

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**  
**AND SUPPLEMENTAL MATERIALS**

**March 23-25, 2022**

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 23-25, 2022**  
**Marian H. Rochelle Gateway Center**  
**Laramie, Wyoming**

*Note: Only topics that have support materials provided in advance of the meeting are contained within this report. Topics that will be discussed with only a verbal report do not have information included.*

**WORK SESSIONS**

**Update:** COVID-19 – Seidel .....5  
**Consideration and Action:** Trustees Education Initiative 2021 Progress Report–  
 Bostrom/Thomas..... 7  
**Consideration and Action:** UW Fundraising Priorities – Seidel/Blalock .....8  
**Annual Report:** Spring Enrollment Census Day Report – Carman/K. Moore .....11  
**Information:** Enrollment Management Plan to Include Financial Aid, Recruitment Management  
 Plan, and Transfer Initiatives (per UW Regulation 7-11) – Carman/K. Moore/Kean ..... 13

**Trustee Committee Reports**

*Academic and Student Affairs Committee; Michelle Sullivan (Chair)*  
 Information: Recommendation of 4 year Academic Calendar from University Administration and  
 Trustee Academic Affairs Committee .....15  
 Consideration and Action: Notice of Intent: Dietetics Graduate Degree Program.....16  
*Biennium Budget Committee; John McKinley (Chair)/Kean*  
*Facilities Contracting Committee; John McKinley (Chair)*  
 Consideration and Action:  
 • Operations- Campus Maintenance Contracts.....20  
 • Design Amendment and Contract for Stadium and Natatorium.....21  
*Fiscal and Legal Affairs Committee; Macey Moore (Chair)*  
*Legislative Relations Committee; Kermit Brown (Chair)*  
 Information: 2022 Legislative Budget Session [verbal report]  
*Trustee Research and Economic Development Committee; David Fall (Chair)*  
*Vice President and Dean Search Committee; Laura Schmid-Pizzato (Chair)*  
*UW Regulation Review Committee (ad hoc committee); Kermit Brown (Chair)*  
 Consideration and Action:  
 • UW Regulation 2-3 (Regulations Governing Vacation, Sick Leave, and Compensation for  
 Faculty and University Officers) .....23  
 • UW Regulation 5-1 (Staff of the University) .....44  
 • UW Regulation 5-2 (Employment Provisions Applicable to all Personnel) .....46  
 • UW Regulation 5-3 (Employee Handbook) .....61

**Business Meeting**

Reports

ASUW

Staff Senate

Faculty Senate

Public Testimony

*[Scheduled for Thursday, March 24, 2022, 11:15 – 11:30 a.m.]*

Committee of the Whole

Regular Business

Board Committee Reports

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

**Liaison to Other Boards** – *[Liaisons will provide a written report in advance of the regular Business Meeting.]*

- UW Alumni Association Board – Laura Schmid-Pizzato & Keener Fry
- Foundation Board – Jeff Marsh & David Fall
- Haub School of Environment & Natural Resources – Michelle Sullivan
- Energy Resources Council – Dave True
- Cowboy Joe – John McKinley

**Proposed Items for Action:**

- I. Personnel – Academic Report – Carman/Benham-Deal
- II. Contracts, agreements, procurements over \$1 million or 5 years in length – Evans
- III. Contracts and Grants Report – Hulme .....80

**Information Only Items:** *[no action, discussion or work session]*

- Contracts and Procurement Report (per UW Regulation 7-2) – Evans ..... 88
- Capital Construction Report – McKinley/Mai .....96
- Foundation Monthly Giving Report – Blalock

New Business

Date of Next Meeting: February 16, 2022 (conference call)

Adjourn Meeting

**AGENDA ITEM TITLE: COVID-19 Update, Seidel**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

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

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

**EXECUTIVE SUMMARY:**

President Seidel will provide a brief update on UW's efforts to help mitigate the spread of COVID-19, including updated information on the omicron variant.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At its May 2020 meeting, the Board authorized a preliminary plan to open the university campus for the Fall 2020 semester. At its July 2020 meeting, the Board moved to authorize modification to the university's plan to restart campus, to require face coverings, and allow administration to make further modifications to campus plans related to COVID-19 without Board approval. At its March 2021 meeting, the Board passed a resolution directing the university president authority to reopen the university campus consistent with health policy guidelines and directives of the state and federal governments with regard to COVID-19. At its May 2021 meeting, the Board moved to not mandate COVID-19 vaccines, to follow CDC guidance with regard to social distancing and facial coverings, and sunset the university's mandatory surveillance program as of June 30, 2021. At its August 2021 meeting, the Board moved to approve the Fall 2021 COVID-19 Campus Plan to include a temporary mask mandate, and President Seidel's additions of a mandatory education program for employees and students, one-time COVID-19 testing of all students and employees prior to the start of the semester, a stronger public information campaign, and the formation of a COVID-19 Advisory Committee led by College of Health Science Dean David Jones. At its September 2021 meeting, the Board authorized the continuation of the current mask policy to be revisited at each subsequent Board meeting. On October 12, 2021 and again on November 18, 2021, the Board moved to continue the current mask policy as stated on page 8 of the updated COVID-19 Plan. On December 15, 2021, the Board voted to approve the Spring 2022 COVID Policy, including continuing the current mask policy until its February 16, 2022, Board of Trustees conference call, at which time the mask policy will be revisited. At its February 16, 2022, meeting the Board moved that effective February 21, 2022, masks be required in all medically related units including: Student Health Services; Medical Clinic area within Athletics; Family Medicine Residency Programs in Casper and Cheyenne; Albany County Community Health Clinic; UW Speech and Hearing Clinic, any UW campus office when it is requested by the office occupant, and in the UW Early Childhood Education Center. The Board further moved the university encourage individuals to choose to wear masks in other areas of campus.

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

Continued updates on UW's response to the COVID-19 pandemic.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Trustees Education Initiative 2021 Progress Report,  
Bostrom/Thomas**

**SESSION TYPE:**

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

[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

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

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

**EXECUTIVE SUMMARY:**

Since its creation in November of 2014, it has been the practice of Trustees Education Initiative leadership to report to the full board of trustees on activity from the previous calendar year. This is the final year of Daniels Fund support for TEI. During the latter part of 2021, we finalized ongoing projects and redirected resources to mentoring for our pre-service teacher candidates and in-service graduates and competency based professional development for in-service teachers across Wyoming. This year’s report will provide of a summary of activities to date and outline next steps into TEI 2.0.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Updates have been provided in 2018, 2019, and 2020.

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

Since its creation in November of 2014, it has been the practice of Trustees Education Initiative leadership to report to the full board of trustees on activity from the previous calendar year.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Receive and approve the Trustees Education Initiative 2021 progress report and update.

**PROPOSED MOTION:**

I move to receive and approve the Trustees Education Initiative 2021 progress report and update.

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: UW Fundraising Priorities, Seidel/Blalock**

**SESSION TYPE:**

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

[Committee of the Whole – Items for Approval]

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

**APPLIES TO STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

President Seidel and Vice President Blalock will present proposed fundraising priorities, including a new fundraising framework for the University.

**The Framework:**

- Become a Carnegie R1 Research University
- Become a Carnegie Community Engaged University
- Build on the UW Endowment to Support Student and Faculty Excellence and Growth in Strategic Areas

**Fundraising Priorities (see attachment for detail):**

1. New Initiatives
  - a. University Excellence Initiative
  - b. Student Success
  - c. Center for Entrepreneurship and Innovation
  - d. School of Computing
  - e. Wyoming Innovation Partnership
  - f. Wyoming Outdoor Recreation Tourism and Hospitality Initiative
2. Ongoing Initiatives
  - a. AMK Ranch Enhancements
  - b. Engineering and Physical Sciences – Renewed Tier 1
  - c. Law School Facility and Clinic Programs
  - d. Ranch Management and Leadership
  - e. Science Initiative – Phase 2
  - f. Trustees Education Initiative – Phase 2
3. Athletics Programming and Facilities
  - a. West Side of War Memorial Stadium and New Natatorium
  - b. Women’s Soccer Facility Upgrades
  - c. Rodeo Facility

Additionally, the President will discuss the initial planning for a 5-7 year major private support initiative, with input from the Trustees Ad Hoc Committee on Private Support and UW Foundation officers.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

President Seidel presented his vision for a new fundraising framework at the January 2022 Board of Trustees meeting.



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

Per the May 1998 Memorandum of Agreement with the UW Foundation, “long-range academic objectives and associated fundraising priorities shall be provided to the Foundation by the President upon approval by the Trustees as an integral part of the University’s academic planning process.”

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of, modification to, or disapproval of the University’s proposed fundraising priorities.

**PROPOSED MOTION:**

“I move to approve the fundraising priorities as presented to the Board.”

**PRESIDENT’S RECOMMENDATION:**



## **A NEW FUNDRAISING FRAMEWORK FOR UW UW BOARD OF TRUSTEES PRESENTATION**

### **THE FRAMEWORK:**

- **BECOME A CARNEGIE R1 RESEARCH UNIVERSITY**
- **BECOME A CARNEGIE COMMUNITY ENGAGED UNIVERSITY**
- **BUILD ON THE UW ENDOWMENT TO SUPPORT STUDENT AND FACULTY EXCELLENCE AND GROWTH IN STRATEGIC AREAS**

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### **Fundraising Priorities**

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#### **NEW INITIATIVES:**

- University Excellence Initiative:
  - Official launch this summer/fall
  - Supporting UW's goal to become a *Carnegie R1 and Community Engaged University*
  - Increase *endowed deanships, chairs, professorships, and faculty positions* from 50+ to 100
  - Recruit and retain top-notch deans, faculty, and academic leaders to UW
- Student Success:
  - Undergraduate and graduate support and scholarships
  - Evaluate current student support and scholarship funds to determine if they are being effectively used and/or if they can be used to support new opportunities
  - Support for Saddle Up, Cowboy Coaches, Living Learning Communities, and Student Success Emergency Fund
- Center for Entrepreneurship and Innovation
- School of Computing
- Wyoming Innovation Partnership
- Wyoming Outdoor Recreation Tourism Hospitality Initiative

#### **ONGOING INITIATIVES:**

- AMK Ranch Enhancements
- Engineering and Physical Sciences – Renewed Tier I
- Law School Facility and Clinic Programs
- Ranch Management and Leadership
- Science Initiative – Phase 2
- Trustees Education Initiative – Phase 2

#### **ATHLETICS PROGRAMMING AND FACILITIES:**

- West side of War Memorial Stadium and New Natatorium
- Women's Soccer Facility Upgrades
- Rodeo Facility

**AGENDA ITEM TITLE: 2022 Spring Census Enrollment Update, Kyle Moore**

**SESSION TYPE:**

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

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

*Attachments are provided with the narrative.*

**EXECUTIVE SUMMARY:**

Enrollment numbers are considered final as of the 15<sup>th</sup> class day of each Fall and Spring semester. The 15<sup>th</sup> class day of Fall and Spring semesters, also known as the “Census” date, is used to report final enrollments to federal and state agencies and considered the official figures on enrollment for the term.

Numbers reported are final and reflect the enrollments as of February 10th 2021. Numbers reported will include:

- Total Headcount
- Transfer Headcount
- Student Credit Hours (SCHs)
- First-Time Headcount
- Headcount by Classification
- First-Time In/Out of State
- Transfer Student In/Out of State
- Graduate/Professional

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

This information is reported each semester.

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

To keep the UW Board of Trustees up to date on enrollment figures.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

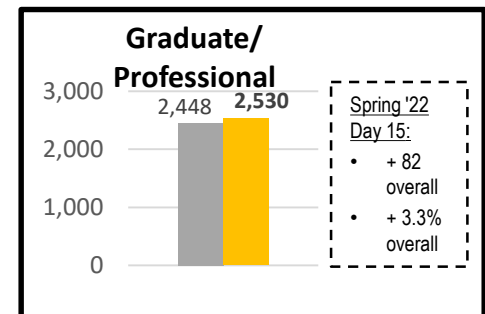
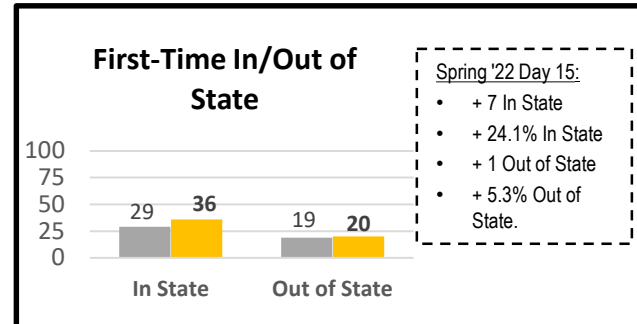
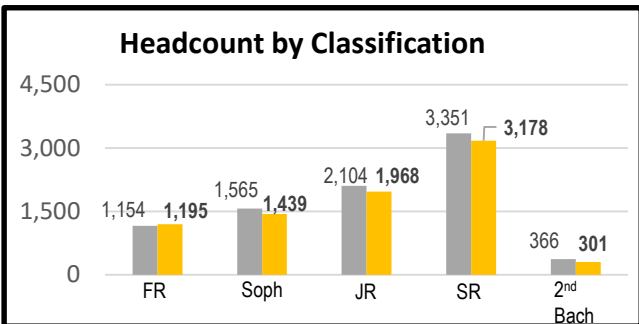
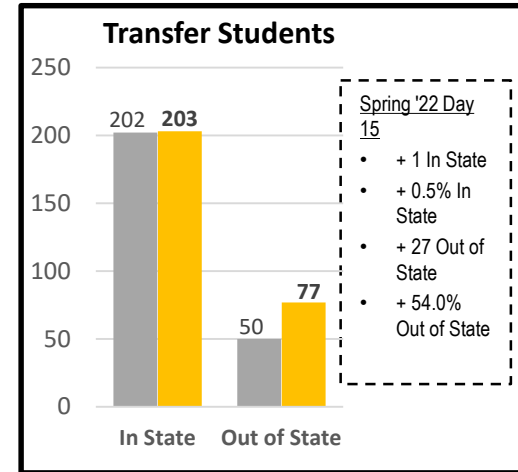
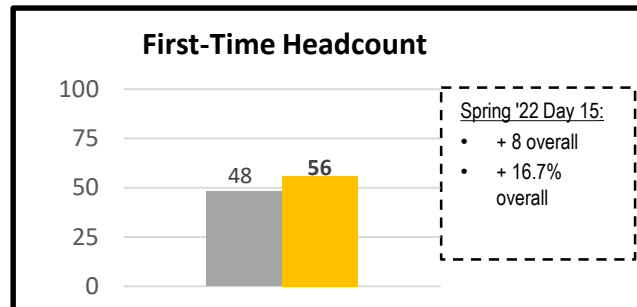
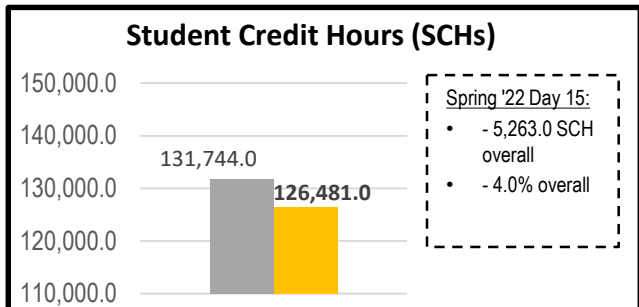
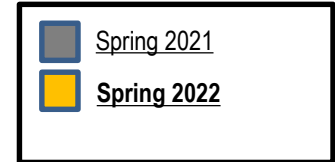
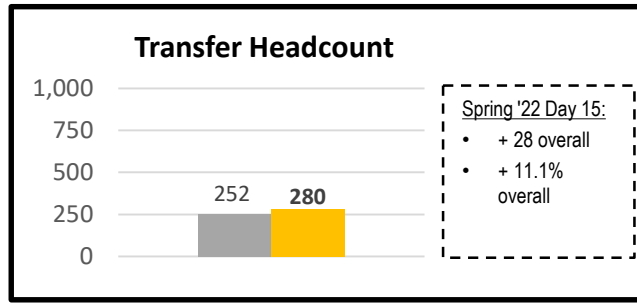
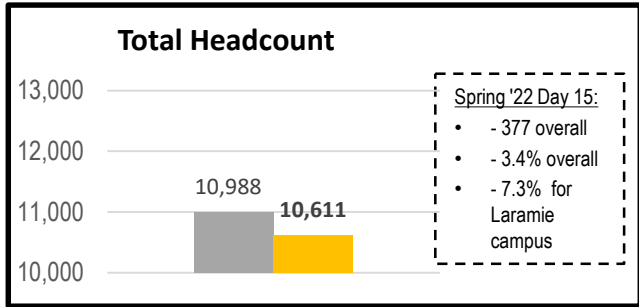
**PRESIDENT’S RECOMMENDATION:**

N/A



# Spring 2022 Day 15 Enrollment as of February 7<sup>th</sup>, 2022

- The Spring 2022 enrollment numbers below reflect federal total numbers from February 7<sup>th</sup>, 2022. The Spring 2021 enrollment comparisons reflect federal total numbers from February 10<sup>th</sup>, 2021.



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

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative.*

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

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

WHY THIS ITEM IS BEFORE THE BOARD:

The Board reviews enrollment management plans annually.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

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

**AGENDA ITEM TITLE: AY 23/24 to AY26/27 Calendars, Barrett**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

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

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

**EXECUTIVE SUMMARY:**

Academic Affairs is providing final draft academic calendars for AY 23/24 to AY26/27 for review by the AA/SA subcommittee. Final academic calendars will be provided to the Trustees at their May 2022 meeting for approval.

The academic calendar committee has wide representation from across UW and other related agencies including: ASUW, Staff Senate, Faculty Senate, OTR, Athletics, ACSD #1, Financial Services, Scholarships and Financial Aid, RLDS and Union, Alumni Association, LCCC, Graduate Education, UW at Casper, Admissions, Student Affairs, Distance Education, and Academic Affairs.

The committee has gathered feedback from constituents on calendar principles. Based on their feedback, the final draft calendars were assembled and reviewed for AY 23/24 to AY26/27.

All four academic year calendars have been posted for comment on the AA website to solicit feedback.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees last approved three years of academic calendars in May 2019.

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

On a recurring basis the Board of Trustees review and approve a three to four year increment of academic calendars.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None. Academic Affairs is providing final draft academic calendars for AY 23/24 to AY26/27 for review by the AA/SA subcommittee. Final academic calendars will be provided to the Trustees at their May 2022 meeting for approval.

**PROPOSED MOTION:**

Not applicable.

**PRESIDENT’S RECOMMENDATION:**

Not applicable.

**AGENDA ITEM TITLE: Notice of Intent, Nutrition & Dietetics Master's Degree, Ahern**

**SESSION TYPE:**

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

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative.*

**APPLIES TO STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

The College of Agriculture & Natural Resources is proposing a new Master of Science degree in Nutrition and Dietetics. This program will be delivered primarily on campus with a distance education component (online coursework) and clinical and community-based supervised experiential learning throughout the state of Wyoming. In the last two years of the program, students will enroll in a majority of online courses while completing their experiential learning requirements at sites such as hospitals, medical clinics, schools, University of Wyoming Extension offices, and public health agencies. There is high demand for Registered Dietitian Nutritionists (RDN) in Wyoming. Beginning in 2024, all RDNs must have a master's degree, thus the need for this proposed program. The recommendation of the Provost is that the Notice of Intent for a Master of Science in Nutrition and Dietetics be approved by the Board of Trustees.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Not applicable.

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

A Notice of Intent to the Board will allow the program proposers to complete review internally with the shared-governance bodies (Faculty Senate, ASUW, and Staff Senate), and Academic Forum (Deans and Directors). Academic Affairs supports the degree proposal. The Request for Authorization will be submitted for the Board's consideration and approval later in the Fall of 2022.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the Notice of Intent for the Master of Science in Nutrition and Dietetics.

**PROPOSED MOTION:**

I move to approve the Notice of Intent for the Master of Science in Nutrition and Dietetics.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.



## Notice of Intent

### **Name of the proposed Academic Program and the mode of delivery:**

The Master of Science (MS) in Nutrition and Dietetics degree will be delivered primarily on campus with a distance education component (online coursework) and clinical and community-based supervised experiential learning throughout the state of Wyoming. In the last two years of the program, students will enroll in a majority of online courses while completing their experiential learning requirements at sites such as hospitals, medical clinics, schools, University of Wyoming Extension offices, and public health agencies.

### **Description of the new Academic Program including an outline of the anticipated curriculum and learning outcomes:**

The proposed program will be a quick-start (4+1) program delivered by the Human Nutrition and Food (HNF) faculty in the Department of Family and Consumer Sciences (FCS), in collaboration with the College of Health Sciences. The program will prepare entry-level Registered Dietitian Nutritionists (RDNs) to practice in areas of clinical, community/public health, and foodservice nutrition.

Anticipated Curriculum: Students will gain the knowledge and skills required of RDNs through a strong foundation of clinical nutrition, community nutrition, and foodservice management. Anticipated curriculum will require:

- Completion of general university studies
- Nutrition and dietetics curriculum courses
- Integration of didactic coursework with supervised learning experiences (SLEs)
- SLEs in clinical nutrition, community nutrition, and foodservice management
- Critical thinking and scientific skills needed for clinical practice, management, and leadership

Student Learning Outcomes: Learning outcomes are based on the Accreditation Council for Education in Nutrition and Dietetics (ACEND) set forth by the Academy of Nutrition and Dietetics (AND) professional standards and competencies for RDNs, which are knowledge of:

1. Environmental, molecular factors, and food in the development and management of disease
2. Anatomy, physiology, biochemistry, microbiology, and food safety
3. Chemistry and food science as it pertains to food and nutrition product development and when making modifications to food
4. Pathophysiology and nutritional biochemistry to physiology, health, and disease
5. Social, psychological, and environmental aspects of eating and food

### **Information about content and how the Academic Program may relate to other offerings:**

The proposed program is being developed jointly by experts in nutrition and dietetics. This program is a replacement of the existing BS dietetics program concentration, currently offered through FCS. This existing BS degree prepares students for entry into an accredited dietetic internship program necessary prior to becoming an RDN. Beginning on January 1, 2024, the Commission on Dietetic Registration requirements to take the RDN registration exam will change from a bachelor's to a master's degree, and this proposed program will offer a career specific MS in order to accommodate the changes of the dietetics profession. Thus, the proposed degree would encase a BS, MS, and internship in order to fulfill the requirements for students to become RDNs in an efficient time period.

### **A plan for obtaining a market analysis of anticipated student demand and enrollment, and a plan for evaluation and analysis of post-graduation employment market demand:**

According to Gray Associates' data, Human Nutrition and Food has an overall score in the 98th percentile with moderate student demand, while Dietetics has an overall score in the 70th percentile with low to moderate demand. Although Dietetics has a low to moderate student demand, the employment outlook for RDNs is expected to increase much faster than average according to the U.S. Bureau of Labor Statistics. In addition to the Gray Associates data, a focus group with nearly 20 Wyoming RDNs at the 2019 Wyoming Academy of Nutrition and Dietetics conference found that many hospitals, organizations, and agencies in Wyoming that employ RDNs find it challenging to hire and retain qualified nutrition professionals. The consensus of this focus group was that a program dedicated to training RDNs in Wyoming is welcomed and needed.

**Preliminary budget, including potential funding sources, projected expenses and revenues, and potential faculty, academic professionals, lecturers, professors of practice, and staff:**

- *Total projected additional expenses = \$153,824*
  - 1 faculty/lecturer position in Human Nutrition and Food/Dietetics Unit (\$64,000 + fringe = \$89,024)
  - 3 adjunct clinical coordinator positions – on-site hospital/clinical dietitians to coordinate clinical placements located throughout state (\$6,000 x 3 coordinators in fall semester = \$18,000; \$6,000 x 3 coordinators in spring semester = \$18,000)
  - 1 administrative staff member dedicated to program onboarding, assessment, and external site contracts (e.g., hospitals) (\$45,000 + fringe = \$63,000)
- *Total projected additional revenues due to added course requirements for the MS = \$217,430*
  - Increased tuition generation per year:
    - Per resident student in program = \$11,528
      - \$377/graduate credit X 28 credits = \$10,556
      - \$162 additional per dual course credit X 6 credits = \$972
    - Per non-resident students in program = \$31,958
      - \$1067/graduate credit X 28 credits = \$29,876
      - \$347 additional per dual course credit X 6 credits = \$2,082
    - Estimate: 5 resident students and 5 non-resident each year = \$217,430 additional tuition
  - Foundation dollars will also be used to provide partial scholarships for students during their 5<sup>th</sup> year and can help fund the clinical coordinator positions

**Proposed timeline for staged implementation over five years, including campus and Board review:**

- February 2022 – Proposal/Notice of Intent submitted for review to the Provost’s office
- March 23-25, 2022 – Proposal presented at Board of Trustees meeting
- August 2022 – Feasibility study and pro forma budget submitted to Academic Affairs
- September 2022 – Present feasibility study for campus review
- December 2022 – Materials for the Request for Authorization and Letter of Commitment submitted for review to the Provost’s Office
- Spring 2023 – Administrative staff position search initiated and complete
- March 2023 – Request for Authorization and Letter of Commitment submitted for review to the Board of Trustees
- Feb & September 2023 – CARFs submitted
- Fall 2023 - Human Nutrition and Food Unit faculty/lecturer position posted, Office of Registrar notified to add program to Master List of Degrees, Admissions notified to add program to “Pick List”
- Fall 2023/Spring 2024 – ACEND site visit, granted candidacy accreditation
- Spring 2024 – Hiring of new faculty/lecturer position
- Fall 2024 – First year delivery of Nutrition and Dietetics master’s degree
- Fall 2025 – Second year delivery of Nutrition and Dietetics master’s degree
- Spring/Fall 2026 – ACEND site visit, granted full accreditation

**Information on other required approvals, such as accreditation bodies and the Higher Learning Commission:**

We are constructing this program based on standards and expectations put forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). It is our intention to apply for accreditation candidacy prior to commencement of the first year of the degree (Fall 2024). In addition, we intend to apply for full accreditation through ACEND within the first two years of program implementation.

**Evidence of how the new Academic Program aligns with the University’s mission, strategic plan, and existing academic degree program array:**

Alignment with UW’s mission: The proposed MS in Nutrition and Dietetics aligns with UW’s mission by preparing individuals to serve communities throughout Wyoming, other states within the US, and the globe. This education will not only promote an environment that values and provides diversity, internationalization, free expression, academic

freedom, personal integrity, and mutual respect, but will foster student opportunities for personal health, growth, and leadership development.

Alignment with UW's strategic plan: We believe this program aligns with all 5 of the University of Wyoming's goals in the Five-Year Strategic Plan (Breaking Through) and with the current strategic goals of: institutional excellence, student success, and service to the community. Here, we will highlight the goals that most closely align to our proposed program. Goal 1 emphasizes the promotion of "academic programs that address workforce needs of the state and region." As indicated by the Gray Associate's data and feedback from Wyoming Academy of Nutrition and Dietetic members, there is a high need for RDNs in Wyoming and nationally. Goal 2 addresses the need to "engage and graduate well-rounded and creative thinkers, capable of meeting unpredictable and complex challenges". The nature of this program will produce students who understand nutrition, equipping students to understand and support children, families, and those in need in a holistic way. The MS in Nutrition and Dietetics will also provide opportunities for students to engage in internships throughout the program. Goal 3 encourages programs to "build a statewide community of learners by collaborating with schools, community colleges and tribal nations to connect students and citizens". The proposed MS program supports these efforts through student placement in student learning experiences across the state. We hope to partner with these communities in an effort to better prepare our students to provide instruction to diverse populations. Goal 4 focuses on the University as a whole through maintaining and strengthening its "marketing effectiveness, financial resources, and human capital." This program will supplement these efforts by offering a competitive and novel educational experience.

**A rationale that clearly defines the need for the new Academic Program. The rationale should include evidence that the Academic Program will not produce unnecessary duplication of existing programs:**

The proposed MS in Nutrition and Dietetics would allow students to develop skills necessary for careers as RDNs. It will prepare students adequately for the Commission in Dietetics Registration (CDR) national registration examination. In addition, the interdisciplinary nature of the degree will provide students with the background necessary to be high-quality dietitians (as identified by research and accrediting bodies) and serve the needs of children and families across the state and beyond. This program moves UW towards the forefront of nutrition and dietetics education standards and ensures our students will be highly sought after.

Evidence the Academic Program will not produce unnecessary duplication of existing programs:

In many senses, this is not a new Academic Program but instead a transition of an undergraduate level program to a graduate level program to meet the changing education requirements for RDNs at the national level. Currently, only one program exists in the area of dietetics education on campus that serves the needs of students, and it is located in FCS. The current nutrition and dietetics program offerings are:

- B.S. in Human Nutrition and Food
  - Provides students a foundation for a Master's, pre-med, pre-physical therapy or prepares them for a career in food product development and management, Cooperative Extension Service, consumer education, sales and marketing, and public relations.
- Minor in Human Nutrition
- Dietetics Program Concentration
  - Prepares students for entrance into an accredited dietetics internship.

Currently, students from our BS dietetics program are leaving the state of Wyoming to obtain graduate degrees and internships; thus, taking tuition dollars and highly needed entry-level health professionals out of the state. The program would combine the current BS dietetics program concentration with an MS coupled with the dietetic internship. The proposed program would enable students to fulfill the education requirements to become RDNs all within the state of Wyoming and within an efficient timeframe. The freestanding BS dietetics program concentration will be phased out and its curriculum will be adjusted and moved into the proposed master's level program. Without implementing this new master's level program at UW in response to the shifting national educational requirements in dietetics education, the current BS dietetics program would be in jeopardy of decreased student enrollment and could become an irrelevant program for students.

**AGENDA ITEM TITLE: Campus Major Maintenance Roofing and Concrete Repairs Project, Mai**

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

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

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The campus roofing and concrete repairs project is Major Maintenance funded work to repair areas of need across campus. The large projects for this biennium include the Crane/ Hill cafeteria roof, CEP roof, Rochelle Athletics Center roof, Stadium and south fieldhouse lot repairs, and Cheyenne family practice ADA parking. The total project cost is \$2,410,000, with roofing at \$1,100,000 and concrete repairs at \$1,300,000.

Administration requests approval to proceed with the project for a contract award at the May meeting for the Campus Roofing and Concrete repairs project to be funded via Major Maintenance with a not to exceed budget of \$2,410,000.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW Regulation 6-9, the Board of Trustees shall approve projects over \$500,000.00.

ACTION REQUIRED AT THIS BOARD MEETING:

Authorization for Administration to proceed contract award for the Campus Roofing and Concrete repairs project funded via Major Maintenance with a not to exceed budget of \$2,410,000.

PROPOSED MOTION:

I move to authorize administration to proceed contract award for the Campus Roofing and Concrete repairs project funded via Major Maintenance with a not to exceed budget of \$2,410,000.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

**AGENDA ITEM TITLE: Corbett Natatorium and War Memorial West Stands Design Agreement and Project Delivery Method, Mai**

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

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

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The existing Corbett pool facility, which was built in the mid-1970's, lacks several facets important to the success of the University's student-athletes. Throughout the Mountain West Conference and across the nation, 50-meter swimming and 5-meter diving capabilities are medians for competition aquatics facilities. The current facility does not meet the NCAA Division 1 requirements for competition facilities. The diving area is too shallow to accommodate anything more than a 3-meter springboard, yet Mountain West Conference and Western Athletic Conference teams must compete in 3, 5 and 10-meter diving categories. Additionally, the water body is contiguous, which makes it impossible for dual practice or hosting of simultaneous events.

In August of 2014, Administration completed a conceptual design study for the renovation of, and addition to, the Corbett facility to accommodate a new natatorium. In April of 2020, a Level II program plan was completed for the natatorium project which was largely based on updating the 2014 study. In 2021 a complete renovation of the swim team locker rooms was completed in the Corbett facility. This renovation was coordinated with and will support the proposed program for the natatorium project.

The west side stands of War Memorial Stadium are outdated and need to be upgraded. Renovations will provide opportunities to generate additional revenue via various mediums including, but not limited to, loge boxes, upgraded seating, separate ticket areas and upgraded fan amenities. In addition, game-day operational spaces and upgraded bathroom facilities will be incorporated into the design. The University of Wyoming's goal is to raise the standard for the football program and better meet the needs of everyone who utilizes the facility from both a fan and operational perspective. In April of 2020, a Level II program plan was completed for the War Memorial Stadium West Stands renovation.

Administration requests approval to execute a design services agreement with Arete Design Group of Sheridan, Wyoming for the War Memorial Stadium West Stands Renovation and Corbett Natatorium Addition in the amount of Five Million Ninety-Four Thousand Eight Hundred and Sixty dollars (\$5,094,860.00) and approve the Construction Manager-at-Risk project delivery method.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

May, 2020 – Board authorized Administration to enter into contract negotiations with Arete Design Group as the design consultant for the War Memorial West Stand Renovation and Corbett Natatorium Addition.

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

Pursuant to UW Regulation 6-9(III)(F), the Board of Trustees shall approve consultant selection for projects over \$500,000.00 and approve the project delivery method.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board of Trustees approval to execute a design services agreement and approve the Construction Manager-at-Risk project delivery method.

**PROPOSED MOTION:**

I move to authorize Administration to execute a design services agreement with Arete Design Group of Sheridan, Wyoming for the War Memorial Stadium West Stands Renovation and Corbett Natatorium Addition in the amount of Five Million Ninety-Four Thousand Eight Hundred and Sixty dollars (\$5,094,860.00) and approve the Construction Manager-at-Risk project delivery method.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Approval of modifications to UW Regulations 2-3 (Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officers), 5-1 (Staff of the University), 5-2 (Employee Provisions Applicable to all Personnel), and 5-3 (Employee Handbook), Brown/Evans**

SESSION TYPE:

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

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

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

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 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 website***.

**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 and Economic Development

**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 Section 2 Academic Personnel regulation and several Section 5 Employment and Ethics regulations (with a summary of the proposed modifications):

- **UW Regulation 2-3 (Compensation for Academic Personnel):**  
**[NOTE: Clean and redline versions included due to numerous changes, which make the redline version hard to read]**
  - Transferred vacation and sick leave information to the Employee Handbook
  - Updated base salary language
  - Transferred and updated supplementary compensation language from UW regulation 5-2 to this regulation and clarified that exceptions to maximum supplemental pay may be made by the Provost
  - Removed University officers from this regulation (governed by UW Regulation 1-1 and the Employee Handbook)
  - Updated calculation of starting salaries
  - To be consistent with UW Regulation 2-1, removed requirement that the Board of Trustees approve faculty appointments
  - Clarified that changes in salary rates are subject to the Annual Salary Distribution Policy (except for retention offers, which are at the discretion of the Provost and State-appropriated raise dollars, which do not fall under the Distribution Policy)
  - Streamlined processes for changes in appointment and temporary salary increases
- **UW Regulation 5-1 (Staff of the University):** Sunset; information covered under Employee Handbook.
- **UW Regulation 5-2 (Retirement Provisions):** Transferred sections on nepotism, compensation, consulting, conflict of interest/conflict of commitment, military leave, classified research, and safety to Employee Handbook, UW Regulation 2-3, and Conflict of Interest SAP (currently in draft form). Emeritus designations are currently covered in UW Regulation 2-1 and political activities are covered in UW Regulation 12-4.
- **UW Regulation 5-3 (Employee Handbook):** Clarified that the Employee Handbook applies to all employees, including faculty, staff, administrative professionals and student employees.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to the President's Cabinet, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. Select feedback from the Faculty Senate was incorporated.

The Trustees Regulation Committee will discuss this item at the March 2022 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 the Board approve modifications to UW Regulations.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

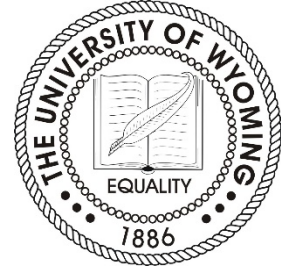


**PROPOSED MOTION:**

“I move to authorize modifications to UW Regulations 2-3, 5-1, 5-2, and 5-3, as presented to the Board”

**PRESIDENT’S RECOMMENDATION:**

Draft 3-4-22



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** ~~Regulations Governing Vacation, Sick Leave, and Compensation~~  
for ~~Faculty and University Officers~~ Academic Personnel

**Number:** UW Regulation 2-3

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### I. PURPOSE

To establish policies and procedures for establishing compensation for Academic Personnel, including salary for initial appointments and changes in salary associated with a change in appointment.

### II. DEFINITIONS

**Academic Personnel:** University employees with academic designations and appointments described in UW Regulation 2-1.

### III. COMPENSATION

#### A. Base Salary

The base salary for Academic Personnel on academic year appointments is for work assigned as part of the standard workload, including periods during the academic year when classes may not be in session. The academic year is defined as the period beginning with the faculty reporting day of the Fall semester and ending when Spring semester grades are due.

#### ~~I. BENEFITS PRESERVED~~

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

#### ~~II. VACATION LEAVE~~

##### ~~A. Entitlement~~

- ~~1. Each full time faculty and University officer appointed to a fiscal year contract is entitled to twenty two (22) working days of vacation leave with pay annually, accrued at the rate of 1.834 working days per month.~~

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- ~~2. Each part time faculty or University officer appointed to a fiscal year contract for the equivalent of twenty (20) to thirty (30) hours per week is entitled to accrue vacation leave with pay at the rate of fifty (50) percent of the full time accrual rate.~~
- ~~3. Each part time faculty or University officer appointed on a fiscal year contract for the equivalent of thirty (30) to forty (40) hours per week is entitled to accrue vacation leave with pay at the rate of seventy five (75) percent of the full time accrual rate.~~
- ~~4. Faculty and University officers whose contract periods are less than twelve (12) months, irrespective of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to vacation leave with pay. This includes nine month faculty and University officers who receive time off periods at Christmas, between school terms, etc. —~~

~~**B. Use of Vacation Leave Credits**~~

- ~~1. Accrued vacation leave credits may not be utilized until six (6) months of University service have been completed, except as approved by the President for the health and safety of the University. After six (6) months of University service have been completed, vacation leave credits may be utilized when requested in advance and with the approval of the appointing authority.~~
- ~~2. Vacation leave credits may not accrue beyond the maximum amount which may be earned over two years. Employees terminating for all reasons other than disciplinary may elect a lump sum payment and/or terminal leave; an employee released for disciplinary reasons must take the accrued annual leave in a lump sum. No other type of leave may be used during terminal annual leave except holiday leave.~~
- ~~3. Vacation leave credits may be used within the year in which they are earned. In addition, vacation leave credits earned and unused in the immediately preceding anniversary year which are not utilized in the current anniversary year shall be lost and no compensation shall be paid to faculty or University officers who fail to use their vacation leave entitlement.~~

~~C. The base salary for Academic Personnel with fiscal year appointments is for work assigned as part of their standard workload during the fiscal year including periods when classes may not be in session.~~

~~The base salary for academic personnel may be augmented for performing administrative duties and other duties beyond the usual academic assignments during the academic or fiscal year.~~

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## **B. Supplementary Compensation from Funds Disbursed Through the University**

1. When approved by the appropriate University authorities, full time academic personnel on academic year appointments may earn supplemental pay for additional duties, providing these duties are not included in the standard academic year workload. Supplemental pay will be prorated accordingly. A maximum of an additional 3/9ths of the base faculty salary may be earned in supplemental pay. Any exceptions to this limitation requires prior approval of the Provost and Vice President of Academic Affairs, in consultation with the President, and may require prior approval by other offices and federal agencies as well.
2. When approved by the appropriate University authorities, academic personnel who have been granted a calendar or academic year sabbatical leave may receive compensation from sponsored research grants and contracts awarded to the University, up to a maximum of forty (40) percent of their approved academic year salary, if funding from the grant or contract is an integral component of the sabbatical proposal.
3. Academic personnel may be eligible for additional supplemental compensation. See Employee Handbook for details.

## ~~Changes in Appointment~~

- ~~1. A faculty and University officer accepting appointment to a position which is eligible for accrual of vacation leave under this regulation shall begin accruing vacation leave credits as described in the regulation as of the effective date of such appointment.~~
- ~~2. The vacation leave credit of faculty or University officer accepting an appointment to a position which is eligible for accrual of vacation leave shall be transferred to the department in which he/she is appointed and the vacation leave becomes an obligation of this department.~~
- ~~3. A faculty or University officer accepting an appointment to a position which is not eligible for accrual of vacation leave shall utilize accrued vacation leave credits prior to the effective date of the new appointment.~~

## ~~D. Payment of Unused Vacation Leave Credits~~

- ~~1. Faculty and University officers separating from University service through resignation, termination, permanent disability, or retirement are entitled to be paid for unused vacation leave credits or terminal leave provided six (6) months of service has been completed at the time of separation.~~

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- ~~2. The value of unused vacation leave credits earned by a faculty or University officer who dies in University service will be paid as an amount owed to the descendent.~~

~~E. Other~~

- ~~1. A faculty or University officer is not entitled to accrue vacation leave credits while on leave without pay, during a break in service or after the last day that service is performed.~~
- ~~2. A faculty member or University officer on a sabbatical leave at full pay is eligible to accrue vacation leave credits at a rate of 1.834 working days per month, and a faculty member or University officer on a sabbatical leave at half pay is eligible to accrue vacation leave credits at a rate of .917 working days per month.~~
- ~~3. Holidays which occur during vacation leave periods will not be charged to vacation leave credits~~

~~III. SICK LEAVE~~

~~A. Entitlement~~

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

- ~~1. A regular full time faculty member or University officer appointed on a continuing or temporary basis shall be eligible to accrue sick leave at a rate of eight (8) hours per paid month of service.~~
- ~~2. A regular part time faculty member or University officer appointed on a continuing or temporary basis for the equivalent of twenty (20) to thirty (30) hours per week shall be eligible to accrue sick leave at a rate of four (4) hours per paid month of service.~~
- ~~3. A regular part time faculty member or University officer appointed on a continuing or temporary basis for the equivalent of thirty (30) to forty (40) hours per week shall be eligible to accrue sick leave at a rate of six (6) hours per paid month of service.~~
- ~~4. Faculty or University officers entitled to accrue sick leave under the provisions of this section are permitted unlimited accrual, except that no faculty member or University officer is entitled to receive credit for more than one hundred and twenty (120) days (24 months) or actual accrual, whichever is less.~~

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~~5. A faculty member or University officer on a sabbatical leave at full pay is eligible to accrue sick leave at a rate of eight (8) hours per paid month, and a faculty member or University officer on a sabbatical leave at half pay is eligible to accrue sick leave at a rate of four (4) hours per paid month.~~

~~6. A faculty member or University officer is not eligible to accrue sick leave during a leave without pay or a break in continuous service.~~

**B. Usage**

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

~~Faculty and University officers are entitled to utilize accrued sick leave credits whenever they are unable to perform their duties because of temporary disability caused by illness, injury, pregnancy and/or childbirth. Such credits may also be used for medical, psychological, dental or optical examinations or treatment; death in the employee's or employee's spouse's immediate family, including and limited to parent, wife, husband, children, brother, sister, grandmother, grandfather, grandchildren, son in law, daughter in law, or another member of the immediate household; medical care of a member of the employee's immediate family, including and limited to parent, wife, husband, children or another member of the immediate household; or when an employee is exposed to a contagious disease and the employee's physician submits a written recommendation that the employee's presence at work would constitute a health hazard to fellow employees or students. An employee may be required to submit to a medical examination at University expense by a physician selected by the University.~~

~~1. Faculty and University officers are eligible to use all sick leave credits accrued (in current and previous years) at full pay.~~

~~2. The use of sick leave credits is subject to verification by the appointing authority. Failure to provide appropriate written medical documentation when requested in writing may result in the faculty member or University officer being placed on leave without pay for the period in question, or disciplinary action may be initiated by the appointing authority.~~

~~3. A faculty member or University officer unable to report to work and planning to utilize sick leave credits must notify his or her immediate supervisor as soon as possible on the first day of absence, and on subsequent days of absence if unable to determine an exact date of return due to the nature/seriousness of the~~

**Draft 3-4-22**

situation.

- ~~4. Sick leave credits will not be charged against the accrued balance whenever a University observed holiday or other non working day occurs during sick leave.~~
- ~~5. If approved by the appointing authority or designated supervisor, a faculty member or University officer may use sick leave credits instead of vacation credits if the employee becomes disabled or ill while on vacation provided satisfactory medical verification is submitted upon return to work.~~
- ~~6. If a faculty member or University officer has accrued a minimum of eighty (80) hours of sick leave, they may donate up to sixteen (16) hours of sick leave in any calendar year to another benefitted University employee who has an immediate and reasonable need for such assistance, has exhausted his/her available sick leave and vacation leave, and has a minimum of six months benefitted service to the University of Wyoming. The Director of Personnel Services must receive a written statement specifying the number of hours donated and the name and department of the employee to whom the donation is made. A copy of this statement is retained by the appointing authority. Donations of sick leave will be used in the order they are received. Unused sick leave donations are credited back to the original donor(s) when the recipient returns to work or no longer has an immediate and reasonable need for the leave.~~

**~~C. Separation from University Service~~**

- ~~1. When a faculty member, academic professional, or University officer is separated from University service because of termination, resignation, permanent disability or death, the faculty member, academic professional, or University officer shall receive payment for one half (1/2) of the current sick leave balance as of the employee's termination date, but in no circumstances will the payout exceed a total of 480 hours. For the avoidance of doubt, the payment of sick leave will be calculated using the employee's annual salary on the employee's last working day.~~
- ~~2. When a faculty member, academic professional, or University officer is granted Board Retirement under UW Regulation 5-2, he or she shall be eligible for the benefits listed in UW Regulation 5-2.VI.C.~~

**~~D. Reporting~~**

~~Each faculty member or University officer missing work due to illness; injury; pregnancy; childbirth; medical, dental or optical examinations/treatment; death in the employee's family or medical care of a family member; or when exposed to a contagious disease, shall be responsible for completing the approved sick leave~~

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~~record for the appointing authority who must submit the record to the Human Resources Office pursuant to established personnel policies and procedures.~~

~~E. Other~~

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

~~IV. COMPENSATION~~

~~IV. A. Initial Appointment~~

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

~~1. Faculty~~

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

~~—The recommendation for appointment of a full time faculty member submitted by the head of the unit through appropriate academic and/or administrative channels to the Trustees, and shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or a rate of pay shall be based upon academic rank, academic assignment, academic credentials and market conditions. Special consideration shall be given to the following: (1) teaching ability and performance; (2) research ability and achievement; and (3) ability and performance in continuing education, public service, committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services.~~

~~b. Part time members (including summer school) of the faculty~~

~~Full time and part time benefited Academic Personnel shall be appointed by the President of the University. Recommendations for such; however, tenure, promotion, and 5-year fixed term appointments shall be initiated by the head of the unit in which the appointment occurs. Recommendations not be granted without approval by the Board of Trustees (see UW Regulations 2-1 and 2-7). Part time non-benefited Academic Personnel shall then be~~



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~~forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations.~~

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

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

**2. ~~University Officers~~**

~~a. A full time continuing University officer, as defined in UW Regulation 1-1, shall be subject to appointment by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, except that:~~

~~i. The Vice President shall be responsible for initiating the recommendation for a vice president and an assistant to the president, including a special assistant or any other University officer reporting directly to the President; for Academic Affairs.~~

~~ii. The chair of a search committee established by the President shall be responsible for submitting recommendations to the President for an appointment of a vice president or such other University officers as the President may designate;~~

~~iii. The chair of a search committee established by a cognizant vice president shall be responsible for submitting recommendations to the cognizant vice president for an appointment of a dean or director reporting to the cognizant vice president, or such other University officers as the cognizant vice president may designate; and~~

~~iv. The chair of a search committee established by a cognizant dean shall be responsible for submitting recommendations to the cognizant dean for an appointment of a department head or director reporting to the cognizant dean, or such other University officers as the cognizant dean may designate~~

~~v. The recommendation for an appointment of a full time University officer initiated~~

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~~by the head of a unit shall be forwarded through the appropriate administrative officers, who shall add their recommendations, to the President of the University for recommendation report personnel actions to the Trustees annually.~~

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

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

**V. B. Changes in Salary Rates**

~~All changes in salary rates are subject to the availability of funds and the adoption of the Annual Salary Distribution Policy by the Board of Trustees. Prior to the beginning of each fiscal year, faculty and administrative officers Academic Personnel shall be advised by the President, or the President's designee, of any changes in individual salary rates being recommended to and subsequently approved by the Board of Trustees of through the University of Wyoming.~~

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

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

~~Annual Salary Distribution Policy.~~

In order to receive a salary increase for a promotion in rank, a faculty member must be recommended for promotion as prescribed by UW Regulation 2-1. Changes in salary rates

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due to retention offers are at the recommendation of the Dean or Director, with final approval by the Provost and Vice President for Academic Affairs.

## VI. Changes in Appointment

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

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

### ~~1. Changes in Appointment~~

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

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

- ~~a. The reassignment or assignment or retention of a full-time or part-time faculty position shall be on the basis of an academic year appointment as defined by UW Regulation 2-1 except when the standard appointment in the academic unit in which the appointment occurs is other than an academic year appointment; and~~
- ~~b. The salary rate for the position into which the individual is reassigned, assigned or retained is:
  - ~~i. For vice presidents, associate vice presidents, and deans of academic colleges returning to a previously held faculty position at the University, the academic year salary at the time of their appointment as a University officer increased by the average annual merit and market-based salary increases within their department during their service as a University officer.~~~~

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~~For vice presidents, associate vice presidents, and deans of academic colleges who did not hold a faculty position at the University prior to their appointment as a University officer, at the time of their appointment as a University officer, it shall be established as provided in this subparagraph. At the time the person is appointed as a University officer, the Vice President for Academic Affairs, with the approval of the President, shall establish an academic year salary at a market rate based on comparator institutions for the rank in the department in which the University officer holds an appointment. Upon reassignment, assignment or retention to an academic appointment, the person's salary shall be the salary established at the time of appointment as a University officer under this subparagraph increased by the average annual merit. Individuals who are appointed department heads, deans, and vice presidents move in and out of such administrative roles during the course of an academic career. When such an individual accepts increased administrative responsibilities, increased salary may be provided to reflect, in part, the added responsibility. When such increments are provided, a written record should be made thereof in the initial letter of appointment. Upon leaving an administrative position and returning to the faculty or staff, and consistent with Section V of this Regulation, an individual's salary should be reduced to reflect, among other considerations, the change in responsibility and, in some instances, a shift to a nine-month academic year appointment.~~

~~The Provost and Vice President for Academic Affairs, working in concert with the President, has the responsibility, as delegated by the Board of Trustees, to assure that salary adjustments are made, as appropriate, to reflect changes in roles and responsibilities.~~

**VII. Summer Session and Winter Session (J-Term)**

- ~~ii. Faculty members shall be appointed to summer or winter session by the Provost and market based salary increases within that department during their service as a University officer.~~
- ~~iii. For all other University officers, a salary recommended by the Vice President for Academic Affairs and approved by the President.~~

**2. Sabbatical Leaves**

~~The salary rate for sabbatical leaves for faculty, as authorized by the UW Regulation 2-1 are:~~

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

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

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

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

**3. Summer School**

~~a. Faculty members shall be appointed to the Summer School by the President of the University upon the recommendation of the Provost. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs and are submitted to the Provost through the regular academic and/or administrative process.~~

~~b. The salary for regular University faculty members appointed to summer school positions is determined on the basis of twenty two and two-tenths (22.2) percent of an academic year salary for a six credit hour load.~~

~~c. The salary rate for faculty members who are not regular University faculty but are appointed to summer school positions is subject to the approval of the President upon the recommendation of the Provost. The recommendation for the appointment initiated by the head of the unit in which the appointment occurs shall be accompanied by a recommendation for a salary rate. The recommendation for appointment is submitted to the Provost through the regular academic and/or administrative process. The recommended salary rate shall be based upon academic assignment, academic credentials and market conditions.~~

**4. Reappointments**

~~A faculty member or University officer reappointed by the University following a break in service is not entitled to any appointment or salary considerations, and is subject to all provisions of the initial appointment section of this regulation.~~

**IX. Temporary Salary Increase**

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~~A The Provost and Vice President for Academic Affairs may approve a temporary increase in salary rate may be recommended for a faculty member or a University officer designated for an employee to perform the duties and responsibilities of a faculty member or University officer to who will be absent for two months or more but less than two (2) years or to temporarily fill a vacant position.~~

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

**5. ~~Salary Payment~~**

- ~~a. The salaries of full time faculty and University officers on either academic year or fiscal year appointments shall be paid in twelve (12) monthly installments.~~
- ~~b. The salaries of part time faculty and University officers employed for the equivalent of half time or more on either academic year or fiscal year appointments shall be paid in twelve (12) monthly installments.~~
- ~~c. The salaries of part time faculty and University officers employed for the equivalent of less than half time on either academic year or fiscal year appointments shall be paid in monthly installments during the period of active employment.~~
- ~~d. Exceptions to paragraphs a, b and c of Section 6 include, and are limited to, faculty and University officers appointed on a fixed term basis not to exceed one academic year or summer session; salaries of such faculty or University officers shall be paid in monthly installments during the period of active employment.~~
- ~~e. Salaries of faculty members on academic year appointments who terminate at the conclusion of an academic year and are not continuing on either a summer school appointment or an academic year appointment may request payment in full of all earned salary at the conclusion of the academic year. All such requests are contingent upon the authorization of the cognizant dean and vice president. The faculty member requesting and receiving payment in this manner forfeits University payment of all benefits which normally accrue to faculty whose salaries are paid in twelve (12) monthly installments.~~

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~~f. Salaries of faculty members on academic year appointments who terminate at the conclusion of an academic year will normally, except as provided in paragraph e of this section, be paid in twelve (12) monthly installments, and, therefore, will continue to receive all benefits normally accruing to faculty whose salaries are paid in twelve (12) monthly installments.~~

~~6. Other~~

~~a. Faculty and University officers are not eligible for overtime compensation.~~

~~b. Supplementary income provisions are described in the UW Regulation 5-1.~~

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 173; adopted 11/20/2009 Board of Trustees meeting

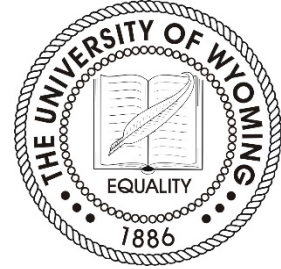
Revisions adopted 11/16/2012 Board of Trustees meeting

Revisions adopted 11/20/2015 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-173, now UW Regulation 2-3

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Compensation for Academic Personnel  
**Number:** UW Regulation 2-3

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### I. PURPOSE

To establish policies and procedures for establishing compensation for Academic Personnel, including salary for initial appointments and changes in salary associated with a change in appointment.

### II. DEFINITIONS

**Academic Personnel:** University employees with academic designations and appointments described in UW Regulation 2-1.

### III. COMPENSATION

#### A. Base Salary

The base salary for Academic Personnel on academic year appointments is for work assigned as part of the standard workload, including periods during the academic year when classes may not be in session. The academic year is defined as the period beginning with the faculty reporting day of the Fall semester and ending when Spring semester grades are due.

The base salary for Academic Personnel with fiscal year appointments is for work assigned as part of their standard workload during the fiscal year including periods when classes may not be in session.

The base salary for academic personnel may be augmented for performing administrative duties and other duties beyond the usual academic assignments during the academic or fiscal year.

#### B. Supplementary Compensation from Funds Disbursed Through the University

1. When approved by the appropriate University authorities, full time academic personnel on academic year appointments may earn supplemental pay for additional duties, providing these duties are not included in the standard academic year workload. Supplemental pay will be prorated accordingly. A maximum of an additional 3/9ths of the base faculty salary may be earned in supplemental



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pay. Any exceptions to this limitation requires prior approval of the Provost and Vice President of Academic Affairs, in consultation with the President, and may require prior approval by other offices and federal agencies as well.

2. When approved by the appropriate University authorities, academic personnel who have been granted a calendar or academic year sabbatical leave may receive compensation from sponsored research grants and contracts awarded to the University, up to a maximum of forty (40) percent of their approved academic year salary, if funding from the grant or contract is an integral component of the sabbatical proposal.
3. Academic personnel may be eligible for additional supplemental compensation. See Employee Handbook for details.

**IV. Initial Appointment**

The recommendation for appointment of faculty and other Academic Personnel shall be submitted by the head of the unit through appropriate academic and/or administrative channels, and shall be accompanied by a recommendation for a starting salary. The recommendation for a starting salary shall be based upon academic rank, academic assignment, academic credentials and market conditions. Special consideration shall be given to the following: (1) teaching ability and performance; (2) research ability and achievement; and (3) ability and performance in continuing education, public service, committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services.

Full time and part time benefited Academic Personnel shall be appointed by the President of the University; however, tenure, promotion, and 5-year fixed term appointments shall not be granted without approval by the Board of Trustees (see UW Regulations 2-1 and 2-7). Part time non-benefited Academic Personnel shall be appointed by the Provost and Vice President for Academic Affairs.

The President shall report personnel actions to the Trustees annually.

**V. Changes in Salary Rates**

All changes in salary rates are subject to the availability of funds and the adoption of the Annual Salary Distribution Policy by the Board of Trustees. Prior to the beginning of each fiscal year, Academic Personnel shall be advised by the President, or the President's designee, of any changes in individual salary rates being recommended to and subsequently approved by the Board of Trustees through the Annual Salary Distribution Policy.

In order to receive a salary increase for a promotion in rank, a faculty member must be recommended for promotion as prescribed by UW Regulation 2-1. Changes in salary rates

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due to retention offers are at the recommendation of the Dean or Director, with final approval by the Provost and Vice President for Academic Affairs.

**VI. Changes in Appointment**

Individuals who are appointed department heads, deans, and vice presidents move in and out of such administrative roles during the course of an academic career. When such an individual accepts increased administrative responsibilities, increased salary may be provided to reflect, in part, the added responsibility. When such increments are provided, a written record should be made thereof in the initial letter of appointment. Upon leaving an administrative position and returning to the faculty or staff, and consistent with Section V of this Regulation, an individual's salary should be reduced to reflect, among other considerations, the change in responsibility and, in some instances, a shift to a nine-month academic year appointment.

The Provost and Vice President for Academic Affairs, working in concert with the President, has the responsibility, as delegated by the Board of Trustees, to assure that salary adjustments are made, as appropriate, to reflect changes in roles and responsibilities.

**VII. Summer Session and Winter Session (J-Term)**

Faculty members shall be appointed to summer or winter session by the Provost and Vice President for Academic Affairs. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs and shall be accompanied by a recommendation for a salary. The recommendation for appointment is submitted to the Provost through the regular academic and/or administrative process. The recommended salary shall be based upon academic assignment, academic credentials and market conditions.

**IX. Temporary Salary Increase**

The Provost and Vice President for Academic Affairs may approve a temporary increase in salary for an employee to perform the duties and responsibilities of a faculty member or University officer who will be absent for two months or more but less than two (2) years or to temporarily fill a vacant position.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

Compensation for Academic Personnel

**Draft 3-4-22**

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 173; adopted 11/20/2009 Board of Trustees meeting

Revisions adopted 11/16/2012 Board of Trustees meeting

Revisions adopted 11/20/2015 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-173, now UW Regulation 2-3

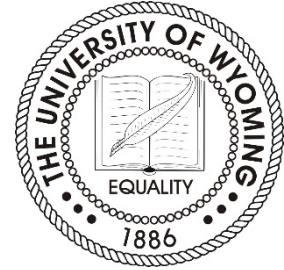
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Staff of the University

**Number:** UW Regulation 5-1

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### ~~I. DESIGNATION~~

~~All employees of the University other than those designated as Officers (UW Regulation 1-1), Academic Personnel (UW Regulation 2-1), or Student Employees (UW Regulation 2-200), shall be classified as Staff Employees or Other Employees (grant funded employees, contract employees, and at-will administrative professionals).~~

### ~~II. APPOINTMENT~~

~~Each Vice President and the Director of Intercollegiate Athletics are designated as appointing authorities. They may designate additional appointing authorities within their respective units as needed.~~

~~Each appointment to a staff position shall be on a continuing, temporary or limited temporary basis unless otherwise specified by University rules. Employees appointed to staff positions are designated as exempt or nonexempt according to the Fair Labor Standards Act (FLSA). This determination is made by the Department of Human Resources in consultation with the appropriate Appointing Authority. Compensation for staff positions shall be determined by rules established by the University. Commencing with initial employment, all staff shall be required to serve a probationary period of one (1) year. Employees who are promoted, transferred, or reassigned may be required to serve an additional probationary period of up to six (6) months. Employees who are re-employed after a break in service will be required to serve a new one (1) year probationary period. The probationary period may be either reduced or extended for a period of up to six (6) months when the responsible Vice President or the Director of Intercollegiate Athletics determines that such reduction or extension would be in the best interest of the University.~~

### ~~III. TERMINATION~~

~~Staff employees may be terminated pursuant to University rules and according to the terms of their employment. If the terms of employment of a staff employee require termination for cause, the employee shall be entitled to due process in accordance with provisions of the University Employee Handbook.~~

~~Staff employees serving probationary periods are at-will employees during the term of probation and may be terminated without cause and shall have no right to appeal. Staff~~

~~appointed on a limited temporary basis are at will employees and may be terminated at any time during their employment without cause and shall have no right to appeal.~~

~~All staff employees terminated from University service because of insufficient funding, lack of work, program changes, or changes in the structure of departments, divisions, or other University administrative units may be provided retrenchment rights as specified in University rules. Retrenchment is not available to at will, probationary, and at will grant funded staff.~~

#### ~~IV. LEAVE~~

~~All staff employees shall be granted leave in accordance with provisions of the University Employee Handbook.~~

#### ~~V. OTHER EMPLOYEES~~

~~University appointing authorities may appoint employees who are not entitled to the benefits and rights of Staff Employees. Such employees may be grant funded employees, contract employees and at will administrative professionals. The terms and conditions of their employment will be controlled exclusively by the terms of a contract or letter of appointment. They may be entitled to University benefits such as retirement, sick leave, and vacation leave as agreed to in writing by the Appointing Authority.~~

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~~**Responsible Division/Unit:** Division of Administration~~

~~**Source:** None~~

~~**Links:** <http://www.uwyo.edu/regs-policies>~~

~~**Associated Regulations, Policies, and Forms:** UW Regulation 1-1; UW Regulation 2-1; UW Regulation 2-200; University of Wyoming Employee Handbook~~

~~**History:**~~

~~Trustee Regulation VI; adopted 1/22/2010 Board of Trustees meeting~~

~~Revisions adopted 9/12/2014 Board of Trustees meeting~~

~~Reformatted 7/1/2018: previously UW Regulation 4-1, now UW Regulation 5-1~~

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** ~~Employment-Retirement~~ Provisions ~~Applicable to All Personnel~~  
**Number:** UW Regulation 5-2

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### I. PURPOSE

To set forth retirement provisions applicable to all personnel.

#### I. ~~NEPOTISM~~

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

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

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

#### H. ~~COMPENSATION~~

##### A. ~~Salary Payment~~

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

Commented [TRE1]: Moved to Employee Handbook or SAP

Commented [TRE2]: Addressed in UW Regulation 2-3 and Employee Handbook

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~~usual academic assignments and for most other salaried staff employees is for work performed during the fiscal year.~~

~~All base salaries shall be paid in twelve (12) monthly installments except as specified in UW Regulation 2-3, Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officer. The University shall take any required deductions from salary payments for federal withholding taxes, social security, retirement, and for such additional purposes as may be authorized by the individual, or as required by law.~~

~~**B. Supplementary Compensation**~~

~~**1. From Funds Disbursed Through the University**~~

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

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

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

## ~~2. From Funds Disbursed by State Agencies~~

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



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~~University will make every effort to release the individual to the state agency for the time required with appropriate salary adjustment to be made between the agency and the University.~~

### ~~III. CONSULTING~~

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#### ~~A. Requirements~~

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

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

#### ~~B. Competition with the Private Section~~

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

~~C. Use of University Facilities~~

~~The facilities of the University may not be used for outside work without the recommendation of the appropriate dean or director and approval of the Vice President for Administration, who shall establish the compensatory schedule for facilities used.~~

~~D. Scope~~

~~This Regulation shall not apply to work which~~

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

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

~~E. Conflict of Commitment~~

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

~~IV. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT~~

Commented [TRE4]: Moved to new Conflict of Interest SAP

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

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

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~~Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated, or managed in accordance with University policies, will result in appropriate sanctions, up to and including termination.~~

## ~~V. MILITARY LEAVE~~

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

### ~~A. Active Duty for War or National or State Emergency~~

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

### ~~B. Active Duty for Training~~

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

## VI.II. RETIREMENT

### **A. Wyoming Retirement System and TIAA-~~CREF~~**

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

### **B. Payment of Sick Leave**

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

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doubt, the payment of sick leave will be calculated using the employee's annual salary on the employee's last working day.

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

### C. Board Retirement

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

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

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

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

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- c. Access to recreation facilities without charge. The employee's spouse or surviving spouse may purchase access.
- d. A campus parking permit without charge. The employee's spouse or surviving spouse may purchase a permit.
- e. Season tickets to athletic events, at the same discount provided to benefited personnel. The employee's spouse or surviving spouse shall receive the same discount.
- f. UW library privileges, including all electronic files available to UW personnel, to the extent allowed by license agreements. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.
- g. Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.
- h. Defensive driving course, without charge, once every three years, as long as UW continues to offer the course. The employee's spouse or surviving spouse may also take this course without charge, once every three years.
- i. UW classes, at no tuition cost, provided space is available. The spouse of an eligible retiree may receive a fifty (50) percent tuition discount and a surviving spouse may receive the employee's full tuition discount provided space is available.
- j. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree. The benefit is only available to retiring faculty members and academic professionals who receive emeritus status under UW Regulations 5-2 and 2-1. The employee's spouse or surviving spouse is not eligible for this benefit.

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

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

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

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

Each Board Retiree not eligible for benefits under subparagraph C.1. or D.1. of this section shall be eligible for the following benefits:

- a. Payment for one-half (1/2) of the current unused sick leave balance as of the employee's termination date not to exceed 480 hours.
- b. Payment for half the premium for state life insurance, if elected, for the remainder of the retiree's life. The employee's spouse or surviving spouse is not eligible for this benefit.
- c. Access to recreation facilities without charge. The employee's spouse or surviving spouse may purchase access.
- d. A campus parking permit without charge. The employee's spouse or surviving spouse may purchase a permit.
- e. Season tickets to athletic events, at the same discount provided to benefited personnel. The employee's spouse or surviving spouse shall receive the same discount.
- f. UW library privileges, including all electronic files available to UW personnel, to the extent allowed by license agreements. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.
- g. Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.
- h. Defensive driving course, without charge, once every three years, as long as UW continues to offer the course. The employee's spouse or surviving spouse may also take this course without charge, once every three years.
- i. UW classes, at no tuition cost, provided space is available. The spouse of an eligible retiree may receive a fifty (50) percent tuition discount and a

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surviving spouse may receive the employee's full tuition discount provided space is available.

- j. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree. The benefit is only available to retiring faculty members and academic professionals who receive emeritus status under UW Regulations 5-2 and 2-1. The employee's spouse or surviving spouse is not eligible for this benefit.

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

**D. Conversion of Accrued Sick Leave for Non-Board Retirees**

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

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

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leave. The amount of the state contribution shall be equal to the employer's contribution for the coverage the employee had while employed reduced by the amount of any state-funded health insurance contributions for the retiree. If the retiree dies before the full amount of this benefit is paid, the balance of the benefit shall be transferred to the surviving spouse as a contribution toward state group health insurance payments. A rehired Retiree who has received the conversion of up to 960 hours of accrued sick leave previously is not eligible to receive this benefit again.

**E. Retirement Incentive**

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

1. The conversion rate shall be 2.0 months of health insurance coverage for every 40 hours of accrued sick leave.
2. A payment in an amount equal to the employee's annual salary from the date of election to retire until December 31, 2016. This payment is consideration for the agreement to retire. It shall not be considered salary. The payment shall be made on the employee's last day of leave status under subparagraph VI.E.3.
3. Notwithstanding the provisions of any other University regulation, an employee who elects to retire and receive the additional benefits under this paragraph VI.E shall not be eligible to receive a lump sum payment for accrued annual leave. In lieu thereof, the employee shall be in a leave status from the date of election to retire until the total number of hours of accrued vacation have been used. During this leave status, the employee shall not accrue sick or annual leave, but shall receive all other benefits.
4. The beneficiary of an employee who dies prior to receiving all the benefits shall be paid the balance of the benefits in a lump-sum.
5. Employees whose salaries are funded by the state 0167 UW Medical Education budget or by the state 070 Enhanced Oil Recovery Commission budget are ineligible for benefits under this section.

**F. Separation Incentive**



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

1. Notwithstanding the provisions of any other University regulation, the employee:
  - a. Shall receive payment for one-half (1/2) of the unused sick leave balance not to exceed 480 hours; and
  - b. Shall receive payment for the number of hours under F.1.a of this section and for unused annual leave as follows:
    - (2) The employee shall be in a leave status until the total number of hours under F.1.a of this section and the total number hours of accrued annual leave have been used or 480 hours, whichever is less. During this leave status, the employee shall not accrue sick or annual leave, but shall receive all other benefits.
    - (3) If the employee has an unpaid leave balance after 480 hours in a leave status under F.1.b.(2) of this section, then the balance shall be paid in a lump sum on the last day of that leave status.
  - c. A payment in an amount equal to the employee's annual salary from the date of election until December 31, 2016. This payment is consideration for the agreement to terminate their employment. It shall not be considered salary. The payment shall be made on the employee's last day of leave status under F.1.b of this section.
  - d. The beneficiary of an employee who dies prior to receiving all the benefits shall be paid the balance of the benefits in a lump-sum.
  - e. Employees whose salaries are funded by the state 0167 UW Medical Education budget or by the state 070 Enhanced Oil Recovery Commission budget are ineligible for benefits under this section.

**~~VII. EMERITUS DESIGNATION FOR ACADEMIC PERSONNEL~~**

Commented [TRE5]: Addressed in UW Regulation 2-1

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

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

~~Nominations for emeriti status shall be initiated by the department head and/or dean. The department head and/or dean shall forward the nomination to the Vice President for Academic Affairs, who shall forward his/her recommendation to the President. The President shall then forward a recommendation to the Trustees.~~

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

**VIII. POLITICAL ACTIVITIES**

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

**Commented [TRE6]:** Addressed in UW Regulation 12-4 (Government Relations)

**IX. CLASSIFIED RESEARCH**

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

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

**Commented [TRE7]:** Moved to Employee Handbook or SAP

**X. SAFETY**

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

**Commented [TRE8]:** Moved to Employee Handbook or SAP

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

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

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

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**Responsible Division/Unit:** Division of Administration

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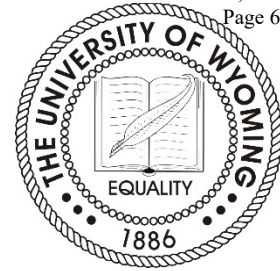
**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** UW Regulation 2-1; UW Regulation 2-3

**History:**

Trustee Regulation VII; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/4/2011 Board of Trustees meeting  
Revisions adopted 5/6/2011 Board of Trustees meeting  
Revisions adopted 9/9/2011 Board of Trustees meeting  
Revisions adopted 11/16/2012 Board of Trustees meeting  
Revisions adopted 6/16/2014 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting  
Revisions adopted 6/15/2016 Board of Trustees meeting  
Revisions adopted 3/23/2017 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 4-2, now UW Regulation 5-2



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Employee Handbook

**Number:** UW Regulation 5-3

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### I. PURPOSE

To set forth the provisions for creation and maintenance of an Employee Handbook applicable to the employees of the University of Wyoming.

### II. DEFINITIONS

**Employee Handbook:** The University of Wyoming's official publication which contains information applicable to employees regarding benefits, leave, and other policies and programs and which defines the roles and responsibilities of a University employee.

### III. POLICY

The Department of Human Resources Vice President for Administration shall establish and maintain a current Employee Handbook that contains applicable policies for employees, including faculty, staff, administrative professionals and student employees. The Employee Handbook is not an employment contract, and information in the Employee Handbook is subject to change at the sole discretion of the University in accordance with UW Regulation 1-101 and any other applicable statutes, regulations, procedures or policies.

### IV. REVISION, APPROVAL AND EFFECTIVE DATE

The Employee Handbook is a Standard Administrative Policy and Procedure and may be revised without notice or with notice pursuant to UW Regulation 1-101. Any revisions to the Employee Handbook shall become effective from the date of their approval by the President or designee. The Employee Handbook shall be revised as determined by the Department of Human Resources, in consultation with the Office of General Counsel. Such revisions are subject to the approval of the Vice President for Administration. Any revisions to the Employee Handbook shall become effective from the date of their approval by the Vice President for Administration.

### ~~V. DISTRIBUTION/NOTIFICATION~~

**Draft 3-4-22**

~~The Vice President for Administration through the Director of the Department of Human Resources is responsible for administering this Regulation. The Employee Handbook will be published and distributed by the Department of Human Resources, and will be available electronically through the University's electronic information system and hard copy through the Department of Human Resources.~~

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**Responsible Division/Unit:** Human Resources Department, through the Division of Administration

**Source:** None.

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/>

**Associated Regulations, Policies, and Forms:** Employee Handbook

**History:** University Regulation 174, Revision 9; UW Regulation 4-174, adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting

## Faculty Senate Resolution 399

Introduced  
by Executive Committee

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### Resolution in Support of Proposed UW Regulation 2-3, *Compensation for Academic Personnel*

**WHEREAS**, at the September 2016 Board of Trustees meeting, the Board approved review 5 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; and

**WHEREAS**, the new structure will involve three levels of policies:

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

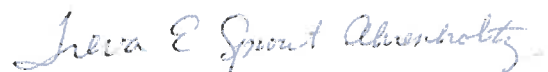
**WHEREAS**, the University's Routing Process for new or revised UW Regulations includes review by the Chair of the Faculty Senate; and

**WHEREAS**, the Chair of the Faculty Senate requested that the Faculty Senate Executive committee review, and that the Faculty Senate approve, some modifications to the regulations proposed by General Counsel; and

**WHEREAS**, the changes to the Regulations have important implications to the University Faculty and to the welfare of the University;

**THEREFORE, BE IT RESOLVED** by the Faculty Senate of the University of Wyoming that Faculty Senate supports the adoption of revisions to Regulation 2-3, "Compensation for Academic Personnel" as proposed by General Counsel, with the adoption of the tracked change amendments approved by the Faculty Senate as shown on the attached version.

**AUTHENTICATION:** *The foregoing Faculty Senate Resolution 399, as amended, duly adopted by the Faculty Senate of the University of Wyoming under date of December 13, 2021, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*



Treva E. Sprout Ahrenholtz  
Secretary, Faculty Senate  
Dated: December 13, 2021



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1 Draft 7-29-21

## 2 UNIVERSITY OF WYOMING REGULATIONS

3 **Subject:** Compensation for Academic Personnel

4 **Number:** UW Regulation 2-3

### 5 I. PURPOSE

6 To establish policies and procedures for establishing compensation for Academic  
7 Personnel, including salary for initial appointments and changes in salary associated with  
8 a change in appointment.

### 9 II. DEFINITIONS

10 **Academic Personnel:** University employees with academic designations and  
11 appointments described in UW Regulation 2-1.

Commented [ABF1]: Need to more clearly define "break in service" vs. a leave in absence. How would this apply to the reorganization efforts?

### 13 III. COMPENSATION

#### 14 A. Base Salary

15 The base salary for most Academic Personnel is for work ~~performed assigned as~~  
16 ~~part of the standard workload during the academic year~~, including periods when  
17 classes may not be in session but when the University is officially open. ~~The~~  
18 ~~academic year is defined as the period beginning with the faculty reporting day of~~  
19 ~~the Fall semester and ending when Spring semester grades are due.~~ The base salary  
20 for Academic Personnel performing administrative duties and other duties beyond  
21 the usual academic assignments and for most other salaried staff employees is for  
22 work performed during the fiscal year.

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#### 23 B. Supplementary Compensation from Funds Disbursed Through the University

- 24 1. When approved by the appropriate University authorities, full time academic  
25 personnel on academic year appointments may earn supplemental pay for  
26 ~~additional duties carried out during the winter term (J-term) or the period from~~  
27 ~~Spring commencement to Fall semester reporting date~~, providing these duties  
28 are not included in the standard ~~academic year~~ workload. Supplemental pay  
29 will be prorated accordingly. A maximum of an additional 3/9ths of the base  
30 faculty salary may be earned in supplemental pay. Any exceptions to this  
31 limitation requires prior approval of the Provost and Vice President of  
32 Academic Affairs, in consultation with the President, and may require prior  
33 approval by other offices and federal agencies as well.



34 Compensation for Academic Personnel Page 1 of 4

35 Draft 7-29-21

- 36 2. When approved by the appropriate University authorities, academic personnel  
37 who have been granted a calendar or academic year sabbatical leave may  
38 receive compensation from sponsored research grants and contracts awarded  
39 to the University, up to a maximum of forty (40) percent of their approved  
40 academic year salary, if funding from the grant or contract is an integral  
41 component of the sabbatical proposal.
- 42 3. Academic personnel may be eligible for additional supplemental compensation.  
43 See Employee Handbook for details.

44 IV. Initial Appointment

45 The recommendation for appointment of faculty and other Academic Personnel shall be  
46 submitted by the head of the unit through appropriate academic and/or administrative  
47 channels, and shall be accompanied by a recommendation for a starting salary. The  
48 recommendation for a starting salary shall be based upon academic rank, academic  
49 assignment, academic credentials and market conditions. Special consideration shall be  
50 given to the following: (1) teaching ability and performance; (2) research ability and  
51 achievement; and (3) ability and performance in continuing education, public service,  
52 committee work, and special assignments designed to promote the quality and  
53 effectiveness of academic programs and services.

54 Full time and part time benefited Academic Personnel shall be appointed by the President  
55 of the University; however, tenure, promotion, and 5-year fixed term appointments shall  
56 not be granted without approval by the Board of Trustees (see UW Regulations 2-1 and  
57 2-7). Part time non-benefited Academic Personnel shall be appointed by the Provost and  
58 Vice President for Academic Affairs.

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59 The President shall report personnel actions to the Trustees annually.

60 V. Changes in Salary Rates

61 All changes in salary rates are subject to the availability of funds and the adoption of the  
62 Annual Salary Distribution Policy by the Board of Trustees. Prior to the beginning of each  
63 fiscal year, Academic Personnel shall be advised by the President, or the President's  
64 designee, of any changes in individual salary rates being recommended to and subsequently  
65 approved by the Board of Trustees through the Annual Salary Distribution Policy.

66 In order to receive a salary increase for a promotion in rank, a faculty member must be  
67 recommended for promotion as prescribed by UW Regulation 2-1. Changes in salary rates  
68 due to retention offers are at the discretion of the Dean or Director of the School or College  
69 in consultation with the Provost and Vice President for Academic Affairs. A change in  
70 salary due to a retention offer would be at the discretion of the Provost and Vice President  
71 for Academic Affairs if greater than a five percent increase. , in consultation with the  
72 President.

73  
74 **Draft 7-29-21**

75 **VI. Changes in Appointment**

76 Individuals who are appointed department heads, deans, and vice presidents move in and  
77 out of such administrative roles during the course of an academic career. When such an  
78 individual accepts increased administrative responsibilities, increased salary may be  
79 provided to reflect, in part, the added responsibility. When such increments are provided,  
80 a written record should be made thereof in the initial letter of appointment. Upon leaving  
81 an administrative position and returning to the faculty or staff, and consistent with Section  
82 V of this Regulation, an individual's salary should be reduced to reflect, among other  
83 considerations, the change in responsibility and, in some instances, a shift to a nine-month  
84 academic year appointment.

85 The Provost and Vice President for Academic Affairs, working in concert with the  
86 President, has the responsibility, as delegated by the Board of Trustees, to assure that salary  
87 adjustments are made, as appropriate, to reflect changes in roles and responsibilities.

88 ~~VII. Summer Session and Winter Session (J Term)~~

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89 ~~Faculty members shall be appointed to summer or winter session by the Provost and Vice~~  
90 ~~President for Academic Affairs. Recommendations for such appointments shall be~~  
91 ~~initiated by the head of the unit in which the appointment occurs and shall be accompanied~~  
92 ~~by a recommendation for a salary. The recommendation for appointment is submitted to~~  
93 ~~the Provost through the regular academic and/or administrative process. The~~  
94 ~~recommended salary shall be based upon academic assignment, academic credentials and~~  
95 ~~market conditions.~~

Commented [ABF2]: This section does not seem to reflect what we currently do. Department heads develop their schedules for the academic year, as well as summer session and J term.

96 **VIII. Reappointment After Break in Service**

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97 Academic personnel reappointed by the University following a break in service is not  
98 ~~guaranteed~~ ~~entitled~~ ~~guaranteed~~ to any appointment or salary considerations, and is subject  
99 to all provisions of the initial appointment section of this regulation, ~~excepting for those~~  
100 ~~rehired based on a 2-13 reorganization~~. For the sake of clarity, a shift between fiscal -year  
101 appointment and academic year appointment is not by itself considered a break in service.

Commented [ABF3]: See comments on first page – there needs to be a very clear definition of break in service.

102 **IX. Temporary Salary Increase**

103 A temporary increase in salary may be approved by the Provost and Vice President for  
104 Academic Affairs to perform the duties and responsibilities of a faculty member or  
105 University officer to be absent for two months or more but less than two (2) years or to  
106 temporarily fill a vacant position.

108 **Draft 7-29-21**

109 **Effective Date:** July 1, 2018

110 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic

111 **Affairs Source:** None

112 **Links:** <http://www.uwyo.edu/regs-policies>

113 **Associated Regulations, Policies, and Forms:** None

114 **History:**

115 University Regulation 173; adopted 11/20/2009 Board of Trustees  
116 meeting Revisions adopted 11/16/2012 Board of Trustees meeting

117 Revisions adopted 11/20/2015 Board of Trustees meeting

118 Revisions adopted 3/23/2017 Board of Trustees meeting

119 Reformatted 7/1/2018: previously UW Regulation 5-173, now UW Regulation 2-3

**Faculty Senate Resolution 400**

**Introduced by  
Executive Committee**

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**Resolution in Support the Elimination of  
UW Regulation 5-1, *Staff of the University***

**WHEREAS**, at the September 2016 Board of Trustees meeting, the Board approved review 5 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; and

**WHEREAS**, the new structure will involve three levels of policies:

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

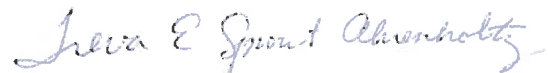
**WHEREAS**, the University's Routing Process for new or revised UW Regulations includes review by the Chair of the Faculty Senate; and

**WHEREAS**, the Chair of the Faculty Senate requested that the Faculty Senate Executive committee review, and that the Faculty Senate approve, some modifications to the regulations proposed by General Counsel; and

**WHEREAS**, the changes to the Regulations have important implications to the University Faculty and to the welfare of the University;

**THEREFORE, BE IT RESOLVED** by the Faculty Senate of the University of Wyoming that Faculty Senate supports the elimination of UW Regulation 5-1, *Staff of the University* as proposed by General Counsel.

**AUTHENTICATION:** *The foregoing Faculty Senate Resolution 400, as amended, duly adopted by the Faculty Senate of the University of Wyoming under date of December 13, 2021, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*



Treva E. Sprout Ahrenholtz  
Secretary, Faculty Senate  
Dated: December 13, 2021

**Faculty Senate Resolution 401**

**Introduced by  
Executive Committee**

---

**Resolution in Support of Proposed  
UW Regulation 5-2, Retirement Provisions**

**WHEREAS**, at the September 2016 Board of Trustees meeting, the Board approved review 5 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; and

**WHEREAS**, the new structure will involve three levels of policies:

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

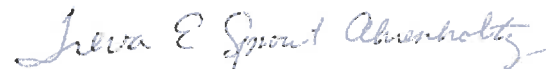
**WHEREAS**, the University's Routing Process for new or revised UW Regulations includes review by the Chair of the Faculty Senate; and

**WHEREAS**, the Chair of the Faculty Senate requested that the Faculty Senate Executive committee review, and that the Faculty Senate approve, some modifications to the regulations proposed by General Counsel; and

**WHEREAS**, the changes to the Regulations have important implications to the University Faculty and to the welfare of the University;

**THEREFORE, BE IT RESOLVED** by the Faculty Senate of the University of Wyoming that Faculty Senate supports the adoption of revisions to UW Regulation 5-2, *Retirement Provisions* as proposed by General Counsel, with the adoption of the tracked change amendments approved by the Faculty Senate as shown on the attached version.

**AUTHENTICATION:** *The foregoing Faculty Senate Resolution 401, as amended, duly adopted by the Faculty Senate of the University of Wyoming under date of December 13, 2021, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*



Treva E. Sprout Ahrenholtz  
Secretary, Faculty Senate  
Dated: December 13, 2021

Draft 4-29-20

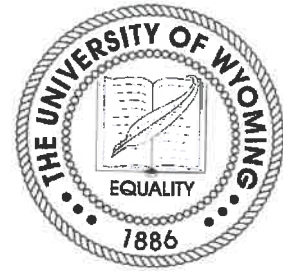
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Retirement Provisions

**Number:** UW Regulation 5-2

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### I. PURPOSE

To set forth retirement provisions applicable to all personnel.

### II. RETIREMENT

#### A. Wyoming Retirement System and TIAA

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

#### B. Payment of Sick Leave

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

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

#### C. Board Retirement

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

**Draft 4-29-20**

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

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

- a. Conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance or payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, not to exceed 480 hours (see VI.B above). If the Board Retiree elects to convert the 960 hours of accrued sick leave to a state contribution for group health insurance, the conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. If the employee dies, the sick leave conversion benefit shall be transferred to the surviving spouse. A rehired Board Retiree who has received this benefit previously is not eligible to receive this benefit again.
- b. Payment for half the premium for state life insurance, if elected, for the remainder of the retiree's life. The employee's spouse or surviving spouse is not eligible for this benefit.
- c. Access to recreation facilities without charge. The employee's spouse or surviving spouse may purchase access.
- d. A campus parking permit without charge. The employee's spouse or surviving spouse may purchase a permit.
- e. Season tickets to athletic events, at the same discount provided to benefited personnel. The employee's spouse or surviving spouse shall receive the same discount.
- f. UW library privileges, including all electronic files available to UW personnel, to the extent allowed by license agreements. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.

Draft 4-29-20

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

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

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

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

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

Each Board Retiree not eligible for benefits under subparagraph C.1. or D.1. of this section shall be eligible for the following benefits:

- a. Payment for one-half (1/2) of the current unused sick leave balance as of the employee's termination date not to exceed 480 hours.



**Draft 4-29-20**

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

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

**D. Conversion of Accrued Sick Leave for Non-Board Retirees**

**Draft 4-29-20**

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

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

**E. Retirement Incentive**

Employees who elect to retire between July 1, 2016, and the earlier to occur of: 1) August 5, 2016 or 2) when the sum of the annual compensation of employees electing retirement reaches \$14,000,000.00, who are at least sixty-one (61) years of age on the date of retirement, and who are eligible either for Board retirement under

**Draft 4-29-20**

subparagraph C.1. of this section or the benefit under subparagraph D.2. of this section shall receive the following additional benefits:

1. The conversion rate shall be 2.0 months of health insurance coverage for every 40 hours of accrued sick leave.
2. A payment in an amount equal to the employee's annual salary from the date of election to retire until December 31, 2016. This payment is consideration for the agreement to retire. It shall not be considered salary. The payment shall be made on the employee's last day of leave status under subparagraph VI.E.3.
3. Notwithstanding the provisions of any other University regulation, an employee who elects to retire and receive the additional benefits under this paragraph VI.E shall not be eligible to receive a lump sum payment for accrued annual leave. In lieu thereof, the employee shall be in a leave status from the date of election to retire until the total number of hours of accrued vacation have been used. During this leave status, the employee shall not accrue sick or annual leave, but shall receive all other benefits.
4. The beneficiary of an employee who dies prior to receiving all the benefits shall be paid the balance of the benefits in a lump-sum.
5. Employees whose salaries are funded by the state 0167 UW Medical Education budget or by the state 070 Enhanced Oil Recovery Commission budget are ineligible for benefits under this section.

**F. Separation Incentive**

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

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

**Draft 4-29-20**

leave have been used or 480 hours, whichever is less. During this leave status, the employee shall not accrue sick or annual leave, but shall receive all other benefits.

- (3) If the employee has an unpaid leave balance after 480 hours in a leave status under F.1.b.(2) of this section, then the balance shall be paid in a lump sum on the last day of that leave status.
- c. A payment in an amount equal to the employee's annual salary from the date of election until December 31, 2016. This payment is consideration for the agreement to terminate their employment. It shall not be considered salary. The payment shall be made on the employee's last day of leave status under F.1.b of this section.
- d. The beneficiary of an employee who dies prior to receiving all the benefits shall be paid the balance of the benefits in a lump-sum.
- e. Employees whose salaries are funded by the state 0167 UW Medical Education budget or by the state 070 Enhanced Oil Recovery Commission budget are ineligible for benefits under this section.

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**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** UW Regulation 2-1; UW Regulation 2-3

**History:**

Trustee Regulation VII; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/4/2011 Board of Trustees meeting  
Revisions adopted 5/6/2011 Board of Trustees meeting  
Revisions adopted 9/9/2011 Board of Trustees meeting  
Revisions adopted 11/16/2012 Board of Trustees meeting  
Revisions adopted 6/16/2014 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting  
Revisions adopted 6/15/2016 Board of Trustees meeting  
Revisions adopted 3/23/2017 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 4-2, now UW Regulation 5-2

**Faculty Senate Resolution 402**

**Introduced by  
Executive Committee**

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**Resolution in Support of Proposed  
UW Regulation 5-3, *Employee Handbook***

**WHEREAS**, at the September 2016 Board of Trustees meeting, the Board approved review 5 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; and

**WHEREAS**, the new structure will involve three levels of policies:

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

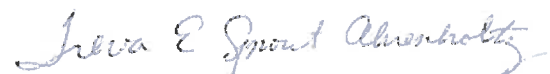
**WHEREAS**, the University's Routing Process for new or revised UW Regulations includes review by the Chair of the Faculty Senate; and

**WHEREAS**, the Chair of the Faculty Senate requested that the Faculty Senate Executive committee review, and that the Faculty Senate approve, some modifications to the regulations proposed by General Counsel; and

**WHEREAS**, the changes to the Regulations have important implications to the University Faculty and to the welfare of the University;

**THEREFORE, BE IT RESOLVED** by the Faculty Senate of the University of Wyoming that Faculty Senate supports the adoption of revisions to UW Regulation 5-3, *Employee Handbook* as proposed by General Counsel, with the adoption of the tracked change amendments approved by the Faculty Senate as shown on the attached version.

**AUTHENTICATION:** *The foregoing Faculty Senate Resolution 402, as amended, duly adopted by the Faculty Senate of the University of Wyoming under date of December 13, 2021, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*



Treva E. Sprout Ahrenholtz  
Secretary, Faculty Senate  
Dated: December 13, 2021



Draft 4-29-20

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Employee Handbook

**Number:** UW Regulation 5-3

### I. PURPOSE

To set forth the provisions for creation and maintenance of an Employee Handbook applicable to the employees of the University of Wyoming.

### II. DEFINITIONS

**Employee Handbook:** The University of Wyoming’s official publication which contains information applicable to employees regarding benefits, leave, and other policies and programs and which defines the roles and responsibilities of a University employee.

### III. POLICY

The Department of Human Resources shall establish and maintain a current Employee Handbook that contains applicable policies for employees, including faculty, staff, administrative professionals and student employees. The Employee Handbook is not an employment contract, and information in the Employee Handbook is subject to change at the sole discretion of the University in accordance with UW Regulation 1-101 and any other applicable procedures and policies.

### IV. REVISION, APPROVAL AND EFFECTIVE DATE

The Employee Handbook is a Standard Administrative Policy and Procedure and may be revised without notice or with notice pursuant to UW Regulation 1-101 and in accordance with Section III above. Any revisions to the Employee Handbook shall become effective from the date of their approval by the President or designee.

~~The Employee Handbook shall be revised as determined by the Department of Human Resources, in consultation with the Office of General Counsel. Such revisions are subject to the approval of the Vice President for Finance and Administration. Any revisions to the Employee Handbook shall become effective from the date of their approval by the Vice President for Finance and Administration.~~

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**Commented [TE1]:** Suggested rewrite based on Faculty/Staff Senate comment: The Employee Handbook is a Standard Administrative Policy and Procedure and may be revised without notice or with notice pursuant to UW Regulation 1-101. Any revisions to the Employee Handbook shall become effective from the date of their approval by the President or designee.

**Responsible Division/Unit:** Human Resources Department, through the Division of Administration

**Source:** None.

Employee Handbook

**Draft 4-29-20**

- 44
- 45 **Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/>
- 46
- 47 **Associated Regulations, Policies, and Forms:** Employee Handbook
- 48
- 49 **History:** University Regulation 174, Revision 9; UW Regulation 4-174, adopted 7/17/2008 Board
- 50 of Trustees meeting
- 51 Revisions adopted 9/12/2014 Board of Trustees meeting

**AGENDA ITEM TITLE: Approval of Contracts and Grants Report, Hulme**

**SESSION TYPE:**

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

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative.*

**APPLIES TO STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

The Division of Research and Economic Development provides a list of all Contract 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 January and February of the third quarter of FY22.

**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 5-2 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.



Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
American Heart Association	32,036.00	Benjamin McNair	Kinesiology & Health	AMPK activation as a novel anti-fibrotic therapy in right heart failure
Battelle Energy Alliance	56,307.00	Tara Righetti	School of Energy Resources Directors Office	Program Development Collaborations with the University of Wyoming
Brain & Behavior Research Foundation	35,000.00	Ana Clara Bobadilla	School of Pharmacy	Assessing Neuronal Ensembles Competition In A Model Of Polysubstance Exposure And Relapse
Campbell County	187,500.00	Davin Bagdonas	School of Energy Resources Directors Office	REE Extraction from Powder Basin Coal Byproducts and Mining Waste in response to DOE's Technology Commercialization Fund
Carnegie Mellon University	43,209.00	Daniel McCoy	Atmospheric Science	Insights from ARM observations into aerosol processing and transport by extratropical cyclones and aerosol effects on cyclone clouds
CellDrop Inc	83,038.00	John Oakey	Chemical Engineering	STTR Phase I: Allogeneic Stem Cell Delivery for Efficacy-Enhanced Equine Biotherapeutics
Centers for Disease Control and Prevention/DHHS	21,500.00	David Jones	College of Health Sciences Deans Office	Medicare Cost Report Payments for the Casper and Cheyenne Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
City of Laramie	12,915.50	Bradley Carr	Geology & Geophysics	Advanced Groundwater Modeling Analysis of 2019-2021 Interstate 80 AEM dataset for the City of Laramie, WY Emergency Response Planning Efforts
Crop Research Foundation of Wyoming	33,442.00	Carrie Eberle	Plant Sciences	Winter Wheat Variety Trial (1)
Department of Education	28,900.65	Anna Terfehr	Scholarships & Financial Aid	PELL Grant 2021-2022
Equal Justice Wyoming Foundation	14,610.00	Danielle Cover	College of Law Deans Office	UW Civil Legal Services Clinic and Family & Child Legal Advocacy Clinic 2022
Forest Service (USDA)	62,282.65	Elizabeth Lynch	Anthropology	Citizen Science Forest Recovery on Grand Bahama
Health Resources and Services Administration/DHHS	53,764.93	Thomas Smoll	Medical Education Administration Division	2021 Provider Relief Funds - Rural
Health Resources and Services Administration/DHHS	154,879.94	Thomas Smoll	Medical Education Administration Division	2021 Provider Relief Funds - Phase 4
Hess Corporation	1,800,000.00	Mohammad Piri	Center of Innovation for Flow through Porous Media	Oil Recovery from Conventional and Unconventional Reservoirs: Multifaceted Experimental and Computational Investigations of Multiphase Flow and Transport in Porous Media of varying Wettability
Institute of Museum & Library Services	62,854.00	Leslie Waggener	American Heritage Center	History at Hand: Assisting History Day Students During COVID-19
Iovate Health Sciences International Inc.	59,500.00	Sreejayan Nair	School of Pharmacy	Investigate Novel Proprietary Nutraceutical Formulations on Obesity and Insulin Resistance
Johns Hopkins University	176,175.00	Yun Li	Zoology & Physiology	Functional Validation of TDP-43 splicing repression for frontotemporal degeneration FY22
Los Alamos National Laboratory	5,300.00	Virginia Paige	Ecosystem Science & Management	Rental Walnut Gulch Rainfall Simulator

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
National Institute of Food and Agriculture/Department of Agriculture	10,106.00	Kelly Crane	UW Extension	University of Wyoming Smith-Lever RREA FY22
National Institute of Food and Agriculture/Department of Agriculture	48,757.00	Melinda Meuli	UW Extension	University of Wyoming Extension - Expanded Food and Nutrition Education (EFNEP) FY22
National Institute of General Medical Sciences/NIH/DHHS	313,120.00	Daniel Levy	Molecular Biology	Mechanisms of nuclear size regulation (Year 3)
National Institutes of Health (DHHS)	146,378.00	Mark Gomelsky	Molecular Biology	Remotely controlled listerial bactodrones for cancer immunotherapy
National Science Foundation	324,827.00	Stefan Heinz	Mathematics & Statistics	Mesoscale to Microscale Coupling Using Continuous Eddy Simulation
New Mexico Department of Health	525,000.00	Laura Feldman	Wyoming Survey & Analysis Center	NM Tobacco Evaluation 2020-2023
Rocky Mountain Elk Foundation	180,000.00	Matthew Kauffman	Wyoming Coop Unit	Mapping Migration Corridors Across the West
Susteon	70,000.00	Maohong Fan	Petroleum Engineering	A GREEN PROCESS FOR LOW-COST PRODUCTION OF SILICON CARBIDE FROM WASTE SILICON
Tallgrass Energy	156,801.69	Jonathan McLaughlin	School of Energy Resources Directors Office	Blue Bison ATR Advanced CCUS System
U.S. Fish & Wildlife Service/Department of the Interior	14,500.00	Shannon Albeke	Wyoming Geographic Information Science Center	NCTC Data Wrangling course taught by Shannon Albeke 2021-2022
U.S. Gold Corp	104,902.00	Jonathan McLaughlin	School of Energy Resources Directors Office	Mineral Enrichment Processes within the Silver Crown Mining District
University of Cincinnati	20,000.00	Joshua Clapp	Psychology	Guiding future design of affect-aware cyber-human systems through the investigation of human reactions to machine errors
University of Colorado, Boulder	234,751.00	Corrine Knapp	Haub School of Environment & Natural Resources	Western Water Assessment: Building Resilience to Compound Hazards in the Intermountain West
University of Maine	34,748.00	Christian Buerkle	Botany	Merging genomics, stable isotopes, and satellite-telemetry to delineate range-wide population structure of American woodcock
University of North Carolina at Chapel Hill	22,463.00	Grace Shearrer	Family & Consumer Sciences	SPROUTS - Child ages 6- and 7-years Assessments and Close-Out
University of North Carolina at Chapel Hill	4,800.00	Grace Shearrer	Family & Consumer Sciences	SPROUTS: Development of Eating Behaviors in Young Children
U.S. Geological Survey/Department of the Interior	69,160.00	Anna Chalfoun	Wyoming Coop Unit	Cooperative Research Units Program FY 2021 - Full life cycle effects of energy development on sagebrush songbirds (WLCT).
Utah Department of Health	225,000.00	Laran Despain	Wyoming Survey & Analysis Center	EPICC Healthy Living Evaluation
Various Sponsors	327.00	Paul Kunkel	Transit & Parking Services	Transpark Farebox Revenue
Various Sponsors	825.00	Rocky Case	Manufacturing Works	Manufacturing Works USDA Program income
Various Sponsors	7,060.00	Rocky Case	Manufacturing Works	Program Income- NIST Year 5
Various Sponsors	74,951.59	Thomas Smoll	Laramie Clinic	New Access Point - Program Income 2021-2022
Various Sponsors	20,951.26	Thomas Smoll	Laramie Clinic	340B Pharmacy- Program Income 2021-2022

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
WY Business Council	76,850.00	Brian Harnisch	Wyoming Survey & Analysis Center	Conduct a survey of community stakeholders and of the general population to assess community assets.
WY Dept of Education	9,800.00	Canyon Hardesty	Wyoming Institute for Disabilities WIND	Next Steps Assessment Clinic for the Wyoming Department of Education Wyoming Project for Children and Youth Who are Deaf-Blind
WY Dept of Health	65,000.00	Christine McKibbin	Psychology	Title III-D Funding for Evidence Based Program Delivery FY22
WY Dept of Health	14,500.00	Jenifer Thomas	School of Nursing	University of Wyoming Community Diabetes Prevention Grant
WY Dept of Health	34,000.00	Matthew Gray	Psychology	State of Wyoming Rape Prevention Education Program Evaluation
WY Dept of Health	194,000.00	Rodney Wambeam	Wyoming Survey & Analysis Center	Original Research for Wyoming's State Epidemiological Outcomes Workgroup (SEOW)
WY Dept of Health	109,371.00	Rodney Wambeam	Wyoming Survey & Analysis Center	Wyoming Substance Abuse Prevention Program Plan
WY Dept of Transportation	105,476.00	Kam Weng Ng	Civil & Architectural Engineering	Comprehensive Field Load Test and Geotechnical Investigation Program for Development of LRFD Recommendations of Driven Piles on Intermediate GeoMaterials
WY Governor's Office	14,000.00	Michael Dorssom	Wyoming Survey & Analysis Center	Conduct a public opinion survey relating to method to improve K-12 education in Wyoming (RIDE)
WY State Geological Survey	6,000.00	Tyler Brown	Geology & Geophysics	Earth MRI - Phase 2: Central Laramie Range
Wyoming Arts Council	20,055.00	Andrea Graham	American Studies & History	Wyoming Folklife Collection at the American Heritage Center
Wyoming Arts Council	8,274.00	Benjamin Markley	Music	String Project, UW Cello Festival, UW Jazz Cultural Outreach Initiative 2021-2022
Wyoming Arts Council	9,941.00	Margaret Wilson	Theatre & Dance	University of Wyoming Department of Theatre and Dance: Multiple Projects, Summer and Academic Production Seasons
Wyoming Arts Council	9,563.00	Nicole Crawford	University Art Museum	FY22 CSG : Artistic Residency with Anthony Garcia Sr.
Wyoming Game and Fish Department	70,000.00	Jeffrey Beck	Ecosystem Science & Management	Adaptive Management of the NPL Gas Field for Sage-grouse
Wyoming State Parks and Cultural Resources	66,360.00	Chrystelle Khalaf	COB Centers for Excellence	The University of Wyoming, Center for Business Economic Analysis (SPCR)
Wyoming Sugar Company LLC	50,400.00	Bret Hess	Plant Sciences	Sugarbeet Variety Trials

Externally Funded Projects	<u>\$6,396,233.23</u>
Student Financial Aid	28,900.65
CARES funding	0.00
all other externally funded projects	6,367,332.579

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
525 Solutions, Inc.	28,817.00	Caleb Hill	Chemistry	Ultra-High Capacity Adsorbent Nanofibrous Mats for the Recovery of Lithium from Seawater, Geothermal Brines, and Beyond
American Heart Association	10,000.00	Ben Kern	Kinesiology & Health	The Healthy Kids Round Up: A Wyoming Partnership
American Heart Association	10,000.00	Ben Kern	Kinesiology & Health	The Healthy Kids Round Up: A Wyoming Partnership.
American Iron and Steel Institute	27,248.00	Michael Barker	Civil & Architectural Engineering	Short Span Steel Bridge Alliance
American Society for Engineering Education	259,200.00	Morteza Dejam	Petroleum Engineering	Engineering Fellows Postdoctoral Fellowship Program
Association of University Centers on Disabilities	94,000.00	Wendy Warren	Wyoming Institute for Disabilities WIND	Enhance Support for Early Childhood Systems through Act Early Ambassador Program to Support COVID19 Recovery - Part 2
BASF Corporation	3,000.00	William Stump	Plant Sciences	Pest Management for the Crops of the High Plains
Battelle Energy Alliance	90,000.00	Caleb Hill	Chemistry	Investigating the Mobility of Rare Earth Element Ligand Complexes in an Electric Field for Selective Separation
Centers for Disease Control and Prevention/DHHS	21,500.00	David Jones	College of Health Sciences Deans Office	Medicare Cost Report Payments for the Casper and Cheyenne Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
Centers for Disease Control and Prevention/DHHS	21,500.00	David Jones	College of Health Sciences Deans Office	Medicare Cost Report Payments for the Casper and Cheyenne Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
City of Gillette	187,500.00	Davin Bagdonas	School of Energy Resources Directors Office	REE Extraction from Powder Basin Coal Byproducts and Mining Waste in response to DOE's Technology Commercialization Fund Gillette
Climb Wyoming	10,010.00	Bistra Anatchkova	Wyoming Survey & Analysis Center	Follow-up Surveys of Climb Wyoming Graduates 15, 18, 21 and 24 Months After Graduation
Community Foundation of Jackson Hole	11,316.00	Laura Feldman	Wyoming Survey & Analysis Center	Community Foundation of Jackson Hole Data Acquisition and Needs Assessment
Department of Education	3,911,849.00	Anna Terfehr	Scholarships & Financial Aid	PELL Grant 2021-2022
Department of Education	5,658.00	Anna Terfehr	Scholarships & Financial Aid	Teacher Education Assistance for College & Higher Ed (TEACH) 2021-2022
Laramie County Community College	12,500.00	Paul Kunkel	Transit & Parking Services	LCCC Financial Contribution for Transit Service
Laramie County School District 1	178,766.00	Kelly Simonton	Kinesiology & Health	UW Physical Activity and Social-Emotional Learning (PASEL) Afterschool Program
LEIDOS	5,000.00	Scott Quillinan	School of Energy Resources Directors Office	Rare Earth Element in Coals
Montana,State of	453,675.00	Brian Harnisch	Wyoming Survey & Analysis Center	2022 Montana Behavioral Risk Factor Surveillance System (BRFSS) survey
National Housing Endowment	15,000.00	Gideon Jacobs	Civil & Architectural Engineering	Home Building Education Leadership Program (NAHB)

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
National Institute of Food and Agriculture/Department of Agriculture	161,095.00	Eric Webster	Agricultural Experiment Station	Hatch-Multistate Capacity FY22
National Institute of Food and Agriculture/Department of Agriculture	366,754.00	Kelly Crane	UW Extension	University of Wyoming Extension Smith-Lever 3(b) & 3(c) FY2022
National Institute of Food and Agriculture/Department of Agriculture	58,686.00	Melinda Meuli	UW Extension	University of Wyoming Extension - Expanded Food and Nutrition Education (EFNEP) FY22
National Institutes of Health (DHHS)	249,000.00	Todd Schoborg	Molecular Biology	Investigating the molecular mechanisms of microcephaly
National Park Service/Department of the Interior	28,600.00	Bryan Shuman	UW National Park Research	UWNPS Research Center Support, 2021-2022
National Science Foundation	1,318.97	Cynthia Weinig	Botany	Subcontracts - Growth promotion by the rhizosphere microblome
National Science Foundation	416,976.00	Jing Zhou	Chemistry	Surface Science Studies of Ni-based Bimetallic Particles Supported on CeO2(111) for Dry Reforming of Methane
Nevada, University of - Reno	40,667.00	John Ritten	Agriculture & Applied Economics	Sustaining rural livelihoods, livestock grazing, and sage-grouse habitat in western sagebrush systems
Sheridan County	80,000.00	Scot Rendall	IMPACT 307	Sheridan County to pay UW-WTBC to operate the Sheridan Incubator program for calendar years 2020-2021
Sitka Gear	10,000.00	Matthew Kauffman	Wyoming Coop Unit	Red Desert to Hoback Mule Deer (Sitka)
Stanford University	435,625.00	Vladimir Alvarado	Chemical Engineering	Center for Mechanistic Control of Water-Hydrocarbon-Rock Interactions in Unconventional and Tight Oil Formation
University of California, Berkeley	35,000.00	Maohong Fan	Petroleum Engineering	Efficient Recovery of Rare Earth using Methylobacterium Extorquens
University of Colorado Denver	10,740.60	Xiang Zhang	Mechanical Engineering	Powder Reuse Study
University of New Hampshire	10,000.01	Caleb Hill	Chemistry	RII Track-2 FEC: Advancing Manufacturing and Biotechnology through an On-Demand Sensor Platform: Investments in the Development of Engineering Principles and the Future Workforce
Various Sponsors	865.00	Christine Hime	Family & Consumer Sciences	Departmental Research Support
Various Sponsors	369.00	Jill Kline	Small Business Development Center	Program Income for FY18 SBDC SBA
Various Sponsors	300.00	Jill Kline	Small Business Development Center	Program Income for FY18 SBDC SBA
Various Sponsors	13,560.00	Rocky Case	Manufacturing Works	Program Income- NIST Year 5
Various Sponsors	76,102.46	Thomas Smoll	Laramie Clinic	New Access Point - Program Income 2021-2022
Various Sponsors	18,966.92	Thomas Smoll	Laramie Clinic	340B Pharmacy- Program Income 2021-2022
Williams Field Services Group, LLC	240,864.00	Charles Nye	School of Energy Resources Directors Office	Williams Southwest Wyoming Hydrogen Hub

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Wind River Family & Community Health Care Systems	55,000.00	Canyon Hardesty	Wyoming Institute for Disabilities WIND	Technical Assistance Services for the Wind River Family & Community Health Care Systems
WY Dept of Agriculture	49,972.00	Jill Keith	Family & Consumer Sciences	Wyoming-Grown Peruvian Popping Beans: A Healthy Snack for Consumers (Part 2)
WY Dept of Health	9,812.00	Esther Gilman-Kehrer	School of Nursing	Wyoming Maternal Mortality Review Committee Abstractor
WY Dept of Health	20,000.00	Melinda Meuli	UW Extension	Healthy Heart Ambassador Blood Pressure Self-Monitoring (HHA-BPM) Program
WY State Bar	22,580.00	Bistra Anatchkova	Wyoming Survey & Analysis Center	Conduct a survey of Wyoming attorneys for the 2022 Wyoming Judicial Advisory Poll
Wyoming Arts Council	20,055.00	Andrea Graham	American Studies & History	Wyoming Folklife Collection at the American Heritage Center.
Wyoming Arts Council	9,484.00	Tiger Robison	Music	CSG FY22: Making Music with Mothers and Fathers in Prison
Wyoming Energy Authority	15,000.00	Erin Stoesz	Physics & Astronomy	Energy Education Grant Between Wyoming Energy Authority and University of Wyoming
Wyoming Game and Fish Department	10,000.00	Matthew Kauffman	Wyoming Coop Unit	Pronghorn and Mule Deer Movement along the I-80 Barrier
Wyoming Humanities Council	2,000.00	Jeffrey Lockwood	Philosophy & Religious Studies	Children's Stories of Environmental & Social Justice: The Critter Chronicles podcast
Wyoming Wildlife and Natural Resource Trust	10,740.00	Nicholas Graf	Wyoming Geographic Information Science Center	Operation and support of the WWNRT Mapping Tool through the FY2023/FY2024 Biennium

Externally Funded Projects \$7,836,671.96

Student Financial Aid	3,917,507.00
CARES funding	0.00
all other externally funded projects	3,919,164.965

Month	Total Funding	Finacial Aid	CARES	Other External
Jul-21	12,253,019.06	221,515.80	0.00	12,031,503.26
Aug-21	14,745,260.22	8,527.00	0.00	14,736,733.22
Sep-21	41,981,537.71	18,900,211.56	0.00	23,081,326.15
Oct-21	15,128,105.47	1,117,355.00	0.00	14,010,750.47
Nov-21	21,205,325.37	593,958.86	0.00	20,611,366.51
Dec-21	20,201,217.03	15,538,917.00	0.00	4,662,300.03
Jan-22	6,396,233.23	28,900.65	0.00	6,367,332.58
Feb-22	7,836,671.96	3,917,507.00	0.00	3,919,164.96
Mar-22	0.00			
Apr-22	0.00			
May-22	0.00			
Jun-22	0.00			
	<b>139,747,370.06</b>	<b>40,326,892.87</b>	<b>0.00</b>	<b>99,420,477.19</b>

**AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans**

SESSION TYPE:

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

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

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

Per UW Regulation 7-2 (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 – February 15, 2022
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from December 16 – February 15, 2022

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 or designee) approve all purchases, and are the final approvers for purchases of \$99,999 or less. Deans/Associate Vice Presidents are the final approvers for purchases between \$100,000 and \$249,999. Vice Presidents are the final approvers for purchases between \$250,000 and \$499,999. The President 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 7-2 (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 7-2 (Signature Authority) Contracts Board Report - December 16, 2021 - February 15, 2022**

Contract Number	Contract Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer
22001PointConsultingMarch2020	Point Consulting OSP Costing and Staffing Support	Services Contract	AVP of Fiscal Administration	Point Consulting Group	2022-01-28	840,000.00	Ed Seidel, President
13131BrukerJAN2022	Case#BRKR-0276842 WO-0141864	Services Contract	College of Arts & Sciences	Bruker Biospin Corporation	2022-01-29	81,065.00	Camellia Okpodu, Dean
13131-Bruker-Dec2021		Services Contract	College of Arts & Sciences	Bruker AXS, LLC	2022-01-05	381,000.00	Camellia Okpodu, Dean
13403_Mumme_2022-3	Technical Services	Services Contract	College of Arts & Sciences	Mumme, Steffen	2022-01-14	72,800.00	Camellia Okpodu, Dean
14104-SnowKing-Feb22		Services Contract	College of Business	Snow King Resort	2022-02-07	76,629.31	Robert Godby, Interim Dean/Assoc Professor
17104QS1PharmacyNOV2018	QS/1 Pharmacy Software	Services Contract	College of Health Sciences	RedSail Technologies, LLC	2022-01-29	50,615.00	Robert Aylward, Vice President
11001_CompassGeoscience_Dec2021	11001_CompassGeoscience_Dec2021	Services Contract	Enhanced Oil Recovery Institute	Compass Geoscience	2022-02-10	70,000.00	Holly Krutka, Executive Director
11001_Canamera_Dec2021	11001_Canamera_Dec2021	Services Contract	Enhanced Oil Recovery Institute	Canamera Coring (USA) Ltd.	2022-01-29	99,999.00	Diana Hulme, Interim VP of Research & Economic Development
70430FunnelbackJul2020	Work Order Agreement	Services Contract	Governmental & Community Affairs	Funnelback Inc.	2022-02-10	82,000.00	Robert Aylward, Vice President
40004-Red Hat-Jan 2020	Red Hat EULAs	Services Contract	Information Technology	Red Hat Inc.	2022-01-14	112,253.52	Robert Aylward, Vice President
40004-Huron ODI 12c Upgrade-Jan 2022	Huron SOW and PSA	Services Contract	Information Technology	Huron Consulting Services	2022-01-29	230,000.00	Robert Aylward, Vice President
90202UConnecticutJanuary2022		Services Contract	Intercollegiate Athletics	University of Connecticut	2022-02-07	200,000.00	Matthew Whisenant, Deputy Director
90202BYUJanuary2022		Services Contract	Intercollegiate Athletics	Brigham Young University	2022-01-29	250,000.00	Matthew Whisenant, Deputy Director
10502 - FEI G3 - 1121	Service Contract Quote	Services Contract	Office of the President	FEI Company	2021-12-20	412,362.00	Ed Seidel, President
10502 - FEI 650F - 1121	Service Contract Quote	Services Contract	Office of the President	FEI Company	2021-12-20	242,665.20	Ed Seidel, President
10502 - FEI #2 - 1121	Service Contract Quote	Services Contract	Office of the President	FEI Company	2021-12-20	272,662.89	Ed Seidel, President
10502 - FEI #1 - 1121	Service Contract Quote	Services Contract	Office of the President	FEI Company	2021-12-20	272,806.32	Ed Seidel, President
10502 - FEI #3 - 1121	Service Contract Quote	Services Contract	Office of the President	FEI Company	2021-12-20	266,782.20	Ed Seidel, President
10502 - FEI #4 - 1121	Service Contract Quote	Services Contract	Office of the President	FEI Company	2021-12-20	266,782.20	Ed Seidel, President
13402 - Wyoming DCI - Dec2020	Database services in relation to various WYSAC projects	Services Contract	Research & Economic Development	Wyoming Office of the Attorney General	2022-01-26	300,000.00	Diana Hulme, Interim VP of Research & Economic Development
70001CambridgeComputerDec2021		Services Contract	Research & Economic Development	Cambridge Computer Services, Inc.	2021-12-17	253,262.39	Diana Hulme, Interim VP of Research & Economic Development
70006_CONTRACT_LUM Studio_CNPP_01.27.2022_\$55,035	LUM Studio	Services Contract	Research & Economic Development	LUM Studio, LLC	2022-02-10	55,035.00	Diana Hulme, Interim VP of Research & Economic Development
10501-WRIAmendmentNo.5-Nov2021	WRI Amendment no. 5	Services Contract	School of Energy Resources	Western Research Institute	2022-01-05	1,748,400.00	Diana Hulme, Interim VP of Research & Economic Development*
10501-COSchoolofMines-Nov2021	CO School of Mines - Dr. Frick project	Services Contract	School of Energy Resources	Colorado School of Mines	2022-01-14	146,016.00	Holly Krutka, Executive Director
10501-MatsurfLimitedAmend.no.3-Jan2022	Matsurf Limited Consortium - Amendment no. 3	Services Contract	School of Energy Resources	Matsurf Limited	2022-01-28	454,283.00	Holly Krutka, Executive Director
26001PrairieEquipment,LLCJan2022UpgradeC ampusIrrigation	Agreement Between Owner and Contractor	Services Contract	University Operations	Prairie Equipment LLC	2022-02-10	271,756.86	William Mai, Vice President, Campus Operations
26001GEJohnsonConstructionAmendNo1CMAR WCEPPhaseII	Amendment No. 1	Services Contract	University Operations	GE Johnson Construction Co	2022-02-07	950,000.00	William Mai, Vice President, Campus Operations**
26001SmoothMoversMarch2022	Agreement for Services	Services Contract	University Operations	Smooth Movers	2022-01-29	114,722.18	William Mai, Vice President, Campus Operations

\*Board of Trustees approved December 15, 2021

\*\*Board of Trustees approved January 14, 2022

**UW Regulation 7-2 (Signature Authority) Procurement Board Report - December 16, 2021 - February 15, 2022**

PO Date	Supplier Name	Line #	Description	Quantity	Line Unit Price	Total Line Price	Total PO Amount	Department	Approver	Approver Title	Approval Date
12/17/2021	Fisher Scientific	1	10ML TP 1STEP MMX NO ROX EA, Catalog A28523	30	3,855.00	115,650.00		General University Operations	Seidel, Ed	President	12/17/2021
12/17/2021	Fisher Scientific	2	TaqPath COVID-19-1000RXN EUA, Catalog A47814	4.86	15,980.00	77,662.80		General University Operations	Seidel, Ed	President	12/17/2021
12/17/2021	Fisher Scientific	2	TaqPath COVID-19-1000RXN EUA, Catalog A47814	25.14	15,980.00	401,737.20	595,050.00	College of Health Sciences Deans Office	Seidel, Ed	President	12/17/2021
12/17/2021	Northern Wyoming Community College District	1	Northern Wyoming Community College District - Annual Ground Lease Payment: 2021 - 22,547 sf x \$5.49	1	123,783.03	123,783.03	123,783.03	Real Estate Operations	Webb, Eric	Acting Assoc VP of Business Enterprises	12/17/2021
12/19/2021	NWCCD Sheridan College	1	Payment for Dental Hygiene students Spring 2021	1	33,000.00	33,000.00		Distance Education	Benham-Deal, Tami	Senior Vice Provost	12/19/2021
12/19/2021	NWCCD Sheridan College	1	Payment for Dental Hygiene students Spring 2021	1	71,082.00	71,082.00	104,082.00	Distance Education	Benham-Deal, Tami	Senior Vice Provost	12/19/2021
12/20/2021	Gray Associates Inc	1	Annual renewal of subscription of academic program evaluation system	1	61,050.00	61,050.00	61,050.00	Distance Education	Stark, Stephanie	Dir, Business Operations	12/20/2021
12/21/2021	Alpine Animal Hospital PC	1	Alpine Animal Hospital - FY22 Veterinary services to UW as required by the Federal Government. 24/7 availability for the care and use of research animals.	1	60,000.00	60,000.00	60,000.00	VP for Research & Economic Development Office	Miller, Jamison	Dir, Business Operations	12/16/2021
12/21/2021	Cator, Ruma & Associates Co	2	ADD ALTERNATE ASMB EXHAUST DESIGN	1	120,000.00	120,000.00		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	12/21/2021
12/21/2021	Cator, Ruma & Associates Co	1	DESIGN SERVICES FOR AG EXHAUST	1	25,000.00	25,000.00	145,000.00	Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	12/21/2021
12/23/2021	C & B Operations, LLC	1	JOHN DEERE 460M Round Baler - Research equipment	1	51,000.00	51,000.00	51,000.00	Agricultural Experiment Station	Jenks, Maria	Dir, Business Operations	12/23/2021
12/23/2021	C-Lock Inc	4	C-Lock SmartFeed Pro feed bins with Verizon data subscription, cellular modem, AC charging port, Verizon cell booster, and shipping and handling to SAREC, Lingle, WY	1	26,520.00	26,520.00		Agricultural Experiment Station	Jenks, Maria	Dir, Business Operations	12/23/2021
12/23/2021	C-Lock Inc	3	C-Lock SmartFeed Pro trailer	1	12,000.00	12,000.00		Agricultural Experiment Station	Jenks, Maria	Dir, Business Operations	12/23/2021
12/23/2021	C-Lock Inc	2	C-Lock SmartFeed Pro feed bins with Verizon data subscription, cellular modem, AC charging port, Verizon cell booster, and shipping and handling to SAREC, Lingle, WY	0.72	26,520.00	19,094.40		Animal Science	Jenks, Maria	Dir, Business Operations	12/23/2021
12/23/2021	C-Lock Inc	1	C-Lock SmartFeed Pro trailer	1	12,000.00	12,000.00		R&E Center SAREC	Jenks, Maria	Dir, Business Operations	12/23/2021
12/23/2021	C-Lock Inc	1	C-Lock SmartFeed Pro trailer	0	12,000.00	0.00		R&E Center SAREC	Jenks, Maria	Dir, Business Operations	12/23/2021
12/23/2021	C-Lock Inc	2	C-Lock SmartFeed Pro feed bins with Verizon data subscription, cellular modem, AC charging port, Verizon cell booster, and shipping and handling to SAREC, Lingle, WY	0.28	26,520.00	7,425.60	77,040.00	R&E Center SAREC	Jenks, Maria	Dir, Business Operations	12/23/2021
12/24/2021	Piri Technologies LLC	1	Experimental and numerical studies of two-phase flow dynamics in carbonate reservoir core samples project subcontracted to Piri Technologies	1	297,000.00	297,000.00	297,000.00	Center of Innovation for Flow through Porous Media	Carman, Kevin	Exec Vice President for Academic Affairs & Provost	12/24/2021
01/04/2022	Gaumard Scientific Co Inc	1	Gaumard - adult advanced multipurpose simulator package - HAL S3201	1	82,544.00	82,544.00	82,544.00	School of Nursing	Worden, Jilljean	Assistant Director	01/04/2022
01/11/2022	Patterson & Sheridan, LLP	1	Patent services	1	58,342.00	58,342.00	58,342.00	Research Products Center	Miller, Jamison	Dir, Business Operations	01/11/2022
01/13/2022	Highbar Trading, LLC	1	ITEM#TDBYDKN95 - MASKS	210000	0.29	60,900.00	60,900.00	General University Operations	Kean, Alexander	Deputy VP, Budget & Finance	01/13/2022
01/14/2022	Presidio Networked Solutions LLC	1	Juniper QFX5120-32C-AFI Switch per attached quote	4	9,653.08	38,612.32		Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	01/14/2022
01/14/2022	Presidio Networked Solutions LLC	2	Juniper JNP-100G-DAC-1M Cable per attached quote	2	179.20	358.40		Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	01/14/2022
01/14/2022	Presidio Networked Solutions LLC	3	Juniper Care Support SVC-ND-QFX51-32C 3 Year per attached quote	4	2,827.28	11,309.12	50,279.84	Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	01/14/2022
01/14/2022	The Local Crowd, LLC	2	CNPP The Local Crowd Expenditures	1	100,000.00	100,000.00		Small Business Development Center	Hulme, Diana	Interim VP of Research & Economic Development	01/14/2022
01/14/2022	The Local Crowd, LLC	1	CNPP The Local Crowd Expenditures	1	25,000.00	25,000.00	125,000.00	Small Business Development Center	Hulme, Diana	Interim VP of Research & Economic Development	01/14/2022
01/19/2022	Mountain West Conference	1	DUES FY22	1	265,000.00	265,000.00	265,000.00	Intercollegiate Athletics Directors Office	Burman, Thomas	Athletic Director	01/19/2022
01/20/2022	University of Washington	1	2nd UWSOM Tuition & Fees Contract payment for 2021-2022	1	2,072,424.00	2,072,424.00	2,072,424.00	WWAMI Medical Education Program	Carman, Kevin	Exec Vice President for Academic Affairs & Provost	01/20/2022*

01/24/2022	Colorado Hazard Control LLC	1	TWICE DAILY CLEANING/DISINFECTING AND STOCKING OF RESTROOMS PER PROVIDED INFORMATION FROM UW REGARDING ISOLATION AND QUARANTINE LOCATIONS IN ORR HALL. ALSO INCLUDES TRASH. PERSON ON SITE 7 DAYS A WEEK.	1	50,000.00	50,000.00	50,000.00	General University Operations	Kean, Alexander	Deputy VP, Budget & Finance	01/24/2022
01/25/2022	Stone Security LLC	4	01596-001 - Axis P3247-LVE - Outdoor Fixed Dome, 5MP, IR, Varifocal 3-8mm P-Iris Lens, Remote Zoom & Focus, Forensic WDR, Lightfinder 2.0, H.265, Zipstream, Two-way Audio, I/O, SD Slot, Weather Shield	4	719.20	2,876.80		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	5	01048-004 - Axis P3807-PVE - Outdoor Fixed Multisensor Dome, 4 Sensor, 8MP, 30 fps, Forensic WDR, Lightfinder, Stched Image, Zipstream	3	1,079.20	3,237.60		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	6	01970-001 - Axis P3715-PLVE - Outdoor/Indoor, Multi-Directional Fixed Dome, 2MP (x2), 30 fps, Lightfinder, Forensic WDR, Zipstream, H.264, SD Slot	3	719.20	2,157.60		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	7	Altronix T2M7LXK1 (Suggested replacement from temporarily unavailable T2M7XK1)	5	1,357.20	6,786.00		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	8	40NKS-00-000000 - Reader - Signo 40, Switch, Pigtail, Standard Profile (Mobile, SEOS, iClass /SE/SR, Prox), Black Body w/ Silver Trim	50	245.05	12,252.50		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	9	S2-LP-1502 - S2 Mercury - LP 1502 Intelligent Controller, 16M, 2 Readers, 8 Inputs, 4 Outputs	3	1,900.00	5,700.00		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	10	S2-MR-52-S3 - S2 Mercury - MR52 Reader Interface Module, 2 Readers, 8 Inputs, 6 Outputs	22	663.00	14,586.00		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	2	01593-001 - Axis P3245-LVE - Fixed Outdoor Dome, HDTV 1080P at 30 fps, IR, Forensic WDR and Lightfinder 2.0, 3.4-8.9 mm Lens, Remote Zoom/Focus, H.265, Zipstream, SD Slot	3	559.20	1,677.60		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	3	02218-001 - Axis P3727-PLE - Outdoor/Indoor, Fixed Multisensor Dome, 8MP, 4x1080P 12.5 / 15FPS or 4 x 720P Full Frame, IR, Forensic WDR, Lightfinder, SD Slot	8	1,079.20	8,633.60		Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
01/25/2022	Stone Security LLC	1	01592-001 - Axis P3245-LV - Fixed Indoor Dome, Forensic WDR and Lightfinder 2.0 and Optimized IR illumination., Vandal (Dust- and IK10), 3.4-8.9 mm Lens, Remote Zoom/Focus, H.264 & H.265, 1080p at 30 fps, Zipstream, Memory Card Slot, PoE,	100	463.20	46,320.00	104,227.70	Facilities Management	Selmer, Forrest	Interim Assoc VP of Operations	01/25/2022
02/01/2022	C & B Operations, LLC	1	WYO-604-19 - John Deere 6R 130 Tractor	1	144,000.00	144,000.00	144,000.00	Agricultural Experiment Station	Rasco, Barbara	Dean of AGNR	02/01/2022
02/01/2022	Torgerson's LLC	1	2007 - Used - Case IH 8010 Combine (\$80,000 price with \$2,500 discount)	1	77,950.00	77,950.00	77,950.00	R&E Center Powell	Jenks, Maria	Dir, Business Operations	02/01/2022
02/02/2022	Qualtrics LLC	1	Qualtrics Research Suite Cloud Professional Subscription 4/20/22-4/19/23 per attached order form	1	59,000.00	59,000.00	59,000.00	Provosts Office	Stark, Stephanie	Dir, Business Operations	02/02/2022
02/05/2022	Piri Technologies LLC	1	Milestone 5: Steady-state gas/oil relative permeability measurement (Imbibition on composite core Sample #1)	1	150,000.00	150,000.00	150,000.00	Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/05/2022
02/07/2022	ThyssenKrupp Elevator Corporation	1	ROSS HALL: REPLACE EAST LIFT, 1ST FLOOR	1	54,655.00	54,655.00	54,655.00	Facilities Management	Bryant, Darcy	Deputy Director, Business Serv	02/07/2022
02/08/2022	Evaluation Systems Pearson	1	Spring 2021 edTPA Vouchers	170	300.00	51,000.00	51,000.00	College of Education Deans Office	Montez, Kimberly	Business Manager, Executive	02/08/2022

02/08/2022	Carl Zeiss Microscopy, LLC		1	WYO-632-22.Pru.J. Transferman 4R		1	56,810.10	56,810.10	56,810.10	Agricultural Experiment Station	Jenks, Maria	Dir, Business Operations	02/08/2022
02/08/2022	Carl Zeiss Microscopy, LLC		1	WYO-632-22.Pru.J. Axio observer7 inverted microscope stand		1	68,735.99	68,735.99	68,735.99	Agricultural Experiment Station	Jenks, Maria	Dir, Business Operations	02/08/2022
02/08/2022	Compass Geoscience		1	Vitrinite Reflectance Measurement on core samples - 1004486		1	70,000.00	70,000.00	70,000.00	Enhanced Oil Recovery Institute	Ferrell, Rachel	Dir, Business Operations	02/08/2022
02/09/2022	Vindum Engineering Inc		6	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		7	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		8	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		9	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		10	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		11	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		12	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		13	VP-12K-INDP-HC Independent Fluid Inlet and Outlet Ports (2 total) for VP-12K		3	640.00	1,920.00		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		2	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		3	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		4	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		5	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		1	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.25	25,024.75	6,256.19		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc		6	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer		0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022

02/09/2022	Vindum Engineering Inc	7	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	8	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	9	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	10	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	11	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	12	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	13	VP-12K-INDP-HC Independent Fluid Inlet and Outlet Ports (2 total) for VP-12K	9	640.00	5,760.00		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	2	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	3	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	4	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	5	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56		Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Vindum Engineering Inc	1	VP-12K-HC-HT-T VP-12K Vindum Continuous High Temperature Pulse-Ree Flow Positive Displacement Pump - Hastelloy C-276, 0.1% Accuracy Transducer	0.75	25,024.75	18,768.56	307,977.00	Center of Innovation for Flow through Porous Media	Evans, Teresa	Vice President & General Counsel	02/09/2022
02/09/2022	Patterson & Sheridan, LLP	1	Patent services	1	81,524.00	81,524.00	81,524.00	Research Products Center	Miller, Jamison	Dir, Business Operations	02/09/2022
02/11/2022	HANKO'S METAL WORKS, INC.	1	2072 SCV Boat - Willie Fetzer & Sarah Collins - Research Office Startups	0.33	51,750.00	17,077.50		VP for Research & Economic Development Office	Miller, Jamison	Dir, Business Operations	02/10/2022
02/11/2022	HANKO'S METAL WORKS, INC.	1	2072 SCV Boat - Willie Fetzer & Sarah Collins - Research Office Startups	0.67	51,750.00	34,672.50	51,750.00	VP for Research & Economic Development Office	Miller, Jamison	Dir, Business Operations	02/10/2022
02/11/2022	TouchNet Information Systems Inc	1	TN Annual Subscription Service 3/1/2022 - 2/28/2023	1	124,256.00	124,256.00	124,256.00	Student Financial Services	Reese, Ashlie	Associate Vice President, Finance	02/11/2022
02/15/2022	TA Instruments Inc	1	Discovery TGA 5500: A premium performance research grade TGA featuring a sensitive vertical thermo-balance with an auto-switching dual range microbalance (0-200 mg, and 0-1000 mg sample weight range).	0.21	67,680.00	14,212.80		Molecular Biology	Jenks, Maria	Dir, Business Operations	02/15/2022
02/15/2022	TA Instruments Inc	1	Discovery TGA 5500: A premium performance research grade TGA featuring a sensitive vertical thermo-balance with	0.68	67,680.00	46,022.40		INBRE Program	Jenks, Maria	Dir, Business Operations	02/15/2022

			an auto-switching dual range microbalance (0-200 mg, and 0-1000 mg sample weight range).								
02/15/2022	TA Instruments Inc	1	Discovery TGA 5500: A premium performance research grade TGA featuring a sensitive vertical thermo-balance with an auto-switching dual range microbalance (0-200 mg, and 0-1000 mg sample weight range).	0.11	67,680.00	7,444.80	67,680.00	INBRE Program	Jenks, Maria	Dir, Business Operations	02/15/2022

\*Board of Trustees approved in FY22 budget.

## Capital Construction Progress Report as of March 1, 2022

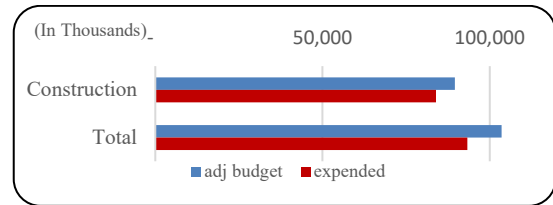
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

### PROJECTS IN CONSTRUCTION

#### 1. Science Initiative

Contractor: GE Johnson Construction Wyoming  
 Jackson, WY

Original Project Budget \$ 103,000,000 (a)  
 Adjusted Project Budget \$ 103,755,000 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State Appropriation (2015 SL Ch 142 Sec 345)	3,000,000.00	3,000,000.00
UW General Reserve Account	10,000,000.00	10,000,000.00
UW Construction Reserve Account	5,000,000.00	5,000,000.00
State Appropriation (2018 Session, HB0194, Sec 5)	85,000,000.00	85,000,000.00
UW INBRE program		325,000.00
Major Maintenance		430,000.00
<b>Total Project</b>	<b>103,000,000.00</b>	<b>103,755,000.00</b>

Guaranteed Maximum Price \$74,359,220  
 Contract Substantial Completion Date February 3, 2022

(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>	82,029	-	7,569	89,598	(83,916)	(5,682)	-
<b>Contingency</b>	3,919	430	(3,739)	610	-	-	610
<b>Reserve</b>	2,002	-	-	2,002	-	(2,002)	-
<b>Design</b>	6,962	42	280	7,284	(7,067)	(217)	-
<b>FF&amp;E</b>	3,100	-	(1,118)	1,982	(610)	(1,365)	7
<b>Tech</b>	2,287	-	(2,287)	-	-	-	-
<b>Admin</b>	2,701	283	(705)	2,279	(1,691)	(454)	134
<b>Total</b>	<b>103,000</b>	<b>755</b>	<b>-</b>	<b>103,755</b>	<b>(93,284)</b>	<b>(9,720)</b>	<b>751</b>



**Statement of Contract Amount**

<b>Original contract</b>	Pre-construction	<b>\$142,000</b>
10/16/2019, Amendment #1	GMP established, includes full project scope excluding alternates, reserve held for north greenhouses. (Includes pre-construction)	74,359,220
Amendment #2	Construct research greenhouse	5,999,462
Amendment #3	Multiple scope changes: utility consumption, cw/hw line upsize, vivarium underground, INBRE underground, general duty valves, civil additions & revisions, add L2 bulkheads, ABB drive, INBRE complete, growth chambers	6,439,023
Amendment #4	AV/IT package	2,269,217
Change order #1	Installation of two (2) additional 4" conduits	2,230
Change order #2	Installation of emergency exit signs in greenhouse area	1,896
Change order #3	Increased size for transformer breakers for levels 2 & 4	1,788
Change order #4	Adding one (1) UPS machine within greenhouse manager's office	2,087
Change order #5	Relocation of level 2 lab electrical panel	814
Change order #6	Allowance for temporary utility consumption – natural gas & electric (Feb 2021-Dec 2021)	314,083
Change order #7	Additional data drops & door hardware revisions, room 1230 – added plumbing & electrical, added CO sensors for greenhouse, room 1015 – add RO line	110,635
Change order #8- #12	See 11 <sup>th</sup> & 12 <sup>th</sup> /Lewis Street Reconstruction project	-
Change order #13	Added strainers for heat exchangers	43,390
COR 102	Added site rails, no change to overall contract. Cost adjustment from Lewis St portion to SI.	3,909
Change order #14	Install SI heating and chilled water bypass	42,152
CO 004 & 011	Damaged fiber vault, concrete paving, and painting. Cost adjustment from Lewis St portion to SI.	7,859
<b>Adj contract</b>		<b>\$89,597,765</b>

**Work Completed/In Progress:**

- Guaranteed Maximum Price contract amendment was approved 10/16/2019.
- Construction activities commenced 10/17/2019.
- Building is substantially complete but not yet accepted.
- Punch list is in progress.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

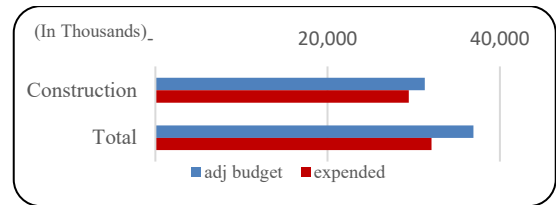
**Work Planned for Upcoming Month:**

- Final inspections and building acceptance.
- Greenhouse mechanical, electrical and plumbing (MEP) completion and commissioning.
- Furniture installation.

**2. West Campus Satellite Energy Plant**

Contractor: GE Johnson Construction Wyoming  
 Jackson, WY

Original Project Budget \$ 36,931,109 (a)  
 Adjusted Project Budget \$ 36,931,109 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Major Maintenance	18,000,000.00	22,000,000.00
EERB Project Reserve	12,314,336.00	12,612,600.00
SI Project Reserve	2,000,000.00	1,701,736.00
UW – Capital Reserves (BOT)	4,616,773.00	616,773.00
<b>Total Project</b>	<b>36,931,109.00</b>	<b>36,931,109.00</b>

Guaranteed Maximum Price \$ 29,058,549.00  
 Contract Substantial Completion Date November 22, 2021

(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>	29,559	(200)	1,930	31,289	(29,434)	(2,055)	(200)
<b>Contingency</b>	3,688	(500)	(1,931)	1,257	-	-	1,257
<b>Reserve</b>		1,447	-	1,447		(1,447)	-
<b>Design</b>	2,623	(565)	-	2,058	(1,950)	(94)	14
<b>FF&amp;E</b>	110	(50)	-	60	(36)	-	24
<b>Tech</b>	25	-	-	25	(11)	-	14
<b>Admin</b>	926	(132)	1	795	(638)	(108)	49
<b>Total</b>	<b>36,931</b>	<b>-</b>	<b>-</b>	<b>36,931</b>	<b>(32,069)</b>	<b>(3,704)</b>	<b>1,158</b>

**Statement of Contract Amount**

<b>Original contract</b>	Pre-construction	<b>\$61,250</b>
Amendment #1	Initial Guaranteed Maximum Price for Foundation and Utilities. (Includes pre-construction)	15,486,191
Amendment #2	Final Guaranteed Maximum Price; full project scope.	13,572,358
Amendment #3	Utility extension and future boiler rough-in	82,297
Amendment #4	Heat exchangers, full heating conversion to surrounding buildings	2,348,254
<b>Adj contract</b>		<b>\$31,489,100</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>Substantial completion accepted on 11/22/2021.</li> </ul>

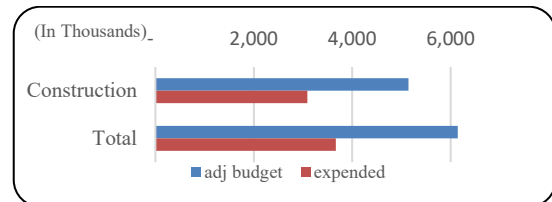
<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>None at this time.</li> </ul>

<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>Chilled water commissioning will take place late spring 2022.</li> </ul>

**3. 11<sup>th</sup> & 12<sup>th</sup>/Lewis Street Reconstruction**

Contractor: GE Johnson Construction Wyoming  
 Jackson, WY

Original Project Budget \$ 4,000,000 (a)  
 Adjusted Project Budget \$ 6,140,465 (d)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
EERB Project Reserve	4,000,000.00	4,300,000.00
Science Initiative Project Reserve		300,000.00
West Campus Satellite Energy Plant Project Reserve		1,446,440.17
City of Laramie		31,624.83
Campus Master Plan Project – remaining funds		62,400.00
<b>Total Project</b>	<b>4,000,000.00</b>	<b>6,140,465.00</b>

Guaranteed Maximum Price  
 Contract Substantial Completion Date

\$ 3,586,303 (direct construction)  
 Phase 1 and 2: May 2022

(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>	3,000	2,078	64	5,142	(3,089)	(2,041)	12
<b>Contingency</b>	450	-	(298)	152	-	-	152
<b>Design</b>	365	63	234	662	(530)	(132)	-
<b>FF&amp;E</b>	-	-	-	-	-	-	-
<b>Tech</b>	-	-	-	-	-	-	-
<b>Admin</b>	185	-	-	185	(46)	(13)	126
<b>Total</b>	<b>4,000</b>	<b>2,141</b>	<b>-</b>	<b>6,141</b>	<b>(3,665)</b>	<b>(2,186)</b>	<b>290</b>

**Statement of Contract Amount**

<b>Original contract</b>	Phase 1 & 2 Lewis Street Corridor Improvements <i>(Change order to GE Johnson Science Initiative contract)</i>	<b>\$3,586,303</b>
Change order #9	Additional concrete for light pole bases, contingency for 12 <sup>th</sup> Street section and overhead	48,198
Change order #10	Additional light pole stone, construction contingency and overhead	8,057
Change order #11	Additional concrete to widen 12 <sup>th</sup> Street rated path per AHJ, contingency and overhead	47,680
Change order #12	Additional boulders/plant count; additional sandstone boulders; irrigation design changes and added boring	25,754
COR 102	Added site rails, no change to overall contract. Cost adjustment from Lewis St portion to SI.	(3,909)
CO 004 & 011	Damaged fiber vault, concrete paving, and painting. Cost adjustment from Lewis St portion to SI.	(7,859)
<b>Adj contract</b>		<b>\$3,704,224</b>

**Work Completed/In Progress:**

- Science Initiative south elevation is complete.
- Phase II between Agriculture and Engineering buildings has sod in place, hardscape is 90% complete.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

**Work Planned for Upcoming Month:**

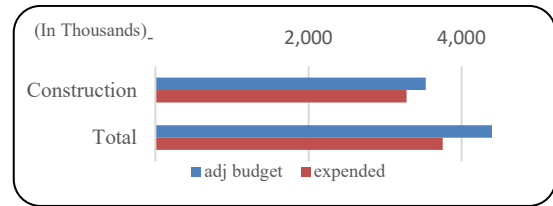
- Demolition starting at 12<sup>th</sup> Street working to the north.

#### 4. Corbett Renovation

Contractor: Shepard Construction

Original Project Budget \$4,150,000 (a)

Adjusted Project Budget \$4,395,846 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State Appropriation (2018 Session, HB0001, Section 308 e)	1,000,000.00	1,000,000.00
UW – Kinesiology & Health	350,000.00	350,000.00
Major Maintenance	2,800,000.00	3,045,846.00
<b>Total Project</b>	<b>4,150,000.00</b>	<b>4,395,846.00</b>

Guaranteed Maximum Price  
 Contract Substantial Completion Date

N/A  
 November 30, 2021; June 3, 2022

(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>	3,277	246	7	3,530	(3,282)	(248)	-
<b>Contingency</b>	416	-	(147)	269	-	-	269
<b>Design</b>	228	4	13	245	(236)	(9)	-
<b>FF&amp;E</b>	21	-	19	40	(22)	(15)	3
<b>Tech</b>	16	-	-	16	-	-	16
<b>Admin</b>	192	(4)	108	296	(215)	(80)	1
<b>Total</b>	<b>4,150</b>	<b>246</b>	<b>-</b>	<b>4,396</b>	<b>(3,755)</b>	<b>(352)</b>	<b>289</b>

#### Statement of Contract Amount

<b>Original contract</b>		<b>\$3,041,142</b>
Change order #1	Complete second floor office expansion	93,000
Change order #2	Installation of showerhead change, stainless steel ball brim change	9,892.96
Change order #3	Additional electrical modifications/door preparations for reader systems	280,224
Change order #4	Extended substantial completion date by 275 days for electrical upgrade scope only	-
Change order #5	Install owner provided light fixtures	4,053.50
Change order #6	Install LVT flooring on ramp to classrooms 137 and 138	7,991
Change order #7	Install owner provided card readers	37,815.80
Change order #8	Paint 9636 square foot pool ceiling	11,220

Change order #9	Labor & materials for women’s swim lockers 28, men’s swim lockers 27, swim team room 29, restroom 15, panel board, replace mosaic tile with alternate, credit for locker changes	(6,022)
Change order #10	Labor & materials to frame base beneath all lockers	6,319
Change order #11	Labor & materials to abate fireproofing on existing structural steel columns, water shutdown, add receptacles for future TV in Kinesiology lab, frame & drywall south side of masonry wall in lab and existing masonry wall	4,225
Change order #12	Grout color change, ceramic tile on poolside storefront, baseboard heat covers, black trim kits for J fixtures, parking log light repair, credit owner supplied cable	16,665
Change order #13	Provide window treatments, squat racks, camera supports for bio lab expansion, leveling floors for tile install, signage, modify restroom to temporary ADA during construction, removal of material from support columns, repair & paint damage to drywall perimeter in lobby, credit for LVP & resilient base in main corridors	22,972.68
<b>Adj contract</b>		<b>\$3,529,498.94</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>• Substantial completion issued for locker rooms, offices/classrooms, pool HVAC and acoustical upgrade and fire alarm upgrade.</li> <li>• Certificate of Occupancy issued for locker rooms, offices/classrooms, pool HVAC and acoustical upgrade and fire alarm upgrade.</li> <li>• Finish remaining punch list items.</li> </ul>

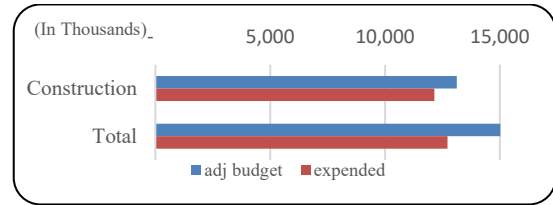
<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>

<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>• Complete remaining punch list items.</li> <li>• Issue Final Acceptance for locker rooms, offices/classrooms, pool HVAC and acoustical upgrade and fire alarm upgrade.</li> <li>• Complete final electrical transformer install.</li> <li>• Schedule concrete pad pour around exterior main electrical gear.</li> <li>• Confirm schedule to complete electrical upgrade switch over in May 2022.</li> </ul>

## UW Housing Phase I

### 5. Wyoming Hall Utility Relocation

Contractor: Haselden Wyoming Constructors  
 Laramie, WY



Original Project Budget \$14,929,300 (a)  
 Adjusted Project Budget \$15,017,986.25 (d)

<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
UW – Construction Reserve Account	10,000,000.00	
Major Maintenance	4,929,300.00	4,929,300.00
City of Laramie	-	88,686.25
UW – Housing Bonds	-	10,000,000.00
<b>Total Project</b>	<b>14,929,300.00</b>	<b>15,017,986.25</b>

Guaranteed Maximum Price  
 Contract Substantial Completion Date

\$13,946,242 (includes Demolition scope)  
 November 30, 2021

(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>	12,929	89	102	13,120	(12,150)	(970)	-
<b>Contingency</b>	1,200	90	(207)	1,083	-	-	1,083
<b>Design</b>	331	-	105	436	(414)	(22)	-
<b>FF&amp;E</b>	-	-	-	-	-	-	-
<b>Tech</b>	240	(90)	-	150	-	-	150
<b>Admin</b>	229	-	-	229	(160)	(12)	57
<b>Total</b>	<b>14,929</b>	<b>89</b>	<b>-</b>	<b>15,018</b>	<b>(12,724)</b>	<b>(1,004)</b>	<b>1,290</b>

### Statement of Contract Amount

<b>Original contract</b>	Pre-Construction	\$10,000
Amendment #1	GMP established	12,427,822
Change order #1	Vault lid structural change and tunnel light fixture revision.	6,037
Change order #2	Removal of existing duct bank and installation of new, provide (4) runs of 4' conduit with new MV cable.	49,755
Change order #3	Installation of 15 <sup>th</sup> Street water line, Bradley Street water line changes.	493,830

	Adjusted amount on schedule of values to Wyoming Hall Deconstruction project	(2,398)
Change order #4	Construction contingency, surveying, installation of 15 <sup>th</sup> Street north additional water & sewer line, overhead & profit/general conditions **Lewis Street project/funds	1,425,572
Change order #5	Associated costs with accelerating the 15 <sup>th</sup> Street water line work from Lewis Street to Ivinson Street, due to delayed start through DEQ permitting	16,297
Change order #6	15th Street water line: associated costs with added scope resulting from City of Laramie review	27,817
Change order #7	Associated costs with running compressed air to new vault	2,343
Change order #8	Construction/relocation of playground for Education Building/Lab School **Major Maintenance project	405,739
Change order #9	15th Street water main upsizing – 10” to 12” Ivinson to Lewis Street	25,573.25
Change order #10	Installation of 12” water line in 15 <sup>th</sup> Street from Ivinson to Grand Avenue (per City of Laramie request)	63,113
<b>Adj contract</b>		<b>\$14,951,500.25</b>

**Work Completed/In Progress:**

- Punch list is nearing completion.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

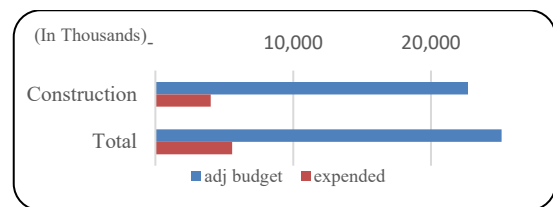
**Work Planned for Upcoming Month:**

- Complete punch list.

### 6. Ivinson Lot Parking Garage

Contractor: Sampson Construction Co.  
 Cheyenne, WY

Original Project Budget \$926,400 (a)  
 Adjusted Project Budget \$27,850,000 (d)





<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
UW – Housing Reserve Account	926,400.00	-
UW – Housing Bonds	-	27,850,000.00
<b>Total Project</b>	<b>926,400.00</b>	<b>27,850,000.00</b>

Guaranteed Maximum Price  
 Contract Substantial Completion Date

N/A  
 December 15, 2022

(In Thousands)	<b>Budget (a)</b>	<b>Additional Funding/Adj (b)</b>	<b>Use of Contingency (c)</b>	<b>Adj Budget (a+b+c)=(d)</b>	<b>Expenditures (e)</b>	<b>Obligations (f)</b>	<b>Remaining Balance (d+e+f)=(g)</b>
<b>Construction</b>	22,688	-	-	22,688	(4,013)	(16,141)	2,534
<b>Contingency</b>	1,666	-	-	1,666	-	-	1,666
<b>Design</b>	1,680	-	-	1,680	(1,239)	(396)	45
<b>FF&amp;E</b>	265	-	-	265	-	-	265
<b>Tech</b>	442	-	-	442	-	-	442
<b>Admin</b>	1,109	-	-	1,109	(311)	(41)	757
<b>Total</b>	<b>27,850</b>	-	-	<b>27,850</b>	<b>(5,563)</b>	<b>(16,578)</b>	<b>5,709</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$20,138,000</b>
<b>Adj contract</b>		<b>\$20,138,000</b>

**Work Completed/In Progress:**

- Foundations are complete.
- Slab on grade is 40% complete.
- Structural deck started.
- Underground utilities 40% complete.
- Waterproofing and backfill is complete.

**Issues Encountered with Proposed Resolution for Each:**

- Old foundations debris encountered requiring additional hauling and UW oversight.

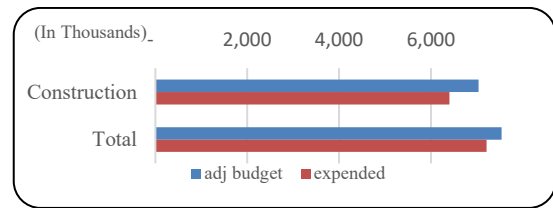
**Work Planned for Upcoming Month:**

- Underground mechanical, electrical and plumbing (MEP).
- Elevated deck install.
- Rough grading.
- Slab on grade install.
- Ramp backfill.

## 7. Bus Garage/Fleet Relocation

Contractor: GH Phipps Wyoming  
 Laramie, WY

Original Project Budget \$2,779,260 (a)  
 Adjusted Project Budget \$8,761,222 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
UW – Construction Reserve Account	2,779,260.00	
FTA 5339(b) Grant		4,237,262.00
UW- VP Administration Reserve Account		197,695.00
WYDOT Grant (1005207)		1,547,005.00
UW – Housing Bonds		2,779,260.00
<b>Total Project</b>	<b>2,779,260.00</b>	<b>8,761,222.00</b>

Guaranteed Maximum Price \$7,038,216.00  
 Contract Substantial Completion Date January 10, 2022

(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>	2,100	4,938	-	7,038	(6,402)	(636)	-
<b>Contingency</b>	315	1	-	316	-	-	316
<b>Design</b>	125	150	-	275	(266)	(9)	-
<b>FF&amp;E</b>	86	166	-	252	(192)	(50)	10
<b>Tech</b>	71	1	-	72	(7)	-	65
<b>Admin</b>	82	726	-	808	(343)	(12)	453
<b>Total</b>	<b>2,779</b>	<b>5,982</b>	<b>-</b>	<b>8,761</b>	<b>(7,210)</b>	<b>(707)</b>	<b>844</b>

### Statement of Contract Amount

<b>Original contract</b>	Initial limited scope Guaranteed Maximum Price	<b>\$1,322,997</b>
	Final Guaranteed Maximum Price	5,989,703
Change order #1	Acceptance of Alt #1 south canopy and Alt #4 power drops & lights for south canopy	1,048,513
<b>Adj contract</b>		<b>\$7,038,216</b>

### Work Completed/In Progress:

- Substantial completion issued.
- Wall separating wash bay from maintenance bay is completed.
- Certificate of Occupancy issued.
- Finish remaining punch list items.

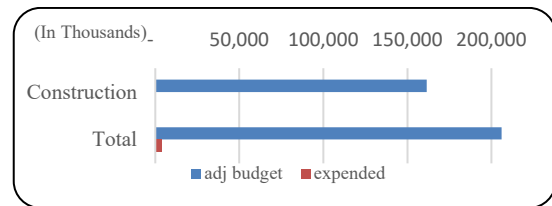
<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>

<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>• Complete punch list items.</li> <li>• Complete security camera install.</li> <li>• Issue Final Acceptance for project.</li> </ul>

## 8. UW Student Housing

Contractor: JE Dunn Construction  
 Denver, Colorado

Original Project Budget \$10,824,675 (a)  
 Adjusted Project Budget \$210,308,891 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
UW – Housing Reserve Account	8,681,675.00	
UW – Construction Reserve Account	2,143,000.00	
UW – Housing Bonds		210,308,891.00
<b>Total Project</b>	<b>10,824,675.00</b>	<b>210,308,891.00</b>

Guaranteed Maximum Price \$  
 Contract Substantial Completion Date

(In Thousands)	Budget	Additional Funding/Adj	Use of Contingency	Adj Budget	Expenditures	Obligations	Remaining Balance
	(a)	(b)	(c)	(a+b+c)=(d)	(e)	(f)	(d+e+f)=(g)
<b>Construction</b>	161,450	-	-	161,450	-	(350)	161,100
<b>Contingency</b>	20,181	-	-	20,181	-	-	20,181
<b>Design</b>	14,117	-	-	14,117	(3,679)	(5,031)	5,407
<b>FF&amp;E</b>	6,619	-	-	6,619	-	-	6,619
<b>Tech</b>	4,843	-	-	4,843	-	-	4,843
<b>Admin</b>	3,099	-	-	3,099	(53)	(119)	2,927
<b>Total</b>	<b>210,309</b>	-	-	<b>210,309</b>	<b>(3,732)</b>	<b>(5,500)</b>	<b>201,077</b>

### Statement of Contract Amount

<b>Original contract</b>	Pre-construction	<b>\$349,657</b>
<b>Adj contract</b>		<b>\$349,657</b>

<b>Work Completed/In Progress:</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Preliminary Design phase is complete.</li><li>• Construction documents are in progress.</li></ul> |
|---|

<b>Issues Encountered with Proposed Resolution for Each:</b>
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- |  |
|--|
| <ul style="list-style-type: none"><li>• None at this time.</li></ul> |
|--|

<b>Work Planned for Upcoming Month:</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Design team will issue an Initial Guaranteed Maximum Price (iGMP) bid package for the exterior stone.</li><li>• Design team will issue a 50% Construction Documents review set.</li><li>• CMAR will prepare an updated construction budget based on the 50% Construction Documents.</li></ul> |
|---|