



Board of Trustees

BUDGET COMMITTEE

Friday, November 6, 2020

Time: 9:00 am – 11:00 am

UW BofT Budget Committee
Agenda
November 6, 2020 at 9:00 -11:00And
November 11, 2020 at 8:00-11:00

Executive Session: None at this time. If necessary, Melanie will provide a separate agenda and materials for the Executive Session.

November 11th at 8:00 Agenda:

President's Budget Reduction Plan: The materials have been provided by separate e-mail. It is anticipated the majority of the meeting will involve Q&A and discussion regarding the proposed plan.

November 6th at 9:00 Agenda (Regular Topics):

Regular Meeting Agenda:

- Page 1
and Page 42**
1. Initial discussion of requested additional 5.0% cut of UW revenue from the State's General Fund.
- Page 2**
2. General discussion regarding the need and importance of UW making significant cuts to on-going expenses to address the cuts in on-going revenue of \$42.3M for this biennium (\$21.15M per year) of funding from the State.
- Page 3**
3. EOG Royalty Matter. Status and discussion.
- Page 4
and Page 45**
4. Trustee's FY21 Budget. Discussion of trustee's budget to date and implementation of FY21 and FY22 expense reduction to address cuts in on-going revenue. Need to discuss both amount of reduction and categories for reduction. **Need recommendation and Action.**
- Page 5**
5. Discussion/Report: Division and College Fiscal Year End Carry Forward Report (per UW Regulation 7-10) – Jewell/Courtney
- Page 6**
6. Action Requested: President's Proposed Tuition Increase for FY2022 (2021-22 Academic Year) – Seidel/Jewell
- Page 20**
7. Discussion/Report: UW Fee Book Proposal for FY2022 (2021-22 Academic Year) – Jewell/Courtney
- Page 22**
8. Action Requested: Funding Proposal for Student Media Renovation Project of Union – Chestnut

- Page 30**
9. Discussion/Report: CARES Act Funding Update – Jewell/Kean/Shevling
 - a. Financial Report on the Status of Current Funding
 - b. Update on Additional Funding Request (\$2.5M) for Testing
 - c. Funding Plan/Needs for Spring Semester (January – May, 2021) Testing
 - d. Funding Plan/Needs for Contact Tracing (COVID Hub)
 - e. Prioritization of Additional Funding Needs
 - i. Medical Facility
 - ii. Information Technology
 - iii. Tuition, Housing, & Fee Refunds
 - iv. Other

- Page 38**
10. Discussion/Report: State Supplemental Budget Request (Governor’s Requested “Step 2” 10% Reduction & “Step 3” 5% Reduction) – Theobald/Kean

- Page 39**
11. Discussion/Report: Housing Financing Update – Jewell/Hahn

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12. Discuss and finalize a recommended template and format for the Budget Reduction Plan to be submitted by the President to the BofT. This will include a list of the categories and information to be included in the Plan.

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13. Any preliminary issues or questions regarding President’s Budget Reduction Plan.

If time permits the follow items will be discussed.

14. Housing Financing Discussion & Guidance—follow up. Status. Provide summary table of all aspects of Housing Project which have been earmarked for funding to date, source of funds, and whether eligible for reimbursement from bond financing proceeds. Set forth all critical dates for reimbursement from bond financing proceeds – if any. UW ability to fund debt service.
15. Status of complying with request to have all information and documentation ready for Housing public bond issuance.
16. UW campus wide Covid-19 impact budget issues. Update on costs and funding. Any supplemental expected costs which need consideration or action.
17. Other??

	A	B	C	D	E	F	H	I	K	L	N	
1						STEP 2 REDUCTION		STEP 3 REDUCTION		STEP 2 & 3 REDUCTION		
2	Priority		2021-2022 Biennium Appropriation	One-time Carbon, Oil, & Gas Investments Set Aside	Adjusted 2021- 2020 Biennium Appropriation	10% Reduction Proposal	Reduced 21-22 Biennium Appropriation	10/28/2020 Governor's 5% Reduction Proposal	Step 3 Reduced 21-22 Biennium Appropriation	Total Reduction Proposal	Total Reduced 21-22 Biennium Appropriation	
3												
4		7	State Aid	\$ 350,840,070	\$ -	\$ 350,840,070	\$ (29,459,007)	\$ 321,381,063	\$ (18,256,843)	\$ 303,124,220	\$ (47,715,850)	\$ 303,124,220
5		6	School of Energy Resources	\$ 27,185,027	\$ 7,000,000	\$ 20,185,027	\$ (2,018,503)	\$ 25,166,524	\$ (1,009,251)	\$ 24,157,273	\$ (3,027,754)	\$ 24,157,273
6		5	Tier 1 Engineering	\$ 9,538,053	\$ -	\$ 9,538,053	\$ (953,805)	\$ 8,584,248	\$ -	\$ 8,584,248	\$ (953,805)	\$ 8,584,248
7		4	WWAMI Medical Education	\$ 17,339,793	\$ -	\$ 17,339,793	\$ (1,733,979)	\$ 15,605,814	\$ (902,320)	\$ 14,703,494	\$ (2,636,299)	\$ 14,703,494
8		3	NCAR MOU	\$ 1,802,339	\$ -	\$ 1,802,339	\$ (180,234)	\$ 1,622,105	\$ (93,789)	\$ 1,528,316	\$ (274,023)	\$ 1,528,316
9		2	Family Medical Residency	\$ 17,452,926	\$ -	\$ 17,452,926	\$ (1,745,293)	\$ 15,707,633	\$ (908,207)	\$ 14,799,427	\$ (2,653,499)	\$ 14,799,427
10		1	Endowments & Matching	\$ 21,250,000	\$ 15,000,000	\$ 6,250,000	\$ (6,250,000)	\$ 15,000,000	\$ -	\$ 15,000,000	\$ (6,250,000)	\$ 15,000,000
11			Sub-Total	\$ 445,408,208	\$ 22,000,000	\$ 423,408,208	\$ (42,340,821)	\$ 403,067,387	\$ (21,170,410)	\$ 381,896,977	\$ (63,511,231)	\$ 381,896,977
12			Major Maintenance	\$ 47,456,039	\$ -	\$ 47,456,039	\$ (29,660,025)	\$ 17,796,014	\$ -	\$ -	\$ (29,660,025)	\$ 17,796,014
13			TOTAL	\$ 492,864,247	\$ 22,000,000	\$ 470,864,247	\$ (72,000,846)	\$ 420,863,401	\$ (21,170,410)	\$ 381,896,977	\$ (93,171,256)	\$ 399,692,991

General Discussion – The need and importance of UW making significant cuts to on-going expenses to address the cuts in on-going revenue of \$42.3M for this biennium (\$21.15M per year) of funding from the State

EOG Royalty Matter – Status and Discussion

	TOTAL		BUDGET	REMAINING SPENDING AUTHORITY
Revenue	\$	-	\$	-
Expenditures	\$	10,021	\$	203,376
TOTAL	\$	10,021	\$	203,355

Board of Trustees Report FY 2021 - July-October 2020

ORGANIZATION	NATURAL ACCOUNT-DESC	TOTAL		
		EXPENDITURES	FY2021 BUDGET	VARIANCE
00013 - Board of Trustees	60401-Staff Salary Expens	\$ -	\$ 12,000	\$ 12,000
	60501-Other Salary Expens	\$ 3,019	\$ -	\$ (3,019)
	60816-Flat Fringe Rate Em	\$ 44	\$ 216	\$ 172
	62001-Professional Servic	\$ 60	\$ 18,000	\$ 17,940
	62006-Telecom Expense	\$ 558	\$ 1,100	\$ 542
	62011-Catering Expense	\$ 146	\$ 12,200	\$ 12,054
	63001-Travel Domestic Exp	\$ -	\$ 8,590	\$ 8,590
	63003-Hosting Expense	\$ -	\$ 3,000	\$ 3,000
	63101-Non Employee Transp	\$ 380	\$ 14,000	\$ 13,621
	63102-Non Employee Lodgin	\$ 2,274	\$ 30,500	\$ 28,226
	63103-Non Employee Meals	\$ -	\$ 1,500	\$ 1,500
	64002-Office Supplies	\$ 40	\$ 800	\$ 760
	64005-Non capital Equipme	\$ 3,089	\$ 3,000	\$ (89)
	64007-Books Subscriptions	\$ -	\$ 1,000	\$ 1,000
	64011-Postage Freight & S	\$ 31	\$ 1,500	\$ 1,469
Subtotal for Services, Fees, Travel and Supplies		\$ 9,639	\$ 107,406	\$ 97,767
	65501-Building/Facilities	\$ -	\$ 4,000	\$ 4,000
	65502-Equipment Rental Ex	\$ -	\$ 500	\$ 500
Subtotal for Repairs, Maintenance, Rentals and Leases		\$ -	\$ 4,500	\$ 4,500
	66502-Printing & Copying	\$ -	\$ 300	\$ 300
	66509-Training/Profession	\$ -	\$ 3,000	\$ 3,000
	66515-Memberships & Dues	\$ -	\$ 7,970	\$ 7,970
Subtotal for Other Expenses		\$ -	\$ 11,270	\$ 11,270
	76001-Internal Service Al	\$ -	\$ 500	\$ 500
	76002-Internal Service Al	\$ 242	\$ 1,200	\$ 958
	76003-Internal Service Al	\$ -	\$ 12,000	\$ 12,000
	76601-Internal Sales Auxi	\$ 140	\$ 76,500	\$ 76,360
Subtotal for Internal Allocations and Sales		\$ 382	\$ 90,200	\$ 89,818
00013 - Board of Trustees Total		\$ 10,021	\$ 213,376	\$ 203,355

Total for BOT Out-of-Town Meeting (A1003) processed in FY21 Budget \$ -

As of October BOT Meeting (A1004) \$ -

The board has adopted a standing motion transferring any additional positive fund balance that accrues in an organization not directly addressed in UW Regulation 7-10 into the University Special Projects Reserve Account.

Preliminary UW Regulation 7-10 Division and College Fiscal Year End Carry Forward Policy - Report

Organization	FY2019 Total Expenditures	Prior Year 5% Reserve Cap	Unaudited cash balance on 6/30/2020	Under or (Over) Funded Cap Amount	FY 2020 Preliminary Net Result as of adj-20 (TB 11/3/20)	Estimated Carryforward Balance in Unrestricted Operating Account	Excess Transfers to Special Projects Reserve Account
O_B0001 Office of the President Division	\$6,279,099	\$313,955	\$40	\$313,915	\$ 1,820,246	\$313,955	\$1,506,331
O_C1000 Provost Subdivision	\$57,671,218	\$2,883,561	\$1,433,014	\$1,450,547	\$ 3,883,853	\$2,883,561	\$2,433,306
O_10301: Honors College	\$1,619,780	\$80,989	\$0	\$80,989	\$ 68,968	\$80,989	
O_10401: Haub School of Environment & Natural Resources	\$4,028,950	\$201,448	-\$1,494	\$202,941	\$ 36,841	\$201,448	
O_C1200 College of Agriculture & Natural Resources Subdivision	\$46,745,794	\$2,337,290	\$2,228,825	\$108,464	\$ 144,049	\$2,337,290	\$35,585
O_C1300 College of Arts & Sciences Subdivision	\$62,311,233	\$3,115,562	\$3,298,312	(\$182,750)	\$ 2,537,105	\$3,115,562	\$2,719,855
O_C1400 College of Business Subdivision	\$14,582,382	\$729,119	\$713,891	\$15,228	\$ 40,979	\$729,119	\$25,751
O_C1500 College of Education Subdivision	\$12,555,434	\$627,772	\$616,725	\$11,047	\$ 984,678	\$627,772	\$973,631
O_C1600 College of Engineering & Applied Science General Subdivision	\$34,219,804	\$1,710,990	\$873,752	\$837,238	\$ 68,521	\$942,273	\$0
O_C1700 College of Health Sciences Subdivision	\$50,588,543	\$2,529,427	\$2,132,213	\$397,214	\$ 963,952	\$2,529,427	\$566,737
O_C1800 College of Law Subdivision	\$7,000,214	\$350,011	\$351,367	(\$1,356)	\$ 474,971	\$350,011	\$476,327
O_C1900 University Libraries Subdivision	\$14,312,993	\$715,650	\$747,224	(\$31,575)	\$ 153,354	\$715,650	\$184,929
O_B2000 Administration Division	\$72,601,510	\$3,630,076	\$2,582,368	\$1,047,708	\$ 5,498,562	\$3,630,076	\$4,450,854
O_B3000 Student Affairs Division	\$29,942,712	\$1,497,136	\$1,711,100	(\$213,965)	\$ 1,792,697	\$1,497,136	\$2,006,662
O_B4000 Information Technology Division	\$12,604,550	\$630,228	\$900,875	(\$270,648)	\$ 2,118,572	\$630,228	\$2,389,220
O_B5000 Institutional Advancement & UW Foundation Division	\$5,641,547	\$282,077	\$72,471	\$209,606	\$ -	\$72,471	\$0
O_B7000 Research & Economic Development Division	\$39,204,606	\$1,960,230	\$743,769	\$1,216,461	\$ 714,569	\$1,458,338	\$0
O_B8000 General Counsel Division	\$3,816,535	\$190,827	\$193,896	(\$3,069)	\$ 101,079	\$190,827	\$104,148
O_B9000 Intercollegiate Athletics Division	\$34,018,676	\$1,700,934	\$961,964	\$738,970	\$ -	\$961,964	\$0
Total	\$504,096,850	\$25,204,843	\$19,560,313	\$5,644,529	\$ 21,402,999	\$23,268,095	\$17,873,338
					change from prior	\$3,707,781	\$17,873,338
					Total Carry forward		\$21,581,119

TUITION POLICY

In order to give advance notice to all those affected by prospective tuition increases, the Board of Trustees (Board) adopts the following policy for tuition increases for Academic Year 2020 (FY2021) and later:

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

2% – Salaries – To be applied first to the cost of mandatory salary increases for promoted faculty, and then second to the University’s faculty and staff salary increase policy.

2% - Student Success Priorities – the Associated Students of the University of Wyoming (ASUW) and the Administration will establish priorities that are deemed most impactful or needed to enhance student success at the University of Wyoming, and will make recommendations to the Board to allocate funding accordingly.

Each year when the President submits her/his proposed annual operating budget for the University to the Board, the President shall also provide information to the Board regarding the allocation of the tuition increase funds and the specific unit budgets impacted.

- D. The Administration may recommend modifications to the policy specified in Section A or the distribution thereof specified in Section C, but shall consult with students, faculty, and staff prior to submitting such recommendations, and shall make any such recommendations on or before the November meeting of the Board.
- E. On or before the November meeting of the Board, the Administration shall provide information regarding the cost of attendance, and how UW’s tuition and fee rates compare with peer universities.
- F. The Board of Trustees may accept, reject, or modify any recommendation under Sections A and B and may take any action it determines regarding tuition rates and the distribution of revenue generated from modifications to tuition.
- G. The Board shall review this policy:
 - a. Not later than four years following its adoption; and
 - b. Not later than four years following any subsequent review or modification to the policy.

	A	B	C
	2020-21 Academic Year (FY2021) Tuition (per credit hour)	Proposed 2021-22 Academic Year (FY2022) Tuition (per credit hour)	Percentage Increase
Undergraduate Resident Tuition	\$ 145	\$ 151	4%
Undergraduate Non-Resident Tuition	\$ 603	\$ 627	4%
Graduate Resident Tuition	\$ 282	\$ 293	4%
Graduate Non-Resident Tuition	\$ 843	\$ 877	4%
Undergraduate Non-Resident On-line ¹ Tuition (College of Health Sciences RN to BSN Only)	\$ 364	\$ 379	4%
Graduate Non-Resident On-line ¹ Tuition	\$ 449	\$ 467	4%
Law School Resident Tuition	\$ 483	\$ 502	4%
Law School Non-Resident Tuition	\$ 1,030	\$ 1071	4%
Pharmacy Resident Tuition	\$ 497	\$ 517	4%
Pharmacy Non-Resident Tuition	\$ 1,051	\$ 1093	4%
Master of Business Administration (MBA) Resident Tuition	\$ 753	\$ 783	4%
Master of Business Administration (MBA) Non-Resident Tuition	\$ 1,311	\$ 1363	4%
Doctor of Nursing Practice (DNP) Resident Tuition ⁵	\$ 460	\$ 501	9%
Doctor of Nursing Practice (DNP) Non-Resident Tuition	\$ 960	\$ 998	4%
Master of Science (MS) in Speech Language Pathology Resident Tuition	\$ 407	\$ 423	4%
Master of Science (MS) in Speech Language Pathology Non-Resident Tuition	\$ 968	\$ 1007	4%
Executive Master of Business Administration (EMBA) Tuition ¹	\$ 827	\$ 860	4%
Land Surveying Certificate Program	\$ 338	\$ 352	4%
Bachelors Reach for Accelerated Nursing Degree (BRAND) Tuition ²	\$ 539	\$ 561	4%
Distance English Master's Program	\$ 290	\$ 302	4%
MS in Health Services Administration Resident	\$ 676	\$ 703	4%
MS in Health Services Administration Non-Resident	\$ 858	\$ 892	4%

	2020-21 Academic Year (FY2021) Tuition (per semester)	Proposed 2021-22 Academic Year (FY2022) Tuition (per semester)	Percentage Increase
Dental Hygiene Resident Tuition Contract (with Sheridan College)	\$ 2,924	\$ 3,041	4%
Dental Hygiene Special Resident Tuition Contract (with Sheridan College)	\$ 4,387	\$ 4,562	4%
Dental Hygiene Non-Resident Tuition Contract (with Sheridan College)	\$ 9,377	\$ 9,752	4%
	2020-21 Academic Year (FY2021) Tuition (per year)	Proposed 2021-22 Academic Year (FY2022) Tuition (per year)	Percentage Increase
WYDENT Year 1	\$ 12,906	\$ 13,422	4%
WYDENT Year 2	\$ 13,423	\$ 13,960	4%
WYDENT Year 3	\$ 13,960	\$ 14,518	4%
WYDENT Year 4	\$ 14,518	\$ 15,099	4%
WWAMI Year 1	\$ 15,247	\$ 15,857	4%
WWAMI Year 2	\$ 15,837	\$ 16,491	4%
WWAMI Year 3	\$ 16,449	\$ 17,151	4%
WWAMI Year 4	\$ 17,087	\$ 17,837	4%

New Differential Tuition Requests			
Online College of Business Graduate Programs (Non-MBA) Tuition ³		\$ 550	NEW
College of Education Graduate Certificate in English as a Second Language - Resident Tuition ⁴	\$ 282	\$ 324	15%
College of Education Graduate Certificate in English as a Second Language - Non-resident Tuition ⁴	\$ 843	\$ 969	15%
College of Education Graduate Certificate in English as a Second Language - Non-resident Online Program Tuition ⁴	\$ 449	\$ 516	15%
Edd in Education with a concentration in Educational Leadership Resident Tuition ⁴	\$ 282	\$ 324	15%
Edd in Education with a concentration in Educational Leadership Non-resident Online Program Tuition ⁴	\$ 449	\$ 516	15%
College of Education Graduate Certificate in School District Superintendent - Resident Tuition ⁴	\$ 282	\$ 324	15%
College of Education Graduate Certificate in School District Superintendent - Non-Resident Online Program Tuition ⁴	\$ 449	\$ 516	15%
MA in Education with a concentration in Educational Leadership, Higher Education, or Curriculum and Instruction - Resident Tuition ⁴	\$ 282	\$ 324	15%
MA in Education with a concentration in Educational Leadership, Higher Education, or Curriculum and Instruction - Non-resident Online Program Tuition ⁴	\$ 449	\$ 516	15%
MS in Education with a concentration in Learning, Design, and Technology - Resident Tuition ⁴	\$ 282	\$ 324	15%
MS in Education with a concentration in Learning, Design, and Technology - Non-resident Online Program Tuition ⁴	\$ 449	\$ 516	15%

Graduate Certificate in School Principal - Resident Tuition ⁴	\$ 282	\$ 324	15%
Graduate Certificate in School Principal - Non-resident Online Tuition ⁴	\$ 449	\$ 516	15%
Edd/PhD in Education with a concentration in Higher Education - Resident Tuition ⁴	\$ 282	\$ 324	15%
Edd/PhD in Education with a concentration in Higher Education - Non-Resident Online Program Tuition ⁴	\$ 449	\$ 516	15%
Course Credits for recertification through the Wyoming PTSB in the form of 5959 and 4740 courses ⁴	\$ 50	\$ 60	20%

Note(s):

1. Courses for this program and/or degree are solely on-line courses.
2. Tuition rate per credit hour is the same for in-person and on-line courses.
3. The rate would apply to resident and non-resident students in such online College of Business programs as MS Accounting, MS Finance, CFP Certificate, and other online concentrations or certificates
4. Differential would be charged on top of base graduate rates. FY20 rates reflect graduate tuition rates
5. The 18% increase was approved by the BOT in FY21; a 9% increase both in FY21 and FY22



College of Education

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Laramie, Wyoming 82071
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TO: David Jewell

FROM: Leslie S. Rush, Interim Dean, College of Education

DATE: 10/19/2020

SUBJECT: CoE Differential Tuition Request Rationales

In this memo, we provide rationales for the differential tuition requests made by the College of Education for several of its graduate programs. The CoE is requesting additional tuition dollars so that, in the face of 15-20% budget cuts, the college can continue to provide support for critical and highly enrolled programs and provide a quality educational experience for students. The CoE is requesting that additional tuition dollars be funneled into the CoE budgets. Specific amounts requested can be found in the accompanying spreadsheet. Rationales for each of the programs for which we are requesting increased tuition can be found below.

Graduate Certificate in English as a Second Language

Completion of the Graduate Certificate program in ESL allows teachers to increase their marketability and employment options, pursue higher paid teaching positions, and move into positions of leadership. This is a highly enrolled program, which is mission critical for workforce development, particularly in preparing teachers for Wyoming and the region. CoE administrators are in the process of coding this program coded as online delivery, so that we can market outside of Wyoming with reduced non-resident tuition. This program is aligned with President Seidel's pillars, particularly the digital and inclusive pillars, in that it is an online program that allows teachers to serve students whose first language is not English. In addition, the program is pursuing the entrepreneurial pillar, as we are seeking to pursue higher enrollment through marketing for recruitment outside of Wyoming.

EdD in Education with a concentration in Educational Leadership

Completion of the EdD in Education with a concentration in Educational Leadership allows completers, in addition to receiving a terminal degree, to obtain a position as a superintendent of a school district, as well as the endorsement for the superintendency. This move into district leadership significantly increases salaries. This program is mission critical for workforce

development, particularly in preparing individuals to serve as superintendents in Wyoming and throughout the nation. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is a completely online program. Even with the requested increase, the tuition is extremely competitive with regional institutions.

Graduate Certificate in School District Superintendent

Completion of the Graduate Certificate in School District Superintendent allows completers to obtain a position as a superintendent of a school district, as well as the endorsement for the superintendency. This move into district leadership significantly increases salaries. This program is mission critical for workforce development, particularly in preparing individuals to serve as superintendents in Wyoming and throughout the nation. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is a completely online program. Even with the requested increase, the tuition is extremely competitive with regional institutions.

MA in Education with a concentration in Educational Leadership

Completion of the MA in Education with a concentration in Educational Leadership allows completers to obtain a position as a school principal or assistant principal, as well as the endorsement for the principal position. This move into building leadership increases salaries. This program is mission critical for workforce development, particularly in preparing individuals to serve as principals in Wyoming and throughout the nation. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is a completely online program. Even with the requested increase, the tuition is extremely competitive with regional institutions.

Graduate Certificate in School Principal

Completion of the Graduate Certificate in School Principal allows completers to obtain a position as a school principal or assistant principal, as well as the endorsement for the principal position. This move into building leadership increases salaries. This program is mission critical for workforce development, particularly in preparing individuals to serve as principals in Wyoming and throughout the nation. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is a completely online program. Even with the requested increase, the tuition is extremely competitive with regional institutions.

MA in Education with a concentration in Higher Education

Completion of the MA in Education with a concentration in Higher Education allows for completers to increase their marketability and employment options, pursue higher paid positions in postsecondary institutions, and move into positions of leadership. This is a highly enrolled program and is provided completely online. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is an online program that allows teachers to serve students whose first language is not English. In addition, the program is pursuing the

entrepreneurial pillar, as we are seeking to pursue higher enrollment through marketing for recruitment outside of Wyoming.

Edd/PhD in Education with a concentration in Higher Education

Completion of the Edd/PhD in Education with a concentration in Higher Education allows completers, in addition to receiving a terminal degree, to obtain a position in administration in a post-secondary institution. This move into higher education administration significantly increases salaries. This program is mission critical for workforce development, particularly in preparing individuals to serve as administrators in Wyoming community colleges, at UW, and throughout the nation. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is a completely online program. Even with the requested increase, the tuition is extremely competitive with regional institutions.

MS in Education with a concentration in Learning, Design, and Technology

Completion of the MS in Education with a concentration in Learning, Design, and Technology allows for completers to increase their marketability and employment options, obtain higher paid positions in institutions as designers on instructional technology, and move into positions of leadership. This critical program is provided completely online. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is a completely online program. In addition, the program is pursuing the entrepreneurial pillar, as we are seeking to pursue higher enrollment through marketing for recruitment outside of Wyoming.

MA in Education with a concentration in Curriculum and Instruction

Completion of the MA in Education with a concentration in Curriculum and Instruction allows for completers to increase their marketability and employment options, move up the salary scale at their district, and move into positions of leadership. This is a highly enrolled program, and is provided completely online. This program is aligned with President Seidel's pillars, particularly the digital pillar, in that it is an online program that allows teachers to serve students who first language is not English. In addition, the program is pursuing the entrepreneurial pillar, as we are seeking to pursue higher enrollment through marketing for recruitment outside of Wyoming.

Course Credits for Recertification through the Wyoming PTSB in the form of 5959 and 4740 courses

The 5959 and 4740 courses are used broadly by school districts and other institutions to provide credit (not suitable for program credit) that can be used for ongoing licensure requirements by the Professional Teaching Standards Board. Originally established by the Outreach School, this credit has not been increased in at least two decades and is ripe for a small increase. The current status of these funds is that they are divided and the college receives half. The CoE is also requesting that the amount coming to the college from this tuition source be increased to 75%.



College of Business

Online Business Graduate (non-MBA) Tuition New Rate Proposal

October 20, 2020

Summary Tables of Proposed Changes with Program Notes

Table 1 - Summary of Tuition Rate Change (pg. 2)

Table 2 - Online Graduate Professional Business Degree Tuition Comparisons (pg. 6)

Table 3 - Example Online Graduate Professional Degree Financial Model (pg. 7)

Justification Narratives for Proposed Changes

I. Online Business Graduate Programs (non-MBA) Tuition (pg. 3)

Supplement Information

Attachment A: EAB Market Assessment of MS in Accounting

Attachment B: EAB Market Assessment of MS in Finance

Table 1 - Summary of Tuition Rate Changes

MBA Program	2020-21 Academic Year (FY2021) Tuition (per credit hour)	Proposed 2021-22 Academic Year (FY2022) Tuition (per credit hour)	Percentage Increase	Program Notes on Proposed Rate Changes
[NEW] Online Business Graduate Program (non-MBA) Tuition. *	n/a	\$ 550	--	Similar to the single-rate charged in the Online Executive MBA program, this new rate is set according to comparator market rates for non-MBA graduate level business programs. This rate will offset college budget reductions in order to maintain programs identified as critical to the strategic mission of the College.

* Solely on-line graduate level business courses for all non-MBA degrees, certificates or specializations.

I. Online Business Graduate Programs (non-MBA) Tuition

Attachment A: EAB Market Assessment of MS in Accounting

Attachment B: EAB Market Assessment of MS in Finance

Summary of Proposed Changes

Single Online Rate: \$550 per credit for Online Business Graduate Programs (non-MBA)

- Single rate for both resident and nonresident students is consistent with market practices for online degrees
- Competitive market rate, simplifies internal tuition forecasting and admin
- Simplifies communication with prospective students with a single rate that is charged for the programs (advertising copy, recruiting conversations, etc.)
- Enhances revenue through entrepreneurial online programs to offset State budget reductions, and to reinvest in college excellence and strategic goals
- Primary impacts are the Online MS in Accountancy and MS in Finance.

Market Justification

Graduate and adult learner education is quickly becoming a critical battleground in the fight for university enrollment in the face of declining undergraduate populations. A critical advantage of serving online part-time adult learners is that they do not have to exit the workforce to pursue education – they have both higher incomes and the potential for employer reimbursements.

After investigating the rates of 34 other institutions, principally in our own region (see Table 2), we propose adding a new combined online rate of \$550 per credit for both resident and non-resident students titled "Online Business Graduate Programs (non-MBA)."

This rate would apply to online programs such as the MS Accounting, MS Finance, CFP Certificate, and other online graduate professional concentrations or certificates made available in the future.

The online MBA program has successfully charged a unified rate for both residents and non-residents since AY2004-2005. Under this model, existing online MBA students would enhance their Core MBA training with a lower rate certificate or concentration. From a marketing perspective, this allows us an opportunity to draw on an existing base of students for new programs which enhance their existing investments.

Online business degrees are some of the most popular and successful programs in the market, and represent a tremendous opportunity for UW. As shown in Table 3, the unified rate of \$550 per credit for a standard 30-credit MS degree program with just 40 new students per year has the potential to generate over \$575,000 in gross annual tuition, and over \$300,000 per year net to the College of Business even after accounting for overhead, marketing, recruiting, course design, and adjunct teaching for 50% of the courses taught.

Budget Reduction & Strategic Goals

After the devastating impacts on the College of Business from the 2016 UW budget reductions, the dramatic loss of faculty jeopardized the premier AACSB accreditation status of the College. In the years since, the College has rebuilt its faculty and improved the efficiency of its programs in order to ensure compliance with AACSB accreditation standards – this AACSB accreditation standard is critical to our ability to recruit both students and faculty.

We are now facing another budget reduction cycle which may mean eliminating numerous Academic Professional Lecturers (APLs) and Temporary Lectures (adjuncts) from our faculty pool, culling programs, reducing service to the State through various initiatives, and impairing the ability to attract high quality faculty.

Several COB faculty members resigned in Summer 2020. These lines have been reabsorbed centrally and will not be replaced due to the budget challenges. The Accounting and Finance Department has been hit particularly hard with faculty retention issues, while simultaneously attempting to offer a new online undergrad program in accounting in service to the State. Under current anticipated budget parameters, we may be asked to reduce an additional 1-3 APL positions

The College of Business has made growing the quality, reach and enrollment of Online Programs a key strategic priority to both better serve Wyoming residents where they live, and as an opportunity replace continuous state funding reductions.

The College has invested in a third-party marketing contract for Adult Learner Recruitment, along with a full-time staff member focused on recruiting professional students and growing enrollments.

The income from these online initiatives can be reinvested in the College to secure faculty lines, support and grow campus graduate programs by restoring and growing graduate assistantships, improve outreach and engagement to Wyoming communities, and support more students in study abroad and international experiences.

Enhanced Revenues for Accounting & Finance

At the end of AY20, the A&F department lost two tenure-track faculty (one each in accounting and finance), and an APL in the accounting program for a total all-in compensation cost of **(\$549,792)**. These positions have been re-absorbed centrally and are not replaceable.

Simultaneously, the College was given a temporary investment from the Board of Trustees to establish an online degree-completion Bachelors of Accounting program. The temporary funding was for several new hires meant to serve that program and eventually become self-sustaining. However, those new faculty and staff are now backfilling for the lost faculty with a net-reduction in funding.

The online program revenues must be increased in order to secure those positions currently on temporary funds as they are absolutely critical to the strength of the A&F department and our AACSB accreditation needs. The faculty currently on temporary funding have all-in compensation of **(\$395,743)** which must be earned through new online revenues before the temporary BOT investment expires.

Failing to fund these positions with online revenues will likely result in the elimination of the online Bachelors of Accounting degree-completion program as well as the Master of Accountancy.

The new online rate will most immediately apply to the Online Master of Accountancy, Online Master of Finance, and Online Certificate in Financial Planning. This rate will also apply to future online programs currently in development but on hold due to budget reductions (Master of Human Resource Management and Master of Energy Management).

The goal is to grow all three of these programs in the Accounting & Finance Department with the enhanced tuition used to offset budget reductions, and maintain or grow the size and quality of the accounting and finance faculty ranks.

Type	Current Program Tuition (+4%)			Modified Program Tuition (\$550)		
	Master of Accountancy	Master of Finance	CFP Certificate	Master of Accountancy	Master of Finance	CFP Certificate
Resident	\$8,790	\$8,790	\$5,274	\$16,500	\$16,500	\$9,900
Alumni	\$13,185	\$13,185	\$7,911	\$16,500	\$16,500	\$9,900
Nonresident	\$14,010	\$14,010	\$8,406	\$16,500	\$16,500	\$9,900

Pro-Forma Online Revenues – College of Business Share Only (Net of Costs)

Program	AY22	AY23	AY24	AY25
Master of Accountancy <i>active enrollment</i>	\$9,250 10	\$99,750 30	\$215,250 50	\$316,750 70
Master of Finance (with CFP) <i>active enrollment</i>	\$4,625 5	\$49,875 15	\$107,625 25	\$158,375 35
CFP Only <i>active enrollment</i>	\$2,775 5	\$29,925 15	\$64,575 25	\$95,025 35
Est. College Revenues	\$16,650	\$179,550	\$387,450	\$570,150

Expiration of Temporary BOT funds for new online undergraduate initiatives.

Plan to Replace Other Temporary Funding

On top of the (\$395,743) which must be directly recovered for the A&F department, the same temporary BOT investment includes another (\$256,478) in compensation for a position in the Management & Marketing Department (M&M). This position teaches the additional sections of the undergraduate strategy capstone which must be offered online as part of the new online accounting degree. While the M&M department also had a faculty resignation in Summer 2020, that position was reabsorbed centrally as well and cannot be replaced; the cost of this position (**\$256,478**) must be fully funded by online revenues within two years.

Finally, the BOT investment and other temporary funds includes several staff positions for recruiting, advising, online instructional design, and online learning technical support for our faculty teaching online courses. The total cost of these positions, which must be replaced by online revenues is (**\$234,753**).

The total remaining revenue requirement of (**\$491,231**) is expected to be recovered through a combination of Online Professional MBA revenue growth, and undergraduate online tuition sharing from students enrolled in one of our online degree-completion programs serving community college graduates.

Table 2 – Online Graduate Professional Business Degree Tuition Comparisons

Business School Comparator	WRGP (In-State Grad Tuition for WICHE States)	MBA Programs				Avg. Program Credits	MS Biz Degrees (Accounting and/or Finance)				Avg. Program Credits
		Full-Time/Face-to-Face		Distance/Online			Full-Time/Face-to-Face		Distance/Online		
		Resident	Nonresident	Resident	Nonresident		Resident	Nonresident	Resident	Nonresident	
University of Wyoming		753	1311	827	827	30-47	282	843	282	449	30
Black Hills State	WRGP (MBA)	465.8	465.8	--	--	30	--	--	465.8	465.8	33
Boise State	WRGP (MS Acct, MS Fin, MBA, Econ)	430	1067	750	750	50	301	885	495	495	30
Chadron State		697	1395	1148	1148	36	297.36	524.36	370.75	370.75	36
Clemson University		825	1355	1264	1264	36-55	533	1066	--	--	30
CSU	WRGP (MS Acct, MS Fin, MBA)	857.5	1541	998	998	42	692	859	--	--	30
Idaho State	WRGP (MS HR)	551	1474	551	1474	30	551	1474	--	--	31
Kansas State		425	960	833	833	30-36	425	960	560	560	30
LSUS (Shreveport)		--	--	416	416	30	--	--	416	416	30
Metro State Univ of Denver	WRGP (MBA, MS Acct)	532	557	--	--	36	565	1131	--	--	30
Michigan State (MSU)		1086	1721	--	--	61	989.75	1788	--	--	30
Montana State	WRGP (MBA,MPAc.)	--	--	514	1135	30	--	--	514	1135	30
Nebraska-Lincoln		422	1232	650	650	48	422	1232	650	650	30
Nevada-Reno		427	1296	1000	1000	36	178	700	--	--	30
New Mexico State	WRGP (MBA)	579.2	648.2	661.5	661.5	36	329	398	411.5	411.5	30
North Dakota State	WRGP (MS Acct, MS Fin, MBA)	647	942	--	--	30	647	942	--	--	30
Oklahoma State		501	1147	471	600	33-36	436	1082	--	--	33-34
Penn State (Smeal)		1143	1825	--	--	48	936	1592	--	--	?
Texas Tech University		953	1753	953	1753	42	953	1753	--	--	42
The University of Montana	WRGP(MACCT, MBA)	416	1429	--	--	32	444	1524	--	--	30
Univ. of North Dakota		541	775	541	837	34	541	775	541	837	30
University of Alaska Anchorage	WRGP (MBA)	513	1079	--	--	30-36	--	--	--	--	--
University of Colorado Denver	WRGP (MS Acct, MS Fin, MBA)	626	1378	626	731	45	626	1378	626	731	30
University of Idaho	WRGP (MS Acct)	--	--	--	--	--	549	1617	--	--	30
University of Maine		308	1001	524	385	30	--	--	--	--	--
University of New Mexico	WRGP (Econ)	507.88	1133.54	--	--	37-43	507.88	1133.54	--	--	33
University of Northern Colorado	WRGP (MS Acct)	--	--	597	597	36	630	1182	--	--	30
University of Rhode Island		470	907	--	--	42	783	1512	--	--	30
University of South Dakota	WRGP (MBA, MS Acct)	336.8	647.55	465.8	465.8	33-51	336.8	647.55	465.8	465.8	30
University of Utah		1008	1008*	1250	1250	62ftf/48o	970	1807	--	--	30
Utah State	WRGP (MS Acct, MS HR)	872	1423	1000	1000	36	833	1666	--	--	33
Utah Valley University	WRGP (MS Acct),	666	1404	--	--	36	553	1291	--	--	30
Washington State		--	--	834	834	36-52	617	1322	610	610	32
Weber State University	WRGP (MBA, MS Acct)	630	1272	--	--	36-54	630	1272	--	--	30
West Virginia University		--	--	1063	1063	37	888	2024	--	--	30

*U of U: scholarships to make up the difference between non-res and res.

	MBA Programs				Avg. Program	MS Biz Degrees (Accounting and/or Finance)				Avg. Program
	Full-Time/Face-to-Face		Distance/Online			Full-Time/Face-to-Face		Distance/Online		
	Resident	Nonresident	Resident	Nonresident		Resident	Nonresident	Resident	Nonresident	
Univ. of Wyoming	\$753	\$1,311	\$827	\$827	38	\$282	\$843	\$282	\$449	30
Average	\$623	\$1,179	\$778	\$902	38	\$592	\$1,225	\$510	\$596	31
Median	\$546	\$1,232	\$706	\$836	36	\$553	\$1,232	\$505	\$528	30
Lowest	\$308	\$466	\$416	\$385	30	\$178	\$398	\$371	\$371	30
Highest	\$1,143	\$1,825	\$1,264	\$1,753	61	\$990	\$2,024	\$650	\$1,135	42
Std. Dev	\$227	\$363	\$268	\$348	8	\$219	\$413	\$90	\$220	3

Table 3 – Example Online Graduate Professional Degree Financial Model

Pro-Forma Financials for Online Business MS Degrees

Tuition Schedule

Online BizGraduate Tuition (Res)	\$ 550.00
Online Biz Graduate Tuition (NonRes)	\$ 550.00
Distance Fee (per credit)	\$ 25.00

	Fiscal Year				Notes
	1	2	3	4	
Credits & Enrollment Details					
Credits in Program	30	30	30	30	Online students will primarily be part-time with 6 total credits per semester in the AY, and 3 credits each summer. If a unified market-rate is charged, residency becomes irrelevant for financial forecasting. Online MBA is 40% resident & alumni. Incremental growth of 10 students per year.
Credits Taken per FY	15	15	15	15	
New Resident Enrollment	10	10	15	20	
New Non Resident Enrollment	0	10	15	20	
Total Students	10	20	30	40	
Enrolled Students	10	30	50	70	
Credit Hours Generated					
Existing Resident Enrollment	0	0	0	0	
Existing Non Resident Enrollment	0	0	0	0	
New Resident Cr-Hours	150	300	375	525	
New Non Resident Cr-Hours	0	150	375	525	
Gross Tuition Generated					
New Resident Tuition	\$ 82,500	\$ 165,000	\$ 206,250	\$ 288,750	
New Non Resident Tuition	\$ -	\$ 82,500	\$ 206,250	\$ 288,750	
Est. Incremental/New Tuition	\$ 82,500	\$ 247,500	\$ 412,500	\$ 577,500	
Est. New Revenues (excl fees)	\$ 82,500	\$ 247,500	\$ 412,500	\$ 577,500	
Est. New Expenses					
Compensation and benefits					
Faculty	\$ 15,000	\$ 30,000	\$ 30,000	\$ 30,000	Assumes 50% adjunct or overload teaching, 50% existing faculty
Other administrative staff	\$ -	\$ -	\$ -	\$ -	TBD
Graduate/Teachings Assistants			\$ 10,000	\$ 14,000	Instructional Connections (IC) Online TA Expense
Supplies	\$ 500	\$ 500	\$ 500	\$ 500	Miscellaneous
Travel	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	Recruiting & Conference Presence
Marketing (\$1000/student)	\$ 10,000	\$ 20,000	\$ 30,000	\$ 40,000	Pro Rata Share of EAB Adult Learner Recruitment Contract
Capital expense	\$ -	\$ -	\$ -	\$ -	N/A
Other (specify)	\$ 20,000	\$ 20,000	\$ -	\$ -	Course design fees/instructional design (first two years only)
Projected Incremental Finances					
Total New Revenues	\$82,500	\$247,500	\$412,500	\$577,500	
Indirect Paid to Academic Affairs	(\$24,750)	(\$74,250)	(\$123,750)	(\$173,250)	
New Program Expenses	(\$48,500)	(\$73,500)	(\$73,500)	(\$87,500)	
New Program COB Benefit	\$9,250	\$99,750	\$215,250	\$316,750	

DATE: October 14, 2020
TO: Executive Team, Deans, Directors, Department Heads, Business Managers, and Accountants
FROM: Central Fee Committee
SUBJECT: Fee Book Proposal Submissions and Review for FY2022 (2021-22 Academic Year)

The University of Wyoming *Fee Book* is being prepared for review and revision for FY 2022. Please review the current *Fee Book* to determine whether changes are needed in the fees and charges being assessed or narratives need to be revised. If new fees and charges are being proposed, please provide a detailed description and rationale for the request together with supporting documentation showing the cost and revenue projections and assumptions used to make those estimates.

When published, the *Fee Book* is the official policy of the Board of Trustees. It is essential that the information contained in the *Fee Book* is accurate as billing, collection, and refund activity for FY 2022 is based on this publication. No fees, charges, deposits, or refunds will be allowed unless they are included in the *Fee Book*. To be considered for the *Fee book*, all Vice President approved forms must be received by the Central Fee Committee no later than noon on November 6, 2020. Please email the forms to feebok@uwyo.edu. Each request must be signed by the Vice President of the particular division (electronic signatures and/or e-mail approvals from the Vice President with the form attached will also be accepted this year).

The following costs adjustments should be considered as appropriate:

1. Utility adjustments
2. At this time, no additional salary increases are planned.
3. Non-sponsored program fringe rates should be based on an estimated 53% for staff, 42% for faculty, and 2.7% for student/non-benefited positions.

The Central Fee Committee for FY 2022 will be comprised of the following individuals or their designee:

- Vice President for Student Affairs (voting)
- Chief Information Officer and Vice President for Information Technology (voting)
- Vice President for Academic Affairs & Provost (voting)
- Associate Director, Financial Planning & Analysis (voting)
- ASUW Vice President (voting)*
- STUDENT at large (voting)*
- Director, Treasury Management & Financial Services (Administrator, non-voting)

* At least one of the student representatives will be an in-state student

The Associated Students of the University of Wyoming Student Government (ASUW) has a vested interest in the student fees, and will be conducting student fee hearings for all mandatory student fees, program fees, and student success priorities.

FY 2022

Fee Book Proposal Submissions and Review Calendar

Date:	Objective:
November 6, 2020	Deadline for submission of completed and Vice President approved, forms to the Central Fee Committee
October 14 – November 16, 2020	During the following weeks the ASUW Tuition Allocation and Student Fee Review Committee shall meet to have hearings from fee units and create recommendations.
November 6 – 20, 2020	Parallel to the process above, the Central Fee Committee shall meet to deliberate in order to formulate recommendations
December 1, 2020	ASUW Resolution on Mandatory Student Fees for FY22
December 13, 2020	Central Fee Committee to make FY22 recommendations to UW President
TENTATIVE – January 6-8, 2021	UW President makes FY22 Fee Book recommendations to the Board of Trustees' Budget Committee Meeting
January 13-15, 2021	Proposed FY22 Fee Book presented to the full Board of Trustees

AGENDA ITEM TITLE: Action Requested: Funding Proposal for Student Media Renovation Project of Union, Chestnut

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:

In 2017, Student Affairs implemented Phase One of a two-phase process to renovate the Union by moving Student Media temporarily to the Beta House on the Fraternity Mall. This enabled development of the Veterans Center and the Administrative Offices on the Wyoming Union Third Floor. The second phase of that plan was to relocate Student Media offices back to the lower level of the Wyoming Union and renovate the space. In summer of 2020, Student Media was relocated back to empty, non-renovated space in the Union from the Beta House. It is now time to complete the necessary renovations to allow for full functionality of Student Media back in the Union. The renovation cost is projected to be \$253,000, with \$83,000 coming from Student Affairs reserve and the remaining funds from Student Media reserves. It is recommended that the committee approve the Student Media Renovation Project.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This project was reviewed and approved regarding facilitates modification with Bill Mai and facilities committee in summer 2020.

WHY THIS ITEM IS BEFORE THE BOARD:

Funds contributed from Student Media reserves for this renovation have not been completed and therefore are not currently in the Student Affairs budget.

ACTION REQUIRED AT THIS BOARD MEETING:

Requesting approval that the funding proposal be accepted and Student Media reserves be transferred to cover the remaining balance of the renovation.

PROPOSED MOTION:

I move to authorize the transfer of \$210,648.96 from Student Media reserves to Student Affairs to begin the Student Media renovation in the Union.

PRESIDENT’S RECOMMENDATION:

Student Media Renovation Supplemental Overview

Background

Student Media, a unit in the Center for Student Involvement and Leadership, houses UW's student-produced media outlets including the student newspaper, an outdoor magazine, a literary publication, video broadcasting, an online news publication, graphics and design programs, and other income-generating publications. All content is student-produced and directed, which allows students to be independent and responsible for the decisions they make. Professional staff members in conjunction with Student Media board members are responsible for fiscal and personnel policies and resources.

In 2017, Student Affairs implemented Phase One of a two-phase process to renovate the Union by moving Student Media temporarily to the Beta House on the Fraternity Mall. This enabled development of the Veterans Center and the Administrative Offices on the Wyoming Union Third Floor. The second phase of that plan was to relocate Student Media offices back to the lower level of the Wyoming Union and renovate the space with an estimated \$410,000. In summer of 2020, Student Media was relocated back to empty, non-renovated space in the Union from the Beta House.

Request

These media are intended to be vehicles for disseminating campus and community news and information to the UW community, while providing students an opportunity to apply what they are learning in the classroom in a "practical lab" setting. This allows students to gain first-hand writing, editing, designing, producing, broadcasting, marketing, managing and advertising experience. In the rapidly changing media landscape, it is imperative that Student Media evolve to keep up and provide students with the tools to be competitive for both the job market and their duties as journalists while on campus. One of the greatest needs as part of the relocation back to the Union is the completion of a functional video studio to provide students an opportunity to gain experience and encourage the "development of innovative media" as outlined in University Regulation 11-6. This innovative media closely aligns with President Ed Seidel's vision of four pillars by generating a wider variety of digital content and fostering an environment for entrepreneurial student projects.

Budget and Funding Source

Initially, as presented to the Board of Trustees September 2017, mandatory student fees allocated to Student Media held in division and central university reserves would fund the project. Budgets have been impacted over time to the point Student Media needs to utilize \$210,648.96 in funding currently remaining in its designated fund account to complete this project. Approximately \$83,000 would be contributed from Student Affairs reserve account. The RFE 21-09994 projected total cost is \$253,000. Student Media has been prudently keeping reserves on hand. The use of these funds will allow for the completion of the entire planned project, ensuring a forward-looking learning environment for students now and into the future. Under University Regulation 11-6.IV.B, the Student Media board is charged with the financial responsibility of all student media. The Student Media board members have reviewed and approved this expenditure. The board is also charged with establishing a reserve for operations.

Source	Funds	Transfer Status
Student Media Board Approved Funds	\$ 210,648.96	To be approved
Student Affairs Contribution (reserve)	\$ 83,000.00	Completed June 23, 2020



UW Operations
 1000 E. University Ave, Dept 3227
 Laramie, WY 82071
 Phone 307-766-6225 Fax: 307-766-4040

Date Received:	4.20.20
AiM Project #:	20-09771

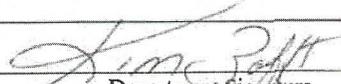
REQUEST FOR ESTIMATE

PART I:

INSTRUCTIONS FOR PART I (completed by department):

1. Complete ALL fields in Part I.
2. Obtain signature of authorizing departmental authority. Email signature is acceptable.
3. Forward to Heather Earl (hearl@uwyo.edu) at the Service Building. For additional information, call 766-6883.
4. Originator will be contacted by a UW Operations representative with additional information.

Request Date:	4/20/2020	Desired Project Completion Date:	
Originator:	Kim Zafft	Email Address:	Zafft@uwyo.edu
Department Name:	CSIL/Student Affairs	Phone Number:	766-6503
Job Location – Building:	Wyoming Union	Job Location - Room:	Lower Level 004 / 006
Job Description:	Update space for Student Media Studio. Use part of room 006 as production space - requiring new wall and door.		


 Department Signature _____ Date: 4/20/2020

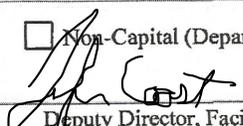
PART II: ESTIMATED COSTS

(Completed by UW Operations)

Customer Contacted Date:

Estimator:	Michael Ziemann	Date of Estimate:	5/27/2020	Estimate is valid for 60 days
Estimator Phone Number:	766-2226	Estimate Amount:	\$170,000	<input checked="" type="checkbox"/> Budgetary purposes only
Estimator Comments:	<input checked="" type="checkbox"/> See attached memo			

- Capital
 Non-Capital (Department will be notified if project is classified as a capital project)


 Deputy Director, Facilities Engineering _____ Date: _____

PART III: JOB AUTHORIZATION

INSTRUCTIONS FOR PART III (completed by department):

1. Complete ALL fields in Part III for entire estimated amount.
2. Obtain signature of authorizing departmental authority.
3. Forward to Estimator at the Service Building. *** Please indicate which fiscal year funds are budgeted: _____

Entity	Fund Class	Fund Source	Org	Exp Class	Program	Activity

_____ Date: _____
 Dean, Director, or Dept. Head (Print Name) Dean, Director, or Dept. Head Signature

Admin Authorization Required _____ Date: _____
 Director, UW Operations Signature



UW Operations
Dept. 3227 • 1000 East University Avenue • Laramie, WY 82071
(307) 766-6225 • Fax (307) 766-4040 • svskdesk@uwyo.edu

To: Kim Zafft
From: Michael Ziemann
CC: Jeremy Davis
Date: 5/27/2020
Re: RFE 20-09771 – Renovate Wyoming Union 004 & 006 for Student Media Studio

Thank you for the opportunity to provide UW Operations services for your project. As requested, a budgetary estimate for the project “Renovate Wyoming Union 004 & 006 for Student Media Studio” has been prepared based on the scope as indicated below.

The project scope for this estimate *includes*:

- Scope as shown on Layout 6, dated 4/9/2020. Mechanical and electrical system estimates based on preliminary equipment and furnishings list provided 4/17/2020.
- Demo and construction of walls as required for new SM Studio 004 including new acoustic double door and interior windows.
- New ceilings in Studio 004 and new Control Rm 006.
- New lights, carpet, and paint in Studio 004, Control Rm 006, and Storage 004A.
- Modifications to mechanical, electrical, and data/telecom systems as required.
- 15% project contingency.
- UW Operations engineering, project management, materials and services procurement, and minor Campus Shops support.

This estimate *excludes*:

- Hazardous materials abatement.
- Specialized A/V equipment and furnishings, including but not limited to: lighting systems, cabling, wall coverings or treatments, speaker or sound systems.
- Electronic entry or security systems.
- Third party design consulting services.
- Window coverings and room furnishings.
- Moving services.

Attached is a Request for Estimate (RFE) form for this project. Please review the scope indicated above and the estimate amount on the attached RFE and complete Part III of the RFE to authorize the project. The form is to be signed by a person authorized to commit departmental funds. Design work on this project will be scheduled after receipt of the signed RFE.

The estimate provided is a budgetary estimate. The project will be bid to outside contractors at which time the estimate will be finalized. You will then be asked to authorize the construction. If you decide not to proceed with the construction, your department will be responsible for the design and project documentation costs incurred to date. Any changes to project scope as stated above must be identified, estimated, and then approved by the person who signed the RFE. Should any unforeseen conditions arise during the execution of the project, you will be notified of the issue, provided with an estimate of costs associated with these unforeseen conditions and the project budget will be adjusted accordingly.

If you have any questions or concerns please contact me.

Respectfully,

Michael Ziemann
Facilities Engineering
307-766-2226
ziemann@uwyo.edu



UW Operations
 1000 E. University Ave, Dept 3227
 Laramie, WY 82071
 Phone 307-766-6225 Fax: 307-766-4040

Date Received:	4.20.20
AiM Project #:	20-09772

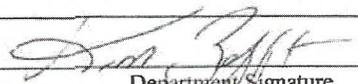
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4. Originator will be contacted by a UW Operations representative with additional information.

Request Date:	4/20/2020	Desired Project Completion Date:	
Originator:	Kim Zafft	Email Address:	Zafft@uwyo.edu
Department Name:	CSIL/Student Affairs	Phone Number:	766-6503
Job Location - Building:	Wyoming Union	Job Location - Room:	Lower Level 001
Job Description:	Update space for Student Media Offices.		


Date: 4/20/2020
 Department Signature

PART II:

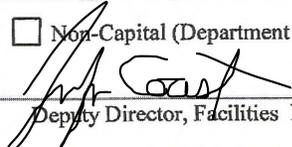
ESTIMATED COSTS

Customer Contacted Date:

(Completed by UW Operations)

Estimator:	Michael Ziemann	Date of Estimate:	5/27/2020	Estimate is valid for 60 days
Estimator Phone Number:	766-2226	Estimate Amount:	\$83,000	<input checked="" type="checkbox"/> Budgetary purposes only
Estimator Comments:	<input checked="" type="checkbox"/> See attached memo			

Capital
 Non-Capital (Department will be notified if project is classified as a capital project)


 Deputy Director, Facilities Engineering Date:

PART III:

JOB AUTHORIZATION

INSTRUCTIONS FOR PART III (completed by department):

1. Complete ALL fields in Part III for entire estimated amount.
2. Obtain signature of authorizing departmental authority.
3. Forward to Estimator at the Service Building. *** Please indicate which fiscal year funds are budgeted: _____

Entity	Fund Class	Fund Source	Org	Exp Class	Program	Activity

_____ Date: _____
 Dean, Director, or Dept. Head (Print Name) Dean, Director, or Dept. Head Signature

Admin Authorization Required _____ Date: _____
 Director, UW Operations Signature



UW Operations
Dept. 3227 • 1000 East University Avenue • Laramie, WY 82071
(307) 766-6225 • Fax (307) 766-4040 • svdesk@uwyo.edu

To: Kim Zafft
From: Michael Ziemann
CC: Jeremy Davis
Date: 5/27/2020
Re: RFE 20-09772 – Renovate Wyoming Union 001 for Student Media Office Suite

Thank you for the opportunity to provide UW Operations services for your project. As requested, a budgetary estimate for the project “Renovate Wyoming Union 001 for Student Media Office Suite” has been prepared based on the scope as indicated below.

The project scope for this estimate *includes*:

- Scope as shown on Layout 6, dated 4/9/2020.
- Demo and construction of walls as required for new SM Office Suite 001 including reuse of existing double door and interior window.
- Dividing existing Conference 002, creating new Office 001E, including relocation of existing door for new Conference 002.
- New lighting in all Suite 001 spaces and new Conference 002, except Mechanical 001B and 003A.
- New carpet in new Suite 001 main space.
- Modifications to existing ceilings as required.
- Modifications to mechanical, electrical, and data/telecom systems as required.
- 10% project contingency.
- UW Operations engineering, project management, materials and services procurement, and minor Campus Shops support.

This estimate *excludes*:

- Hazardous materials abatement.
- Modifications to Stair S1 and Mechanical 001B, or creation of Office 001F.
- Electronic entry or security systems.
- New ceilings except as required.
- New carpet aside from new 001 main space.
- Repainting of existing walls except as required for patching.
- Window coverings and room furnishings.
- Moving services.

Attached is a Request for Estimate (RFE) form for this project. Please review the scope indicated above and the estimate amount on the attached RFE and complete Part III of the

RFE to authorize the project. The form is to be signed by a person authorized to commit departmental funds. Design work on this project will be scheduled after receipt of the signed RFE.

The estimate provided is a budgetary estimate. The project will be bid to outside contractors at which time the estimate will be finalized. You will then be asked to authorize the construction. If you decide not to proceed with the construction, your department will be responsible for the design and project documentation costs incurred to date. Any changes to project scope as stated above must be identified, estimated, and then approved by the person who signed the RFE. Should any unforeseen conditions arise during the execution of the project, you will be notified of the issue, provided with an estimate of costs associated with these unforeseen conditions and the project budget will be adjusted accordingly.

If you have any questions or concerns please contact me.

Respectfully,

Michael Ziemann
Facilities Engineering
307-766-2226
ziemann@uwyo.edu

CARES Act Grants and Aid Received by the University of Wyoming
As of November 04, 2020

Row Labels	Dollar Amount Awarded to UW	Dollar Amount Actually Spent	Dollar Amount Encumbered/Committed	Dollar Amount Earmarked and Not Spent	Dollar Amount Not Earmarked or Unallocated	Award End Date
CARES Act Funding Awarded to UW by the State of Wyoming	\$ 55,198,000.00	\$ 39,063,742.73	\$ 5,253,819.54	\$ 10,880,437.73	\$ -	
Coronavirus Relief Fund - Adult Learner Grant	\$ 1,200,000.00	\$ 1,227,148.00	\$ -	\$ (27,148.00)	\$ -	12/31/2020
Coronavirus Relief Fund – CARES Wyoming College Grant Program	\$ 25,000,000.00	\$ 24,087,168.00	\$ -	\$ 912,832.00	\$ -	12/31/2020
Coronavirus Relief Fund - IT	\$ 5,500,000.00	\$ 1,483,999.60	\$ 1,957,371.36	\$ 2,058,629.04	\$ -	12/31/2020
Coronavirus Relief Fund – Pedagogical	\$ 4,100,000.00	\$ 2,385,475.77	\$ -	\$ 1,714,524.23	\$ -	12/31/2020
Coronavirus Relief Fund - PPE	\$ 4,871,911.00	\$ 1,944,569.79	\$ 718,760.19	\$ 2,208,581.02	\$ -	12/31/2020
Coronavirus Relief Fund - TESTING	\$ 12,026,089.00	\$ 7,935,381.57	\$ 2,577,687.99	\$ 1,513,019.44	\$ -	12/31/2020
Coronavirus Relief Funding – UW Law Clinic	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	\$ -	12/31/2020
WY Health and Bioscience Innovation Hub COVID Grant	\$ 2,000,000.00	\$ -	\$ -	\$ 2,000,000.00	\$ -	12/31/2020
CARES Act Funding Awarded to UW by the U.S. Department of Education	\$ 6,613,580.00	\$ 2,632,500.00	\$ -	\$ 3,981,080.00	\$ -	
University of Wyoming - CARES Act: Higher Education Emergency Relief Fund	\$ 3,306,790.00	\$ 2,632,500.00	\$ -	\$ 674,290.00	\$ -	04/23/2021
University of Wyoming CARES ACT Higher Education Emergency Relief Fund - Institutional Costs	\$ 3,306,790.00	\$ -	\$ -	\$ 3,306,790.00	\$ -	06/14/2021
Direct Federal Agency Funding	\$ 8,330,058.12	\$ 1,958,620.54	\$ 285,365.92	\$ -	\$ 6,086,071.66	
2020 CARES Act National Emergency Assistance Program COVID-19 MEP Client Relief Program	\$ 97,000.00	\$ 964.80	\$ -	\$ -	\$ 96,035.20	09/30/2021
CARES Act Provider Relief Fund	\$ 114,971.81	\$ -	\$ -	\$ -	\$ 114,971.81	03/31/2021
CARES Act Provider Relief Fund - Rural	\$ 103,253.23	\$ -	\$ -	\$ -	\$ 103,253.23	04/30/2021
CPB CARES Stabilization Funds	\$ 112,136.00	\$ -	\$ -	\$ -	\$ 112,136.00	05/01/2021
FY 2020 Expanding Capacity for Coronavirus Testing (ECT)	\$ 278,254.00	\$ 40,173.61	\$ 10,834.15	\$ -	\$ 227,246.24	04/30/2021
FY20 5311 Rural Public Transit Operating Funding - CARES Supplement	\$ 1,928,462.08	\$ 1,009,304.86	\$ 326.40	\$ -	\$ 918,830.82	10/31/2020
FY21 CARES Act Operating Assistance Grant - Operating and Maintenance Segments	\$ 2,349,707.00	\$ -	\$ -	\$ -	\$ 2,349,707.00	09/30/2021
Geriatrics Workforce Enhancement Program COVID	\$ 90,625.00	\$ 5,040.79	\$ 41,863.00	\$ -	\$ 43,721.21	04/30/2021
Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding	\$ 752,165.00	\$ 748,582.29	\$ -	\$ -	\$ 3,582.71	03/31/2021
History at Hand: Assisting History Day Students During COVID-19	\$ 118,030.00	\$ -	\$ -	\$ -	\$ 118,030.00	09/30/2022
Sampling wastewater influent as a surveillance tool for the presence of SARS-CoV-2 in Wyoming communities	\$ 800,000.00	\$ 12,511.73	\$ 83,161.44	\$ -	\$ 704,326.83	06/30/2023
Small Business Development Centers CARES Act	\$ 1,280,000.00	\$ 98,962.73	\$ 8,456.02	\$ -	\$ 1,172,581.25	03/31/2021
Wyoming Aging and Disability Resource Center COVID Critical Relief Funds for COVID-19	\$ 305,454.00	\$ 43,079.73	\$ 140,724.91	\$ -	\$ 121,649.36	09/30/2021
Grand Total	\$ 70,141,638.12	\$ 43,654,863.27	\$ 5,539,185.46	\$ 14,861,517.73	\$ 6,086,071.66	

TO: Bridget Hill, Wyoming Attorney General

DATE: October 24, 2020

SUBJECT: University of Wyoming's Request for Funding from the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act, P.L. 116-136 for the UW COVID-19 Testing Program

The purpose of this memorandum is to formally request your office's review and approval for an additional \$2,500,000 of CARES Act funding needed for the cost of purchasing test kits for the UW surveillance testing program through the Fall semester.

Checklist requirements:

1. **Agency or entity name:**
University of Wyoming (Agency 067)
2. **Name of program or request for distribution:**
University of Wyoming
3. **Provide a brief description of program or intended use of funds:**
The University of Wyoming Fall Campus Return plan includes a surveillance testing program to monitor the prevalence of COVID-19 on campus – allowing for quick quarantine, public health contact tracing, and rapid delivery of any necessary medical care.
4. **Has this request been preliminarily approved by the Governor?**
Yes.
5. **Are the required funds going to supplement an existing program?**
Yes. The University has already received funding for the testing program but actual costs have exceeded available funds and therefore additional funds are needed to complete the testing program for the Fall semester.
6. **If the funds are used to create a new program, what needs done to create the new program?**
N/A
7. **Was this program/expenditure accounted for in the most recently approved State budget?**
No.
8. **Was or will the cost related to the requested distribution be incurred during the period of March 1, 2020 to December 20, 2020?**
Yes.
9. **Will the funds requested be fully expendable by December 30, 2020?**
Yes.

10. What, if any, are the reporting requirements related to the use of the funds?

The reporting requirements established by the U.S. Department of the Treasury for CARES Act funds provided to state, local, and tribal governments would apply to this funding request. Accordingly, the University of Wyoming, to the best of its ability, will establish and document policies and procedures to comply with the federal reporting requirements.

11. &12. Provide a description of the amount of federal loans, grants or aid provided for COVID-19 related purposes included from the CARES Act, PL 116-36, or other similarly purposed federal act for which the agency/entity has applied/received.

Table 1: CARES Act Grants and Aid Received by the University of Wyoming

As of October 24, 2020

Award Name	Award End Date	Funding Amount
2020 CARES Act National Emergency Assistance Program COVID-19 MEP Client Relief Program	09/30/2021	\$97,000.00
CARES Act Provider Relief Fund	03/31/2021	\$114,971.81
CARES Act Provider Relief Fund - Rural	04/30/2021	\$103,253.23
CPB CARES Stabilization Funds	05/01/2021	\$112,136.00
Coronavirus Relief Fund - Adult Learner Grant	12/31/2020	\$600,000.00
Coronavirus Relief Fund - IT	12/31/2020	\$5,500,000.00
Coronavirus Relief Fund - PPE	12/31/2020	\$6,471,911.00
Coronavirus Relief Fund - TESTING	12/31/2020	\$10,426,089.00
Coronavirus Relief Fund – CARES Wyoming College Grant Program	12/31/2020	\$25,000,000.00
Coronavirus Relief Fund – Pedagogical	12/31/2020	\$4,100,000.00
FY 2020 Expanding Capacity for Coronavirus Testing (ECT)	04/30/2021	\$278,254.00
FY20 5311 Rural Public Transit Operating Funding - CARES Supplement	09/30/2020	\$1,928,462.08
FY21 CARES Act Operating Assistance Grant - Operating and Maintenance Segments	09/30/2021	\$2,349,707.00
Geriatrics Workforce Enhancement Program COVID	04/30/2021	\$90,625.00
Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding	03/31/2021	\$752,165.00
Sampling wastewater influent as a surveillance tool for the presence of SARS-CoV-2 in Wyoming communities	06/30/2023	\$800,000.00
Small Business Development Centers CARES Act	03/31/2021	\$1,280,000.00
University of Wyoming - CARES Act: Higher Education Emergency Relief Fund	04/23/2021	\$3,306,790.00
University of Wyoming CARES ACT Higher Education Emergency Relief Fund - Institutional Costs	06/14/2021	\$3,306,790.00
Wyoming Aging and Disability Resource Center COVID Critical Relief Funds for COVID-19	09/30/2021	\$305,454.00
College of Law Legal Clinics Information Technology Funding	12/31/2020	\$500,000.00
		\$67,423,608.12



13. Provide an explanation for how the use of these funds is necessary to respond to the COVID-19 health emergency:

The Surveillance Testing Program is an innovative and comprehensive on-campus testing program designed to help identify the potential spread of the virus that causes COVID-19 among UW faculty, staff, and students. The program will allow UW to monitor the prevalence of COVID-19 on campus – allowing for quick quarantine, public health contact tracing, and rapid delivery of any necessary medical care.

14. Will these funds be used to purchase real property?

No.

15. Will these funds be used for capital construction?

No.

16. Will these funds be used to replace lost agency revenue?

No.

17. If you have any additional information you would like considered, please provide it:

N/A

Thank you for your review and thoughtful consideration of this funding request. Should you have any questions or require additional information, please do not hesitate to contact Alex Kean akean@uwyo.edu

CC: Office of the Wyoming Governor
Wyoming State Budget Department

January 1, 2021 - June 30, 2021 COVID Related Needs

Last updated: November 4, 2020

	Total ⁴	Comments
Estimated Total Cost between January 1, 2021 - June 30, 2021	\$4,250,470	Includes 10% for unplanned costs
University of Wyoming CARES ACT Higher Education Emergency Relief Fund - Institutional Costs	\$3,306,790	
Additional Funding Needed between January 1, 2021 - June 30, 2021	(\$943,680)	

Itemized Cost Estimates	Are Staff Benefitted ¹	Unit Cost ²	Quantity ³	Total ⁴	Comments
Estimated Staffing Requisitions - January - June FTEs (Full-Time Equivalents)				\$1,755,064	
Sampling Station Attendants	N	\$12/hr	30	\$385,632	The equivalent of 30 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Sampling Station Attendants (During the Semester Only)	N	\$12/hr	20	\$158,208	Additional staff required during the semester; the equivalent of 20 full time staff from 1/25/2021 to 5/14/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Sampling Station Supervisors	N	\$15/hr	5	\$80,340	The equivalent of 5 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Sampling Station Supervisors (During the Semester Only)	N	\$15/hr	5	\$49,440	Additional staff required during the semester; the equivalent of 5 full time staff from 1/25/2021 to 5/14/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Sampling Operations Supervisor	Y	\$16/hr	1	\$23,962	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position is filled by a full time staff member, therefore EPBs are included in the cost.
Sampling Operations Assistant Supervisor ⁵	Y	\$15/hr	1	\$22,464	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be filled by a full time staff member, therefore EPBs are included in the cost.
Lab Technician	N	\$24/hr	1	\$38,563	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be filled by 12 part time staff members who will work a combined total of 60 hours per week and therefore, EPBs are not included in the cost.
Confirmatory Testing Lab Technician	Y	\$44/hr	1	\$65,894	The equivalent of one full time staff from 1/1/2021 to 6/30/2021; this position will be filled by a full time staff member and therefore, EPBs are included in the cost.
Contact Tracers	N	\$15/hr	12.5	\$200,850	The equivalent of 12.5 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Contact Tracer Supervisors ⁵	N	\$18/hr	1	\$19,282	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
COVID Hub Supervisor ⁵	Y	\$18/hr	1	\$26,957	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be filled by a full time staff member, therefore EPBs are included in the cost.
Positive Outreach Coordinator ⁵	N	\$15/hr	1.5	\$24,102	The equivalent of 1.5 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Off-Campus Quarantine/Isolation Support ⁵	N	\$15/hr	0.5	\$8,034	The equivalent of 0.5 full time staff from 1/1/2021 to 6/30/2021; however, this position will be filled by one part time staff member, therefore EPBs are not included in the cost.
Data Technician	N	\$10/hr	1	\$10,712	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
Registered Nurse ⁶	N	\$65/hr	2	\$135,200	The equivalent of 2 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be supplied by All Medical Personnel (vendor); therefore, EPBs are not included in the cost.
Part-Time Nurse ⁶ (Registered)	N	\$65/hr	1	\$67,600	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be supplied by All Medical Personnel (vendor); therefore, EPBs are not included in the cost.
Nurse Practitioner ⁷	N	\$110/hr	1	\$127,900	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; however, this position will be supplied by All Medical Personnel (vendor); therefore, EPBs are not included in the cost.
Residence Life and DOS COVID Coordinators	N	\$23/hr	1	\$24,638	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; however, these positions will be filled by part time staff members, therefore EPBs are not included in the cost.
COVID Hub Data Technician ⁵	Y	\$15/hr	1	\$22,464	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be filled by a full time staff member, therefore EPBs are included in the cost.
PMO Lead ⁵	Y	\$37/hr	1	\$55,411	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be filled by a full time staff member, therefore EPBs are included in the cost.
COVID Communications Lead ⁵	Y	\$37/hr	1	\$55,411	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be filled by a full time staff member, therefore EPBs are included in the cost.
Custodial Staff	N	\$10/hr	14	\$152,000	The equivalent of 14 full time staff from 1/1/2021 to 6/30/21; however, these positions will be filled by part time staff members therefore EPBs are not included in the cost.
CLIA Consultant				\$85,000	
Lab Director ⁸		\$5000/month	6 months	\$45,000	The equivalent of 1 full time staff from 1/1/2021 to 6/30/2021; this position will be supplied by ResearchDX (vendor) and therefore, EPBs are not included in the cost.
Lab Gap Analysis by ResearchDX		\$20,000	1	\$20,000	This expense will be used to pay ResearchDX to conduct a lab gap analysis, which is required to obtain CLIA certification.
CLIA Onsite Audit by ResearchDX		\$10,000	1	\$10,000	This expense will be used to pay ResearchDX to conduct an onsite audit, which is required to obtain CLIA certification.
CLIA Certificate of Compliance		\$10,000	1	\$10,000	This expense will be used to pay ResearchDX to prepare, file, and receive a CLIA Certificate of Compliance.
Materials & Supplies				\$2,024,000	
Reagents, Tips, and Tubes				\$1,500,000	This expense will be used to purchase consumables required for UW lab testing from 1/1/2021 to 6/30/2021.

	Confirmatory Vault Tests ⁹	\$87.00	3,000	\$261,000	To use Vault tests as the confirmatory test between 1/1/2021 to 2/26/2021.
	Confirmatory Lab Tests (CLIA Certified)	\$11,000.00	18 weeks	\$198,000	The cost of consumables to use UW lab tests as the confirmatory testing method between 3/1/2021 through 6/30/2021.
	UW-Casper Courier Service	\$50,000.00	1	\$50,000	Estimated expenses for courier services to transport UW lab tests from UW-Casper to Laramie from 1/1/2021 to 6/30/2021.
	PPE Supplies	\$15,000.00	1	\$15,000	Estimated expenses for PPE supplies from 1/1/2021 to 6/30/2021.

Footnotes:

¹ Cost of benefits package is included. EAB assigned at 44% for benefitted staff; 3% overhead charge assigned to non-benefitted staff.

² Unit cost can include the number of cases, boxes, gallons, etc. purchased in bulk and does not necessarily reflect the actual number of individual components

³ Quantities for staffing requisitions are expressed in terms of full-time equivalents (FTEs)

⁴ Expenses incurred are projected from January 1, 2021 through June 30, 2021.

⁵ Net new position; the hourly fee is an assumption.

⁶ Assuming UW continues their partnership with All Medical Travel Personnel. The hourly rate is all inclusive.

⁷ Assuming UW continues their partnership with All Medical Travel Personnel. The hourly rate is not all-inclusive. Estimated travel and room/board expenses are \$70/night for 26 weeks and a roundtrip flight for a total of \$13,500.

⁸ Assuming the Lab Director travels to UW on a monthly basis and the cost of travel fees are \$2500 per trip.

⁹ Assuming UW receives CLIA certification by 3/1/2021 and will consume a total of 500 tests between 1/1/2021 to 1/25/2021, and 500 tests per week from 1/25/2021 to 2/26/2021.

DRAFT

Standard Fringe Benefit Rate

Changes in fringe benefit rates will not affect individual employee personal benefits in anyway; it is simply a change to the University's budgeting mechanisms. Questions may be directed to the Payroll Office (766-3558 or payroll@uwyo.edu).

	FY2018	FY2019	FY2020	FY2021*
<u>Non-Sponsored Program Rates</u>				
Faculty/Academic Professional	41.0%	43.3%	39.1%	41.9%
Staff	51.4%	56.1%	49.3%	53.0%
Student/Non-Benefitted	3.9%	3.9%	1.8%	1.8%
<u>Sponsored Program Rates</u>				
Faculty/Academic Professional	41.0%	43.3%	34.8%	36.6%
Staff	51.4%	56.1%	42.5%	44.0%
Student/Non-Benefitted	3.9%	3.9%	1.8%	3.0%

* Budgeted

Source: <http://www.uwyo.edu/administration/financial-affairs/fafiles/docs/budget/standard-fringe-benefit-rate-7.9.2020.pdf>

Prioritization of Additional Funding Needs

	Amount, in millions
Medical Facility	8.4
Information Technology Needs	1.7
Student Room & Board and Fee Refunds	6.2
Other	0.1
	<hr style="width: 100%; border: 1px solid black;"/> 16.4

The Department of Treasury recently updated its FAQs on their website with the following:

57. Public universities have incurred expenses associated with providing refunds to students for education-related expenses, including tuition, room and board, meal plans, and other fees (such as activities fees). Are these types of public university student refunds eligible uses of Fund payments? If the responsible government official determines that expenses incurred to refund eligible higher education expenses are necessary and would be incurred due to the public health emergency, then such expenses would be eligible as long as the expenses satisfy the other criteria set forth in section 601(d) of the Social Security Act. Eligible higher education expenses may include, in the reasonable judgment of the responsible government official, refunds to students for tuition, room and board, meal plan, and other fees (such as activities fees). Fund payments may not be used for expenses that have been or will be reimbursed by another federal program (including, for example, the Higher Education Emergency Relief Fund administered by the Department of Education).

**State Supplemental Budget Request (Governor's Requested
"Step 2" 10% Reduction & "Step 3" 5% Reduction)**

See Agenda Item #1 Materials

**TRUSTEES OF THE UNIVERSITY OF WYOMING
BUDGET COMMITTEE
Friday, November 6, 2020**

Housing Financing Steps

Step 1 – Issuer analyzes the proposed transaction with Municipal Advisor/Financial Advisor, Bond Counsel, and Underwriter.

Selection of Municipal Advisor/Financial Advisor-UW Financial Affairs has selected a Municipal Advisor/Financial Advisor, PFM Financial Advisors, LLC (PFM), through the Request for Proposal (RFP) process. The role of a Municipal Advisor/Financial Advisor is to be an independent advisor to UW through the bond issuance process. PFM has a sole focus on being an advisor and not a banker. They are not underwriters and do not engage in any municipal securities sales or trading on behalf of their clients, which speaks to their dedication to being an independent advisor to their clients. PFM is one of the largest financial advisory teams in the public finance industry and maintains an expansive national presence. Their extensive experience in higher education for over 20 years, deep and stable bench, along with excellent references from their clients, are a few reasons this firm was selected.

Next Steps-PFM's contract with UW is currently being reviewed by the UW General Counsel's Office. An initial kick-off call with PFM and UW Financial Affairs is scheduled for Thursday, November 5. UW and PFM will hold several additional calls to ensure information about the project is sufficiently transferred. PFM will then begin a revenue analysis of the proposed housing project, as well as a credit analysis on UW. Within the next four weeks, PFM will work with UW Financial Affairs to begin crafting a Debt policy. And within the next two to three months, depending on the progress and approval of the project, PFM will aid UW Financial Affairs in selecting Bond Counsel and an Underwriter.

Step 2 – Housing Demand Feasibility Study and Program Plans completed.

Step 3 – Issuer adopts Reimbursement Resolution.

Step 4 – Maximum Guaranteed Price Construction Contract executed.

Step 5 – Drafting of the bond documents and offering documents (Preliminary Official Statement). Cash flows and documents are sent to rating agencies. Rating agency discussions or investor meetings take place.

Step 6 – Financing structure and documents are finalized. Parameter Bond Resolution is adopted by Issuer.

Step 7 – Completion of all due diligence and delivery of third party reports such as survey, title insurance, environmental reports, architect contracts, permitting, zoning, etc.

Step 8 – Preliminary Official Statement is posted. Bond issue terms are discussed among the Issuer, Investors, and the Underwriters.

Step 9 – Bonds are offered by the Underwriters to investors. Bonds are underwritten at interest rates and terms agreed to by the Issuer. Bond Purchase Agreement is executed between the Issuer and Underwriters. Final Official Statement is posted.

Step 10 – Bond issue is closed. Underwriters wire bond purchase price to Issuer and take delivery of Bonds. Bond proceeds are available to be spent by Issuer.

AGENDA ITEM TITLE: Consideration and Action: UW Regulation 2-12 (Budget Reductions) and Budget Reduction Plan, Seidel

MINUTES OF THE MEETING:

Trustee John McKinley stated the Board had approved the FY2021 budget without anticipation of the Governor's directive for a reduction to the block grant of 10 percent, equating to \$42.3 million. Trustee McKinley reported the Biennium Budget Committee has determined the fiscal year's revenue may be insufficient to cover the projected expense, and recommends the Board direct the president to prepare a Budget Reduction Plan as outlined in UW Regulation 2-12.

UW Regulation 2-12 (Budget Reductions)

Approved 09-17-2020 @ 10:58 a.m.

Trustee John McKinley moved that the Biennium Budget Committee has determined that revenue may be insufficient to cover budgeted expenses and recommends UW Regulation 2-12 be triggered, that the Board direct President Seidel to provide the UW Board of Trustees a proposed budget reduction plan within 45 days from approval of this motion, and that the budget reduction plan shall include all of the data and information outlined on the attached one-page supplement. Trustee Brad Bonner seconded the motion. The motion passed with a unanimous decision.

**General Discussion – Any preliminary issues or questions regarding the
President’s Budget Reduction Plan**

PRIORITY # 2 – Step Three COVID19 Reduction - Family Medical Residency

A. EXPLANATION OF REDUCTION: The University will follow University Regulation 7-1, University’s Operating Budget, to implement FY2021-2022 budget reductions beyond the Governor’s Step 2 budget reductions.

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

	Object Code	Amount	Funding Source
1	0626 – Grant Payments	(\$908,207)	100% General Fund
	Total	(\$908,207)	100% General Fund

C. REDUCTION IMPACT: Additional budget reductions beyond Step 2 will continue to adversely impact the residency programs and bring into question the sustainability of the residency program. Up to this point reductions in state funding have been offset by eliminating three faculty positions and shifting expenditures onto clinic income; however, due to Accreditation Council for Graduate Medical Education guidelines for medical residency staffing, eliminating additional faculty positions will force UW to lower the number of family medicine physicians that it trains for the State; the capacity to shift any additional expenditures onto clinic income is unlikely given the impact of the Step 2 budget reductions.

D. STATUTORY CHANGE:

PRIORITY # 3 – Step Three COVID19 Reduction - NCAR MOU

A. EXPLANATION OF REDUCTION: The University will follow University Regulation 7-1, University’s Operating Budget, to implement FY2021-2022 budget reductions beyond the Governor’s Step 2 budget reductions.

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

	Object Code	Amount	Funding Source
1	0626 – Grant Payments	(\$93,789)	100% General Fund
	Total	(\$93,789)	100% General Fund

C. REDUCTION IMPACT: The University of Wyoming is obligated to make \$1 million annual payments pursuant to the Memorandum of Understanding dated April 30, 2010. Up to this point reductions in state funding have been offset by reallocating research funding previously slated for science research. Further budget reductions will force the University to further reallocate research funds to NCAR from science and engineering research.

D. STATUTORY CHANGE:

PRIORITY # 4 – Step Three COVID19 Reduction - WWAMI Medical Education

A. EXPLANATION OF REDUCTION: The University will follow University Regulation 7-1, University’s Operating Budget, to implement FY2021-2022 budget reductions beyond the Governor’s Step 2 budget reductions.

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

	Object Code	Amount	Funding Source
1	0626 – Grant Payments	(\$902,320)	100% General Fund

Total	(\$902,320)	100% General Fund
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C. REDUCTION IMPACT: Additional budget reductions beyond Step 2 will likely have to be passed through onto the student through an increase in contract payments. Additional options to consider are a review of participation with University of Washington School of Medicine and the WyDent program.

D. STATUTORY CHANGE:

PRIORITY # 6 – Step Three COVID19 Reduction - School of Energy Resources

A. EXPLANATION OF REDUCTION: The University will follow University Regulation 7-1, University’s Operating Budget, to implement FY2021-2022 budget reductions beyond the Governor’s Step 2 budget reductions.

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

	Object Code	Amount	Funding Source
1	0626 – Grant Payments	(\$1,009,251)	100% General Fund
	Total	(\$1,009,251)	100% General Fund

C. REDUCTION IMPACT: Any addition reduction will directly impact research support budgets resulting in diminished opportunities to advance Wyoming’s energy-related research and ability to disseminate information to Wyoming’s energy industry.

D. STATUTORY CHANGE:

PRIORITY # 7 – Step Three COVID19 Reduction - State Aid

A. EXPLANATION OF REDUCTION: The University will follow University Regulation 7-1, University’s Operating Budget, to implement FY2021-2022 budget reductions beyond the Governor’s Step 2 budget reductions.

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

	Object Code	Amount	Funding Source
1	0626 – Grant Payments	(\$18,256,843)	100% General Fund
	Total	(\$18,256,843)	100% General Fund

C. REDUCTION IMPACT: The University’s state aid appropriation was reduced by a net \$41.1 million to begin the FY2019-2020 biennium. The Step 2 budget reductions for FY2021-2022 further reduced the state aid appropriation by \$29.5 million. Combined this is a reduction in state aid of over \$70 million (or roughly 20%) that must be implemented in just a few years. Reductions of this magnitude cannot be absorbed without substantial deterioration to the ability to fulfill the land grant mission.

The most valuable resources at the University are the people who carry out its mission. Failure to ensure salaries remain competitive leaves the University vulnerable to the loss of its best employees because the University must compete with other institutions of higher education. Therefore, the University budget is primarily driven by the cost of personnel. Support budgets have already been reduced to the point of unsustainability and additional cuts to operations and maintenance of plant will put at risk all of the infrastructure investments made over the past decade. Consequently, to implement additional cuts of this level will require further elimination of staff and faculty positions beyond the 80 eliminated in implementing Step 2 reductions. These cuts will necessarily require substantial impacts to programs many would consider

essential to the future of the University, state workforce and economy. These cuts will lead to accreditation issues in multiple programs and even with elimination of programs the University will likely be past the tipping point of faculty sufficiency in Engineering, Social Work, Nursing, Pharmacy, Business, Range Management. and more programs will have to be eliminated in Engineering, Business, Arts and Sciences, Education and Health Sciences. To put this Step 3 reduction in perspective, the University could eliminate the entire College of Education and would still need to identify an additional \$1.6 million reduction from other units.

D. STATUTORY CHANGE:

**Use of the UW Plane from Org 00013 (Trustees)
Fiscal Year 2021 - As of 9/30/20**

Date of Flight	Route	Purpose	Passengers	Expense to Trustees	
				\$1400/hr	Flight Hours
<i>July</i>					
<i>August</i>					
<i>September</i>					
9/15/2020	LAR-SHR-JAC-RKS-LAR	September BOT meeting	Brad Bonner, Dick Scarlett and Laura Schmid Pizzato	\$ 4,880.00	3.2
9/17/2020	LAR-SHR-JAC-LAR	September BOT meeting	Brad Bonner, Dick Scarlett and Laura Schmid Pizzato	\$ 4,060.00	2.9
<i>October</i>					
<i>November</i>					
<i>December</i>					
<i>January</i>					
<i>February</i>					
<i>March</i>					
<i>April</i>					
<i>May</i>					
Total				\$	8,940.00