



Board of Trustees

BUDGET COMMITTEE

Wednesday, January 23, 2019

8:00 am

Marian H. Rochelle Gateway Center

UW BofT Budget Committee
Agenda
January 23, 2019 at 8:00 a.m. (8-11)

1. Executive Session. (if necessary). Real property, security issues, private donors, items confidential by law. Pg. 1
 - 1a. Transfer Authorization. Pg 2.
2. Update regarding fiscal system status. (short update). Pg. 3
3. Follow up and status update regarding UW's FY2020 supplemental budget request submitted to Governor. (Status at Legislature). Pg. 12
4. Detailed report on end of FY18 funds and budgets – by division or college. Balances of all funds remaining at end of FY18 and carry forward status. Need decisions. Action item (from September & November meetings). Pg. 16
5. Pursuant to the Reserve Account Policy—Provide a detailed hard copy of all balances and all transactions in all Official Reserve Accounts to the Budget Committee. Any issues or concerns identified by Administration. Pg. 18
6. Required reimbursement of official Reserve Accounts. Detailed plan and timing. Finish funding of Reserve Accounts pursuant to BofT Policies. Update on written plan. Pg. 21
7. Update on Seed Certification program and funding. Status of relationship between UW and Seed Certification group. Pg. 22
8. Update regarding Biodiversity Institute funding going forward. a) remainder of FY19, b) FY20, c) FY21. Pg. 23
9. UW Trustees' monthly budget report. Pg. 24
10. UW Trustees' FY20 budget—preliminary discussion. Pg. 25
11. Update on NCAR and related issues. Pg. 26
12. Consideration and Action: Use of Capital Construction Reserves for HAPC Project (RAC2). McKinley/ Jewell Pg. 27
13. Consideration and Action: Wyoming Technology Business Center (Casper). Request for use of funds from UW reserve account. Need details. Jewell Pg. 28
14. Discussion: UW Fee Book proposal for coming academic year. Pg. 31
15. Discuss and outline draft of annual budget Timeline for FY20 process and UW hearings. Pg. 38
16. Presentation of six month budget v. actual of annual operating budget. May bump this to March. Pg. 39
17. Any other reports from UW Administration. Brief discussion. Pg. 41
18. Student Life and Dining. Need to address food service delivery to students and related issues. Pg. 42

19. Discuss any funding issues required to finish construction of BSL-3 lab project. Discuss and make recommendation for source of funds. (Reserve accs., College of Ag. fund accs., other).
Pg. 43
20. Discussion: 2020-22 Tuition Policy Pg. 44
21. Address any requested or required transfers from the centralized reserve accounts. Contractual or legal standard and factual basis to be presented and discussed. i.e. Accounts in “old” system which should have been classified as “Restricted”, but were inadvertently classified as “Unrestricted.” -- David Jewell, other persons as necessary for specific requests. (May need action by full BofT). Pg. 45
22. Special Projects Reserve Account—Requested transfer of funds. ~~Removed~~
23. Discuss need for any new Regulation identified by Budget Committee or Administration. If so, discuss and provide outline of parameters to Tara. Pg. 46
24. Discuss approach for overall UW Capital Budgeting process (includes major maintenance) (January, 2019). Pg. 47
25. Any other necessary motions or recommendations to full BofT. Pg. 48
26. Other

Executive Session

(if necessary)

Real Property, security issues, items confidential by law

Transfer Authorization

Request Board of Trustees approval to transfer full \$1,000,000.00 into FY2019 budget of School of Energy Resources (SER), instead of currently budgeted amount of \$500,000.00. Aligned with testimony with the Joint Mineral Committee and with the JAC in December 2017 which stated that the funds were needed and would be spent in FY2019 to accelerate the development of commercial coal to products technology.

Financial Management and Reporting Committee

COMMITTEE MEETING MATERIALS

AGENDA ITEM TITLE: Information: WyoCloud HCM Update, Scarlett/Durr

- PUBLIC SESSION
- EXECUTIVE SESSION

PREVIOUSLY DISCUSSED BY COMMITTEE:

- Yes January 2018-December 2018
- No

FOR FULL BOARD CONSIDERATION:

- Yes [proposed meeting date]
[Note: If yes, materials will also be included in the full UW Board of Trustee report.]
- No

Attachments/materials are provided in advance of the meeting.

EXECUTIVE SUMMARY:

At the December 2018 Board conference call, the Board of Trustees was made aware of a change to the Human Capital Management (HCM) system go live. The change to the go live was to implement a phased approach, with Core HR, Compensation, Performance, and Goals going live on January 22, 2019, and Payroll, Benefits, Time and Labor, and Absence going live on or around April 15. The HCM project is still on track with that go live schedule. When the full Board meets and reviews this committee item, the committee will be able to share a report on how the go live of the modules scheduled for release on January 22 went. At this time, no issues with go live on January 22 are anticipated.

WHY THIS ITEM IS BEFORE THE COMMITTEE:

This is being provided as an update to the committee on the project's progress.

ACTION REQUIRED AT THIS COMMITTEE MEETING:

None. This is information only.

PROPOSED MOTION:

NA



**Board of Trustees
Financial Management and Reporting Committee**

January 2019

Two thirds of the HCM System is now live!

HCM Phased Go Live Calendar

| Currently Live | Live on January 22 | April 15 Go Live |
|--|--|---|
| <ul style="list-style-type: none">• Employee Learn Center• Recruiting (for start dates after 1-21-19) | <ul style="list-style-type: none">• Core HR• Profile• Compensation• Performance• Goals | <ul style="list-style-type: none">• Payroll• Time and Labor• Absence• Benefits |

- Employee Basics: 11 sessions, max capacity: 334
- Supervisor/Manager Basics: 9 sessions, max capacity: 216
- Decentralized Human Resources Representative Basics: 6 sessions, max capacity: 144 (112 DHRs)
- Performance In Person Practice Sessions: 13 sessions, max capacity: 308 (Feb-March)

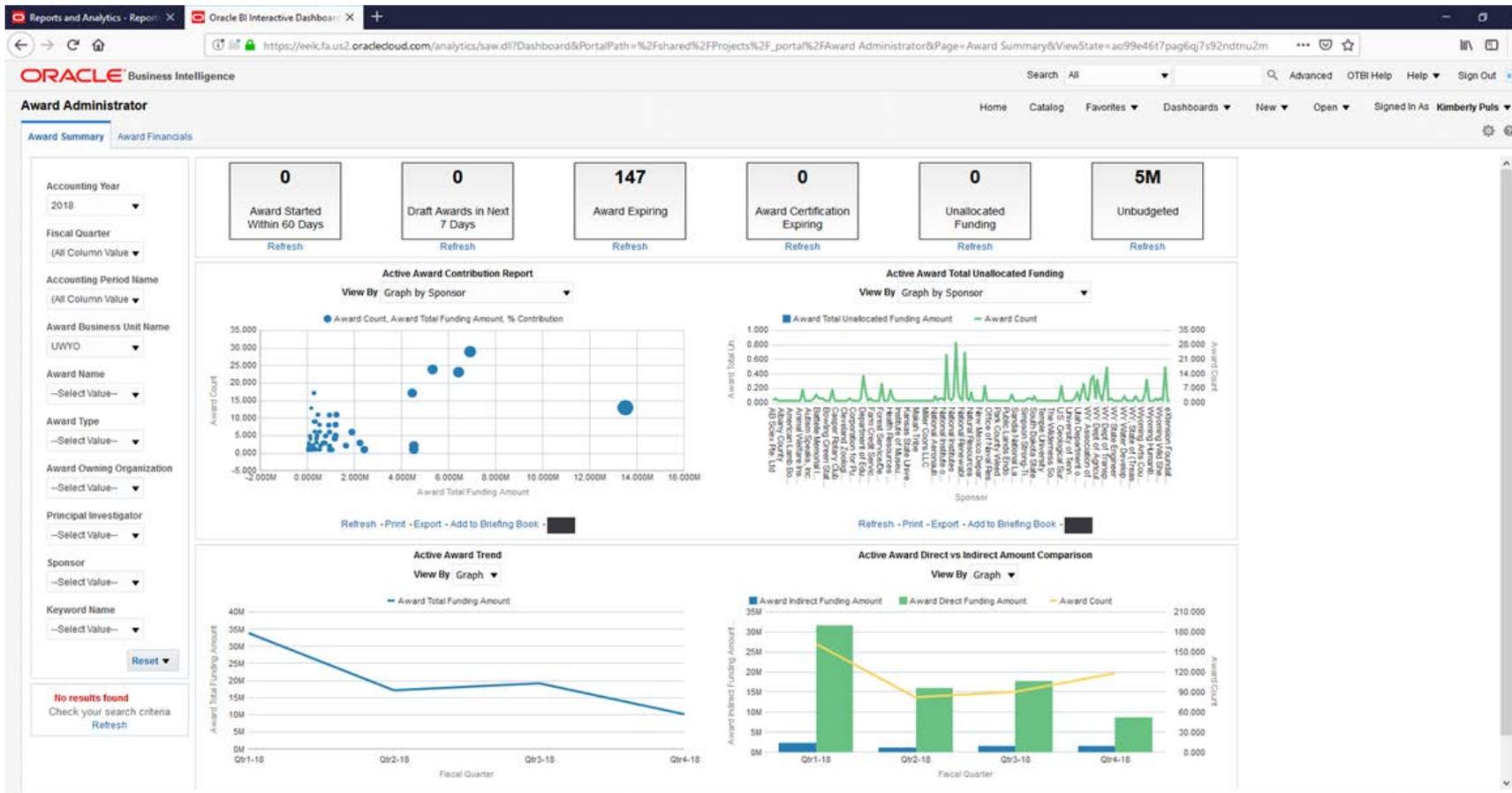
- Payroll
- Time and Labor
- Absence
- Benefits

Remember, as finance & human resources share the same environment, some changes in either area will affect one another.



- Upgrades
 - Practiced the November Upgrade Jointly
 - Currently jointly preparing for the February Upgrade

Enhancing Reporting and Responding to End User Request: Expansion of the Project Portfolio Management Module & Additional Dashboards





Higher Education Cloud User Group (UW lead)

- 20 institutions, 97 members
- Monthly Conference Calls
- List serves by topic
- Group Enhancement requests to Oracle



Rutgers Meeting

- In person meeting in December

VANDERBILT UNIVERSITY

Oracle Sponsored Boards

- Procurement
- Active Collaboration Team (for Cloud)
- Project Portfolio Management



Upcoming & Prior Presentations

- 5 UW presenters at Alliance (main conference)
- 1 UW presentation at Oracle Cloud Summit
- NACUBO



Pittsburg State University





Project Budget Overview

As of December 31, 2018

| | Budget | Expenses Thru 12/31/18 | Known Obligations | Obligations Resulting From Phased Approach | Remaining Budget |
|-----------------|----------------------|---------------------------|----------------------|--|---------------------|
| Consulting (1) | 21,250,000.00 | 21,250,000.00 | 0.00 | 0.00 | 0.00 |
| Backfill (2) | 2,094,720.00 | 1,689,963.63 | 96,368.86 | 204,000.00 | 104,387.51 |
| Contingency (3) | 2,922,733.00 | 700,926.05 | 1,788,600.00 | 70,000.00 | 363,206.95 |
| Software (4) | 3,750,000.00 | 1,500,000.00 | 0.00 | 0.00 | 0.00 |
| Total | 30,017,453.00 | 25,140,889.68 | 1,884,968.86 | 274,000.00 | 467,594.46 |

NOTES:

- (1) Huron Implementation contract
- (2) Backfill budget known obligations

HR & Payroll backfill through June 30, 2019 (@ \$204,000)
 Remaining Open PO (\$96,368.86)

(3) Contingency obligations:

| | |
|--|--|
| Obligations: | |
| 18,200 | Alumni House-FY19 overhead |
| 50,000 | Faculty 180 implementation assistance |
| 1,500,000 | Requested additional payment to Huron Consulting |
| 11,400 | Project Manager Increase |
| 12,000 | Asset Works |
| 80,000 | HR Temp Increases |
| 75,000 | 2018 Oracle Tax Updates |
| 32,000 | Linked in Learning |
| 10,000 | Additional Training support |
| 1,788,600 | |
| Obligations as a result of phased approach | |
| 50,000 | Supplemental Technical Resource |
| 20,000 | Extended Support for HRMS |
| 70,000 | |

(4) The software budget was transferred to IT beginning in FY18

Follow up and Status update for UW's FY2020 Supplemental Budget**Supplemental Budget Update**

| Priority | Description | UW Request | Gov Rec | JAC action |
|-----------------|--|-----------------------------------|--|---|
| 1 | President's Endowed Scholarship | \$10M one time G/F to be matched | Approve | \$2.5M one time G/F to be matched |
| 2 | UW Strategic Plan Initiatives and Programmatic Science Initiative Funding and Science Initiative | \$2M: 1M one time, 1M ongoing G/F | Approve | Governor's rec |
| 3 | Excellence in Agriculture Education and Research | \$5M one time G/F to be matched | \$2.5M G/F one time, \$2.5M Pari-mutuel funds, \$150k on-going pari- | No Pari-mutuel funds. 2.5M with 3 footnotes limiting receipt/expenditure See footnotes below ^{1, 2, 3} . |

¹ The annual earnings from this endowed fund shall be used solely for any one or more of the following:

(a) develop interdisciplinary degree or certificate programs that meet specific workforce needs and critical competencies of ranch managers, restoration specialists, and rangeland managers;

(b) establish and support integrated teams of University of Wyoming faculty and staff, University of Wyoming extension personnel, industry professionals, and agricultural producers to address Wyoming-specific ranch, rangeland, and restoration management challenges;

(c) develop interdisciplinary, collaborative approaches to ranch, rangeland, and restoration research and education at UW. Develop the required teaching, research, and extension outcomes that focus on solutions to the complexity of issues facing Wyoming ranchers and land managers. Solutions shall focus on the integration of livestock production, rangeland management, forest management, forage production, water resource management, large carnivore/livestock conflict resolution, invasive species, wildlife habitat management, marketing, economics, agri-business management, public perception, social acceptability, wildland recreation, and environmental sustainability; and

(d) development of an Endowed Faculty Chair in Forestry Management

(e) develop and submit a report back to the joint appropriations committee and joint agriculture, state and public lands and water resources interim committee no later than November 1, 2019.

² BSL3 language: Requires hiring of director by March 2020, reporting on staffing, reporting to legislative committees.

³ Hicks Footnote: requires College to report to certain legislative committees throughout the summer, so that the committees can provide guidance on priorities for the College.

| | | | | |
|---|--|---|----------------------------------|---|
| | | | mutuel funds for equine studies. | |
| 4 | Intercollegiate Athletics Competitiveness | \$1M ongoing G/F | Approve | Governor's rec |
| 5 | University of Wyoming Natural Diversity Database (WYNDD) | \$350K ongoing G/F | Deny | Governor's rec (to deny) |
| 6 | Water Development Funding | \$1M onetime G/F | Approve from SIPA | Governor's rec with funds from G/F not SIPA |
| 7 | UW Housing Task Force | \$0 | No recommendation | \$4.5M one-time for residency hall "kick-off" |
| 8 | War Memorial Stadium | \$0 | No recommendation | \$30M G/F one time to be matched 1 to 2 by UW for West Side Stands and Corbett Pool. See footnotes below ⁴ |
| 9 | Corbett Pool Aquatic Complex | \$0 | No recommendation | |
| | School of Energy Resources | \$5M one time G/F to be matched, 2.5 one time G/F | No recommendation | \$4M one time to be matched on a 1 to 2 basis. |
| | Rodeo/College of AG | No Request | No recommendation | \$500k G/F for renovation/construction of covered stables and animal handling space. |

⁴ Athletics match language: \$30M for West side stands and Corbett to be matched by UW (from any source) on a 1 to 2 basis. Allows gifts at \$10K, allows 10 year pledge payout, allows UW to back with reserves up to \$1M (will get exact language on Tuesday).

| | | | | |
|---------------------------|--|------------|---------------------|--|
| | Blockchain program at UW | No Request | No recommendation | \$1.5M one time G/F to be matched with non-state funds, plus \$1M from UW. Would total 4M. Reporting requirements. ⁵ |
| Governor's Letters | | | | |
| Gov's letter (Mead) | <p>Compensation Increases - Governor Mead recommended \$2.5M to go to the University with the understanding that it be used primarily to address pay gaps for classified employees.</p> <p>Gov's letter here: https://drive.google.com/file/d/1XIIyd6_YIDY1TNW9UI3uZXRTkDOsHVAD/view</p> | No Request | Governor's Letter 1 | <p>2.1% raise for employees making 80K or less, Employees making more than \$80k only get raise on up to \$80k of their salary.</p> <p>--Need to figure out Agency 167 employees—</p> |
| Gov's letter | <p>Pari-Mutuel Funds – Governor Mead provides background on pari-mutuel funds and arguments for its use of funds for UW programs (Ag excellence request).</p> <p>Gov's letter here: https://drive.google.com/file/d/1HpXgx5zanaCclKDANnk9ZR7jiuTSs81d/view</p> | No Request | Governor's Letter 6 | Stripped out any use of pari-mutuel funds for UW. |

⁵ UW shall create an interdisciplinary program around blockchain technology. (will get exact language on Tuesday).

| | | | | |
|-----------------------|--|------------|----------------------------|---|
| Gov's letter (Gordon) | Invasive Species – UW to work with governor, community colleges, and Office of State Lands, money goes to OSL to fight noxious weeds on state lands. Develop a statewide attack and game plan. Gov's letter here: https://drive.google.com/file/d/1EugoUb_BXT5tCPcCyNxMme5-OhkoYBTZ/view | No Request | Governor's Letter 1 (or A) | \$500k one time |
| Gov's letter (Gordon) | Advancing Coal Technologies – Governor's recommendation to provide \$10M to the University of Wyoming School of Energy Resources for the purpose of constructing a 5-megawatt equivalent pilot project utilizing advanced coal-based generation technology that captures 75% of carbon emissions. Gov's letter here: https://drive.google.com/file/d/1KmlvMvfhpcSnlf4-zJORU12Fv-fjgWIU/view | No Request | Governor's Letter 4 (or D) | \$5M one time G/F to be matched. |
| Agency 167 | | | | |
| | Agency 167 – re-requested approval of special revenue spending from last year, plus additional authority for position and funding for CEO. | | Approval | Governor's Recommendation |
| | Agency 167 | | | Footnote clarifying 167 is a part of UW. |
| | Agency 167 | | | Footnote conforming budget language in case UWFMRP bill passes |
| | Agency 167 | | | Footnote requiring contract language if UWFMRP bill passed (need to get language) |

Report on End of FY2018 Funds and Budget**Proposed plan for FY18 Residual Funds**

Estimated funds available---\$16 million

Proposed use in priority order:

1. Science Initiative building repayment to operating and capital reserves---\$10 million
 - a. Note: this leaves a balance of \$5 million for repayment to the reserve
2. Real estate purchase---\$2 million
3. Campus master plan contract with Sasaki---\$1 million
4. Science initiative funding for SCROLL lab---\$1.5 million (move to special projects reserve as earmark)
5. West campus satellite power plant (contribute to the cost for adding residence halls)---\$500,000
6. Lewis Street landscaping (move to reserve as earmark for project)---\$1 million



OEP_Total Entity: Total Entity
Board of Trustees Quarterly Report

OEP_Total Entity Total Entity

| Summary Level Natural Accounts | FY18 YearTotal Unrestricted Operating Class | | Variance Budget to Actual Unrestricted Operating | Percent Variance Budget to Actual Unrestricted Operating | Notes: | FY18 YearTotal Designated Op | | Variance Budget to Actual Designated Operating | Percent Variance Budget to Actual Designated Operating | Notes: |
|---|---|--------------------|--|--|--------|------------------------------|-------------------|--|--|--------|
| | Annual Budget | Annual Actual* | | | | Annual Budget | Annual Actual** | | | |
| | 1 A_B4000 Tuition & Educational Fees | (\$66,626,917.00) | | | | (\$72,108,676.31) | (\$5,481,759.31) | | | |
| 2 A_B4100 Sales of Goods & Services | (\$50,199,919.00) | (\$47,299,243.31) | \$2,900,675.69 | 94.22% | 1 | (\$61,382) | (\$903,637) | (\$842,255) | 1472.15% | |
| 3 A_B4300 Grants & Contracts | (\$4,827,369.00) | (\$514,302.29) | \$4,313,066.71 | 10.65% | 2 | (\$4,297,536) | (\$8,065,604) | (\$3,768,068) | 187.68% | 2 |
| 4 A_43501 Federal Appropriations | \$0.00 | \$0.00 | \$0.00 | 0.00% | | \$0 | \$0 | \$0 | 0.00% | |
| 5 A_B4400 Other Operating Revenue | (\$12,025,075.00) | (\$20,597,756.53) | (\$8,572,681.53) | 171.29% | 3 | (\$1,396,226) | (\$1,742,904) | (\$346,678) | 124.83% | |
| 6 A_B5000 Non Operating Revenues | \$0.00 | \$242.15 | \$242.15 | 0.00% | | \$0 | \$5,041 | \$5,041 | 0.00% | |
| 7 A_B5100 Appropriations | (\$201,847,878.00) | (\$186,148,668.00) | \$15,699,210.00 | 92.22% | 4 | (\$5,698,855) | (\$5,009,031) | \$689,824 | 87.90% | |
| 8 A_B5300 Gifts | (\$5,103,922.00) | (\$186,987.69) | \$4,916,934.35 | 3.66% | 3 | (\$19,520) | (\$52,766) | (\$33,246) | 270.32% | |
| 9 A_B5500 Investment Income | (\$1,105,896.00) | (\$4,384,893.97) | (\$3,278,997.97) | 396.50% | 5 | \$0 | (\$2,446,107) | (\$2,446,107) | 0.00% | |
| 10 A_B5600 Other Non Operating Revenues | (\$4,661,073.00) | (\$401,753.42) | \$4,259,319.58 | 8.62% | 3 | (\$1,440,581) | (\$587) | \$1,439,994 | 0.04% | |
| 11 Total Revenue Revenue | (\$346,398,049.00) | (\$331,642,039.33) | \$14,756,009.67 | 95.74% | | (\$13,870,641) | (\$24,410,061.19) | (\$10,539,420) | 175.98% | |
| 12 A_B6000 Salaries, Wages & Benefits | \$236,693,734.00 | \$228,173,605.90 | (\$8,520,128.10) | 96.40% | 6 | \$6,273,909 | \$9,624,820 | \$3,350,911 | 153.41% | |
| 13 A_B6200 Services & Fees | \$20,235,553.00 | \$1,923,200.24 | (\$18,312,352.76) | 9.50% | 7 | \$1,999,358 | \$12,553,855 | \$10,554,497 | 627.89% | |
| 14 A_B6300 Travel | \$8,720,432.00 | \$9,075,128.88 | \$354,696.88 | 104.07% | | \$474,589 | \$662,979 | \$188,390 | 139.70% | |
| 15 A_B6400 Supplies | \$30,732,253.00 | \$33,399,150.78 | \$2,666,897.78 | 108.68% | | \$4,217,981 | \$3,845,304 | (\$372,677) | 91.16% | |
| 16 A_B6450 Utilities | \$13,612,276.00 | \$11,802,456.24 | (\$1,809,819.76) | 86.70% | | \$300 | \$3,109 | \$2,809 | 1036.41% | |
| 17 A_B6500 Repairs & Maintenance | \$5,928,095.00 | \$7,821,003.73 | \$1,892,908.73 | 131.93% | | \$287,286 | \$145,374 | (\$141,912) | 50.60% | |
| 18 A_B6550 Rentals & Leases | \$1,661,907.00 | \$1,511,854.45 | (\$150,052.55) | 90.97% | | \$38,106 | \$145,644 | \$107,538 | 382.21% | |
| 19 A_B6575 Interest Expense | \$4,807.00 | \$1,134.44 | (\$3,672.56) | 23.60% | | \$0 | \$0 | \$0 | 0.00% | |
| 20 A_B6600 Claims & Judgements | \$450,000.00 | \$504,029.13 | \$54,029.13 | 112.01% | | \$0 | \$0 | \$0 | 0.00% | |
| 21 A_B6650 Other Expense | \$5,961,604.00 | \$8,149,828.74 | \$2,188,224.74 | 136.71% | 8 | \$1,189,900 | \$730,289 | (\$459,611) | 61.37% | |
| 22 A_B6700 Subcontracts | \$110,385.00 | \$95,088.81 | (\$15,296.19) | 86.14% | | \$31,000 | \$65,501 | \$34,501 | 211.29% | |
| 23 A_B6900 Depreciation & Amortization | \$110,741.00 | \$0.00 | \$0.00 | 0.00% | 9 | \$0 | \$0 | \$0 | 0.00% | g |
| 24 A_B7000 Capital Expense | \$0.00 | \$661,894.56 | \$661,894.56 | 0.00% | | \$0 | \$36,893 | \$36,893 | 0.00% | |
| 25 A_B7200 Discontinued Operations | \$0.00 | \$0.00 | \$0.00 | 0.00% | | \$0 | \$0 | \$0 | 0.00% | |
| 26 A_B7500 Other Non Operating Expenses | \$8,793,928.00 | (\$3,523,878.21) | (\$12,317,806.21) | -40.07% | 10 | \$10,000 | \$5,501 | (\$4,499) | 55.01% | |
| 27 A_B7600 Internal Allocations & Sales | (\$9,276,546.00) | (\$850,504.62) | \$8,426,041.38 | 9.17% | | (\$178,700) | \$236,728 | \$415,428 | -132.47% | |
| 28 A_B7700 Funding Transfers | \$13,848,013.00 | \$7,361,134.20 | (\$6,486,878.80) | 53.16% | 4 | (\$918,409) | \$1,850,181 | \$2,768,590 | -201.45% | |
| 29 Total Expenses Expenses | \$337,587,182.00 | \$306,105,127.27 | (\$31,371,313.73) | 90.67% | | \$13,425,320 | \$29,906,178.25 | \$16,480,858 | 222.76% | |
| 30 Statement of Activities Net Result | (\$8,810,867.00) | (\$25,536,912.06) | (\$16,615,304.06) | 289.83% | | (\$445,321) | \$5,496,117.06 | \$5,941,438 | -1234.19% | |

| Other Fiscal Impacts Requiring Adjustment: | | | | | | | | | | |
|--|--|----|-------------------|--|--|--|--|--|--|--|
| 32 | Transfer to Central Purchase Order Reserve Account | | \$6,454,247.00 | | | | | | | |
| 33 | Adjustment to remove WWAMI, Wydent, WICHE and Brand medical loan advances that are actually in Medical Ed. | \$ | 8,785,972.00 | | | | | | | |
| 34 | Remaining Balance in VSIP Program | | (\$6,000,000.00) | | | | | | | |
| 35 | Estimated Balance available at the End of FY 2018 | | (\$16,296,693.06) | | | | | | | |

37 *Fund Source 000001
 38 **Fund Sources 010001, 070001, 085001, 010002, 010072, 070002, 095001, 010105, 090001, 010093, 050001, 010078, 010069, 050002, 005002, 010104, 010062, 010077, 010087
 39

- 40 Notes:
- 41. Variance is largely attributable to Athletics (\$1.3 million) and Auxiliary Services (\$2.1 million)
 - 42. Variance is the result of incorrect budgeting. The projected revenue is from Indirect Cost recovery which will properly post in designated operating not unrestricted operating.
 - 43. Variance is the result of actuals being posted to "Other Operating Revenue" instead of where they were budgeted (Gifts and Other Non Operating Revenue)
 - 44. Variance is the amount of state funded major maintenance that was budgeted as revenue but was not recorded in FY18 and subsequently budgeted to be transferred out in the University Operations Division but was not transferred.
 - 45. Investment income outperformed budgeted amount due to realized capital gains.
 - 46. Variance is a combination of savings from budgeted vacant positions, positions being hired below the budgeted amount and payment of Voluntary Separation Incentive Payments (VSIP). VSIP payments should have been debited against a \$6 million reserve for this purpose.
 - 47. Variance largely attributable to General University Operations posting medical loan advances as receivables
 - 48. Variance is largely attributable to Maintenance Contracts in Information Technology Division.
 - 49. Audited amount removed because this is not an actual expense experienced by the institution.
 - 50. Variance is largely attributable to AVP of fiscal admin budget of \$5.4 million for debt service but no actual expenditures and General University Operations of actual \$3.5 million for medical loan advances for Wydent, WICHE, and Brand.

Summary of University Reserves:

| Fund Source | Organization | 2/28/18 Balance | 3/31/18 Balance | 4/30/18 Balance | Preliminary 12/31/18 Balance |
|---|-------------------------------|--------------------|-------------------|-------------------|------------------------------|
| Capital Construction Reserves | General University Operations | 20,000,000 | 15,000,000 | 15,000,000 | 15,000,000 |
| Residence Hall Capital Project | General University Operations | 14,000,000 | 14,000,000 | 14,000,000 | 14,000,000 |
| Transportation Plane Reserve | General University Operations | 1,140,000 | 1,140,000 | 1,140,000 | 640,000 |
| Legal Reserve | General Counsels Office | 5,000,000 | 5,000,000 | 5,000,000 | 5,000,000 |
| General University Reserve (Unrestricted Operating Reserve) | General University Operations | 50,000,000 | 35,000,000 | 35,000,000 | 40,000,000 |
| Recruitment & Retention Expendable (1) | President's Office | 400,000 | 400,000 | 400,000 | 400,000 |
| Special Projects Reserve (Unrestricted Operating Reserve) | General University Operations | 37,683,921 | 28,956,504 | 28,956,504 | 24,512,727 |
| Total | | 128,223,921 | 99,496,504 | 99,496,504 | 99,552,727 |

(1) \$10M of this reserve has been transferred to the UW Foundation for investment like an endowment

Capital Construction Reserve Uses to Date:

| | | | | | |
|------------------------|---|-------------------|-------------------|-------------------|-------------------|
| FY18 Beginning Balance | | \$20,000,000 | \$20,000,000 | \$20,000,000 | \$20,000,000 |
| Facility Construction | Science Initiative Building | | (5,000,000) | (5,000,000) | (5,000,000) |
| | <i>Subtotal of Approved Projects/Uses</i> | 0 | (5,000,000) | (5,000,000) | (5,000,000) |
| | Reserve Balance | 20,000,000 | 15,000,000 | 15,000,000 | 15,000,000 |

Transportation Plane Reserve

| | | | | | |
|------------------------|--|------------------|------------------|------------------|----------------|
| FY18 Beginning Balance | | \$1,140,000 | \$1,140,000 | \$1,140,000 | \$1,140,000 |
| UW Operations | Upgrade of Transportation Plain - Avionics and Soundproofing | | | | (500,000) |
| | <i>Subtotal of Approved Projects/Uses</i> | | | | (500,000) |
| | Reserve Balance | 1,140,000 | 1,140,000 | 1,140,000 | 640,000 |

General University Operating Reserve

| | | | | | |
|------------------------|--|-------------------|-------------------|-------------------|-------------------|
| FY18 Beginning Balance | | \$50,000,000 | \$50,000,000 | \$50,000,000 | \$50,000,000 |
| Facility Construction | Science Initiative Building | | (10,000,000) | (10,000,000) | (10,000,000) |
| Academic Affairs | Vol. Separation Incentive Plan (VSIP) | | (5,000,000) | (5,000,000) | (5,000,000) |
| Academic Affairs | Return Vol. Separation Incentive Plan (VSIP) | | | | 5,000,000 |
| | <i>Subtotal of Approved Projects/Uses</i> | 0 | (15,000,000) | (15,000,000) | (10,000,000) |
| | Reserve Balance | 50,000,000 | 35,000,000 | 35,000,000 | 40,000,000 |

Special Projects Reserve Uses to Date:

| FY18 Beginning Balance | | \$50,585,571 | \$50,585,571 | \$50,585,571 | \$50,585,571 |
|--------------------------------|--|---------------------|---------------------|---------------------|---------------------|
| Information Technology | HPC Research Cluster Updgrade | (1,635,000) | (1,635,000) | (1,635,000) | (1,635,000) |
| Information Technology | VMAX Data Storage Replacement | (860,000) | (860,000) | (860,000) | (860,000) |
| Information Technology | Chiller for IT Building | (770,000) | (770,000) | (770,000) | (770,000) |
| Administration | WyoCloud Project Funding | (8,218,469) | (8,218,469) | (8,218,469) | (8,218,469) |
| Academic Affairs | Earmark for Start Ups | | | 0 | 0 |
| Student Affairs | Veterans Center Renovation | (420,000) | (420,000) | (420,000) | (420,000) |
| Student Affairs | Transfer to ASUW Reserve | (502,918) | (502,918) | (502,918) | (502,918) |
| Engineering | King Air Research Aircraft Reserves | (513,732) | (513,732) | (513,732) | (513,732) |
| Academic Affairs | Vol. Separation Incentive Plan (VSIP) | | (1,000,000) | (1,000,000) | (1,000,000) |
| Athletics | Season Ticket Deferred Revenue | | (1,428,387) | (1,428,387) | (1,428,387) |
| Medical Education (Agency 167) | Various WWAMI Funds "Section 1" from Internal Audit Report | | (3,367,720) | (3,367,720) | (3,367,720) |
| Agriculture | Seed Certification & Research "Section 1" from Internal Audit Re | | (280,471) | (280,471) | (280,471) |
| Various | Various Donor Accounts "Section 2" from Internal Audit Report | | (2,632,369) | (2,632,369) | (2,632,369) |
| Staff Senate | Return of fundraising account | | | | (5,791) |
| EORI | Return of swept FY17 funds | | | | (115,013) |
| SBDC | Return of swept FY17 funds | | | | (30,151) |
| Administration | Remaining funding for WyoCloud Project | | | | (2,267,453) |
| Engineering | Return of swept FY17 funds | | | | (650,369) |
| Education | Trustees Education Initiative -FY2019 | | | | (775,000) |
| Education | Earmark Trustees Education Initiative -FY2020 and FY2021 | | | | (600,000) |
| | <i>Subtotal of Approved Projects/Uses</i> | <i>(12,920,119)</i> | <i>(21,629,067)</i> | <i>(21,629,067)</i> | <i>(26,072,844)</i> |
| | Reserve Balance | 37,665,452 | 28,956,504 | 28,956,504 | 24,512,727 |

Summary of Division Level Reserves:

| Fund Source | Organization | 2/28/18 Balance | 3/31/18 Balance | 4/30/18 Balance | Preliminary 6/30/18 Balance |
|---------------------------------|--|------------------------|------------------------|------------------------|--|
| Unrestricted Operating Reserves | Office of the President | 155,160 | 155,160 | 155,908 | 155,908 |
| Unrestricted Operating Reserves | Provosts Office | 2,947,343 | 2,947,343 | 2,949,489 | 2,950,949 |
| Unrestricted Operating Reserves | College of Agriculture & Natural Resources Deans Office | 1,024,398 | 1,028,266 | 1,032,584 | 1,033,223 |
| Unrestricted Operating Reserves | College of Arts & Sciences Deans Office | 1,662,043 | 1,663,021 | 1,669,652 | 1,673,418 |
| Unrestricted Operating Reserves | College of Business Deans Office | 273,896 | 273,896 | 275,067 | 277,510 |
| Unrestricted Operating Reserves | College of Education Deans Office | 1,226,084 | 1,226,084 | 1,226,946 | 478,478 |
| Unrestricted Operating Reserves | Engineering & Applied Science Deans Office | 447,533 | 447,573 | 449,061 | 452,001 |
| Unrestricted Operating Reserves | College of Health Sciences Deans Office | 2,216,180 | 2,216,180 | 2,220,327 | 2,227,525 |
| Unrestricted Operating Reserves | College of Law Deans Office | 96,698 | 96,698 | 96,726 | 96,726 |
| Unrestricted Operating Reserves | University Libraries Administrative Office | 206,640 | 206,640 | 206,924 | 206,924 |
| Unrestricted Operating Reserves | VP for Administration Office | 3,860,371 | 3,860,371 | 3,868,393 | 2,135,105 |
| Unrestricted Operating Reserves | VP Student Affairs Office | 2,706,348 | 2,706,348 | 2,710,892 | 2,717,666 |
| Unrestricted Operating Reserves | Office of the CIO | 622,846 | 622,846 | 623,943 | 625,631 |
| Unrestricted Operating Reserves | Institutional Advancement & UW Foundation | 1,934 | 1,934 | 1,934 | 2,166 |
| Unrestricted Operating Reserves | VP for Governmental & Community Affairs Office | 16,563 | 16,563 | 16,563 | 16,747 |
| Unrestricted Operating Reserves | VP for Research & Economic Development Office | 568,751 | 569,601 | 570,001 | 570,041 |
| Unrestricted Operating Reserves | General Counsels Office | 136,848 | 136,848 | 136,848 | 136,848 |
| Unrestricted Operating Reserves | Intercollegiate Athletics Directors Office | 307,493 | 307,493 | 307,493 | 307,493 |
| Total | | 18,477,129 | 18,482,865 | 18,518,751 | 16,064,359 |

Reimbursement of Official Reserve Accounts

Refer to Agenda #4

Update on Seed Certification Program and Funding
Status of relationship of UW and Seed Certification Group

AGENDA ITEM TITLE: Biodiversity Institute Plan, Synakowski/Brent Ewers**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:

An updated transition plan for the Biodiversity Institute (BI) and a planning activity for a biodiversity center (BC) will be presented. The new Director of the BI will have been appointed by the time of this meeting; this person will deliver the majority of this presentation. This individual replaces Gary Beauvais, who has served as interim BI director for about two years.

Proposed is that the BI remain intact in its outreach, administration of the Program in Ecology, and convening of activities through FY 2020. For the remainder of FY 2019, funds will come from unspent state dollars from the Office of Research and Economic Development (ORED) budget. For FY 2020, a budget will be developed and presented to the Trustees in May.

The BI Director will also lead a biodiversity center (BC) planning activity conducted by a faculty task force from many departments, and with UW Foundation representation. Activity considerations and governing principles will be described. With a budget supported by ORED, the task force will develop a plan for strengthening and coordinating biodiversity research from across the campus and identifying external partnerships. A target will be developing a self-sustaining resource model that draws upon grant capture from federal and state programs, as well as corporate and other private contributions. Developing a capacity to maximize economic and social impact will be a focus. The aim is to bring the BI under the BC as its outreach arm, with outreach driven by the research conducted. The Biodiversity Center plan will be presented for approval to the Trustees in the fall of 2019.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

A BI update and transition plan were discussed at the November 2018 meeting

WHY THIS ITEM IS BEFORE THE BOARD:

It was agreed at the BoT meeting in November that a modified transition plan for the BI would be presented

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the BI transition plan, and endorsement of the biodiversity center planning activity are sought.

PROPOSED MOTION:

| Board of Trustees FY19 Expense Report including Encumbrances As of 1/15/19 | | | | |
|--|--|----------------------|----------------------|-------------------|
| NATURAL ACCOUNT | NATURAL ACCOUNT DESCRIPTION | TOTAL | BUDGET | % of Budget Spent |
| 62001 | Professional Services Expense Presidential Board Evaluation - \$16,115.41 Trustee Professional Service Fee- \$2,060.00 Other - \$22.25 | \$ 18,197.66 | \$ 26,000.00 | |
| 62003 | Legal & Attorney Services Expense | \$ - | \$ 100.00 | |
| 62006 | Telecom Expense | \$ 527.33 | \$ 1,500.00 | |
| 62008 | Visiting Speakers/Faculty Expense | \$ - | \$ 400.00 | |
| Total Professional Services | | \$ 18,724.99 | \$ 27,999.99 | 66.9% |
| 62011 | Catering Expense | \$ 12,076.01 | | |
| 63001 | Travel Domestic Expense State plane - \$7,755.00 Staff Lodging for BOT Retreat - \$4,089.00 Shuttle/Rental Car Transportation - \$1,958.73 Staff Meals/ Meal Reimbursements- \$562.98 Travel Fuel Expenses - \$269.43 | \$ 14,635.14 | \$ 170,300.00 | |
| 63003 | Hosting Expense | \$ 3,835.75 | | |
| 63101 | Non Employee Transportation (Mileage Reimbursements) | \$ 8,291.73 | \$ 1,000.00 | |
| 63102 | Non Employee Lodging (Trustee Hotel Expenses) | \$ 16,552.50 | | |
| 63103 | Non Employee Meals (Meals during BOT Meetings: non-catered) | \$ 1,577.41 | | |
| Total Travel & Entertainment | | \$ 56,968.54 | \$ 171,300.00 | 33.3% |
| 64002 | Office Supplies | \$ 494.73 | \$ 50.00 | |
| 64005 | Non capital Equipment Com - Microsoft Surface Pro | \$ 1,372.48 | \$ 1,500.00 | |
| 64007 | Books Subscriptions & Med | \$ 877.90 | \$ 1,000.00 | |
| 64011 | Postage Freight & Shipping | \$ 1,318.49 | \$ 1,000.00 | |
| 64012 | Other Supplies - Serving Supplies for refreshments | \$ 9.00 | \$ 1,000.00 | |
| 64015 | Food & Beverage Non Resale | \$ 224.59 | \$ 500.00 | |
| Total Supplies | | \$ 4,297.19 | \$ 5,050.00 | 85.1% |
| 65002 | Equipment Repairs & Maint - Laptop Privacy Screen | \$ 35.97 | | |
| 65501 | Building/Facilities Rental - Holiday Inn Cody Room Rental | \$ 1,800.00 | \$ 4,000.00 | |
| 65502 | Equipment Rental Expense - Holiday Inn Cody | \$ 525.00 | | |
| 66502 | Printing & Copying Expense | \$ 124.98 | \$ 50.00 | |
| 66509 | Training/Professional Development Expense | \$ - | \$ 5,000.00 | |
| 67503 | Participant Subsistence | \$ 224.00 | | |
| Total Other Expenses | | \$ 2,709.95 | \$ 9,050.00 | 29.9% |
| 76001 | Internal Service Allocation (UW Operations) | \$ 855.28 | | |
| 76002 | Internal Service Allocation (UW IT Billing) | \$ 998.18 | | |
| 76003 | Internal Service Allocation (ASTEC) | \$ 300.00 | | |
| 76601 | Internal Sales Auxiliarie (Flights and Car Rentals) UW Flight Center - \$41,031.97 Car Rentals - \$2,042.33 | \$ 43,074.30 | | |
| Total Internal Services | | \$ 45,227.76 | \$ - | 0.0% |
| TOTAL | | \$ 127,928.43 | \$ 213,400.00 | 59.9% |



O_00013: Board of Trustees

O_00013 Board of Trustees

| | | FY18 | FY19 | FY19 | FY20 |
|-------------------------------------|--|---------------|---------------|----------------|-----------------|
| Fund Class - Source | Summary Level Natural Accounts | Actual | Budget | 6 Month Actual | Proposed Budget |
| FC_105 Unrestricted Operating Class | A_60301 Staff Salary Expense PT | | | | \$ 4,000.00 |
| | A_C6080 Fringe Benefits Rollup | | | | \$ 156.00 |
| | A_62001 Professional Services Expense | \$ 27,552.95 | \$ 26,000.00 | \$ 17,985.00 | \$ 28,000.00 |
| | A_62003 Legal & Attorney Services Expense | | \$ 100.00 | | |
| | A_62006 Telecom Expense | \$ 1,144.96 | \$ 1,500.00 | \$ 527.00 | \$ 1,200.00 |
| | A_62008 Visiting Speakers/Faculty Expense | | \$ 400.00 | | |
| | A_62011 Catering Expense | \$ 702.99 | | \$ 12,076.01 | \$ 12,500.00 |
| | A_62013 Other Services Expense | \$ 76.00 | | | \$ 194.00 |
| | A_63001 Travel Domestic Expense | \$ 58,982.66 | \$ 170,300.00 | \$ 15,883.07 | \$ 30,000.00 |
| | A_63003 Hosting Expense | \$ 942.58 | | \$ 3,836.00 | \$ 4,000.00 |
| | A_63101 Non Employee Transportation | \$ 13,236.56 | \$ 1,000.00 | \$ 7,599.00 | \$ 14,000.00 |
| | A_63102 Non Employee Lodging | \$ 24,195.37 | | \$ 16,335.00 | \$ 39,000.00 |
| | A_63103 Non Employee Meals | \$ 1,975.25 | | \$ 1,561.00 | \$ 3,000.00 |
| | A_63104 Non Employee Other Travel | \$ 133.00 | | | |
| | A_64002 Office Supplies | \$ 835.71 | \$ 50.00 | \$ 407.00 | \$ 1,200.00 |
| | A_64005 Non Capital Equipment Computer Expense | | \$ 1,500.00 | \$ 1,372.48 | \$ 1,500.00 |
| | A_64006 Non Capital Equipment Other Expense | \$ 89.68 | | | |
| | A_64007 Books Subscriptions & Media Expense | \$ 154.00 | \$ 1,000.00 | \$ 878.00 | \$ 1,200.00 |
| | A_64011 Postage Freight & Shipping Expense | \$ 1,666.21 | \$ 1,000.00 | \$ 1,308.39 | \$ 500.00 |
| | A_64012 Other Supplies | \$ 162.94 | \$ 1,000.00 | \$ 9.00 | \$ 200.00 |
| | A_64015 Food & Beverage Non Resale | \$ 336.12 | \$ 500.00 | \$ 224.59 | \$ 400.00 |
| | A_65002 Equipment Repairs & Maintenance Supplies Expense | | | \$ 35.97 | \$ 50.00 |
| | A_65501 Building/Facilities Rental Expense | | \$ 4,000.00 | \$ 1,800.00 | \$ 2,100.00 |
| | A_65502 Equipment Rental Expense | \$ - | | \$ 525.00 | \$ 600.00 |
| | A_66502 Printing & Copying Expense | \$ 104.46 | \$ 50.00 | \$ 125.00 | \$ 500.00 |
| | A_66509 Training/Professional Development Expense | \$ 3,490.00 | \$ 5,000.00 | | \$ 5,000.00 |
| | A_66517 Fuel & Oil Expense | | | \$ 32.09 | |
| | A_67506 Participant Subsistence | | | \$ 224.00 | \$ 300.00 |
| | A_76001 Internal Service Allocation: Plant Operations | \$ 321.40 | | \$ 838.95 | \$ 1,200.00 |
| | A_76002 Internal Services Allocation: Info Tech | \$ 900.58 | | \$ 998.18 | \$ 2,000.00 |
| | A_76003 Internal Services Allocation: Other | \$ 38,984.50 | | \$ 300.00 | \$ 600.00 |
| | A_76601 Internal Sales Auxiliaries | \$ 37,917.72 | | \$ 31,590.87 | \$ 60,000.00 |
| | Total_Expenses Expenses | \$ 213,905.64 | \$ 213,400.00 | \$ 116,471.60 | \$ 213,400.00 |
| | Statement of Activities Net Result | \$ 213,905.64 | \$ 213,400.00 | \$ 116,471.60 | \$ 213,400.00 |

Update on NCAR and Related Issues

AGENDA ITEM TITLE:**Consideration and Action: Use of Capital Construction Reserves for HAPC Project, McKinley/Jewell**

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:

The Budget Committee recommends transferring \$1,200,000.00 from the Construction Reserve Account to cover remaining unfunded expenses of the High Altitude Performance Center. The Construction Reserve Account will be repaid through fundraising efforts.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

WHY THIS ITEM IS BEFORE THE BOARD:

The request is for the use of University Reserves outside of the annual budget process and is over \$100,000 and therefore requires the approval of the President and the Board of Trustees.

ACTION REQUIRED AT THIS BOARD MEETING:

Yes

PROPOSED MOTION:

“Transfer \$1,200,000.00 from the Construction Reserve Account to fund the High Altitude Performance Center. “

PRESIDENT’S RECOMMENDATION:



To: Laurie Nichols, President

From: Ed Synakowski, Vice President of Research & Economic Development

Date: December 19, 2018

Subject: University Reserves Request for Wyoming Technology Business Center

Please use this template to complete step #5 of the Standard Administrative Procedure (SAP) for Request for Use of University Reserves Outside of the Annual Budget Process; which states:

“This request must be made in writing to the President of the University and carbon copy (C.C.) the Budget and Institutional Planning Office and must contain the following:

1. Please see attached proposal

Please complete the following tables per memo section #4:

Funding Request:

| Division / College | | Philanthropy / Foundation | | University Reserves | | | Total |
|-----------------------------|----------------------------------|---------------------------|---------|--------------------------------|-----------------|------------------|-----------|
| Current FY Operating Budget | Division/ College Level Reserves | Received | Pledged | General Unrestricted Operating | Capital Constr. | Special Projects | |
| \$ | \$65,951 | \$ | \$ | \$ | \$ | \$263,804 | \$329,755 |

If the amount immediately needed from the University Reserves as listed in the Proposed Project Funding Table above (i.e., immediate funding from the University Reserves is greater because of timing due to pledged philanthropy funds being received), or if the request includes funds from the General Unrestricted Operating Reserve and/or the Capital Construction Reserve, details on repaying those funds must be provided, so please complete the following tables:

cc: Budget & Institutional Planning Office

Following is our argument for reinstating our balances swept from WTBC support accounts.

Background

The Wyoming Technology Business Center is a business and economic development program of the University of Wyoming. Our mission and charter is to support the growth and development of early stage technology-based and entrepreneurial companies. Our primary tool for doing this is through our business incubators that include direct experienced counseling and mentoring. A business incubator is a building where we lease space for early stage companies and then provide them with a very interactive business advisory program where we provide one-on-one counseling to the clients as they go through the different stages of building a company. Our goal is to first show that a company start-up might be possible, then help them grow larger and faster than they would otherwise.

We have incubators in Laramie (a 30,000 sq. ft. facility), Casper (a 42,000 sq. ft. facility) and Sheridan (a 5500 sq. ft. facility). Of specific note, with the Casper and Sheridan buildings, the WTBC is responsible for everything that goes on in these facilities. If something breaks, we have to pay to have it fixed. We pay for utilities, maintenance contracts and IT services.

WTBC-Casper Swept Funds

We are requesting that \$269,106.31, in Wyoming Technology Business Center (WTBC) Casper rent funds be returned.

On July 11, 2013 the University of Wyoming entered into an agreement with Casper Area Economic Development Alliance (CAEDA), to have the WTBC operate and manage the then named Casper Area Innovation Center, since renamed WTBC-Casper Area (WTBC-CA). At the time, we were given a 5 year contract from CAEDA for \$1,500,000 (\$300k years 1&2, \$250k years 3, 4 & 5, and \$150 in the maintenance) to cover the anticipated deficits. The funding portion of this agreement ended in July 2018.

Under section 2.c.v of the agreement with CAEDA, UW/WTBC was to *“Collect and retain rent from clients and tenants and apply those proceeds exclusively to the costs of operating the WTBC-CA facility.”* WTBC-Casper has a projected loss of, \$260,670, for fiscal year 2019 and without the return of these funds will not be able to operate the facility as outlined in the agreement. It is the WTBC’s beliefs that the sweeping of these funds is in violation of this agreement and should therefore be returned and used for operations specific to the WTBC-Casper.

e2e program Swept Funds

We are requesting that \$60,649.18 in Wyoming Technology Business Center (WTBC) e2e networking funds be returned.

e2e Wyoming is an educational networking program with chapters in Laramie, Sheridan, and Casper designed to improve the climate for the start-up and growth of entrepreneurial companies. The businesses and individuals who contributed to this fund, did so with the implied expectation that funding would be used exclusively for e2e Wyoming operations. Without the return of the funds it is likely that the e2e Wyoming will be discontinued. Several of the companies and individuals who contributed are major advocates of entrepreneurship in the State and removing this program will be harmful to the WTBC, entrepreneurship and economic development in Wyoming.

| Source | Amount Swept | Requested Return |
|------------------------|---------------------|---------------------|
| E2e Networking | \$60,649.18 | \$60,649.18 |
| FY 17 WTBC Casper Rent | \$269,106.31 | \$269,106.31 |
| WTBC Sheridan Rent | \$532.97 | \$0.00 |
| WTBC Laramie Rent | \$549,667.88 | \$0.00 |
| | | |
| Total | \$879,966.24 | \$329,755.49 |
| | | |

AGENDA ITEM TITLE: Fee Book Discussion, McKinley/Theobald/Jewell

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:

The Central Fee Book Committee chairs will introduce the proposed changes to the FY20 Fee Book for board consideration.

Pursuant to the By-Laws of the Trustees, Article VIII. Section 2 (STUDENTS):

All student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.

The Central Fee Book Committee convened on October 24, 2018, and took fee book requests from campus constituents during the month of November. After ASUW resolutions, the Committee has collectively determined the proposed changes are reasonable and needed to support various operations around campus. These 33 changes have been organized and included in the supplemental materials. For the Board's reference, the document includes the impact on revenue, where applicable. It also includes the page number from the FY19 approved Fee Book.

Please note: Course fees and ghost fees were not allowed, due to the new Programmatic Fee structure. There will be no changes to Programmatic Fees in FY20.

The Committee Chairs will make a recommendation to the Board with respect to acceptance and approval of the reports.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Annually-The Board accepts and approves the Fee Book each year.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees is responsible for the establishment of all fees, charges, and deposits assessed, and refunds afforded to individuals applying for admission to the university, enrolled students, university employees, and the general public. Such fees shall be reasonable and prudent for the adequate protection and control of university funds, equipment, facilities services and materials.

ACTION REQUIRED AT THIS BOARD MEETING:

No action at this time.

PROPOSED MOTION:

No motion at this time.

PRESIDENT'S RECOMMENDATION:
The President recommends approval.

| Number | FY19 Page Number | Department/Unit/College | Request Description | FY 2019 Fee | Proposed Fee for FY 20 | % Increase | Revenue (increase or decrease) |
|---------------------------------------|------------------|-------------------------------------|--|-------------|------------------------|------------|--------------------------------|
| Mandatory Student Fee Requests | | | | | | | |
| 1 | 11 | ASUW | Increase portion of mandatory student fee for ASUW to cover raises and student/staff development. ASUW resolution supports the increase. | | | | |
| | | | Full-time ASUW fee | \$ 43.19 | \$ 45.69 | 5.79% | ~\$23,500 |
| | | | Part-time ASUW fee increase 1-3 credits | \$ 7.10 | \$ 7.51 | 5.77% | |
| 2 | | Division of Student Affairs | 3% increase in Consolidated student services fee to cover salary changes that were mandated by the decrease in the number of calendars due to the implementation of HCM. New position and operational dollars to support the increasing diversity efforts. | | | | |
| | 11 | | Full-time consolidated student services fee increase | \$ 360.28 | \$ 371.09 | 3.00% | ~\$202,122 |
| | 11 | | Part time consolidated student services fee increase 1-3 credit hours | \$ 23.08 | \$ 23.77 | 2.99% | |
| | 11 | | Part time consolidated student services fee increase 4 credit hours | \$ 171.30 | \$ 176.44 | 3.00% | |
| | 13 | | Optional Student Fee package - consolidated student services portion | \$ 188.98 | \$ 194.65 | 3.00% | |
| | 16 | | Summer mandatory fee, flat rate | \$ 133.05 | \$ 137.04 | 3.00% | |
| | 16 | | Summer mandatory fee, per credit | \$ 17.92 | \$ 18.46 | 3.01% | |
| 3 | 11 | Transit & Parking Services | Increase Transit fee on the mandatory student fee by \$2.37. The total increase in revenue of \$148,752 will be from an increase to the mandatory student fee and permit fees (see request #14). The increase in revenue will support the increased salaries and benefits for full-time employees. | \$ 53.96 | \$ 56.33 | 4.39% | ~\$149,000 |
| Other Student Fee Request | | | | | | | |
| 4 | | Residence Life & Dining | 2% increase in Apartment rents to cover maintenance and repairs. The increase will also help support renovations. No increase in past 3 years. | | | | |
| | 56 | | Landmark Village | \$ 793.00 | \$ 809.00 | 2.02% | ~\$41,622 |
| | 56 | | Landmark ADA | \$ 757.00 | \$ 772.00 | 1.98% | |
| | 56 | | River Village 2-bedroom | \$ 952.00 | \$ 971.00 | 2.00% | |
| | 56 | | River Village 3-bedroom | \$ 1,064.00 | \$ 1,085.00 | 1.97% | |
| | 56 | | Shared - 2 bedroom lease (New lease option) | \$ - | \$ 509.00 | | |
| | 56 | | Spanish Walk, one bedroom | \$ 735.00 | \$ 750.00 | 2.04% | |
| | | | 2.67% increase (average) in meal plans with change in meal plans offered. Increase and change of meal plans will meet the increased cost of food and supplies while handling maintenance expenses and equipment replacement when needed. | | | | |
| | 52 | | Unlimited access plan (\$75 Dining Dollars) | \$ 2,913.00 | \$ 2,972.00 | 2.03% | ~\$208,929 |
| | 52 | | Any 15 access plan (\$100 Dining Dollars) | \$ 2,514.00 | \$ 2,590.00 | 3.02% | |
| | 52 | | Any 12 access plan (\$125 Dining Dollars) | \$ 2,238.00 | \$ 2,305.00 | 2.99% | |
| | 52 | | Block 280 Meals (\$75 Dining Dollars) - replaces any 9 access plan from FY19 | | \$ 2,795.00 | | |
| | 52 | | Block 210 Meals (\$290 Dining Dollars) each semester - replaces any 7 access plan from FY19 | | \$ 2,550.00 | | |
| | 52 | | Block Plans (per unit) - 25 Lunches | \$ 290.67 | \$ 250.00 | -13.99% | |
| | 52 | | Block Plans (per unit) - 50 Lunches (in FY19 it was 60 lunches) | \$ 677.12 | \$ 475.00 | -29.85% | |
| | 52 | | 50 Any Meal (\$75 Dining Dollars) - new option in FY20 | | \$ 672.50 | | |
| | 52 | | 85 Any Meal (\$100 Dining Dollars) - replaces 60 any meals in FY19 | | \$ 1,087.50 | | |
| | 52 | | 165 Any Meal (\$150 Dining Dollars) - replaces 25 any meals in FY19 | | \$ 2,047.50 | | |
| 5 | 55 | Residence Life & Dining | Change the \$100 housing deposit to a non-refundable charge that is part of the \$300 enrollment deposit. For students living on campus, the other \$200 will be applied to the student's tuition and fees. For students living off campus, the full \$300 will be applied to the student's account. Historically, returning the \$100 deposit after the semester is a labor intensive process. The non-refundable deposit will support the processing of contracts submitted, as well as a leadership position within the division. | \$ 100.00 | \$ 100.00 | 0.00% | ~\$135,000 |
| 6 | 41 | International Students and Scholars | Increase the international student fee to enhance retention and recruitment of international students | \$ 40.00 | \$ 75.00 | 87.50% | ~\$70,000 |

| | | | | | | | |
|--------------------------------|---------|-------------------------------------|---|----------------------|----------------------|---------|------------|
| | | | Fall and spring semesters | \$ 40.00 | \$ 75.00 | 87.50% | ~\$10,000 |
| | | | Summer semester | \$ 30.00 | \$ 55.00 | 83.33% | |
| 7 | 48 | Student Financial Services | Increase payment extension fee to \$50 per semester to cover the increasing costs of the university e-commerce solution. The increase will align UW with peers. This fee is only charged to students that need additional time to pay their semester fees and are unwilling to schedule payments within the system. | \$ 15.00 | \$ 50.00 | 233.33% | ~\$150,000 |
| 8 | 13 & 20 | Student Financial Services | Change the Institutional Refund policy to promote student success and completion, discourage late semester withdrawals. | FY 19 Refund Percent | FY 20 Refund Percent | | N/A |
| | | | Before semester and class day 1 - 8 | 100% | 100% | | |
| | | | Semester class day 9-15 | 80% | 75% | | |
| | | | Semester class day 16-20 | 70% | 50% | | |
| | | | Semester class day 21-25 | 60% | 25% | | |
| | | | Semester class day 26-30 | 50% | 0% | | |
| | | | Semester class day 31-35 | 40% | 0% | | |
| | | | Semester class day 36+ | 0% | 0% | | |
| 9 | N/A | Modern Classical Languages | Continue including credit by exam charges for Modern and Classical Languages. This charge allows students to test out of class. This charge was erroneously removed in the FY19 fee book. | \$ 80.00 | \$ 80.00 | 0.00% | |
| 10 | N/A | School of Politics , Public Affairs | Reinstate Political Science Challenge Exams into Fee Book. The money goes towards materials and personnel costs to run, grade, and post the exam results. This charge was erroneously removed in the FY19 fee book. | \$ 80.00 | \$ 80.00 | 0.00% | |
| 11 | N/A | Doctor of Nursing Practice | Implement a \$500 non-refundable, seat deposit for all newly admitted, first year students. The deposit would be applied toward the student's tuition and fees during their first semester. | \$ - | \$ 500.00 | | Minimal |
| 12 | 19 | CAE | Increase entrepreneurial rate for the Land Surveying Program to \$325.00/credit. Last increase was 2015 | \$ 305.00 | \$ 325.00 | 6.56% | Minimal |
| 13 | 47 | Office of the Registrar | Increase the certificate diploma from \$12.50 to \$25.00 to match the charge of a diploma. | \$ 12.50 | \$ 25.00 | 100.00% | Minimal |
| Other Fee Book Requests | | | | | | | |
| 14 | | Transit & Parking Services | Increase parking permit charges. The total increase in revenue of \$148,752 will be from an increase to the mandatory student fee and permit fees (see request #3). The increase in revenue will support the increased salaries and benefits for full-time employees. | | | | |
| | 58 | | Increase Faculty/Staff Parking Permits (A & D) - Annual | \$ 196.00 | \$ 210.00 | 7.14% | |
| | 58 | | Increase Faculty/Staff Parking Permits (A & D) - Semester (fall or spring) | \$ 98.00 | \$ 105.00 | 7.14% | |
| | 58 | | Increase Faculty/Staff Parking Permits (A & D) - Monthly | \$ 16.33 | \$ 17.50 | 7.16% | |
| | 58 | | Increase Resident Student Parking Permits (R & D) - Annual | \$ 130.50 | \$ 163.00 | 24.90% | |
| | 58 | | Increase Resident Student Parking Permits (R & D) - Semester (fall or spring) | \$ 65.25 | \$ 81.50 | 24.90% | |
| | 58 | | Increase Resident Student Parking Permits (R & D) - Summer per month | \$ 10.88 | \$ 12.08 | 11.03% | |
| | 58 | | Increase Commuter Student Parking Permits (C & D) - Annual | \$ 130.50 | \$ 145.00 | 11.11% | |
| | 58 | | Increase Commuter Student Parking Permits (C & D) - Semester (fall or spring) | \$ 65.25 | \$ 72.50 | 11.11% | |
| | 58 | | Increase Commuter Student Parking Permits (C & D) - Summer per month | \$ 10.88 | \$ 12.08 | 11.03% | |
| | 58 | | Increase Motorcycle Parking Permits (M) - Annual | \$ 22.00 | \$ 25.00 | 13.64% | |
| | 58 | | Increase Motorcycle Parking Permits (M) - Semester (fall or spring) | \$ 11.00 | \$ 12.50 | 13.64% | |
| | 58 | | Increase Motorcycle Parking Permits (M) - Summer per month | \$ 11.00 | \$ 12.50 | 13.64% | |
| | 59 | | Increase Temporary Disability Permits (TD) - Resident Students (per month) | \$ 10.88 | \$ 13.58 | 24.82% | |
| | 59 | | Increase Temporary Disability Permits (TD) - Commuter Students (per month) | \$ 10.88 | \$ 12.08 | 11.03% | |
| | 59 | | Increase Temporary Disability Permits (TD) - Faculty/Staff (per month) | \$ 16.33 | \$ 17.50 | 7.16% | |
| | 59 | | Increase Vendor and Contractor Parking Permits (V & CO) - Annual | \$ 288.00 | \$ 321.00 | 11.46% | |
| | 59 | | Increase Vendor and Contractor Parking Permits (V & CO) - Semester (fall or spring) | \$ 144.00 | \$ 160.50 | 11.46% | |
| | 59 | | Increase Vendor and Contractor Parking Permits (V & CO) - Monthly | \$ 24.00 | \$ 26.75 | 11.46% | |
| | 59 | | Increase University Service Vehicles (U) - Annual | \$ 196.00 | \$ 218.00 | 11.22% | |
| | 59 | | Increase non-University Service Vehicles (U) - Annual | \$ 288.00 | \$ 321.00 | 11.46% | ~\$149,000 |

| | | | | | | | | |
|----|-----|--|---|-----------|-----------|------------------|---------|-----------|
| 15 | N/A | Wyoming Union | Add a lost key charge for campus organizations that do not return the checked out room keys. Departments will be responsible for the cost, charged by University Operations, to replace the key or re-key the door. | | | Replacement cost | | Minimal |
| 16 | | College of Engineering - Dean's Office | Update fee book to include new equipment and increase cost per hour of Lathe. Requests will help cover costs of equipment and repairs | | | | | |
| | 77 | | Include "Press Brake" to the description of engineering shop equipment. New piece of equipment. | \$ - | \$ 60.00 | | | ~\$3,000 |
| | 77 | | Increase Haas TL-2 CNC Lathe per hour charge to cover equipment costs and repairs | \$ 60.00 | \$ 80.00 | | 33.33% | ~\$2,000 |
| 17 | | Early Care and Education Center | Increase tuition rate for ECEC infant, toddler, and preschool (\$1.50/day) and school-age programs (\$1/day). Increase will address salary increases that were made based on mandated lead teacher calendar changes and raises for lead teachers. | | | | | |
| | 79 | | Infants (Full day), per day | \$ 54.50 | \$ 56.00 | | 2.75% | ~\$45,357 |
| | 79 | | Toddlers (Full day), per day | \$ 47.50 | \$ 49.00 | | 3.16% | |
| | 79 | | Preschoolers (Full day), per day | \$ 45.50 | \$ 47.00 | | 3.30% | |
| | 79 | | School-age Children (after school program) | \$ 21.00 | \$ 22.00 | | 4.76% | |
| | 79 | | School-age Children - Full day public school closures | \$ 40.00 | \$ 41.00 | | 2.50% | |
| | 79 | | School-age Children - Half day public school closures | \$ 25.00 | \$ 26.00 | | 4.00% | |
| 18 | | Fleet Services | The proposed changes below are an effort to right-size the fleet rental rates and create a more transparent charging structure. | | | | | |
| 18 | | Fleet Services | Addition of new vehicle categories: Compact pickup and Mini-cargo van. Moved 1 ton-Pickup to own category. | | | | | |
| | N/A | | Small Pickup - 1/2 day | \$ - | \$ 55.00 | | | ~\$30,000 |
| | N/A | | Small Pickup - Daily | \$ - | \$ 74.00 | | | |
| | N/A | | Small Pickup - Weekly | \$ - | \$ 333.00 | | | |
| | N/A | | Small Pickup - Seasonal (1-6 months) | \$ - | \$ 445.00 | | | |
| | N/A | | Small Pickup - Permanently assigned (1 year or longer) | \$ - | \$ 445.00 | | | |
| | N/A | | Mini Cargo Van - 1/2 day | \$ - | \$ 34.00 | | | |
| | N/A | | Mini Cargo Van - Daily | \$ - | \$ 46.00 | | | |
| | N/A | | Mini Cargo Van - Weekly | \$ - | \$ 215.00 | | | |
| | N/A | | Mini Cargo Van - Seasonal (1-6 months) | \$ - | \$ 287.00 | | | |
| | N/A | | Mini Cargo Van - Permanently assigned (1 year or longer) | \$ - | \$ 287.00 | | | |
| | N/A | | 1 Ton 4x4 Pickup - 1/2 day | \$ - | \$ 72.00 | | | |
| | N/A | | 1 Ton 4x4 Pickup - Daily | \$ - | \$ 97.00 | | | |
| | N/A | | 1 Ton 4x4 Pickup - Weekly | \$ - | \$ 509.00 | | | |
| | N/A | | 1 Ton 4x4 Pickup - Seasonal (1-6 months) | \$ - | \$ 580.00 | | | |
| | N/A | | 1 Ton 4x4 Pickup - Permanently assigned (1 year or longer) | \$ - | \$ 580.00 | | | |
| | | | Increased 1/2 day, daily, and weekly rates by approx. 5% in all categories to cover salary increases, vehicle depreciation/replacement and service/maintenance. Note: weekly rates remain the same. | | | | | |
| | 50 | | Full-size Sedan - 1/2 day | \$ 24.00 | \$ 39.00 | | 62.50% | |
| | 50 | | Full-size Sedan - Daily | \$ 49.00 | \$ 52.00 | | 6.12% | |
| | 50 | | Minivan - 1/2 day | \$ 29.00 | \$ 46.00 | | 58.62% | |
| | 50 | | Minivan - Daily | \$ 59.00 | \$ 62.00 | | 5.08% | |
| | 50 | | Minivan - Weekly | \$ 320.00 | \$ 303.00 | | -5.31% | |
| | 50 | | Standard Crossover Utilities - 1/2 Day | \$ 29.00 | \$ 48.00 | | 65.52% | |
| | 50 | | Standard Crossover Utilities - Daily | \$ 59.00 | \$ 65.00 | | 10.17% | |
| | 50 | | 1/2 Ton 4x4 Pickup - 1/2 Day | \$ 35.00 | \$ 60.00 | | 71.43% | |
| | 50 | | 1/2 Ton 4x4 Pickup - Daily | \$ 75.00 | \$ 80.00 | | 6.67% | |
| | 50 | | 3/4 Ton 4x4 Pickup - 1/2 Day | \$ 41.00 | \$ 64.00 | | 56.10% | |
| | 50 | | 3/4 Ton 4x4 Pickup - Daily | \$ 82.00 | \$ 86.00 | | 4.88% | |
| | 50 | | Full Size SUV - 1/2 Day | \$ 41.00 | \$ 64.00 | | 56.10% | |
| | 50 | | Full Size SUV - Daily | \$ 82.00 | \$ 86.00 | | 4.88% | |
| | 50 | | 12 Passenger van - 1/2 Day | \$ 46.00 | \$ 72.00 | | 56.52% | |
| | 50 | | 12 Passenger van - Daily | \$ 92.00 | \$ 96.00 | | 4.35% | |
| | | | Reduced Seasonal and Permanently assigned rates in all categories to reflect actual rate charges | | | | | |
| | 50 | | Full-size Sedan - Seasonal (1-6 months) | \$ 767.00 | \$ 384.00 | | -49.93% | |

| | | | | | | | |
|---|-----|--|--|-------------|-------------|----------|----------------------------------|
| | 50 | | Full-size Sedan - Permanently Assigned (1 year or longer) | \$ 683.00 | \$ 384.00 | -43.78% | |
| | 50 | | Minivan - Seasonal (1-6 month) | \$ 1,040.00 | \$ 320.00 | -69.23% | |
| | 50 | | Minivan - Permanently Assigned (1 year or longer) | \$ 950.00 | \$ 320.00 | -66.32% | |
| | 50 | | Standard Crossover Utilities - Seasonal (1-6 months) | \$ 1,040.00 | \$ 536.00 | -48.46% | |
| | 50 | | Standard Crossover Utilities - Permanently assigned (1 year or longer) | \$ 874.00 | \$ 536.00 | -38.67% | |
| | 50 | | 1/2 Ton 4x4 Pickup - Seasonal (1-6 months) | \$ 1,176.00 | \$ 480.00 | -59.18% | |
| | 50 | | 1/2 Ton 4x4 Pickup - Permanently assigned (1 year or longer) | \$ 823.00 | \$ 480.00 | -41.68% | |
| | 50 | | 3/4 Ton 4x4 Pickup - Seasonal (1-6 months) | \$ 1,673.00 | \$ 548.00 | -67.24% | |
| | 50 | | 3/4 Ton 4x4 Pickup - Seasonal (1-6 months) | \$ 1,024.00 | \$ 548.00 | -46.48% | |
| | 50 | | Full Size SUV - Seasonal (1-6 months) | \$ 1,673.00 | \$ 432.00 | -74.18% | |
| | 50 | | Full Size SUV - Permanently assigned (1 year or longer) | \$ 1,025.00 | \$ 432.00 | -57.85% | |
| | 50 | | 12 Passenger Van - Seasonal (1-6 months) | \$ 1,442.00 | \$ 863.00 | -40.15% | |
| | 50 | | 12 Passenger Van - Permanently assigned (1 year or longer) | \$ 1,009.00 | \$ - | -100.00% | |
| | 51 | | Adjustments to cleaning fee section, updated wording to include "or the total cost of the bill if taken to an outside detail shop" | \$ 50.00 | \$ 150.00 | 200.00% | |
| | 50 | | Added toll statement to fleet rentals | N/A | N/A | | |
| | 50 | | Added "Crossover" to standard utility description and "Enclosed" to Cargo Trailer descriptions | N/A | N/A | | |
| 19 | N/A | Institutional Marketing | Create a web designer position in Institutional Marketing that will be funded by fees assessed to units around campus. This position will meet the demand of campus to overhaul department websites. | | | | ~\$108,000 |
| | | | Hourly Rate | \$ - | \$ 70.00 | | |
| | | | Weekly Rate | \$ - | \$ 2,500.00 | | |
| | | | Monthly Rate for projects lasting 1-2 months | \$ - | \$ 9,000.00 | | |
| | | | Monthly Rate for projects lasting over 2 months | \$ - | \$ 8,000.00 | | |
| 20 | N/A | Information Technology | Add 3D printing - cost per hour, 1/2 hour minimum - \$1.50/hour. New service provided by IT. The charge is to reflect the cost of providing 3D materials | \$ - | \$ 1.50 | | Minimal |
| 21 | | WyoOne ID | Consolidate 3 lines under "ID Card" and increase the charge for IDs based on recommendation by Rimrock. Increase in fee is necessary to help fund the employee cost to manage touchless or proximity type card campus wide | | | | Unknown, IT anticipates net zero |
| | 51 | | Student Card (1st card and exchanging expired) - Undergraduate, Graduate, and Professional | \$ - | FREE | | |
| | 51 | | Faculty/Staff/Appointed/Cooperating Agency card (1st card only) | \$ - | FREE | | |
| | 51 | | Dependent/Spouse Card for UW employees, students, appointed employees, and cooperating agencies | \$ 10.00 | \$ 25.00 | 150.00% | |
| | 52 | | Replacement card - due to user damage, loss, stolen, or confiscated | \$ 20.00 | \$ 25.00 | 25.00% | |
| 22 | | WyoOne ID | Updates to the Other Services Section, specifically passport photos. Equipment was updated in FY19 which gave the ability to create digital passport photos. Request below reflect change in equipment and update descriptions | | | | ~\$300 |
| | 52 | | Update 1st set of two photos printed on glossy paper | \$ 14.00 | \$ 14.00 | 0.00% | |
| | 52 | | Update - Additional set of printed photos (sets of 2). | \$ - | \$ 7.50 | | |
| | 52 | | Add - 1 set of 2 printed photos plus digital copy emailed | \$ - | \$ 20.00 | | |
| | 52 | | Remove charge for 3rd and additional set of Passport photos | \$ 5.00 | \$ - | -100.00% | |
| 23 | | UW Stable Isotope Facility | Update UWSIF analytical fees to apply current overhead charges to analytical fees for Campus and External users. Charges range from \$6.50 to \$16.60 | | | | Minimal |
| Fee Book edits, deletions, and formatting change requests | | | | | | | |
| 23 | 93 | Student Media | Delete the Student Media advertising and product rates - page 93. These fees are set by the Student Media board, which is referenced on page 7 of the Fee Book | | | | |
| 24 | | Advising, Career and Exploratory Studies | Delete the Educational Placement fees. No longer charged for this service | | | | |
| | 35 | | Delete Fax transmittal of file | \$ 10.00 | \$ - | -100.00% | |
| | 35 | | Delete Mail transmittal of file | \$ 5.00 | \$ - | -100.00% | |

| | | | | | | | |
|----|-------|----------------------------|---|-----------|-----------|----------|--|
| 25 | 48 | Student Financial Services | Delete information and research charge. No longer utilized | \$ 10.00 | \$ - | -100.00% | |
| 26 | 51 | WyoOne ID | Wording changes to the "Badges" section to reflect more accurate descriptions | | | | |
| 27 | 36-37 | Information Technology | Delete lines indicating charges for upgrade to Cisco Gigabit phone set, data port activation and data port | | | | |
| 28 | | Information Technology | Correct telecom labor charges. Charges were approved for the Fee Book in 2016 but are not reflected in FY19 Fee Book | | | | |
| | 36 | | Correct Telecom Labor charge | \$ 40.00 | \$ 45.00 | | |
| | 36 | | Correct VoIP activation charge | \$ 195.00 | \$ 200.00 | | |
| | 37 | | Correct Exchange Unified Messaging Voicemail charge | \$ 6.50 | \$ 6.80 | | |
| 29 | 38 | Information Technology | Update links to IT website fee information, currently links are incorrect | | | | |
| 30 | 39 | Information Technology | Adding language under Miscellaneous services to departments for Fraternity/Sorority computer, hourly rate for network install, config, and maintenance. | | | | |
| 31 | 38-39 | Information Technology | Correct format issue in the current fee book to align with charges | | | | |
| 32 | 41 | Information Technology | Add "Zoom" to description of mobile recording options | | | | |
| 33 | | Wyoming Union | Delete table tennis and billiard use fee. The Wyoming Union wants to encourage students to utilize these services without a cost. | | | | |
| | 64 | | 1 Player | \$ 3.25 | \$ - | -100.00% | |
| | 64 | | 2 Players | \$ 5.25 | \$ - | -100.00% | |
| | 64 | | 3 Players | \$ 6.25 | \$ - | -100.00% | |
| | 64 | | 4 Players and up | \$ 7.25 | \$ - | -100.00% | |
| | 64 | | Semester Membership | \$ 60.00 | \$ - | -100.00% | |



FY2020 Budget Development Timeline

Purpose:

To outline the timeline for developing FY2020 budgets. Please contact the Budget & Planning Office with any questions.

- NEW - November 29th and December 12th - WyoCloud Planning module review and training sessions
- December 5th WyoCloud Planning & Budgeting (WyoCloud Planning) module released/opened for Non-Payroll budgeting.
- January 15th business manager will be provided a spreadsheet detailing positions included in the FY 20 budget.
- February 15th 5:00pm **ALL FY2020 budgets** due to the Budget Office
- February 15th Data migration to Budget Office version in WyoCloud Planning
- February 15- March 1st Budget Office review
- March 4 - April 3rd **Division/College budget review sessions with President, VPs, and Deans**
- April 4th Data migration to President's version in WyoCloud Planning
- April 4 -15th President's review
- April 15th Data migration to Board of Trustee's version in WyoCloud Planning
- April 15th FY20 Budget materials are due to the BOT
- May 13-14th **Division & College budget hearings with Board of Trustees Budget Committee**
- May 15-17th **Budget Committee update on FY2020 budget to the full Board of Trustees**
- May 18- June 11th Budget Committee follow-ups and call backs as needed
- June 12th **Board of Trustee's conference call**
- June 28th Data migration to Final BOT approved version in WyoCloud Planning & FY2020 Budgetary Control in WyoCloud Financial Management

Six Month Budget vs Actual of Annual Operating Budget

(presented separately)

| | A | B | C | D | E | F | G | H | I |
|----|---|---|---|----------------------------|---|----------------|---------------|---|---|
| 1 | |  | OEP_Total Entity: Total Entity Board of Trustees Quarterly Report | | | | | | |
| 2 | | | FY19 | | Percent Variance Budget to Actual Unrestricted Operating | FY19 | | Percent Variance Budget to Actual Designated Operating | |
| 3 | | | YearTotal | Q2 YTD | | YearTotal | Q2 YTD | | |
| 4 | | Unrestricted Operating Class | | Designated Operating Class | | | | | |
| 5 | | Annual Budget | | Q2 YTD Actuals | | Annual Budget | | Q2 YTD Actuals | |
| 6 | | Summary Level Natural Accounts | | | | Annual Budget | | Q2 YTD Actuals | |
| 7 | A | B4000 Tuition & Educational Fees | (\$71,895,220) | (\$36,362,283) | 50.6% | (\$8,346,646) | (\$2,993,219) | 35.9% | |
| 8 | A | B4100 Sales of Goods & Services | (\$40,491,384) | (\$21,454,866) | 53.0% | (\$1,128,432) | (\$741,156) | 65.7% | |
| 9 | A | B4300 Grants & Contracts | (\$1,530,991) | (\$137,152) | 9.0% | (\$5,567,206) | (\$55,356) | 1.0% | |
| 10 | A | 43501 Federal Appropriations | \$0 | \$0 | 0.0% | \$0 | \$0 | 0.0% | |
| 11 | A | B4400 Other Operating Revenue | (\$19,717,093) | (\$7,680,053) | 39.0% | (\$3,771,576) | (\$544,840) | 14.4% | |
| 12 | A | B5000 Non Operating Revenues | (\$121,000) | (\$22,466) | 18.6% | \$0 | \$0 | 0.0% | |
| 13 | A | B5100 Appropriations | (\$206,114,718) | (\$180,393,669) | 87.5% | (\$5,784,887) | (\$4,184,718) | 72.3% | |
| 14 | A | B5300 Gifts | (\$5,002,518) | (\$884,769) | 17.7% | \$0 | \$0 | 0.0% | |
| 15 | A | B5500 Investment Income | (\$2,582,000) | (\$1,798,113) | 69.6% | \$0 | \$0 | 0.0% | |
| 16 | A | B5600 Other Non Operating Revenues | (\$2,086,382) | (\$912,857) | 43.8% | (\$1,155,300) | (\$278,078) | 24.1% | |
| 17 | | Total Revenue Revenue | (\$349,541,305) | (\$249,646,227) | 71.4% | (\$25,754,046) | (\$8,797,367) | 34.2% | |
| 18 | A | B6000 Salaries, Wages & Benefits | \$247,629,033 | \$114,550,025 | 46.3% | \$12,475,170 | \$5,895,220 | 47.3% | |
| 19 | A | B6200 Services & Fees | \$14,194,895 | \$8,150,821 | 57.4% | \$3,814,186 | \$918,447 | 24.1% | |
| 20 | A | B6300 Travel | \$7,692,950 | \$4,328,086 | 56.3% | \$1,593,507 | \$733,970 | 46.1% | |
| 21 | A | B6400 Supplies | \$28,747,210 | \$14,340,336 | 49.9% | \$7,769,375 | \$1,434,133 | 18.5% | |
| 22 | A | B6450 Utilities | \$11,894,188 | \$5,267,347 | 44.3% | \$1,556 | \$1,203 | 77.3% | |
| 23 | A | B6500 Repairs & Maintenance | \$5,334,744 | \$3,826,412 | 71.7% | \$1,377,600 | \$233,275 | 16.9% | |
| 24 | A | B6550 Rentals & Leases | \$1,833,727 | \$1,103,661 | 60.2% | \$178,795 | \$43,172 | 24.1% | |
| 25 | A | B6575 Interest Expense | \$4,797 | \$398 | 8.3% | \$11 | \$0 | 0.0% | |
| 26 | A | B6600 Claims & Judgements | \$393,361 | \$243,713 | 62.0% | \$0 | \$0 | 0.0% | |
| 27 | A | B6650 Other Expense | \$9,276,911 | \$3,762,571 | 40.6% | \$3,486,962 | \$441,086 | 12.6% | |
| 28 | A | B6700 Subcontracts | \$184,482 | (\$1,189) | -0.6% | \$244,161 | \$23,997 | 9.8% | |
| 29 | A | B6900 Depreciation & Amortization | \$135,841 | \$213,788 | 157.4% | \$0 | \$124,088 | 0.0% | |
| 30 | A | B7000 Capital Expense | \$498,455 | \$1,338,461 | 268.5% | \$1,700,255 | \$15,139 | 0.9% | |
| 31 | A | B7200 Discontinued Operations | \$0 | \$0 | 0.0% | \$0 | \$0 | 0.0% | |
| 32 | A | B7500 Other Non Operating Expenses | \$426,000 | \$1,182 | 0.3% | \$0 | \$716 | 0.0% | |
| 33 | A | B7600 Internal Allocations & Sales | (\$4,857,832) | (\$1,357,089) | 27.9% | \$504,698 | (\$157,026) | -31.1% | |
| 34 | A | B7700 Funding Transfers | \$24,954,985 | \$456,322 | 1.8% | (\$7,863,262) | \$567,928 | -7.2% | |
| 35 | | Total Expenses Expenses | \$348,343,748 | \$156,224,846 | 44.8% | \$25,283,015 | \$10,275,349 | 40.6% | |
| 36 | | Statement of Activities Net Result | (\$1,197,558) | (\$93,421,381) | 7801.0% | (\$471,031) | \$1,477,982 | -313.8% | |

Report from UW Administration
(if necessary)

Student Life and Dining

Address food service delivery to student and related issues

Construction of BSL-3 Lab Project

Discussion: FY2020-FY2022 Tuition Policy

Request or required transfers from the centralized Reserve Accounts

New Regulation Identified by Budget Committee or Administration

UW Capital Budgeting Process

(presented separately)

Any other necessary motions or recommendations to full BofT