



Board of Trustees

BUDGET COMMITTEE

Wednesday, May 11, 2022

1:30 pm

Marian H. Rochelle Gateway Center

UW B of T Budget Committee
 Agenda
 May 11, 2022 at 1:30 – 3:30 pm

Executive Session: If necessary, a separate agenda and materials for the Executive Session.

Agenda	Description	Page #
1.	Update on all crucial Budget issues. Update on ARPA funding received and expended or plans for expenditure. No surprises. Remains as agenda item.	3
2.	Status of Housing debt (dorms & parking) and status of satisfaction of Bond Debt requirements. (timing of use of funds, construction timeline, architect schedule for compliance, etc). Remains as agenda item until project completed.	4
3.	Consideration and Action: Capitalization Policy Exception for UW Housing Phase I & II	6
4.	FY2023 Capital Construction Budget requests to be submitted in May 2023. **Need to prepare and approve list.** (May also be discussed in Facilities Comm.)	Provided at the meeting
5.	Discussion: FY2023 Supplemental Budget requests overview: Requests to be finalized in July and narratives provided with sufficient time for full B of T discussion and action in August.	No Materials
6.	Board of Trustees Operating Budget for FY2023	20
7.	Follow up discussion from May 9-10 Budget Hearings	No Materials
8.	FY2023 Salary Allocation Plan Full Board Agenda Item	21
9.	Scholarship and Financial Aid (per UW Regulation 7-11). Full Board Agenda Item	23
10	Foundation quarterly report on matching funds. Funding and recommendation for approval of match.	30
11	Special Projects Reserve Account Request: UW Casper (requires President's recommendation)	33
	<u>If time permits the follow items will be discussed.</u>	
12	Trustee Reserve Account Policy Update	

AGENDA #1 UPDATE ON ARPA FUNDING

	Available to UW	Spent (as of 5/1/22)	Encumbered
Consortial Infrastructure			
Administrative Support	\$592,000	\$35,407	\$21,975
Course-sharing platform	\$100,000		
Sub-total	\$692,000	\$35,407	\$21,975
Entrepreneurship			
Center for Entrepreneurship and Innovation (CEI)	\$2,000,000	\$108,122	\$800,107
Innovation workshops, student projects, business/corporate engagement	\$1,570,000		
Expansion of MakerSpace availability	\$1,500,000	\$8,591	\$11,539*
Sub-total	\$5,070,000	\$116,713	\$811,646
Digital Infrastructure and Technology			
Software development degree(s)	\$362,000		
School of Computing	\$1,150,000	\$101,294	\$108,203**
Wyoming Data Hub	\$3,900,000	\$47,554	\$3,408,914
FinTech and BlockChain	\$350,000		\$321,600
Sub-total	\$5,762,000	\$148,848	\$3,838,717
Tourism and Hospitality			
Establishing training programs to address growth areas currently not served	\$1,140,000		
WORTH	\$2,000,000	\$86,517	\$285,393
Sub-total	\$3,140,000	\$86,517	\$285,393
TOTAL	\$14,664,000	\$387,485	\$4,957,731

*Expansion of MakerSpace availability – coordinator will be hired in May

**School of Computing has 3 positions they are advertising for- the salaries have not been determined

Agenda item #2

Status of Housing Debt

The 2021C bond issuance was finalized on August 17, 2021. Total bond proceeds less closing costs were deposited into a separate account specifically for bond proceeds with PFM Asset Management, UW’s Investment Advisor. This account is being managed according to specifications outlined in the bond resolution.

Per section 1.12 of the bond resolution dated June 1, 2021, pursuant to the resolution adopted and approved on November 14, 2019, UW can reimburse itself for capital expenditures relative to phase 1 and 2 of the student housing project with bond proceeds within 18 months of the date of the expenditure of moneys on capital expenditure or on the date upon which the project containing the capital expenditure is placed into service, whichever is later (but in no event more than 3 years after the date of the original expenditure of such moneys).

As of 4/25/2022, \$26,808,263 of the bond proceeds for new housing, parking, and dining facility have been expended and reimbursed to UW. \$15,193,538.08 of this amount corresponds to capital expenditures made before the issuance of debt for the projects on August 17, 2021.

Project Name	Project Funding Amount	Project Committed Costs	Project Actual Expenses	Available Balance
BONDS FUNDED: WYOMING HALL DECONSTRUCTION	2,724,536	105,755	1,518,329	1,100,453
BONDS FUNDED: IVINSON LOT PARKING GARAGE	27,481,647	14,308,436	7,836,065	5,337,146
BONDS FUNDED: STUDENT HOUSING & DINING	201,559,014	4,553,410	4,527,527	192,478,077
BONDS FUNDED: BUS GARAGE/FLEET RELOCATION	3,329,503	-	-	3,329,503
BONDS FUNDED: WYOMING HALL UTILITY RELOCATION	14,905,300	775,361	12,926,343	1,203,595
Total	\$ 250,000,000	\$ 19,742,963	\$ 26,808,263	\$ 203,448,774

Status of Satisfaction of Bond Debt Requirements

Timing of use of funds

Per the bond tax compliance certificate, 85% of the proceeds, \$213,172,364.10 of the total \$250,791,016.55 are to be expended within three years of the date of issuance of the bonds. Three years expires 8/16/2024.

If 85% of the proceeds are not expended by 8/16/2024 UW would need to demonstrate continued, planned expenditure of the bond proceeds within a reasonable amount of time. The reasonable amount of time is based on the facts and circumstances of the case and how far from having 85% of the proceeds expended. UW would work with bond counsel to certify the plan for diligently proceeding with the project. The certification document is required to be kept on record at UW. There are no other filing requirements. Additionally, the yield on the unspent bond proceeds would need to be restricted to be no more than the yield on the bonds at this point.

Worst case scenario, if for some reason the project did not move forward, UW would be required to place funds in escrow equaling all unspent bond proceeds plus additional funds to pay the semiannual interest payments and yield the payout at the call date of the bonds. The call date of the bonds is June 1, 2031. The yield of the escrow account can be no more than the yield on the bonds. Another option in this case would be to work to find other legal alternatives for use of the funds.

Draws on Bond Proceeds as of 4/25/2022

Total 2021 C Bond Proceeds	\$ 250,791,016.55			
Cost of Issuance	791,016.55			
Total Deposit to Project Fund for 2021 Improvement Project	\$ 250,000,000.00			
2021 C Bond Proceeds Remaining	\$ 223,191,736.89			
85% of Proceeds to be expended by:	8/16/2024			
				Total Percentage of Debt Issuance Expended
	Draw	Date	Amount	
	Draw 1	11/30/2021	\$ 16,130,299.65	6%
	Draw 2	12/31/2021	1,268,718.31	7%
	Draw 3	1/31/2022	1,463,991.26	8%
	Draw 4	2/28/2022	4,624,618.82	9%
	Draw 5	3/31/2022	1,467,541.50	10%
	Draw 6	4/25/2022	1,853,093.57	11%
	Total Expended		\$ 26,808,263.11	

Construction Timeline

- Masonry Guaranteed Maximum Price (GMP) to be presented to the Board of Trustees May 2022.
- Remaining GMP is to be presented to the Board of Trustees in September 2022.
- Construction starts November 1, 2022
- Construction closeout March 1, 2025

Architect Schedule

- Remaining construction documents completed July 2022

AGENDA ITEM TITLE: Capitalization Policy Exception for UW Housing Phase I & II

The tax compliance certificate for the Series 2021C bond issuance allows for expenditure of bond proceeds on capital projects and cost of issuance. Capital Projects are defined in the tax compliance certificate as all capital expenditures, plus some de minimus items.

The University Capital Equipment and Depreciation of Capital Assets Policy defines capital equipment (i.e. assets that can be capitalized) as any item which:

- A. Has a per-unit acquisition or Fabrication/Construction cost of \$5,000 or more;
- B. Is movable (not permanently affixed to a building or infrastructure);
- C. Has a useful life of at least one (1) year; **and**
- D. Is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.).

Approximately \$6.6 million of Furniture, Fixtures & Equipment (FF&E) for UW Housing Project cannot be capitalized under the University Capital Equipment and Depreciation of Capital Assets Policy Standard Administrative Policy and Procedure because the per unit acquisition cost is under \$5,000. Since these items cannot be capitalized under the current policy, bond proceeds cannot be used to purchase FF&E for the project.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the March 2022 meeting, the Biennium Budget Committee discussed an exception to the current University Capital Equipment and Depreciation of Capital Assets Policy Standard Administrative Policy and Procedure to allow for capitalization of FF&E on the UW Housing Project. Classifying FF&E purchases on the UW Housing Project as capital expenditures would make the purchase an allowable use of bond proceeds. Removing the requirement that the per unit acquisition or fabrication/construction cost be \$5,000 or more would allow FF&E to be capitalized on the UW Housing Project, and therefore the FF&E under the \$5,000 threshold would be an allowable use of bond proceeds.

WHY THIS ITEM IS BEFORE THE BOARD:

To pass an exception to the University Capital Equipment and Depreciation of Capital Assets Policy Standard Administrative Policy and Procedure to remove the \$5,000 or more per-unit acquisition or fabrication/construction cost requirement for the UW Housing Project Phase I & Phase II only.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of a motion to pass an exception to the University Capital Equipment and Depreciation of Capital Assets Policy Standard Administrative Policy and Procedure to remove the \$5,000 or more per-unit acquisition or fabrication/construction cost requirement for the UW Housing Project Phase I & Phase II only. External bond counsel and the external auditors have advised that this exception is allowable.

PROPOSED MOTION:

I move to authorize administration to remove the \$5,000 or more per-unit acquisition or fabrication/construction cost requirement within the University Capital Equipment and

Depreciation of Capital Assets Policy Standard Administrative Policy and Procedure for the UW Housing Project Phase I & Phase II only.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.



Standard Administrative Policy and Procedure

Subject: University Capital Equipment and Depreciation of Capital Assets Policy

Number:

I. PURPOSE

The University of Wyoming has a fiduciary responsibility to manage Capital Equipment with which it has been entrusted, either acquired using any type of University funds or donated from an outside entity.

This management of Capital Equipment includes strict adherence to applicable State and Federal policies to assure safeguarding and accounting for all Capital Equipment. The University defines Capital Equipment as any individual item which:

- A. Has a per-unit acquisition or Fabrication/Construction cost of \$5,000 or more;
- B. Is movable (not permanently affixed to a building or infrastructure);
- C. Has a useful life of at least one (1) year; and
- D. Is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.).

It does not include real property (land), most software, animals, or library holdings.

In fulfillment of its mission and compliance responsibilities, the University must maintain an accurate inventory system and procedures that safeguard University assets, and assure financial accountability, reporting accuracy, adequate insurance, efficient utilization, and appropriate disposition of all Capital Equipment.

The following policy applies to all University Organizations and individuals involved in the acquisition, utilization and/or disposition of all Capital Equipment in their operations. The Asset Management Office is responsible for assisting University Organizations and individuals in recording, monitoring, and tracking Capital Equipment.

Additional definitions and policies specific to federally-acquired assets can be found in University of Wyoming Office of Sponsored Programs' Post Award policies.

II. ORGANIZATION PROPERTY ADMINISTRATOR (OPA)

A. Designation

Every campus Organization must designate at least one Organization Property Administrator (OPA). The Asset Management Office will formalize this

designation through an agreement with the OPA and the Organization's Senior Financial Officer or Business Manager.

B. Responsibilities and Training

The OPA must manage Capital Equipment for the OPA's individual Organization(s) in accordance with policy for the equipment's entire lifecycle, from arrival on campus through final disposition. Personnel designated as OPAs must undergo training developed and provided by the Asset Management Office within 30 days of designation.

C. Local Awareness Activities

OPAs will train/orient employees or anyone taking on responsibilities within the given Organization related to Capital Equipment policies, usage, procurement, disposition and/or related activities. Training may also be provided/supplemented by the Asset Management Office, Office of Sponsored Programs, Procurement and/or Payment Services.

III. CAPITAL EQUIPMENT POLICY

This Capital Equipment policy is organized into asset life-cycle stages: (1) acquisition of equipment; (2) tagging and physical inventory tracking; and (3) final dispositions.

A. Acquisition of Equipment

- 1. Institutional Inventory Records** - All Capital Equipment purchases must be placed on institutional inventory records regardless of their funding source(s) or ownership title (Federal, State, University or other).
- 2. Donations, Gifts, and Gifts-In-Kind** – Donations, Gifts and Gifts-In-Kind are non-monetary gifts, which if they meet the definition of Capital Equipment, must be added to institutional inventory records. All non-monetary gifts of Capital Equipment must first be reported to the University of Wyoming Foundation for processing. The asset value must be based on a written estimated Fair Market Value of the gift. The University is not permitted to establish a Fair Market Value on any donated Capital Equipment. The University of Wyoming Foundation will advise the donor on the necessary procedures to follow for establishing Fair Market Value in accordance with UW Regulation 12-1.
- 3. Research-Related Capital Equipment**
 - a. Transfer-In Without Purchase** - With prior approval from their Division's business office, Organizations hiring new research-related employees can execute a Transfer-In of existing Capital Equipment assets without purchase from the new hire's former institution. Organizations of new hires who

negotiate a Transfer-In of Capital Equipment must notify their OPA. The OPA is responsible for executing the required form (UW Sale/Transfer Procedures for Equipment Purchased with Sponsored Program Funds) to notify the Asset Management Office of the incoming equipment.

- b. Transfer-In With Purchase** - With prior approval from their Division's business office, Organizations hiring new research-related employees can purchase existing Capital Equipment from a new hire's prior institution. If the equipment is being transferred with a federal award to the University, a purchase may not be necessary or allowed. Organizations should consult the Office of Sponsored Programs for allowability. If approved and allowed, Organizations must requisition such purchases through Procurement Services within Financial Affairs.

- 4. Fabricated/Constructed Capital Equipment** - Fabricated/Constructed Capital Equipment expected to cost \$5,000 or more and have a useful life of at least one (1) year or more must be declared in advance to the Asset Management Office through a Fabrication Request Form so an Asset ID Tag number is established and referenced for all future qualified expenditures. Upon putting the Fabricated/Constructed equipment into service, the equipment's responsible person must notify their designated OPA, who will contact the Asset Management Office to have the equipment tagged, and the appropriate accounting entries made.
 - a. CIP Equipment** - CIP (Construction-In-Progress) equipment is capitalized to its appropriate capital asset categories upon the earlier occurrence of:
 - 1) When the equipment is placed into service; or
 - 2) Execution of substantial completion contract documents.

- 5. Upgrades** - Upgrades (purchased or Fabricated/Constructed) to existing Capital Equipment, costing \$5,000 or more with a useful life of at least one (1) year, can be capitalized only if the Upgrade results in one or more of the following:
 - a.** A substantial increase in the functionality of equipment which allows it to function or perform tasks it was previously incapable of performing; or
 - b.** A substantial increase in the efficiency of the equipment, that is, an increase in the level of the service provided by the equipment.

The record of the qualified Upgrade must be linked to the original equipment and its corresponding Asset ID Tag, but the Upgrade will depreciate under its own separate schedule.

B. Tagging and Physical Inventory Tracking

- 1. Asset ID Tag** - All Capital Equipment must be tagged with the appropriate Asset ID Tag and records completed in the asset management module of WyoCloud upon the asset's arrival on campus, or in the case of Fabricated/Constructed, when placed into service. OPAs must make arrangements for and access to the asset for tagging within one week of a request made by the Asset Management Office.
 - a.** In some instances, the tagging may be done by the OPA.
 - b.** Certain pieces of Capital Equipment over the \$5,000 threshold are considered a replaceable part and not an asset. These will not be tagged. Included in this category are subcomponents of assets such as pumps and core holders.
- 2. Location** - Asset ID Tags must be placed on an easily visible location of the asset.
- 3. X-Tags** - Capital Equipment that is designated by the Asset Management Office as "untaggable" (i.e., asset is smaller than tag, located in a remote or difficult to access area, etc.) must still have inventory records completed in the asset management module of WyoCloud and will be assigned a tag number, referred to as an X-Tag.
- 4. Physical Inventory** - Physical inventories will be scheduled by the Asset Management Office using a rolling process across campus that ensures every Organization conducts a full inventory once every two years. The OPA is responsible for completing the biennial inventory. The OPA or designee must account for all Capital Equipment. The Asset Management Office will reconcile the records to those in the asset management module of WyoCloud.
- 5. Required Information** – Required inventory information includes:
 - a.** Asset ID Tag
 - b.** Description
 - c.** Manufacturer
 - d.** Model
 - e.** Serial Number (or Federal stock number, national stock number or other ID number)
 - f.** Acquisition Date
 - g.** Cost
 - h.** Location
 - i.** Asset Owner (UW employee to whom asset is assigned)
 - j.** Asset Key (indicates source of funding)
 - k.** Invoice Date

Federally-acquired assets must also include:

- l.** FAIN (Federal Award Identification Number)
- m.** Who holds title
- n.** Percentage of federal participation in the project costs for the federal award under which the property was acquired
- o.** Use and condition of the property
- p.** Final disposition record, including date of disposal and Sale price or method used to determine Fair Market Value where a recipient compensates the Federal awarding agency for its share.

Information specific to federally-acquired assets as listed above is recorded and tracked by the Office of Sponsored Programs.

- 6. Missing Inventory** - Organizations have up to fifteen (15) business days from the last physical inventory or audit to locate items if they were not found in their last documented location. Consequences of non-compliance are outlined in Section VI below.
- 7. Changes to Asset** - In between physical inventories, the OPA is responsible for notifying the Asset Management Office of Capital Equipment Location changes (equipment moving to a different room or building), cost center updates, Trade-Ins, Transfers-In, Transfers-Out, Donations, Gifts and Gifts-In-Kind, disposals and any other status change including change of Principal Investigator (PI) or assignment contemporaneous to the change, and no later than within fifteen (15) calendar days of its occurrence.
- 8. Temporary Location Change**- A signed asset check-out form (“Organization Check-Out List for Temporary Location Change of Equipment”) must be obtained through the Asset Management Office for any Capital Equipment removed from its recorded location for seven (7) days or more. This is for a temporary use of an asset in a location that differs from the primary location recorded in WyoCloud.

C. Final Dispositions

- 1.** Organizations must make a written request on a Property Disposition Request (PDR) form and submit it to the Asset Management Office for approval prior to disposition of all University property including Capital Equipment. Organizations shall also follow all applicable University policies regarding disposing of University property, including but not limited to processes required to ensure that sensitive and confidential information has been entirely erased from University property prior to its disposal. PDRs having items identified by the Asset Management Office as purchased with grant funds are sent to the Office of Sponsored Programs for approval prior to being forwarded to the Surplus Office.

2. Disposition includes the following (see Appendix A, “Definitions” for more information):
 - a. Surplus
 - b. Transfer within the University, including changes to Organizations, Asset Owner, or rooms or other locations
 - c. Move/Sale to departing employee’s new institution
 - d. Transfer-Out: Transfer to departing employee’s new institution with ongoing sponsored project
 - e. Cannibalization
 - f. Deliver per contract
 - g. Return to vendor
 - h. Trade-In
 - i. Lost/Destroyed
 - j. Stolen
 - k. Record-Keeping Error
 - l. Unallowable Dispositions

3. **Move/Sale** - At the University, Moves or Sales are done in cases where: 1) a researcher is departing for a new academic institution, and 2) the Capital Equipment associated with the researcher is not a federally-acquired asset.

For the purposes of this policy:

- a. **Move** is defined as a zero-dollar sale to a new academic institution that results in a transfer of title, possession and accountability for the equipment from the University to the new institution; and
- b. **Sale** is defined as a transaction to a new academic institution in which title to equipment, possession and accountability is relinquished in exchange for Sale price as agreed upon by the new institution and approved by the Organization’s appropriate signing authority.

The Move/Sale must be documented by OPAs on a PDR. The Asset Management Office reviews all Moves/Sales and works with Organizations and the receiving University as necessary to process and document the transaction.

4. **Transfer-Out**: For purposes of this policy, “Transfer-Out” is defined as a transfer of title and accountability for federally-acquired equipment to a new institution. At the University, transfers can only be done in cases when a researcher is departing for a new institution with an ongoing sponsored project that will be moved there, and the sponsored project paid for the Capital Equipment asset. This used equipment may Transfer-Out without purchase from the University, or could have an exchange of funds under limited circumstances. Transfer-Out of equipment is documented by OPAs on a PDR, and must be approved by the Office of Sponsored Programs to ensure compliance with their policies.

5. **Lost/Destroyed Inventory** - Capital Equipment should be reported as Lost only after a concerted, documented effort has been made to find it. Lost or Destroyed equipment must be reported to the Asset Management Office according to the following procedure:
 - a. A PDR for the Lost/Destroyed equipment must be submitted to the Asset Management Office as soon as determination of the loss or destruction has been made. The PDR must include documentation and a description of how loss/destruction was identified:
 - 1) Lost: the OPA must describe in detail the efforts made in trying to locate or retrieve the item;
 - 2) Destroyed: Documentation of Destroyed equipment must include a description of how the destruction occurred, and must be accompanied by a photograph of the equipment.
 - b. The PDR must be signed by the Organization’s Dean, Director or Department Head. Loss of equipment over \$10,000 must be signed by the area Vice President.
 - c. The Asset Management Office will remove items from active records as Lost or Destroyed upon receipt and review of the PDR. The Asset Management Office reserves the right to audit all Lost or Destroyed equipment PDRs, and as necessary follow procedures listed in section VI below, “Consequences for Non-Compliance.”
6. **Stolen Inventory** - Capital Equipment reported as Stolen should be reported to the Asset Management Office on a PDR, which must be accompanied by a University police report or report of law enforcement in the jurisdiction where the theft took place if it was not on University property.

IV. DEPRECIATION OF CAPITAL ASSETS POLICY

- A. University assets, including those not covered in this policy, are depreciated straight line by month over the years as follows:

1. Buildings	50
2. Land Improvements. Landscaping	20
3. Land Improvements. Unclassified	15
4. Land Improvements. Parking Lots	10
5. Infrastructure. Utility Systems	30
6. Infrastructure. Streets	18
7. Infrastructure. Sidewalks	15
8. Infrastructure. Telecomm Systems	15
9. Equipment. Farm	10
10. Equipment. Food Service	10

11. Equipment. Law Enforcement	10
12. Equipment. Shop	10
13. Equipment. Dormitory	7
14. Equipment. Education	7
15. Equipment. Laboratory	7
16. Equipment. Vehicles	7
17. Equipment-IT. Computer	3
18. Equipment. Data Processing	3
19. Equipment. Office	3

- B. Upgrades and improvements to existing buildings costing \$50,000 or more are capitalized and depreciated over the life of the building and are not Capital Equipment.

V. GENERAL ROLES & RESPONSIBILITIES

- A. **Organization Property Administrator (OPA)** – Serves as the liaison between their Organization and the Asset Management Office for matters regarding Capital Equipment.
- B. **Division Business Manager** – Coordinates the designation of OPAs for their Division and provides oversight and support to the OPAs in execution of their responsibilities. The Business Manager is the University employee within the Division who is primarily responsible for oversight and management of the Division’s financial activities.
- C. **Asset Management Office** – Responsible for the overall management of Capital Equipment acquired by and assigned to the University of Wyoming in accordance with current University policies and procedures and applicable state and federal policies. Management duties include establishing and maintaining necessary records to ensure accurate accounting and reporting of all Capital Equipment in the possession of the University.

VI. CONSEQUENCES FOR NON-COMPLIANCE

- A. Any employee(s), including faculty, staff or student employee(s), failing to comply with this policy and/or to cooperate with and assist the OPA may result in disciplinary action for that employee up to and including termination based on the severity of the action or non-action of the employee(s). Incidents related to fraud will be referred to the UW Police Department for further investigation and action.
- B. OPAs are accountable to their Organizations, the Asset Management Office, the Risk Management Office and Internal Audit to comply with this policy. They must contact the Asset Management Office if they are experiencing issues of non-compliance from other employees (see VI.A above) or if they need additional training or help.

- C. Researchers should be mindful that failure to follow federal guidelines could result in loss of future research funding.

VII. INQUIRIES REGARDING POLICY

Inquiries regarding the above items illustrated within this policy should be directed to the Asset Management Office. Additionally, final interpretation of the policy will be determined by the Associate Vice President for Financial Affairs.

Responsible Division/Unit: Division of Administration

Source: None

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

<http://www.uwyo.edu/administration/financial-affairs/policies/>;

<http://www.uwyo.edu/administration/financial-affairs/chart-of-accounts.html>;

http://www.uwyo.edu/research/_files/docs/EquipTransferProc.doc;

<https://www.uwyo.edu/administration/financial-affairs/forms/index.html>;

Associated Regulations, Policies, and Forms: UW Regulation 7-9; UW Regulation 12-1; UW Office of Sponsored Programs Post-Award Policies; UW Sale/Transfer Procedures for Equipment Purchased with Sponsored Program Funds; Fabrication Request Form; Organization Check-Out List for Temporary Location Change of Equipment (Asset Check-Out Form); Property Disposition Request Form (PDR)

Approved: 7/23/2019

APPENDIX A: Definitions

Acquisition Date: The date the equipment is received by the University.

Asset Check-Out/Temporary Off-Campus Assignment: A University Capital Equipment asset that will temporarily reside for seven (7) days or more at a location different than the one recorded in Asset Management's WyoCloud records.

Asset ID Tag: A numbered tag that is affixed to an asset by the Asset Management Office signifying that the item is Capital Equipment and whether it is titled to the University, or a federal or state government agency.

Asset Key: A field in the asset management module of WyoCloud that captures funding source information as a one-word description: Federal; State; PPM; UWYO; None.

Asset Owner: University employee to whom asset is assigned; primary user and/or Principal Investigator (PI) if a grant-funded asset, who is responsible for day-to-day usage. This information is tracked within the WyoCloud system.

Cannibalization: An asset removed from active service (retired), but remaining on campus for the purpose of supplying spare parts for another (same or similar) piece of equipment that is still in service.

Capital Equipment: An acquisition qualifies as Capital Equipment if it meets these four criteria:

1. Item has a per-unit acquisition cost of \$5,000 or more before any applicable trade-in allowance or qualifies as a fabricated/constructed assessed with a cost of \$5,000 or more.
2. The acquired item has a useful life expectancy of one (1) year or more.
3. The item is moveable; that is, it is not permanently affixed to a building, infrastructure or another object in such a way as to lose its unique identity.
4. The item is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.). Items like artwork, animals and most software are not considered Capital Equipment assets.

CIP Equipment: Equipment in the process of being Fabricated/Constructed by an Organization with an expected useful life of at least one (1) year and an expected cost of \$5,000 or more.

Destroyed: Damaged or ruined beyond repair.

Division: Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the University of Wyoming Foundation, the Division of Information Technology, the Office of Research and Economic Development, the Division of Student Affairs, the Department of Intercollegiate Athletics, and the Office of General Counsel.

Donations, Gifts, Gifts-In-Kind: A non-monetary gift or donation received by the University and processed by both the University of Wyoming Foundation and the Asset Management Office to be used in operations.

Fabricated/Constructed: Purchases of component parts and direct labor that are custom joined to create an asset not commercially available, and is capitalized together as one asset. To meet this definition, component parts must work together to perform one function. Each component part must be necessary for the asset to function, i.e., removal of any part would result in the asset not operating at capacity or for its intended purpose.

Fair Market Value: The price for which an asset would be sold on the open market.

Location: The area of primary use or storage (defined by country, state, city, building and area). Tracked by OPA and recorded by Asset Management Office in WyoCloud.

Lost: An item that is unable to be found after all efforts have been exhausted.

Move: For the purpose of this policy, a move is defined as a zero-dollar Sale to a new institution that results in a transfer of title, possession and accountability for the non-federally acquired equipment from the University to a new academic institution. At the University, moves can only be done in cases where a researcher is departing for a new academic institution. In any other situation, equipment must be declared as Surplus.

Organization: An Organization represents a department or unit where staff is identified and business is transacted. Each individual Organization is part of a hierarchy that rolls up to the Division level. While the specific hierarchy varies, one example is:
Division/SubDivision/Unit/Department/Organization.

Record-Keeping Error: Incorrect information recorded by either Organization or the Asset Management Office.

Sale: For purposes of this policy, a Sale is defined as a transaction in which title to non-federally acquired equipment, possession and accountability is relinquished in exchange for Sale price. At the University, Sales can only be done in cases when a researcher is departing for a new academic institution. In any other situation, equipment must be declared as Surplus.

Stolen: Knowledge that an item was misappropriated. Property Disposition Request forms processing Stolen items must include a police report.

Surplus: Any item that:

1. Does not function anymore;
2. Is obsolete;
3. Is not useful; or
4. Is not needed in the foreseeable future.

Trade-In: An active asset relinquished to a vendor in exchange for the reduction in price towards the purchase of a new similar asset whose cost is greater than \$5,000.

Transfer: A change in the Capital Equipment's recorded location, Asset Owner, or from one University Organization to another University Organization. Transfers are documented by OPAs via the Property Disposition Request form, and the new location, Asset Owner and/or Organization recorded into WyoCloud by Asset Management.

Transfer-In: For purposes of this policy, "Transfer-In" is Capital Equipment received from an incoming employee's prior institution (usually from another university) with an ongoing

sponsored project that will be moved here. This used equipment may Transfer-In without purchase to the University, or could have an exchange of funds under limited circumstances.

Transfer-Out: For purposes of this policy, “Transfer-Out” is defined as a transfer of title and accountability for equipment to a new institution. At the University, transfers can only be done in cases when a researcher is departing for a new institution with an ongoing sponsored project that will be moved there, and the sponsored project paid for the Capital Equipment asset. This used equipment may Transfer-Out without purchase from the University, or could have an exchange of funds under limited circumstances.

Unallowable Dispositions: Disposals that fail to comply with University procedures for disposition.

Untagged Asset: Capital Equipment receiving an X-Tag because it is not compatible with being tagged due to special circumstances (e.g. asset too small for the tag, would adversely impact asset performance, etc.)

Upgrade: For purposes of this policy an Upgrade refers to substantial improvements costing \$5,000 or more. Upgrades may be fabricated/constructed or purchased complete. To be considered a Capital Equipment Upgrade, the Upgrade must result in one or more of the following:

1. A substantial increase in the functionality of equipment which allows it to function or perform tasks that it was previously incapable of performing.
2. A substantial increase in the efficiency of the equipment, that is, an increase in the level of service provided by the equipment without the ability to perform additional tasks.

X-Tag: A consecutive number ending with an X assigned to Capital Equipment considered to be untaggable due to size, location or other constraints, and tracked within the asset management module.

Straight Line/Even Depreciation: A method of computing depreciation by dividing the asset’s cost by the number of years it is expected to be used. The University does not take salvage value into consideration for this calculation.



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Summary Level Natural Accounts	FY21		FY22		FY23
	Budget	Final Actual	Budget	Actual YTD	President Review Budget
Total Revenue	-	-	-	-	-
A_60101 Staff Salary Expense FT	-	-	76,875	59,678	80,719
A_60401 Staff Salary Expense PT	12,000	-	15,000	-	-
A_60501 Other Salary Expense PT	-	4,051	-	365	15,600
A_C6080 Fringe Benefits Rollup	216	73	38,781	29,740	40,716
A_B6000 Salary & Wages Summary	12,216	4,124	130,656	89,782	137,035
A_62001 Professional Services Expense	18,000	1,620	15,000	25,887	15,000
A_62006 Telecom Expense	1,100	728	1,100	-	-
A_62011 Catering Expense	12,200	280	9,000	197	9,000
A_62013 Other Services Expense	-	-	-	140	-
A_63001 Travel Domestic Expense	8,590	951	8,590	2,032	8,590
A_63003 Housing Expense	3,000	-	3,000	1,294	1,500
A_63101 Non Employee Transportation	14,000	2,956	14,000	10,516	16,000
A_63102 Non Employee Lodging	30,500	6,382	30,500	17,275	30,500
A_63103 Non Employee Meals	1,500	346	1,500	1,161	2,100
A_63104 NonEmployee Other Travel	-	-	-	20	-
A_64002 Office Supplies	800	40	200	230	200
A_64005 Non capital Equipment Computer Expense	3,000	3,089	3,000	-	3,000
A_64007 Books Subscriptions & Media Expense	1,000	53	500	-	150
A_64011 Postage Freight & Shipping Expense	1,500	232	400	209	400
Services, Travel, and Supplies	95,190	16,678	86,790	58,961	86,440
A_65501 Building/Facilities Rental Expense	4,000	-	4,000	500	3,000
A_65502 Equipment Rental Expense	500	-	500	-	-
Util., Repair & Maint., and Rentals	4,500	-	4,500	500	3,000
A_66502 Printing & Copying Expense	300	-	50	-	50
A_66503 Training/Professional Development Expense	3,000	-	3,000	-	3,000
A_66515 Memberships & Dues Expense	7,970	7,970	7,970	7,970	7,970
Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	11,270	7,970	11,020	7,970	11,020
Total Expenses Before Transfers	123,176	28,772	232,966	157,213	237,495
Net Result Before Transfers	123,176	28,772	232,966	157,213	237,495
A_76601 Internal Sales Auxiliaries	76,500	19,466	65,812	42,245	59,900
A_76001 Internal Service Allocation: Plant Operations	500	-	500	-	-
A_76002 Internal Service Allocation: Info Tech	1,200	754	1,200	647	1,200
A_76003 Internal Service Allocation: Other	12,000	3,626	10,000	6,630	11,884
A_B7600 Internal Allocations & Sales	90,200	23,847	77,512	49,522	72,984
A_77401 Non mandatory Transfers To/From Operations Funds	-	-	-	(39,264)	-
A_D7740 Transfers To/From Operations Grouping	-	-	-	(39,264)	-
Total Funding Transfers	90,200	23,847	77,512	10,258	72,984
Total Expenses After Transfers	213,376	52,619	310,478	167,472	310,478
Statement of Activities Net Result	213,376	52,619	310,478	167,472	310,478

AGENDA ITEM TITLE: FY2023 Salary Allocation Plan, Seidel/Carman/Kean

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
- Institutional Excellence
- Student Success
- Service to the State
- Financial Growth and Stability
- No [Regular Business]

- Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

2022 Wyoming Session Laws Ch. 51 General Government Appropriations included an appropriation of \$16,271,450 to the University of Wyoming for the FY2023-2024 biennium.

(a)(ii) Sixteen million two hundred seventy-one thousand four hundred fifty dollars (\$16,271,450.00) to the University of Wyoming pursuant to subsection (b) of this section for employees of the University of Wyoming, the University of Wyoming medical education program, school of energy resources and the enhanced oil recovery commission;

(b) Funds appropriated under subsection (a) of this section shall be distributed to employees of entities specified in paragraphs (a)(i) through (iv) of this section to provide for salary and employer paid benefit increases consistent with employee performance and occupational market analysis as determined by the specified recipient entities.

The legislature left the allocation methodology up to the University and in turn the President established a salary administration, classification and compensation working group and charged the group with providing an allocation methodology. The working group met and provided the President with a methodology that focused on providing larger raises to employees in the lowest pay grades without creating additional compression. After feedback from the President's cabinet the following allocation methodology was finalized.

- Appropriated Funds are divided into two funding pools.
 - The first pool provides for a salary increase of \$1,900.00 for employees with base pay up to \$79,999.99 and \$1,400.00 for employees with base pay of \$80,000.00 up to \$149,999.99 Employees with base salary above \$150,000.00 are not eligible for an increase from this pool. (Modeled using current employee salaries and source of funding this allocation requires \$4 million of State General Funds)
 - The remaining pool of \$4 million State General Fund equates to an additional 2.25% raise but will be discretionary and will be used to provide as needed to address merit, market, and compression issues. Funds will be distributed at the organization level based on each organization's percent of total payroll for employee base pay up to \$150,000.
- All benefited employees with a hire date prior to January 5, 2022 are eligible to receive a salary increase regardless of funding source.
- Probationary staff employees will be included in the allocation, but any approved salary increase will not be effective until completion of the probation period.
- Employees receiving promotion or retention raises during FY2022 are not excluded.

- Distribution of funds used to address merit, market, and compression to individual employees will be at the discretion of the department head/director. Discretionary plans must be reviewed and approved by the Provost for academic colleges and the appropriate Vice President for non-academic divisions.
- State funded Graduate Assistant Stipend minimum amounts will be increased by 4 percent. Departments may offer a higher stipend amount if other funding is available.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

WHY THIS ITEM IS BEFORE THE BOARD:

This item is before the Board pursuant to UW Regulation 2-3.

ACTION REQUIRED AT THIS BOARD MEETING:

The Board is asked to approve the proposed allocation methodology.

PROPOSED MOTION:

I move to authorize administration to use the proposed allocation methodology for FY2023 compensation increases.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Scholarship and Financial Aid Strategy 2023-24, Carman/Kean/K. Moore/Barrett

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
 - Institutional Excellence
 - Student Success
 - Service to the State
 - Financial Growth and Stability
- No [Regular Business]

Attachments are provided with the narrative.

EXECUTIVE SUMMARY:

The Financial Aid Strategy approved in July 2019 was implemented for the 2020-21 and 2021-22 awarding cycles. This strategy was modified June 2021 for the 2022-23 awarding cycle. In order to achieve a balance between projected net revenue outcomes and reducing barriers with recruitment and retention, the Administration recommends the following for the 2023-24 awarding cycle: 1) modify awarding for transfer student opportunities, and 2) establish an enhanced recruiting and retention option for college deans for the 2023-24 awarding cycle.

In addition to these recommendations, the Administration will provide a chart showing the expense history of the Trustees Scholars Award for informational purposes only.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Financial Aid Strategy and status of awards was last reviewed and discussed during the May 2021 Board meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

Financial Aid Strategies require annual Board approval.

ACTION REQUIRED AT THIS BOARD MEETING:

The Board approves after careful review and discussion of the recommended Financial Aid Strategies presented for the 2023-24 year.

PROPOSED MOTION:

I move to authorize Administration to adopt and approve the recommendations for the 2023-24 year Financial Aid Strategy.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.



Undergraduate Student Financial Aid Plan for the 2023-24 Academic Year (Fiscal Year 2024)

May 11-13, 2022



Financial Aid Recommendations for the 2023-24 Academic Year (Fiscal Year 2024)

The Administration is proposing for the 2023-24 academic year (fiscal year 2024) awarding cycle the following:

#	TOPIC/AREA	RECOMMENDATION
1	Transfer Resident and Non-Resident	Modify transfer opportunities
2	Enhanced Recruiting and Retention	Establish a college dean award option

In addition to these recommendations, the Administration will provide a spend analysis of the Trustees Scholars Award recipients for future discussion with the committee.



Recommendation #1: Modify Transfer Opportunities

The University of Wyoming must grow enrollment to stay competitive in the marketplace. An important area of opportunity is to increase the undergraduate transfer student population. UW is at a disadvantage relative to regional competitors because our current transfer scholarships have convoluted requirements. Current opportunities for resident and non-resident transfer students are outlined below:

NAME	MINIMUM REQUIREMENTS	AWARD AMOUNT
Cowboy Transfer Commitment	Current WY resident, earned associate degree, less than 75 transfer credits, 3.0 GPA	\$4,000
UW Transfer Commitment	All students: earned associate degree, 3.4 GPA Resident: 75 or more transfer credits Non-Resident: excludes NE and WUE states International	\$1,000
Nebraska Transfer Award	NE resident, earned associate degree, 3.4 GPA	150% of resident tuition (approximately \$12,240 less than standard non-resident tuition for FT students)
WUE Transfer Award	Residents from WUE eligible states, earned associate degree, 3.4 GPA * WUE participating states include: AK, AZ, CA, CO, HI, ID, MT, NV, NM, ND, OR, SD, UT, WA, WY & Commonwealth of Northern Mariana Islands.	150% of resident tuition (approximately \$12,240 less than standard non-resident tuition for FT students)



Recommendation #1: Modify Transfer Opportunities

The recommended modifications would include eliminating the Associate Degree requirement and establishing a GPA based criteria, outlined below, for both resident and non-resident transfer students. It would be available to transfer students seeking their first bachelor's degree with a minimum of 12 completed transfer credits (post high school).

RESIDENT TRANSFER AWARD	
Cumulative Transfer GPA	Award Amount
3.00-3.30	\$1,000
3.31-3.84	\$2,000
3.85-4.00	\$3,000

NON-RESIDENT TRANSFER AWARD	
Cumulative Transfer GPA	Award Amount
3.00-3.30	\$2,000
3.31-3.84	\$4,000
3.85-4.00	\$6,000

NON-RESIDENT WUE (<i>Limited</i>) AND NEBRASKA TRANSFER AWARD	
Cumulative Transfer GPA	Award Amount
3.85-4.00	150% of resident tuition (approximately \$12,240 less than standard non-resident tuition for FT students)

Requirements to maintain eligibility are outlined below:

- This scholarship is renewable for up to 6 semesters (3 academic years) or completion of first bachelor's degree, whichever comes first.
- Students must maintain full-time continuous enrollment (12 semester hours) during the fall and spring semesters each year (minimum total of 24 semester hours) but is not available to use during the summer semester.
- Students must maintain a 3.0 cumulative UW GPA (evaluated at the end of each Spring semester).



Recommendation #2: Establish a College Dean Award Option for Enhanced Recruiting and Retention for AY 2023-24

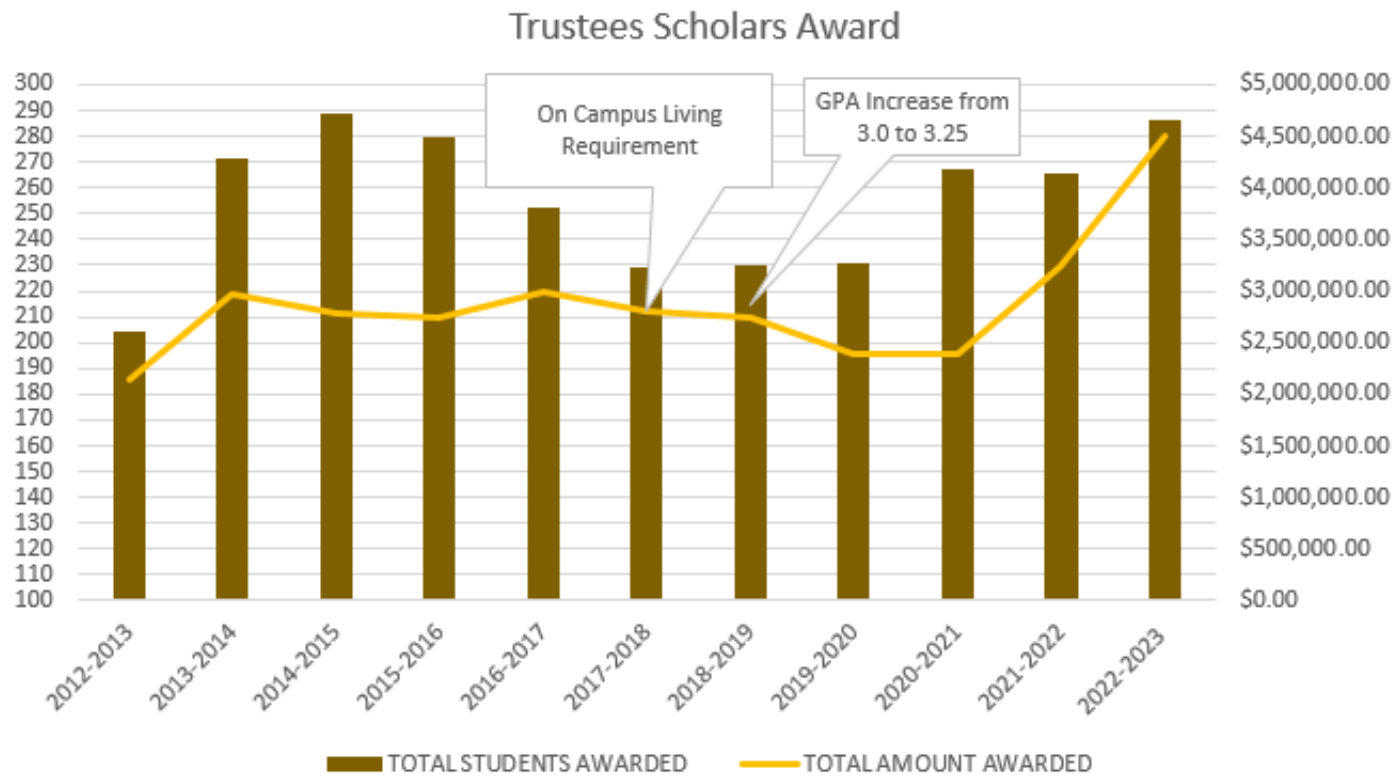
Recommend the following one-time/one-year optional approach:

- For Academic Year 2023-2024, College dean's will be allowed to award up to \$10,000 from one of their foundation accounts (scholarship or discretionary) to help recruit and retain high achieving students.
- The funds will be permitted to exceed a student institutional (Cowboy, Brown and Gold, or Transfer) commitment.
- The intent of this \$10,000 will be to recruit and/or retain students as determined by the college dean.
- The selection of students will remain at the discretion of the college dean.
- Scholarships and Financial Aid will continue to work with Enrollment Management and college deans to review the effectiveness of this approach with the goal of determining a long-term solution.



Trustees Scholars Award Spend Analysis

The Trustees Scholars Award is funded by the institutional state block grant. A spend analysis by academic year follows. (Tuition, Fees, Room & Board)




University of Wyoming Foundation UW Matching Funds - 2020 State Appropriation

New commitments as of
March 31, 2022

Date of Commitment	Commitment Amount	Endowment Fund
11/29/2021	\$ 188,410.50	W. Richard and Barbara Andrau Powell Wildlife/Livestock Disease Trainin Fund
12/31/2021	\$ 50,000.00	The Jose h and Ra Broadbent Ranches Uinta Count Extension Fund

\$ 238,410.50 Total New Commitments this Report

To the best of my knowledge, I certify that the items included therein for payment are correct and just in all respects.



 Date: 4/26/2022

 Date: 4/26/2022

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Alex Kean, Deputy VP, Budget & Finance, VP for Administration Office

University of Wyoming
UW Matching Funds - 2020 State Appropriation

Request for Payment
 March 31, 2022

UW Match Schedule**Tier 1 Engineering or Science**

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/22	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	Geology & Geophysics - Donald L. 'Doc' Blackstone Excellence	\$ 150,000.00
	25,000.00	5,000.00	5,000.00	10,000.00	15,000.00	5,000.00	Henry R. Bauer Computer Science Excellence Fund	5,000.00
	100,000.00	20,000.00	-	20,000.00	80,000.00	-	Patrick and Nora Ivers Excellence Fund in Physics and Astronomy	20,000.00
	50,000.00	50,000.00	-	50,000.00	-	-	Roy J. Shlemon Endowment for Quaternary Studies (geology)	50,000.00
	10,000.00	10,000.00	-	10,000.00	-	-	Richard C. Day Civil Engineering Scholarship	10,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	Moncrief Dean's Excellence Fund (engineering)	100,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	Westedt Dean's Excellence Fund for Systems Management in the College of Engineering	100,000.00
	60,000.00	60,000.00	-	60,000.00	-	-	O. H. Rechard Memorial (mathematics)	60,000.00
	40,000.00	40,000.00	-	40,000.00	-	-	Donald L. Blackstone, Jr. Excellence Fund in Geology	40,000.00
	165,000.00	165,000.00	-	165,000.00	-	-	Donald and Roberta Adams Engineering Scholarship	165,000.00
	25,000.00	10,000.00	-	10,000.00	15,000.00	-	Allen-Aldrich Mathematics Fund	10,000.00
	50,000.00	40,000.00	-	40,000.00	10,000.00	-	Center for Biogenic Natural Gas Research Excellence Fund	40,000.00
	125,000.00	125,000.00	-	125,000.00	-	-	Strickland Family Wyoming Coop Unit Excellence Fund	125,000.00
Total:	\$ 1,000,000.00	\$ 875,000.00	\$ 5,000.00	\$ 880,000.00	\$ 120,000.00	\$ 5,000.00		\$ 875,000.00

Professorships in Ag

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/22	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -	Farm Credit Services of America Ranch Management and Agricultural Leadership Chair	\$ 1,000,000.00
Total:	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -		\$ 1,000,000.00

University of Wyoming
UW Matching Funds - 2020 State Appropriation

UW Match Schedule Continued**Programs in Ag Ed or Research**

Request for Payment
March 31, 2022

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/22	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 500,000.00	\$ -	Farm Credit Services of America Ranch Management and Agricultural Leadership Excellence Fund	\$ -
	10,000.00	10,000.00	-	10,000.00	-	-	T. J. Dunnewald Memorial Scholarship (agriculture)	10,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	Westedt Ranch Management Excellence Fund for UW Rodeo	100,000.00
	75,000.00	70,000.00	5,000.00	75,000.00	-	5,000.00	Schuman Rangeland Restoration Fellowship	70,000.00
	50,000.00	50,000.00	-	50,000.00	-	-	The Joseph and Ray Broadbent Ranches Uinta County Extension Fund	50,000.00
	188,410.50	188,410.50	-	188,410.50	-	-	W. Richard and Barbara Andrau Powell Wildlife/Livestock Disease Training Fund	188,410.50
	500,000.00	-	100,000.00	100,000.00	400,000.00	100,000.00	Joe and Arlene Watt Foundation IMAGINE Fund	-
Total:	\$ 1,423,410.50	\$ 418,410.50	\$ 105,000.00	\$ 523,410.50	\$ 900,000.00	\$ 105,000.00		\$ 418,410.50

Law Clinics and ELP

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/22	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 50,000.00	\$ 22,967.46	\$ -	\$ 22,967.46	\$ 27,032.54	\$ -	Sharon Fitzgerald Memorial Scholarship for College of Law Mothers	\$ 22,967.46
	75,000.00	75,000.00	-	75,000.00	-	-	Center for Written Advocacy Endowment Fund	75,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	UW College of Law Clinic & Experimental Learning	100,000.00
	25,000.00	-	-	-	25,000.00	-	The University of Wyoming College of Law	-
	105,000.00	105,000.00	-	105,000.00	-	-	Mary Frances "Ricky" Blackstone & Jack Dieterich Scholarship	105,000.00
	179,589.11	179,589.11	-	179,589.11	-	-	Terry W. Mackey Scholarship	179,589.11
Total:	\$ 534,589.11	\$ 482,556.57	\$ -	\$ 482,556.57	\$ 52,032.54	\$ -		\$ 482,556.57

Grand Total **\$ 3,957,999.61** **\$ 2,775,967.07** **\$ 110,000.00** **\$ 2,885,967.07** **\$ 1,072,032.54** **\$ 110,000.00** **\$ 2,775,967.07**

Grand Total Requested this Report:	\$110,000.00
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AGENDA ITEM TITLE: Request for Trustees Startup Funding for Expansion of the Master of Social Work program to UW-C, Kean/Pickett

EXECUTIVE SUMMARY:

The current request for Trustee Funding is to expand the Laramie Master of Social Work Program (MSW) to the UW Casper campus. The purpose of this request is to increase access of Wyoming residents to graduate social work education by providing a part-time hybrid program designed to meet the educational needs of working adults and those with family responsibilities. The second goal is to address the increasing need for graduate level social workers in Wyoming. Social workers provide most of the treatment and support in the areas of both mental health and substance use, therefore there is a growing need for social works based on projections from both Wyoming Workforce and the US Department of Labor. The proposed part-time program builds on the existing expertise, resources, and experiences of the UW Division of Social Work thus insuring continued accreditation.

To make the program further accessible our goal is to offer the program at the current graduate tuition rate in the same fashion as the BSW Casper Program is offered at the current undergraduate rate. While graduate social work salaries in Wyoming are very good, repaying extensive student loans can be a further barrier to graduate social work education. Therefore, the current proposal requires start-up funds for the first two years, after which time the program will be self-supporting.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Academic Affairs & Student Affairs Committee and the full Board voted in support of a Notice of Intent for the proposed expansion, September 2021.

WHY THIS ITEM IS BEFORE THE BOARD:

As a request from the Trustees' Project Reserve Fund, the Board's approval is required.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of the request of \$148,000 startup funding from the Trustees' Project Reserve Fund to facilitate expanding the Master of Social Work program to UW Casper.

PROPOSED MOTION:

"I move that request for \$148,000 from the Trustees' Project Reserve Fund to be used to support expansion of the Master of Social Work program to UW Casper be approved."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

To: Academic Affairs, President Seidel, and members of the Board of Trustees

From: Eleanor Downey, Director of the Division of Social Work, and Brent Pickett, Dean of UW Casper

Re: Request for Trustees Project Reserve Fund monies to expand the MSW program to UW Casper

Date: April 22, 2022

In September of 2021, the Board of Trustees voted to approve the expansion of the Master's in Social Work (MSW) program to the branch campus, UW-Casper. The Council on Social Work Education, the national accrediting agency, has also approved the expansion. In order to realize this vision, the director of the Division of Social Work and the dean of UW-Casper are requesting \$148,000 from the Trustees Project Reserve Fund (TPRF). This, in addition to \$56,000 committed from the College of Health Sciences, will allow the launch of the program on the branch campus in the fall of 2023. Assuming the current 70/30 tuition revenue split, with the academic units (the Division of Social Work and UW-Casper) being able to retain 70% of the tuition earned, the program will become financially self-sustaining in FY 26.

Director Downey and Dean Pickett are requesting funds from the Board for several reasons. First, given the pay social workers typically earn, an entrepreneurial funding model would be prohibitively expensive for students. It would also create an equity issue, since UW-Laramie MSW students pay the normal graduate student tuition rate. Also, while the funds committed from the College of Health Sciences will cover a portion of the costs, without funds from the TPRF, the College's funds would prove woefully insufficient and it would not make sense to start a program that would not have the necessary funds for the bridge to self-sufficiency. Hence even though Board funds would not be utilized until FY 24, we are asking for them in 2022.

The first year's expenses involve the hiring of a coordinator (aiming for a 1 March 2023 hire date) and a part-time administrative assistant, and computers and other supplies. They would work on marketing and promotion, processing applications, and other aspects of the launch of the program that fall. Hence the FY 23 expenses total less than \$50,000 and can be covered by the College of Health Sciences.

FY 24 expenses are more substantial: the MSW coordinator will be in place the full year, as will the part-time staff assistant. There will also be part-time faculty hired. The program also launches only with advanced standing students (i.e., students with a bachelor's of social work (BSW) in hand), so there is less tuition revenue. The bulk of the TPRF funds allocated to this project will be expended in this fiscal year.

Expenses further increase in FY 25, largely driven by an increased number of part-time faculty being utilized. This year, however, will also see program expansion with Standard admission students (that is, those with a non-BSW bachelor's) admitted to the program. For that reason, the program's funding deficit in FY 25 decreases substantially. The next year will have further increases in enrollment that will allow us to achieve self-sufficiency in funding.