rochelle Athletic Center locker room had twenty-three shower heads. The locker room and associated shower room were relocated to the new addition of the Mick and Suzie McMurry High Altitude Performance Center (HAPC), in this process the number of shower heads was reduced from twenty-three to fifteen.

The showers have been redesigned to accommodate twenty-four shower heads. To accommodate the additional heads the showers will have to be demolished, to the extent necessary, and reconstructed. This will take place during the month of May 2018.

The costs associated with this change will be \$67,252.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- March 2015 – Board of Trustees approved the architect/engineering firm of Pappas and Pappas Architects, Cheyenne, Wyoming, in association with DLR Group, Denver, Colorado.
- September 2015 – Board of Trustees approved the Construction Manager at Risk firm, GE Johnson Construction Wyoming.
- February 2016 – Board of Trustees approved naming of the “Mick and Suzie McMurry High Altitude Performance Center”.
- March 2016 – Board of Trustees approved the exterior design of the Mick and Suzie McMurry High Altitude Performance Center.
- July 2017 – Board of Trustees approved entering into a construction change directive for the installation of the audio visual/information technology equipment.
- August 2017 – Board of Trustees approved executing construction change directives for all changes not-to-exceed \$50,000 per occurrence and in the cumulative amount of the Owner’s construction contingency.
- November 2017 – Board of Trustees approved executing change orders for furnishing and installing the entire audio visual and information technology package, \$813,342.00, and procurement and installation of the entire food service/kitchen equipment package, \$314,053.00.
- January 2018 – Board of Trustees approved executing a change order to shift the lettering in the ceiling of the locker room from the graphics package to GE Johnson Construction. This shifted \$60,295.00 from the graphics budget line to GE Johnson.

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

UW Regulation 1-102(B) requires that any change order to a Construction Manager-at-Risk contract over \$25,000 requires Board approval. Additionally, the cumulative amount of all changes

is in excess of 40% of the Owner's contingency, thus all changes toward the Owner's contingency will require Board approval.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to execute a change order to GE Johnson in the amount of \$67,252 for the reconstruction of the showers within the HAPC

**PROPOSED MOTION**

"I move to allow Administration to execute a change order to GE Johnson Construction in the amount of \$67,252 to reconstruct the showers in the Mick and Suzie McMurry High Altitude Performance Center project."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



**AGENDA ITEM TITLE:**

**Electric Line Easement to Rocky Mountain Power for National Guard Readiness Center, Mai/Decker**

**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 agenda item is to request approval of an electric line easement across University land for electric service to the Wyoming Army National Guard (WYARNG) Readiness Center facilities. The Wyoming Military Department requests an electric line easement be granted to Rocky Mountain Power, who is the franchise utility providing electric service to the facilities.

The WYARNG currently leases the 50-acre site from the University and the current term of the lease ends September 30, 2045. The lease states that necessary rights of way and easements will be granted to the Wyoming Military Department so long as the site is leased. The WYARNG completed construction of a Field Maintenance Shop (FMS) facility in 2013 and the new Readiness Center is the second facility project to replace the existing Laramie Armory facilities located on 30<sup>th</sup> Street and Armory Road in Laramie. The Readiness Center is currently under construction on the site and is scheduled for completion in early 2019.

The electric line easement across University property measures no more than 20 feet wide and is approximately 2,904 feet long, and provides service to both the FMS and Readiness Center facilities (see attached map). The easements provides reasonable access and the right for Rocky Mountain Power to maintain and repair their lines and associated appurtenances so long as the lines remain in use.

The per rod method at a rate of \$10.50 per rod equals a fee of \$1,848 for the length of the easement. A \$10.50 per rod fee is charged by the Wyoming Office of State Lands and Investments for electric lines easements of ten to thirty feet in width. The method of using a \$ per acre value for the area of the easement (0.97 acres) and the easement's impact on the surface area of the land indicates a value of \$5,450 for the easement. A fee is not recommended for the easement given the planned exchange of lands with the Wyoming Military Department upon completion of the Readiness Center facilities and in recognition of the mutually beneficial partnership with the National Guard.

At the direction of the Facilities Contracting Committee, the administration has finalized negotiations, including survey and legal description documents, for the electric line easement. Rocky Mountain Power has worked with the University of Wyoming and the Wyoming Military Department to locate the easement along the least obtrusive and most logical route following existing electric infrastructure to the maximum extent possible to minimize impacts to current use of the property.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At the May 2014 Board meeting, the Board approved an access easement to the Wyoming Military Department across University land for an access roadway to the WYARNG's FMS on the 50-acre site. At the January 2016 Board meeting, the Board approved an extension of the 50-acre lease with the Wyoming Military Department to September 30, 2045 allowing construction funding for the Readiness Center to be released from the National Guard Bureau.

**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."

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

**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 authorize Administration to execute the electric line easement to Rocky Mountain Power on University land for the National Guard's Readiness Center facilities as presented to the Board."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



PREPARED BY: REAL ESTATE OPERATIONS  
DEPT. 4308, 127 BUREAU OF MINES  
1000 E. UNIVERSITY AVENUE, LARAMIE, WY 82071  
307.766.2937, FAX 307.766.4836

## ELECTRIC LINE EASEMENT TO ROCKY MOUNTAIN POWER FOR NATIONAL GUARD READINESS CENTER

400 200 0 400 Feet

This map is provided as a visual aid only and its accuracy is not guaranteed. Discrepancies 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.

- Proposed Underground Electric Line Easement
- Overhead Power Lines
- WYANG Lease
- UW Property
- Buildings under construction

REV05042015

Return to:

Rocky Mountain Power  
Chris Coziahr  
2840 E. Yellowstone Hwy.  
Casper, WY 82609

Project Name: Wyoming Military Department

WO#: 6406563

RW#: 2018R0003

#### UNDERGROUND RIGHT OF WAY EASEMENT

For value received, the **Trustees of the University of Wyoming** ("Grantor"), hereby grants Rocky Mountain Power, an unincorporated division of PacifiCorp its successors and assigns, ("Grantee"), an electric easement for a right of way 10 feet and 20 feet in width and 2904.26 feet in length, more or less, for the construction, reconstruction, operation, maintenance, repair, replacement, and removal of underground electric power transmission, distribution and communication lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: wires, fibers, cables and other conductors and conduits therefor; and pads, transformers, switches, cabinets, and vaults on, across, or under the surface of the real property of Grantor in **Albany County, State of Wyoming** more particularly described as follows:

*Legal Description: A strip of land and electric transformer pad located in the Northeast quarter of Section 35, Township 16 North, Range 74 West of the 6<sup>th</sup> P.M., Albany County Wyoming, more particularly described and shown on **Exhibit A, B, and D** attached hereto and by this reference made a part hereof.*

Assessor Parcel No.

16743510040001

Together with the right of reasonable access to the right of way location from adjacent lands of Grantor for all activities in connection with the purposes for which this easement has been granted; and together with the present and the future right to keep the right of way clear of all brush, trees, timber, structures, buildings and other hazards which might endanger Grantee's facilities or impede Grantee's activities.

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 electric lines and necessary appurtenances after installation. At no time shall Grantor place or store any flammable materials (other than agricultural crops), or light any fires, on or within the boundaries of the right of way. Subject to the foregoing limitations, the surface of the right of way may be used for purposes not inconsistent, as determined by Grantee, with the purposes for which this easement has been granted.

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 written notice to Grantor. Grantee shall not assign nor transfer any of these rights to any third party.

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 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.

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 law with regard to any action based on this Easement. Any actions or claims against Grantor under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

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 \_\_\_\_\_, 2018.

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 \_\_\_\_\_, 2018.

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.

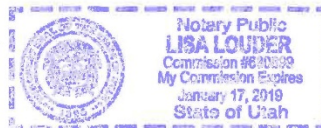
County of Salt Lake

On this 5<sup>th</sup> day of March, 2018, 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.

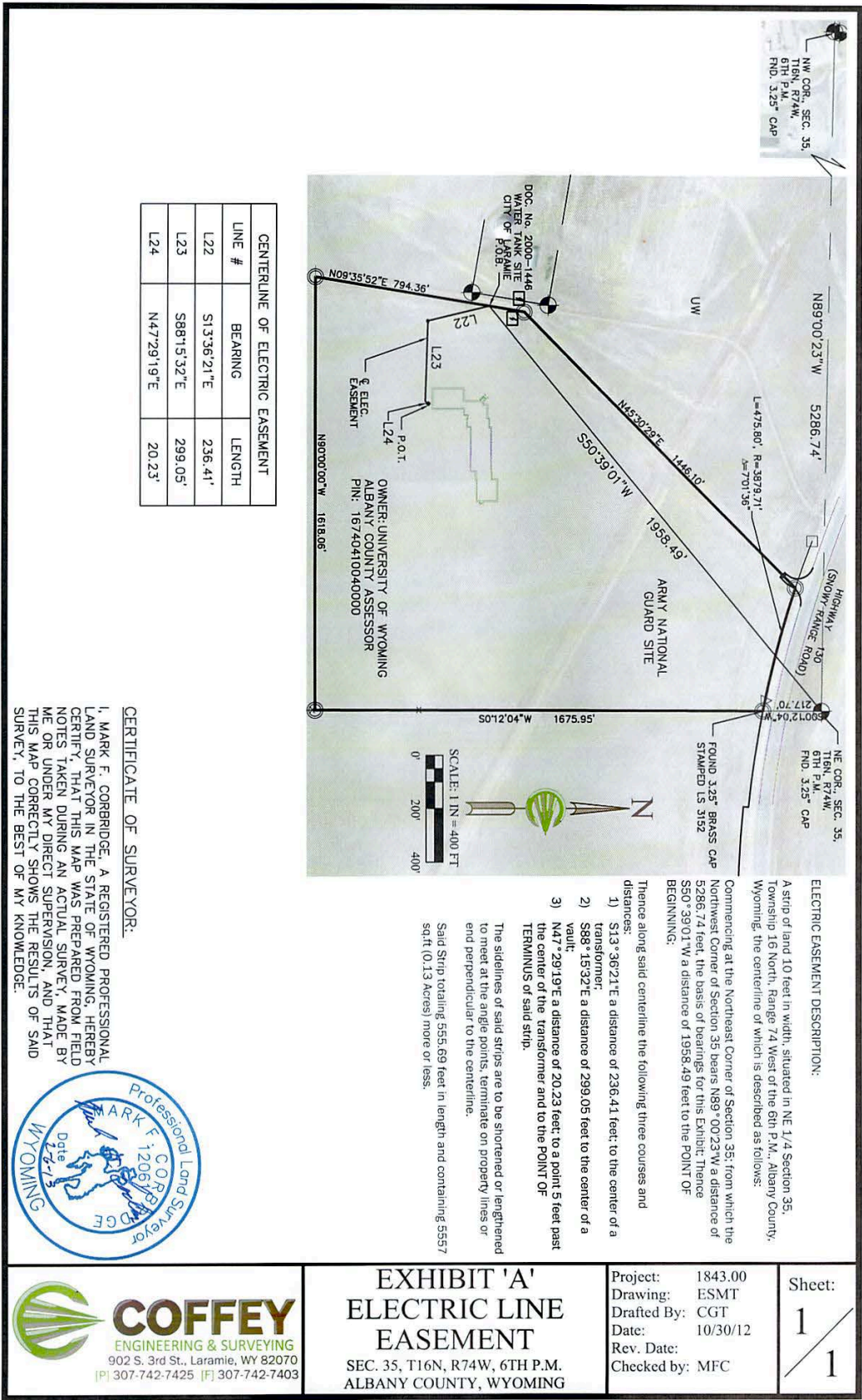
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

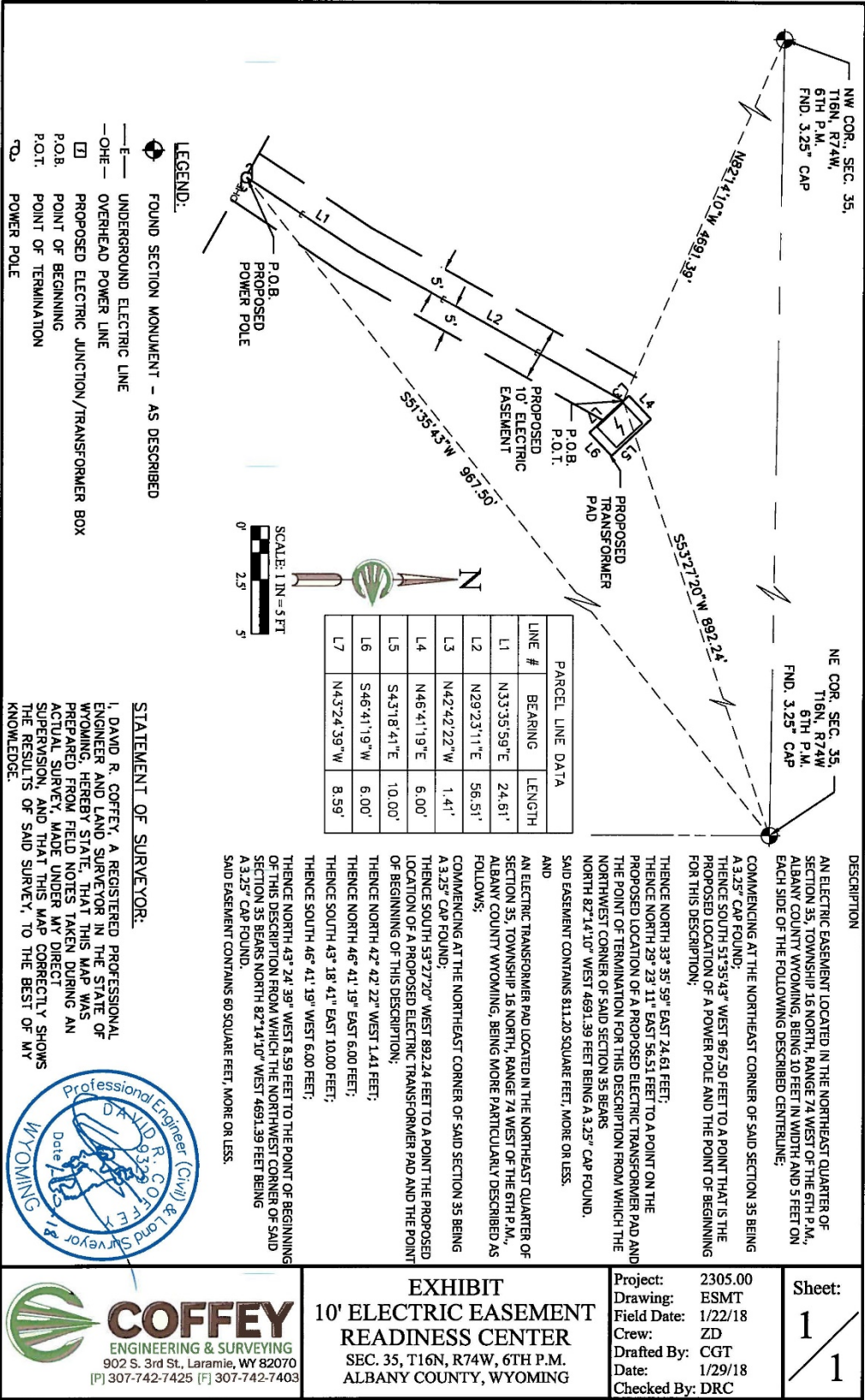
  
(notary signature)

NOTARY PUBLIC FOR State of Utah  
Residing at: Salt Lake City  
My Commission Expires: 1-17-19

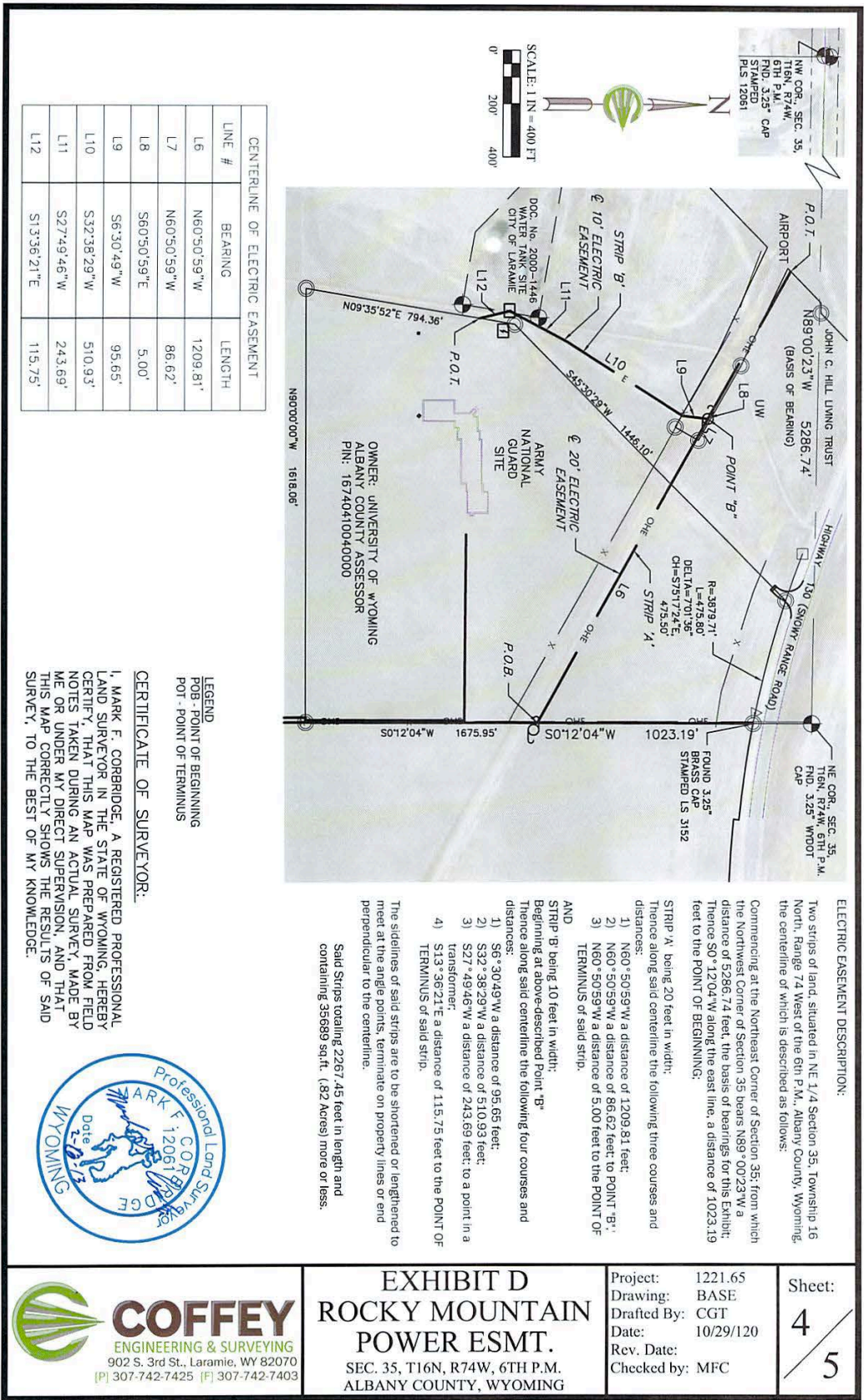












**AGENDA ITEM TITLE:**

**Access Easement to River to Prairie Ranch LLC and Cook Cattle Company at McGuire Ranch, Mai/Decker**

**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 agenda item is to request approval of two access easements for use of an existing roadway at the University's McGuire Ranch. The 5,600-acre McGuire Ranch property is located approximately 25 miles north of Laramie near Wyoming State Highway No. 34 in Albany County, Wyoming. The property was acquired by the University in 1992 and is currently used for summer livestock grazing research by the University's Laramie Research and Extension (R&E) Center.

The access easement requests are from River to Prairie Ranch, LLC, a Wyoming Limited Liability Company, and Cook Cattle Company, Inc., a Wyoming Corporation, both having the same owner. River to Prairie Ranch, LLC owns the land and Cook Cattle Company, Inc. owns the ranch headquarters and cattle. The entities own property north of the University's McGuire Ranch property (see attached map).

The easement requests use of an existing, private gravel roadway on the eastern portion of the McGuire Ranch to benefit a portion of the property owned by the entities. The roadway across University property measures 30 feet wide and approximately 1,010 feet long. The easement will grant non-exclusive use of the existing roadway and the right to maintain the roadway for access purposes. River to Prairie Ranch, LLC was granted an access easement in 2013, but parcels from its property that would use this road for access were inadvertently omitted from the legal description in the recorded document.

The University has evaluated a fee for the easements using a linear measurement in number of rods (16.5 ft. per rod) method and a method using a \$ per acre value for the surface impact of the easement area (0.7 acres). The following criteria were considered in determining the fee:

- The easement uses an existing, improved gravel roadway.
- The intended use of the benefited parcel is agricultural.
- Prior access easements, including one to River to Prairie Ranch, LLC, have been granted to other parties for use of this roadway.
- Impacts to the University's current use of the property is minimal.
- The easement is granted to the parcel it benefits in perpetuity, unless abandoned.

The per rod method at a rate of \$25 per rod equals a fee of \$1,531 for the length of the easement. A \$25 per rod fee is charged by the Wyoming Office of State Lands and Investments for access easements using an existing roadway. The method of using a \$ per acre value for the area of the easement and the easement's impact on the surface area of the land indicates a value of \$210 for

each easement. It is recommended that the fee of \$1,531 be charged for each of the easements after review of the request and criteria. If a higher rate for a similar easement is paid by the Grantee to neighboring landowners within one year of the University granting the easement, then the easement agreement has a provision for the University to increase the fee at the greater rate of compensation.

River to Prairie Ranch, LLC has asked if the University would consider crediting the new easement fee to River to Prairie Ranch, LLC by the amount previously paid (\$306.00), since parcels in the legal description were inadvertently omitted and the easement is a corrective easement. Accommodating this request would result in \$2,756 in revenue to the University (\$1,531 + \$1,531 - \$306).

Following prior direction from the Facilities Contracting Committee, the administration has finalized negotiations and documents with the party requesting the access easements. The easements follow the guidelines of the most recent access easement approved by the Board, including revised provisions for improvements and maintenance at the sole cost and responsibility of the requester, weed and dust control, and easement use limited to agricultural and ranching purposes. The owner was traveling and not available to sign the easements, but has provided payment as evidence of intent to sign upon return.

**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."

The administration requests that the Facilities Contracting Committee recommend to the full Board approval of the requested access easements on University land at the McGuire Ranch to River to Prairie Ranch, LLC, and Cook Cattle Company, Inc., if determined appropriate by the Facilities Contracting Committee.

**ACTION REQUIRED AT THIS BOARD MEETING:**

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

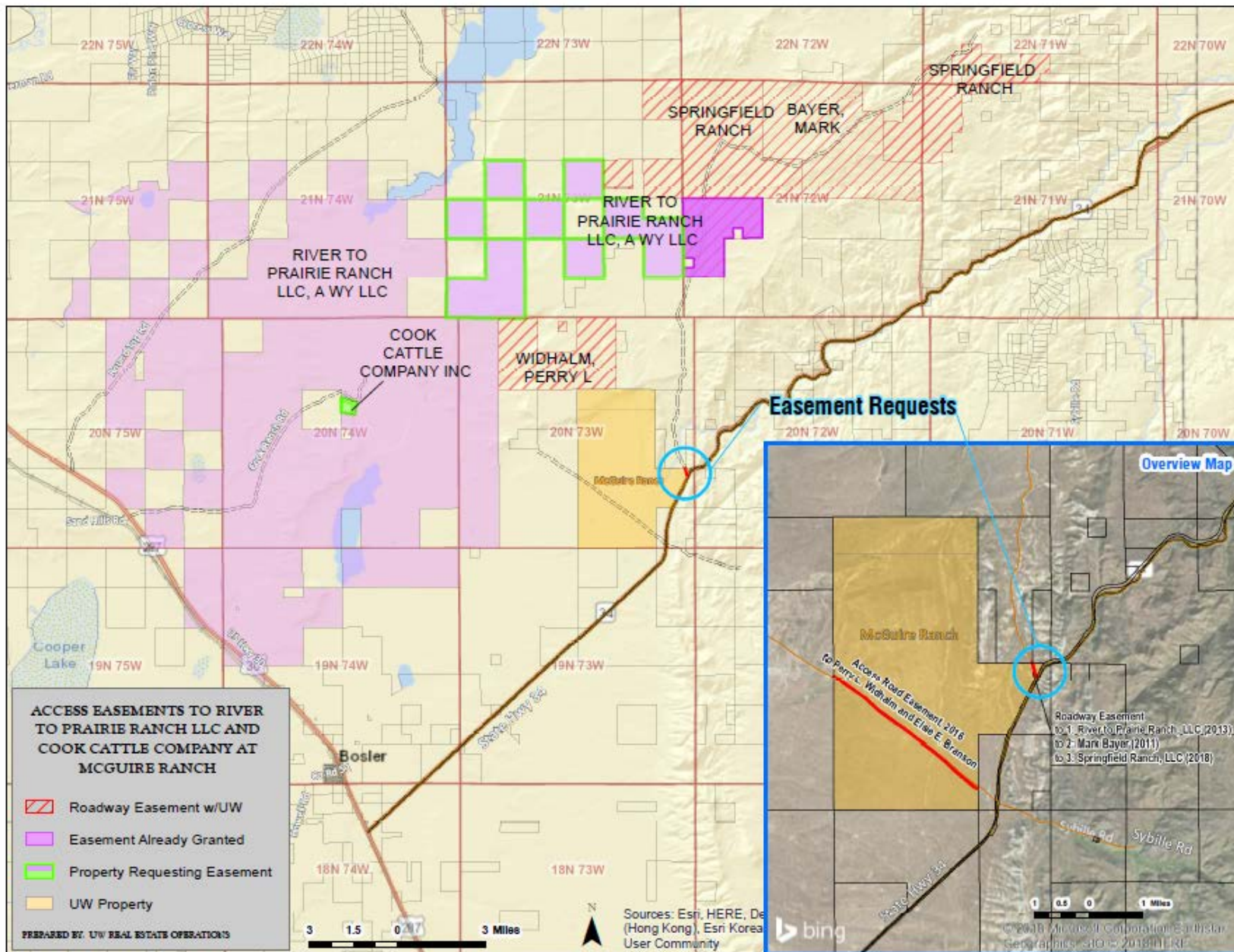
**PROPOSED MOTION:**

"I move to authorize Administration to execute the access easements to River to Prairie Ranch, LLC and Cook Cattle Company, Inc., at the University's McGuire Ranch as presented to the Board."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.





COOK CATTLE COMPANY, INC.

6287

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
2/20/2018	2/20	Cook Cattle easement	1,530.30	0.00	1,530.30

Check: 006287	2/20/2018	UNIVERSITY OF WYOMING	Check Total:	1,530.30
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COOK CATTLE COMPANY, INC.

6288

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
2/20/2018	2/20-RTP1	River to Prairie easement	1,225.00	0.00	1,225.00

Check: 006288	2/20/2018	UNIVERSITY OF WYOMING	Check Total:	1,225.00
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#### GRANT OF EASEMENT

**The Trustees of the University of Wyoming, a body corporate duly organized and validly existing under the Constitution and laws of the State of Wyoming**, whose address is Real Estate Operations, Dept. 4308, 1000 E. University Ave., Laramie, Wyoming 82071, ("Grantor"), for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged and confessed, hereby grants and conveys to **River to Prairie Ranch, LLC, a Wyoming limited liability company**, whose address is in care of Allen Cook, P.O. Box 846, Cheyenne, WY 82003, its successors, assigns and legal representatives, ("Grantee"), a non-exclusive access easement for a roadway, contingent upon the conditions set forth within this Grant of Easement, over and across the following described parcel of land, the servient tenement:

A tract of land located in the NE¼ of Section 25, Township 20 North, Range 73 West of the 6th P.M., Albany County, Wyoming and more particularly described in and as shown on Exhibit "A" attached hereto.

This access easement shall provide ingress and egress to and benefit of all or any portion of the following described property limited to agricultural and ranching purposes only, the dominant tenement:

A tract of land located in Albany County, Wyoming and more particularly described in and as shown on Exhibit "B" attached hereto.

TO HAVE AND TO HOLD Grantor grants this non-exclusive easement to Grantee across the above described servient tenement for their purpose of constructing, using, maintaining, and repairing the above-described roadway, subject to the following conditions:

1. Any and all improvements to the described easement as located shall be approved in advance by Grantor in writing.
2. Grantor reserves the right to use said land for any legal purposes consistent with the Grantee's rights under this easement, including, but not limited to, the right of the Grantor to use the roadway on Grantor's land, install fences, cattle guards and/or gates.
3. This easement does not include the right to make use of the road for any subdivisions or developments for which a permit is required pursuant to W.S. §18-5-301 *et seq.*; however, for any subdivision of the dominant tenement which is exempted from the provision of the aforementioned article (W.S. §18-5-303) such parcel(s) resulting from such exempted subdivision shall have full rights in and to the easement created hereby. Additionally, Grantee's use of the property shall be subject to any terms, conditions, reservations, restrictions, rights-of-way, and agreements presently of record in the office of the Albany County Clerk.
4. Grantee shall not enclose or fence said easement without the express written consent of Grantor.
5. Grantee shall maintain, along with other Grantees the Grantor may have granted or will grant said easement to, the easement at no cost to Grantor, including reasonable dust control efforts at the request of the Grantor in response to a complaint from a third-party.
6. It is expressly made a condition of this easement that if Grantee shall: 1) fail to obtain written easements from adjacent landowners to the servient tenement for the remainder of the route of the entire easement to be obtained or 2) a public right of way provides a means of access, then this easement shall become void and shall revert to the Grantor or its assigns, the same as if this grant had never been made.

7. 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.
8. For record keeping purposes only, any transfer in ownership of the benefited property, or any change of name or mailing address of the owner of this easement, shall be reported to the University of Wyoming within ninety days (90) of the transfer or change.
9. Grantee agrees that should Grantee enter into an easement for a substantially similar purpose within one year following that date of this Easement that are in reasonable proximity to the property identified herein and which provide for compensation at a greater rate than Grantee provided to Grantor under this Easement, Grantee shall notify Grantor and pay to Grantor an additional amount so that Grantor receives that greater rate of compensation.
10. Grantor and Grantee agree that the location of this easement may be modified to a mutually acceptable location if requested by either party in writing or a future public right of way provides access to all or part of the dominant tenement described herein. Approval of a change in location by either party not to be unreasonably withheld.
11. This Grant of Easement **rescinds and replaces, in its entirety**, that Grant of Easement between the same parties recorded November 20, 2013 as Document No. 2013-6791.

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 law with regard to any action based on this Easement. Any actions or claims against Grantor under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

Grantee shall indemnify Grantor for any and all damages arising from or related to Grantee's or Grantee's invitees' negligence in exercise of the rights and privileges granted herein.

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

IN WITNESS WHEREOF, the grantor has caused these presents to be signed by its duly authorized officer as of the date below.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2018.

**GRANTOR:**  
**Trustees of the University of Wyoming,**  
**a body corporate**

\_\_\_\_\_  
BY: **William Mai**  
TITLE: **Vice President for Administration**  
**Deputy Treasurer, Board of Trustees**

STATE OF WYOMING     )  
                                  ) SS  
COUNTY OF ALBANY    )

The foregoing instrument was acknowledged before me by **William Mai, Vice President for Administration, Deputy Treasurer, Board of Trustees of the University of Wyoming, a body corporate**, this \_\_\_\_ day of \_\_\_\_\_, 2018.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

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

.....  
**River to Prairie Ranch, LLC, a Wyoming limited liability company**, herein acknowledges and agrees to the terms, conditions and provisions hereof and agrees that this Grant of Easement rescinds and replaces, in its entirety, that Grant of Easement recorded November 20, 2013 as Document No. 2013-6791.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2018.

**GRANTEE:**  
**River to Prairie Ranch, LLC, a**  
**Wyoming limited liability company**

\_\_\_\_\_  
BY: **Allen L. Cook**  
TITLE: **Manager**

STATE OF WYOMING     )  
                                  ) SS  
COUNTY OF ALBANY    )

The foregoing instrument was acknowledged before me by **Allen L. Cook, Manager of River to Prairie Ranch, LLC, a Wyoming limited liability company** this \_\_\_\_ day of \_\_\_\_\_, 2018.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

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

**EXHIBIT A**

An easement 30 feet in width across that portion of land in the NE ¼ Section 25, Township 20 North, Range 73 West of the 6<sup>th</sup> P.M., Albany County, Wyoming, described as "All that part of Section 25 lying N and W of Wyoming State Highway No. 34" in Deed from the UNITED STATES OF AMERICA by the SECRETARY OF AGRICULTURE acting through the Farmers Home Administration, to the Trustees of the University of Wyoming," recorded January 21, 1992 at 1:59 p.m. as Book 423, Page 229 at the Albany County, Wyoming Clerks' office, lying 15 feet on either side of the following described centerline;

Commencing at the northeast section corner of said Section 25, said point being a 3 inch aluminum cap;

thence, S48°54'47"W, a distance of 1,396.41 feet, to a point on the northwesterly right-of-way boundary for Wyoming State Highway No. 34, said point being the **Point of Beginning**;

thence, N55°08'51"W, a distance of 171.76 feet;

thence, N15°16'28"W, a distance of 498.40 feet;

thence, N09°02'42"W, a distance of 183.81 feet;

thence, N22°06'05"W, a distance of 156.03 feet, more or less, to a point on the northerly line of said Section 25 described in Book 423, Page 229, said point being S89°29'07"W, a distance of 1,412.40 from said northeast corner of Section 25;

with said parallel side lines to be lengthened or shortened to meet at angle points and beginning on the northerly boundary of said Wyoming State Highway No. 34, and terminating on the northerly boundary of said Section 25.

All as shown on the attached Exhibit B plat which by this reference is made a part hereof. The above described easement contains 0.70 acre, more or less, with basis of bearing being N89°29'07"E from the north quarter-corner to the northeast section corner of said Section 25, T20N, R73W, and is subject to any easements and or rights-of-way that have been legally acquired.

STATE OF WYOMING)

) SS

COUNTY OF ALBANY)

I, Daniel N. Kricken, of Laramie, Wyoming, do hereby certify that this description and accompanying plat were prepared from the results of an actual survey made by myself and accurately reflect the results of said survey to the best of my knowledge, information and belief.



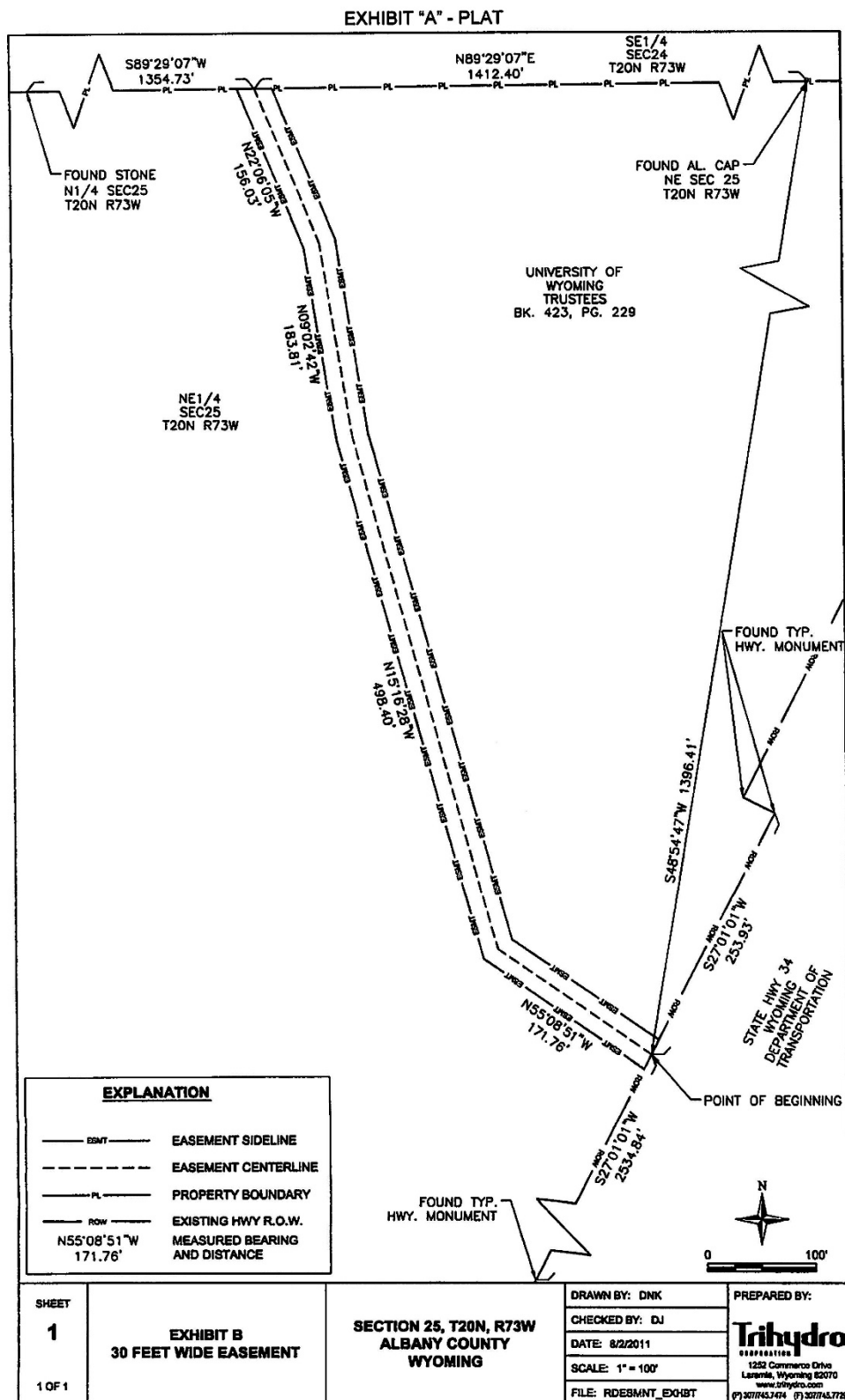


EXHIBIT "B"

In Township 21 North, Range 72 West of the 6th P.M., Albany County, Wyoming:

Section 19:	All
Section 20:	All <b>LESS</b> SE¼SW¼
Section 30:	All <b>LESS</b> Lot 3

In Township 21 North, Range 73 West of the 6th P.M., Albany County, Wyoming:

Section 15:	All
Section 17:	All
Section 19:	All
Section 21:	All
Section 23:	All
Section 24:	S½
Section 25:	All
Section 27:	All
Section 29:	All
Section 31:	All
Section 32:	All

#### GRANT OF EASEMENT

**The Trustees of the University of Wyoming, a body corporate duly organized and validly existing under the Constitution and laws of the State of Wyoming**, whose address is Real Estate Operations, Dept. 4308, 1000 E. University Ave., Laramie, Wyoming 82071, ("Grantor"), for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged and confessed, hereby grants and conveys to **Cook Cattle Company, Inc., a Wyoming Corporation**, whose address is in care of Allen Cook, P.O. Box 846, Cheyenne, WY 82003, its successors, assigns and legal representatives, ("Grantee"), a non-exclusive access easement for a roadway, contingent upon the conditions set forth within this Grant of Easement, over and across the following described parcel of land, the servient tenement:

A tract of land located in the NE¼ of Section 25, Township 20 North, Range 73 West of the 6th P.M., Albany County, Wyoming and more particularly described in and as shown on Exhibit "A" attached hereto.

This access easement shall provide ingress and egress to and benefit the following described property limited to agricultural and ranching purposes only, the dominant tenement:

A tract of land located in Albany County, Wyoming and more particularly described in and as shown on Exhibit "B" attached hereto.

TO HAVE AND TO HOLD Grantor grants this non-exclusive easement to Grantee across the above described servient tenement for their purpose of constructing, using, maintaining, and repairing the above-described roadway, subject to the following conditions:

1. Any and all improvements to the described easement as located shall be approved in advance by Grantor in writing.
2. Grantor reserves the right to use said land for any legal purposes consistent with the Grantee's rights under this easement, including, but not limited to, the right of the Grantor to use the roadway on Grantor's land, install fences, cattle guards and/or gates.
3. This easement does not include the right to make use of the road for any subdivisions or developments for which a permit is required pursuant to W.S. §18-5-301 *et seq.*; however, for any subdivision of the dominant tenement which is exempted from the provision of the aforementioned article (W.S. §18-5-303) such parcel(s) resulting from such exempted subdivision shall have full rights in and to the easement created hereby. Additionally, Grantee's use of the property shall be subject to any terms, conditions, reservations, restrictions, rights-of-way, and agreements presently of record in the office of the Albany County Clerk.
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5. Grantee shall maintain, along with other Grantees the Grantor may have granted or will grant said easement to, the easement at no cost to Grantor, including reasonable dust control efforts at the request of the Grantor in response to a complaint from a third-party.
6. It is expressly made a condition of this easement that if Grantee shall: 1) fail to obtain written easements from adjacent landowners to the servient tenement for the remainder of the route of the entire easement to be obtained or 2) a public right of way provides a means of access, then this easement shall become void and shall revert to the Grantor or its assigns, the same as if this grant had never been made.
7. 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.

8. For record keeping purposes only, any transfer in ownership of the benefited property, or any change of name or mailing address of the owner of this easement, shall be reported to the University of Wyoming within ninety days (90) of the transfer or change.
9. Grantee agrees that should Grantee enter into an easement for a substantially similar purpose within one year following that date of this Easement that are in reasonable proximity to the property identified herein and which provide for compensation at a greater rate than Grantee provided to Grantor under this Easement, Grantee shall notify Grantor and pay to Grantor an additional amount so that Grantor receives that greater rate of compensation.
10. Grantor and Grantee agree that the location of this easement may be modified to a mutually acceptable location if requested by either party in writing or a future public right of way provides access to all or part of the dominant tenement described herein. Approval of a change in location by either party not to be unreasonably withheld.

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 law with regard to any action based on this Easement. Any actions or claims against Grantor under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

Grantee shall indemnify Grantor for any and all damages arising from or related to Grantee's or Grantee's invitees' negligence in exercise of the rights and privileges granted herein.

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

IN WITNESS WHEREOF, the grantor has caused these presents to be signed by its duly authorized officer as of the date below.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2018.

**GRANTOR:**  
**Trustees of the University of Wyoming,**  
**a body corporate**

\_\_\_\_\_  
BY: **William Mai**  
TITLE: **Vice President for Administration**  
**Deputy Treasurer, Board of Trustees**

STATE OF WYOMING     )  
                                  ) SS  
COUNTY OF ALBANY    )

The foregoing instrument was acknowledged before me by **William Mai, Vice President for Administration, Deputy Treasurer, Board of Trustees of the University of Wyoming, a body corporate**, this \_\_\_\_ day of \_\_\_\_\_, 2018.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

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

.....

**Cook Cattle Company, Inc., a Wyoming corporation**, herein acknowledges and agrees to the terms, conditions and provisions hereof and agrees that this Grant of Easement.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2018.

**GRANTEE:**  
**Cook Cattle Company, Inc., a**  
**Wyoming corporation**

\_\_\_\_\_  
BY: **Allen L. Cook**  
TITLE: **President**

STATE OF WYOMING     )  
                                  ) SS  
COUNTY OF ALBANY    )

The foregoing instrument was acknowledged before me by **Allen L. Cook, President of Cook Cattle Company, Inc., a Wyoming corporation** this \_\_\_\_ day of \_\_\_\_\_, 2018.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

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

**EXHIBIT A**

An easement 30 feet in width across that portion of land in the NE ¼ Section 25, Township 20 North, Range 73 West of the 6<sup>th</sup> P.M., Albany County, Wyoming, described as "All that part of Section 25 lying N and W of Wyoming State Highway No. 34" in Deed from the UNITED STATES OF AMERICA by the SECRETARY OF AGRICULTURE acting through the Farmers Home Administration, to the Trustees of the University of Wyoming," recorded January 21, 1992 at 1:59 p.m. as Book 423, Page 229 at the Albany County, Wyoming Clerks' office, lying 15 feet on either side of the following described centerline;

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thence, S48°54'47"W, a distance of 1,396.41 feet, to a point on the northwesterly right-of-way boundary for Wyoming State Highway No. 34, said point being the **Point of Beginning**;

thence, N55°08'51"W, a distance of 171.76 feet;

thence, N15°16'28"W, a distance of 498.40 feet;

thence, N09°02'42"W, a distance of 183.81 feet;

thence, N22°06'05"W, a distance of 156.03 feet, more or less, to a point on the northerly line of said Section 25 described in Book 423, Page 229, said point being S89°29'07"W, a distance of 1,412.40 from said northeast corner of Section 25;

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All as shown on the attached Exhibit B plat which by this reference is made a part hereof. The above described easement contains 0.70 acre, more or less, with basis of bearing being N89°29'07"E from the north quarter-corner to the northeast section corner of said Section 25, T20N, R73W, and is subject to any easements and or rights-of-way that have been legally acquired.

STATE OF WYOMING)

) SS

COUNTY OF ALBANY)

I, Daniel N. Kricken, of Laramie, Wyoming, do hereby certify that this description and accompanying plat were prepared from the results of an actual survey made by myself and accurately reflect the results of said survey to the best of my knowledge, information and belief.



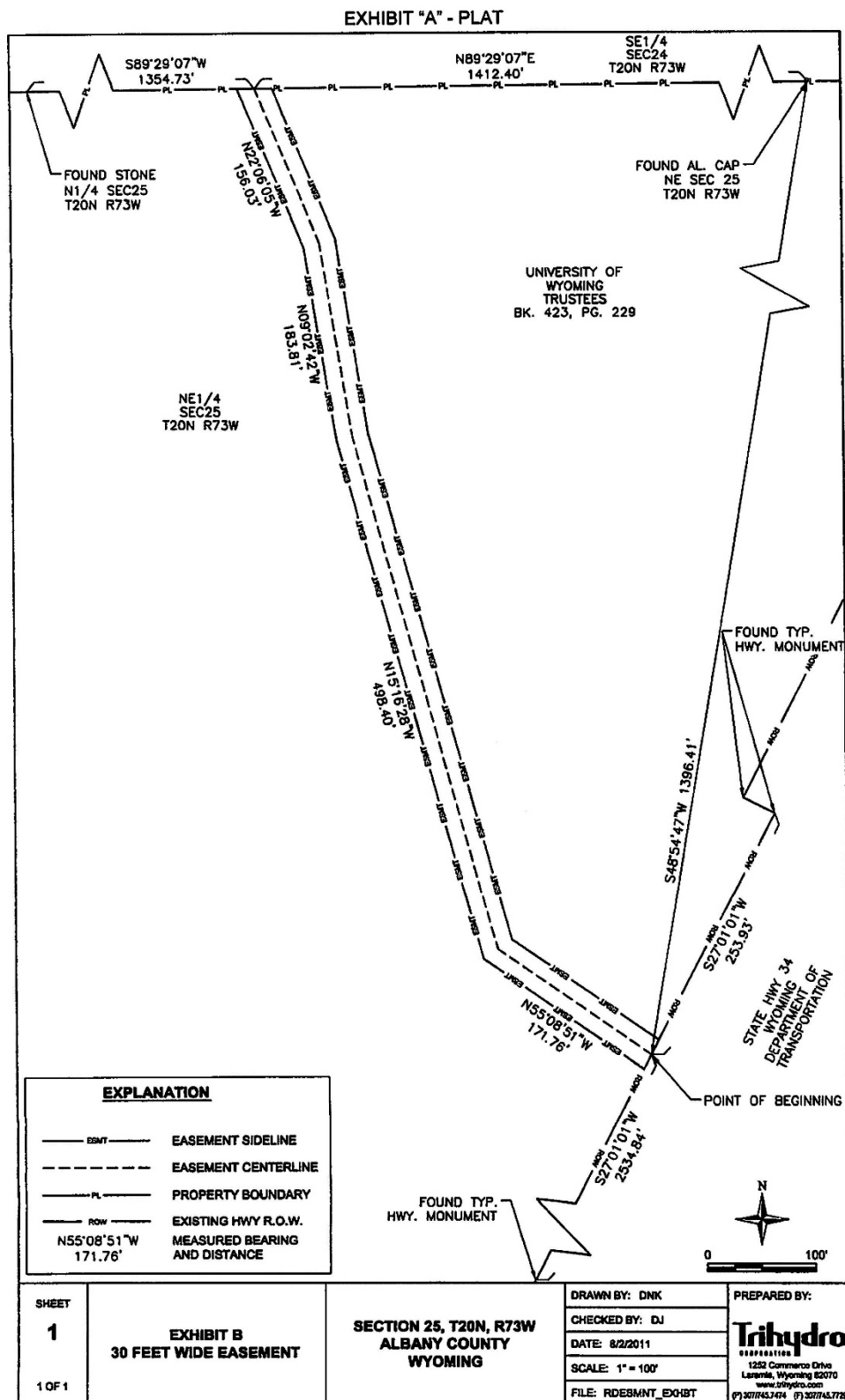


EXHIBIT "B"

Township 20 North, Range 74 West of the 6<sup>th</sup> P.M., Albany County Wyoming

Section 15: A tract of land more particularly described as follows: Beginning at the West one-quarter corner of Section 15; thence South, along the West line of Section 15, a distance of 341.74 feet; thence South 80°03'26" East, 1913.83 feet; thence North 10°35'03" East, a distance of 1788.84 feet; thence North 74°13'59" West, a distance of 2297.53 feet to a point on the West line of Section 15; thence South 00°03'38" West, along the West line of Section 15, a distance of 1710.52 feet to the point of beginning, as conveyed to Cook Cattle Company, Inc., a Wyoming corporation in Warranty Deed recorded September 12, 1997 in Book 513 of Microfilm Records at page 191.

**AGENDA ITEM TITLE: Custodial Plan and Request, Mai/John Davis/Tod Scott**

**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:**

President Nichols had worked with Hunter Consulting in her previous position and suggested that UW contract Ernest Hunter to conduct a comprehensive study of the Custodial Services Department.

Levels of custodial service are defined by APPA, the professional association for educational facilities officers, which published guidelines defining cleanliness on a scale of 1 to 5, with 1 being the best level of cleanliness and 5 being the worst. In addition, APPA provides a series of best practices for modern custodial departments so as to raise the professionalism, efficiency, and outcomes of this important function of the university.

Hunter Consulting found that UW was cleaning at an APPA level 4 and recommended that the University attempt to move toward APPA level 3, typical of many universities. They also found that the University is not following many best practices for hiring/staffing, compensation, training, cleaning practices, professional development, and equipment/supplies. As a result, Hunter Consulting provided a report with 16 recommendations to improve Custodial Services at UW.

In alignment with the Plan, The Division of Administration is requesting permission to hire 10 custodians plus one trainer in the current fiscal year (FY18) within existing budgeted funds. The build-out plan as recommended by Hunter is to add 5 custodians in FY 2020, and another 5 custodians in FY 2021.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

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

The Division of Administration is requesting approval to hire 11 additional positions in FY 2018, which will be funded with available FY 2018 resources. These positions and additional equipment will be built into the FY 2019 budget in the May 2018 budget process.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the recommendation of the Board's Budget Committee and Facilities Contracting Committee to approve additional custodial positions and equipment.

**PROPOSED MOTION**

"I move to approve the hire of 11 custodial positions and equipment."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE:**

**Contracts/Renovations - Wyoming Union Visioning Study - Planning Team and RFQ**, 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:**

**Background on the Wyoming Union:**

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, the Multicultural Resource Center, and by May of 2018 the newly renovated Veterans 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.

**Prior Visioning Study:**

A prior visioning study was conducted 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. That study was limited to very near-term and inexpensive solutions. It was also conducted before the University's Strategic Plan and Strategic Enrollment Management (SEM) Plan were development.

**Project Development Policy and Procedure for UW Capital Construction Projects:**

On Wednesday, March 22, 2017, then ASUW Senator Wetzel and Senator Defebaugh presented a statement of need to the Facilities Contracting Committee for both the Wyoming Union Visioning Study and the 10-Year Housing Study. ASUW then budgeted a maximum \$350,000 in their FY18 Budget consistent with ASUW Senate Bill 2561, which was subsequently approved by the Board during the June 2017 meeting.

The project is now ready for a Level 1 Reconnaissance Study, the naming of a Planning Team, and issuing of a request for qualified consultants.



Wyoming Union Visioning Student Planning Team:

1. Vice President for Student Affairs or Designee
2. Director of the Center for Student Involvement and Leadership or Designee
3. AVP and Dean of Students or Designee
4. A representative of UW Operations
5. ASUW President or Designee
6. A student representative at large appointed by ASUW
7. A Wyoming Union student employee
8. A Faculty Senate Representative
9. A Staff Senate Representative
10. A Trustee appointment by President McPherson

Proposed Schedule:

- March 2018 – Planning Team announced and RFQ approved by the Board of Trustees
- April 2018 – RFQ issued
- May 2018 – Planning Team selects top consulting firm
- June 2018 – Board of Trustees approve selected consulting firm
- July-October 2018 – Visioning work
- November 2018 – Presentation to the Board of Trustees

The Administration is seeking approval from the Facilities Contracting Committee to issue a Request for Qualifications.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

Notice by Vice President Mai of the creation of a Planning Team per the Project Development Policy and Procedure for UW Capital Construction Projects.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Discussion: External Auditor Selection, 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:**

Article VII. Section 7-2 IV.a. of the Bylaws of the Trustees charges the Fiscal and Legal Affairs Committee with the responsibility of recommending to the board "the selection and retention of the external audit firm."

At the January 2018 meeting, the board of trustees (BOT) approved and authorized the Administration to issue a public Request for Proposal (RFP) to seek proposals from qualified external audit firms. The President appointed a selection/evaluation committee (committee) chaired by the Associate Vice President for Financial Affairs which, in addition to the three trustees on the Financial and Legal Affairs Committee (FLAC), included representatives from the Accounting Office, I.T., Internal Audit, Athletics, Office of Sponsored Programs, and Treasury and Financial Reporting.

The Administration received three proposals from audit firms and after evaluating their respective submitted written materials, the committee selected two firms to come to campus for oral presentations on March 6, 2018. Upon conclusion of the oral presentations, the committee will recommend one firm for consideration of the BOT to award a contract for external audit services.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

January 2014- the Board of Trustees approved a four-year audit engagement with McGee, Hearne & Paiz, LLP, beginning with the fiscal year ending June 30, 2014.

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

The contract term with McGee, Hearne, & Paiz, LLP ended with the completion of the most recent fiscal year 2017 audits.

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board of Trustees Fiscal and Legal Affairs Committee (FLAC) will present a recommendation to the Board for an external audit firm.

**PROPOSED MOTION**

The Board of Trustees Fiscal and Legal Affairs Committee Chair will make the motion.

**PRESIDENT'S RECOMMENDATION:**

The President recommends selection of an audit firm based upon the recommendation of the audit selection committee.

**AGENDA ITEM TITLE:**

**UW Regulation 1-102(B) (Project Development Policy and Procedures for UW Capital Construction Projects), 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 January 21, 2016, Board of Trustees meeting, the Board approved the revised Project Development Policy and Procedure for UW Capital Construction Projects (UW Regulation 1-102(B)).

The Policy outlines the process for approval of capital construction projects, including planning, project concept and intent, Level I (Reconnaissance Study), Level II (Feasibility Study), and Level III (Design and Construction). The Policy has been modified to include renovations for more than \$500,000 and to address housekeeping edits.

Per the routing process for UW Regulations, the draft modifications were provided to Executive Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. There was no feedback provided.

The Trustee Regulation Committee will discuss this item at the March 2018 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 approve modifications to UW Regulation 1-102(B) as presented in the redline version to the Board."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



*Reviewed and endorsed by the Regulation Committee 1-24-18*

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

Each Capital Construction Project shall be subject to this process. For purposes of this Policy, Capital Construction Projects include renovations for more than \$500,000.<sup>1</sup> Effective ~~July 16, 2015,~~ the revised process for developing capital construction projects shall be as follows:

- 1) Planning: ~~Major capital construction projects~~ Capital Construction Projects shall be developed by the Division of Administration in consultation with campus and other university constituencies and approved by the Board of Trustees. ~~Major capital construction projects~~ Capital Construction Projects are those projects that require ~~Level~~ planning levels I, II and III ~~steps~~ under Wyoming law, (W.S. 9-5-108). These projects are ~~typically~~ funded in whole or in part by state funds ~~that~~ or University Pledged Revenues and are generally provided as a result of a budget request approved for submission by to the Board of Trustees. ~~The current Capital Facilities Plan is reaching the end of its term, and the Capital Facilities Plan for 2017 to 2022 is being developed. Meanwhile, through the state budget process there are clearly a set of major projects being considered by UW.~~ The Guiding Principles in Appendix A shall apply to this policy and procedure.
- 2) Project Concept and Intent: For ~~major capital construction projects~~ Capital Construction Projects, UW's Planning Team, as appointed and charged by the UW Vice President for Administration, shall meet with the primary campus department(s) requesting the project to create a "Statement of Need" or "Project Vision Statement" with the essential purpose and basic elements of the program requirements for the project. The Statement of Need shall include basic information, e.g. "this building renovation is planned to renovate the engineering building with program elements to assist UW in achieving Tier 1 Engineering status." This document may be relatively short with only the basic information regarding the purpose and functionality of the project.
- 3) Level 1 (Reconnaissance Study): For ~~major capital construction projects~~ Capital Construction Projects, the Facilities Planning ~~Construction Management~~ Office will prepare the Level I reconnaissance study. UW typically does not request state funds for Level I reconnaissance studies, but pays for the work from available resources. The Facilities Planning ~~Construction Management~~ Office shall work with the Planning Team (which shall consist solely of university employees and appropriate stakeholders) to develop the Level I reconnaissance study. The Division of Administration shall ensure that stakeholders working with the Planning Team include a variety of constituencies, including policymakers and at least one member of the Board of Trustees. The Vice President for Administration shall advise the Board of Trustees of the membership of the Planning Team and the stakeholders identified to work with the consultant, prior to the Facilities Planning ~~Construction Management~~ Office commencing work.

The Level I reconnaissance study shall include all information required by Wyoming law

<sup>1</sup> Renovation is defined as the process of improving a broken, damaged or outdated structure, which includes but is not limited to restoration, refurbishment, reconstruction, remodeling, updating, modernization, and refitting.



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(W.S. 9-5-108).

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

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

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

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

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

- a. In the Level II feasibility study, the project requirements—including time and the space requirements, primary building systems, and unique attributes of the various program elements—shall be identified through meetings with the UW Planning Team, stakeholders, and other UW staff, as appropriate. The project requirements and space program shall determine the total assignable square feet (ASF) of new space to be included in the proposed project. ~~The total ASF shall be multiplied by an appropriate building efficiency factor (such as 1.55 for 65% efficiency) to arrive at the gross square feet of new construction required to meet the program requirements.~~
- b. If the project involves a new building, the Level II feasibility study shall also include analysis of the appropriate location for the building. The Vice President for





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Administration shall develop a recommendation for location for the building in consultation with campus and external constituencies. The Vice President for Administration, subject to the approval of the President, shall submit a recommendation for location for the new building to the Facilities Construction Committee of the Board for review, prior to consideration by the Board of Trustees. Depending upon the nature and complexity of the project, this recommendation may be submitted prior to completion of the Level II feasibility study in accordance with paragraph 3. The location of any new building must be approved by the Board of Trustees.

- c. UW shall utilize external consultants with planning/design experience in the particular building type and the regional construction market to estimate the anticipated design and construction costs for the building being considered, including costs associated with landscaping. This information—together with the anticipated durations—shall be used to establish the Initial Project Budget and Initial Project Schedule.
- d. The project cost estimate may be prepared by an independent cost estimating subconsultant of the Consultant hired by UW, and shall be reviewed and adjusted as appropriate in collaboration with the Planning Team and, once approved, shall become the Initial Project Budget for the project.
- e. In developing the Initial Project Budget, the Consultant and their cost estimating subconsultant, if any, shall use their expertise and relevant knowledge of the local construction market along with recognized industry publications, government labor and material cost indexes, available costs of similar projects by peer institutions, the knowledge of the Facilities ~~Planning~~Construction Management Office, stakeholder input, and any illustrations, examples, drawings or other information available or developed as part of their contract deliverables. The construction cost estimate will also include adjustments for cost escalation as appropriate based upon the approximate schedule for construction.
- f. The Level II feasibility study shall include an estimate of the additional operations and maintenance costs for the project when it is fully operational.
- g. The construction cost component of the Initial Project Budget is used as a basis for estimates for the cost of other components. The following are typical percentages of the construction ~~cost~~and other project costs for the listed components, but may vary depending upon the project:

<del>5</del> 15%	Owner's Construction Contingency
<del>15</del> 5%	Owner's <del>Design</del> <u>Bid</u> Contingency
10%	Design Fees (Including CMAR Preconstruction Services fee, if CMAR is used)
4%	Furniture, Furnishings & Equipment (FF&E)
3%	Audio-Visual/Information Technology <u>Equipment and Cabling</u> (AV/IT)
0.75%	Moving Expenses
4%	Administrative Expenses, including but not limited to:



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- Owner's Consultants (Geotechnical Engineer, Site Surveyor, Industrial Hygienist, Commissioning Authority, Quality Control Engineer, ~~Interior Designer~~);
- City and state plan review fees;
- Facilities ~~Planning~~ Construction Management Office staff time allocated to the project;
- ~~Physical Plant~~ University Operations staff time and materials; and
- Temporary utilities.

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

FOR ILLUSTRATION ONLY

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

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

5) Level III (Design and Construction) – Funding

Upon completion of the Level II feasibility study, and after review and approval by the Vice



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

6) Level III (Design and Construction) – Design

If Level III design and construction funding is secured, the Vice President for Administration, subject to approval of the President, shall submit a recommendation for construction delivery method to the Facilities ~~Construction~~Contracting Committee for review prior to submission to the Board. ~~The~~Of the construction delivery methods ~~underpermitted by law (W.S. 16-6-701), the following are approved by the Board for use at the University:~~ Design-bid-build; Construction Manager-at-Risk (CMAR); and Design-Build.

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

The Vice President for Administration, subject to approval of the President, shall submit a recommendation for selection of a design firm to the Facilities ~~Construction~~Contracting Committee for review prior to submission to the Board. After the Board approves ~~that negotiations with a particular design firm may commence~~the recommendation, the Vice President for Administration shall pursue negotiations with such firm. The negotiations shall be based on contract templates with terms and conditions that have been reviewed by the Office of General Counsel and approved by the Board of Trustees. No agreement shall be executed until the Vice President for Administration has consulted with the Facilities ~~Construction~~Contracting Committee as regards the terms of the agreement. The Committee may request that the Board review and approve the agreement prior to its execution.

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

When work under the design agreement commences, the Vice President for Administration shall designate a project manager who will be responsible for all communications on behalf of the university with the design firm. The Vice President for Administration shall also establish in writing a chain of command – organizational chart for the design phase of each project. This ~~organizational~~ chart ~~will~~shall identify lines of authority and reporting responsibilities. The project manager shall follow the guidelines in Appendix B. The Planning





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Team shall serve as an advisory group to the project manager. The Vice President for Administration shall keep the Facilities ~~Construction~~Contracting Committee apprised of progress of the design process.

The design process shall have the following guiding principles:

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

Interior Design and Program: On all Capital Construction Projects, the Vice President for Administration shall provide a report to the Facilities Contracting Committee as regards the development of the interior design. Items to be included in the report are as follows:

- a. Floor plans reflecting the approved layout by the Planning Team.
- b. A narrative demonstrating why the layout meets the expectations of those anticipated programs which will occupy the space.
- c. A narrative demonstrating how the design reflects the intent outlined in the levels I and II documents, thus meeting the intent by which the State or University funded the project.

The interior design and program must be reported to the Facilities Contracting Committee prior to proceeding with the Design Development phase of design. In no case shall the previously approved interior design be modified from that approved by the Board of Trustees except upon prior approval of the Board.

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



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

The ~~committee~~ Exterior Design Committee shall be chaired by the appointee who is a member of the Board of Trustees. The Vice President for Administration shall provide staff support for the committee and such information as the ~~committee~~ Committee requires. This ~~committee~~ Committee shall meet with the design firm and provide input to the design firm on the exterior design of the project buildings. The design of all new or renovated buildings shall be consistent with the existing historical buildings on campus and incorporate elements consistent with the UW Historic Preservation Plan ~~and any applicable Long Range Development Plan/s.~~ The Committee shall hold at least one community/public meeting to seek input. The design firm shall meet with the Exterior Design Committee prior to submitting any exterior design, even in draft form, to the Facilities Contracting Committee or the University.

The design firm shall take the Committee's input into consideration in designing the exterior of the building and associated landscaping. The design firm shall document all departures from the Historic Preservation Plan ~~in~~ creating the exterior building design and landscaping. The proposed exterior design and landscaping shall be submitted to the Board of Trustees for review and approval. ~~The balance of the design process shall thereafter continue. The proposed exterior design and landscaping shall not~~ This process may require multiple iterations of the design at no additional cost to the University prior to the approval. Once the Committee approves the exterior building design and landscaping, the balance of the design process shall thereafter continue. If the design team proposes to modify the approved exterior design and landscaping for any reason, the design team shall immediately notify the Project Manager in writing and provide the Project Manager a detailed description of those proposed modifications. In no case shall the previously approved exterior design and landscaping be modified from that approved by the Board of Trustees except upon prior approval of the Board.

The exterior design advisory committee process must be complete prior to the design team commencing with the Design Development phase of design.

#### 7) Level III (Design and Construction) – Construction

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



*Reviewed and endorsed by the Regulation Committee 1-24-18*

The Vice President for Administration, subject to approval of the President, shall submit a recommendation for selection of a construction firm to the Facilities ~~Construction~~ Contracting Committee for review prior to submission to the Board. ~~After the Board approves that negotiations in accordance with a particular construction firm may commence paragraph 6 of this policy, if CMAR or Design-Build is the approved delivery method,~~ the Vice President for Administration or his designee shall pursue negotiations with such firm. The negotiations shall be based on contract templates with terms and conditions that have been reviewed by the Office of General Counsel and approved by the Board of Trustees. If design-bid-build is the approved delivery method, award will be determined by the lowest responsive and responsible bid. No agreement shall be executed until the Vice President for Administration has consulted with the Facilities ~~Construction~~ Contracting Committee as regards the terms of the agreement. The Committee may request that the Board review and approve the agreement prior to its execution.

The Vice President for Administration shall also establish in writing a chain of command – organizational chart for the construction phase of each project. This ~~org~~ organizational chart will identify lines of authority and reporting responsibilities. The project manager shall follow the guidelines in Appendix B.

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

- The Board of Trustees must approve the Guaranteed Maximum Price (GMP) prior to authorization to proceed to construction. Except in unusual circumstances, the GMP shall be based on approximately 90% completion of construction documents.
- No changes resulting in a use of the owners' contingency without prior approval of the Trustees can be made except for changes which are not more than \$~~2550~~0,000. However, in no event shall the cumulative total of all changes result in an amount which exceeds 40% of the owner's contingency fund without board approval.
- No project components which are designated as contingency funds shall be expended without the prior approval of the Vice President for Administration. The Vice President for Administration shall keep the Facilities ~~Construction~~ Contracting Committee apprised of the extent to which these funds are expended.

If design-bid-build is the approved construction delivery method, the Division of Administration shall, upon request, update the Facilities Contracting Committee as regards the contingency status of a project at all in-person Board meetings.

#### 8) Contract Documents

All Contracts and Agreements for design and construction of Capital Construction Projects as defined in this Policy shall (1) be consistent with and incorporate material provisions of this Policy; and (2) include a provision that the contractor acknowledges it has read and understands this Policy.



*Reviewed and endorsed by the Regulation Committee 1-24-18*

*Approved by the UW Board of Trustees July 2015*

*Amended September 2015*

*Amended January 2016*

*Amended 2018*





*Reviewed and endorsed by the Regulation Committee 1-24-18*

## APPENDIX A

### University of Wyoming ~~Major~~Capital Construction Projects Guiding Principles

¶These guiding principles are intended to address issues which have arisen during recent construction projects. They are intended to be the initial set of guiding principles and are expected to be modified, refined and adapted as UW proceeds with ~~major~~ construction projects.↵

1. The exterior design of the facility and associated landscaping shall be consistent with campus design standards pursuant to the UW Historical Preservation Plan. The A&E shall focus its objectives to achieve a varied but cohesive architectural style that enhances the character of the University and respects its history.
2. The building shall be located and sited consistent with the current UW Long Range Development Plan.
3. Facilities will incorporate today's most advanced thinking in construction design, programmatic design, and sustainability, while providing flexibility for programmatic growth, new technologies and long term use and functionality of the facility.
4. Investments in facilities will demonstrate wise stewardship of funds, taking full advantage of opportunities to reduce costs through standardization, shared resources and institutional collaboration.
5. Anticipate and provide plans to address infrastructure requirements of the campus in the most efficient and least intrusive manner possible.
6. Each ~~major~~ construction project shall have its own guiding principles developed by the college or unit intended to address the programmatic and functionality of the proposed facility which supplement, but not deviate from, these guiding principles for that specific project. The project specific guiding principles shall be submitted to the Facilities Construction Committee for review and approval. Once reviewed and approved, these two sets of principles will be reviewed at the start of each design meeting to ensure the design reflects the principles.



*Reviewed and endorsed by the Regulation Committee 1-24-18*

## APPENDIX B

### University of Wyoming ~~Major~~Capital Construction Projects Project Management Guidelines

The following guidelines shall be incorporated by the University Project Manager into the management of all major construction projects:

1. The University Project Manager shall maintain a document continuously tracking outstanding/unresolved issues for the project. The document shall contain the following information:
  - a. Issue number
  - b. Description of the outstanding item
  - c. Responsible party
  - d. Date created
  - e. Date required
  - f. Date resolved
2. The University Project Manager shall create a project list serve that identifies all individuals associated with each project. This list shall include the following information:
  - a. Name
  - b. Firm/ Organization
  - c. Role
  - d. Phone number
  - e. Email address
3. The University Project Manager shall host and manage a project document sharing website. The site shall be accessible by all parties included on the project list serve. The site shall be updated weekly with the most current documents. The website, at a minimum, shall contain the following documents:
  - a. Meeting minutes
  - b. An open items/ issues log
  - c. Audio recordings of all design and construction meetings
  - d. Current design/ construction documents
  - e. Value engineering/ cost control logs
  - f. Project list serve

**AGENDA ITEM TITLE: UW Regulation 7-631 (Libraries), 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 are proposed modifications to UW Regulation 7-631 (Regulations of the University Libraries) to allow for a restructuring. Below is an explanation from Dean of Libraries, Ivan Gaetz:

Restructuring of UW Libraries supports the Strategic Plan of the University of Wyoming, in particular Goal 4: "Assure the long-term strength and stability of the University by preserving, caring for and developing human, intellectual, financial and marketing resources." The current structure exhibits cumulative changes over the past 25 to 30 years as the University and Libraries have added various positions and services. Changes have occurred largely without a fundamental analysis and repositioning that reflects technology, digitization, and changes in higher education and librarianship. Especially with the recent downsizing in numbers of UW Libraries' workforce, and in the interest of "assuring strength and stability of our human ... resources" for the future, reorganization has become imperative.

Restructuring also draws on the Strategic Plan of UW Libraries in that restructuring will "ensure library faculty and staff are prepared to meet the evolving needs of those we serve," and show we "continue to develop an agile culture that fosters ... continuous improvement." More specifically, UW Libraries needs a structure that:

1. Is trimmed in size from 9 departments and heads to 3 heads of larger, more cohesive, collaborative, responsive (agile) and visionary departments;
2. Better reflects the organization reduced by 20% (f.t.e) over 2016-17 (from 70 to 54 f.t.e.);
3. Repositions more librarians to greater degrees for "front-line" (rather than administrative) service;
4. Achieves more opportunities for professional advancement within UW Libraries;
5. Better positions UW Libraries for succession planning;
6. Aligns with the downsizing of administrative structures at the University;
7. Fosters better communication through a smaller, stronger administrative team.

With an administrative structure disproportionately large, over the years this brought about departments that are more isolated and, in some instances, led to departments consisting of only one or two persons. Not only does this make cross-training more difficult, it also weakens our efforts to build strong, cohesive units. This ultimately results in a UW Libraries team less than what we could be and less prepared for an exciting future of service to the students, faculty and staff of the University and to the people of Wyoming. The time for big change has come.

Per the routing process for UW Regulations, the draft modifications were provided to Executive Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. ASUW



and Staff Senate had no feedback. Faculty Senate reviewed and had no feedback on the reorganization.

The Trustee Regulation Committee will discuss this item at the March 2018 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 approve modifications to UW Regulation 7-631 as presented in the redline version to the Board."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

Reviewed and endorsed by the Regulation Committee 1-31-18

## **UW REGULATION 7-631**

### **Regulations of the University Libraries**

#### **I. PURPOSE**

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

#### **II. MISSION**

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

#### **III. ADMINISTRATIVE ORGANIZATION**

##### **A. Departments**

The University Libraries shall be organized into divisions, departments, or units, under the guidance of the Dean of Libraries, to meet staffing and organizational requirements.<sup>1</sup> the following departments:

~~Access Services~~

~~Brinkerhoff Geology Library~~

~~Access Services~~

~~Chisum Special Collections~~

~~Collection Development~~

~~Digital Collections~~

~~Library Information Technology~~

~~Learning Resource Center~~

~~Research and Instruction Services~~

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<sup>1</sup> These changes only relate to the UW Libraries' proposed restructure. A full review of the entire Regulation will be conducted during the ongoing regulatory structure review.

Reviewed and endorsed by the Regulation Committee 1-31-18

**Technical Services**

**B. Dean**

The University Libraries shall be headed by a Dean who shall be appointed in accordance with UW Regulations. The Dean shall report to the Vice President for Academic Affairs and shall be responsible for all matters related to the Libraries' programs as developed through stated purpose, goals and objectives, and in accordance with UW Regulations. The Dean shall preside at meetings of the library faculty that he or she calls, encourage faculty development, and make recommendations concerning initial appointments, reappointments, extended term appointments, promotions, and extended term appointment reviews. UW Regulations shall govern the Dean's appointment, evaluation, and dismissal.

**C. Assistant and Associate Deans**

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

**D. Department Heads**

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

**IV. FACULTY**

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

**A. Membership**

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

**B. Library Faculty Ranks**

Reviewed and endorsed by the Regulation Committee 1-31-18

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

New library faculty hires are normally appointed on an annual basis. Mandatory reappointment reviews occur in the first, second, and fourth years of employment; additional reviews may occur in the third and fifth years. Such reappointment reviews will be based upon peer review and evaluation, utilizing the criteria set forth in this Regulation and applicable supplemental guidelines adopted by the library faculty. Faculty who hold the ranks of Associate Librarian and Librarian shall be eligible for extended term appointment, as defined in this Regulation.

The ranking structure for the library faculty is as follows:

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

Reviewed and endorsed by the Regulation Committee 1-31-18

- 3. Librarian.** Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.
- a.** Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
  - b.** Outstanding achievements in areas of professional librarianship.
  - c.** Evidence of superior teaching administration, and/or outreach, as defined in the library job description.
  - d.** Evidence of significant research, scholarly activities, or creative activities.
  - e.** National or regional recognition for leadership in professional or scholarly organizations.
  - f.** Evidence of continuing commitment to professional development activities.
  - g.** Seven years of experience as an Associate Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

**C. Criteria for Reappointment, Promotion and Extended Term Appointment**

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

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

**1. Practice of Librarianship**

- a. Librarianship.** Librarianship is a multifaceted discipline, encompassing both the public (access services, reference) and technical (acquisitions, cataloging, collection development, systems) sides of information management. Librarians are specialists in providing access to information and are involved in the development and acquisition of resources, library collections, and information systems. Librarians evaluate, organize and catalog resources to effectively manage and control the bibliographic content of the entire



Reviewed and endorsed by the Regulation Committee 1-31-18

library collection. Librarians also provide research instruction, reference, and advisory services for students, staff, and other faculty.

- b. Teaching.** Library faculty effectively instruct both individuals and groups, in formal and informal settings, to impart knowledge, skills, and abilities to locate, evaluate, and effectively use needed information.
- c. Outreach.** Library faculty demonstrate involvement in extended degree programs and outreach services by assisting in making the Libraries' resources available off campus to the people of the state.
- d. Administration.** Library faculty demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.
- e. Professional Development.** Library faculty continue to improve their professional capabilities by keeping abreast of developments in librarianship and other relevant disciplines through a variety of means, such as workshops, professional programs, coursework or the earning of additional degrees from accredited institutions of higher education.

## **2. Research, Scholarly Activities, and Creative Activities**

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

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

Reviewed and endorsed by the Regulation Committee 1-31-18

Representative categories of scholarly and creative activities can be found in the supplemental guidelines adopted by the library faculty.

### **3. Professional Service and University-Related Activities**

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

#### **D. Extended Term Appointment**

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

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

#### **E. Extended Term Appointment Renewal**

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



Reviewed and endorsed by the Regulation Committee 1-31-18

**F. Promotion in Rank Salary Increase**

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

**G. Dismissal**

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

Library faculty on extended term appointment will undergo annual administrative evaluations. If an annual review results in a rating of "performing below expectations," the library faculty member will be required to develop and implement a performance improvement plan, subject to the approval of the department head and the Dean of Libraries. Failure to implement such a plan successfully may constitute grounds for dismissal. This provision shall not be interpreted in a manner that violates academic freedom.

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

**H. Sabbaticals**

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

**I. Faculty Senate**

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

**J. Meetings**

Meetings of the library faculty shall be held on a regular basis, but not less than quarterly. Special meetings may be called as necessary (1) by the Dean of Libraries, (2) on request of the President of the University or the Vice President for Academic Affairs, or (3) by written request of five members of the library faculty. Policies governing the frequency of regular meetings, selection of officers including the presiding officer and secretary,

**Reviewed and endorsed by the Regulation Committee 1-31-18**

definition of a quorum, and the conduct of business, will be maintained as supplemental guidelines. Proposed amendments to this Regulation shall be discussed as needed during faculty meetings.

## **V. COMMITTEES**

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

### **A. Standing Committees**

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

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

### **B. Task Forces**

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

## **VI. STAFF**

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

### **A. Staff Senate**

**Reviewed and endorsed by the Regulation Committee 1-31-18**

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

**B. Staff Meetings**

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

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

**VII. ADMINISTRATION OF THE REGULATION**

**Reviewed and endorsed by the Regulation Committee 1-31-18**

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

Source:

University Regulation 631, Revision 4; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting  
Revisions adopted 8/24/2016 Board of Trustees meeting

**AGENDA ITEM TITLE:**

**New UW Regulation 3-1 (Administration and Oversight of Athletics), 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, 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 is a proposed regulation in the **new** Section 3 Regulations (Athletics). Pursuant to NCAA Certification, the Knight Foundation Commission, and Operating Principle 1.1 *Institutional Control, Presidential Authority and Shared Responsibilities* (NCAA Self Study Instrument, 2009), the Department of Intercollegiate Athletics should be subject to the administration and oversight of its program by the Board of Trustees. This Regulation establishes this framework, including the Athletic Planning Committee, which is already described in UW Regulation 1-2.

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** (as noted on the regulation). 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 Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. ASUW and Faculty Senate Executive Committee had no changes. Staff Senate did not respond. Based on feedback from Deans and Directors, the Trustee Regulation Committee made some changes, which have been incorporated into this draft.

The Trustee Regulation Committee will discuss this item at the March 2018 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 adopt the new Section 3 Athletics Regulation as presented to the Board in the redline version, effective July 1, 2018.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.



Reviewed and endorsed by the Regulation Committee 12-18-17  
Campus feedback incorporated 3-2-18

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Administration and Oversight of Athletics  
**Number:** UW Regulation 3-1

### I. PURPOSE

To establish the administration and oversight of the University of Wyoming Department of Intercollegiate Athletics.

### II. STATEMENT ON ADMINISTRATION AND OVERSIGHT

In a manner consistent with other units and departments of the University of Wyoming, the Department of Intercollegiate Athletics is subject to the administration and oversight of its program by the Board of Trustees, and is further responsible to report policy and procedure information to the President of the University.

At the Board of Trustees September meeting, the Athletic Director shall submit his or her annual report providing an update and vision for the Department of Intercollegiate Athletics including an academic and financial update and comparison with Mountain West institutions. The Athletics Department shall communicate its policies to the Board of Trustees annually via the Department of Intercollegiate Athletics Policies and Procedures Notebook, and any changes or amendments shall be separately discussed and presented to the Board of Trustees at the September meeting.

### III. ATHLETIC PLANNING COMMITTEE

A. **Rationale.** As a result of ~~Trustee~~ Board of Trustees action authorizing the University of Wyoming to subscribe to the Knight Foundation Commission "one-plus-three" model for Intercollegiate Athletics — presidential control directed toward academic integrity, financial integrity, and independent ~~certification-evaluation~~ — the Athletic Planning Committee shall be advisory to the Board of Trustees and the President ~~for~~ of the ~~formulation of~~ University in matters pertaining to intercollegiate athletics ~~planning and policy~~.

#### **Functions**

A.B. The Athletic Planning Committee shall review, ~~formulate and initiate general and long-range goals, plans and policies pertaining to the Division of Intercollegiate Athletics. In addition, the committee shall review~~ and assess matters ~~and make~~

Administration and Oversight of Athletics

Page 1 of 3

**Commented [TRE1]:** This section is being transferred from UW Regulation 1-2.



Reviewed and endorsed by the Regulation Committee 12-18-17  
Campus feedback incorporated 3-2-18

recommendations to the President of the University and the Board of Trustees pertaining to NCAA compliance and the application of University rules and regulations for eligibility, scholarships and equity; review annually the status of the Division of Intercollegiate Athletics to determine needs, and submit findings to the President; review regularly the academic issues, policies and progress associated with student athletes in the Division; meet at least quarterly at the discretion of the Chairperson or President; report to the University Faculty Senate in general Senate meetings at least once annually and, upon request, to Staff Senate and Student Senate; and assume other duties as directed by the President but not limited to the following:

3. —

1. Academic integrity;
2. Compliance with National Collegiate Athletic Association (NCAA), conference and University rules and regulations;
3. Fiscal integrity;
4. Gender equity, diversity and inclusion; and
5. Student-athlete well-being.

Additionally, the Athletic Planning Committee shall serve as a liaison between the Department of Intercollegiate Athletics/student athletes and the institution.

#### **Composition**

~~B.C.~~ The Committee shall consist of the ~~faculty representative~~ Faculty Athletic Representative to the Mountain West Conference and National Collegiate Athletic Association, eight other faculty members from degree-granting colleges, two deans, NCAA, twelve full-time University personnel (who do not work in the Athletic Department), four administrators (ex-officio), two staff members, two full-time students, (undergraduate or graduate) and the Deputy Director of Intercollegiate Athletics or a Senior Associate Athletic Director, all. All Committee members will be appointed by the President of the University. The Faculty Athletic Representative will serve as the Committee ~~chair~~ Chair.

~~C.D.~~ Terms. University personnel tTerms shall be three (3) years in length, shall be staggered, and shall coincide with the University's fiscal year (July 1 to June 30). Student terms shall be one (1) year in length. With the exception of the Faculty Athletic Representative and the Deputy Director of Intercollegiate Athletics or Senior Associate Athletic Director, Athletic Planning Committee members shall be limited to serving two (2) consecutive terms. Exceptions to this provision may be made at the discretion of the President of the University.

Reviewed and endorsed by the Regulation Committee 12-18-17  
Campus feedback incorporated 3-2-18

**Responsible Division/Unit:** Department of Intercollegiate Athletics

**Source:** NCAA Certification; Knight Foundation Commission; Operating Principle 1.1  
*Institutional Control, Presidential Authority and Shared Responsibilities* (NCAA Self Study  
Instrument, 2009)

**Links:** [http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-  
directives/index.html](http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html)

**Associated Regulations, Policies, and Forms:** Department of Intercollegiate Athletics Policies  
and Procedures Notebook

**History:**  
University Regulation 2, Revision 6: adopted 12/29/1995;  
University Regulation 2, Revision 8: adopted 07/07/2004  
UW Regulation 1-2: adopted 01/22/2010 Board of Trustees meeting  
UW Regulation 1-2: revisions adopted 7-17-14 Board of Trustees meeting

**AGENDA ITEM TITLE:**

**Information/Notice: Amendment to Trustee By-Laws, MacPherson**

- UW Board of Trustees Annual Schedule of Items to Approve, Discuss or Report
- Academic and Student Affairs Committee

**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 are draft modifications to the Bylaws of the Trustees, including the following:

- 1) Adding that the Board of Trustees shall set their annual schedule of items to approve, discuss or report at the annual meeting (Section 2-1).
- 2) Making the Academic and Student Affairs Committee a permanent committee (Section 7-9).

This serves as notice that these Bylaws will be presented to the Board at the May 2018 meeting for review and possible approval. Attached are the proposed modifications and the Trustees' Annual Schedule of Items to Approve, Discuss or Report.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

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

Pursuant to Article VIII, the Bylaws may be changed or amended at any regular meeting of the Trustees by a vote of two-thirds of all the members, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Notice only. These Bylaws will be presented to the Board at the May 2018 meeting for review and possible approval.

**PROPOSED MOTION**

N/A. Notice only.

**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

**January**

- **Submit for Consideration: Tuition for next academic year\*** (See footnote last page)
- **Submit for Consideration: Housekeeping changes to UW Regulations** (if necessary)
- **Submit for Consideration: Sabbaticals/leave requests from AA** (to be presented in advance of any approval)
- Discussion: UW Fee Book proposal for coming academic year
- Presentation of any public and student comment relative to the administration's preliminary recommendations and any proposed modifications to the Residence Life and Dining Service fee proposal and the UW Fee Book proposal for the coming academic year
- Report: Spring preliminary enrollment report
- Appointments for the Trustee Education Initiative (expired terms/ Trustee replacements)
- Draft annual budget timeline
- Presentation of six month budget v. actual of annual operating budget
- Presentation from the Faculty Athletic Representation (FAR)
- Discussion of Appointment of new trustees
- Legislative Priorities and Strategy

**February**

**March**

- **Submit for Consideration: UW Fee Book proposal for coming academic year**
- **Submit for Consideration: Salary distribution policy for the next fiscal year**
- **Submit for Consideration: First-year reappointments of faculty and academic professionals**
- **Submit for Consideration: Approval and Adoption of Final Tuition Recommendations**
- Information Item: Overview of Tenure and Promotion process
- Discussion: Initial Discussion of the Upcoming Fiscal Year Operating Budget Assumptions being proposed by the Administration
- Final annual budget timeline
- Report: Spring 15<sup>th</sup> day enrollment report
- Orientation: New trustees (if applicable)
- Events:
  - Farewell and/or welcome event for new trustees and members leaving the Board

**April**

- Late April – budget materials delivered to Budget Committee

**May (Board Reorganization)**

- **Submit for Consideration: Annual operating budgets for the next fiscal year**
- **Submit for Consideration: List of degrees** to be offered for next year, and specifying by name any modifications, additions, suspensions, or discontinuances by name, college, school, or program made during the previous year, and additional expected costs incurred or expected savings realized
- **Submit for Consideration: Reappointment, tenure, promotion, and extended terms for faculty and AP's**
- **Submit for Consideration: Annual internal audit plan**

**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

- **Submit for Consideration: Trustee Meeting Schedule for following two calendar years**
- **Submit for Consideration: Trustees Annual Schedule of Items to Approve, Discuss, or Report**
- **Submit for Consideration: ASUW Annual Fiscal Year Budget**  
[Per UW Regulation 8-249, "ASUW shall prepare and present for approval to the Board, through the University President, an annual fiscal year budget for conducting its programs, services, and operations."]
- Annual Election of Board Officers
- File Conflict Disclosure from each Trustee in accordance with the Conflict Policy
- Administer Oath to Board Secretary (W.S. Sec. 21-17-206)
- File Oath of Office
- Annual Budget Timeline:
  - Late April, budget materials delivered to Budget Committee
  - Early May, Budget Committee hearings (prior to May meeting)
  - Update from Budget Committee to full Board at regular May meeting
  - Schedule any necessary follow-up budget hearings
- Set the amount of the Deputy Treasurer's and Treasurer's bond and designate/set any other appropriate bonds (W.S. Sec. 21-3-110 a.)
- Designate depositories for UW funds
- Make committee appointments and appoint committee chairs for the following:
  - Fiscal and Legal Affairs (Sec. 7-2 Bylaws)
  - Biennium Budget Committee (Sec. 7-3 Bylaws)
  - Facilities Contracting Committee (Sec. 7-4 Bylaws)
  - Fiscal Management and Reporting Committee (Sec. 7-5 Bylaws)
  - Honorary Degrees Awards Committee (Sec. 7-6 Bylaws)
  - Vice-President and Dean Search Committee (Sec. 7-8 Bylaws)
  - Academic and Student Affairs Committee (Sec. 7-9 Bylaws)
- Make any necessary amendments to Trustee Bylaws
- Other Trustees Appointments:
  - Alumni Board
  - Foundation Board
  - Energy Resources Council
  - Cowboy Joe Club
  - Enhanced Oil Recovery Commission (Governor's Appointment)
  - Governor's Science Task Force (Governor's Appointment)
- Events:
  - Commencement
  - Annual election of Board officers
  - Recognition of outgoing ASUW president, Faculty Senate Chair and Staff Senate President

**June**

- **Submit for Consideration: Budget**

**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

**July (Out of Town Meeting & Business Meeting)**

- **Submit for Consideration: Next cycle of planning initiatives**
- Annual Report on status of implementation of the Strategic Plan and President's Annual Report on Accomplishments
- Meeting with Legislators [at out of town meeting]
- Biennium/Supplemental Budget Timeline
  - By July 10: Materials to Budget Committee
  - Second week in July: Budget Hearings
  - Update full Board on Biennium Budget at July meeting
- Annual review of President Performance and Contract
- Report from the Vice President of Administration on new Temporarily Restricted Endowment accounts established during the past year (per investment policy (F)(e)(iii))
- Information Item: State of Wyoming Agency Annual Report

**August**

- Biennium/Supplemental Budget Timeline
  - By August 1: All Biennium Budget materials to be provided to the Board
  - Possible final approval by Board at August meeting
  - If not approved at August meeting then hold a special meeting with the board, if necessary, to obtain final approval

**September**

- **Submit for Consideration: Annual fund raising priorities** (per MOU with Foundation)
- Discuss: Fall preliminary enrollment
- Discuss: Foundation (development) investment and initiatives (per MOU with Foundation)
- Annual Diversity, Equity and Inclusion Update
- Annual Report: Intercollegiate Athletics – annual report providing an update and vision for the Department of Athletics including an academic and financial update and comparison of UW with other Mountain West Institutions
- Events
  - Meeting with Foundation Board [TBD whether joint meeting or separate]

**October**

**November**

- **Submit for Consideration: Annual audited financial reports**
  - Receive FLAC report regarding review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor
- Discuss: Tuition policy\*
- Discuss: Fall 15<sup>th</sup> day enrollment report
- Discuss: Tuition including preliminary administrative recommendations
- Vice President of Administration's annual report on balances, transactions and investment returns for the following reserve accounts:
  - Passenger Plane Reserve Account
  - Risk Pool/ Litigation Reserve Account



**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

- Residence Hall Reserve Account
- Recruitment and Retention Reserve Account
- Special Project Reserve Account
- Operating Reserve Account
- Construction Reserve Account
- Annual Update on Grants, Contracts and Supercomputing
- Events:
  - Annual Trustees Scholarship Event
  - Meeting with ERC (to be considered/confirmed on an annual basis)

**December**

**Reoccurring Items:**

- **Submit for Consideration:** Approval of Agreements, Contracts, and Procurements (*if necessary*) – Evans
- **Submit for Consideration:** Grants and Contracts Report
- **Information Item:** President's report identifying each contract, agreement or procurement valued at \$50,000.00 or above (one time or in aggregate) signed by the President or designee since the last report (signature authority regulation) and post to the website. (Each face-to-face meeting)
- Discussion of items from any Trustee
- Report on Construction Projects
- Personnel
  - Approval of personnel items is typically done at face-to-face meetings, however, there are situations that warrant immediate action by the Board. Personnel matters will be added as needed. These matters may include, but are not limited to, new academic and administrative appointments; changes in appointments; changes in leaves, retirements and sabbaticals; and leaves either with and without pay.

\*If Board votes on tuition in January, there is not period for public comment. To accommodate: first conversations re tuition policy, discussion needs to occur in September, public comment in November, and vote in January. Or, first conversations in November, public comment in January, and vote in March.

Note: The Board reviews and approves the five year academic school year calendar. Next scheduled review and approval will be May 2019, as the current calendar is approved through May 2020.

## **BYLAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING**

The ByLaws of the Trustees were adopted pursuant to authority granted to the Trustees by the Wyoming Legislature and in accordance with the Wyoming Constitution. The ByLaws are about the Trustees and how the Trustees organize and carry out their meetings. Additionally, the existence of Trustee Regulations is established and the appointment of the President of the University and his/her authority is set forth.

## **BYLAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING**

Republished Edition May 10, 2017

### **Article I. STATUTORY CREATION AND AUTHORITY**

#### **Section 1-1. APPOINTMENT, TERM AND AUTHORITY**

In accordance with the laws of the State of Wyoming (Wyo. Stat. §§21-17-201 et seq), the government of the University of Wyoming is vested in a board of twelve (12) trustees appointed by the governor, with the advice and consent of the senate, for a six year term, with terms to be staggered.

For purposes of these Bylaws, "Trustees," "Board" and "Board of Trustees" shall be defined as the 12 individual trustees appointed by the governor and may be used interchangeably throughout these Bylaws.

#### **Section 1-2. EX OFFICIO MEMBERS**

The Governor of the State of Wyoming, the President of the University of Wyoming, the State Superintendent of Public Instruction, the Director of the Wyoming Community College Commission, and the President of the Associated Students of the University of Wyoming are ex officio members of the Trustees, as such having the right to speak, but not to vote.

For purposes of these Bylaws, these members shall be defined as "ex officio members."

#### **Section 1-3. VACANCIES**

Any vacancy in the membership of the Trustees shall be filled in accordance with laws pertaining thereto.

## Article II. MEETINGS OF THE TRUSTEES

### Section 2-1. REGULAR MEETINGS

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year and the final UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report for the ensuing year in a form similar to that attached hereto and made a part hereof by this reference, but with such modifications as a majority of the Board may approve. After approval, a copy of the UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report shall be posted on the Trustees' website annually. Written notice of all regular meetings shall be given by the President of the University to each Trustee and ex officio member at least five-ten (10) days in advance of the meeting. Attendance by Trustees or ex officio members at regular meetings can be in person or by electronic media.

Meeting Agendas for UW Board of Trustees shall be developed from three sources:

First: Those matters listed as monthly topics for each month's meeting shall be listed on the Trustees' Agenda for the month as set forth herein.

Second: Items requested by a Trustee in writing or during that period of time allocated allowing any Trustee to raise a topic of their choice for placement on the Agenda and approved by the President of the Board.

Third: Items requested from Administration for placement on the Agenda and approved by the President of the Board with input from the Executive Committee.

Prior to preparing a draft agenda, consultation will be had with the Board President to assure the Board President is fully engaged in the development of all Board Agendas. A preliminary draft agenda will be developed far enough in advance so as to allow compliance with the posting time frames set out on the next paragraph, but also allowing sufficient time for the President of the University and the Executive Committee to review and provide appropriate input.

While exceptions can be made if necessary, Administration is expected to have any topics it wishes to present to the Board in open or executive session at the next meeting in a form allowing all final materials relative to that topic, together with both the open and executive session minutes from the previous meeting, to be uploaded to the Trustees' website at least two weekends/over ten (10) days prior to the next scheduled meeting.

Section 2-2. SPECIAL MEETINGS

Special meetings of the Trustees may be called by the President of the Trustees, or by any three Trustees, at such time and place as they may deem expedient, and a majority of said Trustees shall constitute a quorum for the transaction of business; but a smaller number may adjourn from time to time. Notice of special meetings shall be given to each Trustee and ex officio member at least eight (8) hours in advance of such meeting. Attendance by Trustees or ex officio members at special meetings can be in person or by electronic media.

Section 2-3. ACTION IN REGULAR AND SPECIAL MEETINGS

At all regular and special meetings, it shall be valid to act on any subject within the power of the corporation except as provided elsewhere in these Bylaws.

Section 2-4. PLACE OF MEETINGS

All meetings of the Trustees shall be held at the University of Wyoming, unless otherwise ordered by the Trustees.

Section 2-5. REPEALED

Section 2-6. ACT OF THE TRUSTEES

The act of the majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Trustees. A Trustee is considered "present" if attending the meeting in person or by electronic media.

Section 2-7. PUBLIC ATTENDANCE AT MEETINGS

Regular and special meetings of the Trustees shall be open to the public except for executive sessions which may be convened at any time by vote upon motion by any Trustee. Executive sessions shall be attended only by the Trustees and such persons as may be designated by the presiding officer or included in the motion. No actions shall be taken in executive sessions. Matters considered and discussed during executive sessions shall be confidential except as otherwise provided by law.

**Article III. PROCEDURE AT MEETINGS**

Section 3-1. QUORUM

A majority of the Trustees shall constitute a quorum for the transaction of business. Any number less than a quorum present at a meeting duly called may adjourn from time to time until a quorum shall be in attendance.

Section 3-2. ORDER OF BUSINESS

The business at each regular or special meeting shall be conducted in the following manner, unless otherwise authorized by appropriate Trustees action.

Roll Call

Approval of Board of Trustees Meeting Minutes

Election of Officers (annual meeting or as necessary)

Reports

Public Testimony (scheduled during the regular meeting)

Committee of the Whole, Regular Business (Board Committee Reports)

Proposed Items for Action

New business

Date of Next Meeting

Adjournment

#### Section 3-3. RULES OF PROCEDURE

Meetings of the Trustees shall be conducted according to Robert's rules of parliamentary procedure except as modified by the Trustees. Each Trustee who is present shall vote on every question, unless excused from voting by the Trustees. The ayes and naves shall be called and entered upon request of any Trustee.

#### Section 3-4. MINUTES OF PROCEEDINGS

Minutes of proceedings of the Trustees and of their committees shall be kept by the secretary, or designee. Action of the Trustees which utilizes material presented by reports or other documents shall be presented in the minutes in such form as to include, when not impractical, the full text of the action so that reference to other reports and documents is not necessary in order to determine the exact meaning of the action taken.

### **Article IV. OFFICERS OF THE TRUSTEES**

#### Section 4-1. NUMBER

The officers of the Trustees shall be a President, a Vice President, a Secretary, and a Treasurer, who shall be limited to the twelve appointed Trustees.

#### Section 4-2. ELECTION AND TERM OF OFFICE

The officers of the Trustees shall be elected annually at the annual meeting. Each officer shall hold office for one year or until his or her successor is elected and qualified. No Trustee shall be eligible for re-election as president immediately after having served two successive regular terms in that office.

#### Section 4-3. VACANCIES

In the event of a vacancy in any office of the Trustees, an election shall be held for the unexpired term at the next regular or special meeting of the Trustees.

### **Article V. DUTIES OF OFFICERS**

#### Section 5-1. DETERMINATION OF DUTIES

The officers of the Trustees shall perform the duties expressly enjoined upon them by the laws of this State and by the Bylaws of the Trustees, and such other incidental duties as pertain to their respective offices, or as may be assigned from time to time by the Trustees or their President.

#### Section 5-2. PRESIDENT

The President of the Trustees shall preside over all meetings of the Trustees; shall call the Trustees or Executive Committee in regular or special session at such times as the President may deem advisable or necessary or at any time upon the petition of three or more Trustees; and the President shall have authority to decide any disputes as to the application or meaning of these rules and Bylaws, but this decision shall be referred to the next regular or special meeting of the Trustees for final decision and adjudication by the Trustees. The President of the Trustees shall have power to make temporary appointments to fill vacancies in the appointments of the Trustees to other boards or committees during the interval between Trustees meetings. The President shall be an ex officio voting member of all permanent committees of the Trustees. The President may sign, with the secretary or any other proper officer of the Trustees thereunto authorized by the Trustees, any deeds, mortgage, bonds, contracts, or other instruments which the Trustees have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Trustees by resolution, by UW Regulation, or by these Bylaws to some other officer or agent of the Trustees, or shall be required by law to be otherwise signed or executed. The President of the Trustees shall have the power to appoint ad-hoc committees as needed to address the business of the University. An ad-hoc committee is defined as an informal working group that can operate without formal board approval until completion of the committee's assigned task as determined by the President.

#### Section 5-3. VICE PRESIDENT



In the absence of the President of the Trustees or in the event that the office becomes vacant, or of the president's inability or refusal to act, the Vice President shall perform the duties of the President.

#### Section 5-4. SECRETARY

The Secretary of the Trustees shall be sworn to the performance of his or her duties as provided by statute. The Secretary shall be responsible for the minutes of meetings of the Trustees; shall be custodian of the Trustees records and of the seal of the Trustees and see that the seal of the Trustees is affixed to all documents, the execution of which on behalf of the Trustees under its seal, is duly authorized; shall sign with the President of the Trustees such instruments as the latter may execute; and shall be responsible for the supervision of duties delegated or assigned to the Deputy Secretary appointed by the Trustees.

In the event that the offices of President and Vice President become vacant or both refuse or are unwilling to act, the Secretary shall perform the duties of President until the next regular or special meeting of the Trustees and preside at that meeting until the vacancy in the presidency is filled.

#### Section 5-5. TREASURER

The Treasurer shall cause an annual report to be prepared by the officers and employees of the University of Wyoming which shall show all receipts and disbursements; shall receive any monies, through the Deputy Treasurer, required by law to be paid to the Treasurer of the Trustees; and shall maintain general cognizance of fiscal and accounting procedures utilized by officers of the University of Wyoming designated by the Trustees to receive and disburse all monies.

In the event that the offices of President, Vice President and Secretary become vacant or all refuse or are unwilling to act, the Treasurer shall perform the duties of the President until the next regular or special meeting of the Trustees and preside at the meeting of the Trustees until the vacancy in the presidency is filled.

### **Article VI. OTHER OFFICERS**

#### Section 6-1. DEPUTY SECRETARY

At the discretion of the Trustees, the Deputy Secretary shall be appointed by the Trustees, and shall perform such duties as are delegated by the Secretary of the Trustees.

#### Section 6-2. DEPUTY TREASURER

The Deputy Treasurer shall be nominated by the President of the University, and at the discretion of the Trustees, shall be appointed by the Trustees, shall be an officer of the University of Wyoming whose duties include responsibility for the receipt, custody, and expenditure of all funds of the University of Wyoming not held by the State Treasurer, and shall exercise the same responsibility with respect to any funds or monies of the Trustees of the University of Wyoming.

#### Section 6-3. INTERNAL AUDITOR

The Internal Auditor shall be appointed by the Trustees, and shall perform such duties as the Trustees require.

#### Section 6-4. OTHER OFFICERS AND DUTIES

At the discretion of the Trustees, other officers may be appointed by the Trustees as may be deemed necessary. The duties of all officers of the Trustees shall be set forth in writing at the time of appointment or in appropriate UW Regulations.

### **Article VII. COMMITTEES OF THE TRUSTEES**

#### Section 7-1. EXECUTIVE COMMITTEE

The Executive Committee shall consist of five Trustees: the President of the Trustees who shall serve as Chairman, the immediate past President of the Trustees, if such person remains on the Board, the Vice President of the Trustees, the Secretary of the Trustees, and the Treasurer of the Trustees. The Executive Committee shall have authority to meet with the University president to exchange information and discuss issues and to act for the Trustees in all routine business matters wherein immediate decisions and actions are deemed necessary for the present welfare of the University. All such actions of the Executive Committee shall be reported to the Trustees at their next regular or special meeting and ratified when appropriate, and shall be entered in full upon the minutes of such meeting of said Trustees.

#### Section 7-2. FISCAL AND LEGAL AFFAIRS COMMITTEE

The Fiscal and Legal Affairs Committee is responsible for assuring that the University's organizational culture, capabilities, systems and processes are appropriate to protect the financial health and the reputation of the University in all audit-related areas enumerated below. Specifically the Fiscal and Legal Affairs Committee will review the financial reporting processes, the system of internal controls, the audit process, and the process for monitoring and ensuring compliance with financial laws and regulations. It will monitor the University's internal and external auditor's findings.

In discharging their duties hereunder, the members of the Committee are entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: officers or employees of the University whom the Committee members reasonably believe to be reliable and competent in the matters presented; and legal counsel, public accountants or other persons as to matters the Committee members reasonably believe are within the person's professional or expert competence.

#### I. Investments

Review the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:

- a. The President of the University shall be the administrative officer of the invested University funds, and may assign to a designee such duties as may be described in a written delegation of authority.
- b. With Board approval, the Committee may employ the services of an agent, such as the University of Wyoming Foundation, an investment adviser, and/or manager(s), and may give due consideration to such advice.
- c. The Committee, or the Board-approved agent, shall place the securities of said Funds in custody of a custodian bank or other fully insured custodial institution, which shall have the right and privilege of holding the securities in a street name or in a name of such nominee as it may choose.
- d. Each year the Committee shall review the agent's investment policy, asset allocation strategy and other endowment management philosophies, such as earnings distribution policies. The Committee shall receive and review an annual report on portfolio performance and other relevant endowment management metrics.

#### II. Financial Reporting Process

- a. Ensure that the external auditors communicate all matters required by their professional standards to the Committee and review significant accounting and reporting issues, including recent professional and regulatory pronouncements in order to understand their impact on the University's financial statements.
- b. Review the annual financial statements, including management's discussion and analysis, and determine if they are complete and consistent with information known to committee members.

- c. Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements.
- d. Review significant financial risks and exposures and the plans to minimize such risks.
- e. Review, with the University's legal counsel, any legal matters that could have a significant impact on the financial statements.

III. System of Internal Control

- a. Ensure that management is setting the appropriate tone in communicating the importance of internal control and ensure that individuals have an understanding of their roles and responsibilities.
- b. Receive and review reports from internal and external auditors regarding the quality of institutional internal control systems and determine whether management has implemented internal control recommendations made by internal and external auditors.
- c. Ensure that internal and external auditors keep the Committee informed about fraud, illegal acts, deficiencies in internal control and ensure that an appropriate process exists for the receipt, retention and treatment of complaints, including anonymous complaints, regarding accounting, internal controls and auditing matters.
- d. Evaluate the extent to which internal and external auditors review computer systems and applications, the security of such systems and applications, and the contingency plan for processing financial information in the event of a systems breakdown.

IV. Audit Process – External

- a. Following appropriate consultation with management, recommend to the Board the selection and retention of the external audit firm. Approve external auditor's fees.
- b. Review and approve the external auditor's proposed scope and approach.
- c. Review and confirm the external auditor's assertion of their independence in accordance with professional standards.

- d. Review the performance of the external auditors and recommend the appointment or discharge of the external auditors.
- e. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
- f. Review with management and external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
- g. Review and approve any engagement of the external auditors for non-audit related consulting activities.

V. Audit Process – Internal

- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
- b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
- c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.
- d. Ensure that audited divisions and colleges attend the Committee meetings to discuss audit findings and recommendations.
- e. Report each internal audit report from the Internal Auditor to the Board of Trustees. The Board of Trustees shall formally act on each internal audit report.
- f. Ensure there is regular, independent communication between the Committee and the Internal Auditor and ensure there are no unjustified restrictions or limitations on internal audit programs.
- g. Ensure there is flexibility when setting the Committee agenda based on concurrence between the Division of Administration and the Internal Auditor.

VI. Compliance with Laws & Regulations

- a. Review the findings of any significant examinations by financial regulatory agencies and review management's corrective action plans. Ensure that action plans are implemented to the satisfaction of the regulatory agencies.

#### VII. Other Responsibilities

- a. Ensure that significant findings and recommendations made by the internal and external auditors are received, discussed and acted upon in an appropriate and timely manner.
- b. Regularly update the Board of Trustees about Committee activities, any key internal or external audit issues and make appropriate recommendations for Board action.
- c. Review and update this By-Law and receive approval of changes from the Board of Trustees.

#### Section 7-3. BIENNIIUM BUDGET COMMITTEE

The Biennium Budget Committee is responsible for working with University administration as it develops and submits the University's budget requests to the Governor as a state agency, including the 067 University of Wyoming operating budget, the 069 WICHE budget, the 167 Medical Education budget, and the Enhanced Oil Recovery Commission's 070 operating budget. It also includes funding requests related to capital facilities, as well as any other recommendations in the University's budget request that would be included in the state's appropriations bill for the biennium or in a supplemental budget request.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the Vice President for Governmental and Community Affairs.

#### Section 7-4. FACILITIES CONTRACTING COMMITTEE

The Facilities Contracting Committee is responsible for working with University administration to develop and recommend modifications to the University's facilities planning, contracting and construction policies and procedures. These recommendations will be presented to the full Board of Trustees for review and approval.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the General Counsel.

#### Section 7-5. FINANCIAL MANAGEMENT AND REPORTING COMMITTEE



The Financial Management and Reporting Committee is responsible for taking an immediate and active role in developing a long-term, integrated and comprehensive financial management and reporting system for the University; helping develop a meaningful short-term financial reporting protocol for the Board of Trustees so that the Board can meet its fiduciary obligations; and participating in developing the University's budget structure in coordination with the financial management and reporting system.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the General Counsel.

#### Section 7-6. HONORARY DEGREES AND AWARDS COMMITTEE

The Honorary Degrees and Awards Committee is responsible for recommending to the Board of Trustees the awarding of both the Trustees' Award of Merit and Honorary Degrees.

The Trustees' Award of Merit was established in 1984 and recognizes individuals and groups who have rendered meritorious service or made exemplary contributions to the University. Nominations for the Trustees' Award of Merit are submitted to the Honorary Degree Committee, accepted on a continuous basis, and reviewed at regular intervals. There are no minimum or maximum number of awards given in any calendar year.

An Honorary Degree from the University recognizes individuals who embody the University's high ideals and who exemplify the values of excellence, service, and integrity. Honorary Degrees are among the highest honors a university can confer, and recognize a career of distinguished accomplishment in the professions, sciences, arts, humanities, public service, and service to humanity. Nominations for Honorary Degrees are submitted to the President of the University, who will refer them to a joint committee made up of the Honorary Degree Committee and three faculty members appointed by the Faculty Senate. The joint committee will forward its recommendations to the Board of Trustees for final decision at its January meeting and announcement in the spring semester.

In discharging their duties hereunder, the members of the Committee shall work with the President of the University and the Provost.

#### Section 7-7. TRUSTEES LEGISLATIVE RELATIONS COMMITTEE

The Trustees' Legislative Relations Committee is responsible for working closely with the Governor's office and the legislative leadership to develop a consensus of priorities for the University.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Government and Community Affairs and the Vice President for Administration.

#### Section 7-8. VICE PRESIDENT AND DEAN SEARCH COMMITTEE

The Vice President and Dean Search Committee is responsible for informing the Board of Trustees of the progress of University searches for administrative officers and deans/directors of a college or school. The Vice President and Dean Search Committee may provide nonbinding feedback to the University's search committee during the recruitment process, confer with the University's search committee on the final candidate, and communicate with the full Board of Trustees as it determines.

In discharging their duties hereunder, the members of the Committee shall work with the President of the University.

#### Section 7-9. ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee is responsible for (1) reviewing and making recommendations to the full Board regarding the University's academic mission, as well as policies and resources needed to realize that mission, execute UW's academic strategic priorities, ensure the quality and integrity of each of UW's academic programs, and to ensure the University remains focused on an excellent student experience whether it is on a UW Campus or at a distance; and (2) reviewing and making recommendations to the full Board regarding policies, programming and services related to student engagement, wellness, development, and persistence.

In discharging their duties hereunder, the members of the Committee shall work with the Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

#### Section 7-109. MEMBERS, TERM, AND COMMITTEE CHAIRMEN

Each Committee of the Trustees shall consist of not fewer than three Trustees. Appointments shall be made by the President of the Board of Trustees at the May meeting of the Trustees, or as the President deems necessary throughout the year, for terms of two years. Appointments to fill a vacancy for the unexpired term may be made by the President of the Board at any time and announced at the next regular Board meeting following the appointment. The President of the Board of Trustees shall serve as an ex-officio member of all Trustees' Committees, may attend

Committee meetings at his or her discretion, and may appoint a replacement for any Committees the President served on prior to being elected.

At the May meeting, the President of the Trustees shall appoint a chairman for each committee. The chairman shall hold office for one year or until his or her successor is appointed and qualified.

#### **Article VIII. AMENDMENT OF BYLAWS**

These Bylaws may be changed or amended and additional Bylaws may be adopted at any regular meeting of the Trustees by a vote of two-thirds of the Trustees, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed. The Bylaws, in whole or in part, may be suspended at any Board meeting only by an affirmative vote of two-thirds of the Trustees.

#### **Article IX. UW REGULATIONS**

Rules for the government of the University and all its branches shall be designated as "UW Regulations," which may be adopted, changed or amended at any regular or special meeting of the Trustees without prior formal notice. In order to have the status of a standing regulation, any intention to adopt, change or amend such Regulations must be presented as a formal motion for action by the Trustees.

#### **Article X. PRESIDENT OF THE UNIVERSITY OF WYOMING**

##### **Section 10-1. APPOINTMENT**

The President of the University of Wyoming shall be appointed by the Trustees, but no such appointment shall be made without nine affirmative votes of the Trustees. The initial term of office shall be for not less than one year, and the President shall thereafter continue in such office at the will of the majority of the Trustees, who, from time to time, shall fix his or her salary. It will be the policy of the Trustees to confer with an advisory committee from the University faculty and staff prior to the selection of a new President.

##### **Section 10-2. DUTIES AND POWERS**

The President of the University shall perform the duties expressly enjoined upon the President by the laws of this State, by these Bylaws, and such other incidental duties as pertain to his or her office or as may be assigned from time to time by the Trustees. As the executive head of the University of Wyoming, on behalf of the Trustees the President shall be responsible for the custody of the books, records, buildings, and all other property of the University, and for the administration of the

academic and business activities of the University in accordance with the directives, Bylaws and UW Regulations and shall be clothed with all authority requisite to these ends. The President shall inform and advise the Trustees with respect to the operations of the University and its relationships, and shall serve as an ex officio member of all permanent Trustees' committees.

#### **Article XI. THE UNIVERSITY OF WYOMING**

Pursuant to State Law establishing the University as an institution of learning under the name and style "The University of Wyoming," all authorized functions and business matters carried on by the officers, faculty and staff of the University in accordance with regulations and financial budgets of the Trustees shall be in the name of "The University of Wyoming."

#### **Article XII. SEAL**

The corporate seal of the Trustees of the University of Wyoming shall consist of a circular design on which is inscribed the words "The University of Wyoming - 1886 -" and in the center the word "Equality." It shall be affixed to all papers which may require it as authorized by the Secretary, the President of the University of Wyoming, or regulation or direction of the Trustees.

Revisions adopted 5/13/2015 Board of Trustees meeting  
Revisions adopted 11/18/2016 Board of Trustees meeting  
Revisions adopted 5/10/2017 Board of Trustees meeting

**AGENDA ITEM TITLE:**

**Approval and Adoption of Final Tuition Recommendations for 2018-19 Academic Year (FY2019), Jewell/Moore**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

**Institutional Capacity Analysis and Price Elasticity Report:**

At the January 2018 Board of Trustees (BOT) meeting, Huron Consulting Group presented the findings from the Institutional Capacity Analysis and Price Elasticity report and their corresponding recommendations for the University of Wyoming (UW) regarding management of the academic enterprise and undergraduate non-resident and on-line/distance tuition pricing.

In order to address questions raised by trustees at the conclusion of the presentation of the Huron report, the Associate Vice President for Financial Affairs and the Associate Vice Provost for Enrollment Management assembled an internal university team to further analyze the underlying data, assumptions, and methodology used by Huron.

For instance, the Huron data set was comprised of only first-time full-time (freshmen) non-resident students from Colorado and Nebraska—a population of 302 students; which is less than 10% of all undergraduate non-resident students enrolled at UW. Accordingly, Huron's scope of work did not study the impact of applying their pricing recommendations to the entire population of Colorado and Nebraska residents including part-time students and summer school, or expansion to the entire population of undergraduate non-resident students.

When viewed within a context of “directional,” the Administration affirms that the pricing recommendations put forth by Huron (increasing marketplace demand for a UW education by establishing a competitively priced educational value proposition) are still relevant and should be pursued by UW. However, from a deeper analysis of the data, the Administration's initial findings—when the Huron tuition rate recommendation of \$9,500/year for full-time undergraduate non-resident students is applied to the entire population of undergraduate non-resident students and modeled using billing actuals—the complexity of discounts and inclusion of part-time students significantly changes the financial impact to UW. Therefore, the Administration has determined that the nuances and diversity of student billing scenarios need to be studied and addressed in a more thorough and comprehensive review before a request to the Board is made to adopt and approve any changes to UW's non-resident tuition rate. In other words, further work is needed before a firm tuition recommendation can be made.

The Administration is still committed to exploring potential tuition model pricing changes for the 2019-2020 academic year (FY2020) that would directionally align with the Huron report recommendations, and is tentatively working off of the timeline outlined below in Table 1.

**Table 1: Administration's Proposed Timeline for Analyzing, Presenting and Requesting Approval of 2019-20 Academic Year (AY) Tuition Rates**

May 2018	Administration to share findings of its in-depth analysis (including detailed financial modeling and supporting calculations)
July 2018	Administration addresses and shares any follow-up analyses requested by the BOT at the May 2018 meeting and presents its tuition pricing recommendations for the 2019-2020 AY (FY2020)
August 2018	Public comment
September 2018	Administration requests BOT approval of proposed 2019-2020 AY tuition rates

**2018-19 Academic Year Tuition Recommendations:**

Recognizing that it is the intent of the Administration to continue its analysis and modeling of the financial implications of implementing a tuition pricing model for the 2019-20 academic year which would align directionally with the recommendations from the Huron report, the Administration is recommending no increase to resident and non-resident undergraduate and resident and non-resident graduate tuition rates for the 2018-19 academic year.

The Administration acknowledges that its recommendation of a 0% tuition increase for the 2018-19 academic year is a deviation from the tuition policy that the BOT adopted in November 2014; which calls for a 4% tuition increase annually (subject to modification by the board each year) as a way to provide predictability for students while meeting anticipated cost increases to maintain and enhance UW's quality of education.

Table 2 below outlines, by the per credit hour tuition rate, what the current rates are, what the Administration is proposing for the 2018-19 academic year, and what tuition would be if the board policy of a 4% increase is adopted.



**Table 2: Tuition Rates for the Current Academic Year (AY), the Administration's Recommendation for the 2018-19 AY, and the 2018-19 AY Rates If BOT Policy is Followed**

	<b>Current Tuition</b>	<b>Administration Recommendation</b>	<b>BOT Tuition Policy of 4% Increase</b>
	<b>2017-18 AY (FY2018)</b> (Per Credit Hour)	<b>2018-19 AY (FY2019)</b> (Per Credit Hour)	<b>2018-19 AY (FY2019)</b> (Per Credit Hour)
Undergraduate Resident Tuition	\$129	\$129	\$134
Undergraduate Non-Resident Tuition	\$516	\$516	\$537
Graduate Resident Tuition	\$251	\$251	\$261
Graduate Non-Resident Tuition	\$750	\$750	\$780

In general, a 4% tuition increase would generate approximately \$2 million additional dollars of tuition revenue for the University, and as prescribed in the board's tuition policy, Table 3 provides a breakdown of the tuition policy's distribution plan for additional revenue generation.

**Table 3: Tuition Policy Resource Distribution for a 4% Increase**

Compensation (including faculty promotion increases)	~\$1,000,000
Academic Unit Support Budgets	~\$500,000
University Libraries	~\$250,000
Information Technology	~\$250,000
<b>TOTAL</b>	<b>~\$2,000,000</b>

#### PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the March 2017 meeting, the board discussed HB-189, out-of-state tuition for Colorado and Nebraska students, and as a result requested the President move forward with a capacity and tuition elasticity study.

At the board's request, an RFP was drafted to initiate this study and presented to the board at the July 2017 board meeting. At that time, Trustees Bostrom and Brown volunteered to represent the board on the study's steering committee.

In September 2017, the steering committee presented the outcome of the RFP process and announced that Huron Consulting Group would be awarded the contract. On September 14, 2017,

consultants from Huron presented their proposal to the full BOT to conduct the study and heard directly from trustees their questions around capacity, enrollment growth, and cost of attendance.

In December, Rose Martinelli of Huron Consulting Group provided a brief report to the board.

On January 18, 2018, Andrew Laws and Rose Martinelli of Huron Consulting Group presented their final report to the full BOT. At the conclusion of their presentation, trustees requested additional analysis and information from the Administration regarding the undergraduate, non-resident tuition pricing recommendations.

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

To update the Board regarding the pricing recommendations put forth by Huron in the Institutional Capacity Analysis and Price Elasticity report and to establish the tuition rates for the 2018-19AY (FY2019).

**ACTION REQUIRED AT THIS BOARD MEETING:**

Establishment of the tuition rates for the 2018-19AY (FY2019).

**PROPOSED MOTION**

“I move to approve the Administration’s recommendation of a 0% increase to the current resident and non-resident undergraduate and resident and non-resident graduate tuition rates for the 2018-19 academic year.”

“I move to approve the proposed timeline to analyze and approve tuition rates for the 2019-2020 academic year.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

#### TUITION POLICY

In order to give advance notice to all those affected by prospective tuition increases, the Board of Trustees adopts the following policy for tuition increases for Academic Years 2016 and later:

- A. Unless modified under D or F. below, annual tuition, other than programs with differential tuition, the Administration will recommend that tuition be increased by 4% for each academic year.
- B. Annually, the Administration will submit recommendations regarding adjustments to differential tuition rates.

- C. Revenue generated by the annual tuition increases will be distributed as follows:

2% - Salaries (approx. \$1M) – To be applied first to the cost of mandatory salary increases for promoted faculty (approximately \$425,000). The balance to be used for faculty and staff salary increases.

1% - Academic unit support budgets (approximately \$500K) – To be distributed as determined by the Vice President for Academic Affairs.

1% - Libraries and IT (approximately \$500K divided equally)

The Administration shall provide information regarding the estimated effects of these increases on the budgets of units receiving such funds.

- D. The Administration may recommend modifications to the policy specified in Section A or the distribution thereof specified in Section C, but shall consult with students, faculty, and staff prior to submitting such recommendations, and shall make any such recommendations on or before the November meeting of the Board.
- E. On or before the November meeting of the Board, the Administration shall provide information regarding the cost of attendance, and how UW's tuition and fee rates compare with other universities.
- F. The Board of Trustees may accept, reject, or modify any recommendation under Sections A and B and may take any action it determines regarding tuition rates and the distribution of revenue generated from modifications to tuition.

[Added for discussion purposes on the issue of periodic review of the policy]

- G. The Board shall review this policy:
  - a. Not later than four years following its adoption; and
  - b. Not later than four years following any subsequent review or modification to the policy.

**AGENDA ITEM TITLE:**

**UW Fee Book Proposal for Coming Academic Year, 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 Trustees of the University of Wyoming, a constitutional body, are responsible for the “management of the university” (Wyoming Constitution, Article 7, 17). UW Regulation 8-1 stipulates that “all student fees, charges, refunds and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.”

The Board adopted a one-year program of tuition increases at the November 2016 Board of Trustees meeting and a one-year program of fees at the March 2017 meeting.

This item presents recommended increases for all Mandatory and Non-Mandatory Fees for the University of Wyoming.

**Mandatory Fees (also summarized in Exhibit 1, Part A)**

The mandatory fees assessed on all students on the Laramie campus support a variety of self-sustaining programs. The proposed increases for FY 2019 will be used to fund operating cost increases (e.g., increases in employer contribution for health insurance premiums, retirement, utility cost increases, etc.) and a limited number of program enhancements.

- The Athletics fee will increase by \$20 per year (\$10 per semester). This request is to obtain some supplemental funding to assist with increased costs in the areas of student game experience, student recruitment (part of campus enrollment objective), academic support and student health/medical expenses. This fee has not increases since FY 2014
- The full-time consolidated student services fee will increase by \$12.12 per year (\$6.06 per semester), the part time consolidated student services fee for 4 credit hours will increase by \$5.66 per year (\$2.83 per semester) the part time consolidated student services fee for 1-3 credit hours will increase by \$0.76 per year (\$0.38 per semester). This request is to cover the increased cost in benefits paid on salaries.
- No other programs funded with mandatory fees requested a fee increase for FY 2019.

The mandatory fee requests were reviewed by the ASUW Student Fee Committee and submitted to ASUW for ratification. ASUW passed Senate Resolution #2597 (see Exhibit 2) on February 27, 2018, supporting the fee increases.

The table below summarizes the proposed changes in mandatory fees for FY 2019 along with those assessed in the current year (FY 2018).

**Proposed Mandatory Fees FY 2019- Annual**

**Mandatory Student Fees<sup>1</sup>**

	<b>FY 2018</b>	<b>FY 2019</b>
ASUW	\$ 86.38	\$ 86.38
Consolidated Student Services	\$ 792.44	\$ 804.56
Intercollegiate Athletics	\$ 230.00	\$ 250.00
Music/Theatre	\$ 12.10	\$ 12.10
Recycling	\$ 20.24	\$ 20.24
Student Media	\$ 42.38	\$ 42.38
Student Success	\$ 56.00	\$ 56.00
Transit Fee	\$ 107.92	\$ 107.92
Total Mandatory Student Fees	\$1,347.46	\$1,379.58
<b>Total Annual \$ Increase</b>	-	\$ 32.12
<b>Total Annual % Increase</b>		2.38%

<sup>1</sup> Fees are shown on an annual basis

**Non-Mandatory Fees (see Exhibit 1, Part B)**

Non-Mandatory Fees are charged to cover the cost of providing services to individuals who choose (but are **not** required) to purchase these services from the University.

**Residence Life & Dining Services Rates**

As an auxiliary department, Residence Life & Dining Services (RLDS) is financially self-supporting—the department must generate revenues to support all expenses. The three major revenue components of the RLDS budget are room, board, and rent. RLDS has not requested any increases in their fees for FY 2019. Bison Run rates are set by the Collegiate Housing Authority and will not increase for FY 2019.

**Other Non-Mandatory Fees**

All other non-mandatory fee changes are summarized in Exhibit 1 part B.

The proposed increases support necessary cost increases (e.g., utility increases, retirement, and health insurance cost increases) and program and capital improvements.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board was briefed at the January 2018 Board meeting.

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

The Board of Trustees authorizes all University fees and charges.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the Mandatory and Non-Mandatory Fees for FY 2019 as presented in this item.

**PROPOSED MOTION**

“I move to approve the changes to the Fee Book as shown in this item.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**Exhibit 1: Summary of 2019 Fees**

**A). Mandatory Fee Increases (per semester):**

Number	Department/Unit/College		Request Description	FY 2018 Fee	FY 2019 Proposed	% increase	Revenue Decrease
M1	Athletics		Increase athletics fee by \$20 per year (\$10 per semester)	\$ 115.00	\$ 125.00	8.70%	~\$180,000
M2	Student Affairs		Increase consolidated student services fee to cover increased cost of benefits from 51.4% to 56.1%	\$ 396.22	\$ 402.28	1.53%	~\$109,000
			Part time consolidated student services fee increase 1-3 credit hours	\$ 22.70	\$ 23.08	1.67%	
			Part time consolidated student services fee increase 4 credit hours	\$ 165.24	\$ 168.07	1.71%	



**B). Non-Mandatory Fees (per semester):**

Number	Department/Unit/College	Request Description	FY 2018 Fee	Proposed Fee for FY 19	% Increase	Revenue (increase or decrease)
1	Athletics	Various new fees for facility use (Mickey's Club Area, Cocktail Table, Stool and Flip cards) and minor other changes to fee book wording.	N/A			Minimal
		<b>Facility</b>				
		Mickey's Club Area	N/A	\$1,345 + DC - Up to 4 hour Rental (University Events & Non-Profit Rate)		
		Mickey's Club Area	N/A	\$1,615 + DC - 4+ hour rental (Commercial Rate)		
		Wrestling Practice Room	N/A	\$150/month + DC		
		<b>Equipment</b>				
		Flip-Cards Score	N/A	\$25 each		
		Cock Tail Tables	N/A	\$5 each		
		Banquet Tables	N/A	\$15 each		
		Stools	N/A	\$1 each		
2	American Heritage Center	Remove \$50 booking fee for outside groups	\$ 50.00	-		Minimal
3	Trademark Licensing Office (Bucking Horse and Rider)	Create flexibility with UW's royalty structure such that it receives a rate that is consistent with the prevailing industry/marketplace. The breadth of products licensed by the University/ State of Wyoming is significant. The ability to negotiate the base royalty rate allows UW to capture a fair royalty amount given the specifics of any situation. In-State manufacturer royalty rate- base rate of 7.5% but may be negotiated by contract Out-of-state manufacturer royalty rate- base rate of 8.5% but may be negotiated by contract.	7.50%	varies		~\$250,000
4	Academic Affairs	Remove specificity of Graduate Assistant Type to be inclusive of all Graduate Assistants				N/A
5	UW- NPS (AMK Ranch)	Increase charge from \$15 to \$20 per night for Non-UW guests	\$ 15.00	\$ 20.00	33.33%	~\$10,000
6	Art Museum	Add charge for new classroom space, remove some language and change prices				~\$500
		Classroom- university, non-profit or arts related organizations	\$ -	\$ 75.00		
		Classroom- for-profit groups and organizations	\$ -	\$ 150.00		
		High resolution scan- scholarly and non-profit	\$ 50.00	\$ 100.00	100.00%	
		High resolution scan-others	\$ 100.00	\$ 200.00	100.00%	
		Art camp 4 hrs for 5 days (total of 20 Hours)	\$ 60.00	\$ 75.00	25.00%	
7	Psychology	Adjust assessment fees to \$200-\$400 for students rather than \$100-\$300 for students. This is to support the cost of testing materials, assessment measures and online scoring fees.	Various	Various		Minimal
8	WWAMI and WYDENT	4% increase in contract support payments to reflect 4% annual tuition increase (tuition at participating schools)				N/A
		<b>WWAMI</b>				
		Year 1 Tuition support payment	\$ 13,111.00	\$ 13,635.00	4.00%	
		Year 2 Contract support payment	\$ 13,635.00	\$ 14,180.00	4.00%	
		Year 3 Contract support payment	\$ 14,180.00	\$ 14,747.00	4.00%	
		Year 4 Contact support payment	\$ 14,747.00	\$ 15,336.00	3.99%	
		<b>WYDENT</b>				
		Year 1 Tuition support payment	\$ 11,474.00	\$ 11,933.00	4.00%	N/A
		Year 2 Contract support payment	\$ 11,933.00	\$ 12,410.00	4.00%	
		Year 3 Contract support payment	\$ 12,410.00	\$ 12,967.00	4.49%	
		Year 4 Contact support payment	\$ 12,907.00	\$ 13,423.00	4.00%	

Number	Department/Unit/College		Request Description	FY 2018 Fee	Proposed Fee for FY 19	% Increase	Revenue (increase or decrease)
9	CEAS		Decrease fee for 3-D printer- cost of materials has decreased	\$ 20.00	\$ 4.50	-77.50%	Minimal
10	CEAS		Add fee for new piece of equipment- Press brake, per hour	\$ -	\$ 40.00		Minimal
11	Atmospheric Science		Increase daily use of ATSC mobile lab with equipment platform plus mileage	\$ 200.00	\$ 400.00	100.00%	~\$2,400
	Atmospheric Science		mileage change for ATSC mobile lab	\$ 1.25	\$ 1.50	20.00%	
12	General Counsel		Change fees and wording for Public Records Requests				~\$1,620
			Production and construction costs for public records requests (Wyoming Public Records Act, Wyoming Statute 16-4-204):				
			1. \$15.50/hour for clerical staff time.	\$ -	\$ 15.50		
			2. \$30.00/hour for information technology staff time.	\$ -	\$ 30.00		
			3. \$40.00/hour for professional staff time.	\$ -	\$ 40.00		
			4. Actual cost of programming and computer services.	\$ -	Actual Cost		
			*Note: The requestor would be charged only if the amount of the production and construction costs exceeded \$180.00				
13	College of Business		Increase differential tuition rates for MBA program				~\$40,500
			Resident MBA Rate	\$ 432.00	\$ 456.00	5.56%	
			Non-resident MBA rate	\$ 393.00	\$ 421.00	7.12%	
			Online MBA rate	\$ 750.00	\$ 788.00	5.07%	
14	Fleet Services		Changes due to vehicle consolidation- addition of new rate category of 1/2 day rate and seasonal. Monthly rate category changed to permanently assigned and the rate increased slightly to cover all expenses of depreciation/replacement and service and maintenance. Addition of new vehicle types: 12 passenger van, 1/2 ton 4x4 pickup and Cargo trailer	Various	Various		~\$100,000

Passed: 19-0-0

**SENATE RESOLUTION #2597**

**TITLE:** Proposed Mandatory Student Fee Increases for FY 19  
**DATE INTRODUCED:** February 13, 2018  
**AUTHOR:** Vice President Welsh  
**SPONSORS:** Senator Blazovich, Garcia, Kwende, Rubino; Freshman Senator Gonzales; SAL Bettolo, Grossnickle



1. WHEREAS, the Associated Students of the University of Wyoming (ASUW) Student
2. Government should serve our fellow students in the best manner possible through accurate
3. representation, professional interaction with campus programs and organizations, and
4. responsible, effective leadership; and,
5. WHEREAS, it is the duty of the ASUW Mandatory Student Fee Committee to formulate
6. recommendations on mandatory student fee requests from university fee units; and,
7. WHEREAS, the University of Wyoming (UW) entities utilizing mandatory student fees are
8. required to submit fee proposals forecasting the next fiscal year in order to align with the UW
9. fee process; and,
10. WHEREAS, the evaluations of proposed mandatory student fee increases indicate continued
11. operation and expansion of the requesting UW fee units; and,
12. WHEREAS, the proposed increases are suggested to fund aspects of the fee units that benefit
13. the student population at the University of Wyoming.
14. THEREFORE, be it resolved by the Associated Students of the University of Wyoming
15. (ASUW) Student Government that the ASUW recommends and supports the Fiscal Year
16. 2019 Mandatory Student Fees outlined in Addendum A.

Referred to: Advocacy, Diversity, and Policy

Date of Passage: 2/27/2018 Signed: [Signature]

(ASUW Chairperson)

"Being enacted on March 1<sup>st</sup> 2018, I do hereby sign my name hereto and  
approve this Senate action."

[Signature]  
ASUW President

Addendum A

	<u>FY 18</u> <u>Actual Fee</u>	<u>FY 19 Proposed</u> <u>Fee Increase Per</u> <u>Semester</u>	<u>Percent</u> <u>Increase Per</u> <u>Semester</u>	<u>ASUW FY 19 Total</u> <u>Fee</u> <u>Recommendation</u>
ASUW	\$ 43.19		0.00%	\$ 43.19
Consolidated SS	\$ 396.22	\$ 6.06	1.53%	\$ 402.28
Intercollegiate Athletics	\$ 115.00	\$ 10.00	8.70%	\$ 125.00
Music/Theater	\$ 6.05	-----	0.00%	\$ 6.05
Recycling	\$ 10.12	-----	0.00%	\$ 10.12
Stu. Media	\$ 21.19	-----	0.00%	\$ 21.19
Student Success	\$ 28.00	-----	0.00%	\$ 28.00
Transit Fee	\$ 53.96	-----	0.00%	\$ 53.96
<b>Total</b>	<b>\$ 673.73</b>	<b>\$ 16.06</b>	<b>2.38%</b>	<b>\$ 689.79</b>

**AGENDA ITEM TITLE:**

**Salary Distribution Policy for the Next Fiscal Year, Evans/Jeanne Durr**

**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:**

On August 25, 2017, President Nichols appointed the Salary Policy Task Force. The Task Force was charged with the following:

1. Consider and make recommendations on criteria or components of the salary policy. These should include such criteria as merit or performance, market, institutional priorities (e.g. contributions to the strategic plan), compression, retention, equity, etc.
2. Consider and make recommendations on how to establish pools of funds to be awarded for each criteria (e.g. what the pools are and how much to put in each pool).
3. While the policy will not impact salary adjustments for tenure/promotion, we should address the process of how these funds are applied in the same year a salary increase is provided.
4. Consider and make recommendations on the relative weight of each component.
5. Consider and make recommendations on the process for annual evaluation and salary recommendations including the idea of a band or multiple years (e.g. consideration of the last 2 or 3 years) when making performance decisions.
6. Consider and make recommendations on any tools needed to complete a salary process (note: you do not need to necessarily develop the tools, but rather address what will be needed to complete the process).
7. Consider how we might convey the value/contribution of our benefits package to the total compensation package received by each employee (monetize it).
8. Consider the use of annual contracts to establish the new salary for the next fiscal year, request conflict of interest/commitment to be completed, and any other necessary forms. Also consider the content of the contract.
9. Consider provisions for any off-cycle salary increases such as those that might surface due to equity, change in job duties, retention, etc.

The Task Force presented its recommendations at the November 15-17, 2017, Board of Trustees meeting. The Board had extensive discussion on this topic, including dialogue about the definition of merit and the inclusion of total compensation in determining market. Based on this feedback, the Salary Policy Task Force worked closely with Trustees Marsh and Moore to propose modifications to the Distribution Policy that was submitted in November. Attached is the updated Policy and corresponding materials/data.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board discussed this item at the November 15-17, 2017, Board of Trustees meeting.

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

To seek Board approval or disapproval of the Salary Distribution Policy.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the Salary Distribution Policy.

**PROPOSED MOTION**

“I move to approve the modified Salary Distribution Policy as presented to the Board.”

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.





## Standard Administrative Policy and Procedure (SAP)

### *Annual Salary Distribution Policy*

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#### **Purpose**

In an effort to attract, retain, and reward a talented, valuable, and productive workforce, this policy outlines provisions to ensure that compensation decisions and practices are consistent and equitable, are documented and reviewed, are based on objective criteria, and ultimately contribute to the effective administration of the University of Wyoming.<sup>1</sup>

#### **Policy**

This Policy defines the annual salary distribution process for salary adjustments that are based on market and merit, taking into account such important factors as compression, inversion, equity, and contributions towards the University's mission and strategic plan. This Policy does not apply to salary adjustments related to tenure and promotion or job reclassification. Additionally, salary adjustments for retention purposes generally arise throughout the year and the annual salary distribution process is not the appropriate vehicle. The President of the University will address and approve retention requests from a separate pool based on the individual facts and circumstances and following appropriate reporting structures.<sup>2</sup>

#### **Initial Salary Decisions**

The Task Force proposes that the process for recommending a market distribution/raise should include the same process the University uses to establish a starting salary. This approach would provide both transparency and consistency. In addition to salaries at peer institutions, the University will incorporate information about total compensation into both job offers and annual total compensation statements to existing faculty and staff.

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<sup>1</sup> Turnover of University employees is costly, and a direct opportunity cost to the primary mission of the University. The process of recruiting new employees includes processing applications; interviewing applicants, for example at a national or regional conference; flying a short list of candidates to Laramie for on-campus interviews; and negotiation with prospective hires. Start-up packages are often required to successfully recruit new faculty; these packages need not be long-lived (for example, they may entail one-time expenses for equipment, or summer support for the first few years of the new faculty member's tenure), but the expenses must be borne with any new hire. Moreover, to the extent that the salary money available in a line is inadequate to attract the prospective hire, some ancillary source of funding has to be identified. For these reasons, it is important that the line have sufficient resources associated with it to enable successful recruitment, should a new hire be required.

<sup>2</sup> If an employee does receive a salary adjustment for retention purposes, that employee will not be eligible for additional market or merit raises in the year the employee received the retention adjustment.

The Task Force also proposes that the University strive to achieve and maintain a superior, high-performing workforce by using the **average** market salary, both for starting salaries and market-based raises (as opposed to 70% of average, 90% of average, etc.) for all University employees (market defined below for each category). This will help the University recruit and maintain excellent faculty and staff.<sup>3</sup>

#### **Classified staff**

**Current process:** For classified staff positions, each job is placed into a salary grade based on the market rate and internal equity. The initial offer is set at an established point within the first quartile of the pay range. If the candidate declines the offer, the hiring manager can request to pay at a higher rate, supported by evidence that the candidate has demonstrated more than the minimum required skills and experience. The request is reviewed by classification/compensation to see if (1) it is within market, and (2) it does not greatly impact internal equity.

Market is defined using five different figures: (1) average of near peers (CUPA data); if no comparable salary information is available, additional salary information can be gathered from (2) average of stretch peers (CUPA data); (3) average of public doctoral (CUPA data); (4) comparable state positions; and (5) regional salary surveys, including Mountain States (Employers Council) and ERI (Economic Research Institute).

**Proposed process:** No change from current process aside from requesting to update the salary grade matrix, which has not been updated since approximately 2009.

#### **Administrative at-will employees (including executive level)**

**Current process:** Appropriate Vice President (or President if executive level) recommends a starting salary based on three different figures: (1) average of near peers (CUPA data); if no comparable salary data is available, the Vice President may seek data from (2) average of stretch peers (CUPA data); and (3) average of public doctoral (CUPA data).

**Proposed process:** No change from current process.

#### **Faculty and Academic Professionals**

**Current process:** When Deans submit an authorization request for any benefited academic position (faculty or academic professional), they provide a comparator salary using the most recent OSU Faculty Salary Survey results. For faculty, this comparison is derived from the OSU (1) Tenure Track National Average; (2) Region 1 average; and (3) R2 – High Research Activity average. For academic professionals, Deans may use the OSU “Other Faculty” and/or “Non-tenure Track Faculty” categories where appropriate. If an appropriate OSU category in the discipline does not exist, Deans may use salary information from other discipline specific

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<sup>3</sup> See **Attachment 1** for spreadsheets comparing OSU/CUPA peer data of average College salaries to salary averages for peer institutions, including a sampling of classified staff salaries comparing the General Accounting series, the Office Support series, Student Advising and Skilled Trades average salaries to CUPA peer data, and breakouts of individual salary comparisons of staff assistants and accountants to peer averages.

Draft 3-5-18

comparators including, but not limited to, national professional organizations, government agencies, and other peer institutions. [See **Attachment 2** for a list of OSU participating institutions. Region 1 participants include 7 near peers and 2 stretch peers. Region 2 participants include 2 near peers and 5 stretch peers.]

**Proposed process:** Deans recommend a starting salary for faculty based on five different figures: (1) average of near peers (CUPA data) specific to the discipline and level of the position. If a particular position cannot be determined in this category, the Dean may then seek data from the following: (2) average of stretch peers (CUPA data); (3) Tenure track national Average (OSU survey); (4) Region 1 Average (OSU Survey); and (5) R2 – High Research Activity (OSU Survey). No change for APs from current process.<sup>4</sup>

#### **Athletic employees**

**Current process:** Athletic Director recommends a starting salary based on two different figures: (1) average of Mountain West institutions; and (2) average of Group of 5 Conference Institutions (American Athletic Conference, Conference USA, Mid American Conference, Sun Belt Conference, Mountain West Conference). If there are no comparable salaries, then additional regional salary surveys are used, including CUPA, ERI (Economic Research Institute), and EduComp.

**Proposed process:** Athletic Director recommends a starting salary based on three different figures: (1) average of Mountain West institutions; if there are no comparable salaries, then additional salary information can be gathered from (2) average of stretch peers and (3) average of Group of 5 Conference Institutions (American Athletic Conference, Conference USA, Mid American Conference, Sun Belt Conference, Mountain West Conference). If there are no comparable salaries, then additional regional salary surveys are used, including CUPA, ERI (Economic Research Institute), and EduComp.

#### **Annual Salary Distribution Process**

The Board of Trustees, considering economic conditions, and at the recommendation of the President of the University, shall approve the salary pool for annual salary adjustments.<sup>5</sup> The salary pool may be distributed based on market, merit, compression, inversion, equity, contribution towards mission or strategic plan, or a combination thereof. We recommend that the initial distribution of components be 60% for market and 40% for merit (as described below). In future years, we recommend the President of the University annually determine the distribution and weight of the Board-approved salary pool towards each salary adjustment, taking input from a salary review committee as appointed by the President. This committee shall solicit information from the Vice Presidential Divisions, Colleges, Departments, Faculty and Staff Senates.

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<sup>4</sup> If the employee is graduate medical education faculty, clinic staff, or residency staff, additional salary surveys will be used, including WWAMI Family Medicine Residency Network salary surveys and MGMA (Medical Group Management Association) community and regional salaries.

<sup>5</sup> Increases in salaries for promotions shall be in accordance with university regulations.



## Salary Adjustments

### 1. Merit Increases

Merit increases are individual percentage increases to an employee's salary based on the employee's level of performance as determined during the annual performance evaluation performed by the employee's supervisor. Supervisors who fail to provide annual performance reviews for their employees are ineligible to receive a merit adjustment. In these circumstances, it will be the responsibility of the next level supervisor to provide the performance review(s) to the respective employees. Similarly, any employee who has not completed and signed the applicable portions of their annual evaluation or signed their job description/PDQ will not be eligible to receive a merit adjustment.

Merit shall be assessed by academic and division units on the basis of expectations within their discipline, and reviewed by College and division leadership for sufficiency and consistency. A transparent process for transmitting formal annual reviews to College and Division leadership will be developed, with appropriate instruction on what is needed within the document. Annual reviews for each employee category shall be conducted using the tool identified by the University. Faculty and academic professionals may use a three-year rolling performance rating for scholarship at the discretion of the College and as approved by the Provost. To use the three-year rating, the employee must have received an annual evaluation for at least three years, and the rating may only include the most recent consecutive three years.

Currently, **classified staff, administrative at-will, and athletic employees** are evaluated on a 5 point scale: (1) unacceptable; (2) needs improvement; (3) meets expectations; (4) exceeds expectations; and (5) far exceeds expectations, or some similar combination of terms. [See **Attachment 4** for sample evaluation forms.]

The Task Force was asked to provide an approximation of how many employees receive 3s, 4s, and 5s on performance evaluations. [See **Attachment 3** for staff data]. We found that for staff, the data shows a bell curve. As this is the first year that annual evaluations have been required for administrative at-will employees we do not have any data to show the distribution of scores for that group.

For classified staff, administrative at-will, and athletic employees (those on a 5-point scale), the Task Force proposes a minimum raise for employees who are rated as satisfactorily performing their job duties and two levels of merit raises [see **Attachment 5** for example of proposed distribution]:

3.0-3.49	Satisfactory performance raise <sup>6</sup>
3.50-4.49	Exceeds expectations raise
4.50-5.0	Outstanding raise

---

<sup>6</sup> The actual percent raises would be calculated based on the set raise pool for the particular year (e.g., \$3.5 million merit raise pool) and the number of meritorious employees. For example, satisfactory = 0.5%, exceeds = 1.0%, and outstanding = 1.5% raise (just an illustration).

Draft 3-5-18

**Faculty and academic professionals** are evaluated on a 3-point scale: (1) performing below expectations; (2) meets expectations; and (3) exceeds expectations. [See **Attachment 6** for sample evaluation form.] Unlike staff evaluations, annual performance evaluations for faculty and academic professionals are not currently conducted on-line. As such, we cannot report on the distribution of scores at this time. [With the FY19 implementation of WyoCloud HCM and a new on-line platform for faculty activity reporting and performance review, we will be able to track these data in the future.]

For faculty and academic professionals (those on a 3-point scale), the Task Force also proposes a minimum raise for employees who are rated as satisfactorily performing their job duties and two levels of merit raises:

Meets expectations in all categories <sup>7</sup>	Satisfactory performance raise
Exceeds expectations in at least one category	Exceeds expectations raise
Exceeds expectations in two or more categories	Outstanding raise

UW Regulation 5-808, which addresses post-tenure reviews, specifically states that: “*Proceeding according to expectations*” is considered meritorious for salary raise purposes.” The Task Force proposes that if a faculty or academic professional employee receives a “performing below expectations” in any category, they will NOT be eligible for a merit raise. Additionally, per UW Regulation 5-808, salary increases are not available to any faculty member working under a performance improvement plan.

## 2. Market Adjustments

### **Total compensation**

The Task Force, or other salary review committee as appointed by the President, will also look into the total compensation package when determining market. In anticipation of this approach the University will define the components to be included in a total compensation calculation, and participate in the CUPA Annual Benefits Survey. For fiscal year 2020, Total Compensation will be used to determine market as approved by the Board of Trustees. [See **Attachment 7** for Payscale.com data.]

### **Market based on merit**

The Task Force proposes that to receive a market raise, the employee must receive at least a meets expectations on the performance evaluation.

See above under section titled “Initial Salary Decisions” for how market will be determined.<sup>8</sup>

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<sup>7</sup> Academic job descriptions include some combination of the following categories: research and creative activities, teaching, service, advising, and extension.

<sup>8</sup> The actual percent raises would be calculated based on the set raise pool for the particular year (e.g., \$3.5 million market raise pool) and the number of employees below market. HR would run this data for every single employee eligible for a market raise (i.e., meets the merit component) and provide the calculated % raise.

3. Increases Based on Compression, Inversion or Equity

The President of the University, with approval of the Board of Trustees, may set aside a percentage of the salary pool to address individual salary issues of compression, inversion or equity identified during the annual distribution exercise. To request access to these funds, the Department or Unit Head must identify the particular salary issue, access comparative salary data from Human Resources, and submit a written request following appropriate reporting structures. Once approved, the Vice President will submit the request to the President.

If salary issues of compression, inversion or equity are identified outside the timeframe for the annual salary distribution process, they may be addressed off-cycle by the appropriate Vice President with approval from the President.

4. Increases Based on Contributions towards Mission or Strategic Plan

The President of the University, with approval of the Board of Trustees, may set aside a percentage of the salary pool to address recognition of employees who contribute to the mission of the University or implementation of the University's strategic plan in ways beyond the expectations associated with their job description. This includes accreditation standards for disciplines that have academic boards. The President will establish a process and criteria for Vice Presidents and Deans to apply for and receive these funds during the annual salary distribution process. These salary adjustments are ongoing and shall permanently increase the employee's base salary.

**Eligibility, Distribution, and Notification**

All full time and part time fiscal year benefited employees hired before July 1 of the preceding year who have been continuously employed during that period will be eligible for a salary adjustment during the annual salary distribution process. All full time and part time academic year benefited employees hired before September 1 of the preceding year who have been continuously employed during that period will be eligible for a salary adjustment during the annual salary distribution process. Salary adjustments will be effective July 1 for fiscal year employees or the beginning of the academic year for academic year employees.

Each employee will receive an annual written communication with any applicable or earned salary adjustment(s). This communication will contain information about the total compensation package for each employee, including salary, benefits, retirement, health insurance, access to tuition waivers, and other advantages associated with employment at the University.

## Attachment 1

Department	Number of UW Faculty by Rank				UW Salary Averages by Rank				OSU Averages by Rank				Number of Institutions Reporting by Rank			UW Department / OSU Salary Factors*			
	Prof	Assoc Prof	Asst Prof	Top 3 Ranks	Prof	Assoc Prof	Asst Prof	Top 3 Ranks	Prof	Assoc Prof	Asst Prof	Top 3 Ranks	Prof	Assoc Prof	Asst Prof	Prof	Assoc Prof	Asst Prof	Top 3 Ranks
<b>OSU Data for 11 CUPA Near Peer Institutions</b>																			
<b>Total Ag &amp; Animal Sciences</b>	<b>24</b>	<b>38</b>	<b>24</b>	<b>86</b>	<b>108282</b>	<b>79730</b>	<b>72495</b>	<b>85679</b>	<b>109511</b>	<b>85440</b>	<b>69914</b>	<b>87825</b>				<b>0.99</b>	<b>0.93</b>	<b>1.04</b>	<b>0.98</b>
Ecosystem Science & Managem	6	9	4	19	103,321	70,301	72,103	81,108	113,287	96,338	75,732	97,352	#VALUE!	#VALUE!	#VALUE!	0.91	0.73	0.95	0.83
Veterinary Science	4	4	2	10	117,916	89,870	79,669	99,048	127,082	104,325	87,860	110,135	#VALUE!	#VALUE!	#VALUE!	0.93	0.86	0.91	0.90
<b>Total Arts &amp; Sciences</b>	<b>103</b>	<b>101</b>	<b>57</b>	<b>261</b>	<b>105242</b>	<b>76864</b>	<b>67185</b>	<b>85949</b>	<b>94804.6</b>	<b>72000.8</b>	<b>62457.5</b>	<b>78915.8</b>				<b>1.11</b>	<b>1.07</b>	<b>1.08</b>	<b>1.09</b>
Global & Area Studies	2	3	1	6	103656	69396	64500	80000	128501	81487	73275	95789.7	1	3	2	0.81	0.85	0.88	0.84
Communication & Journalism	2	3	2	7	91368	73760	62724	75638	97814	82802	63397	81546.9	4	5	3	0.93	0.89	0.99	0.93
Statistics	3	1	1	5	95576	80268	73008	88001	108010	80703	75049	95956.4	7	5	8	0.88	0.99	0.97	0.92
<b>Total Business</b>	<b>13</b>	<b>12</b>	<b>18</b>	<b>43</b>	<b>159705</b>	<b>117815</b>	<b>123977</b>	<b>133059</b>	<b>129085</b>	<b>108644</b>	<b>119031</b>	<b>119172</b>				<b>1.24</b>	<b>1.08</b>	<b>1.04</b>	<b>1.12</b>
<b>Total Education</b>	<b>14</b>	<b>19</b>	<b>15</b>	<b>48</b>	<b>109643</b>	<b>71859</b>	<b>64887</b>	<b>80701</b>	<b>99072.4</b>	<b>75145</b>	<b>62827.4</b>	<b>78274.6</b>				<b>1.11</b>	<b>0.96</b>	<b>1.03</b>	<b>1.03</b>
Educational Studies	2	2	1	5	80832	72198	61008	73414	105763	75456	61523	84792.2	2	2	1	0.76	0.96	0.99	0.87
<b>Total Eng &amp; Applied Science</b>	<b>26</b>	<b>21</b>	<b>25</b>	<b>72</b>	<b>131751</b>	<b>100734</b>	<b>85205</b>	<b>106543</b>	<b>107152</b>	<b>78901</b>	<b>76847.1</b>	<b>88389.6</b>				<b>1.23</b>	<b>1.28</b>	<b>1.11</b>	<b>1.21</b>
<b>Total of Health Sciences</b>	<b>11</b>	<b>17</b>	<b>17</b>	<b>45</b>	<b>112041</b>	<b>77824</b>	<b>70057</b>	<b>83254</b>	<b>108761</b>	<b>78628.2</b>	<b>73505.5</b>	<b>84058.6</b>				<b>1.03</b>	<b>0.99</b>	<b>0.95</b>	<b>0.99</b>
<b>Total Law</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>20</b>	<b>147634</b>	<b>102223</b>	<b>101670</b>	<b>127089</b>	<b>118372</b>	<b>93904</b>	<b>80535</b>	<b>104688</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1.25</b>	<b>1.09</b>	<b>1.26</b>	<b>1.21</b>
<b>Total University of Wyoming**</b>	<b>206</b>	<b>213</b>	<b>164</b>	<b>583</b>	<b>116112</b>	<b>82261</b>	<b>78006</b>	<b>93029</b>	<b>102742</b>	<b>78466.8</b>	<b>72419.2</b>	<b>85343.1</b>				<b>1.13</b>	<b>1.05</b>	<b>1.08</b>	<b>1.09</b>

\*\*University total includes faculty in Haub School, Neuro-Science & Honors Program



**Sampling of classified staff market rates**

Job Family	Number of Staff	UW Salary Averages by Rank	Survey Averages by Rank	Job Average/ Survey Market Rate
<b><u>Accounting Series - General</u></b>				
Business Manager, Exec	13	\$ 63,030	\$ 81,932	77%
Business Manager	17	\$ 50,516	\$ 62,408	81%
Accountant Professional	2	\$ 67,500	\$ 62,736	108%
Accountant	25	\$ 45,230	\$ 48,175	94%
Accounting Associate Senior	20	\$ 34,774	\$ 42,430	82%
Accounting Associate	17	\$ 28,102	\$ 33,239	85%
<b><u>Office Support Series</u></b>				
Staff Assistant	9	\$ 40,011	\$ 49,526	81%
Office Associate Senior	45	\$ 37,341	\$ 43,250	86%
Office Associate	94	\$ 32,998	\$ 40,679	81%
Office Assistant Sr.	37	\$ 27,037	\$ 36,993	73%
Office Assistant	3	\$ 23,092	\$ 29,442	78%
<b><u>Student Advising</u></b>				
Academic Advisor	2	\$ 31,116	\$ 36,335	86%
Student Advising Coordinator	36	\$ 39,285	\$ 44,065	89%
Student Advising Coord. Sr.	2	\$ 44,502	\$ 47,033	95%
Manager Student Advising	5	\$ 55,394	\$ 59,505	93%
<b><u>Skilled Trades - Electrical Shop</u></b>				
Electrician	7	\$ 45,795	\$ 47,071	97%
Electrician, Senior	1	\$ 53,004	\$ 61,839	86%
Manager Electrical Shop	1	\$ 68,988	\$ 65,934	105%
<b>Total</b>	<b>336</b>	<b>787715</b>	<b>892592</b>	<b>0.88</b>

Attachment 1

**Staff Assistant Example**

Dept	Position	Type	FTE	Title	Salary	Market Salary	Percent to Market	EMPLID	Survey Code	Survey Source
Academic & Student Programs	1377	Staff	1	Staff Assistant	40008	49526	81%	111473	500000	CUPA Professional
Kinesiology and Health	0206	Staff	1	Staff Assistant	38172	49526	77%	108662	500000	CUPA Professional
Office of Distance Ed Support	1801	Staff	1	Staff Assistant	38172	49526	77%	49970	500000	CUPA Professional
Office of Sponsored Programs	1280	Staff	1	Staff Assistant	39984	49526	81%	39359	500000	CUPA Professional
School of Pharmacy	0143	Staff	1	Staff Assistant	39408	49526	80%	36878	500000	CUPA Professional
VP Academic Affairs' Office	0375	Staff	1	Staff Assistant	38304	49526	77%	25717	500000	CUPA Professional
VP Research & Economic Dev	5179	Staff	1	Staff Assistant	38172	49526	77%	68951	500000	CUPA Professional
VP Research & Economic Dev Ofc	2518	Staff	1	Staff Assistant	49704	49526	100%	46311	500000	CUPA Professional
VP Student Affairs' Office	1575	Staff	1	Staff Assistant	38172	49526	77%	104228	500000	CUPA Professional

Attachment 1

Accountant Example

Dept	Position	Type	FTE	Title	Salary	Market Salary	Percent to Market	EMPLID	Survey Code	Survey Source	Column1
University Art Museum	2010	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	98644	430120	CUPA - Professional Peer	11
SEO/Gear-UP	3057	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	32929	430120	CUPA - Professional Peer	11
A&S Dean's Office	1357	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	116789	430120	CUPA - Professional Peer	11
AHC/American Heritage Center	0234	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	79241	430120	CUPA - Professional Peer	11
Animal Science	0963	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	116628	430120	CUPA - Professional Peer	11
Chemistry	0979	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	99332	430120	CUPA - Professional Peer	11
Criminal Justice & Sociology	0560	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	78454	430120	CUPA - Professional Peer	11
Engr & Applied Sci Dean's Ofc	1394	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	107673	430120	CUPA - Professional Peer	11
Engr & Applied Sci Dean's Ofc	2666	Staff	1	Accountant	\$ 41,400	\$ 48,175	86%	92534	430120	CUPA - Professional Peer	11
WYGISC	1574	Staff	1	Accountant	\$ 42,000	\$ 48,175	87%	110889	430120	CUPA - Professional Peer	11
Foundation	2008	Staff	1	Accountant	\$ 42,084	\$ 48,175	87%	114003	430120	CUPA - Professional Peer	11
Accounting Office	0229	Staff	1	Accountant	\$ 42,804	\$ 48,175	89%	55634	430120	CUPA - Professional Peer	11
Transit & Parking Services	4268	Staff	1	Accountant	\$ 42,828	\$ 48,175	89%	93741	430120	CUPA - Professional Peer	11
Business Services	1439	Staff	1	Accountant	\$ 43,800	\$ 48,175	91%	66583	430120	CUPA - Professional Peer	11
Student Educ Opportunity	3113	Staff	1	Accountant	\$ 43,812	\$ 48,175	91%	40627	430120	CUPA - Professional Peer	11
EPSCoR-IDEA	3120	Staff	1	Accountant	\$ 44,016	\$ 48,175	91%	71705	430120	CUPA - Professional Peer	11
ASUW	4098	Staff	1	Accountant	\$ 44,244	\$ 48,175	92%	88592	430120	CUPA - Professional Peer	11
Molecular Biology	0409	Staff	1	Accountant	\$ 46,752	\$ 48,175	97%	106962	430120	CUPA - Professional Peer	11
Family & Consumer Sciences	1148	Staff	1	Accountant	\$ 47,520	\$ 48,175	99%	29365	430120	CUPA - Professional Peer	11
Geology & Geophysics	1271	Staff	1	Accountant	\$ 48,240	\$ 48,175	100%	52492	430120	CUPA - Professional Peer	11
Lib/Collection Development	1844	Staff	1	Accountant	\$ 49,404	\$ 48,175	103%	61254	430120	CUPA - Professional Peer	11
Veterinary Science	0255	Staff	1	Accountant	\$ 52,536	\$ 48,175	109%	55159	430120	CUPA - Professional Peer	11
Agric Admin Business Office	0865	Staff	1	Accountant	\$ 53,364	\$ 48,175	111%	33297	430120	CUPA - Professional Peer	11
Neuroscience	4618	Staff	1	Accountant	\$ 55,656	\$ 48,175	116%	51753	430120	CUPA - Professional Peer	11
Foundation	4093	Staff	1	Accountant	\$ 59,100	\$ 48,175	123%	110467	430120	CUPA - Professional Peer	11

**LIST OF PARTICIPATING INSTITUTIONS BY REGION**

**REGION 1**

Arizona State University	University of California at Santa Barbara*
Montana State University*	University of California at Santa Cruz*
North Dakota State University*	University of Hawaii at Manoa*
Oregon State University*	University of Idaho*
South Dakota State University*	University of Montana*
University of Alaska at Fairbanks*	University of Nevada at Las Vegas*
University of Arizona	University of Nevada at Reno*
University of California at Berkeley*	University of North Dakota
University of California at Davis*	University of Oregon
University of California at Irvine*	University of South Dakota
University of California at Los Angeles*	University of Utah*
University of California at Merced*	University of Wyoming*
University of California at Riverside*	Utah State University*
University of California at San Diego*	Washington State University*

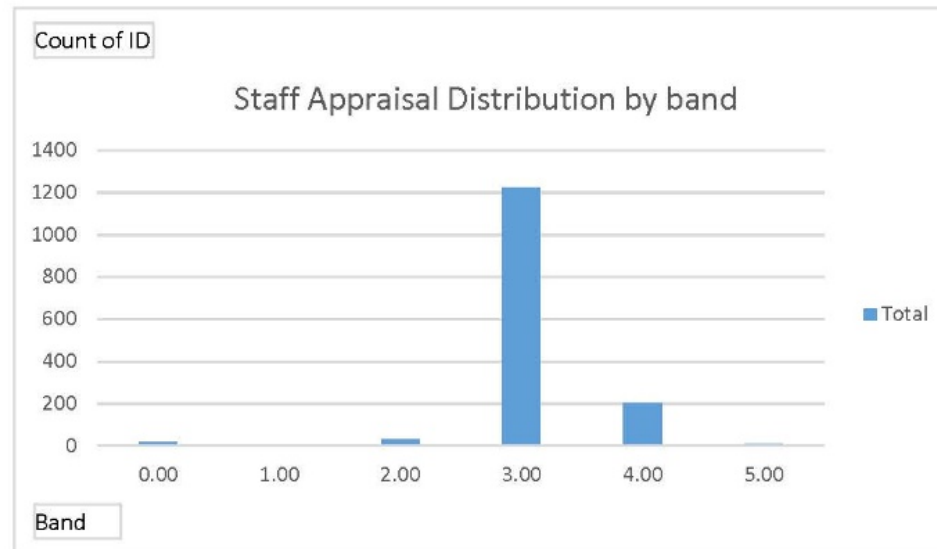
**REGION 2**

Baylor University (TX)*	University of Houston (TX)*
Colorado School of Mines*	University of Iowa*
Colorado State University*	University of Kansas*
Iowa State University*	University of Missouri at Columbia*
Kansas State University*	University of Missouri at Kansas City*
New Mexico State University*	University of Missouri at St. Louis
Oklahoma State University*	University of Nebraska at Lincoln
Texas A&M University*	University of New Mexico*
Texas Christian University*	University of North Texas*
Texas Tech University*	University of Oklahoma*
University of Arkansas*	University of Texas at Austin*
University of Colorado at Boulder*	University of Texas at El Paso*
University of Colorado at Denver*	

Attachment 3

**2015 Classified Staff**

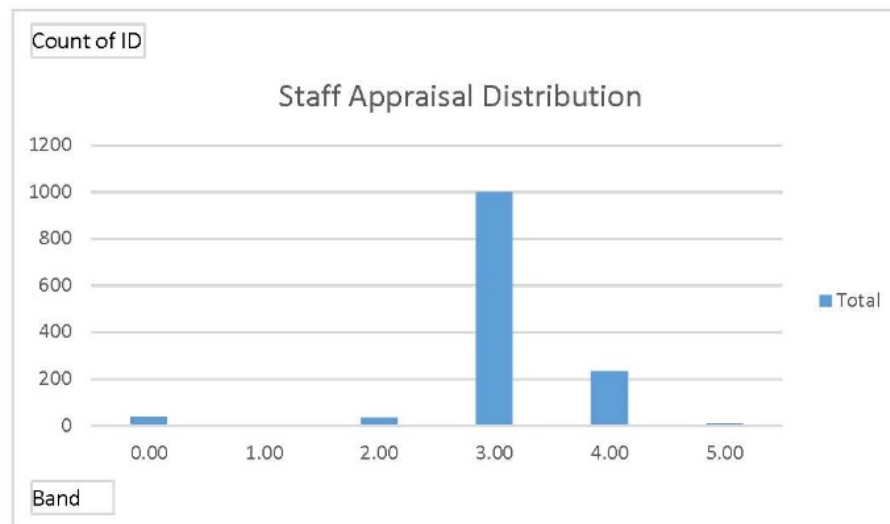
Row Labels	Count of ID
0.00	17
1.00	3
2.00	31
3.00	1225
4.00	201
5.00	9
<b>Grand Total</b>	<b>1486</b>



Attachment 3

**2016 Classified Staff**

Row Labels	Count of ID
0.00	36
1.00	1
2.00	35
3.00	999
4.00	231
5.00	7
<b>Grand Total</b>	<b>1309</b>



## Performance Document - Performance Document **Manager Evaluation**

, HR Training Specialist  
Performance Document, 01/01/2017 - 12/31/2017

**Author:** Eric Goldenstein  
**Status:** In Progress  
**Approval:** Not Submitted

**Role:** Manager  
**Due Date:** 12/31/2017

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

### Section 1 - Overall Summary

<b>Rating:</b>	0.00
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### Section 2 - Position Duties and Responsibilities

#### Conducts training needs analyses

**Description** Conducts training needs analyses to determine the appropriate training courses and programs for all employees. Confers with management to align training with strategic goals.

**Rating:** 0.00

**Weight:** 5%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Conducts employee training

**Description** Uses effective communication and presentation skills to conduct training on topics such as new employee orientation, personal and professional development, supervisory skills, leadership development, use of computers and software, and safety and health practices. Utilizes a variety of delivery methods including online, web-based, and two-way video.

**Rating:** 0.00

**Weight:** 20%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Develops employee training

**Description** Develops training courses using instructional design processes, utilizing a variety of delivery methods that include individual training, group instruction, instructional technology, lectures, demonstrations, conferences, meetings, and workshops. Creates the appropriate training material such as handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.

**Rating:** 0.00

**Weight:** 20%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Develops reports and improvement plans

**Description** Prepares monthly reports of HR actions taken relative to resolution of employee issues. Assists



Attachment 4

with the development of employee performance and behavior improvement plans.

**Rating:** 0.00

**Weight:** 20%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Evaluates training

**Description** Develops measures to use during the instructional design process and for the training that is conducted to evaluate the effectiveness of the training. Implements changes based on the results. Monitors and verifies participant registration; maintains records and files.

**Rating:** 0.00

**Weight:** 5%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Oversees staff performance evaluation process

**Description** Oversees and coordinates the staff performance evaluation process. Evaluates the effectiveness of the process and recommend design improvements. Monitors the submission of performance evaluations and encourage completion. Provides guidance to supervisors and employees regarding the process.

**Rating:** 0.00

**Weight:** 5%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Provides employee training and education

**Description** Provides a wide-range of training and educational topics for employees at all levels in the organization. Identifies and recruits subject matter experts to develop and present training. Assists with management of contracts with vendors to secure online and face-to-face training. Develops and maintains online registration, training records and data base. Works within budgetary restraints.

**Rating:** 0.00

**Weight:** 15%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Provides logistical support

**Description** Locates and schedules training rooms. Provides needed equipment, material and refreshments. Does set-up of training rooms and clean-up after sessions. Publicizes training sessions.

**Rating:** 0.00

**Weight:** 5%

**Comments:**

Created By : Eric Goldenstein 01/29/2018 11:33AM

#### Resolves employee relations problems

**Description** Participates in creating and maintaining a positive and productive work environment for employees. Creates and implements employee protocols to enhance culture and work-life balance. Interviews workers to gather information on worker attitudes toward work environment and supervision received. Facilitates resolution of employee relations problems and/or concerns.

Attachment 4

<b>Rating:</b>	0.00
<b>Weight:</b> 5%	
<b>Comments:</b>	
Created By :	Eric Goldenstein 01/29/2018 11:33AM

**Position Duties and Responsibilities Summary**

<b>Rating:</b>	0.00
<b>Summary Weight:</b> 30%	

**Section 3 - Job-Related Performance Factors**

**Dependability / Reliability / Attendance**

<b>Description</b>	
<b>Rating:</b>	0.00
<b>Weight:</b> 20%	
<b>Comments:</b>	
Created By :	Template 01/29/2018 11:33AM

**Initiative / Accountability / Professionalism**

<b>Description</b>	
<b>Rating:</b>	0.00
<b>Weight:</b> 10%	
<b>Comments:</b>	
Created By :	Template 01/29/2018 11:33AM

**Interpersonal Relationships / Teamwork**

<b>Description</b>	
<b>Rating:</b>	0.00
<b>Weight:</b> 20%	
<b>Comments:</b>	
Created By :	Template 01/29/2018 11:33AM

**Customer / Student Service**

<b>Description</b>	
<b>Rating:</b>	0.00
<b>Weight:</b> 20%	
<b>Comments:</b>	
Created By :	Template 01/29/2018 11:33AM

**Flexibility / Adaptability / Resourcefulness**

<b>Description</b>	
<b>Rating:</b>	0.00
<b>Weight:</b> 10%	
<b>Comments:</b>	

Attachment 4

Created By :	Template	01/29/2018 11:33AM
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Planning / Organization / Time Management		
<b>Description</b>		
<b>Rating:</b>		0.00
<b>Weight:</b> 10%		
<b>Comments:</b>		
Created By :	Template	01/29/2018 11:33AM

Communication Skills		
<b>Description</b>		
<b>Rating:</b>		0.00
<b>Weight:</b> 10%		
<b>Comments:</b>		
Created By :	Template	01/29/2018 11:33AM

Job-Related Performance Factors Summary		
<b>Rating:</b>		0.00
<b>Summary Weight:</b> 30%		

#### Section 4 - Goals from Previous Evaluation

Remote Training		
<b>Description</b>	Develop the capability to provide employee training off campus using teleconferencing technology such as Zoom.	
<b>Rating:</b>		0.00
<b>Weight:</b> 0%		
<b>Comments:</b>		
Created By :	Eric Goldenstein	01/29/2018 11:33AM

Leadership Training		
<b>Description</b>	Design leadership training that would be the next step in the progression of supervisor training after START and SDI.	
<b>Rating:</b>		0.00
<b>Weight:</b> 0%		
<b>Comments:</b>		
Created By :	Eric Goldenstein	01/29/2018 11:33AM

Mandatory Supervisor Training		
<b>Description</b>	Design, implement, and evaluate mandatory new supervisor training (START). Identify participants and schedule training.	
<b>Rating:</b>		0.00
<b>Weight:</b> 0%		
<b>Comments:</b>		
Created By :	Eric Goldenstein	01/29/2018 11:33AM

Attachment 4

<b>Training Scheduling and Record Keeping</b>		
<b>Description</b> Become proficient with Canvas and HCM module. Evaluate capabilities and determine appropriate use for both.		
<b>Rating:</b>		0.00
<b>Weight:</b> 0%		
<b>Comments:</b>		
<b>Created By :</b>	Eric Goldenstein	01/29/2018 11:33AM

<b>Goals from Previous Evaluation Summary</b>		
<b>Rating:</b>		0.00
<b>Summary Weight:</b> 40%		

**Section 5 - Goals for the Coming Year**

<b>Goals for the Coming Year Summary</b>		
<b>Comments:</b>		

**Section 6 - Performance Enhancement**

<b>Performance Enhancement Summary</b>		
<b>Comments:</b>		

**Section 7 - Supervisor Comments**

<b>Supervisor Comments Summary</b>		
<b>Comments:</b>		

**Section 8 - Employee Comments**

<b>Comments:</b>		
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<b>Audit History</b>		
<b>Created By :</b>	Eric Goldenstein	
<b>Last Updated By :</b>	Eric Goldenstein	01/29/2018 11:34:10AM



### Annual Evaluation Form – Executive and Administrative-At Will Positions

<b>Date:</b>				
<b>Employee Name:</b>				
<b>1 – Unacceptable</b>	<b>2 – Needs Improvement</b>	<b>3 – Meets Expectations</b>	<b>4 – Exceeds Expectations</b>	<b>5 – Far Exceeds Expectations</b>
Inadequate performance that is consistently below job requirements and clearly problematic. A review by HR is required.	Generally adequate performance but needs some improvement in order to consistently meet job requirements. A review by HR is required.	Capable, satisfactory performance that consistently meets and occasionally exceeds job requirements.	Strong performance that consistently meets and frequently exceeds job requirements.	Superior performance that consistently exceeds job requirements. This rating should be reserved for truly outstanding performance.
<b>Evaluation Area</b>		<b>Notes</b>		<b>Rating</b>
<b>Competencies: WHAT</b>				
<b>Delivering Results</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>• Achieves satisfactory performance in all tasks and goals.</li> <li>• Maintains focus and perseveres, even in the face of obstacles.</li> <li>• Uses time efficiently; adapts plans when changes occur. Prioritizes tasks based on importance and delegates appropriately.</li> <li>• Actively pursues professional development and growth for self and team.</li> <li>• Is receptive to and implements suggestions for improvement. Solicits feedback. Actively identifies ways to improve.</li> <li>• Holds direct reports accountable for producing quality, timely results; helps others maintain focus and overcome obstacles. Provides performance feedback that facilitates development.</li> </ul> <i>Additional examples: <a href="#">Unacceptable</a> <a href="#">Far Exceeds</a></i>				
<b>Problem Solving</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>• Breaks down problems into fundamental parts. Identifies root causes and addresses problems in ways that lead to innovative solutions.</li> <li>• Consistently, in all cases, makes informed decisions based on available and hard to find information. Utilizes information that is relevant, current and clear.</li> <li>• Recognizes typical as well as complex and unusual issues, and actions needed to advance the decision making process. Recommends possible solutions. Follows up to ensure resolution.</li> </ul>				



Attachment 4

<b>Date:</b>				
<b>Employee Name:</b>				
<b>1 – Unacceptable</b>	<b>2 – Needs Improvement</b>	<b>3 – Meets Expectations</b>	<b>4 – Exceeds Expectations</b>	<b>5 – Far Exceeds Expectations</b>
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Evaluation Area	Notes	Rating
<ul style="list-style-type: none"> <li>Creates new ideas and processes despite initial ambiguity of the situation; modifies approach to achieve results in changing situations.</li> <li>Assists employees in diagnosing problems and recognizing issues. Takes time to help employees identify critical connections, consequences and alternatives. Recognizes successful adaptations.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>		
<p><b>Functional Knowledge and Skills</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group.</li> <li>Develops and contributes to best practices in discipline or specialty area for the work group.</li> <li>Serves as a resource for others regarding major developments in discipline or specialty area, and facilitates sharing of methods and knowledge.</li> <li>Consistently seen by customers and team members as possessing high functional knowledge and skills.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>		
<p><b>Service to Others/Constituent Focus</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>Anticipates adverse constituent reactions and develops better alternatives. Actively solicits feedback from constituents to surface needs and concerns.</li> <li>Proactively keeps constituents informed with both formal and informal communications. Follows up to ensure satisfaction.</li> <li>Fulfills service commitments prior to deadlines. Willingly puts in extra time and effort in crisis situations; goes the "extra mile" to ensure constituent needs are met.</li> </ul>		

Attachment 4

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<b>Evaluation Area</b>		<b>Notes</b>		<b>Rating</b>
<ul style="list-style-type: none"> <li>Actively seeks new opportunities to build relationships and understand the needs of constituents.</li> <li>Provides same high level of service to staff as to internal and external constituents. Delivers on promises to employees.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>				
<b>Competencies: HOW</b>				
<b>Building Trust</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Behaves and expresses oneself in an open and honest manner; is consistent in all cases with what he/she says and does; appropriately handles difficult situations.</li> <li>Consistently shares information that is accurate and complete; handles sensitive information appropriately.</li> <li>Follows through on all assignments and commitments, completing them in a timely and reliable manner; consistently makes others aware of task/assignment status.</li> <li>Demonstrates commitment to UW's goals, initiatives, policies and procedures through communication and actions.</li> <li>Encourages employees to be open and honest; holds employees accountable for sharing accurate and complete information; recognizes employees who follow through and demonstrate commitment.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>				
<b>Collaboration</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Consistently treats everyone, with dignity, respect and fairness; is very easy to approach and helpful.</li> </ul>				



Attachment 4

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Evaluation Area	Notes	Rating
<ul style="list-style-type: none"> <li>Resolves interpersonal conflicts constructively and professionally; seldom requires outside assistance.</li> <li>Enthusiastically spends time with others to help them and the team succeed.</li> <li>Promotes awareness and respect of cultural and individual values and differences; leverages the strengths of others to accomplish goals, regardless of background.</li> <li>Listens to and carefully considers ideas from others, even when different from own; ensures all sides are heard before reaching a conclusion.</li> <li>Encourages teamwork among direct reports; facilitates resolution of team conflicts; promotes respect among all team members.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>		
<p><b>Communication</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>Provides regular, consistent, and meaningful information to others; ensures appropriate individuals are informed.</li> <li>Listens carefully to others, asks questions for clarification, and ensures message is understood.</li> <li>Communicates in a clear and concise manner using appropriate grammar, pronunciation and tone; conveys message using appropriate method of communication (email, phone, in person).</li> <li>Demonstrates an ability to influence others by modeling appropriate body language and nonverbal communication.</li> <li>Tailors communication style to the needs of each situation and audience.</li> <li>Encourages direct reports to communicate consistently, clearly and professionally.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>		

Attachment 4

<b>Date:</b>				
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Evaluation Area	Notes	Rating
<b>Taking Initiative</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Actively seeks out ways on own to improve outcomes, processes or measurements.</li> <li>Takes responsibility and provides leadership on projects or initiatives.</li> <li>Takes action on projects without being directed to do so, and looks for opportunities to move projects along.</li> <li>Enthusiastically seeks and accepts additional responsibilities, both in the context of the job and outside immediate job responsibilities.</li> <li>Encourages staff to identify and address process improvements, participate in projects and on committees when appropriate.</li> </ul> <i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a>		
<b>Commitment to Diversity/Inclusion</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Works effectively with people from diverse backgrounds</li> <li>Offers programs that embrace diverse populations</li> <li>Accepts diversity of opinions</li> <li>Inclusivity in programs and services</li> <li>Attempts to hire a diverse staff</li> </ul> <i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a>		

Attachment 4

<b>Date:</b>				
<b>Employee Name:</b>				
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<b>Evaluation Area</b>		<b>Notes</b>		<b>Rating</b>
<b>Goals From Previous Year</b>				

Attachment 4

<b>Date:</b>				
<b>Employee Name:</b>				
<b>1 – Unacceptable</b>	<b>2 – Needs Improvement</b>	<b>3 – Meets Expectations</b>	<b>4 – Exceeds Expectations</b>	<b>5 – Far Exceeds Expectations</b>
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<b>Evaluation Area</b>		<b>Notes</b>		<b>Rating</b>
<b>Overall Score</b>  1. <b>Unacceptable:</b> The employee frequently performs below the level expected of this position in all or almost all key aspects of the position. Both what is produced and how it is produced are below UW standards and clearly unacceptable. Unless there is obvious and immediate improvement, earning this rating should cause UW and the employee to seriously consider whether continued employment is appropriate. <i>A performance improvement plan and review by HR is required.</i> 2. <b>Needs improvement:</b> The employee demonstrates adequate performance in most areas, but needs improvement in one or more significant aspects that are critical to the position. Either what is produced or how it is produced require improvement in one or more areas to meet expectations of the position and UW. Such performance shortfalls may be attributable to newness on the job, missing or undeveloped skills, and/or experience. Regardless, this rating conveys that performance is below expectations in one or more areas and must be improved. <i>A performance improvement plan and review by HR is required.</i> 3. <b>Meets expectations:</b> The employee consistently demonstrates capable, or satisfactory, performance. Both what is produced and how it is produced meet UW standards and expectations of the position. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. This rating conveys solid, effective performance. 4. <b>Exceeds expectations:</b> The employee demonstrates strong, consistent performance in all or almost all competencies, skills and responsibilities. Both what is produced and how it is produced meet and often exceed				

Attachment 4

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Evaluation Area	Notes	Rating
<p>standards and expectations of the position. Results add value beyond the scope of the current role, often benefiting the division/department. Examples of these results must be given to receive this rating. This rating should be reserved for employees with strong, commendable performance.</p> <p>5. <b>Far exceeds expectations:</b> The employee regularly demonstrates superior performance. Both what is produced and how it is produced far exceed UW standards and expectations of the position. The employee is extraordinarily competent and productive. Performance at this level occurs throughout the year and across all key aspects of the position. This employee is often sought out by others for counsel and assistance, and is widely recognized as a role model. Examples of the results and sought after expertise must be given to receive this rating. This rating should be used sparingly and reserved for truly outstanding performance throughout the review period.</p>		

<b>Verification of Review</b>	
Prior to the supervisor meeting with the Employee this form must be reviewed and approved by the next level supervisor. By signing this form, the employee confirms that he/she has discussed the review in detail with their supervisor. Signing this form does not necessarily indicate that the employee agrees with the evaluation.	
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Reviewer Signature:</b>	<b>Date:</b>
<b>Employee Signature</b>	<b>Date:</b>

TO BE COMPLETED PRIOR TO JUNE 1, 2018

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Employee's Name                      Date                      Dates Covered by Evaluation

Upon completion of the evaluation, please return the original document to the respective supervisor (Bill Sparks, Kevin McKinney, Randy Welniak, Matt Whisenant or Phil Wille). The original evaluation will be filed in the appropriate personnel file. A copy of the completed evaluation will be provided to the respective staff member upon request.

**UNIVERSITY OF WYOMING**  
**Athletic Department Personnel Performance Evaluation**

Grading System:

- |    |                        |
|----|------------------------|
| 5  | Outstanding            |
| 4  | Good                   |
| 3  | Satisfactory           |
| 2  | Unsatisfactory         |
| 1  | Far Below Satisfactory |
| NA | Not Applicable         |

**Section I: To be completed by Supervisor (Evaluator)**

**INTERPERSONAL CHARACTERISTICS AND SKILLS**

1. **Punctuality**

\_\_\_\_\_ Arrives to appointments/meetings/etc. on time

\_\_\_\_\_ Completes required paperwork, documents, requested items, etc. on time

2. **Giving Criticism**

\_\_\_\_\_ Provides constructive criticism in a positive manner

\_\_\_\_\_ Provides criticism that is well thought out

3. **Accepting Criticism**

\_\_\_\_\_ Is open-minded and accepts criticism in spirit in which it is intended

\_\_\_\_\_ Takes constructive criticism and applies ideas to implement change

4. **Creativity**

\_\_\_\_\_ Is willing to share ideas

\_\_\_\_\_ Is willing to try new strategies/think "outside the box"

TO BE COMPLETED PRIOR TO JUNE 1, 2018

5. **Time Management and Organizational Skills**

- \_\_\_\_\_ Manages professional responsibilities effectively and efficiently
- \_\_\_\_\_ Delegates tasks/job duties and provides direction that allows others to complete designated tasks
- \_\_\_\_\_ Provides positive leadership to subordinates in assigning and evaluating designated tasks

6. **Communication Skills**

- \_\_\_\_\_ Communicates effectively on a daily basis with other administrators
- \_\_\_\_\_ Communicates effectively on a daily basis with support staff
- \_\_\_\_\_ Communicates effectively with other campus personnel

7. **Decision Making Process**

- \_\_\_\_\_ Claims appropriate ownership of decisions
- \_\_\_\_\_ Seeks proper counsel and advice prior to making decisions at appropriate times
- \_\_\_\_\_ Follows a good decision making process
- \_\_\_\_\_ Has an understanding as to how all decisions at the administrative level impact the department

8. **Loyalty**

- \_\_\_\_\_ To University
- \_\_\_\_\_ To Athletic Department and individuals in it
- \_\_\_\_\_ To subordinates and peers

9. **Commitment to Diversity/Inclusion**

- \_\_\_\_\_ Works effectively with people from diverse backgrounds
- \_\_\_\_\_ Accepts diversity of opinions
- \_\_\_\_\_ Attempts to hire a diverse staff

10. **Work Ethic/Job Duties**

- \_\_\_\_\_ Understands and accepts role and responsibility in relation to the "big" picture of department



TO BE COMPLETED PRIOR TO JUNE 1, 2018

- \_\_\_\_\_ Assists others in department when necessary
- \_\_\_\_\_ Is willing to share ideas with others
- \_\_\_\_\_ Takes own initiative to begin and complete tasks
- \_\_\_\_\_ Offers solutions to problems when appropriate
- \_\_\_\_\_ Maintains a thorough knowledge of and adheres to all applicable University, conference and NCAA rules and regulations

11. **Administrative Duties**

- \_\_\_\_\_ Manages and monitors budget as appropriate
- \_\_\_\_\_ Maintains appropriate office hours
- \_\_\_\_\_ Responds to supervisors requests in an appropriate and timely manner
- \_\_\_\_\_ Evaluates and supervises assistants in an appropriate manner

12. **Public Relations**

- \_\_\_\_\_ Responds to public in an appropriate manner when necessary
- \_\_\_\_\_ Participates in department and university events
- \_\_\_\_\_ Participates in civic and community activities
- \_\_\_\_\_ Works well with alumni and friends of the department

13. **General Conduct**

- \_\_\_\_\_ Conducts himself/herself in an ethical and professional manner at all times

Evaluator's Comments:

TO BE COMPLETED PRIOR TO JUNE 1, 2018

**Section II: To be completed by staff member being evaluated (Employee)**

What, if anything, can the department (supervisor) do to enhance your job performance?

What, if anything, does the department (supervisor) currently do (ask you to do) that hinders your job performance?

What goals (objectives) would you like to see established for your position during this next year?  
What is your career goal?

Employee's Comments:

**Signed:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

**TO BE COMPLETED PRIOR TO JUNE 1, 2018**

_____ Coach's Name	_____ Date
_____ Sports Program	_____ Dates Covered by Evaluation

**UNIVERSITY OF WYOMING  
Coach's Performance Evaluation**

5	Outstanding
4	Good
3	Satisfactory
2	Unsatisfactory
1	Far Below Satisfactory
NA	Not Applicable

**Section I: To be completed by Supervisor (Evaluator)**

**INTERPERSONAL CHARACTERISTICS AND SKILLS**

**I. Punctuality**

- \_\_\_\_\_ A. Arrives to appointments/meetings/etc. on time
- \_\_\_\_\_ B. Completes compliance paperwork on time
- \_\_\_\_\_ C. Completes other paperwork (e.g., travel authorizations, etc.) on time

**II. Giving Criticism**

- \_\_\_\_\_ A. Provides constructive criticism in a positive manner
- \_\_\_\_\_ B. Provides criticism that is well thought out

**III. Accepting Criticism**

- \_\_\_\_\_ A. Is open-minded and accepts criticism in spirit in which it is intended
- \_\_\_\_\_ B. Takes constructive criticism and applies ideas to implement change

**IV. Creativity**

- \_\_\_\_\_ A. Is willing to share ideas
- \_\_\_\_\_ B. Is willing to try new strategies/think "outside the box"

**TO BE COMPLETED PRIOR TO JUNE 1, 2018**

**V. Time Management and Organizational Skills**

- \_\_\_\_\_ A. Manages professional responsibilities effectively and efficiently
- \_\_\_\_\_ B. Delegates tasks/job duties and provides direction that allows others to complete designated tasks

**VI. Communication Skills**

- \_\_\_\_\_ A. With student-athletes
- \_\_\_\_\_ B. With assistants coaches
- \_\_\_\_\_ C. With other coaches in the Athletic Department
- \_\_\_\_\_ D. With University support staff (e.g., office associates, etc.)
- \_\_\_\_\_ E. With athletic administrators

**VII. Decision Making Process**

- \_\_\_\_\_ A. Claims appropriate ownership of decisions
- \_\_\_\_\_ B. Seeks proper counsel and advice prior to making decisions at appropriate times
- \_\_\_\_\_ C. Follows a good decision making process

**VIII. Loyalty**

- \_\_\_\_\_ A. To assistants
- \_\_\_\_\_ B. To team and student-athletes
- \_\_\_\_\_ C. To Athletic Department and individuals in it
- \_\_\_\_\_ D. To the University

**IX. Commitment to Diversity/Inclusion**

- \_\_\_\_\_ A. Works effectively with people from diverse backgrounds
- \_\_\_\_\_ B. Accepts diversity of opinions
- \_\_\_\_\_ C. Attempts to hire a diverse staff

**TO BE COMPLETED PRIOR TO JUNE 1, 2018**

**X. General Appearance/Conduct**

- \_\_\_\_\_ A. Physical/emotional appearance
- \_\_\_\_\_ B. Conducts himself/herself in an ethical and professional manner at all times including adherence to all applicable department, conference and NCAA sportsmanship guidelines/parameters.

**JOB RESPONSIBILITIES AND DUTIES PERFORMANCE PROFILE**

**I. The Coach as an Administrator**

- \_\_\_\_\_ A. Communicates/works with administration on event management issues
- \_\_\_\_\_ B. Plans accordingly for team equipment purchases (e.g., maintains an equipment inventory, communicates with administrator if additional/special equipment is needed so he/she can plan accordingly, etc.).
- \_\_\_\_\_ C. Has a thorough understanding of his/her budget and tracks it accordingly
- \_\_\_\_\_ D. Evaluates and supervises assistants/support personnel effectively
- \_\_\_\_\_ E. Maintains a thorough knowledge of and adheres to all applicable University, conference and NCAA rules and regulations
- \_\_\_\_\_ F. Responds to administrator requests in a timely fashion
- \_\_\_\_\_ G. Is available, when appropriate, during office hours

**II. The Coach as a Teacher and Team Leader**

- \_\_\_\_\_ A. Conducts organized and efficient meetings, practices, etc.
- \_\_\_\_\_ B. Scouts and prepares for opponents effectively
- \_\_\_\_\_ C. Disciplines the team and individual student-athletes in a consistent and appropriate manner
- \_\_\_\_\_ D. Is cognizant of safety/general welfare of student-athletes
- \_\_\_\_\_ E. Utilizes strength and conditioning (S&C) personnel to implement appropriate S&C programs for all team members
- \_\_\_\_\_ F. Serves as a role model for student-athletes

**TO BE COMPLETED PRIOR TO JUNE 1, 2018**

**III. The Coach and Public Relations**

- \_\_\_\_\_ A. Works well with athletic Media and Public Relations Office and responds to media requests in a timely fashion.
- \_\_\_\_\_ B. Understands he/she is in the public eye and conducts himself/herself appropriately
- \_\_\_\_\_ C. Participates in University and departmental activities
- \_\_\_\_\_ D. Participates in civic and community activities
- \_\_\_\_\_ E. Develops relationships with alumni and friends
- \_\_\_\_\_ F. Works closely with athletic Media and Public Relations Office to publicize respective sport

**IV. The Coach as a Recruiter**

- \_\_\_\_\_ A. Develops and implements a comprehensive and long-term recruiting plan
- \_\_\_\_\_ B. Evaluates prospective student-athletes (academically, athletically and socially) effectively.
- \_\_\_\_\_ C. Utilizes official and unofficial visits effectively (e.g., a significant number of student-athletes that take official/unofficial visits sign with UW).
- \_\_\_\_\_ D. Communicates with campus entities (Admissions, Financial Aid, Registrar) when appropriate
- \_\_\_\_\_ E. Works with Athletic Financial Aid Coordinator to complete financial aid/NLI paperwork appropriately and in a timely manner

**V. Relationship with Student-Athletes**

- \_\_\_\_\_ A. Provides written team rules and regulations to student- athletes and sport supervisor
- \_\_\_\_\_ B. Ensures there are adequate opportunities for student-athletes to communicate with the coaching staff
- \_\_\_\_\_ C. Defines and communicates the overall purpose/philosophy and specific goals/objectives of the program to the student-athletes

**TO BE COMPLETED PRIOR TO JUNE 1, 2018**

**VI. The Coach and the Classroom**

- \_\_\_\_\_ A. Works effectively with the Office of Academic Support (OAS) including, but not limited to, communicating required study hours to respective Academic Coordinator, ensuring student-athletes utilize tutors/mentors, etc.

Academic Benchmarks

- \_\_\_\_\_ A. Team GPA \_\_\_\_\_
- \_\_\_\_\_ B. APR \_\_\_\_\_
- \_\_\_\_\_ C. Retention (list scholarship student-athletes that left the team) \_\_\_\_\_
- \_\_\_\_\_

**VII. Athletic Competitiveness**

Was the team competitive from an athletic standpoint (e.g., wins/losses, titles, individual honors, etc)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments by Evaluator:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TO BE COMPLETED PRIOR TO JUNE 1, 2018**

**Section II: To be completed by coach being evaluated**

What, if anything, can the department (supervisor) do to enhance your job performance?

What, if anything, does the department (supervisor) currently do (ask you to do) that hinders your job performance?

What goals (objectives) would you like to see established for your position during this next year?  
What is your career goal?

Employee's Comments:

**Signed:**

\_\_\_\_\_  
Evaluated Coach

\_\_\_\_\_  
Date

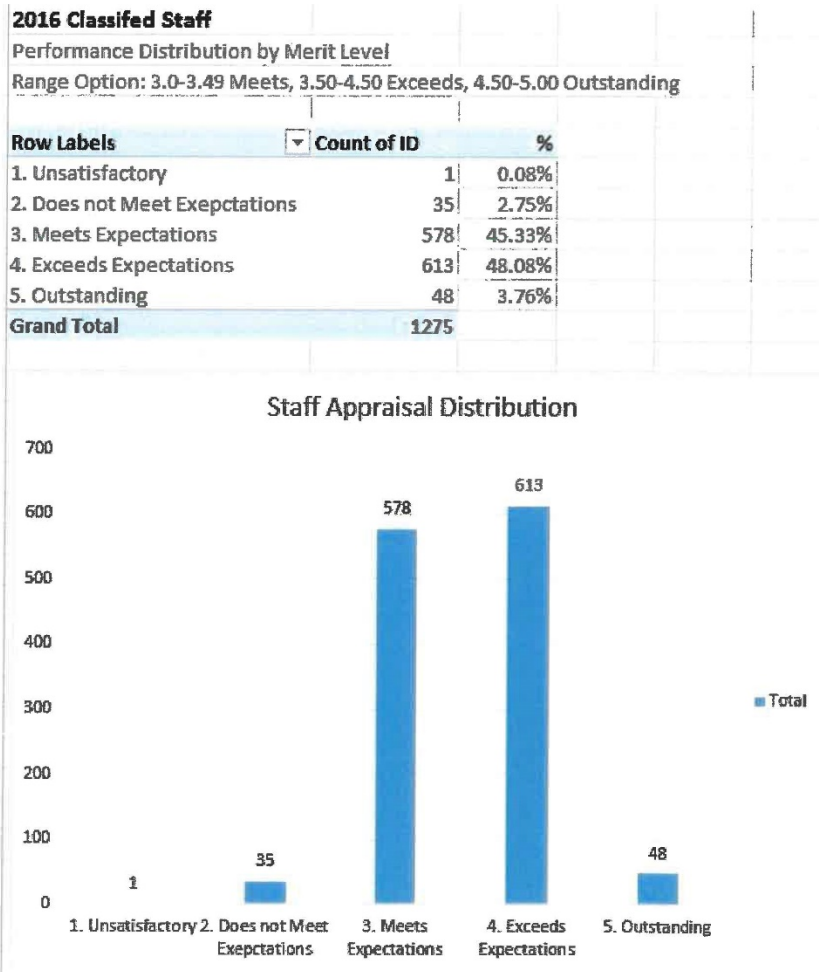
\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Athletics or Designee

\_\_\_\_\_  
Date

**PLEASE RETURN ORIGINAL EVALUATION TO RESPECTIVE SPORT SUPERVISOR.  
ORIGINAL EVALUATION WILL BE FILED IN APPROPRIATE PERSONNEL FILE. COPY  
OF EVALUATION WILL BE PROVIDED TO RESPECTIVE COACH UPON REQUEST.**



Attachment 6

University of Wyoming: ANNUAL FACULTY EVALUATION - SUMMARY REPORT  
CALENDAR YEAR ending December 31 \_\_\_\_\_

Name: \_\_\_\_\_  
Rank: \_\_\_\_\_

Evaluating Department/Unit: \_\_\_\_\_  
Appt.: 9 mo. ☐ 12 mo. ☐ Other \_\_\_\_\_ Regular: ☐  
Special: ☐

Rating (Select one rating for each category)	Instruction, Advising, & Mentoring Effort Distribution: ____ % (Next year expected: ____ %)	Research, Scholarship, & Creative Activity Effort Distribution: ____ % (Next year expected: ____ %)	University/ Professional/ Public Service & Outreach Effort Distribution: ____ % (Next year expected: ____ %)	Cooperative Extension Effort Distribution: ____ % (Next year expected: ____ %)	Overall Evaluation (100% of Effort)
Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1)					

Summary Comments (include comments for each category):

Signatures:

I have received and read this annual evaluation:

\_\_\_\_\_  
Department Chair- Date

\_\_\_\_\_  
Faculty Member-Date

\_\_\_\_\_  
College Dean-Date

☐ Faculty member's comments on evaluation and goals for upcoming year are included on reverse side

Attachment 6

**Faculty Member's Comments, if any:**

**Faculty Member's Goals for upcoming year:**

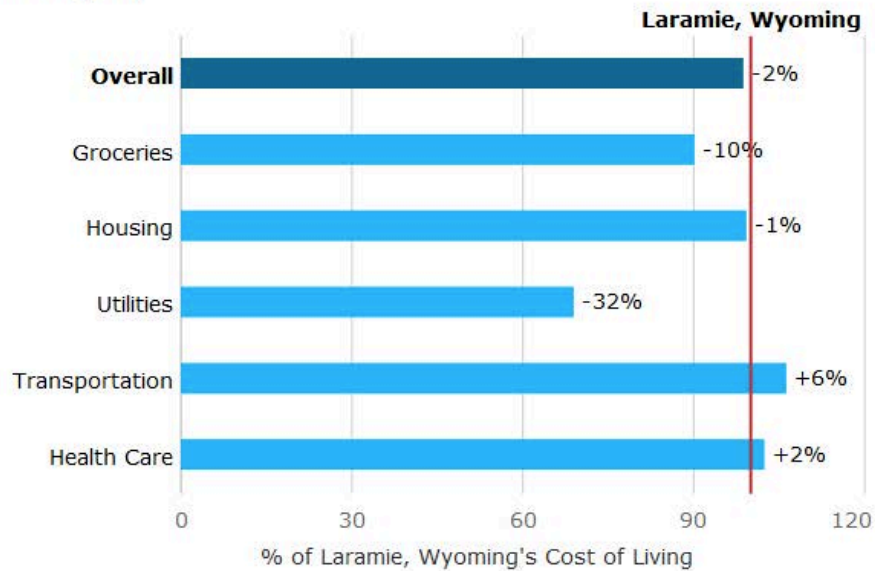
Signature & Date: \_\_\_\_\_

**Cost of Living Comparators for Communities Housing our Peer & Stretch Peer Institutions**

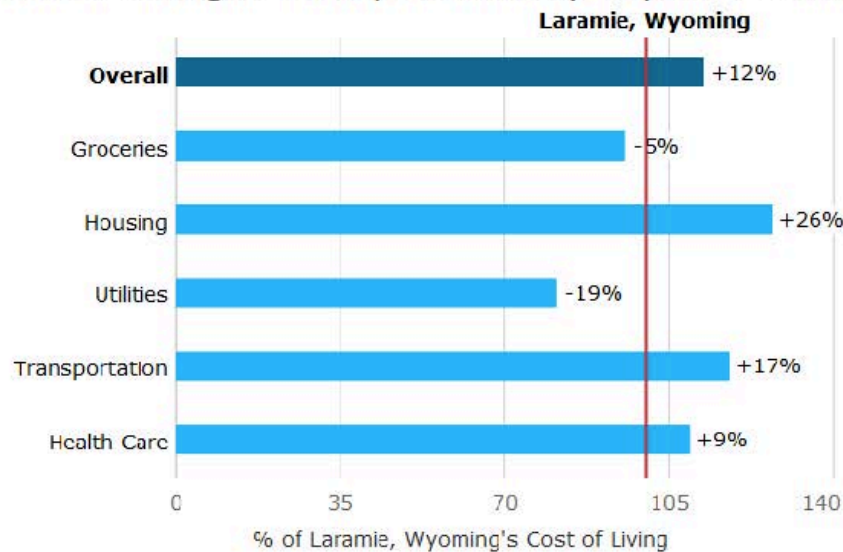
1. Cost-of Living information based on data provided by PayScale.com.
2. The institutions and communities in the Peers and Stretch Peer groups for which data was not available were:
  - South Dakota State (Brookings, SD)
  - University of Idaho (Moscow, Idaho)
  - University of Maine (Orono, ME)
  - University of Montana (Missoula, MT)
  - Utah State University (Logan, UT)
  - Colorado State University (Fort Collins, CO)
  - Washington State University (Pullman, WA)
3. Out of the 13 reported communities, 5 had a higher cost of living than Laramie, 6 had a lower cost of living, and 2 were essentially the same.

Attachment 7

### Cost of Living in Lincoln, Nebraska by Expense Category

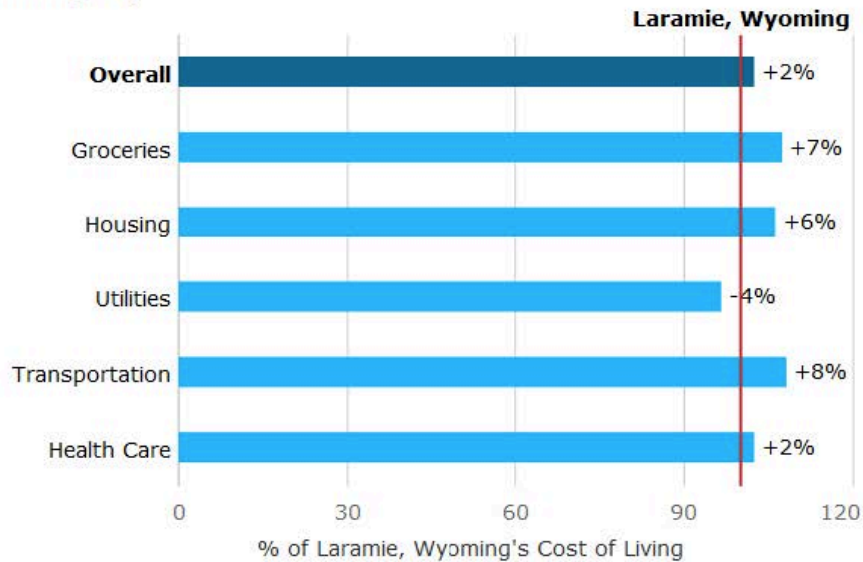


### Cost of Living in Reno, Nevada by Expense Category

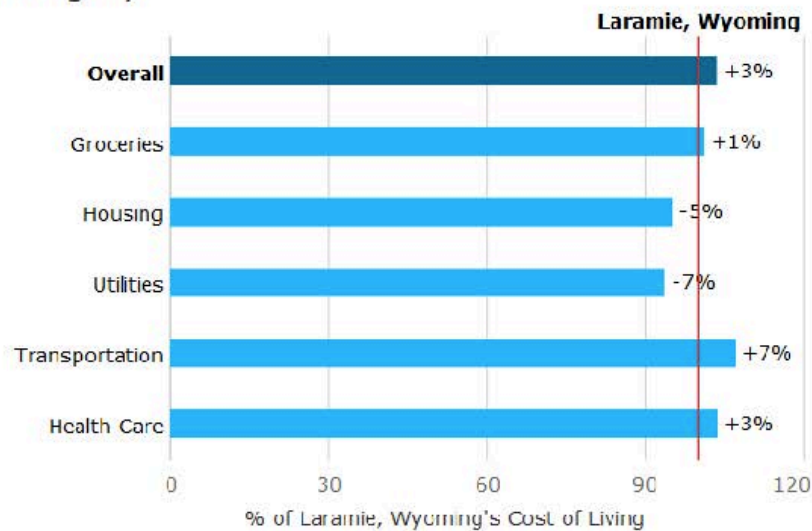


Attachment 7

### Cost of Living in Las Cruces, New Mexico by Expense Category



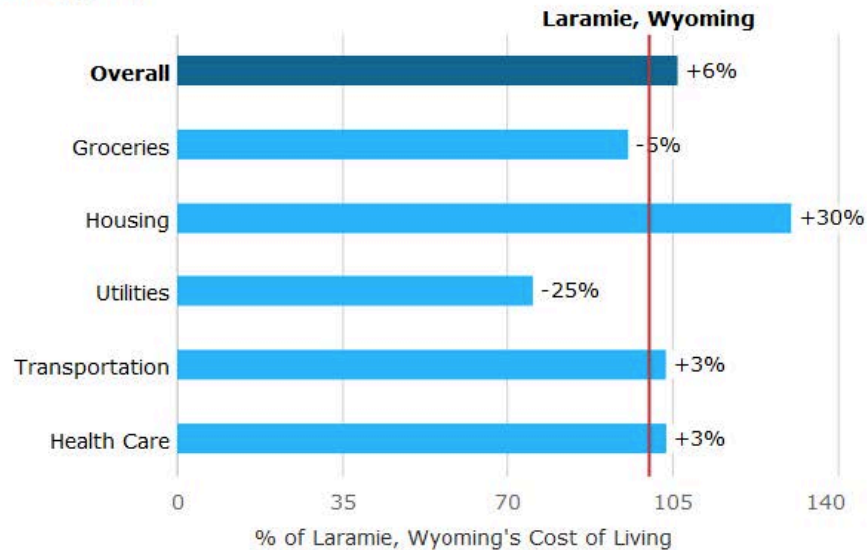
### Cost of Living in Clemson, North Carolina by Expense Category



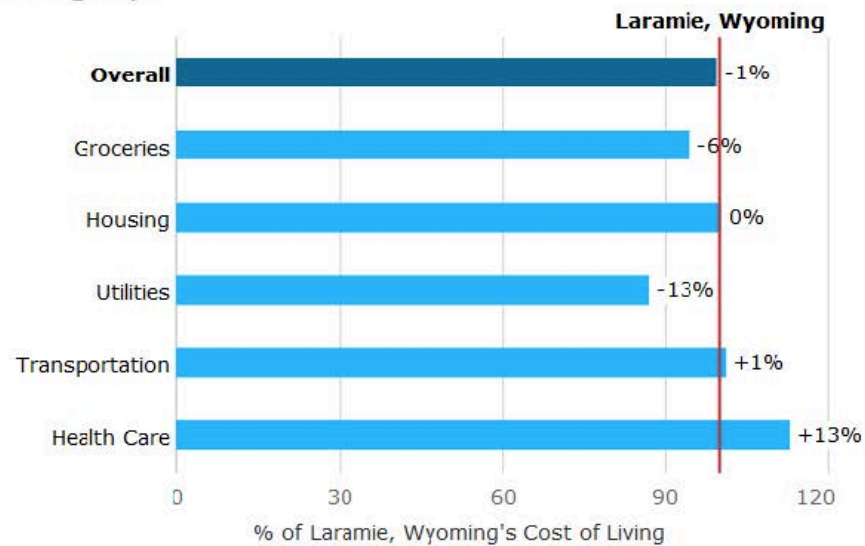


Attachment 7

### Cost of Living in Bozeman, Montana by Expense Category

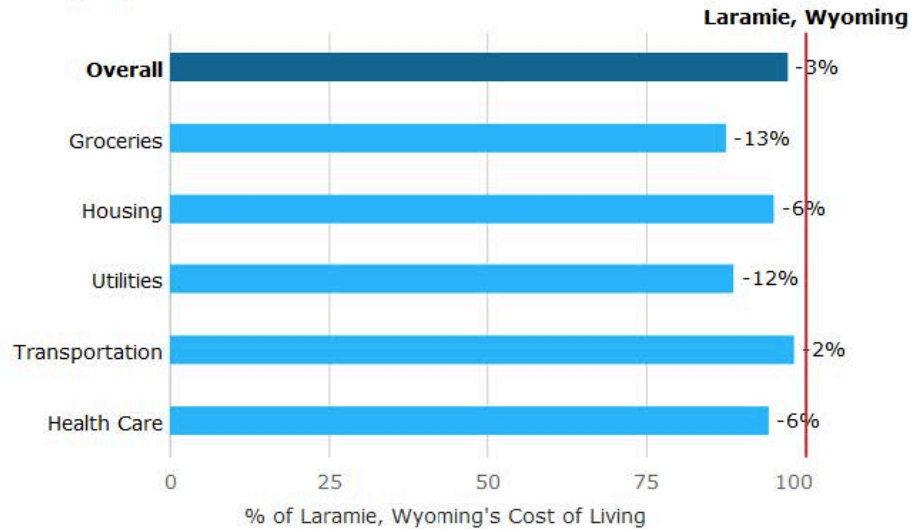


### Cost of Living in Fargo, North Dakota by Expense Category

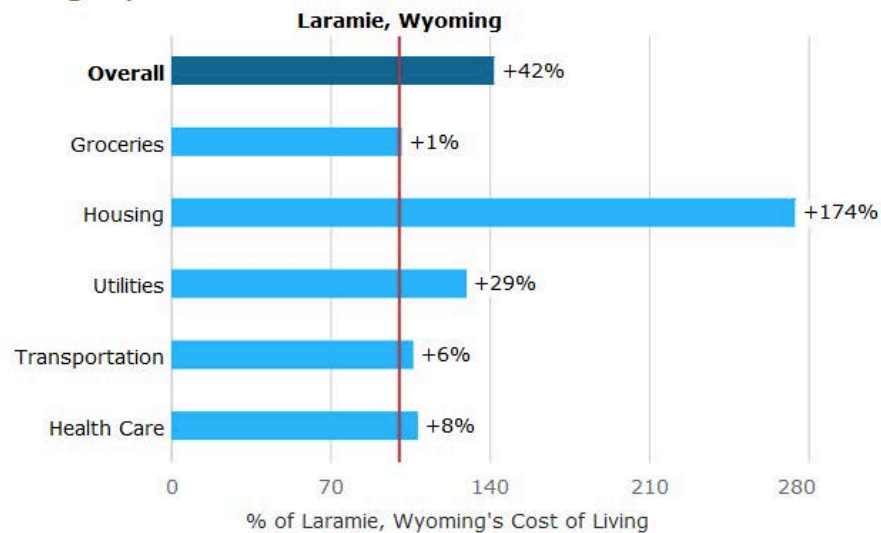


Attachment 7

### Cost of Living in Stillwater, Oklahoma by Expense Category

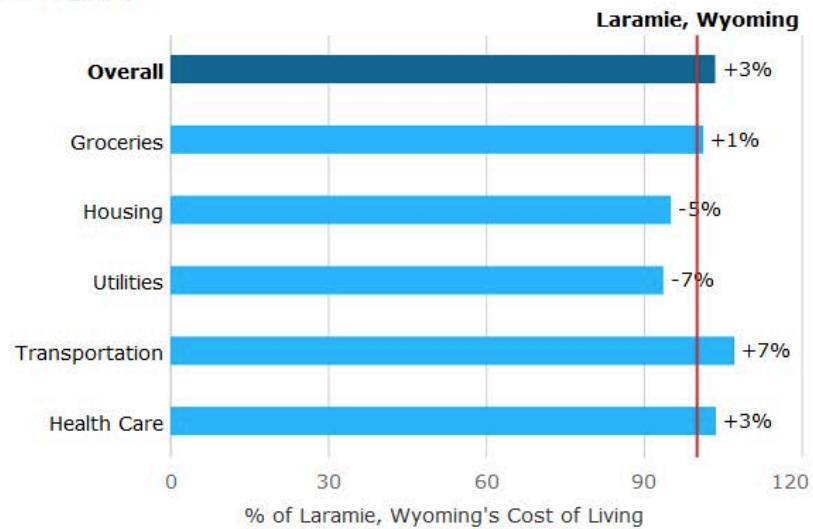


### Cost of Living in Kingston, Rhode Island by Expense Category

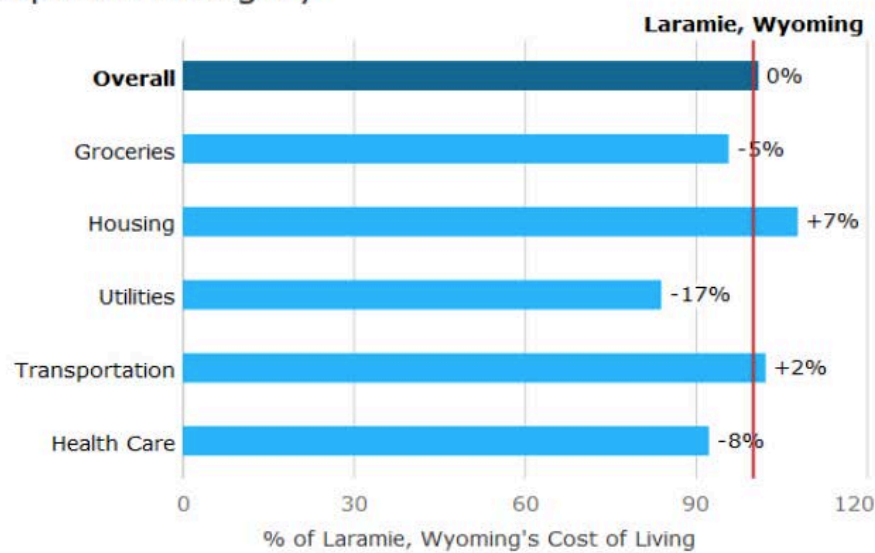


Attachment 7

### Cost of Living in Clemson, North Carolina by Expense Category

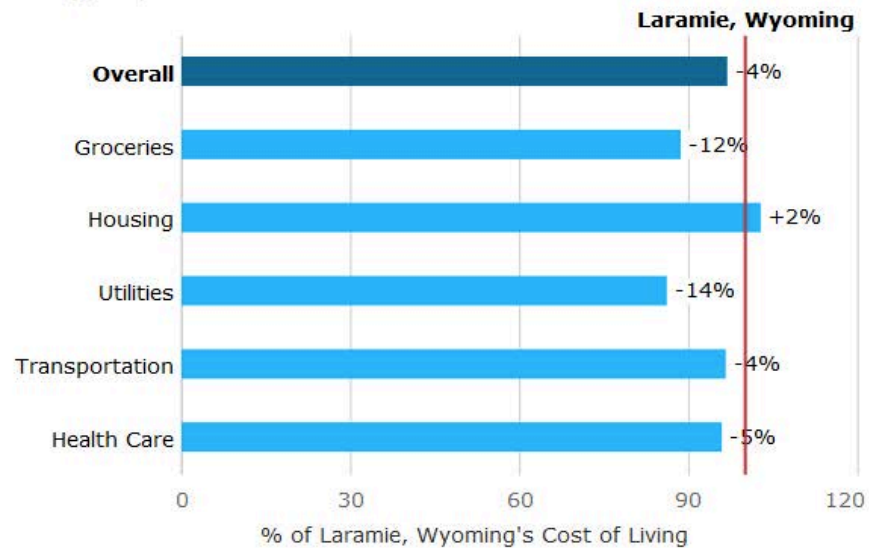


### Cost of Living in Morgantown, West Virginia by Expense Category

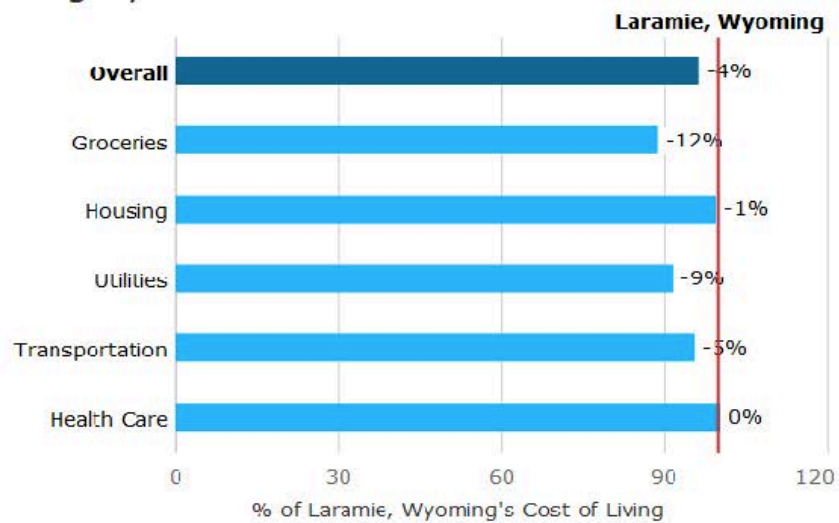


Attachment 7

### Cost of Living in Manhattan, Kansas by Expense Category

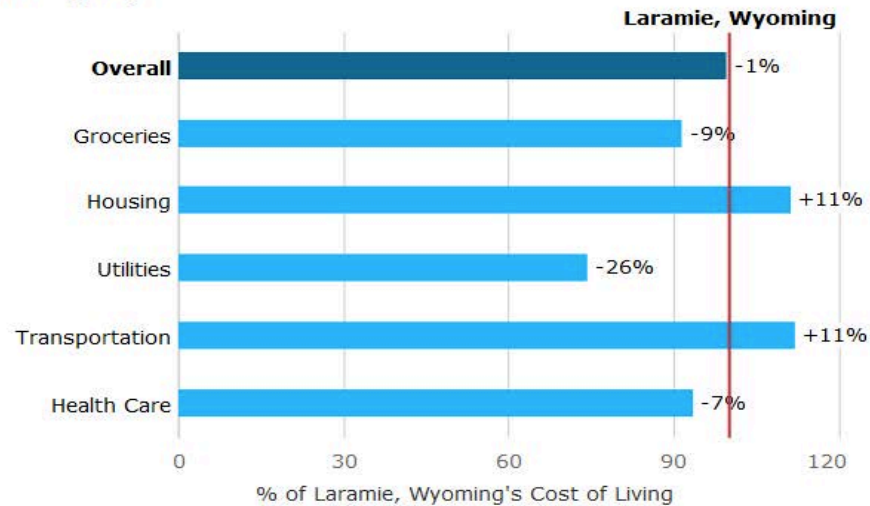


### Cost of Living in Lubbock, Texas by Expense Category

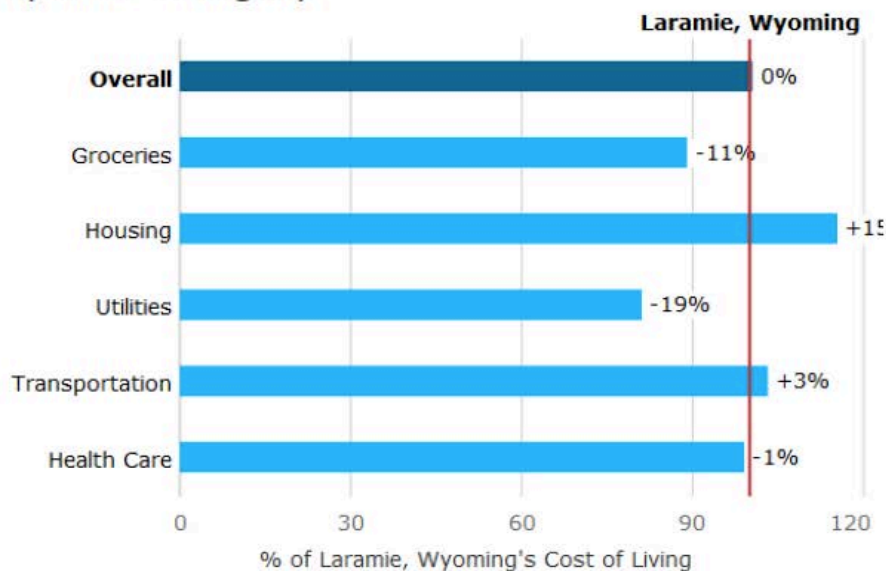


Attachment 7

### Cost of Living in Salt Lake City, Utah by Expense Category



### Cost of Living in Albuquerque, New Mexico by Expense Category



**AGENDA ITEM TITLE:**

**Discussion: Initial Discussion of the FY2019 Operating Budget Assumptions Being Proposed by the Administration, 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:**

The Administration is currently in the process of developing the University's FY2019 Operating Budget which is due to the full board of trustees (BOT) on Monday, April 16, 2018. The BOT Budget Committee is scheduled to hold budget hearings with the Leadership of the University's Divisions and Colleges on May 7-8, 2018, deliver an update on the FY19 budget to the full BOT on May 9/10, 2018, conduct follow-up hearings (if necessary) in late May through early June, and then when prepared, recommend to the full BOT a final FY19 Operating Budget for approval and adoption prior to the start of fiscal year 2019 on July 1, 2018.

Prior to submitting a proposed FY19 Operating Budget to the BOT on April 16, 2018, the Administration would like to engage the board in a discussion of some of the modeling assumptions and strategic approaches currently under consideration for possible incorporation into its submission.

The list below is illustrative of some of the topics/drivers suggested for discussion, but should in no way be considered comprehensive/exhaustive.

**Revenue Considerations:**

- Tuition Rates
- Enrollment Projections
- Program Fees
- Foundation Funds
- Approved biennium budget for FY19-20

**Expense Considerations:**

- Salary Policy and potential salary increase
- Faculty Hiring – Shift from Temporary/Part-Time Lecturers to Full-Time Positions
- Scholarships
- Professional Development
- Strategic Sourcing
- Strategic initiatives associated with the strategic plan

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

**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.”

A discussion will assist budget staff and others working on FY19 budgets to understand Trustee’s thoughts on topics such as these before the final budget is prepared and presented.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION**

N/A

**PRESIDENT’S RECOMMENDATION:**

N/A



**AGENDA ITEM TITLE: Discussion: Overview of Tenure and Promotion Process, Miller/Benham-Deal**

**CHECK THE APPROPRIATE BOX(ES):**

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

Specify: Committee of the Whole (Items for Approval)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

University Regulations 5-803 and 5-408 outline procedures for reappointment, tenure, and promotion of faculty and reappointment, extended term promotion for academic professionals.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board receives regular updates on reappointment, tenure and promotion every March. During the March meeting, the President recommends first-year reappointments for tenure-stream faculty and extended-term track academic professionals. Recommendations for other reappointments, tenure, extended term and promotion matters occur in the May Board meeting.

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

For information only.

**ACTION REQUIRED AT THIS BOARD MEETING:**

No action is required.

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

# Reappointment, Tenure & Promotion *An Overview*

Kate Miller

Tami Benham Deal



UW

UNIVERSITY OF WYOMING

# The End in Mind



## I. Academic Personnel

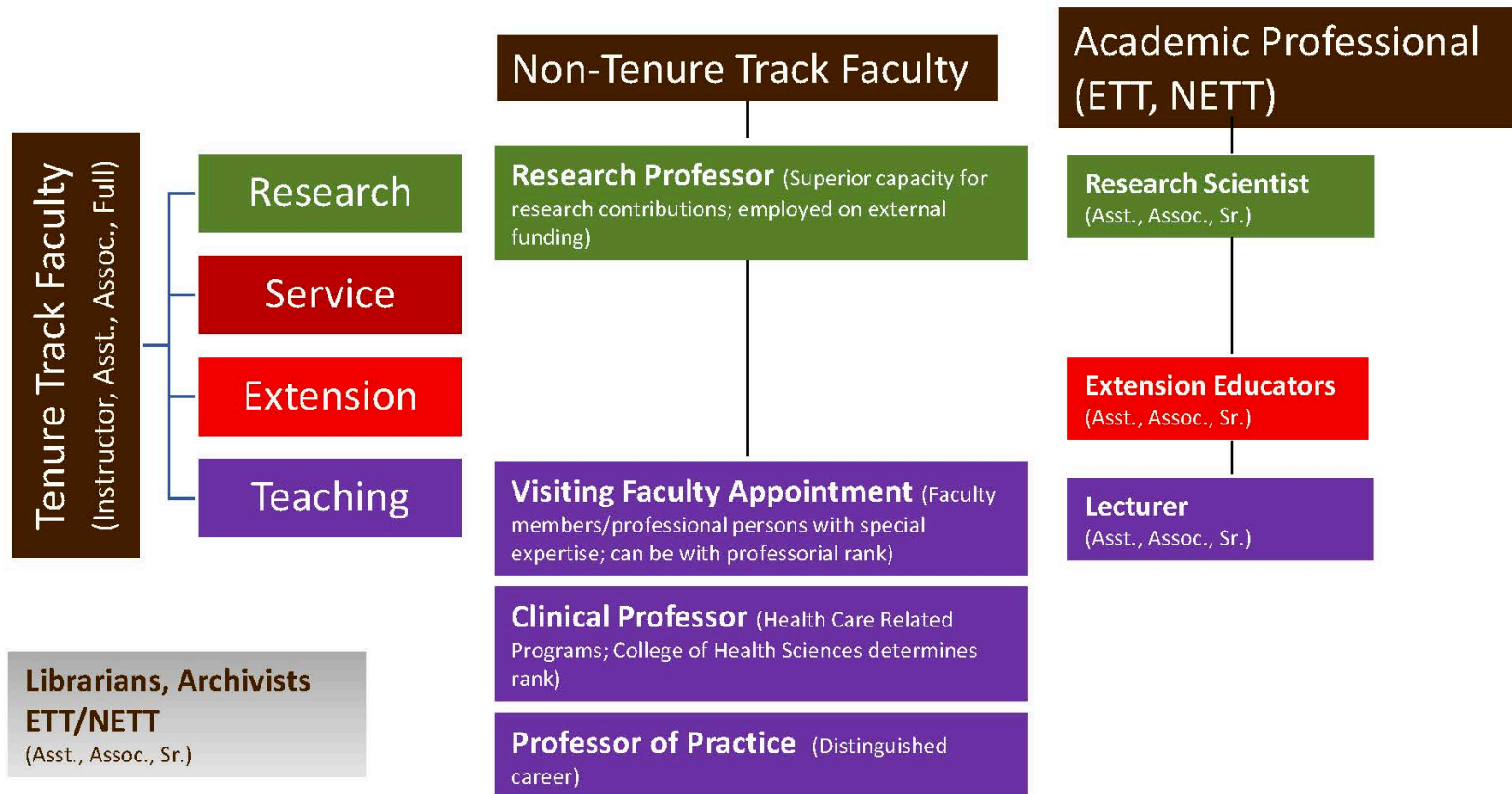
1. Designations
2. Hiring
  - The search
  - The job description

## III. Reappointment, Tenure and Promotion

1. What is Tenure?
2. Standards and Criteria
3. Faculty Career Path
4. Portfolios
5. Review Process

## IV. Post-Tenure Review

# Academic Personnel (UW 5-1.B.1)



## The Job Description

Tenure Track Faculty Job Duties	Sample Job Descriptions % of Effort	
<b>Teaching<sup>+</sup></b> (Preparation, direct/indirect instruction, direct UG/G learning & research, supervising clinical internships & programs, evaluating artistic presentations, etc.)	62.5%	12.5%
<b>Advising (and Mentoring)</b> (Time spent meeting with students regarding academic, curricular & career matters)	5%	2%
<b>Research and Creative Activity<sup>++</sup></b> (Creating/adding to knowledge in a field, including the advancement of new theories & principles; Expansion & interpretation of existing ideas, theories, & principles; Improvement & application of knowledge, especially in new settings; Sustained artistic endeavor in composition, production or performance)	27.5%	35%
<b>Service</b> (Serving on Faculty Senate and university, college & departmental committees; using academic & professional expertise to serve the profession, community, state, nation and world)	5%	3.3%
<b>Professional Service - Administration</b> (Major service assignments within a department or college, such as acting as a department/division/school head or associate dean)	NA	NA
<b>Cooperative Extension</b> (Identifying current needs, communicating research results, and applying expertise to support Extension Educators; providing leadership, research-based information & education to people of the state; developing interdisciplinary approaches and collaborations, etc.)	NA	43%

<sup>+</sup> Teaching is a fundamental responsibility of all faculty member. Adjustments to teaching responsibilities are made based on college's workload policy regarding type of courses taught and extent of responsibilities in other areas.

<sup>++</sup> Open dissemination and professional peer review are essential features of research productivity and creative activity.





Academic Professional Job Duties		Sample Job Descriptions % of Effort	
<b>Teaching<sup>+</sup></b> (Preparation, direct/indirect instruction, direct UG/G learning & research, supervising clinical internships & programs, evaluating artistic presentations, etc.)		87.5%	62.5%
<b>Advising (and Mentoring)</b> (Time spent meeting with students regarding academic, curricular & career matters)		NA	5%
<b>Research and Creative Activity<sup>++</sup></b> (Creating/adding to knowledge in a field, including the advancement of new theories & principles; Expansion & interpretation of existing ideas, theories, & principles; Improvement & application of knowledge, especially in new settings; Sustained artistic endeavor in composition, production or performance)		NA	NA
<b>Service</b> (Serving on Faculty Senate and university, college & departmental committees; using academic & professional expertise to serve the profession, community, state, nation and world – could be differentiated into administrative duties within college/department)		NA	5%
<b>Administration</b> (Major professional service assignments within a department or college, such as acting as a lab coordinator, director of a writing program, )		12.5%	15%
<b>Cooperative Extension and Outreach</b> (Identifying current needs, communicating research results, and applying expertise to support Extension Educators; providing leadership, research-based information & education to people of the state; developing interdisciplinary approaches and collaborations, etc.)		NA	NA
<b>Professional Development</b> (Lecturers are engaged in the teaching mission of the University and are expected to demonstrate continuing professional development that conforms to standards in academic field)		NA	12.5%

<sup>+</sup> Teaching is a fundamental responsibility of all faculty member. Adjustments to teaching responsibilities are made based on college's workload policy regarding type of courses taught and extent of responsibilities in other areas.

<sup>++</sup> Open dissemination and professional peer review are essential features of research productivity and creative activity.



# Reappointment, Tenure & Promotion

## Regulations and Guidelines

### American Association of University Professors (AAUP)

#### *Recommended Institutional Regulations on Academic Freedom and Tenure*

(<http://www.aaup.org/report/recommended-institutional-regulations-academic-freedom-and-tenure>)

### University Regulations (<http://www.uwyo.edu/generalcounsel/new-regulatory-structure/index.html>)

UW 5-1 *Academic Personnel*

UW 5-803 *Reappointment, Tenure & Promotion Procedures for Academic Personnel*

UW 5-408 *Guidelines for Establishing Academic Professionals*

UW 7-631 *Regulations of the University Libraries*

UW 7-490 *Regulations of the American Heritage Center*

### UW Pythian Papers on Academic Careers ([http://www.uwyo.edu/acadaffairs/faculty-resources/tenure\\_promotion.html](http://www.uwyo.edu/acadaffairs/faculty-resources/tenure_promotion.html))

*Best Practices for Making Tenure Decisions: Philosophy, Criteria, and Expectations*

*Best Practices for Promotion to Full Professor*

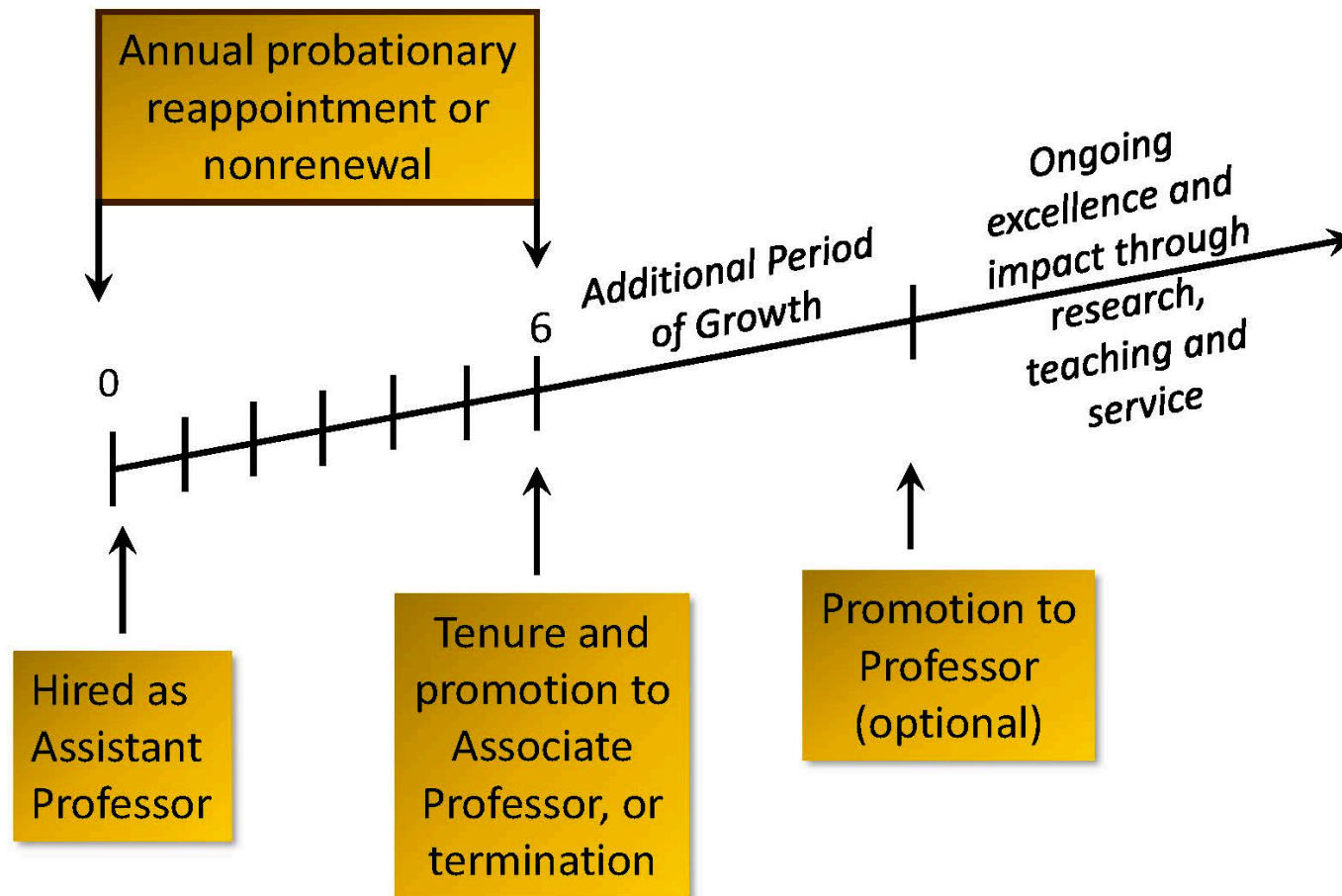
*Considering Collegiality and Service as Components of Academic Performance*

### UW College and Department Expectations for Reappointment, Tenure and Promotion





## Tenure Track Faculty Career Path<sup>+</sup>



<sup>+</sup> Similar Career Path for Academic Professionals on Extended Term Track (6-year probationary period, 6-year extended terms with review for next term in year 5, promotion in rank tied to productivity and not years of service)

## Tenure – What is it?

### Legal view

- **Tenure is an employment contract**
  - Has no specified end date
  - Can be ended only for specific reasons (e.g., cause, financial exigency)
- **Principles recognized in case law**
  - There is no guarantee of tenure.
  - The review takes many factors into account.
  - There are many levels of review and recommendation.
  - Only the governing board can confer tenure.

### Philosophical view

#### Tenure & Academic Freedom

“Academic freedom and tenure ... exist in order that society may have the benefit of honest judgment and independent criticism which otherwise might be withheld because of fear of offending a dominant social group or transient social attitude.”

Clark Byse and Louis Joughin, *Tenure in American Higher Education: Plans, Practices, and the Law* (Ithaca: Cornell University Press, 1959), p. 4.

## Standards and Criteria for Reappointment, Tenure and Promotion

### UW Regulation 5-1.D

“The main criteria for reappointment, tenure and promotion decisions are **creative development, advancement of knowledge, and dissemination of knowledge.**”

### Key Question

Does the candidate’s record reflect both the commitment and the promise to sustain a career-long record of effective teaching, scholarship at the forefronts of knowledge, and effective service?

In short, the land-grant mission

**Teaching  
Research  
Service**

**Strong teaching**, demonstrated *early* in career.

**Strong scholarship**, critical for faculty to remain effective as their disciplines evolve.

**Peer review** by nationally/internationally recognized experts, and by UW students and faculty.



## Portfolio (or “Packet”)

Cumulative record of previous years' evaluations at department, college and university levels included for reappointments, extended term, tenure & promotion

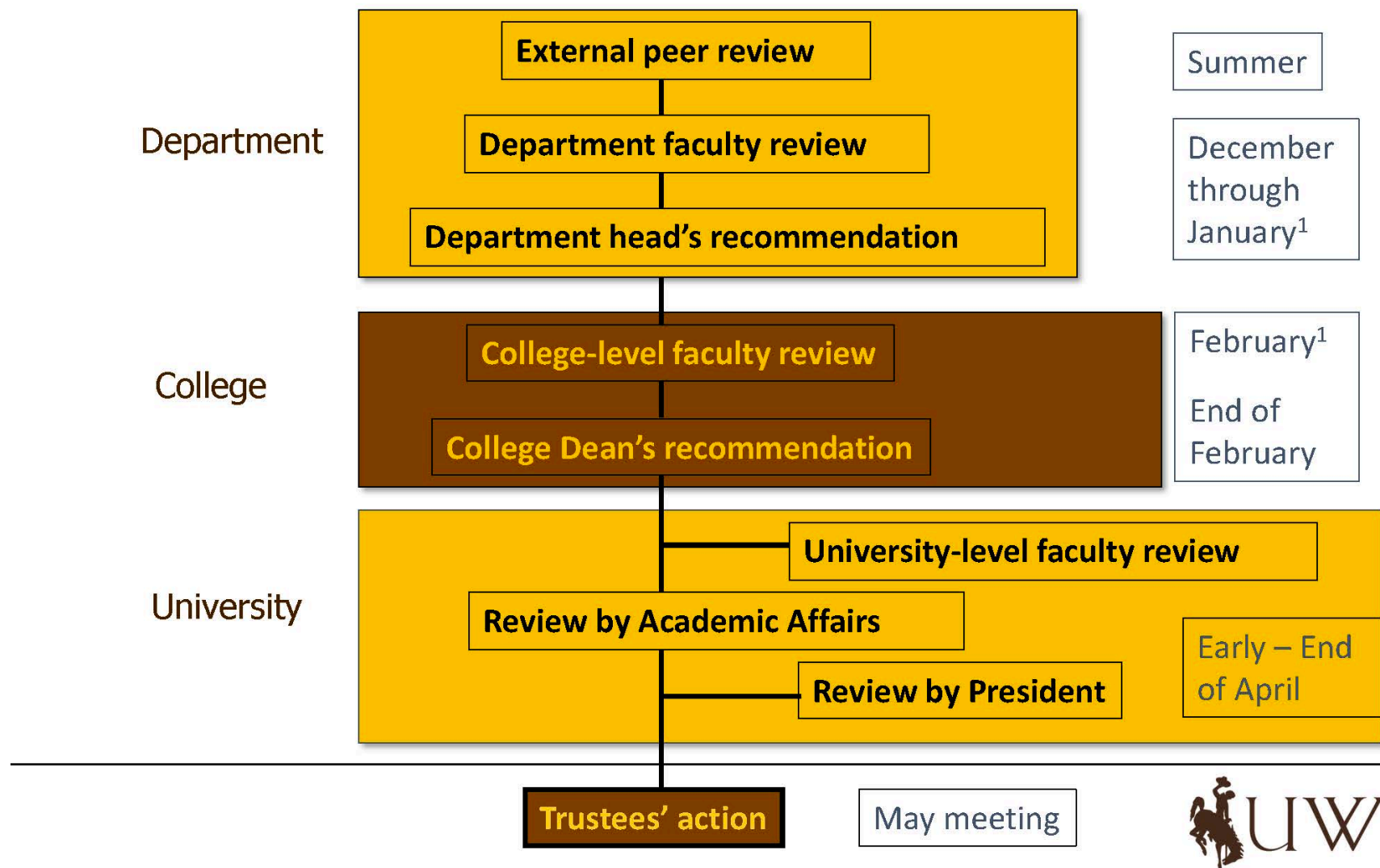
### Annual documentation of:

- **Teaching** effectiveness (student, peer, and administrative evaluations; self-reflection)
- Record of **Research/Scholarly Activity** (peer-reviewed publications, books, grants, creative work, plus external peer reviews for tenure decision)
- **Service** (UW committees, statewide service, professional organizations, extension/outreach)
- **Extension** (Tenure Stream Professors, Academic Professionals, including Extension Educators, in College of Agriculture and Natural Resources)





## Review Processes



## Trustees Action

- Only positive cases forwarded
- Cases presented as a slate
- Negative decisions in executive session
- March for first-year cases; May for all others

There is no tenure until the Trustees confer it.



## Post-Tenure Review UW 5-808

- All faculty members have regular performance evaluations.
- Results affect salary (when merit raises are available) and future promotions.
- There are corrective measures for cases when performance falls below expectations.
- When these measures fail, dismissal is possible.

### New in 2017

Standardizing annual evaluations and review/revision of job descriptions  
Shift timeline from AY (May) to CY (Dec) to support Fall Semester planning





**AGENDA ITEM TITLE: Report: Spring 15<sup>th</sup> Day Enrollment Report, Moore**

**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:**

Enrollment numbers as of the 15<sup>th</sup> day (census date) of the 2018 Spring semester.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Preliminary Spring 2018 enrollment was presented at the January 2018 board meeting.

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

To keep the Board up to date on enrollments on the official census date. Additional information regarding fall enrollments will be presented.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A



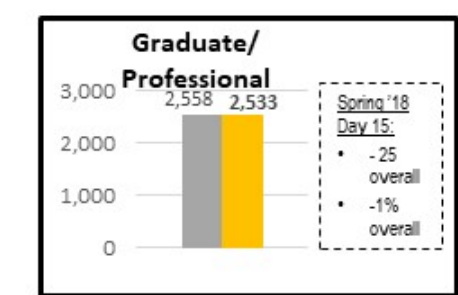
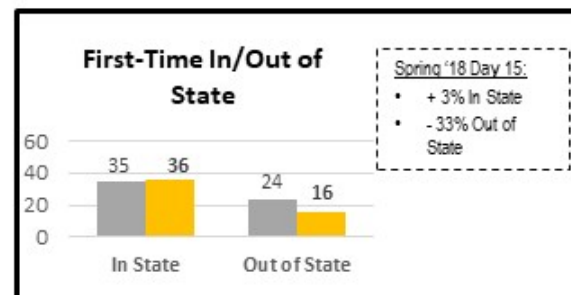
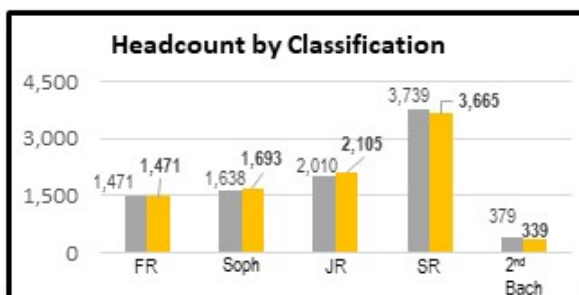
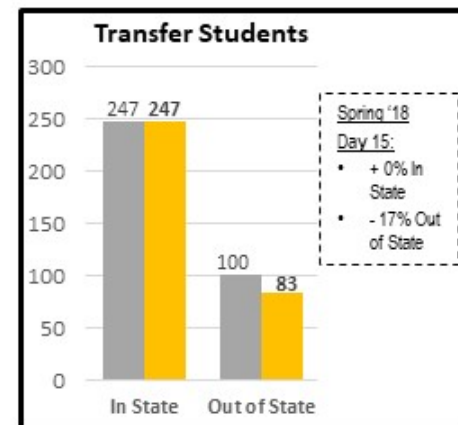
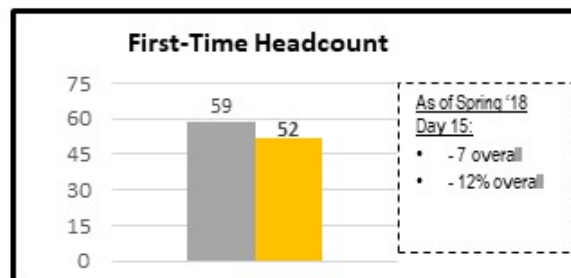
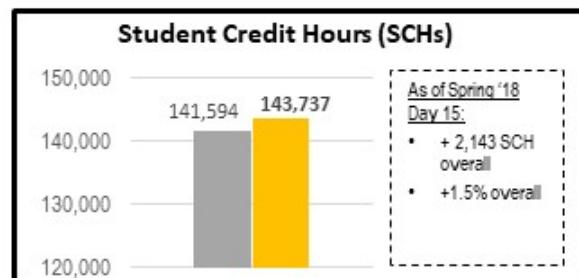
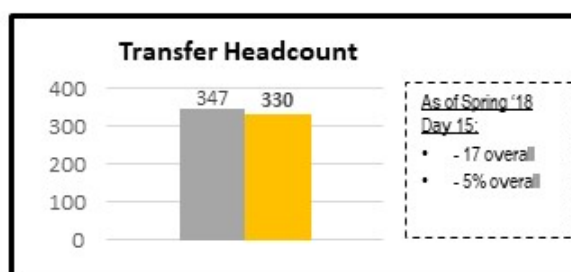
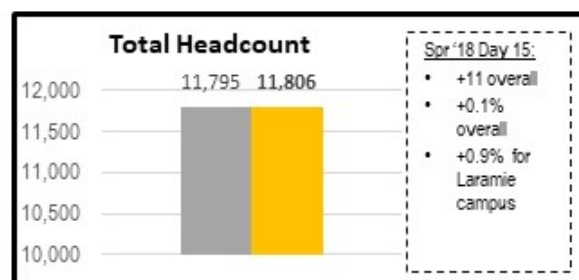
## Enrollment Update

BOT March 2018



## Spring 2018 Day 15 Enrollment

- The Spring 2018 enrollment numbers reflect figures from February 9<sup>th</sup>, 2018. The Spring 2017 enrollment comparisons reflect numbers from February 10<sup>th</sup>, 2017.





## Fall 2018 Enrollment Projections

Summary of Applications, Admits, & Denied  
February 23, 2018

Classification	Admit Status	Fall 2017 February 24	Fall 2018 February 23	+/- from 2017	Percent Change	Last Report	YOY Increase/ Decrease	Fall 2017 Total*
Freshmen	<b>Total</b>	<b>4054</b>	<b>5230</b>	<b>1176</b>	<b>29.01%</b>	<b>5175</b>	<b>55</b>	<b>4510</b>
	Incomplete Applications	314	578	264	84.08%	582	-4	289
	Admits	2923	3659	736	25.18%	3671	-12	2329
	Denied	80	144	64	80.00%	141	3	121
	Declined Offer		47	47	#DIV/0!	45	2	
	Withdrew App		12	12	#DIV/0!	11	1	
	Confirmed	737	790	53	7.19%	725	65	124
	Enrolled	0	0	0	#DIV/0!	0	0	1647
Transfer	<b>Total</b>	<b>899</b>	<b>1349</b>	<b>450</b>	<b>50.06%</b>	<b>1270</b>	<b>79</b>	<b>1684</b>
	Incomplete Applications	325	389	64	19.69%	408	-19	364
	Admits	395	665	270	68.35%	590	75	391
	Denied	14	9	-5	-35.71%	8	1	43
	Declined Offer		6	6	#DIV/0!	5	1	
	Withdrew App		15	15	#DIV/0!	15	0	
	Confirmed	165	265	100	60.61%	244	21	84
	Enrolled	0	0	0	#DIV/0!	0	0	802
Returning Students	<b>Total</b>	<b>48</b>	<b>74</b>	<b>26</b>	<b>54.17%</b>	<b>69</b>	<b>5</b>	<b>294</b>
	Incomplete Applications	12	31	19	158.33%	28	3	17
	Admits	36	38	2	5.56%	36	2	84
	Denied	0	0	0	#DIV/0!	0	0	3
	Declined Offer		0	0	#DIV/0!	0	0	0
	Withdrew App		2	2	#DIV/0!	2	0	0
	Confirmed	0	2	2	#DIV/0!	2	0	4
	Enrolled	0	1	1	#DIV/0!	1	0	186
Graduate Students	<b>Total</b>	<b>1480</b>	<b>1542</b>	<b>62</b>	<b>4.19%</b>	<b>1522</b>	<b>20</b>	<b>0</b>
	Incomplete Per GR Dept.	1393	1322	-71	-5.10%	1339	-17	0
	Incomplete Per ADM		61	61	#DIV/0!	47	14	
	Admits	87	59	-28	-32.18%	52	7	0
	Denied		60	60	#DIV/0!	48	12	
	Declined Offer		5	5	#DIV/0!	2	3	
	Withdrew App		35	35	#DIV/0!	34	1	
	Confirmed	Grad students do not confirm attendance						
	Enrolled	0	0	0	#DIV/0!	0	0	0

\*Fall 2017 total is from information gathered September 15, 2017.





## Fall 2018 Enrollment Projections

Summary of Applications, Admits, & Denied February 23, 2018								
Classification	Admit Status	Fall 2017 February 24	Fall 2018 February 23	+/- from 2017	Percent Change	Last Report	YOY Increase/ Decrease	Fall 2017 Total*
Freshmen	Total	4054	5230	1176	29.01%	5175	55	4510
	Incomplete Applications	314	578	264	84.08%	582	-4	289
	Admits	2923	3659	736	25.18%	3671	-12	2329
	Denied	80	144	64	80.00%	141	3	121
	Declined Offer		47	47	#DIV/0!	45	2	
	Withdrew App		12	12	#DIV/0!	11	1	
	Confirmed	737	790	53	7.19%	725	65	124
	Enrolled	0	0	0	#DIV/0!	0	0	1647
Transfer	Total	899	1349	450	50.06%	1270	79	1684
	Incomplete Applications	325	389	64	19.69%	408	-19	364
	Admits	395	665	270	68.35%	590	75	391
	Denied	14	9	-5	-35.71%	8	1	43
	Declined Offer		6	6	#DIV/0!	5	1	
	Withdrew App		15	15	#DIV/0!	15	0	
	Confirmed	165	265	100	60.61%	244	21	84
	Enrolled	0	0	0	#DIV/0!	0	0	802
Returning Students	Total	48	74	26	54.17%	69	5	294
	Incomplete Applications	12	31	19	158.33%	28	3	17
	Admits	36	38	2	5.56%	36	2	84
	Denied	0	0	0	#DIV/0!	0	0	3
	Declined Offer		0	0	#DIV/0!	0	0	0
	Withdrew App		2	2	#DIV/0!	2	0	0
	Confirmed	0	2	2	#DIV/0!	2	0	4
	Enrolled	0	1	1	#DIV/0!	1	0	186
Graduate Students	Total	1480	1542	62	4.19%	1522	20	0
	Incomplete Per GR Dept.	1393	1322	-71	-5.10%	1339	-17	0
	Incomplete Per ADM		61	61	#DIV/0!	47	14	
	Admits	87	59	-28	-32.18%	52	7	0
	Denied		60	60	#DIV/0!	48	12	
	Declined Offer		5	5	#DIV/0!	2	3	
	Withdrew App		35	35	#DIV/0!	34	1	
	Confirmed	Grad students do not confirm attendance						
	Enrolled	0	0	0	#DIV/0!	0	0	0

\*Fall 2017 total is from information gathered September 15, 2017.





## Fall 2018 Enrollment Projections

Freshmen projections

Classification	Admit Status	Fall 2017 February 24	Fall 2018 February 23	+/- from 2017	Percent Change
Freshmen	Total	4054	5230	1176	29.01%
	Incomplete Applications	314	578	264	84.08%
	Admits	2923	3659	736	25.18%
	Denied	80	144	64	80.00%
	Declined Offer		47	47	#DIV/0!
	Withdrew App		12	12	#DIV/0!
	Confirmed	737	790	53	7.19%
	Enrolled	0	0	0	#DIV/0!



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## Fall 2018 Enrollment Projections

Summary of Applications, Admits, & Denied  
February 23, 2018

Classification	Admit Status	Fall 2017 February 24	Fall 2018 February 23	+/- from 2017	Percent Change	Last Report	YOY Increase/ Decrease	Fall 2017 Total*
Freshmen	<b>Total</b>	<b>4054</b>	<b>5230</b>	<b>1176</b>	<b>29.01%</b>	<b>5175</b>	<b>55</b>	<b>4510</b>
	Incomplete Applications	314	578	264	84.08%	582	-4	289
	Admits	2923	3659	736	25.18%	3671	-12	2329
	Denied	80	144	64	80.00%	141	3	121
	Declined Offer		47	47	#DIV/0!	45	2	
	Withdrew App		12	12	#DIV/0!	11	1	
	Confirmed	737	790	53	7.19%	725	65	124
	Enrolled	0	0	0	#DIV/0!	0	0	1647
Transfer	<b>Total</b>	<b>899</b>	<b>1349</b>	<b>450</b>	<b>50.06%</b>	<b>1270</b>	<b>79</b>	<b>1684</b>
	Incomplete Applications	325	389	64	19.69%	408	-19	364
	Admits	395	665	270	68.35%	590	75	391
	Denied	14	9	-5	-35.71%	8	1	43
	Declined Offer		6	6	#DIV/0!	5	1	
	Withdrew App		15	15	#DIV/0!	15	0	
	Confirmed	165	265	100	60.61%	244	21	84
	Enrolled	0	0	0	#DIV/0!	0	0	802
Returning Students	<b>Total</b>	<b>48</b>	<b>74</b>	<b>26</b>	<b>54.17%</b>	<b>69</b>	<b>5</b>	<b>294</b>
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## Overall Enrollment

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All markets are trending +

- New students
  - First time = 17XX
  - Transfers = 11XX
- Returning students (continuing)
- Graduate Students
- Bottom Line – it's a GREAT year to be a cowboy!



**AGENDA ITEM TITLE: Community College Update, Mary 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:**

At the request of the trustees, Director of Transfer Relations Aguayo will share the latest progress on the Transfer 2+2 Degree Plan Scorecard. Aguayo will also update the Board of Trustees on the establishment of the Transfer Success Center; progress towards improving the transferability of credits between the community colleges and UW; and various initiatives underway to improve the recruitment, onboarding, and success of the transfer population.

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

Since 2015, the University has been developing articulation agreements with Wyoming's community colleges. This information is shared so members are aware of ongoing progress and the University's continuing commitment to collaborating with Wyoming's community colleges for the benefit of our transfer students.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None at this time.

**PROPOSED MOTION:**

None at this time.

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE:**

**Update on Academic Management Recommendations from Capacity Study, Miller/Moore**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Huron recommended the following overarching priority improvements to academic management.

- 1) *Increase adherence to the block schedule, limiting ability for faculty members and departments to schedule courses that conflict with the pre-determined schedule times.* Work has begun on this topic and is addressed in detail below.
- 2) *Reorganize and optimize the registrar function, including bringing in central scheduling to the registrar.* Logistical conversations regarding the formalized integration of Central Scheduling are underway. To date, the collaboration between Registrar and Central Scheduling have been realized and operating under an "in-practice" model.
- 3) *Identify opportunities to grow the inventory of centrally pooled classrooms to assist in scheduling optimization.* 4 key rooms have been identified as "top-priority" considerations for reclassification. Negotiations have come underway to identify Classroom Upgrade Funds to convert these spaces into the broader management of space through Central Scheduling.
- 4) *Reevaluate historical section size caps to ensure that course caps accurately reflect pedagogical course maximums and better align with instructional preferences.* The Course Management Strikeforce has been assembled and will be reviewing the proposed schedule for 2018/2019 and identify instructional misalignment.
- 5) *Create better policies and practices to monitor faculty load and deployment strategies.* Current policies are under review
- 6) *Continuously monitor programs / courses with low enrollment, ensuring mission fit and alignment with the university.* Academic Affairs maintains this effort and will continue.

Block Schedule adherence has been a focus of efforts surrounding fall 2018 schedule development. Initial success is noted by way of a 30% reduction in non-standard course offerings (reduction in unique course start times from ~617 to 430) with greater scrutiny in what is allowed. This initial process and method of reduction will continue as additional terms are scheduled. By way of addressing these recommendations in a more broad sense, the Provost developed and distributed a Standard Administrative Policy and Procedure (SAPP) for Course Scheduling and Classroom Use to all deans in late January effective immediately. The SAPP emphasizes student-centered and cross-university scheduling policies. This established the guiding principles for UW course development.

Analysis of the proposed Fall 2018 schedule is underway and this work represents an ongoing effort that will carry over into future semesters. The SAPP includes immediate goals and a directive to departments to diversify the timing of class offerings; this should lead to better *seat utilization*. The administration has been working hard to identify non-standard course start and end times. Some classes that might create scheduling issues for students have already been rescheduled. The

administration has additionally engaged diverse stakeholders in discussion about the criteria for granting individual course exceptions to standard *classroom utilization* practices.

There are several groups tackling the topic of *student analytics and reporting*. The creation of a Data Governance team, slated for 2018, should propel the university toward consistency and efficiency in data reporting.

*System adoption* and *advising support* are two ongoing areas of change that predate the findings of the capacity study. The university has worked and continues to work with Huron and others to improve Banner (the student information system) functionality. Additionally, the Registrar and UW IT have made recent strides in improving the functionality of DegreeWorks (academic advising, transfer articulation, and degree audit software). Lastly, a working group of faculty and staff have been examining ways to improve Canvas (WyoCourses) functionality and student interaction. The Advising Redesign Action Group is forging ahead with ideas and actions regarding the creation of a UW Advising Council to oversee policy and the creation of a working group to put assessment recommendations in place prior to new advising hires. These groups in coordination with other relevant units are working to identify and address advising bottlenecks.

Lastly, in another set of recommendations, Huron suggested the UW website include clear, easily accessible information on the cost of attendance. This has been addressed by developing identifiable and navigational mechanisms across the enrollment websites. Cost pages have been re-worked to provide “Cost at a glance” figures for each market segment.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Huron presented the findings of its capacity study at the January 2018 board meeting.

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

To update the Board regarding steps being taken to address the recommendations put forth by Huron.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION**

N/A

**PRESIDENT’S RECOMMENDATION:**

N/A



## Standard Administrative Policy and Procedure

**Subject: Course Scheduling and Classroom Use**

### **I. GUIDING PRINCIPLES**

The University of Wyoming believes in the following fundamental principles regarding course scheduling. Successful course development will be measured against these principles, supported by best practices and informed by data.

Principle 1: Course scheduling will be student-centered: Student success and student needs are paramount

Principle 2: No silos: Cross-university integration and collaboration of course delivery with an adherence to the standard block schedule

Principle 3: Multi-term planning: Course schedules are developed by academic year (including Summer/I terms) and when possible for multiple academic years

Principle 4: Using resources wisely: Maximization of classroom and schedule utilization

### **II. OBJECTIVE**

Standardization of course scheduling and classroom utilization for purposes of student success and timely progression towards degree.

### **III. POLICY**

To allow for greater utilization of classes by students, academic departments will offer classes using a 15-50-15-20% model, meaning that at least 15% of the classes will be scheduled prior to 10 a.m.; at least 15% will be scheduled after 2 p.m., at least 20% will be offered by online delivery; and no more than 50% of the classes will be scheduled between 10 a.m. and 2 p.m.. [For academic departments in which online delivery is not appropriate, a 25-50-25% model will be used, with 25% of classes being scheduled before 10 a.m. and another 25% scheduled after 2 p.m. Justification for this provision must be approved by the college dean and Provost.] For Spring and Fall semesters, laboratory sections and studio courses are exempt but whenever possible, should begin and end following the standard meeting times. Courses meeting four days per week must meet in 50-minute blocks, following the pattern of MWF courses.

To best utilize classroom space, alleviate scheduling conflicts for students, and avoid conflicts in the Final Examination Schedule, the following Standard Meeting Times will be followed:

**Spring and Fall**

**Monday, Wednesday, and Friday Meeting Times**

08:00 a.m. -08:50 a.m.  
09:00 a.m. -09:50 a.m.  
10:00 a.m. -10:50 a.m.  
11:00 a.m. -11:50 a.m.  
12:00 p.m. -12:50 p.m.  
01:10 p.m. -02:00 p.m.  
02:10 p.m. -03:00 p.m.  
03:10 p.m. -04:00 p.m.

**Spring and Fall**

**Tuesday and Thursday Meeting Times**

08:10 a.m. -09:25 a.m.  
09:35 a.m. -10:50 a.m.  
11:00 a.m. -12:15 p.m.  
01:20 p.m. -02:35 p.m.  
02:45 p.m. -04:00 p.m.

Classes meeting outside these standard meeting patterns must begin on or after 3:10 p.m. on Mondays, Wednesdays, and Fridays or 4:10 p.m. on Tuesdays and Thursdays.

For Spring and Fall semesters, laboratory sections are exempt but whenever possible, should begin and end following the standard meeting times. Courses meeting four days per week must meet in 50-minute blocks, following the pattern of MWF courses.

**Summer**

All class periods will start/end according to the schedule below. Please note: these start/end times are based on a 3-credit course model and end times may need to be adjusted for courses that are 1-2 credit hours, or 4 or more credit hours but should not negatively impact enrollment in standard course offerings.

**Start times:**

\*07:45 a.m. -9:00am  
\*09:10 a.m. -10:25am  
10:35 a.m. -11:50am  
12:10 p.m. (lectures end at 1:25pm, 110 minute labs end at 2:00pm)  
\*01:35 p.m. -2:50pm  
02:10 p.m. (reserved for labs only, 110 minute labs end at 4:00pm, 170 minute labs end at 5:00pm)  
\*03:00 p.m. -4:15pm  
04:25 p.m. -5:40pm  
\*IMPORTANT: In order to minimize scheduling overlap, three- and four- week courses can only be offered at 7:45 am, 9:10 am, 1:35 pm, or 3:00 pm.

Specific start times for Labs have been established as 12:10 p.m. or 2:10 p.m. only...please utilize these start times for any lab course.

Requests for specific classroom assignments and room technology capabilities may be made and will be accommodated whenever possible. If an assignment cannot be made, the Registrar will make the final determination.

Requests for start/end times other than within the standard meeting times will need to be approved by department head, college dean, and Registrar. If a consensus is not reached, the Registrar will make the final determination.

#### IV. PROCESSES

- The Office of the Registrar will communicate with academic departments to correct errors in start/end times of lectures to align classes to standard meeting times, reducing number of non-standard numbers.
- The Office of the Registrar will review all lab/discussion times to ensure accurate meeting lengths and indicate where corrections are to be made.
- When situations arise in which an academic department desires to offer classes with non-standard times, the academic department will present rationale to college dean. If college dean approves, the request will be routed to the Office of the Registrar. The Registrar will retain full discretion to direct an academic department to adjust meeting times and/or meeting dates.
- At recommendation of either a standing or *ad hoc* committee convened by Provost regarding necessity of offering classes on different days or different meeting times, the academic department will adjust accordingly. The Registrar will retain full discretion to direct an academic department to adjust as needed.

**Responsible Division/Unit: Academic Affairs**

**Approved: 1-9-18**

**AGENDA ITEM TITLE: Information: Marketing and Branding Campaign, Baldwin**

**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:**

Goal 4 of the university's strategic plan, "Breaking Through: 2017-2022," includes a section titled "Strengthen Marketing Effectiveness." Specifically, it calls for development of a "comprehensive branding, public relations and marketing campaign" that will help "effectively communicate UW's opportunities to prospective students, regional partners and national and global markets."

In response to that directive, UW Institutional Marketing and Communications issued a Request for Proposals late last semester to engage the services of an integrated marketing communications firm to assist with defining, developing and executing a branding and marketing plan. The umbrella marketing and advertising campaign will assist in growing enrollment and driving results while building brand advocates and cementing the UW brand both externally and internally.

Following presentations by two finalist firms on the UW campus in early January, the firm of Victors & Spoils of Boulder, Colo., was selected by a committee including representatives of Institutional Marketing and Communications, the Office of Academic Affairs, the UW Foundation and the UW Alumni Association. With funding from the Office of the President and Institutional Marketing and Communications, a contract has been negotiated by the university and Victors & Spoils to develop a brand campaign that differentiates UW from other universities, raises the profile of and excitement around UW for internal and external audiences, spans cross-UW initiatives and teams, and ultimately drives increased year-on-year enrollment.

Representatives of Victors & Spoils and Institutional Marketing and Communications will update the Board of Trustees on the scope and timeline of the campaign and its development; provide a glimpse of the campaign theme; and describe how the various units of the university will be engaged in the development and rollout of the campaign.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The contract with Victors & Spoils for \$1,467,500 goes to the board for its consideration during the March 21-23 meeting.

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

In addition to the need for board approval because the contract exceeds \$1 million, the President wishes to inform the Board of Trustees of this important initiative that will involve a broad cross-section of the university and its supporters.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the contract is listed separately on the board's agenda.



**PROPOSED MOTION**

None.

**PRESIDENT'S RECOMMENDATION:**

None.

**AGENDA ITEM TITLE:**

**Establishment of Institute of Innovation and Entrepreneurship**, Nichols/Synakowski/Pishko

**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:**

An update on progress for an Institute of Innovation and Entrepreneurship (IIE) will be provided to the Board with a request to approve the Institute.

Since presenting the prospectus for the Institute of Innovation and Entrepreneurship (IIE) to the Board of Trustees at the November meeting, planning has continued and several key steps have been taken to prepare for the Institute's launch. New faculty lines in entrepreneurship have been opened through a cluster hire approved by the Provost and recruitment is underway. Efforts to stand up elements of the Institute such as the Business Creation Factory have advanced. And, the Office of Research and Economic Development has begun strengthening the university's technology transfer staffing. President Nichols committed start-up funds from the President's Strategic Initiative Fund to support the initial steps to launch the IIE in FY18. We will be proposing an FY19 budget and finding a physical location for an office on campus over the summer months.

President Nichols, Vice President Synakowski, Dean Pishko, and Interim Dean Chicoine have also held meetings with a wide range of external and internal stakeholders to present plans for the Institute and collect feedback. Externally, presentations were made to Governor Matt Mead, the ENDOW Executive Committee, the Wyoming Business Council, the Wyoming Economic Development Association, and participants of the Wyoming Agriculture Diversification Summit. Internally, discussions have been held with the University of Wyoming Executive Team, Faculty Senate, Foundation Board, Deans and Directors, and stakeholders in the College of Business and College of Engineering and Applied Sciences. Feedback received from external and internal stakeholders to date has been positive and suggestions have been integrated into the plan.

The Institute of Innovation and Entrepreneurship will be a university-wide and multi-faceted entity that will provide an organization, governance structure, and leadership to focus the University's efforts to foster greater entrepreneurship among students, faculty, and staff. If done well, the result will be enhanced economic development and diversification in Wyoming. The Institution will be tightly connected to the state's ENDOW initiative by drawing upon key strengths of the University and developing additional capacity for UW to serve as a powerful and systematic economic engine for the state.

The IIE will also facilitate the realization of several key efforts and outcomes that emerge from the University's *Breaking Through* Strategic Plan. These include the development of a more robust entrepreneurial ecosystem, experiential learning opportunities for students, enhanced public-private partnerships, excellence in research, best-of-class technology transfer and commercialization, more royalty-generating licenses to existing and start-up companies, faculty

research-derived new technologies and innovations, and more university-based start-up companies.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees received a report on plans to launch the Institute of Innovation and Entrepreneurship at the November 2017 meeting. At that time, Trustees were informed the topic of the Institute would be brought back for consideration and approval once input could be collected from appropriate stakeholders and plans could be prepared for implementation.

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

Approval is needed so we might launch the IIE, convene the governance structure, and make appropriate appointments.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board authorization of the establishment of the Institute of Innovation and Entrepreneurship.

**PROPOSED MOTION**

"I move to approve the establishment of an Institute of Innovation and Entrepreneurship, as presented to the Board."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**A PROSPECTUS**  
**Institute of Innovation and Entrepreneurship**  
**University of Wyoming**

**A Key to Breaking Through**

**The Opportunity**

Since its founding in 1887, the University of Wyoming, the state's land-grant and flagship research and teaching university, has fulfilled a unique mission of creating a more prosperous future for Wyoming, its people, its communities and its business and industry. Indeed, this unique mission is even more critical in today's global, competitive, knowledge-based economy than ever before.

Research universities repeatedly have been shown to be key engines that propel the knowledge economy. In an integrated, systematic fashion, universities: 1) create tomorrow's highly educated, skilled human capital; 2) through basic discovery and applied/applications research, create new know-how, new technologies and innovations to solve complex problems; and 3) through innovation and entrepreneurship, simultaneously combine human capital development with the creation of new know-how and new technologies to drive new economic opportunities, new businesses and industries, new careers, more high-paying jobs, and more wealth-yielding, robust, above-trend economic growth and greater economic diversification. Thus, the University of Wyoming, as a research and teaching land-grant university, is the most valued asset to build a better tomorrow in Wyoming, the region and the world.

The major components for successful innovation and science- and technology-based economic growth and diversification are uniquely within the domain of research universities. Thus, the University of Wyoming should provide:

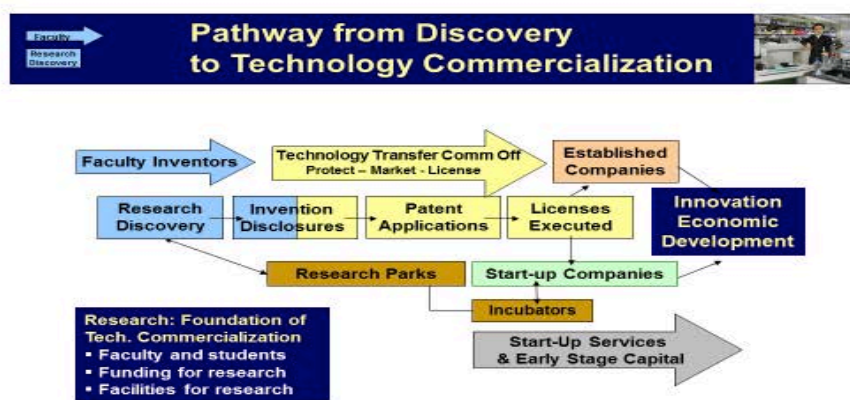
1. A large, high-quality research base performing world-class science and technology development
2. Fields of research matched with the needs and opportunities of the regional economy
3. An effective environment for high-performing technology transfer and commercialization
4. A continuous flow of highly skilled, talented people with innovative curiosity and an understanding of entrepreneurship
5. An interesting, vibrant community

**Breaking Through**

The University of Wyoming's Strategic Plan, *Breaking Through*, aggressively embraces the responsibility and the unique mission to create a more prosperous future and build a better tomorrow for Wyoming. The plan specifically calls for the creation of a center for entrepreneurship; a more robust entrepreneurial ecosystem; enhanced public-private partnerships; excellence in research; best-of-class technology transfer and commercialization; more royalty-generating licenses to existing and start-up companies; new technologies and innovations derived from faculty research; and more university-based start-up companies.

Figure 1 illustrates the technology transfer and commercialization (TT&C) pathway for research-derived, university-owned faculty inventions that culminate in commercial license to established or start-up companies yielding new economic activities. The TT&C function is within the Office of the Vice President for Research and Economic Development. A start-up company that successfully licenses a university-owned, faculty-invented, patented technology may be in an incubator, which may be located in a university-affiliated research park, and may benefit from commercially provided start-up services and seed capital, as generically presented in the illustration.

FIGURE 1



#### The Institute of Innovation and Entrepreneurship

The Institute of Innovation and Entrepreneurship (IIE) and its respective elements will systematically fulfill the unique mission and responsibility of the university to be a robust economic engine that can build a better tomorrow. The IIE specifically addresses the actions called out in the *Breaking Through* Strategic Plan for the university to be transformed into a more engaged, systematic driver of economic growth and diversification. The IIE draws on the strengths of the university and includes proposed new elements that collectively enable ongoing, accountable and high performance as an engine for economic development and diversification (see Figure 2).

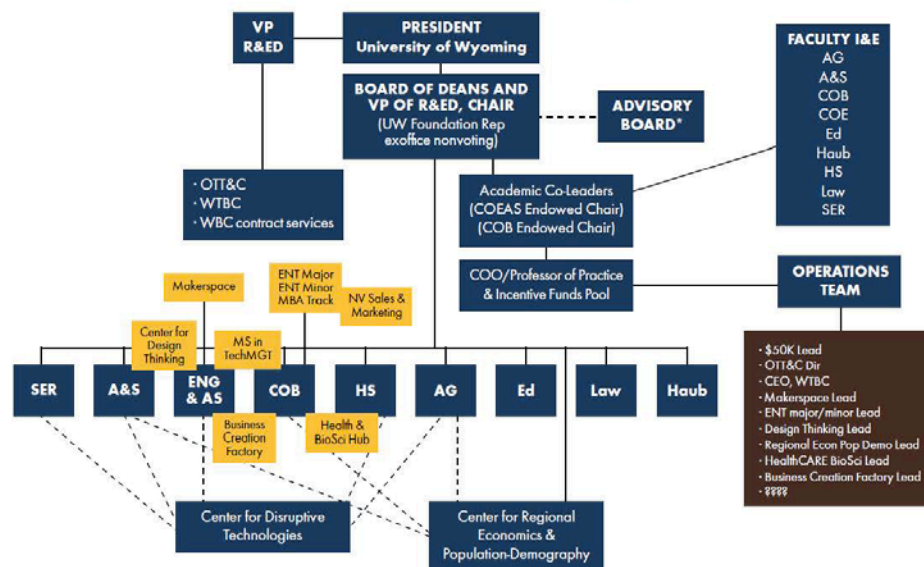
As a university-wide entity, the IIE creates an organization, with governance and leadership, to integrate and embed innovation (the “what”; i.e., innovations are fresh ideas that have the promise of creating value) with entrepreneurship (the “how”; i.e., a purposeful, proven process for analyzing, evaluating and developing the promise) to promote human capital development in an experiential, entrepreneurial environment. The IIE will support inventors, innovators and entrepreneurs — including students, faculty, staff, those outside the university and existing businesses — along the entire pathway from idea to successful commercialization. The purposeful support extends along the entire innovation and commercialization pipeline, from idea, to value proposition validation, to market testing, to customer

identification and development, to management team development, and to new venture organization able to attract early-stage private capital investment.

FIGURE 2

## INSTITUTE OF INNOVATION AND ENTREPRENEURSHIP

[Governance, Structure & Leadership]



\*Advisory Board = 1 from each college's AB plus two at large members appointed by the president

The IIE is not the domain of any one college, but draws on the strengths of all colleges. It is governed by a board composed of the academic deans and the vice president for research and economic development. It benefits from the academic leadership of the Rile Endowed Chair in Entrepreneurship and Innovation Leadership in the College of Business and the to-be-developed named Endowed Chair in Innovation and Entrepreneurship in Engineering in the College of Engineering and Applied Science. Day-to-day leadership is provided by a chief operating officer (COO), a professor of practice with extensive entrepreneurial experience. The Strategic Initiatives Cluster Hire in Entrepreneurship provides base funding for the academic co-leaders and for the COO/professor of practice.

The IIE will support the creation of human capital, new entrepreneurs, inventors and technology managers of the future throughout the university. This is accomplished through both traditional, formal academic courses yielding majors, minors and certificates, and informal training activities on and off campus — i.e., workshops, seminars, conferences and so forth. All will have significant embedded experiential learning practices. Academic programs include an entrepreneurship (ENT) major, an ENT minor accessible to all majors, and an ENT track in the MBA (proposed) in the College of Business, and a

technology management professional master's degree (proposed as a joint degree between the College of Engineering and Applied Science and the College of Business). The idea is to facilitate entrepreneurial activities across disciplines. Most important will be the embedding and integrating, in a systematic, faculty-led manner, of principles of entrepreneurship in courses offered by departments across the university, similar to the way writing is infused throughout the curriculum.

Students will be heavily engaged in experiential learning through internships, practicums, class projects and other activities, leveraging opportunities with corporate partners, start-up companies, incubators, the Office of Technology Transfer and Commercialization (OTT&C) and so forth. Entrepreneurs-in-residence (EIR) also will be present to mentor students and faculty. A new EIR position is funded by the Strategic Initiatives Cluster Hire in Entrepreneurship.

A key to success of the IIE will be the development of the faculty of the IIE by drawing on interested faculty talent from across the university. The creation of the faculty of the IIE will be the responsibility of the board, the academic co-leaders and the COO. Faculty who are admitted to the IIE will be privileged to integrate innovation and entrepreneurship into their faculty responsibilities within their disciplines and their departmental responsibilities. The responsibility of the faculty of the IIE will be, among other things: to give leadership to embedding entrepreneurship principles across the curriculum; to bring the principles and best practices of shared governance to the operations of the IIE; and to work with the board, the COO/professor of practice and the academic co-leaders to assure strategic high-performance and accountability in the unique mission and responsibilities of IIE for the university, including guidance on the use of the Incentive Funds in Entrepreneurship.

#### **IIE Elements**

Existing, emerging and new elements of the IIE will empower the university's innovation and entrepreneurship capabilities as a more engaged, systematic driver of economic growth and diversification. The elements that exist or are under development are:

- A Business Creation Factory, the development of which is being undertaken by the College of Business and the College of Engineering and Applied Science. It will involve business leaders and faculty, creating a process to evaluate and guide an idea from the early stages to the launch of a new company.
- A Makerspace managed by Engineering that is currently located in Coe Library, with another new space designed as part of the new Engineering Education and Research Building.
- A Health Bioscience Innovation Hub being developed by the School of Pharmacy.
- New Ventures Sales and Marketing, under development within the Department of Management and Marketing's Mendicino Sales Center.
- An Incentive Fund for Entrepreneurship available for strategic use to advance the purpose of the IIE.

Elements that are recommended for further planning and consideration are:

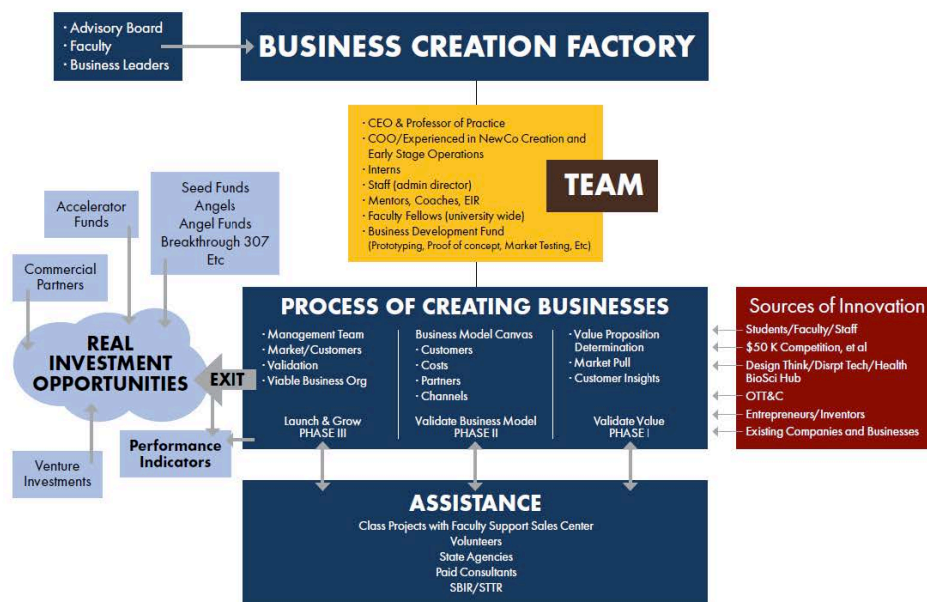
- A Center for Design Thinking – an intersection of design, science, engineering and business savvy.
- A Center for Disruptive Technologies – creating new markets and challenging existing industries.
- A Center for Regional Economics and Population Demographics – an economic modeling and forecasting enterprise.



A brief statement on the three elements recommended for planning follows the overview of the Business Creation Factory, the unique joint venture between the College of Business and College of Engineering and Applied Science and a key element of the IIE that is critical for its success.

**Business Creation Factory.** A key, unique feature of the IIE is the Business Creation Factory (BCF). The BCF is a disciplined, systematic approach to bridging the “valley of death” for those innovations that prove up to be worthy, show potential strength to get to market, foster purposeful, creative destruction and succeed. The BCF is led by a professor of practice/CEO with support from a COO. It uses faculty fellows, student interns, the resources of class projects and outside coaches and mentors to assess innovations and their potential, moving projects admitted to the factory through a three-stage process of new venture creation, as illustrated in Figure 3 below.

FIGURE 3



The BCF vets innovations in a phased process that includes value proposition validation and market pull with customer insights in Phase I; the application in Phase II of the Business Model Canvas/Lean Startup Methods; and then in Phase III, launch. Performance milestones must be met before moving to the next phase. In this phased process, the concept is de-risked and increases the likelihood of creating start-up companies that can attract private, early-stage/seed capital and are high-quality real investment opportunities that show strong promise of growing into successful enterprises upon exit from the BCF. Again, the process is systematic and analytical, and it uses market forces and discipline, under a team

approach, to evaluate and validate the promise, the viability and the feasibility of a new venture's success, based on market intelligence and the disruptive ability of the innovation.

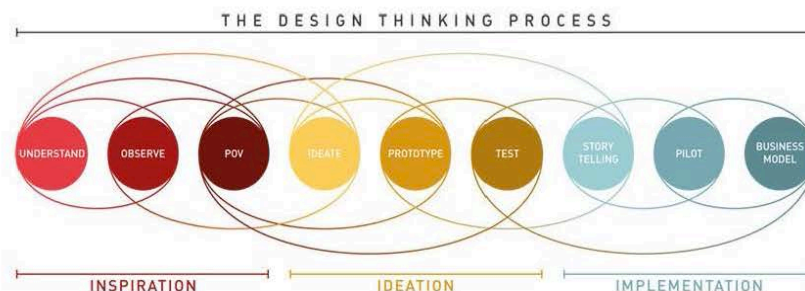
The BCF is fed by sources of innovation. These include not only the traditional faculty invention process through the OTT&C, students and faculty through business plan competitions, but also from outside entrepreneurs, existing businesses (intrapreneurship), and new centers of innovation on campus (Design Thinking, Disruptive Technologies, the Bioscience Hub).

The BCF business model can be readied to operate in the spring semester of 2018 and has the potential to be replicated in communities across Wyoming. Appropriate space must be identified and readied. Launch funding must be acquired. Important for the BCF's success will be recruiting and training the first class of faculty fellows, expected to be a class of three; determining project evaluation criteria; engaging class project resources; onboarding and training interns; and developing a mentors and coaches network. The business development fund must be resourced.

Once operational, the BCF will be a living laboratory supporting research on the process of business creation and the efficient, effective commercialization of innovations as an economic development and diversification strategy.

Center for Design Thinking. A place for the creative intersection of art and design disciplines, science and engineering and business/market savvy fostered by the BCF, design thinking (see Figure 4) is a methodology that provides a solution-based approach to complex problems in order to create outcomes that benefit the end user (the customer) through the application of five stages: empathize, define, ideate, prototype and test. The center, proposed to be co-led by Art and Design and Engineering, provides a place for faculty and students from across the university — and stakeholders from across the state and region — to apply design thinking, drawing upon logic, imagination, intuition and systemic reasoning to explore possibilities and find solutions. The work in the center is a source of innovation for the BCF.

FIGURE 4



Center for Disruptive Technologies. A unique innovation hub brings technical expertise from the university (technology push), together with business innovation abilities from the BCF and high-tech business and industry commercialization partners (market pull), to conduct predictive gap analysis and

opportunity assessments. The idea is to apply disruptive technologies to fill gaps and exploit opportunities to create and capture value, drive economic growth and foster economic diversification. Illustrative disruptive technologies or spaces include Blockchain, Artificial Intelligence, Machine Learning, Predictive Analytics, Informatics, Computational Creativity, Gene Editing, Microbials, Cybersecurity, Advanced Carbon Materials, Advanced Smart High Voltage Direct Current Transmission, AgTech and FinTech. This center's work is also a source of innovation for the BCF.

Center for Regional Economics and Population/Workforce Demographics. An economic modeling and forecasting enterprise that draws upon faculty expertise to generate community, regional and statewide economic modeling, and forecasting and impact assessment— plus workforce assessment and forecasting, founded in robust population demographic analytics. Where a region's economy is headed, what drives the change, and how can we successfully forecast workforce and education needs? The center's capabilities place the work of the IIE into context with the ability to identify constraints and assess impacts to guide policy and practices.

Allied Elements. Through IIE, the university could work with private-sector partners and investors, including the UW Foundation, to assess the need for seed and early-stage equity capital – typically critical for start-up companies, but in short supply in Wyoming. This might include helping found a business development and early-stage investment company that could be called WyoVENTURES. The leadership of IIE might work with economic development and industry leaders in Wyoming to evaluate a one-to-one matching grant program for existing Wyoming businesses to partner with faculty and student talent (through the BCF or not) to undertake new product development, product innovation, etc. (i.e., intrapreneurship within existing businesses). Similarly, the leadership of IIE could engage with business leaders and economic development and investment professionals to evaluate the supply of higher-risk seed, early-stage and mid-stage investment capital relative to demand from fundable start-up ventures — and consider fund-of-funds models and similar approaches to increasing the supply of equity investment capital, as is common in many states.

#### **Summary**

The IIE will be the autonomous guidance system for the university as it drives success and Wyoming's competitiveness in the global, knowledge-based economy through purposeful, creative destruction derived from innovation and entrepreneurship. It assures innovation and entrepreneurship opportunities for students, faculty, staff, business and industry; provides a robust experiential ecosystem; and promotes the systematic development, evaluation and funding of new business ventures to promote economic growth and much-needed economic diversification. The IIE will enable the university to fulfill its unique mission to create a more prosperous future for Wyoming, its people, its communities and its business and industry.

**AGENDA ITEM TITLE: Legislative Session Report, Boswell/Asay**

**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 Governmental and Community Affairs Chris Boswell and Meredith Asay will present a verbal update to the Board.

**AGENDA ITEM TITLE: Update on AMK, Mai/Synakowski**

**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 and Vice President for Research and Economic Development Ed Synakowski will present a verbal update to the Board.

**AGENDA ITEM TITLE:**

**Discussion on Agreement with UW Foundation re: Marian H. Rochelle Gateway Center Lease,**  
Blalock/Frank Mendicino

**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:**

On March 22, 2013, the University of Wyoming and the UW Foundation executed a Ground Lease Agreement and a Management Agreement for the Marian H. Rochelle Gateway Center. The Foundation Board, UW Administration, and the UW Board of Trustees liaisons to the Foundation Board have been working through modifications to these two documents over the past six months.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At the March 7-8, 2013, Board of Trustees meeting, the Board approved the original Ground Lease and Management Agreement.

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

Discussion of the proposed modifications.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval for Administration to execute the new Ground Lease Agreement with the UW Foundation.

**PROPOSED MOTION**

"I move to approve Administration to execute the new Ground Lease Agreement and the Management Agreement with the UW Foundation."

**PRESIDENT'S RECOMMENDATION:**

The President recommend approval.

**AGENDA ITEM TITLE:**

**Haub School Degree, Outdoor Recreation and Tourism Management**, 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 Haub School of Environment and Natural Resources (ENR) is requesting approval of a new undergraduate degree in Outdoor Recreation and Tourism management. In planning the degree, they completed an extensive feasibility study that includes a pro forma budget, estimated staffing needs, curricular mapping, assessment plans, and feedback from stakeholders statewide and across campus. This degree will serve a significant tourism/hospitality industry in Wyoming with graduates able to find employment opportunities within our state.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Notice of Intent for this degree proposal was submitted to the Board Academic and Student Affairs Committee in November of 2017, receiving a positive recommendation. A presentation of the degree program was made to the full Board on November 16, 2017.

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

The Haub School has completed stakeholder vetting, including a Notice of Intent to the Academic and Student Affairs Committee of the Board, the shared-governance bodies (Faculty Senate, ASUW, and Staff Senate), and the Deans and Directors Council. All entities have supported the degree proposal. This final Request for Authorization is submitted for the Board's consideration and approval.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the Request for Authorization for the Outdoor Recreation and Tourism Management degree program.

**PROPOSED MOTION**

"I move to authorize a B.S. degree program in Outdoor Recreation and Tourism Management as proposed in these materials."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.





## Request for Authorization:

### B.S. Outdoor Recreation and Tourism Management (ORTM)

Below are responses to draft UW regulation 8-2 for academic program approval, Request for Authorization. This document outlines the need for, and details of, the degree proposal.

#### Purpose, need, and benefits of the academic program to the University

The vision of this degree is to expand and diversify Wyoming's economy, retain enterprising graduates in the state, and recruit highly qualified students to UW. In doing so, we will train future leaders in responsible outdoor recreation and tourism-related industries that benefit the state and the region. This interdisciplinary degree is a close partnership with the Haub School of Environment and Natural Resources (ENR) and the College of Business (COB). The degree will give students the skills, knowledge, and experience in recreation, tourism, business, people and culture, and environment and natural resources. Students will select one of five concentrations that directly tie to various industry segments and participate in a professional semester.

There is a need for this degree at UW. Tourism and Outdoor Recreation are the second-largest industries in the state. UW does not have a degree that directly supports these industries. As a land grant institution, we provide service to the state. This academic program will benefit the university by providing direct support to critical industries.

#### The ability of the University to carry out the academic program

The University has the capacity and expertise to carry out the academic program. The Haub School of Environment and Natural Resources and the College of Business are committed to the establishment and success of the ORTM degree. The academic program calls for the creation of 11 new courses. With a relatively modest investment in faculty, this academic program can be a flagship program for student recruitment and collaboration with industry partners across the state.

#### The value to, and impact on, students and the residents of Wyoming

Recreation and tourism are economic pillars of the state, constituting the second largest industry behind energy. 73% of Wyoming residents participate in outdoor recreation annually, and the industry generates 50,000 direct jobs in Wyoming alone<sup>1</sup>. Wyoming's tourism industry is steadily growing and is typically stable. The tourism industry is a vital part of the economy that provides economic diversity. In 2017 alone, visitors funneled \$3.6 billion into Wyoming, and tourism generated \$186 million in state and local tax revenues<sup>2</sup>.

Wyoming's economy is driven largely by the boom-bust cycles characteristic of the energy industry. The current budget shortfall inspired a renewed interest in enhancing and diversifying the state's economy. Governor Mead recognized the importance of outdoor recreation and formed the Outdoor Recreation Task Force. The Task Force recommended the creation of a ORTM program at UW. Governor Mead has endorsed this recommendation and supports the creation of this degree. In addition, the degree has the support of the

<sup>1</sup> Outdoor Industry Association. (2017). *Wyoming outdoor recreation economy report*. Boulder, CO. Retrieved from [https://outdoorindustry.org/wp-content/uploads/2017/07/OIA\\_RecEcoState\\_WY.pdf](https://outdoorindustry.org/wp-content/uploads/2017/07/OIA_RecEcoState_WY.pdf)

<sup>2</sup> Wyoming Office of Tourism. (2017). *2017 Year in Review*. Cheyenne, WY. Retrieved from <https://www.travelwyoming.com/sites/default/files/uploads/industry/WOT%20Year%20in%20Review-%202017.pdf>



Wyoming Office of Tourism, Wyoming State Parks and Cultural Resources, the Wyoming Restaurant and Lodging Association, and the Wyoming Travel Industry Coalition.

ORTM can contribute to the expansion and diversification of Wyoming's economy by attracting bright, enterprising students and giving them the skills, knowledge and experience needed to find meaningful employment and become leaders in the outdoor recreation and tourism economic sectors. This success will, in turn, allow them to reside in Wyoming and help these sectors evolve to meet their full economic potential while enhancing Wyoming's ethic of natural resource stewardship.

### Anticipated enrollment

We conducted an Education Advisory Board (EAB) market viability analysis for this degree. This analysis revealed that student demand, and national and regional job postings, are areas of growth. Based on the EAB market viability of the ORTM degree, industry interest, and student interest, we feel strongly that this degree is well suited to recruit a significant number of students to UW. We have provided conservative estimate projections on student enrollment in the program, below.

	Year 1	Year 2	Year 3	Year 4	Year 5
Projected # of students	50	75	100	125	150

### Existing or new resources required to deliver the academic program

Less than half of the curriculum is new courses (11 of 26). An Academic Professional Lecturer (APL) is serving as the Degree Coordinator. In the near-term, a mix of Instructors, Visiting Faculty, and a Professor of Practice will be considered for teaching appointments. In the long-term the goal is to hire a mix of tenure track faculty, a Professor of Practice, in addition to the APL, dependent upon student enrollment. We envision faculty with titles of: Professor of Recreation Operations and Management, Professor of Cultural & International Tourism, and Professor of Tourism Business and Hospitality. Dual faculty appointments with ENR and the COB, are possible future options.

### Timeline for implementation

Upon approval, we anticipate launching the program in the fall of 2018. Two new courses would be taught in the fall. A plan for phasing in 11 courses over a two-year time horizon has been developed. We would seek to establish articulation agreements with community colleges in Wyoming beginning this summer.

### Accreditation plan

We anticipate that the program will seek accreditation through the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT) after year three. There is no impact anticipated on UW's accreditation through the Higher Learning Commission.

### Proposed curriculum

The Haub School has established a proposed curriculum for the program based on regional and national comparators, COAPRT accreditation standards, market research conducted by EAB, recommendations from the ORTM Advisory Committee, input from stakeholders around Wyoming, and feedback from the University community. The core curriculum is composed of foundations, core topics, and synthesis and applied experience components. In addition to core requirements, students choose one of five areas of concentration. Concentrations exceeds the credit requirements for a typical UW minor.

### Core Curriculum <44 or 45 credits>

#### Foundations (16 credits)

- Foundations of Recreation & Tourism (3) 1000-level *new*
- Natural & Cultural Resources of the West (3) 1000-level *new* <H>
- Foundations of Hospitality & Customer Service (3) 2000-level *new* <COM1>
- Tourism Theory & Practice (3) 3000-level *new* (prerequisite: Foundations of Recreation & Tourism)
- STAT 2050 or 2070 <Q> (4) (prerequisite: MATH 1000 or 1400)

#### Core Topics (28+ credits)

##### Business Fundamentals

- ACCT 1010 Principles of Accounting (3)
- MKT 3210 Introduction to Marketing (3)
- ECON 1010, 1020, or 1200 Economics (3)

##### Recreation and Tourism

- Program Planning, Design and Delivery (3) 3000-level <COM2> *new*
- Operations, Management and Environmental Stewardship (3) 3000-level *new*

##### Environment and Natural Resources

- Choose one course in **environmental science** USP <PN>: ENR 1200 Environment; ENR 1500 Water, Dirt, & Climate; GEOG 1010 Intro to Physical Geography; GEOL 1100 Physical Geology
- Choose one course in **conservation or sustainability**: ENR 1300 Foundations of Sustainability; GEOG 4040 Conservation of Natural Resources; GEOL 1600 Global Sustainability; RNEW 1000 <PN> Wyoming Wildlands: Science & Stewardship

##### People and Culture

- Choose one course in **social science** GEOG 1000 World Regional Geography <H>; GEOG 1020 Introduction to Human Geography <H>; PSYC 1000 General Psychology; SOC 1000 Sociological Principles
- Choose one course in **culture/diversity**: AIST 1350 American Indians in Contemporary Society <ASD>; AMST 2110 Cultural Diversity in America <ASD>; ANTH 1450 World Archaeology <H & ASG>; ENR 2000 Environment & Society <COM2 & ASG>

### Synthesis and Applied Experience <13 credits>

#### Professional Semester

Cohort-based, combination of project-driven classroom and off-campus elements

- Business Strategies for ORTM (3) 4000-level *new*
- Human Dimensions of ORTM (3) 4000-level *new*
- Recreation Venue Operations (3) 4000-level *new*

#### Capstone (3) 4000-level *new* <COM3>

- Projects with real-world products; presentations & professional reports to industry/government
- Embedded in Professional Semester

#### Internship (1) *new*

- 400 hours work in industry or government; flexible schedule, typically between junior/senior year

**Concentration: Business and Hospitality Management <21 credits>**

**Required (9 credits)**

- FIN 3250 Corporate Finance (prereqs ACCT 1010, STAT 2050 or 2070, sophomore)
- MGT 3210 Management and Organization (COM1, sophomore)
- MGT 1040 Legal Environment of Business (COM1, sophomore)

**Themes (12 credits)**

**Management (choose one)**

- MGT 3410 Human Resources Management (prereq MGT 3210)
- MGT 3420 Organizational Behavior & Leadership (prereq MGT 3210)
- MKT 4590 Sustainable Business Practices (advanced standing)

**Sales & Marketing (choose one)**

- MKT 4210 Sales Management & Professional Selling (prereq MKT 3210)
- MKT 4230 Integrated Marketing Communication (prereq MKT 3210)
- (several new courses in sales soon to be offered)

**Ethics (choose one)**

- MGT 3110 Business Ethics (prereq sophomore)
- MKT 3110 Marketing Ethics (prereq MKT 3210)

**Choose one course in Business Analytics or Entrepreneurship:**

**Business Analytics**

- MKT 4520 Marketing Research & Analysis (prereqs MKT 3210, STAT 2010)
- ECON 3010 Intermediate Macroeconomics (prereqs ECON 1010 and 1020, QA and MATH 2200/2350, sophomore)
- MKT 4240 Consumer Behavior (prereqs MKT 3210, STAT 2010)

**Entrepreneurship**

- FIN 4560 Entrepreneurial Finance (prereqs ACCT 1010, MGT 3210, FIN 3250)
- MGT 4500 Employee to Entrepreneur (prereq sophomore)
- MGT 4510 New Entrepreneurial Venture (prereqs ACCT 1010, MGT 3210, junior)
- MGT 4560 Entrepreneurial Accounting & Finance (prereqs ACCT 1010, MGT 3210, FIN 3250)

**Concentration: Management of Recreation Resources <19-20 Credits>**

**Required (4 credits)**

- LIFE 1010 General Biology (4 credits)

**Themes (15-16 credits)**

**Resource Management (choose one)**

- ENR 2450 Principles of Fish and Wildlife Management (*prereqs LIFE 1010 and 2020*)
- GEOG 4080 Management of Major River Basins (*prereq GEOG 4040, junior*)
- GEOG 4340 Natural Resource Management on Western Reservations (*prereq 6 hrs. of 2000-level AIST*)
- GEOG 4750 Public Land Management (*prereq 6 hrs. of GEOG or ENR*)
- REWM 2000 Principles of Rangeland Management (*prereq LIFE 1001 or 1010*)

**Human Dimensions (choose one)**

- AGECE 4660 Community and Economic Development (*prereqs ECON 1020 or SOC 2090, junior*)
- ECON 2400 Economics of the Environment (*prereqs ECON 1020, recommended 1010*)
- ENR 3950 Environmental Sociology (*online, prereq SOC 1000*)
- ENR 4450 Negotiation (*USP O, junior*)
- MKT 4240 Consumer Behavior (*prereqs MKT 3210, STAT 2010*)

**Law and Policy (choose one)**

- ENR 4051 Environmental Politics (*prereq POLS 1000*)
- ENR 4052 Federal Land Politics (*prereq POLS 1000*)
- ENR 4750 ENR Law and Policy (*ENR 2000, upper division consent*)
- GEOG 4325 Legal Aspects of Planning (*prereq junior, USP V*)
- GEOG 4400 Natural Resource Policy (*prereq GEOG 4750*)

**Planning (choose one)**

- ENR 3750 Natural Resource Planning and Economics (*prereqs QA, WA, junior*)
- GEOG 4310 Foundations of Sustainable Planning (*prereq junior*)
- GEOG 4330 Land Use Planning
- GEOG 4370 Environmental Planning

**Choose one course in GIS or one course in Analytics:**

**Geographic Information Systems**

- GEOG 2150 Foundations of Geo Information Science and Technology (4 credits)
- GEOG 3150 Survey of Remote Sensing Applications (*QA and sci course w lab*)
- GEOG 3280 Spatial Methods (4 credits; prereqs 1 GEOG and 1 intro STAT)
- GEOG 4000 Terrain Analysis (*GEOG 2150, junior*)
- GEOG 4111 Remote Sensing of the Environment (4 credits; prereqs QA and sci course w lab)
- GEOG 4200 Introduction to Geographic Information Systems (4 credits; prereq GEOG 2150)

**Analytics**

- ENR 4550 Negotiation Analysis (*QA*)
- ENR 4500 Risk Analysis (*prereqs MATH 1000 or 1400, statistics, consent*)
- Any 3/4000-level statistics course

**Concentration: Cultural and International Tourism <21 credits>**

This concentration requires an international experience (e.g. study abroad, International field course)

**Required (6 credits)**

- ORTM 4XXX Global Tourism *new*
- At least 3 upper division credits from an international field course or study abroad

**Themes (15 credits)**

**Cultural Resources (choose one)**

- ANTH 4020 Cultural Resource Management
- ANTH 4190 Public Archaeology
- GEOG 4570 Cultural Geography (prereq GEOG 1000)

**The American West (choose one)**

- AIST 3000 Plains Culture and History (prereq 3 hrs. AIST)
- AIST 4462 American Indian History to 1783 (prereq COM1)
- AIST 4463 American Indian History 1783-1890 (prereq COM1)
- HIST 2389 History of Women in the American West
- ANTH 4125 Northwestern Plains Prehistory

**Language (2 consecutive semesters in the same language)**

- LANG 1010 First Semester in...
- LANG 1020 Second Semester in...
- LANG 2030 Third Semester in...
- LANG 2040 Fourth Semester in ...

Spanish, French, German, Japanese, Chinese (Mandarin), Russian, Arabic, an American Indian language (e.g., Arapaho), or American Sign Language

**Choose one course in Cultural and International Studies or Museum Studies and Interpretation:**

**Cultural and International Studies**

- ANTH 2200 World Culture
- INST 2230 Introduction to Asian Studies
- INST 2240 Introduction to African Studies
- INST 2250 Introduction to Latin American Studies
- INST 2280 Introduction to European Studies
- INST 2350 Introduction to Global Studies

**Museum Studies and Interpretation**

- AMST 2400 Introduction to Historic Preservation
- ANTH 2700 Introduction to Museology
- HIST 2050 Introduction to Public History (prereq 6 hrs. HIST or consent)

**Concentration: Outdoor Recreation Leadership <20-21 credits>**

**Required (6 credits)**

- ENR 2800 Introduction to Outdoor Leadership (3)
- Wilderness First Responder (*proof of certification*)
- ENR 4970 Internship (3)\*

**Themes (14-15 credits)**

**Leadership** (choose one, minimum of 2 credits)

- AGRI 4700 Elements of Leadership (3)
- CNSL 2200 Introduction to Student Leadership (2)
- CNSL 3010 Student Leadership Strategies (2)
- ENR 3700 Wyoming Conservation Core Practicum (1)
- ENR 4950 Leadership in Natural Resources Management (2)
- KIN 4074 Field Studies in...\*

**Business** (choose one; 3 credits)

- FIN 3250 Corporate Finance (prereqs ACCT 1010, STAT 2050 or 2070, sophomore)
- MGT 1040 Legal Environment of Business (*prereqs COM1, sophomore*)
- MGT 3210 Management and Organization (*prereqs COM1, sophomore*)
- MGT 4500 Employee to Entrepreneur (*prereq sophomore*)
- MKT 4590 Sustainable Business Practices (*advanced standing*)

**Law and Policy** (choose one; 3 credits)

- ENR 4051 Environmental Politics (*prereq POLS 1000*)
- ENR 4052 Federal Land Politics (*prereq POLS 1000*)
- ENR 4750 ENR Law and Policy (ENR 2000, upper division consent)
- GEOG 4400 Natural Resource Policy (*prereq GEOG 4750*)

**Human Dimensions** (choose one; 3 credits)

- AGECE 4660 Community and Economic Development (*prereqs ECON 1020 or SOC 2090, junior*)
- ENR 3900 Conservation Economics for Non-economists
- ENR 3950 Environmental Sociology (*online, prereq SOC 1000*)
- ENR 4500 Risk Analysis (prereqs MATH 1000 or 1400, statistics, consent)
- MKT 4240 Consumer Behavior (prereqs MKT 3210, STAT 2010)

**Natural History** (choose one; minimum of 3 credits)

- ENR 4010 Winter Ecology: Skills of the Winter Naturalist (*prereq 6 hrs. of ENR or science; 1 credit*)
- ENR 4011 Winter Ecology: Snowpack Science and Dynamics (*prereq 6 hrs. of ENR or science; 1 credit*)
- ENR 4012 Winter Ecology: Wildlife and Plant Adaptations (*prereq 6 hrs. of ENR or science; 1 credit*)
- GEOG 1010 Intro to Physical Geography (*can't be double-counted for core*)
- GEOG 4000 Terrain Analysis (4)
- GEOL 1100 Physical Geology (4)
- LIFE 1010 General Biology (4)
- RNEW 1000 Wyoming Wildlands: Science & Stewardship (4) (*can't be double-counted from core*)

\*Field-based experience, certifications, or independent study.



**Concentration: Creative Studies in Recreation and Tourism <21 credits>**

For transfer students or students with specific interests that fall outside of designated concentrations.

**Required**

- Students must submit a proposal to the ORTM Degree Coordinator.
- Proposal must be approved before choosing concentration courses.
- Self-designed program of study.

### Programmatic assessment plan

The following plan is modeled after existing undergraduate degrees in the Haub School of Environment and Natural Resources and includes program outcomes that were developed by an interdisciplinary faculty curriculum committee.

We begin this process with the following assessment strategies already in place:

- 6 programmatic outcomes with associated objectives
- Mid-semester course evaluations
  - Delivered in-person each semester, with faculty letters documenting feedback
- Formative and summative assessments in ORTM classes
  - Representing an array of course-based assessment strategies
- Cumulative performance assessment in the Capstone course
  - Measured through a research paper and public presentation delivered in the senior year
- Exit Interviews
  - Administered in person, as conversations—transcribed into documents—with graduating students
- Alumni Surveys
  - Administered every two years – collects information on employment, ORTM-related interests and activities, and continuing education.

### Assessment Plans and Strategies

The following plans and strategies will be phased-in as the academic program develops, over the course of four years.

Phase I – Map course learning outcomes to Program Outcomes

Phase II – Develop pre/post assessment and student metacognitive reflection on learning outcomes to be administered in ORTM year-one and Professional Semester Courses in the senior year.

Phase III – Analyze pre/post assessments year-to-year with faculty reviewing student responses in relationship to learning outcome-driven rubric in discussion groups

### Phase I. Map course learning outcomes to Program Outcomes

Established Program Outcomes

Students earning a degree in ORTM will demonstrate:

#### **Leadership**

Competency in leading and building diverse, collaborative teams;

Application and evaluation of ethical, resourceful leadership principles to challenges and solutions within the ORTM industry.

#### **Professional Practice**



Ability to apply and critically evaluate practical, creative, ethical, and theoretical frameworks in diverse and complex professional circumstances.

***Communication***

Ability to manage dynamic relationships and demonstrate best practices in communication.

***Nimble and Creative Thinking***

Ability to strategically design, implement, and evaluate sustainable and emergent services, experiences, and opportunities.

***Trans-disciplinarity***

Synthesis and application of:

Ecological and human communities, with the capacity to provide wise stewardship and conservation of natural resources;

Tourism and outdoor recreation theories and best practices;

Entrepreneurial and business management strategies.

***Place-based and Global Understanding***

Skills to implement solutions appropriate for local environments that demonstrate fluency in global contexts and diverse cultures.

**Phase II. Develop pre/post assessment and student metacognitive reflection on learning outcomes to be administered in ORTM year-one and Professional Semester Courses in the senior year.**

*Develop pre-test pilot assessment to be administered to in the fall semester of year-one for all ORTM students.*

*Develop curriculum for ORTM capstone class, including expectations and assessment implementation.*

***Design the Assessment Rubrics***

A core group of Haub School faculty will develop rubrics for assessing the students' statements of learning, measuring against each learning outcome.

A group of core Haub School faculty will assess the first round of student assessments in May 2020.

**III. Analyze pre/post assessments year-to-year with faculty reviewing student responses in relationship to learning outcome-driven rubric in discussion groups**

*Loop feedback and assessment results back into courses, curricula, and/or learning outcomes, as warranted*

**Office of Academic Affairs**

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## MEMORANDUM

**Date:** March 5, 2018

**To:** The Board of Trustees of The University of Wyoming

**From:** Kate C. Miller, Provost and Vice President for Academic Affairs *Kate C. Miller*

**Subject:** Recommendation to Approve a Bachelor's of Science Degree in Outdoor Recreation and Tourism Management

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In compliance with proposed UW Regulation 8-2, I am providing this Letter of Commitment for the proposed Outdoor Recreation and Tourism Management Bachelor's of Science degree. The proposed academic program, Outdoor Recreation and Tourism Management—with its five concentrations—is designed to meet the University's standards of quality and will make a meaningful contribution to the University's mission, strategic plan, and academic degree program array. The University community, including the Executive Team, Dean's and Directors, Faculty Senate, Staff Senate, ASUW, the Haub School and College of Business Faculty Leadership Teams, have been provided an opportunity to review and present feedback. All bodies have recommended approval. An assessment plan is in place, as evidenced in the Request for Authorization.

The necessary financial and human resource plans are in place. In the near-term, a mix of Instructors, Visiting Faculty, and a Professor of Practice will be considered. A pro forma budget for the degree program is attached. Early indications are that student enrollment will be robust for this degree program.

I recommend approval of this academic degree program.

**Pro Forma Budget for Bachelor's of Science Degree in Outdoor  
Recreation and Tourism Management**

<b>Pro Forma Budget</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Revenue	# students	50	75	100	125
	Tuition	\$379,260	\$568,890	\$758,520	\$948,150
	Private gifts	\$100,000	\$50,000	\$50,000	\$50,000
	Revenue Estimate	\$479,260	\$618,890	\$808,520	\$998,150
Expenses	# Instructors	3	3	4	4
	Salary - full time	\$112,500	\$182,500	\$432,500	\$532,500
	Salary - Temporary				
	Instructors Professors of Practice, Visiting Faculty	\$150,000	\$230,000	\$100,000	\$-
	Program costs	\$30,000	\$40,000	\$50,000	\$75,000
	Expense Estimate	\$292,500	\$452,500	\$582,500	\$607,500
<b>Revenue - Expenses</b>		<b>\$186,760</b>	<b>\$166,390</b>	<b>\$226,020</b>	<b>\$390,650</b>

**AGENDA ITEM TITLE:**

**Report on Status of Suspended Programs re: Art Education and Modern Language Education,  
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:**

In May of 2017, the B.A. in Secondary Art Education and B.A. in Secondary Modern Language Education were recommended to the Board for suspension of admissions. Academic Affairs requested one year to explore cost-effective solutions that meet regulatory and licensing requirements for both programs. The Board approved this request.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

May 2017 – Approved putting admissions on hold for both programs for AY 17-18, and using the year to explore cost-effective options to offer teacher certification that meets the regulatory and accreditation standards required.

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

The College of Education and College of Arts and Sciences explored option for both programs and the Provost and President recommend that admissions be reopened for each program. The Provost will present the recommended options to the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the attached recommendations.

**PROPOSED MOTION**

“I move to approve the program recommendations for the B.A. in Secondary Art Education and B.A. in Secondary Modern Language Education.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.



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To: Laurie Nichols, President  
From: Kate C. Miller, Provost and Vice President for Academic Affairs  
Date: March 5, 2018  
Subject: Recommendation regarding B.A. Secondary Education in K-12 Art Education

As you recall, UW's academic program review of 2016-17 resulted in my recommendation to you on April 24, 2017 regarding the above referenced subject:

*“• Reason for Review: Low undergraduate enrollment by Round Two threshold (Total graduates 2010-2015 = 32)*

*• Recommendation from Dean: Eliminate B.A. Secondary Education: Art Education. One FTE on phased retirement. Resources inadequate*

*• Recommendation from Faculty Senate: Concur with Dean. One faculty FTE, on phased out retirement. Resources inadequate.*

*Recommendation: I recommend that we put this program's admissions for AY 17-18 on hold and use the year to explore cost-effective options to offer teacher certification that meets the regulatory and accreditation standards required. If after one year we are unable to find a suitable solution, I recommend the program be eliminated. The lone faculty member currently teaching in the program is scheduled to retire by the end of the AY 2017-2018.*

We received a significant amount of feedback from the education community surrounding the need for this program, as the teachers it produces contribute heavily to the legislatively proscribed “basket of goods” in fine and performing arts content statewide. There is a demonstrated state need for us to provide a K-12 Art Education program.

As requested, the College of Education explored a series of cost-effective options for delivery of an undergraduate degree in Art Education that meets state and national regulatory and accreditation standards. The option favored by the Department of Art and Art History was to house the Art Education degree program in the Department within the College of Arts and Sciences. A new faculty hire has been made to this end; Kathleen Frye will join the UW Department of Art and Art History in Fall of 2018. This will meet regulatory and accreditation standards, as the Department of Art is in the process of seeking candidacy for accreditation with the National Association of Schools of Art and Design (NASAD). Accreditation by NASAD is recognized by the Council for the Accreditation of Educator Preparation (CAEP) as a specialized accreditation agency (SPA).

As a result, I recommend that:

- The K-12 Art Education degree program be taught out to students currently in this program. The new hire in Department of Art will assist in covering required courses for the students affected by this teach out plan. A teach-out plan for this is attached.

- A new K-12 Art Education degree program be proposed and put through prescribed university and Trustee approval processes. The proposed degree, a BA in Art Education, would be optimally approved for delivery through the Department of Art within the next academic year.



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To: Laurie Nichols, President  
From: Kate C. Miller, Provost and Vice President for Academic Affairs  
Date: March 5, 2018  
Subject: Recommendation regarding B.A. Secondary Education in Modern Language Education

As you recall, UW's academic program review of 2016-17 resulted in my recommendation to you on April 24, 2017 regarding the above referenced subject:

*"Reason for review: Low undergraduate enrollment by Round One threshold (Total graduates 2010-2015 = 12)*

*•Recommendation from Dean: Eliminate program. Zero instructional FTE's in area. Resources inadequate*

*•Recommendation from Faculty Senate: Concur with Dean's recommendation. Zero instructional FTE's in area. Resources inadequate.*

*Recommendation: With no faculty currently teaching in the program at present, the resources for supporting this program are clearly inadequate. I recommend that we put this program's admissions for AY 17-18 on hold and use the year to explore cost-effective options to offer teacher certification that meets the regulatory and accreditation standards required. If after one year we are unable to find a suitable solution, I recommend the program be eliminated. "*

We received a significant amount of feedback from the education community surrounding the need for this program, as the teachers it produces contribute heavily to the legislatively proscribed "basket of goods" in foreign language content statewide. There is a demonstrated state need for us to provide a Modern Language Education program.

As requested, the College of Education explored a series of cost-effective options for delivery of an undergraduate degree in Modern Language Education that meets state and national regulatory and accreditation standards. Recently, the Colleges of Education and Arts & Sciences met to discuss recommendations, and the following emerged as the best alternative.

- The College of Education will be authorized by the Office of Academic Affairs to hire an APL in Secondary Education Modern Language instruction who will also have expertise in ESL (and therefore will be able to teach in the English as a Second Language Endorsement Program). The hiring process should commence as soon as practicable, but no later than the 2018-2019 academic year.



- The Secondary Education Modern Language Education program should reopen admissions as soon as practicable, working with Admissions to allow for the option to return to the “pick list” for incoming students.
- The new APL in Secondary Education Modern Languages, once hired, will work with the College of Education and the Department of Modern and Classical Languages in the College of Arts and Sciences to set goals and targets for recruiting and enrollments. The APL will be expected to work closely with the new linguist hire in Modern and Classical languages on enrollments, recruiting, curriculum, and programming, including potentially collaborating on student teaching observations and on offering coursework that prepares students for the proficiency exams required for majors and for certifications.

As a result, I recommend that a new hire for an APL position be authorized and hired as soon as practicable, and admissions reopened for the program. Targets for recruiting and enrollment should be set to ensure a sustainable class delivery rotation, such that there should be 7-10 graduates per year by AY 2021-22. The new hire should work with the Department of Modern and Classical Languages as outlined above.

**AGENDA ITEM TITLE:**

**Northern Arapaho and Eastern Shoshone Scholarship and Tuition Waiver Discussion**, /Debra Littlejohn/John Stark/James Trosper/Dan Maxey

**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 this session the Board of Trustees will receive a report on research that has been conducted since the January 2018 meeting regarding tuition waivers and scholarships for Native American students.

The administration has prepared a preliminary estimate of the cost of providing tuition waivers for students from the Northern Arapaho and Eastern Shoshone tribes as a baseline for discussion. Based on conservative enrollment projections for full-time undergraduate students, the cost of providing tuition waivers at the University of Wyoming in the coming years is estimated as follows, and assuming a 4% annual increase in resident tuition.

	Estimates		
	# of Students	Tuition	Total Cost
2018-19	28	\$3,800	\$106,400
2019-20	34	\$3,952	\$134,368
2020-21	40	\$4,110	\$164,400
2021-22	46	\$4,274	\$196,604
2022-23	52	\$4,445	\$231,140

The Board will also receive reports on financial aid that is available to Native American students at the University of Wyoming and its peer institutions, as well as retention and graduation data for students receiving the Northern Arapaho Endowment Fund and Chief Washakie Endowment Scholarships.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At the January meeting, Trustees received a presentation from the Northern Arapaho Business Council, Sky People Higher Education Program, and UW Native American Education Research and Cultural Center on considerations for financial aid for Northern Arapaho students attending the University of Wyoming.

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

Members of the Board of Trustees requested additional information regarding the cost of providing waivers, financial aid currently available to Native American students at the University of Wyoming, and data on the retention and graduation of scholarship recipients.

ACTION REQUIRED AT THIS BOARD MEETING:  
N/A

PROPOSED MOTION  
N/A

PRESIDENT'S RECOMMENDATION:  
N/A

## **Report for the Board of Trustees on Financial Aid Opportunities for Native American Students at the University of Wyoming and Peer Institutions**

At the January 2018 Board of Trustees meeting, trustees requested additional information regarding financial aid currently available to Native American students at the University of Wyoming. Section I of this report summarizes the University's financial aid opportunities. Section II includes brief summaries of tuition waivers and scholarships available to Native American students at UW's peer institutions.

### **Section I.** **Financial Aid Opportunities for Native American Students at the University of Wyoming**

A number of scholarship opportunities are available to Native American students at the University of Wyoming, including the Northern Arapaho Endowment Fund Scholarship and Chief Washakie Endowment Scholarship. A list of scholarships available to Native American students at the University of Wyoming follows, including minority/multicultural and college-specific scholarships.

If FY 18 endowment income for all UW scholarships specifically designated for Native American students were spent, the University would award \$123,736.66. Including minority/multicultural and college-specific scholarships increases the figure to \$179,502.14.

#### **Tribal and Wind River Scholarships Administered by UW:**

##### ***NORTHERN ARAPAHO ENDOWMENT FUND UNIVERSITY OF WYOMING***

**TYPE:** Scholarship.

**ELIGIBILITY:** The candidate must be an Enrolled Northern Arapaho. Must be accepted to a graduate program or be an admitted undergraduate student with junior or better standing. Priority for funding: (1<sup>st</sup>) graduate; (2<sup>nd</sup>) certification; (3<sup>rd</sup>) seniors; and (4<sup>th</sup>) juniors. Priority areas of study: business, science, health science, agriculture, engineering, education, law, and administration of justice. Students wishing to apply for study in areas other than the above are welcome, but must submit a clear statement describing the benefits their area of study brings to the Northern Arapaho people. All applicants must show evidence of a strong commitment to the good of the Northern Arapaho Tribe.

**AMOUNT OF AWARD:** Amount varies but includes: 1) tuition and mandatory fees, 2) a book allowance, 3) a stipend approximately equal to the stipend amount currently awarded by the University to a full-time graduate assistant, and 4) upon proper documentation, a dependent allowance of \$80 per legal dependent (other than your spouse) per month, for up to four dependents under age 18 living with the student.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/17:** \$2,302,644.97

**FY18 AWARDED:** \$68,717.00 in scholarships awarded

**NUMBER OF AWARDS GIVEN IN 2017-18:** 12

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, Students received between \$5,206.00 and \$6,640

**ADMINISTERED BY:** UW Office of Scholarships and Financial Aid

**ESTIMATED FY18 INCOME:** \$89,376.15

### **CHIEF WASHAKIE ENDOWMENT**

**TYPE:** Scholarship.

**ELIGIBILITY:** Applicants should have strong ties to the Wind River Indian Reservation community and be seeking a graduate degree, a bachelor's degree or a certification to retain a current position. Full-time and part-time students on campus, or enrolled through the UW Outreach School, online, and all class level students, including graduate/professional and second bachelor's degree candidates, are encouraged to apply.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$510,003.76

**FY18 AWARDED:** \$25,500 in scholarships awarded

**NUMBER OF AWARDS GIVEN IN 2017-18:** 14

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, students received between \$1,000-\$3,000

**ADMINISTERED BY:** UW Office of Scholarships and Financial Aid

**ESTIMATED FY18 INCOME:** \$19,199.63

**TOTAL ESTIMATED FY18 INCOME FOR TRIBAL AND WIND RIVER SCHOLARSHIPS  
ADMINISTERED BY UW: \$108,575.78**

### **University of Wyoming Native American Scholarships:**

#### **McCARTHY SCHOLARSHIP**

**TYPE:** Scholarship

**ELIGIBILITY:** Applicant must plan to attend the University of Wyoming as a full-time student (Twelve or more credit hours required for undergraduate students. Nine or more credit hours required for graduate students). Applicant must be American Indian and proof of tribal enrollment must be submitted with the completed application materials. A minimum of a 2.0 UW GPA must be maintained in order for any scholarship awarded to be continued.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$243,598.16

**FY18 AWARDED:** \$1,291.84

**NUMBER OF AWARDS GIVEN IN 2017-18:** 3

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, students received between \$291.84 and \$500

**ADMINISTERED BY:** American Indian Studies

**ESTIMATED FY18 INCOME:** \$9,459.23

#### **THORPE SCHOLARSHIP**

**TYPE:** Scholarship

**ELIGIBILITY:** Applicant must plan to attend the University of Wyoming as a full-time student (Twelve or more credit hours required for undergraduate students. Nine or more credit hours required for graduate students). Applicant must be American Indian and proof of tribal enrollment must be submitted with the completed application materials. A minimum of a 2.0 UW GPA must be maintained in order for any scholarship awarded to be continued.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$103,397.04

**FY18 AWARDED:** \$5,680.66

**NUMBER OF AWARDS GIVEN IN 2017-18:** 7

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, students received between \$208.66 and \$1,000

**ADMINISTERED BY:** American Indian Studies

**ESTIMATED FY18 INCOME:** \$4,015.15

### **WINNER MEMORIAL SCHOLARSHIP**

**TYPE:** Scholarship

**ELIGIBILITY:** Applicant must plan to attend the University of Wyoming as a full-time student (Twelve or more credit hours required for undergraduate students. Nine or more credit hours required for graduate students). Applicant must be American Indian and proof of tribal enrollment must be submitted with the completed application materials. A minimum of a 2.0 UW GPA must be maintained in order for any scholarship awarded to be continued.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$16,313.49

**FY18 AWARDED:** \$1,494.88

**NUMBER OF AWARDS GIVEN IN 2017-18:** 1

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, the one student received \$1,494.88

**ADMINISTERED BY:** American Indian Studies

**ESTIMATED FY18 INCOME:** \$633.47

### **WINIFRED SNYDER YAAP SCHOLARSHIP FOR NATIVE AMERICANS**

**TYPE:** Scholarship

**ELIGIBILITY:** To be eligible for this scholarship award an applicant must be a Native American with tribal registration and have attended school on a reservation.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$27,226.35

**FY18 AWARDED:** \$1,599.00

**NUMBER OF AWARDS GIVEN IN 2017-18:** 3

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, students received \$533.00 each

**ADMINISTERED BY:** Office of Multicultural Affairs

**ESTIMATED FY18 INCOME:** \$1,053.03

**TOTAL ESTIMATED FY18 INCOME FROM UNIVERSITY OF WYOMING NATIVE AMERICAN  
SCHOLARSHIPS: \$15,160.88**

### **Minority/Multicultural Scholarships at UW:**

#### **HEARST SCHOLARS AWARD UNIVERSITY OF WYOMING**

**TYPE:** Scholarship.

**ELIGIBILITY:** This scholarship award is made available through a private gift from the William Randolph Hearst Foundation to the University of Wyoming (UW). Applicants must plan to attend UW as a full-time student (12 or more credit hours). Applicants must be a member of one of these ethnic groups in the United States: American Indian/Alaska Native; Asian American/Pacific Islander; Black/African American; or Hispanic/Mexican American/Latino/Chicano. Applicants must be an entering freshman, an entering undergraduate transfer student or a current Hearst Scholar. Applicants must have a high school or college GPA of 2.5 or higher. Applicants must have submitted application materials to UW.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$264,197.01

**FY18 AWARDED:** \$12,350

**NUMBER OF AWARDS GIVEN IN 2017-2018:** 34

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, students received between \$250-\$600

**ADMINISTERED BY:** Office of Multicultural Affairs

**ESTIMATED FY18 INCOME:** \$10,244.89

### *MINORITY SCHOLARSHIP UNIVERSITY OF WYOMING*

**TYPE:** Undergraduate scholarship.

**ELIGIBILITY:** Applicant must be currently attending the University of Wyoming as a full-time student (12 or more credit hours); have sophomore, junior or senior status; be a U.S. citizen or a permanent resident and a member of one of these ethnic groups: American Indian, Asian American, Black American, or Hispanic; and have a UW college grade point average of 2.5 or higher.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$45,517.26

**FY18 AWARDED:** \$3,300

**NUMBER OF AWARDS GIVEN IN 2017-2018:** 9

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, students received between \$300-\$400

**ADMINISTERED BY:** Office of Multicultural Affairs

**ESTIMATED FY18 INCOME:** \$1,694.01

### *MULTICULTURAL PRIDE SCHOLARSHIP AT UW*

**TYPE:** Scholarship

**ELIGIBILITY:** Applicants must plan to attend UW as a full-time student (12 or more credit hours). Applicants must be a U.S. citizen or a permanent resident. Applicants must be an entering freshman or an entering undergraduate transfer student. Previous recipients of the Multicultural Pride Scholarship (MCPS) may apply for renewal. Applicants must have a high school or college GPA of 2.50 or higher. Applicants must have submitted admission application materials to UW.

**SOURCE OF FUNDS:** State Block Grant

**MARKET VALUE AS OF 12/31/2017:** Not applicable

**FY18 AWARDED:** \$25,625

**NUMBER OF AWARDS GIVEN IN 2017-2018:** 48

**AMOUNT OF AWARD PER STUDENT:** In 2017-18, students received between \$450-\$1,000

**ADMINISTERED BY:** Office of Multicultural Affairs

**ESTIMATED FY18 INCOME:** \$35,000

### *MULTICULTURAL ALUMNI CHAPTER SCHOLARSHIP*

**TYPE:** Scholarship.

**ELIGIBILITY:** Applicants must be a spring high school graduate with a GPA of 2.5 or higher, be a member of one of these ethnic groups in the United States: American Indian/Alaska Native; Asian American/Pacific Islander; Black/African American; or Hispanic/Mexican American/Latino/Chicano, and have UW admission application on file. \$750 per semester for eight consecutive semesters, provided the recipient maintains a 2.0 cumulative GPA while taking a minimum of 12 credits hours each semester.

**SOURCE OF FUNDS:** Private donations

**MARKET VALUE AS OF 12/31/2017:** Not applicable

**FY18 AWARDED:** \$8,000

**NUMBER OF AWARDS GIVEN IN 2017-18:** 6

**AMOUNT OF AWARDS PER STUDENT:** In 2017-18, four students received \$1,500 and two students received \$1,000

**ADMINISTERED BY:** UW Alumni Association

**ESTIMATED FY18 INCOME:** \$0

**TOTAL ESTIMATED FY18 INCOME FROM MINORITY/MULTICULTURAL SCHOLARSHIPS:**  
**\$46,938.90**



**Endowments and Scholarships—College of Engineering and Applied Sciences:**

***THE RICHARD E. AND JUDITH T. AGEE ENGINEERING ENDOWMENT***

**TYPE:** Scholarship

**ELIGIBILITY:** The Richard E. and Judith T. Agee Engineering Endowment is used to support and enhance the educational experience of Native American students in the College of Engineering and Applied Science at the University of Wyoming. These funds may be used to support activities that include but are not limited directly to the recruitment and retention of Native American students. Richard E. Agee obtained his B.S. in petroleum engineering at the University of Wyoming in 1965, and an M.S. in petroleum engineering at the University of Wyoming in 1968. He founded and served as President of Oil Company Credit Union and was the Chairman of Board Jakarta International School. He is a registered Professional Engineer, State of Texas. He currently serves on both the college's advisory board and the UW Foundation Board of Directors. Judith T. Agee obtained her B.A. in English at the University of Wyoming in 1965.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$109,636.98

**FY18 AWARDED:** \$2,000

**NUMBER OF AWARDS IN 2017-18:** 1

**AMOUNT OF AWARDS PER STUDENT:** \$2,000

**ADMINISTERED BY:** College of Engineering and Applied Sciences

**ESTIMATED FY18 INCOME:** \$4,254.98

***JOHN AND SALLY STEADMAN ENDOWMENT***

**TYPE:** Scholarship

**ELIGIBILITY:** The net income only shall be used for the College of Engineering at the University of Wyoming to (a) support faculty professional development to assist the College in providing the engineering education needed for graduates to be competitive in the engineering marketplace and (b) provide undergraduate scholarships for students in the College from underrepresented segments of the student population, i.e., women and ethnic minority students.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$55,434.61

**FY18 AWARDED:** \$0

**NUMBER OF AWARDS IN 2017-18:** 0

**AMOUNT OF AWARDS PER STUDENT:** 0

**ADMINISTERED BY:** College of Engineering and Applied Sciences

**ESTIMATED FY18 INCOME:** \$1,972.62

### ***JIM AND BEVERLY YOUNG SCHOLARSHIP IN ENGINEERING***

**TYPE:** Scholarship

**ELIGIBILITY:** This fund shall be used to make scholarship grants to students enrolled in the College of Engineering and Applied Science at the University of Wyoming. To be eligible for this scholarship award, the recipient must meet the following criteria: (1) Student must be a graduate of Wyoming High School with first preference given to students who have self-identified as Native American; (2) Students must show academic merit or promise; (3) Students will be required to commit to and perform 16 hours of community service and provide written report to the Dean of the College of Engineering and Applied Science, detailing the nature of the service completed, the benefit, the service provided to the community, and what the student learned from the performing the service. Hours of community service must be completed within the Academic year in which the scholarship is applied to the student's account. Preference will be given to a student who will commit to engage in a project related to construction (all trades) or work that requires engineering skills learned by the student.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$81,738.24

**FY18 AWARDED:** \$3,000

**NUMBER OF AWARDS IN 2017-18:** 2

**AMOUNT OF AWARDS PER STUDENT:** Students received either \$2,000 or \$1,000

**ADMINISTERED BY:** College of Engineering and Applied Sciences

**ESTIMATED FY18 INCOME:** \$1,536.57

### **Scholarships—College of Arts and Sciences:**

#### ***JOAN P. CAPPS SCHOLARSHIP***

**TYPE:** Scholarship

**ELIGIBILITY:** For minority women studying in the Math or Sciences fields, demonstrating financial need.

**SOURCE OF FUNDS:** Endowment

**MARKET VALUE AS OF 12/31/2017:** \$27,358.23

**FY18 AWARDED:** \$2,475.00

**NUMBER OF AWARDS IN 2017-18:** 2

**AMOUNT OF AWARDS PER STUDENT:** Students received either \$1,000 or \$1,475.00

**ADMINISTERED BY:** College of Arts and Sciences

**ESTIMATED FY18 INCOME:** \$1,062.41

**TOTAL ESTIMATED FY18 INCOME FROM COLLEGE SCHOLARSHIPS/ENDOWMENTS: \$8,826.58**

**TOTAL ESTIMATED FY18 INCOME FROM ALL SOURCES LISTED: \$179,502.14**

**Other Grants Available:**

***BIA HIGHER EDUCATION GRANTS  
NORTHERN ARAPAHO TRIBE***

**TYPE:** Funds a 2-year program, which can transfer to a 4-year program for a bachelor's degree.

**ELIGIBILITY:** File for a Pell Grant and show financial need. Must be a member of the Northern Arapaho Tribe or be at least 1/4 degree Northern Arapaho Tribal member.

**NUMBER OF AWARDS IN 2017-18:** Unknown

**AMOUNT OF AWARDS:** Varies.

**SOURCE OF FUNDS:** Through Tribal Education Department

**INFORMATION ONLINE:** <http://www.skypeopleed.org/node/3>

## **Section II.**

### **Report on the Availability of Native American Tuition Waivers and Scholarships at Peer and Other Selected Institutions**

#### **University of Wyoming**

**Does not offer full tuition waivers to Native American students.**

As detailed above, a number of scholarship opportunities are available to Native American students at the University of Wyoming, including the Northern Arapaho Endowment Fund Scholarship, Chief Washakie Endowment Scholarship, scholarships specifically designated for Native American students, and other minority student or multicultural scholarships.

#### **University of Idaho**

**Does not offer full tuition waivers to Native American students.**

- All students encouraged to apply through main scholarship system; different scholarships available for multicultural students, which are all vetted through the Diversity Scholarship Committee
- Tribal Excellence Scholarship
  - Open to undergraduates, this scholarship program waives out-of-state tuition for all full-time students enrolled as a member of the tribes with which the University of Idaho has a MOU or students who are enrolled tribal members transferring from an accredited tribal college or university.
- Many private scholarship opportunities specifically for Native Americans students offered through private donors
- Works with tribes to encourage students to apply for certain scholarships

#### **University of Maine**

**Does offer full tuition waivers to Native American students.**

- Native American Waiver and Educational Program  
The purpose of the Native American Waiver and Educational Program is to encourage Native American students to participate in public higher education in Maine. The goal is to provide sustained support for all University of Maine System (UMS) Native American students who wish to pursue post-secondary study, and in particular, those who wish to obtain a certificate and/or an associate, baccalaureate, or graduate degree or some other appropriate credential that will serve them personally and professionally as they plan for the future.

Eligibility: a student must be a member and be included on the current tribal census of the Passamaquoddy Tribe, the Penobscot Nation, the Houlton Band of Maliseet, the Aroostook Band of Micmac or have at least one parent or grandparent who is included on the current tribal census or; be a member and be included on the current tribal census of a Canadian Wabanaki Tribe or have at least one parent or grandparent who is included on the current tribal census, and have lived in Maine for at least twelve months, for purposes other than education, immediately prior to the application.

- Native American Room and Board Grant (*information found online, not mentioned during phone conversation with institution*)  
The Native American Room and Board Grant is a need based award for qualified Native American students living in a residence hall of the campus where they are matriculating. Students will be subsidized at the double occupancy rate for the student's residence.
- There are several private scholarships available through different tribes that are handled through the University, but not provided by the University

## University of Montana

### Does offer full tuition waivers to Native American students.

- American Indian Undergraduate Tuition Waiver  
*Criteria: resident of the State of Montana; one quarter degree of Indian blood, or are an enrolled member of a state or federally recognized Indian tribe which is located within the boundaries of the state of Montana. **The American Indian Tuition Waiver does not waive any fees.***
- There are scholarships provided through the Foundation and the Scholarship Portal, and students of tribes may receive "special consideration".
- There are also several scholarships provided through tribes as private funding.

## Montana State University

### Does offer full tuition waivers to Native American students.

- American Indian Undergraduate Tuition Waiver  
*Criteria: resident of the State of Montana; one quarter degree of Indian blood, or are an enrolled member of a state or federally recognized Indian tribe which is located within the boundaries of the state of Montana. **The American Indian Tuition Waiver does not waive any fees.***
- Montana State University Tribal Homelands Scholarship  
The Tribal Homelands Scholarship is available to non-resident Native American students whose tribal ancestors called the area that is now Montana their "home" and who enter the university as new freshman, transfer, or graduate students. Students who are enrolled in or affiliated with tribes whose historical life-ways intersected the boundaries of what has become the State of Montana may apply for the Tribal Homelands Scholarship. The Tribal Homelands Scholarship significantly reduces the amount of out of state tuition and is available to eligible Native American students who are not Montana residents. Recipients of the Tribal Homelands Scholarship pay the in state tuition rate; the out of state tuition portion is paid by the scholarship.

## University of Nevada, Reno

### Does not offer full tuition waivers to Native American students.

Tuition assistance is available through:

- Tribal Higher Education Program
- The Native American Alumni Scholarship – assistance available for students from tribal backgrounds

- The Northern Nevada American Indian Higher Education Collaborative has approved a needs-analysis form to be used to apply for tribal financial assistance; a common form that will be used by most of our Northern Nevada Tribes.

## **New Mexico State University**

### **Does not offer full tuition waivers to Native American students.**

All of the American Indian Program (AIP) Scholarships are a small, supplemental scholarship to help reduce the unmet financial need. All scholarships provided through AIP are based on need, so amounts vary.

- AIP First Time Scholarship
  - For students who have never received a scholarship through AIP
  - Typically \$500
- AIP Scholarship
- AIP Summer Scholarship
- Scholarships are also offered through the Indian Resource Development Program, which is a program through the State of New Mexico
- There are several MOUs between different tribes, outlining which tribal students are offered reduced tuition (out-of-state students, typically) and what guidelines they have to meet.

## **North Dakota State University**

### **Does offer full tuition waivers to Native American students.**

- Cultural Diversity Tuition Discount (**full tuition discount, does not waive fees**)
  - *Cultural diversity is defined as anyone who comes from an underrepresented group, including Native American/American Indian (priority given to enrolled members of a tribe); provided to 40 students each year for four consecutive years.*
- Native American Student Scholarship
  - *Available to students who identify as Native American, are meeting satisfactory academic progress toward a degree, who demonstrate financial need as determined by the office of financial aid and scholarships. Students must demonstrate leadership at NDSU and must have completed at least one semester successfully at NDSU.*
- There are other scholarships available, such as a book scholarship, an NSF Grant, and scholarships specifically for Native American students in Engineering, Nursing, and Pharmacy—all private scholarship varying in amount.

## **Oklahoma State University**

### **Does not offer full tuition waivers to Native American students.**

- There are no scholarship opportunities through the University specifically for tribal students; there was a law passed in Oklahoma not allowing scholarships to be awarded

based on race/ethnicity/background, so they had to discontinue their Native American scholarship funds.

- However, there are several opportunities for native students to gain scholarships through their individual tribes:
  - Cherokee Nation Foundation
  - Cherokee Nation College Recourses
  - Cheyenne and Arapaho Tribes Federal Aid Grant Concho Agency
  - Chickasaw Nation Higher Education Grants, Scholarships and Incentives
  - Chickasaw Foundation
  - Choctaw Nation of Oklahoma Higher Education and Grants Program
  - Citizen Potawatomi Nation Scholarship Program
  - Comanche Nation Higher Education Scholarship Program
  - Iowa Nation Higher Education Program
  - Iowa Nation Vocational Rehabilitation Program
  - Muscogee (Creek) Nation Higher Education
  - Muscogee (Creek) Nation Scholarship Program
  - Pawnee Higher Education Scholarship
  - Sac and Fox nation College Higher Education Grant
  - Seminole Nation of Oklahoma BIA Grant Scholarship
  - Wyandotte Nation Undergraduate Scholarship

## **University of Rhode Island**

**Does not offer full tuition waivers to Native American students.**

The University of Rhode Island does not offer waivers or other financial assistance specifically designated for Native American students.

## **South Dakota State University**

**Does not offer full tuition waivers to Native American students.**

- Offers ~ 35 scholarships for native sophomores, juniors, and seniors—amounts vary depending upon scholarships (anywhere from \$500-\$2,000)
- Launching the **Wokini Initiative** (scholarships to incoming South Dakota-based native students) will offer programming and support enrolled members of the nine tribal nations in South Dakota interested in gaining access to educational and advancement opportunities at South Dakota State University. The initiative will also enhance research and outreach collaborations and programs with tribes, tribal colleges and other tribal organizations in the state. Funding for the Wokini Initiative will be through private donations to the SDSU Foundation and revenue generated by land as part of the South Dakota Permanent Land Trust Fund.

## **Utah State University**

**Does not offer full tuition waivers to Native American students.**

Financial assistance for American Indian/Alaskan Native students available through federal, tribal, institutional, and private resources.



- MOU with the Paiute Indian Tribe of Utah
- MOU with the Northwestern Shoshone Tribe of Utah

## **Additional Institutions**

In addition to the peer institutions listed above, information was collected on the following institutions in neighboring states.

### **Colorado State University**

**Does not offer full tuition waivers to Native American students.**

- Native American Legacy Award  
This award is available to non-resident, degree-seeking students who are registered members of a federally recognized tribe that has a historical legacy of occupation in Colorado (including the Eastern Shoshone and Northern Arapaho tribes) OR are registered members of any federally recognized tribe transferring from an accredited tribal college with at least 30 transferable credits. The award reduces a student's non-resident tuition to Colorado resident base tuition plus \$250 per semester. It cannot be combined with the Western Undergraduate Exchange (WUE), Yellow Ribbon Award, GI Promise, HB 15-1294 GI Benefits, or other non-resident institutional scholarships.

### **Fort Lewis College**

**Does offer full tuition waivers to Native American students.**

- A tuition waiver program is available to students who are members of any recognized Native American tribe now under federal jurisdiction, and all persons who are descendants of such members who were, on June 1, 1934, residing within the present boundaries of any Native American reservation, and shall further include all persons of one-half or more Native American blood. Eskimos and other aboriginal people of Alaska shall be considered Native Americans. Students are still responsible for paying their student fees, room and board expenses, purchasing books, and any other educational expenses they may have.

### **Idaho State University**

**Does not offer full tuition waivers to Native American students.**

- Tuition assistance is available through Non-Resident Tuition Waivers, not specific to Native American students; awards are primarily made on the basis of academic merit. The number of awards available is based on available annual funding. Out of State Scholar NRTWs are highly competitive; consequently, the average GPA awarded is typically a 3.5 or higher. ACT and SAT scores may also be considered. These awards waive the total amount of non-resident tuition.

**Northern Arapaho Endowment Fund Scholarship  
Undergraduate Retention/Graduation**

Academic Year	Northern Arapaho Endowment Fund Scholarship Recipients				Full-Time Degree-Seeking Undergraduates*		
	Total Students with Scholarship <sup>1</sup>	Total Students Receiving Hathaway <sup>2</sup>	Retained to the Following Fall or Graduated that Year <sup>3</sup>	Graduated from UW <sup>4</sup>	Fall Undergrads	Retained to the Following Fall or Graduated that Year <sup>3</sup>	Graduated from UW <sup>4</sup>
1989-90	5		100%	100%			
1990-91	12		83%	83%			
1991-92	8		100%	100%			
1992-93	8		88%	88%			
1993-94	4		100%	100%			
1994-95	6		83%	67%			
1995-96	6		100%	67%			
1996-97	8		88%	63%			
1997-98	7		43%	71%			
1998-99	5		80%	100%			
1999-00	6		100%	83%			
2000-01	8		88%	75%			
2001-02	6		83%	50%			
2002-03	10		80%	40%			
2003-04	7		86%	57%			
2004-05	7		43%	29%			
2005-06	4		100%	75%			
2006-07	7	0	71%	43%			
2007-08	10	0	80%	70%	7,763	84%	78%
2008-09	8	0	88%	88%	7,911	84%	77%
2009-10	9	0	89%	78%	8,124	84%	77%
2010-11	8	0	88%	75%	8,352	84%	77%
2011-12	7	1	86%	57%	8,346	85%	77%
2012-13	2	1	100%	50%			
2013-14	3	1	100%	67%			
2014-15	6	1	83%	67%			
2015-16	3	0	67%	67%			
2016-17	4	1	75%	25%			
2017-18	9	1	NA	NA			
Average of all applicable years					8,099	84%	77%
5-year Average					8,099	84%	77%

\*These rates do not match the official methodology UW reports externally. Typical rates look at entering students at UW that start at the same time, either first-time, full-time or transfer students. To compare to the tribal scholarship data, this rate looks at all full-time, degree-seeking undergraduates.

<sup>1</sup>Students receive the scholarship over several years so the students are duplicated from year to year.

<sup>2</sup>Hathaway started in 2006. Most of the students receiving the scholarship are non-traditional age.

<sup>3</sup>Students are freshman, sophomore, juniors, seniors, and second bachelors. Due to this, some graduate within a year of receiving the scholarship.

<sup>4</sup>Graduation from UW at any time. Students could graduate within a year or almost 20 years later.

UW typically calculates graduation rates after six years. Students entering during these years may not have had a full six years to complete their degrees.

**Chief Washakie Memorial Endowment Fund Scholarship  
Undergraduate Retention/Graduation**

Academic Year	Chief Washakie Memorial Endowment Fund Recipients				Full-Time Degree-Seeking Undergraduates*		
	Total Students with Scholarship <sup>1</sup>	Total Students Receiving Hathaway <sup>2</sup>	Retained to the Following Fall or Graduated that Year <sup>3</sup>	Graduated from UW <sup>4</sup>	Fall Undergrads	Retained to the Following Fall or Graduated that Year <sup>3</sup>	Graduated from UW <sup>4</sup>
2004-05	5		60%	40%			
2005-06	7		100%	86%			
2006-07	15	0	73%	67%			
2007-08	14	1	79%	71%	7,763	84%	78%
2008-09	18	0	67%	72%	7,911	84%	77%
2009-10	9	0	78%	78%	8,124	84%	77%
2010-11	16	2	50%	44%	8,352	84%	77%
2011-12	11	2	82%	55%	8,346	85%	77%
2012-13	5	1	60%	60%			
2013-14	10	2	70%	60%			
2014-15	12	1	67%	42%			
2015-16	8	1	63%	25%			
2016-17	6	2	83%	17%			
2017-18	11	4	NA	NA			
Average of all applicable years	10.5		71%	57%	8,099	84%	77%
5-year Average	9.4		68%	41%	8,099	84%	77%

\*These rates do not match the official methodology UW reports externally. Typical rates look at entering students at UW that start at the same time, either first-time, full-time or transfer students. To compare to the tribal scholarship data, this rate looks at all full-time, degree-seeking undergraduates.

<sup>1</sup>Students receive the scholarship over several years so the students are duplicated from year to year.

<sup>2</sup>Hathaway started in 2006. Most of the students receiving the scholarship are non-traditional age.

<sup>3</sup>Students are freshman, sophomore, juniors, seniors, and second bachelors. Due to this, some graduate within a year of receiving the scholarship.

<sup>4</sup>Graduation from UW at any time. Students could graduate within a year or almost 20 years later.

UW typically calculates graduation rates after six years. Students entering during these years may not have had a full six years to complete their degrees.

6-Mar-18

OIA:SMK

**AGENDA ITEM TITLE: Contracts and Grants, Synakowski**

**CHECK THE APPROPRIATE BOX(ES):**

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

Specify: Committee of the Whole (Items for Approval)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Division of Research and Economic Development provides a list of all Contracts and Grants awarded to the University of Wyoming. This report provided data on a monthly basis. Attached is a list of all research grants and contracts awarded in the month of December 2017 and January 2018.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At each meeting the Board approves or disapproves the Contract and Grants Report.

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

UW Regulation 4-2 requires that all research grants, contracts and gifts be accepted or rejected by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the Contract and Grants Report.

**PROPOSED MOTION**

"I move to approve the Contract and Grants Report as presented to the Board. "

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

December 2017

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Dept	Description
3M Company (Canada)	\$544,260	Marnie Peterson		School of Pharmacy	Biofilm Prevention Initiatives
Albany County	\$73,912	Canyon Hardesty		Wyoming Institute for Disabilities WIND	Wyoming Consortium of Veterans Activities Adaptive Sports Programming
America View, Inc.	\$104,066	Ramesh Sivanpillai		Wyoming Geographic Information Science	StateView Program Development and Operations for the State of Wyoming
American Society of Heating, Refrigeration and Air Conditioning Engineering	\$67,846	Liping Wang		Civil & Architectural Engineering	Case Studies to Test Performance Measurement Protocols
Animal and Plant Health Inspection Service/Department of Agriculture	\$19,660	Timothy Collier		Ecosystem Science & Management	Biocontrol of Wyoming Weeds: Implementation and Monitoring
Battelle Energy Alliance	\$48,336	Amy Banic		Computer Science	Joint Appointment with Dr. Amy Banic at UWYO to increase the relevance of the CVE in the Center for Advanced Energy Studies at Idaho National Laboratory, evaluate & enhance the usability & effectiveness of immersive applications & hardware
Battelle Energy Alliance	\$139,993	Ray Fertig		Mechanical Engineering	Micro-Scale Technique to Evaluate Grain Boundary Cohesion of Irradiated Alloys
Battelle Memorial Institute - Pacific Northwest Division	\$100,000	Xiaohong Liu		Atmospheric Science	Wildfires and Regional Climate Variability, Mechanisms, Modeling and Prediction
Bayer Inc.	\$54,000	William Stump		Plant Sciences	Investigations in disease management for Wyoming crops

December 2017

Bureau of Land Management/Department of the Interior	\$50,000	Jay Norton		Ecosystem Science & Management	Evaluation of Microcapillary Barriers and Local-source Seeds for Improved Reestablishment of High Desert Plant Communities on Drastically Disturbed Rangelands (*SubProject*)
Bureau of Land Management/Department of the Interior	\$430,000	John Tanaka		Ecosystem Science & Management	Sustainable Rangelands Roundtable
Carbon County Economic Development Corporation (CCEDC)	\$21,600	Robert Godby		Economics	Comparison of Taxation Costs on Wind Energy Across Western U.S. States
Colorado State University	\$14,858	Trevor Durbin		Anthropology	Assessing Worker Perceptions of Health and Safety Risk in Beetle-Killed Forests
Dartmouth College	\$297,668	Adam Myers		Physics & Astronomy	Unveiling Hidden Black Holes in the Cosmic Web: Dark Matter Halos of WISE Quasars from Planck CMB Lensing
Defense Logistics Agency	\$192,336	Jill Kline		Small Business Development Center	Wyoming Procurement Technical Assistance Center Government Contracting Assistance (2017-2018) State Office
Department of Education	\$1,031,779	Jennifer Ingram		SEO General	Gaining Early Awareness and Readiness for Undergraduate Programs FY16-17 Admin

December 2017

Department of Education	\$409,120	Pamela Richardson		SEO General	Upward Bound PY2017
Department of Education	\$507,634	Debra Hintz		Scholarships & Financial Aid	Federal Work Study Program 2017-18
Department of Education	\$570,601	Debra Hintz		Scholarships & Financial Aid	D-ED SEOG Grant 2017-18
Department of Energy	\$103,822	Xiaohong Liu		Atmospheric Science	Development of Modal Aerosol Module in CAM5 for Biogeochemical Cycles
Department of the Army	\$523,209	John Oakey		Chemical Engineering	Targeted Encapsulation and Inertial Focusing for Circulating Tumor Cell Isolation
Forest Service/Department of Agriculture	\$59,478	Leonard Smutko		Haub School of Environment & Natural Resources	Climbing Capacity Analysis and Outfitter-Guide Allocation for the Vedauwoo Recreation Area; Hunting Capacity Analysis and Outfitter-Guide Allocation for the Medicine Bow-Routt National Forest
Jan Medical, Inc.	\$95,000	Matthew Boyer		VP for Research & Economic Development Office	JMC-1602, A study to assess the effectiveness of the BrainPulse as an aid in the diagnosis of concussion
Monsanto Company	\$6,000	James Heitholt		Plant Sciences	MSA Service Order 7: Competitive Efficacy North Soy
National Aeronautics & Space Administration	\$341,217	Carrick Eggleston		Geology & Geophysics	Perchlorate Production via Photoelectrochemistry with Semiconducting Minerals on Mars: Processes and Implications



December 2017

National Institutes of Health/DHHS	\$253,236	Grant Bowman		Molecular Biology	Bacterial Mechanisms for Establishing and Maintaining Cell Polarity
National Institutes of Health/DHHS	\$421,121	Qian-Quan Sun		Zoology & Physiology	Excitation and Inhibition Balance: Sensitive Period Plasticity
National Park Service/Department of the Interior	\$30,000	Michael Dillon		Zoology & Physiology	UW-NPS Research Center Support: Small Grants
National Science Foundation	\$107,734	Sarah Benson-Amram		Zoology & Physiology	NSF Graduate Research Fellows Program (GRFP) - Lisa Barrett
National Science Foundation	\$46,000	Kevin Monteith		Haub School of Environment & Natural Resources	NSF Graduate Research Fellows Program (GRFP) - Ellen Overton Aikens 2017-18
National Science Foundation	\$5,000	Kevin Monteith		Haub School of Environment & Natural Resources	NSF Graduate Research Fellows Program (GRFP) - Ellen Overton Aikens 2017-18
Ohio Aerospace Institute	\$37,000	Jonathan Naughton		Mechanical Engineering	Viscous Drag Reduction Surface Testing
Pacificorp	\$250,721	Jeffrey Beck		Ecosystem Science & Management	ELK RESPONSE TO WIND ENERGY DEVELOPMENT ON CRUCIAL WINTER RANGE ON THE DUNLAP RANCH, WYOMING
Small Business Administration	\$125,000	Gregory Jordan		Small Business Development Center	Federal And State Technology Partnership Program 2016-17
Small Business Administration	\$1,222,232	Jill Kline		Small Business Development Center	Wyoming Small Business Development Center 2017-2018

December 2017

U.S. Fish & Wildlife Service/Department of the Interior	\$31,704	Timothy Robinson		WWAMI Medical Education Program	Statistical Support for Inventory and Monitoring Projects
U.S. Geological Survey/Department of the Interior	\$74,000	Anna Lisa Chalfoun		Wyoming Coop Unit	RWO #201: Influence of Energy Development and Climatic Variability on Sagebrush Songbirds
U.S. Geological Survey/Department of the Interior	\$24,000	Kyle Palmquist		Botany	Modeling the Response of Big Sagebrush Plant Communities to Altered Climate and Disturbance
University of Colorado, Boulder	\$1,244	Andrew Parsekian		Geology & Geophysics	The Airborne Interferometric and Polarimetric Synthetic Aperture Radar Permafrost Dynamics Observatory
University of Waikato	\$6,340	David Williams		Botany	People, Cities, Nature
Utah State Univ	\$302,533	James Freeburn		R&E Center SAREC	Western SARE/NACAA Fellows Program
Various Sponsors	\$25	Mary Burman		School of Nursing	VARIOUS NURSING SCHOOLS PROGRAM
Various Sponsors	\$194	Jill Kline		Small Business Development Center	Program Income for FY17 SBDC SBA
Western Association of Fish and Wildlife Agencies	\$110,021	Matthew Kauffman		Wyoming Coop Unit	Identifying and Prioritizing Mule Deer Migration Corridors and Winter Ranges Across Sagebrush Ecosystems of the Western U.S.
Western Interstate Commission on Higher Education	\$21,000	David Jones		College of Health Sciences Deans Office	Administration of Wyoming WICHE Program
Western Research Institute	\$105,794	Ray Fertig		Mechanical Engineering	Consortium for Production of Affordable Carbon Fibers in the United States
WY Arts Council	\$10,000	Andrea Graham		American Studies & History	Folk Arts and Folklife Outreach at UW (Folklorist) - FY18
WY Association of Sheriffs and Chiefs of Police	\$3,753	Chad Bade		University Police	Selective Traffic Enforcement: DUI and Speed Enforcement FY2018

December 2017

WY Association of Sheriffs and Chiefs of Police	\$7,767	Chad Bade		University Police	Enforcement of Underage Drinking Laws
WY Dept of Agriculture	\$7,000	William Stump		Plant Sciences	Research to Improve Dry Bean Production in Wyoming (Stump)
WY Dept of Agriculture	\$36,000	John Connett		Ecosystem Science & Management	Pesticide Education Program: School Integrated Pest Management Program
WY Dept of Family Services	\$2,345,013	Melinda Meuli		Family & Consumer Sciences	Wyoming Supplemental Nutrition Assistance Program Education 2015-2018 - Year 2 2016-17
WY Dept of Health	\$251,772	Canyon Hardesty		Wyoming Institute for Disabilities WIND	Wyoming Telehealth Network
WY Dept of Transportation	\$151,270	Kristina Hufford		Ecosystem Science & Management	Revegetation Success and Weed Resilience of Wyoming Right-of-Way Reclamation
WY Dept of Transportation	\$969,362	Paul Kunkel		Transit & Parking Services	FY17 5311 Rural Public Transit-Operating Funding
WY Dept of Transportation	\$219,020	Khaled Ksaibati		Civil & Architectural Engineering	Wyoming Rural Road Safety Program and the High Risk Rural Road Program in various Wyoming Counties - NonFederal Portion
WY Office of Homeland Security	\$40,000	Mohamed Ahmed		Civil & Architectural Engineering	Examining an Automated Recognition System for Hazardous Materials Transportation
Wyoming Game and Fish Department	\$23,400	Jacob Goheen		Zoology & Physiology	Linking Environmental Drivers and Energy Development to the Abundance and Distribution of the Wyoming Pocket Gopher
Wyoming Game and Fish Department	\$61,421	Anna Lisa Chalfoun		Wyoming Coop Unit	Great Gray Owl Habitat Selection and Home Range Characteristics during the Breeding and Post-Fledgling Periods
Wyoming Instrumentation Development	\$46,533	Jonathan Naughton		Mechanical Engineering	Dynamic Testing of Optimized Rotocraft Airfoil

December 2017

Wyoming State Parks and Cultural Resources	\$201,000	James Ahern		Anthropology	Anthropology Internships for Cultural Records and Historic Preservation
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**Sponsored Programs**

**TOTAL 12/2017** \$13,354,606

Total From 7/2017 \$3,003,450

Total From 8/2017 \$4,723,097

Total From 9/2017 \$7,496,627

Total From 10/2017 \$5,139,523

Total From 11/2017 \$4,731,831

Total Year to Date \$38,449,134

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Dept	Description
US Department of Education (D-ED)	\$23,835,105	Debra Hintz		Student Financial Aid (SFA)	Direct Student Loans 2017-18
US Department of Education (D-ED)	\$16,408,924	Debra Hintz		Student Financial Aid (SFA)	Direct Student Loans 2017-18

**Total Insitutional Awards** **\$40,244,029**

**Grand Total** **\$78,693,163**

January 2018

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Dept	Description
AB Sciex Pte. Ltd	\$133,574	Bledar Bisha		Animal Science	Validation of a Mass Spectrometry Method for Microbial Identification
Administration for Community Living/DHHS	\$41,661	Sandra Root-Elledge		Wyoming Institute for Disabilities WIND	Wyoming State Plan for Assistive Technology 2017-2019: Wyoming Assistive Technology Resources (WATR) - Reutilization
Advanced Radar Corporation	\$15,000	Jeffrey French		Atmospheric Science	Education and Training for Weather Modification Operations and Observations
Agricultural Research Service/Department of Agriculture	\$57,777	John Scasta		Ecosystem Science & Management	Quantifying ecological dynamics and herbivore impacts in Thunder Basin
Albany County	\$145,650	Canyon Hardesty		Wyoming Institute for Disabilities WIND	Wyoming Consortium of Veterans Activities Adaptive Sports Programming
American Geriatrics Society	\$7,500	Christine McKibbin		Psychology	Innovative Geriatrics Programs and Approaches to Care
American Psychological Foundation	\$1,000	Carolyn Pepper		Psychology	Self-conscious Emotion and Self-criticism in Self-injury: A Daily Diary Investigation of Two Self-punishment Frameworks
American Speech - Language - Hearing Association	\$5,000	Erin Bush		Communication Disorders	Advancing Academic-Research Careers (ARRC) Award
Animal Welfare Institute	\$10,000	Melanie Murphy		Ecosystem Science & Management	Assessing the Efficacy of Using Non-invasive Genetic Techniques for Estimating Influence of Development on Population Decline of Greater Sage-Grouse
Association of Universities for Research and Astronomy	\$74,363	Michael Pierce		Physics & Astronomy	Geographically Distributed Citizen Scientist Training for the 2017 Citizen CATE Experiment

January 2018

Battelle Energy Alliance	\$52,299	Dorothy Yates		VP for Research & Economic Development Office	Center for Advanced Energy Studies-UW Strategic Planning Activities
Blue Cross Blue Shield of Wyoming	\$14,100	Robert Leduc		Wyoming Survey & Analysis Center	BCBS Benefits Portal Maintenance 2018
Blue Cross Blue Shield of Wyoming	\$19,284	Robert Leduc		Wyoming Survey & Analysis Center	On-line Member Portal Summary of Benefits and Coverage (SBC) Maintenance FY18
Boise State University	\$146,380	Christina Kuzmych		Wyoming Public Media	Regional Journalism Collaborations: Collaborations in the Mountain West
Carnegie Mellon University	\$13,922	Adam Myers		Physics & Astronomy	Quasars and Large Scale Structure: Gigaparsec Scale Simulations Confront Large Survey Data
City of Loveland	\$5,350	Brandon Gellis		Visual & Literary Arts	Of 'Great Acceleration' Exhibition: Exploring Complex Relationships between Humans and Biology, through Systems and Nature
Department of Education	\$4,029,127	Debra Hintz		Scholarships & Financial Aid	Pell Grant 2017-18
Foreign Agricultural Services/Department of Agriculture	\$40,000	Brant Schumaker		Veterinary Science	Borlaug Fellowship Program 2018, Animal Health and Nutrition (Stella Atim)
Forest Service/Department of Agriculture	\$10,000	Bonnie Heidel		Wyo Natural Diversity Database	Shoshone National Forest_Biodiversity Studies
Forest Service/Department of Agriculture	\$8,000	Gary Beauvais		Berry Center	Natural Heritage Program Database Exports
Forest Service/Department of Agriculture	\$15,000	Bonnie Heidel		Wyo Natural Diversity Database	Rare Plant Work on the Bighorn National Forest 2016 and 2017
Health Resources and Services Administration/DHHS	\$746,828	Christine McKibbin		Wyoming Institute for Disabilities WIND	Supplement 3 - Geriatrics Workforce Enhancement Program

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Health Resources and Services Administration/DHHS	\$99,970	Christine McKibbin		Wyoming Institute for Disabilities WIND	Supplement 3 - ADRC
Indiana University	\$175,000	Michael Pierce		Physics & Astronomy	Development of FHIRE: The Fiber High Resolution Echelle Spectrograph
Industrial Economics, Incorporated (IEc)	\$14,600	Brian Harnisch		Wyoming Survey & Analysis Center	Nation-Wide Mail Household Survey on the Public's Opinions About Visibility in National Parks
Insure Organics	\$6,000	Carrie Eberle		Plant Sciences	Sugar Beet Response to Insure Organic Soil Amendments
Livingworks Education Inc.	\$15,000	Carolyn Pepper		Psychology	Suicide to Hope Pilot Study
Los Alamos National Laboratory	\$57,985	Ye Zhang		Geology & Geophysics	CO2 Storage Modeling at the Kevin Dome Pilot Injection Site
Media Matched Inc	\$43,000	Humphrey Costello		Wyoming Survey & Analysis Center	New Mexico Tobacco Media Evaluation 2018
National Aeronautics & Space Administration	\$1,124,938	Shawna McBride		Physics & Astronomy	NASA EPSCoR: Igniting a New Era of Planet Discovery with FHIRE: A Precision Spectrograph at the WIRO Telescope
National Aeronautics & Space Administration	\$108,300	Xiaohong Liu		Atmospheric Science	Developing and Evaluating an Advanced Aerosol Module in Geos-5 for Data Assimilation and Climate Studies
National Institute of Allergy and Infectious Diseases/NIH/DHHS	\$210,520	Mark Gomelsky		Molecular Biology	Interplay between c-di-GMP signaling, metabolism and virulence in <i>Listeria monocytogenes</i>
National Institute of Neurological Disorders and Stroke/NIH/DHHS	\$94,513	Qian-Quan Sun		Zoology & Physiology	Mechanisms underlying continuous spike-waves during slow-wave sleep in mouse model of focal cortical dysplasia Year 3
National Institutes of Health/DHHS	\$50,828	Daniel Levy		Molecular Biology	Integration of Xenopus Extract and Microfluidics to Study Organelle Size Scaling - 2017-2018



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National Radio Astronomy Observatory	\$15,933	Daniel Dale		Physics & Astronomy	Community Study: Short Spacing Issues for the Mapping of Milky Way Extended Emission and Nearby Galaxies - Stipend
National Radio Astronomy Observatory	\$5,000	Daniel Dale		Physics & Astronomy	Community Study: Short Spacing Issues for the Mapping of Milky Way Extended Emission and Nearby Galaxies - Exempt
National Science Foundation	\$147,316	Xiaohong Liu		Atmospheric Science	Collaborative Research: Cirrus Cloud Formation and Microphysical Properties from In-situ Observed Characteristics to Global Climate Impacts Year 1
National Science Foundation	\$310,340	Xiaohong Liu		Atmospheric Science	Collaborative Research: Cirrus Cloud Formation and Microphysical Properties from In-situ Observed Characteristics to Global Climate Impacts Yr. 2 & 3
North Dakota State Univ	\$464,829	Khaled Ksaibati		Civil & Architectural Engineering	Mountain-Plains Consortium Recycled Concrete 2018-2022
Public Lands Endowment Trust	\$150,000	Kristie Maczko		Ecosystem Science & Management	Evaluating Non-fee Grazing Permit Costs in the Context of Social and Economic Characteristics of Public Land Ranchers
University Corporation for Atmospheric Research	\$272,503	Fred Ogden		Civil & Architectural Engineering	NOAA Science Collaboration Program: ADHydro Model Development, Testing, Documentation, and Training in Collaboration with the National Oceanographic and Atmospheric Administration/National Weather Service/Office of Water Predictions
University of Colorado, Boulder	\$12,950	Shane Murphy		Atmospheric Science	Coupled Mobile Measurements of Atmospheric Methane and BTEX in the Greater Wattenberg Area, Colorado

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West Virginia University	\$181,488	Zunsheng Jiao		School of Energy Resources Directors Office	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
WY Arts Council	\$10,335	Janelle Fletcher		Fine Arts Outreach	UW Presents the 2017-2018 Performance Season
WY Business Council	\$493,887	Jill Kline		Small Business Development Center	Regions WBDC 2017-2018
WY Dept of Education	\$99,203	Canyon Hardesty		Wyoming Institute for Disabilities WIND	National Instructional Materials Accessibility Center (NIMAC): Accessible Educational Materials
WY Dept of Transportation	\$37,500	Khaled Ksaibati		Civil & Architectural Engineering	Wyoming Local Technical Assistance Program (LTAP) Center-2018 - Federal
WY Dept of Transportation	\$156,250	Khaled Ksaibati		Civil & Architectural Engineering	Wyoming Technology Transfer Center (T2) 2018 - Federal Portion
WY State Engineer	\$75,000	Christopher Nicholson		Civil & Architectural Engineering	The Wyoming Agricultural Climate Network WACnet
Wyoming Arts Council	\$11,286	Margaret Wilson		Theatre & Dance	Community Support Grant: UW Theatre and Dance Multiple Projects
Wyoming Game and Fish Department	\$8,303	Ian Abernethy		Wyoming Coop Unit	Rocky Mountain Amphibian Project Coordination
Wyoming Game and Fish Department	\$40,000	Matthew Kauffman		Wyoming Coop Unit	Deer Migrations of the South Wind River and Owl Creek-Meeteetse Herds
Wyoming Wild Sheep Foundation	\$3,000	Kevin Monteith		Haub School of Environment & Natural Resources	Evaluating the Role of Harvest and the Environment on Weapon Size of Mountain Sheep
Wyoming Wildlife - The Foundation	\$6,929	Kristina Harkins		Wyo Natural Diversity Database	Mammalian Community Diversity in Sagebrush Ecosystems

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<b>Sponsored Programs</b>	
<b>TOTAL 12/2017</b>	<b><u>\$10,094,521</u></b>
<b>Total From 7/2017</b>	<b>\$3,003,450</b>
<b>Total From 8/2017</b>	<b>\$4,723,097</b>
<b>Total From 9/2017</b>	<b>\$7,496,627</b>
<b>Total From 10/2017</b>	<b>\$5,139,523</b>
<b>Total From 11/2017</b>	<b>\$4,731,831</b>
<b>Total From 12/2017</b>	<b>\$13,354,606</b>
<b>Total Year to Date</b>	<b>\$48,543,655</b>

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Education (D-ED)	\$23,835,105	Debra Hintz		Student Financial Aid (SFA)	Direct Student Loans 2017-18
US Department of Education (D-ED)	\$16,408,924	Debra Hintz		Student Financial Aid (SFA)	Direct Student Loans 2017-18

**Total Insitutional Awards** **\$40,244,029**

**Grand Total** **\$88,787,684**

**AGENDA ITEM TITLE:**

**Personnel – Academic Report and Non-Academic Report,** Miller/Benham-Deal

**CHECK THE APPROPRIATE BOX(ES):**

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

Specify: Committee of the Whole (Items for Approval)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Information is provided to the Board about personnel matters, including but not limited to appointments; reappointments, tenure, promotion and extended term renewals; change in appointments; retirements and resignations; and sabbatical and professional development leaves. Supporting materials include a list of all personnel information that needs action by the Board.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board receives regular information about personnel matters.

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

Per University Regulation 5-1 (Academic Personnel), 5-803 (Reappointment, Tenure and Promotion Procedures for Faculty Members), and 5-408 (Guidelines for Establishing Academic Professionals), Board approval is needed.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the personnel report as provided.

**PROPOSED MOTION**

“I move to approve the personnel report as provided to the Board.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE:**

**Approval of Agreements, Contracts, and Procurements,** 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:**

UW Regulation 3-1 (Signature Authority) requires Board approval for University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued more than \$1,000,000 (one-time or in aggregate), and for which the term is more than five years.

A list of contracts, agreements, and procurements that the University is seeking approval to execute will be provided.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Standing item at each Board meeting, as needed.

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

UW Regulation 3-1 (Signature Authority) requires Board approval for University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued more than \$1,000,000 (one-time or in aggregate), and for which the term is more than five years.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval for Administration to execute the contracts, agreements, and procurements as provided to the Board.

**PROPOSED MOTION**

"I move to approve Administration to execute the list of contracts, agreements, and procurements as provided to the Board."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE:**

**Contracts and Procurement Report (per Signature Authority Regulation), 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:**

Per UW Regulation 3-1 (Signature Authority), unless otherwise limited by UW Regulation or reserved by the Board of Trustees, the President shall have authority to approve and/or sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate), and for which the term is less than five years. The President may delegate this authority to University Officers for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

As required by the Regulation, attached are the following reports:

- 1) Service Contracts (including contracts, federal contracts, agreements, and memorandums of understanding) valued at \$50,000 or above (one-time or in aggregate) from December 16, 2017 – February 28, 2018
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from December 16, 2017 – February 28, 2018

**Service contract workflow**

Per Presidential Directive 3-2014-1 (Signature Authority), the President can delegate signature authority to University officers for service contracts valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

**Procurement workflow**

Cost Center Managers (business manager level) approve all purchases, and are the final approvers for purchases of \$99,999 or less.

Deans/Associate Vice Presidents are included in the approval workflow if the purchase is \$100,000 or above. They are the final approvers for purchases between \$100,000 and \$249,999.

Vice Presidents are added to the approval workflow if the purchase is \$250,000 or above. They are the final approvers for purchases between \$250,000 and \$499,999.

The President is added to the approval workflow if the purchase is \$500,000 or above. She is the final approver for purchases between \$500,000 and \$999,999.

The Board of Trustees approves purchases of \$1,000,000 and above.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Standing information item at each in-person Board of Trustees meeting.

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

Per UW Regulation 3-1 (Signature Authority), at each regular meeting of the Board of Trustees (excluding conference calls), the President shall provide a written report to the Board of Trustees identifying each contract, federal contract, agreement, memorandum of understanding, or procurement valued at \$50,000 or above (one-time or in aggregate) signed by the President or designee under this provision.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A. Information Only.

**PROPOSED MOTION**

N/A. Information Only.

**PRESIDENT'S RECOMMENDATION:**

N/A. Information Only.



### UW Regulation 3-1 (Signature Authority) Contracts Board Report - December 16, 2017 - February 28, 2018

Contract Number	Contract Header Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer Name	Signer Job Title
14001-BloombergFinance-January2018	Bloomberg Schedule of Services	Services Contract	College of Business	Bloomberg LP	1/16/18	\$90,000.00	Megan Hanneman	University Controller
16001-OPAL-RT Technologies-December 2017		Services Contract	College of Engineering & Applied Science	OPAL-RT Technologies Inc	1/31/18	\$73,388.65	William Mai	Vice President for Administration
17103-CPGCIS-July 2017	Personal Services Agreement the University of Wyoming and Cheyenne Physician Group, LLC	Services Contract	College of Health Sciences	Cheyenne Physician Group LLC	2/8/18	\$75,000.00	William Mai	Vice President for Administration
40003 EnrollmentRx Dec 2017	Enrollment Rx Pricing Addendum	Services Contract	Information Technology	Enrollment Rx, LLC	1/8/18	\$149,400.00	William Mai	Vice President for Administration
70001JMTConsultingNov2017	JMT Consulting, LLC	Services Contract	Research & Economic Development	JMT Consulting LLC	12/18/17	\$78,000.00	William Mai	Vice President for Administration
10501-ContinentalResearch&EngrLLC-Feb2018	Continental Research & Engr LLC	Services Contract	School of Energy Resources	Continental Research and Engineering LLC	2/8/18	\$189,500.00	William Mai	Vice President for Administration
10501-CoalingCorp-Jan2018	Coaling Corp Contract	Services Contract	School of Energy Resources	Coaling Corporation	2/13/18	\$72,765.00	William Mai	Vice President for Administration
10501-AdvancedCarbonCollaborative-Feb2018	Advanced Carbon Collaborative Amendment no. 1	Services Contract	School of Energy Resources	Advanced Carbon Collaborative LLC	2/25/18	\$75,000.00	Mark Northam	Executive Director, SER
19002-Elsevier-Feb2018	Elsevier Subscription Agreement - Knovel	Services Contract	University Libraries	Elsevier B V	2/8/18	\$106,411.18	William Mai	Vice President for Administration
19002-ProQuest-Nov17-2	ProQuest Customer Order Form Terms and Conditions 07/17/2017	Services Contract	University Libraries	ProQuest, LLC	12/19/17	\$94,222.72	William Mai	Vice President for Administration
26001Arcon, Inc.Jan2018ITBldgChillerReplacement	Agreement Between Owner and Contractor	Services Contract	University Operations	Arcon Inc	2/20/18	\$725,000.00	Laurie Nichols	President
26001ForensicAnalyticalConsulting	Consultant Agreement	Services Contract	University Operations	Forensic Analytical Consulting Services Inc	1/8/18	\$50,000.00	William Mai	Vice President for Administration
26001EngineeringEconomics,Inc.Dec 2017	Consultant Agreement	Services Contract	University Operations	Engineering Economics Inc	1/22/18	\$50,000.00	William Mai	Vice President for Administration
26001E/S3Consultants,Inc.Jan2018	Consultant Agreement	Services Contract	University Operations	E/S3 Consultants Inc	2/14/18	\$50,000.00	William Mai	Vice President for Administration
26001ShepardConstruction,Inc.November2017	Agreement Between Owner and Contractor	Services Contract	University Operations	Shepard Construction Inc	1/25/18	\$534,100.00	Laurie Nichols	President
26001SlettenConstructionofWyomingDec2017	Agreement Between Owner and Contractor	Services Contract	University Operations	Sletten Construction of Wyoming Inc	1/25/18	\$1,198,900.00	Laurie Nichols	President*
26001Stata,IncJan2018	Consultant Agreement	Services Contract	University Operations	Strata Incorporated	2/14/18	\$50,000.00	William Mai	Vice President for Administration
31081ArkAngelProductions,Inc.January2018	Trevor Noah Contract	Services Contract	VP Student Affairs Office	Ark Angel Productions Inc	1/31/18	\$85,000.00	William Mai	Vice President for Administration
						\$3,746,687.55		

\*Board of Trustees approved administration to sign on December 13, 2017.

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UW Regulation 3-1 (Signature Authority) Procurement Board Report - December 16, 2017 - February 28, 2018

Creation Date	Supplier	Line number	Description	Quantity	Line Unit Price	Total Line Price	Total PO Amount	Department	Last Approver	Title of Approver
12/18/2017	Laramie County Community College	1	Rent for UW Lease Space in Clay Pathfinder from July 2017-2018	1	78,320.70	78,320.70		Real Estate Operations	Darcy Bryant - 12/14/17	Deputy Director, Business Serv, Univ Ops
	Laramie County Community College	2	Operational costs: Custodial fee and Annual Phone services	1	12,319.00	12,319.00	90,639.70	Real Estate Operations	Darcy Bryant - 12/14/17	Deputy Director, Business Serv, Univ Ops
12/19/2017	Casper College	1	Casper College Sub-Award, Gaining Early Awareness and Readiness for Undergraduate Programs	1	355,320.00	355,320.00	355,320.00	SEO General	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/19/2017	Northern Wyoming Community College District	1	Annual Ground Lease	1	123,783.03	123,783.03	123,783.03	Real Estate Operations	Andrea Bazan - 12/19/17	Accountant, Business Serv, Univ Ops*
12/19/2017	Wyoming Department of Education	1	Woming Department of Education Sub Award 1001320M, Gaining Early Awareness and Readiness for Undergraduate Programs	1	100,000.00	100,000.00	100,000.00	SEO General	Tami Benham-Deal - 12/18/17	Vice Provost
12/19/2017	Laramie County Community College	1	Laramie County Community College Sub-Award, Gaining Early Awareness and Readiness for Undergraduate Programs	1	380,700.00	380,700.00	380,700.00	SEO General	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/19/2017	Northwest College	1	Northwest College Sub-Award, Gaining Early Awareness and Readiness for Undergraduate Programs	1	253,800.00	253,800.00	253,800.00	SEO General	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/19/2017	Central Wyoming College	1	Central Wyoming College Sub-Award, Gaining Early Awareness and Readiness for Undergraduate Programs	1	348,975.00	348,975.00	348,975.00	SEO General	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/19/2017	Northern Wyoming Community College District	1	Northern Wyoming Community College Sub Award, Gaining Early Awareness and Readiness for Undergraduate Programs	1	253,800.00	253,800.00	253,800.00	SEO General	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/19/2017	Eastern Wyoming College	1	Eastern Wyoming College Sub-award, Gaining Early Awareness and Readiness for Undergraduate Programs	1	444,150.00	444,150.00	444,150.00	SEO General	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/20/2017	Idaho State University	1	UW's portion of rent for CAES building-Idaho Falls, ID	1	96,640.00	96,640.00	96,640.00	VP for Research & Economic Development Office	Kate Miller - 12/18/17	Provost & VicePres, Acad Affairs
12/20/2017	Cummins Inc	1	750KW Cummins/Onan Diesel	1	223,460.00	223,460.00		Utilities Management	John Davis - 12/20/17	Exec Dir, Operations
	Cummins Inc	2	Cold Weather Adder	1	10,875.00	10,875.00	234,335.00	Utilities Management	John Davis - 12/20/17	Exec Dir, Operations
12/20/2017	Recipient	1	Settlement Payment	1	250,000.00	250,000.00		General Counsels Office	Tara Evans - 12/20/17	General Counsel
	Recipient	2	Settlement Payment	1	31,540.00	31,540.00	281,540.00	General Counsels Office	Tara Evans - 12/20/17	General Counsel
12/20/2017	Storbeck Pimentel & Associates Inc	1	COHS Dean Search: Professional Fee Installment	1	54,418.95	54,418.95	54,418.95	Provosts Office	Tami Benham-Deal - 12/20/17	Vice Provost
12/21/2017	Inter Technologies Corporation	1	SmartServe Maintenance for RL	19	2,047.50	38,902.50		Client Support Services	Robert Aylward - 12/20/17	VP Info Tech & CIO
	Inter Technologies Corporation	2	SmartServe Customer Assurance	3	2,000.00	6,000.00		Client Support Services	Robert Aylward - 12/20/17	VP Info Tech & CIO
	Inter Technologies Corporation	3	My Mediasite	1	11,000.00	11,000.00		Client Support Services	Robert Aylward - 12/20/17	VP Info Tech & CIO
	Inter Technologies Corporation	4	Customer Assurance Maintenance for EX server	1	2,420.00	2,420.00		Client Support Services	Robert Aylward - 12/20/17	VP Info Tech & CIO
	Inter Technologies Corporation	5	SmartServe Maintenance for RL	1	1,400.00	1,400.00	60,322.50	Client Support Services	Robert Aylward - 12/20/17	VP Info Tech & CIO
12/21/2017	Northern Star Counseling	1	17013 Northernstar Sept 2017 Contract with Family Medicine Residency in Cheyenne	1	80,000.00	80,000.00	80,000.00	School of Nursing	Laurie Kemper - 12/20/17	Business Manager, Executive, Health Science
12/21/2017	Teton Data Systems	1	Subscription to Stat Ref databases for UW library Collection	1	56,858.00	56,858.00	56,858.00	University Library Collection Development	Kay Hart - 12/21/17	Accountant, University Libraries*
12/21/2017	Recipient	1	Settlement Payment	1	57,750.00	57,750.00	57,750.00	General Counsels Office	Tara Evans - 12/21/17	General Counsel
12/21/2017	Little America Hotels & Resorts Inc	1	Banquet Charges, Range Beef Cow Symposium	1	59,292.36	59,292.36	59,292.36	Animal Science	Michael Day - 12/21/17	Department Head, Animal Science
12/21/2017	Pivotal Health Solutions, Inc.	1	Track Locker Room, Alumni Elite Locker	60	975.00	58,500.00		Facilities Engineering	Andrea Kelly - 12/21/17	Office Associate, Business Serv, Univ Ops*
	Pivotal Health Solutions, Inc.	2	Alumni Elite Locker	38	975.00	37,050.00		Facilities Engineering	Andrea Kelly - 12/21/17	Office Associate, Business Serv, Univ Ops*
	Pivotal Health Solutions, Inc.	3	Extra Material	1	2,182.00	2,182.00		Facilities Engineering	Andrea Kelly - 12/21/17	Office Associate, Business Serv, Univ Ops*
	Pivotal Health Solutions, Inc.	4	Shipping	1	6,084.00	6,084.00	103,816.00	Facilities Engineering	Andrea Kelly - 12/21/17	Office Associate, Business Serv, Univ Ops*
12/21/2017	Medco Supply Co	1	Carts, Taping Tables and Accessories Complete with Freight, Athletic Training Room furnishings	1	98,105.16	98,105.16	98,105.16	Facilities Construction Mgt	Darcy Bryant - 12/21/17	Deputy Director, Business Serv, Univ Ops
1/3/2018	Cengage Learning	1	Subscription to database digital archives for UW library	1	188,383.00	188,383.00	188,383.00	University Library Collection Development	Ivan Gaetz - 12/21/17	Dean, University Libraries
1/4/2018	University of New Hampshire	1	Sub-Contract for Kristina Varga & Supplies Project, Collaborative Research: Enhanced Circular Dichroism Sensing of Biomolecules Using Nanoparticles	1	57,328.00	57,328.00	57,328.00	Chemistry	Laurie Sanchez - 12/16/17	Dir, Business Operations, A&S
1/4/2018	Recipient	1	Settlement Payment - Wire Transfer	1	72,250.00	72,250.00	72,250.00	General Counsels Office	Tara Evans - 1/4/18	General Counsel
1/8/2018	ProQuest, LLC	1	Subscription to database for UW library	1	76,962.78	76,962.78	76,962.78	University Library Collection Development	Laurie Mendick - 1/3/18	Business Manager, Executive, Libraries
1/8/2018	EBSCO Information Services	1	Database subscription for 2018 for UW Library collection	1	140,886.00	140,886.00	140,886.00	University Library Collection Development	Ivan Gaetz - 1/4/18	Dean, University Libraries

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1/9/2018	Carl Zeiss Microscopy, LLC	1	Services Contract Xradia 500 Versa	1	229,908.00	229,908.00	229,908.00	School of Energy Resources Directors Office	Mark Northam - 1/9/18	Executive Director, SER
1/11/2018	University of Oregon	1	Research Agreement Modification No 9 Wyoming Atlas of Unregulated Migration: Pilot Project at the University of Oregon	1	114,396.04	114,396.04	114,396.04	Wyoming Coop Unit	Paula Lutz - 1/10/18	Dean, A&S Dean's Office
1/11/2018	First American Title Insurance Co.	1	909 Lewis Street - Purchase of Land	1	50,000.00	50,000.00		Real Estate Operations	John Davis - 1/12/18	Exec Dir, Operations
	First American Title Insurance Co.	2	909 Lewis Street - Purchase of Land	1	184,000.00	184,000.00		Real Estate Operations	John Davis - 1/12/18	Exec Dir, Operations
	First American Title Insurance Co.	3	909-Lewis Street-Closing Costs	1	4,131.04	4,131.04	238,131.04	Real Estate Operations	John Davis - 1/12/18	Exec Dir, Operations
1/12/2018	Stonehouse, Inc	1	Restore Water Service Rebuild Line	1	70,000.00	70,000.00	70,000.00	Facilities Construction Mgt	Darcy Bryant - 1/11/18	Deputy Director, Business Serv, Univ Ops
1/12/2018	Casper College	1	Casper College: Union Building costs	1	318,641.98	318,641.98	318,641.98	Real Estate Operations	William Mai - 1/12/18	VP Administration
1/12/2018	e-obs GmbH	1	40 Bird Solar 15g	1	49,141.80	49,141.80		EcoSystem Science & Management	Catherine Harris - 1/11/18	Business Manager, Executive, Agric Admin Business Office
	e-obs GmbH	2	2 Base Station	1	3,561.00	3,561.00		EcoSystem Science & Management	Catherine Harris - 1/11/18	Business Manager, Executive, Agric Admin Business Office
	e-obs GmbH	3	2 Yagi antenna 916 MHz	1	356.10	356.10		EcoSystem Science & Management	Catherine Harris - 1/11/18	Business Manager, Executive, Agric Admin Business Office
	e-obs GmbH	4	Shipping		247.37	247.37	53,306.27	EcoSystem Science & Management	Catherine Harris - 1/11/18	Business Manager, Executive, Agric Admin Business Office
1/12/2018	Regents of the University of Michigan	1	Regents of UM: 355833 Forecasting Biological and Economic Impacts	1	61,082.99	61,082.99	61,082.99	Economics	Karen Rhodine - 2/2/18	Dir, Business Operations, Business
1/12/2018	Colorado Alliance of Research Libraries	1	Subscription to ejournal package Oxford University	1	81,358.44	81,358.44	81,358.44	University Library Collection Development	Laurie Mendick - 1/9/18	Business Manager, Executive, Libraries
1/12/2018	EBSCO Information Services	1	Periodical Subscription for UW Library Collection	1	75,191.62	75,191.62	75,191.62	University Library Collection Development	Laurie Mendick - 1/9/18	Business Manager, Executive, Libraries
1/17/2018	PicoQuant Photonics North America Inc	1	Fluorescence Lifetime Detection System	1	56,670.00	56,670.00	56,670.00	VP for Research & Economic Development Office	Rachel Wheat - 1/17/18	Office Associate Sr, Chemistry*
1/17/2018	Colorado Alliance of Research Libraries	1	Subscription to Ejournal package Elsevier Science Direct for 2018	1	700,495.43	700,495.43	700,495.43	University Library Collection Development	Kay Hirt - 1/17/18	Accountant, University Libraries*
1/18/2018	Custom Ag Solutions	1	R & D Subcontract_Costom Ag Solution_1003736-Rick Mangement Education Addressing: Crop Insurance Availability; Evaluating Risk Strategies; and Risk Management for Beginning, Retrining/Transitioning, and Other Farmers/Ranchers/Interested Individuals in Wyoming 2017-18	1	25,000.00	25,000.00		Agriculture & Applied Economics	Catherine Harris - 1/16/18	Business Manager, Executive, Agric Admin Business Office
	Custom Ag Solutions	2	R & D Subcontract_Costom Ag Solution_1003736	1	55,042.00	80,042.00	80,042.00	Agriculture & Applied Economics	Catherine Harris - 1/16/18	Business Manager, Executive, Agric Admin Business Office
1/22/2018	Mountain West Conference	1	Women's Bball Fees	1	84,300.00	84,300.00		Intercollegiate Athletics Directors Office	Thomas Burman - 1/19/18	Athletic Director
	Mountain West Conference	2	Championship Photography	1	1,500.00	1,500.00		Intercollegiate Athletics Directors Office	Thomas Burman - 1/19/18	Athletic Director
	Mountain West Conference	3	Divemeets.com Registration	1	125.00	125.00		Intercollegiate Athletics Directors Office	Thomas Burman - 1/19/18	Athletic Director
	Mountain West Conference	4	Basketball Officials	1	1,000.00	1,000.00		Intercollegiate Athletics Directors Office	Thomas Burman - 1/19/18	Athletic Director
	Mountain West Conference	5	Gridiron Football Scheduling	1	3,750.00	3,750.00		Intercollegiate Athletics Directors Office	Thomas Burman - 1/19/18	Athletic Director
	Mountain West Conference	6	Institutional Dues FY18	1	237,500.00	237,500.00	328,175.00	Intercollegiate Athletics Directors Office	Thomas Burman - 1/19/18	Athletic Director
1/22/2018	University of Washington	1	2nd Installment for WWAMI 2017-2018 Contract Fees and Tuition	1	1,894,393.00	1,894,393.00	1,894,393.00	WWAMI Medical Education Program	Laurie Nichols - 1/19/18	President
1/22/2018	University Corporation for Atmospheric Research	1	Research Subaward to UCAR-Numerical Simulations of the Impact of Cloud Seeding in the Wind River Range on Precipitation, Snowpack and Streamflow	1	80,000.00	80,000.00	80,000.00	Civil & Architectural Engineering	Cindy Wood - 1/17/18	Business Manager, Engineering
1/23/2018	Metrohm Raman	1	Spectroscope for Carbon Engineering lab	1	56,700.00	56,700.00	56,700.00	School of Energy Resources Directors Office	Rachel Farrell - 1/23/18	Business Manager, Executive, SER
1/23/2018	SmartStart Evaluation & Research Inc	1	SmartStart External Eval	1	53,000.00	53,000.00	53,000.00	EPSCoR	Amanda Larson - 1/16/18	Asst To The Vice President, Research
1/24/2018	Evaluation Systems Pearson	1	Spring 2018 EDTPA Vouchers	1	63,000.00	63,000.00	63,000.00	Education/Office for Teacher Education	Kimberly Montes - 1/18/18	Business Manager, Executive, Education
1/25/2018	Antigua Group Inc	1	100574-902 Executive Backpack	120	41.00	4,920.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	2	100573-902 Executive Rolling Duffie	120	41.00	4,920.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	3	100577-902 Executive Shoe Bag	1400	12.50	17,500.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	4	100636-001 Pinnacle hat white	700	9.50	6,650.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	5	100636-076 Pinnacle hat smoke	900	9.50	8,550.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	6	101302-809 Mens Quest	205	18.00	3,690.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops

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	Antigua Group Inc	7	101303-102 Womens Quest	90	18.00	1,620.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	8	101305-070 Womens Tempo	90	25.00	2,250.00		Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
	Antigua Group Inc	9	104095-473 Mens Frontier	201	30.00	6,030.00	<b>56,131.00</b>	Jacoby Golf Course	Darcy Bryant - 1/24/18	Deputy Director, Business Serv, Univ Ops
1/27/2018	YBP Library Services	1	Springerlink Ebook Package for 2018	1	223,623.11	223,623.11	<b>223,623.11</b>	University Library Collection Development	Ivan Gaetz - 1/26/17	Dean, University Libraries
1/27/2018	Otto Harrassowitz	1	Subscription to Ejournal package for UW libraries collection	1	208,843.95	208,843.95	<b>208,843.95</b>	University Library Collection Development	Ivan Gaetz - 1/26/17	Dean, University Libraries
1/27/2018	Colorado Alliance of Research Libraries	1	Subscription to Ejournal package and databases for UW libraries collection	1	71,473.00	71,473.00	<b>71,473.00</b>	University Library Collection Development	Laurie Mendick - 1/25/18	Business Manager, Executive, Libraries
2/1/2018	Interfolio Inc	1	Faculty Activity Reporting Software	1	40,000.00			Provosts Office	Robin Petroski - 2/1/18	Accounting Associate Sr, IT*
	Interfolio Inc	2	Review promotion and tenure software	1	40,000.00			Provosts Office	Robin Petroski - 2/1/18	Accounting Associate Sr, IT*
	Interfolio Inc	3	standard implementation	1	41,000.00			Provosts Office	Robin Petroski - 2/1/18	Accounting Associate Sr, IT*
	Interfolio Inc	4	on site training	1	4,000.00		<b>125,000.00</b>	Provosts Office	Robin Petroski - 2/1/18	Accounting Associate Sr, IT*
2/2/2018	Sauder Manufacturing Co	1	FURNITURE FOR ORR HALL LOUNGES - Stool/Sorrel	8	275.93	2,207.44		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	2	Stool/novel	6	275.93	1,655.58		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	3	laptop	7	241.30	1,689.10		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	4	pedestal	7	440.32	3,082.24		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	5	sofa/indigo	4	2,086.03	8,344.12		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	6	sofa/graphite	3	2,086.03	6,258.09		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	7	loveseat/indigo	4	1,632.60	6,530.40		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	8	loveseat/graphite	3	1,632.60	4,897.80		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	9	chair/indigo	4	1,100.80	4,403.20		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	10	chair/graphite	3	1,100.80	3,302.40		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	11	rally chair/baltic	8	631.69	5,053.52		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	12	rally chair/graphite	6	723.54	4,341.24		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	13	rally ottoman/baltic	4	790.25	3,161.00		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	14	chair/sear only	3	945.52	2,836.56		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	15	chair back only	32	47.39	1,516.48		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	16	chair back of back	32	47.55	1,201.60		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	17	chair seat only/baltic	32	27.34	874.88		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	18	chair back only/camber zinc	24	63.06	1,513.44		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	19	chair back only/camber zinc	24	49.21	1,181.04		Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
	Sauder Manufacturing Co	20	chair back of back/camber zinc	24	39.01	936.24	<b>64,986.37</b>	Residence Life Operations	Jamison Miller - 2/1/18	Dir Student Affairs Bus Op, RLDS
2/5/2018	Wyoming Office Products & Interiors	1	HAPC/RAC:furniture complete bid package A	1	6,147.00	6,147.00		Facilities Construction Mgt	William Mai - 2/5/18	VP Administration
	Wyoming Office Products & Interiors	2	HAPC/RAC: Furniture bid package B	1	242,976.00	242,976.00	<b>304,123.00</b>	Facilities Construction Mgt	William Mai - 2/5/18	VP Administration
2/5/2018	Rainier Industries LTD	1	High Altitude performance center branding and Graphic package	1	326,172.00	326,172.00		Facilities Construction Mgt	William Mai - 2/5/18	VP Administration
	Rainier Industries LTD	2	High Altitude performance center branding and Graphic package	1	43,850.00	43,850.00	<b>370,022.00</b>	Facilities Construction Mgt	William Mai - 2/5/18	VP Administration
2/7/2018	Grove Hotel	1	Hotel Room-12/18-22/17(FB Bowl Game)	1	78,928.24	78,928.24		Special Events Athletics	Bill Sparks - 2/6/17	Sr Assoc Ath Dir/Business Ops
	Grove Hotel	2	Meal Charges-12/18-22/17(FB Bowl Game)	1	67,128.64	67,128.64		Special Events Athletics	Bill Sparks - 2/6/17	Sr Assoc Ath Dir/Business Ops
	Grove Hotel	3	Audio visual service-12/18-22/17(FB Bowl Game)	1	12,524.00	12,524.00	<b>158,580.88</b>	Special Events Athletics	Bill Sparks - 2/6/17	Sr Assoc Ath Dir/Business Ops
2/7/2018	University of Nebraska Lincoln	1	Subcontract-University of Nebraska Lincoln, Impact of Fc N-glycan structure on HIV-specific antibody functions	1	153,603.00	153,603.00	<b>153,603.00</b>	Molecular Biology	Cath Harris - 10/20/17	Business Manager, Executive, Agric Admin Business Office*
2/8/2018	VWR International, Inc.	1	Tissue Processor VIP6 Al Vacuum Infiltr	1	64,399.51	64,399.51	<b>64,399.51</b>	Veterinary Science	Marjorie Jaeger - 2/8/18	Accountant, Veterinary Science*
2/9/2018	ProQuest, LLC	1	Subscription to database for UW libraries	1	53,000.00	53,000.00	<b>53,000.00</b>	Development	Laurie Mendick - 2/7/18	President
2/12/2018	Conica Minolta	1	Copier Lease Payment	1	91,182.60	91,182.60	<b>91,182.60</b>	Copier Services	Patrick Eastman - 2/9/18	Mgr,University Copier Services
2/13/2018	Texas A&M AgriLife Research	1	Subcontract with Texas A & M, Sage Grouse Area Digitization	1	172,821.41	172,821.41	<b>172,821.41</b>	Haub School of Environment & Natural Resources	Kate Miller - 2/12/18	Provost & VicePres,Acad Affairs
2/14/2018	Education Northwest, Inc.	1	Education Northwest External evaluation for GEAR UP	1	60,000.00	60,000.00	<b>60,000.00</b>	SEO General	Michael Wade - 2/12/18	Assoc Dir, Student Ed Opp
2/16/2018	EBSCO Information Services	1	Ejournal Subscriptions for UW Libraries Collection	1	199,078.67	199,078.67	<b>199,078.67</b>	University Library Collection Development	Ivan Gaetz - 2/16/18	Dean, University Libraries
2/16/2018	EBSCO Information Services	1	Ejournal Subscriptions for UW Libraries Collection	1	209,015.29	209,015.29	<b>209,015.29</b>	University Library Collection Development	Ivan Gaetz - 2/16/18	Dean, University Libraries
2/16/2018	TouchNet Information Systems Inc	1	TouchNet Annual Subscription Service 3/1/18-2/28/19	1	100,422.62	100,422.62	<b>100,422.62</b>	Financial Services Business Office	Megan Hanneman - 2/16/18	University Controller
2/19/2018	DLT Solutions LLC	1	Red Hat Enterprise Linux Extended Life Cycle Support	2	359.74	719.48		Research Computing Support	Margaux Christensen - 2/15/18	Business Manager, Executive, IT
	DLT Solutions LLC	2	Red Hat Infrastructure for Academic Institutions-Site Subscription	2708	25.70	69,595.60		Research Computing Support	Margaux Christensen - 2/15/18	Business Manager, Executive, IT
	DLT Solutions LLC	3	Red Hat Ceph Storage Academic Site Subscription	2708	6.40	17,331.00		Research Computing Support	Margaux Christensen - 2/15/18	Business Manager, Executive, IT



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	DLT Solutions LLC	4	Red Hat Satellite Server	1	7,500.00	7,500.00		Research Computing Support	Margaux Christensen - 2/15/18	Business Manager, Executive, IT
	DLT Solutions LLC	5	Red Hat Satellite Starter Pack	1	4,005.24	4,005.24		Research Computing Support	Margaux Christensen - 2/15/18	Business Manager, Executive, IT
	DLT Solutions LLC	6	Ansible Academic Program Subscription	1	2,998.62	2,998.62	129,150.14	Research Computing Support	Margaux Christensen - 2/15/18	Business Manager, Executive, IT
2/22/2018	YBP Library Services	1	Springerlink Ebook Package for 2018	1	223,623.11	223,623.11	223,623.11	University Library Collection Development	Ivan Gaetz - 2/16/18	Dean, University Libraries
2/23/2018	Peak Promotions	1	CNP Educational Supplies:Dry measuring cups	3000	1.99	5,970.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	2	CNP educational supplies:Liquid measuring cup	3000	1.79	5,370.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	3	CNP educational supplies:measuring spoon	3000	1.48	4,440.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	4	CNP educational supplies:meat thermometers	3000	3.66	10,980.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	5	CNP educational supplies:cutting boards	3000	1.52	4,560.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	6	CNP educational supplies:Veggie brush	3000	2.15	6,450.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	7	CNP educational supplies:Storage Containers	3000	2.58	7,740.00		Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
	Peak Promotions	8	CNP educational supplies:insulated bags	3000	3.98	11,940.00	57,450.00	Cooperative Extension Services	Catherine Harris - 2/21/18	Business Manager, Executive, Agric Admin Business Office
2/23/2018	Colorado Alliance of Research Libraries	1	Subscription to ejournal package Cambridge University Press	1	69,354.00	69,354.00	69,354.00	University Library Collection Development	Laurie Mendick - 2/22/18	Business Manager, Executive, Libraries
2/26/2018	Inter Technologies Corporation	1	Ag Auditorium upgrade per attached quote TECHNOLOGY UPGRADE	1	50,003.65	50,003.65	50,003.65	Client Support Services	Robert Alyward - 2/21/18	VP Info Tech & CIO
2/26/2018	Inter Technologies Corporation	1	Berry Center 138 upgrade per attached quote TECHNOLOGY UPGRADE	1	78,762.60	78,762.60	78,762.60	Client Support Services	Robert Alyward - 2/21/18	VP Info Tech & CIO
2/26/2018	Coaling Corporation	1	Coaling is to study and evaluate opportunities for sales of Wyoming coal in Japan	1	72,765.00	72,765.00	72,765.00	School of Energy Resources Directors Office	Rachel Ferrell - 2/21/18	Business Manager, Executive, SER
2/26/2018	Continental Research and Engineering LLC	1	CR & E LLC to make soil amendment products from 12000lbs of Wyoming Powder	1	189,500.00	189,500.00	189,500.00	School of Energy Resources Directors Office	Rachel Ferrell - 2/15/18	Business Manager, Executive, SER
2/27/2018	Education Northwest, Inc.	1	Education Northwest-External evaluation for GEAR UP	1	60,000.00	60,000.00	60,000.00	SEO General	Michael Wade - 2/26/18	Assoc Dir, Student Ed Opp
2/28/2018	Source Office Products	1	ATHLETICS FURNITURE: RECRUITING LOUNGE, PLAYERS LOUNGE AND BARBER SHOP Minerva black barber chair	2	798.67	1,597.34		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	2	Minerva freight	1	568.81	568.81		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	3	Endorse single seat lounge	2	977.28	1,954.56		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	4	Endorse square occ table open all sides	1	327.24	327.24		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	5	Insallation	1	326.00	326.00		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	6	3 Dream seat rediners custome brown leathers	1	12,712.45	12,712.45		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	7	Hudson shuffleboard	1	11,946.67	11,946.67		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	8	Custom ping pong table	1	2,666.67	2,666.67		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	9	Arrange table 36" Round tip	3	135.41	406.23		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	10	Arrange cafe height X-Base for 36"	3	234.14	702.42		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	11	Ignition table part	9	220.44	1,983.96		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	12	Dinning Chair	1	1,360.00	1,360.00		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	13	Manhattan Table Part	1	840.00	840.00		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	14	Dinning Chair	8	513.33	4,106.64		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	15	Hasting Lounge chair	4	1,086.67	4,346.68		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	16	Hanover Sofa Acron	1	2,026.67	2,026.67		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	17	Hanover Sofa Saddle	1	2,326.67	2,326.67		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	18	Havana Hill end table	2	300.00	600.00		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	19	Havana Hill Coffee Table	2	353.33	706.66		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	20	Fairfield freight	1	2,288.00	2,288.00		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	21	Holland Bar Stools	4	193.33	773.32		Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
	Source Office Products	22	Installation	1	953.00	953.00	55,519.99	Facilities Construction Mgt	Darcy Bryant - 2/27/18	Deputy Director, Business Serv, Univ Ops
2/28/2018	Storbeck Pimentel & Associates Inc	1	College of Business Dean Search Third Installment	1	26,134.00	26,134.00		Provosts Office	Kathleen Hull - 2/26/18	Pooled Position Limited Temporal, VP Academic Affairs' Office
	Storbeck Pimentel & Associates Inc	2	College of Health Science Dean Search Third installment	1	26,134.00	26,134.00	52,268.00	Provosts Office	Kathleen Hull - 2/26/18	Pooled Position Limited Temporal, VP Academic Affairs' Office

\*Due to a technical problem in WyoCloud, these were not sent to the correct approvers. This issue is currently being reviewed by the WyoCloud Business Analysts for resolution.

**AGENDA ITEM TITLE: Capital Construction 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 February 28, 2018**

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.

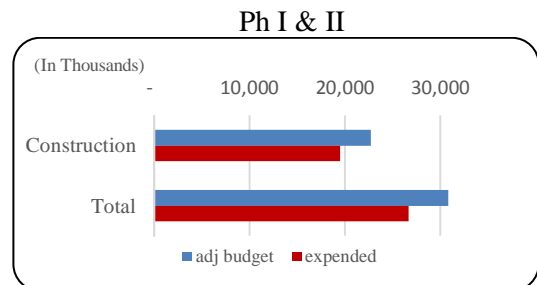
**PROJECTS IN CONSTRUCTION**

**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)



<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)

<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Foundation	5,000,000	6,850,049
State Match	5,000,000	6,099,951
State Appropriation	7,150,000	4,880,000
<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	772	14,171	(11,179)	(2,992)	-
<b>Contingency</b>	1,138	167	(910)	395	-	-	395
<b>Design</b>	1,835	379	-	2,214	(2,059)	(111)	44
<b>FF&amp;E</b>	760	(225)	6	541	(202)	(110)	229
<b>Tech</b>	300	(150)	-	150	-	(6)	144
<b>Admin</b>	292	(65)	132	359	(222)	(75)	62
<b>Total</b>	<b>17,150</b>	<b>680</b>	<b>-</b>	<b>17,830</b>	<b>(13,662)</b>	<b>(3,294)</b>	<b>874</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
Change order #19	Add bar buckle sign supports	6,404
Change order #20	Wall tile upgrade for new concessions (more durable wall finish)	16,775
Change order #21	Revisions to interior panel signs, various modifications, addition of existing restroom signage	3,232
Change order #22	Revisions to roof flashings and roof parapet cap metal revision	(780)
Change order #23	Sod replacement	19,356
Change order #24	Polished concrete upgrades	170,688
Change order #25	Painting of existing truck tunnel	10,014
Change order #26	Walnut upgrade from veneer at entry addition	12,096
Change order #27	Mirror replacement at existing restrooms	11,601
Change order #28	Modifications to four concession counters for movable beer dispensing equipment	7,211
Change order #29	Addition of exterior signage	82,108
Change order #30R	Addition of lights for added concession signs	5,209
Change order #31R	Delete work to move existing truck ramp condensing unit	(3,992)

Change order #32	Addition of specialty millwork to include custom walnut oversized trophy cases for Sailors gallery, the concourse and two enlarged pedestals for interactive Hall of Fame displays	67,521
Change order #33	Revisions to security cameras; revisions to exterior cameras, camera models and arena central located security cameras	19,016
Change order #34	Replacement of all existing faucets in existing restrooms on the concourse	34,000
Change order #35	Additional interior graphics and signage	14,731
Change order #36	Added lit portal signs at the concourse and arena sides of 16 portals	100,912
Change order #37	UL testing for main switch (pringle switch) required by state electrical inspector	10,616
Change order #38	Added door at concession 2, added athletic specialty lights, security separation door added at concession 2 for beer/wine sale vendor operation, four revolving special event lights added to north and south lobbies	4,810
Change order #39	Added donor wall display and hall of fame dimensional letters	29,573
<b>Adj Contract</b>		<b>14,170,353</b>

**Work Completed/In Progress:**

- Completing punch list items.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

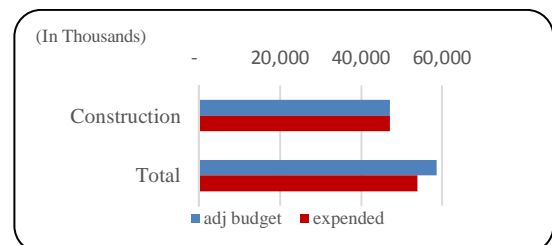
**Work Planned for the Upcoming Month:**

- Punch list.

**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><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></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:** The amount of restricted donation funds has been moved out of Tech and represented as Restricted for Tech for clarification.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Restricted for Tech</b>	11,200	-	-	11,200	(6,196)	(5,004)	-
<b>Restricted Equip Donation</b>	2,500	-	-	2,500	(2,500)	-	-

(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>	42,926	0	4,229	47,155	(47,155)	-	-
<b>Contingency</b>	3,125	5,084	(6,602)	1,607	-	-	1,607
<b>Design</b>	4,741		121	4,862	(4,644)	(19)	199
<b>FF&amp;E</b>	1,288	-	51	1,339	(1,119)	(174)	46
<b>Tech</b>	644	-	80	724	(246)	(166)	312

<b>Admin</b>	876	-	2,121	2,997	(675)	(2,213)	<b>109</b>
<b>Total</b>	<b>53,600</b>	<b>5,084</b>	<b>-</b>	<b>58,684</b>	<b>(53,839)</b>	<b>(2,572)</b>	<b>2,273</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>Adj Contract</b>		<b>47,155,083</b>

**Work Completed/In Progress:**

- Installation of Board approved miscellaneous projects.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

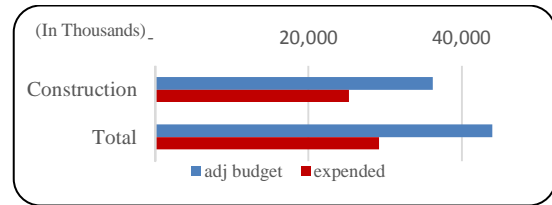
**Work Planned for the Upcoming Month:**

- Installation of Board approved miscellaneous projects.

### 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>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</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/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	34,638	813	762	36,213	(25,283)	(10,930)	-
<b>Contingency</b>	1,363	-	(773)	590	-	-	590
<b>Design</b>	3,607	-	-	3,607	(2,731)	(625)	251
<b>FF&amp;E</b>	1,961	-	-	1,961	(861)	(904)	196
<b>Tech</b>	1,015	(813)	-	202	-	(19)	183
<b>Admin</b>	1,416	19	11	1,446	(360)	(154)	932
<b>Total</b>	<b>44,000</b>	<b>19</b>	<b>-</b>	<b>44,019</b>	<b>(29,235)</b>	<b>(12,632)</b>	<b>2,152</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
Change order #18	Changes to the building envelope to satisfy UW standards & commissioning consultants suggestions; credit to switch from Plae and Mondo rubber flooring to Regupol	(125,200)
Change order #19	Eliminate the permeable pavers and have concrete hardscapes at all drive lanes – reflects costs to add all necessary storm water storage vessels, re-work storm water infrastructure and add concrete	27,761
Change order #20	Modify select fixtures to mitigate maintenance issues	12,017
Change order #21	Added costs for necessary parts and labor to install door holds and alarm infrastructure at the affected openings due to design team oversight	4,307
Change order #22	Design deficiency – includes all necessary materials and labor to fabricate a parapet cap that sheds water away from the building	2,555
Change order #23	Multiple lighting deficiencies and discrepancies in the lighting plan – includes all necessary additions and revisions	23,673
Change order #24	UW Athletics wanted to add power and data at (2) locations in the new weight room to accommodate bikes	4,104
Change order #25	Response/cost reconciliation to audit report; CCD's 1-4; revised schedule/phasing plans associated with code review changes (schedule extension has not added cost)	360,178
Change order #26	New exterior knox box at north elevation; install owner furnished Morpho Lite biometric readers; install (14) owner furnished cameras.	813,342
Change order #27	Furnish and install complete commercial kitchen package for HAPC training table and fueling station	314,053
Change order #28	Furnish and install 3-Form Ceiling lettering in football locker room	60,295

Change order #39	Adding south tower access panel, fabricating and installing west loading lock trickle channel, changing glazing at south landing to tempered, axiom trim diffusers modifications in the squad room and adding solid surface sill on recovery pool exterior wall for durability	23,809
<b>Adj Contract</b>		<b>\$36,212,850</b>

**Work Completed/In Progress:**

- All work within the addition is complete.
- Demolition within the existing facility is complete.
- Metal stud framing and drywall are underway within the renovation.
- Mechanical, electrical, and plumbing (MEP) rough-ins are underway within the renovation.

**Issues Encountered with Proposed Resolution for Each:**

- Too many ADA lockers.
- There is a difference of eight showers from the existing facility to the new addition.

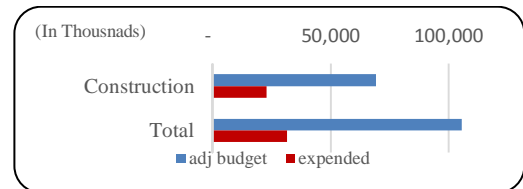
**Work Planned for Following Month:**

- North entry demolition and addition will commence.

**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	(22,757)	(46,258)	-
<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	(6,816)	(998)	-
<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	(1,842)	(526)	2,028
<b>Total</b>	<b>105,359</b>	<b>-</b>	<b>-</b>	<b>105,359</b>	<b>(31,415)</b>	<b>(47,782)</b>	<b>26,162</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:**

- All stair installations are complete.
- All interior concrete work is complete.
- Exterior metal stud framing and sheathing are underway.
- Exterior masonry is underway.
- Roofing is 90% complete.
- Air handling units were set the week of February 26<sup>th</sup>.
- Mechanical, electrical and plumbing (MEP) rough-ins are underway.
- Interior metal stud framing and drywall is underway.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

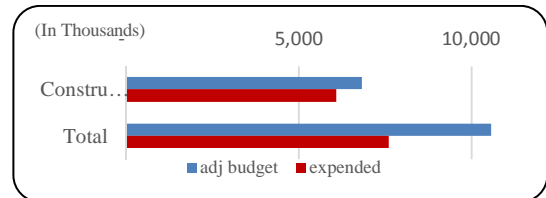
**Work Planned for the Upcoming Month:**

- Interior framing and drywall.
- MEP rough-in.
- Exterior masonry.
- Curtain wall glazing installation.

**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		318	6,830	(6,076)	(754)	-
<b>Specialized Equipment</b>	253	2,200		2,453	(664)	(685)	1,104
<b>Contingency</b>	496		(452)	44			44
<b>Design</b>	766		123	889	(749)	(140)	-
<b>Admin</b>	345		11	356	(109)	(107)	140
<b>Total</b>	8,372	2,200	-	10,572	(7,598)	(1,686)	1,288

**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
Change Order #59	Extend substantial completion date	-
Change Order #60	Provide and install new door hardware for door 1151A	741
Change Order #61	Cut hole in floor and install a 2" floor drain in corridor C1140 to help with existing drainage	6,714
Change Order #62	Patch open drywall holes; firestop multiple openings; take down and replace existing electrical and security wiring and conduit not installed per code	18,380
Change Order #63	Re-coat and re-texture flooring in corridor C1140 & C1140A	2,259
Change Order #64	Supply and install three (3) additional egress buttons	1,413
Change Order #65	Fix multiple construction discrepancy items as detailed in log	56,657
Change Order #66	Credit back allowance not needed for installation	(108,583)
Change Order #67	Remove and re-install HEPA filter housing unit EE-12 to correct orientation for proper air flow; re-work hangers and supports as required for re-installation	1,996
Change Order #68	Provide and install additional shelving for DI water system equipment	543
Change Order #69	Provide & install (2) 32"x32" backdraft dampers for AHU-4 supply fans; fabricate & install duct flanges & galvanized sleeves for installation and support of backdraft dampers	5,206
Change Order #70	Repair and replacement of two existing cards in existing transfer switches	2,962
Change Order #71	Extend 208V amp circuit from north wall of BSL3 mezzanine to west wall for additional power source for VHP machine	494
Change Order #72	Rewire phoenix controllers to a 24V system from 120V	2,322
Change Order #73	Remove existing door hardware; replace with new hardware and have VTI wire accordingly	1,732
Change Order #74	Provide and install new trench drain trap seals serving the EDS system	1,259
<b>Adj Contract</b>		<b>\$6,830,051</b>

**Work Completed/In Progress:**

- Fabrication of the new incinerator is underway.
- Subcontracts and submittal process is underway for the incinerator addition.
- Commissioning activities associated with the rebuilt BSL-3 are ongoing.

**Issues Encountered with Proposed Resolution for Each:**

- Commissioning delays: It was determined in late January the air flows within the labs were on the verge of being acceptable to the Centers for Disease Control. Louvers are being added to the doors to achieve sufficient air flows.

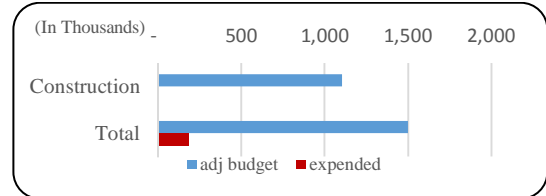
**Work Planned for the Upcoming Month:**

- Commissioning activities.
- Continue process for standard operating procedures (SOP's) for BSL3.
- Construction of the incinerator addition.

**6. WWAMI – Lab Renovation**

Contractor: Arcon, Inc., Laramie, WY

Original Project Budget \$1,500,000 (a)  
Adjusted Project Budget \$1,500,000



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
WWAMI Income	643,000	643,000
Academic Affairs Medical Education Quasi Account	197,000	197,000
College of Health Sciences Building Account	360,000	360,000
State Appropriation (FY17/18 Budget) for Level II study	300,000	300,000
<b>Total Project</b>	<b>1,500,000</b>	<b>1,500,000</b>

Contract Substantial Completion Date November 30, 2018

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	1,063	39	-	1,102	-	(1,102)	-
<b>Contingency</b>	71	-	-	71	-	-	71
<b>Design</b>	168	17	-	185	(150)	(35)	-
<b>FF&amp;E</b>	81	(17)	-	64	-	-	64
<b>IT/Tech</b>	68	(39)	-	29	-	-	29
<b>Admin</b>	49	-	-	49	(33)	-	16
<b>Total</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>(183)</b>	<b>(1,137)</b>	<b>180</b>

**Statement of Contract Amount**

<b>Original contract</b>	<b>1,101,500</b>
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	No Change Orders	
<b>Adj Contract</b>		<b>\$1,101,500</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>• Exterior demolition is complete. Interior demolition is 90% complete.</li> <li>• Interior framing and mechanical and electrical rough-in underway.</li> <li>• Final selection of finishes by users (colors, textures, etc.) in progress.</li> <li>• Procurement of department funded equipment in progress.</li> <li>• Procurement of furniture for new Health Sciences classroom in progress.</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>• Finish interior framing and mechanical, electrical and plumbing rough-ins.</li> <li>• Start installation of finishes.</li> </ul>



**AGENDA ITEM TITLE: Construction Update, Mai**

**CHECK THE APPROPRIATE BOX(ES):**

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

**BSL – 3 Update**

- The construction of the existing facility is in the commissioning phase.
- Incinerator manufacturing is ongoing.
- Construction of the new facility is underway.

**Engineering Update**

- Exterior masonry, metal stud framing and sheathing are underway.
- All stair systems are set in place.
- Interior metal stud framing and drywall work is underway.
- Duct work installation is underway.
- Electrical rough-in is on-going.
- Mechanical air handling units were set the week of Feb. 26<sup>th</sup>.
- No change orders to date and construction is progressing.

**Arena Auditorium Phase II**

- Minor punch list items remain and will continue through the middle of April.
- Landscaping and metal panel work will take place post season and during the summer months.
- Anticipate issuing substantial completion at the end of April.

**Mick and Susie McMurry High Altitude Performance Center (AKA RAC 2)**

**Addition**

- All areas within the addition will be turned over to athletics on March 19.
- Punch list and commissioning items remain.

**Renovation**

- Selective Demolition is complete.
- Interior framing is 95% complete.
- Mechanical/Electrical/Plumbing rough-ins started Monday.
- North entry demolition and addition will commence mid to late April.

**WWAMI**

- Exterior demolition is complete. Interior demolition is 90% complete.
- Interior framing and mechanical and electrical rough-in underway.
- Final selection of finishes by users (colors, textures, etc.) in progress.
- Procurement of department funded equipment in progress.
- Procurement of furniture for new Health Sciences classroom in progress.

**Science Initiative**

- Design Development meeting one was held February 20-21.
- Design Development meeting two will be held next week.

**Landscape Master Plan**

- Design is underway.
- Anticipate bidding the landscaping project late April early May.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Regular construction updates 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: Foundation Monthly Giving Report, Blalock**

**CHECK THE APPROPRIATE BOX(ES):**

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

Specify: Committee of the Whole (Items for Approval)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The UW Foundation provides at each meeting of the Board of Trustees the Foundation's most current giving report.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

This item is before the Board at each regular meeting. No discussion or action are needed, as it is an informational piece only.

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

Regular reporting of private support totals.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None.

**PROPOSED MOTION**

N/A

**PRESIDENT'S RECOMMENDATION:**

None needed.

**University of Wyoming, Foundation**  
**FY 2018 Monthly Giving Report through February**  
**All Gifts**

## Preliminary

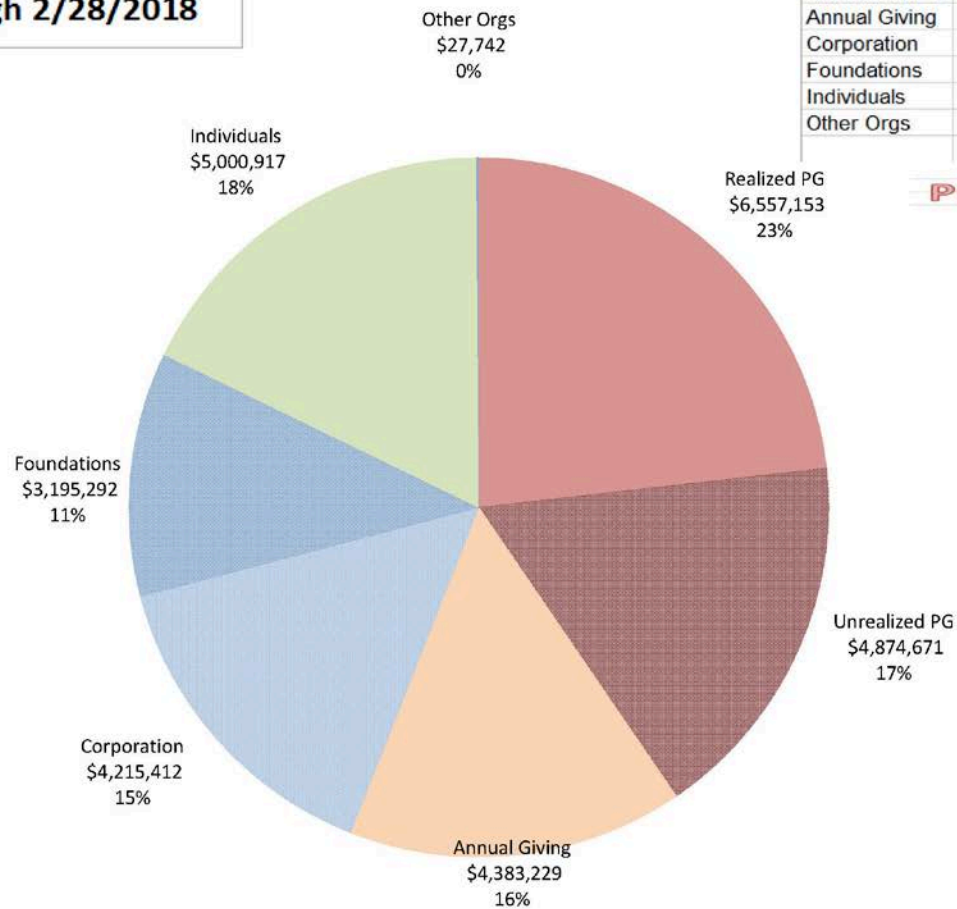
FUND	Current Month Gifts Received		FY 2018 to date							STATE MATCHING	FY 2017 Commitments YTD	
			Cash & Cash equivalent			New Commitments YTD						
	DONORS	GIFTS	DONORS	OUTRIGHT	GIK	PLEDGE PMTS	NEW PLEDGES	PLANNED GIFTS	TOTAL			
AGRIC	93	\$44,719	709	\$1,383,275	\$0	(\$122,500)	\$0	\$32,670	\$1,293,445	\$0	579	\$2,407,262
AHC	4	\$200	208	\$489,576	\$0	\$0	\$0	\$0	\$489,576	\$0	274	\$215,155
ALUMNI	210	\$14,788	1903	\$170,557	\$0	(\$37,000)	\$12,000	\$0	\$145,557	\$0	2252	\$164,047
A & S	107	\$41,748	1606	\$6,736,638	\$0	(\$4,957,716)	\$4,454,000	\$2,000,000	\$8,232,922	\$0	1494	\$2,805,719
ATHLETICS	981	\$724,223	4553	\$7,100,537	\$532,699	(\$3,809,272)	\$824,000	\$0	\$4,647,963	\$150,000	5316	\$7,978,780
BUSINESS	65	\$28,749	652	\$1,008,886	\$0	(\$695,325)	\$477,500	\$1,384,000	\$2,175,061	\$50,000	660	\$1,554,692
EDUCATION	23	\$8,050	414	\$652,554	\$0	(\$443,140)	\$355,000	\$0	\$564,414	\$125,000	491	\$1,093,521
ENERGY	2	\$500,500	50	\$1,162,907	\$81,000	(\$433,334)	\$7,500	\$0	\$818,073	\$0	19	\$104,043
ENGINEERING	100	\$112,004	905	\$3,056,838	\$2	(\$1,837,549)	\$1,456,197	\$0	\$2,675,488	\$40,000	950	\$3,543,920
IENR/HAUB	13	\$12,400	151	\$793,877	\$0	(\$500,000)	\$0	\$0	\$293,877	\$0	125	\$1,464,252
HEALTH SCI	35	\$3,980	515	\$386,540	\$0	(\$177,906)	\$395,000	\$0	\$603,634	\$0	548	\$2,117,386
LAW	34	\$17,178	321	\$370,299	\$0	(\$49,700)	\$81,000	\$750,001	\$1,151,600	\$0	328	\$147,795
LIBRARY	5	\$11,626	124	\$26,628	\$100	(\$10,000)	\$0	\$0	\$16,728	\$0	130	\$180,130
WYO PUBLIC MEDIA	2138	\$69,817	6668	\$930,100	\$0	\$0	\$0	\$0	\$930,100	\$0	6389	\$820,240
STU AFFRS	14	\$23,345	219	\$280,773	\$201	(\$140,000)	\$0	\$0	\$140,974	\$0	316	\$169,812
UW ART MUS	10	\$13,628	298	\$163,103	\$0	(\$1,000)	\$0	\$248,000	\$410,103	\$0	327	\$2,658,318
PRESIDENT'S IMPACT FND	39	\$3,131	304	\$63,465	\$0	\$0	\$0	\$0	\$63,465	\$0	381	\$62,132
OTHER	128	\$114,405	586	\$5,706,589	\$1	(\$3,625,752)	\$1,060,600	\$460,000	\$3,601,438	\$0	740	\$4,004,128
GIFTS NOT YET BOOKED												
TOTAL	3,842	\$1,744,491	16,914	\$30,483,138	\$614,003	(\$16,840,194)	\$9,122,797	\$4,874,671	\$28,254,416	\$365,000	17,674	\$31,491,331
Funds Not Deposited at Foundation      -\$3,652,619 Foundation Cash In      \$26,830,519												
TOTAL YTD GOAL \$40,000,000							Total Count of All Planned Gifts			14		
**Total Donors does reflect Column totals. Donors may give to more than one unit/division.												

University of Wyoming, Foundation **Preliminary**  
FY 2018 Monthly Giving Report through February  
Annual Gifts

FUND	FY 2018 GOALS	Current Month		FY 2018 to date		FY 2017 to same date		FY 2018 AF % of Goal
		DONORS	AMOUNT	DONORS	TOTAL	DONORS	TOTAL	
AGRIC	\$ 122,000	30	\$7,335	447	\$94,406	463	\$80,782	77.38%
AHC	\$ 69,000	2	\$100	187	\$32,633	198	\$39,103	47.29%
ALUMNI	\$ 188,000	112	\$5,175	1648	\$104,222	2013	\$124,877	55.44%
A & S	\$ 390,000	72	\$11,906	1385	\$322,238	1287	\$317,195	82.63%
ATHLETICS	\$ 3,100,000	959	\$383,216	4189	\$2,164,023	4977	\$2,273,276	69.81%
BUSINESS	\$ 217,000	54	\$9,049	562	\$131,615	587	\$118,584	60.65%
EDUCATION	\$ 62,000	19	\$2,975	376	\$48,619	446	\$47,539	78.42%
ENERGY	\$ 4,000	0	\$500	37	\$11,543	18	\$4,043	288.56%
ENGINEERING	\$ 270,000	70	\$17,669	766	\$191,737	814	\$191,894	71.01%
IENR/HAUB	\$ 38,000	10	\$2,400	138	\$23,377	116	\$31,252	61.52%
HEALTH SCI	\$ 113,000	33	\$2,980	428	\$80,100	465	\$85,955	70.88%
LAW	\$ 62,000	23	\$2,703	247	\$64,822	253	\$63,690	104.55%
LIBRARY	\$ 35,000	4	\$700	118	\$15,403	120	\$40,260	44.01%
WYO PUBLIC MEDIA	\$ 1,100,000	2138	\$69,792	6668	\$900,126	6383	\$816,875	81.83%
STU AFFRS	\$ 30,000	13	\$3,145	197	\$55,399	246	\$38,555	184.66%
UW ART MUS	\$ 39,000	4	\$750	117	\$36,016	119	\$24,220	92.35%
PRESIDENT'S IMPACT FND	\$ 86,000	39	\$3,131	301	\$63,440	379	\$61,932	73.77%
OTHER GIFTS NOT YET BOOKED	\$ 75,000	21	\$1,820	275	\$43,510	442	\$51,900	58.01%
TOTAL	\$6,000,000	3,516	\$525,346	15,761	\$4,383,229	16,593	\$4,411,931	73.05%

**\*\*Total Dnrs does not reflect Column totals. Donors may give to more than one unit/division.**

**Giving by Type  
FY 18 through 2/28/2018**



Realized PG	\$	6,557,153
Unrealized PG	\$	4,874,671
Annual Giving	\$	4,383,229
Corporation	\$	4,215,412
Foundations	\$	3,195,292
Individuals	\$	5,000,917
Other Orgs	\$	27,742
		28,254,415.78

**Preliminary**