Board of Regents Meeting
Agenda
Kansas Room, Memorial Union
Thursday, 3/12/2015
4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call
   Mr. Boles
   Mr. Hoferer
   Mr. McGivern
   Mrs. Moran
   Mrs. Parks
   Mr. Sneed
   Mrs. Sourk
   Mrs. Trusdale
   Mr. Wolgast

III. Public Budget -- Publish Notice of Hearing
   Revised Public Budget - Publish Notice - Page 4

IV. Approval of Minutes of Past Meeting(s)
   A. Approval of the Minutes of the February 5, 2015 meeting
      February 5, 2015 Board of Regents Minutes - Page 5

V. Officer Reports
   A. Chair's Report
   B. President's Report
   C. Committee Report(s)
      1. Budget/Finance Committee
   D. Treasurer's Report
      1. Liquidated Claims Approval - January 2015
         Liquidated Claims - January 2015 - Page 9

VI. New Business
   A. Consent Agenda
      1. Faculty/Staff Personnel Actions
         Faculty Staff Personnel - Page 10
   B. Action Items
      1. Microsoft Campus Agreement
         Microsoft Agreement FY16 - Page 13
      2. Budget and Finance Committee Report - Capital Projects and Equipment from the Debt
         Retirement and Construction Fund
         Capital Projects and Equipment - Page 14
         DRC Schedule - Page 15
         FY16 Capital Budget Requests - Page 16
3. New Student Housing & Dining Construction Contract
   Housing-Dining Construction Contract - Page 21

4. KTWU and Law Parking Lots
   Parking Lots - Page 23

5. Additional Seating for Yager Stadium
   Yager Stadium Seating - Page 24

6. Personnel
   a. Honorary Degree Candidates
      Honorary Degree - Page 25
   b. Tenure and Promotion Recommendations
      Promo Tenure 2015 - Page 26
   c. Designate Dr. Roy Sheldon as Associate Professor Emeritus, Ms. Faye Niesen as Lecturer Emeritus, and Mr. Cal Melick (posthumously) as Librarian Emeritus
      Emeriti - Page 27
   d. Eminentes Universitatis
      Eminentes - Page 29

7. Academic Programs
   a. Chemistry Curriculum Change - Associate of Science to Associate of Arts in Laboratory Science
      Chemistry Curric Change AS to AA-Lab Science - Page 32
   b. Faculty Senate Constitutional Amendment - Clarification of Eligibility and Membership
      Faculty Senate Constitutional - Page 33
   c. Gerontology Minor
      Gerontology Minor - Page 34
   d. Faculty Handbook Section One.III Faculty Appointment Categories (excluding School of Law)
      Faculty Handbook Change Faculty Appts-nonLaw - Page 35
   e. Faculty Handbook Change: Definitions of Academic Appointments (School of Law)
      Faculty Handbook Change - Academic Appts-Law - Page 37
   f. Faculty Handbook Change: Promotion and Tenure Committee Members
      Faculty Hndbk Change Promo Tenure Committee Members - Page 38
   g. Faculty Handbook Change: Extension to the probationary period of a tenure-track faculty member
      Faculty Hndbk Change Extend Probationary Period - Page 39
   h. Faculty Handbook Change: Update General Education Committee Duties/Membership
      Faculty Hndbk Change Update Gen Ed Comm - Page 41
   i. Dispatch Technology Program
      Dispatch Technology - Page 43
      Dispatch Technology Program Outline - Page 44
C. Information Item(s)

1. Report of Purchases between $25,001 and $50,000

   Purchases - Page 63
Agenda Item No. III.
Washburn University Board of Regents

SUBJECT: Revised Public Budget – Publish Notice of Hearing

DESCRIPTION:

A public budget hearing must be held to revise the FY 2015 public budget. The public budget hearing will occur on March 27, 2015 at 1:00 p.m. in the Washburn University Memorial Student Union, Kansas Room. In accordance with Kansas law, a formal Notice of Public Budget Hearing must be published in the newspaper at least 10 days prior to the public budget hearing.

FINANCIAL IMPLICATIONS:

The revised FY 2015 public budget documents will be provided to the Board prior to the March 27, 2015 public budget hearing.

RECOMMENDATION:

President Farley recommends approval by the Board of Regents to publish the Notice of Public Budget Hearing no later than 10 days prior to the March 27, 2015 public budget hearing.

______________________  _____________________________________
Date     Jerry B. Farley, President
I. Call to Order

Chairperson Sourk called the meeting to order at 4:06 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus. Chairperson Sourk then stated that because she might have to leave the meeting, Vice-Chairperson Trusdale would be running the meeting.

II. Roll Call

Present were: Mr. Boles, Mr. Hoferer*, Mr. McGivern, Mrs. Moran, Mrs. Parks, Mr. Sneed, Mrs. Sourk, Mrs. Trusdale and Mr. Wolgast.

* - indicates attended by telephone

III. Approval of Minutes of the December 4, 2014 meeting

It was moved by Regent Moran and seconded by Regent Parks to approve the Minutes of the December 4, 2014 meeting. Motion passed.

IV. Officer Reports

A. Chair’s Report

No report.

B. President’s Report

President Farley reported that coming up later this month is Washburn Institute of Technology’s National Technical Education Signing Day for students wanting to commit to attend Washburn Tech. He said right now there are approximately 500 students. Dr. Farley said this is a great idea initiated by Dean Coco. He said the Dean reported another five to six schools will be joining by podcast.

Dr. Farley said Washburn Institute of Technology received diesel engines from BNSF Railroad for a training cooperative with Johnson County Community College to help pave the way to highly skilled, high paying jobs.

Dr. Farley said a Certified Production Technician (CPT) program has been entered into with the Department of Corrections to provide training for women in the Topeka Correctional facility to get them prepared for jobs when they are released. He said two women have graduated and have been employed since their release. He said the program seems to be working well.
President Farley said tomorrow is the 150th birthday of Washburn University and there will be a big celebration on campus in the student union. He said a book has been written for the 150th birthday and the author will be present to sign books. Dr. Farley said a Proclamation will be signed by the Governor at 11:30 a.m., and the Kansas House and Senate will also be signing proclamations. Regents Sourk and Trusdale will be present along with students and legislative representatives.

C. Committee Report(s)

Budget/Finance Committee Chairperson McGivern reported that no official action was taken by the Committee at its meeting.

D. Treasurer’s Report

It was moved by Regent Sneed, and seconded by Regent Parks, to approve the Liquidated Claims for November 2014 and December 2014. Motion passed.

3. Quarterly Reports for the Six Months Ended December 31, 2014 – Washburn University and Washburn Institute of Technology

Vice President for Administration and Treasurer, Rick Anderson, reported on the revenues for Washburn University. Tuition is consistent with enrollment. He said we’ve received all payments for the year, so we will be returning $220,000 to the State as part of clawback to the budget this year. Mr. Anderson reported sales tax is running ahead of budget, with some endowment money shifted to the Foundation so it is not showing as revenue as a result. He said the Memorial Union is slightly down, but reflects actual inventory which was just taken. There was a question about tuition and fees as a percent of total revenues. Mr. Anderson said historically this has been running about 56-57%. Regional Kansas Board of Regents’ institutions are usually about 45-47% in tuition but they get a higher percentage from state aid.

President Farley noted he testified this morning that when you add state aid and tax dollars, Washburn receives less in public aid than any other four-year institution or community college on a per student basis.

Mr. Anderson then reported on Washburn Tech. He said enrollment is up four to five percent so tuition fees (mostly from post-secondary students) is higher. Reduction in continuing education revenues is because a number of programs have been able to reclassify to credit classes and they are included in tuition fees. He said the State divides aid into post-secondary and secondary, which is SB155 funding. Post-secondary education funds are received in August and November. For secondary education funds, the first payment was received in January with the supplemental payment to be received in June.

Dr. Farley said the Governor’s budget for 2016 and 2017 caps the SB155 funding. He said this could put pressure on us when we are signing so many secondary education students. He reported revenues are up from last year and so are expenses, which is due to expansion of programs.

V. New Business
A. Consent Agenda

It was moved by Regent Sourk, and seconded by Regent Sneed, to approve the Consent Agenda. Motion passed.

As approved by action of the Board:

1. Faculty/Staff Personnel Actions

hire: Cherry O. Steffen as Professor and Chair of Education effective June 1, 2015 at an annual salary of $105,000, Sunita Rao as Assistant Professor of Accounting effective August 1, 2015 at an annual salary of $128,000, Shane Van Dalsem as Assistant Professor of Finance effective August 1, 2015 at an annual salary of $130,000, Patrick Early as Director of University Relations effective January 12, 2015 at an annual salary of $69,000; additional responsibilities and annual salary adjustment to $44,607 for Betty Lou Pardue, Assistant Director, Major and Planned Gifts for KTWU; and new positions effective upon approval: Administrative Specialist at an entry rate of $12.98/hour at Washburn Institute of Technology, and University Police Officer at an entry rate of $15.01/hour.

B. Action Items

1. Academic Sabbaticals 2015-2016

Associate Vice President for Academic Affairs, Dr. Nancy Tate, said the Academic Sabbatical Committee met and submitted the item names for academic sabbatical during 2015-2016. It was moved by Regent Sourk, and seconded by Regent Parks to approve the Academic Sabbaticals for 2015-2016. Motion passed.

2. Architect Selection for the Music Recital Hall

Vice President for Administration and Treasurer, Rick Anderson, presented the item. He said the Music Recital Hall Project Committee used as criteria experience in completion of projects in Kansas and Missouri: the architect’s prior working relationship with the consultant; the consultants’ prior work experience; and the architect’s and consultant’s familiarity with the type of project and venue in selecting ACI Boland. The recommended firm is from the Kansas City area. Mr. Anderson was not sure if they have done any work previously at Washburn. He said they have done work at Pittsburg State University. Regent Parks made a motion to approve the recommendation. There was no second.

Regent Sneed moved, and Regent Sourk seconded, to accept Schwerdt Design Group even though they were not recommended by the committee. Regent Sneed said he reviewed the Request for Qualifications, spoke with Mr. Anderson, and saw the scoring documents. He said his understanding is all candidates presented outstanding credentials and the committee thought any of the three would be a good selection. Mr. Anderson said all three of the presenting firms have done high school auditoriums, and other performance venues. Mr. Anderson further noted that ACI Boland has done this specific type of work before and worked with this
expert. Regent Sneed stated there was no criteria provided for anyone being local or in the state of Kansas and the he believes a local company that supports the institution should be given high consideration. Regent Wolgast said if they are comparable entities, then we should be supporting the local entity. Mr. Anderson stated that the Committee was provided information that the Board has a preference for local contractors, but the points system does not have a local business calculator. While it was noted that Schwerdt does not have experience for this specific type of project, the design experts with whom they have partnered have such experience. Further discussion was had about the possible downside of rejecting non-local bidders as well as rejecting local bidders and rejecting the recommendation of the committee. Regent Sourk said the Board needs to look at how the selection process factors in local bidders going forward. Regent Boles abstained. All other Regents voted in favor of the Motion.

4. Tennis Complex

Vice President for Administration and Treasurer, Rick Anderson presented the item for improving a tennis complex for tournaments and general enhancements. It was moved by Regent Sourk, and seconded by Regent Parks, to approve the item. Motion passed.

5. Use of University Reserves

Vice President for Administration and Treasurer, Rick Anderson, said President Farley spoke about the use of University Reserves at the Budget/Finance Committee meeting. He said we are looking to transfer cash to construction funds for projects in the queue. It was moved by Regent Sourk, and seconded by Regent Sneed, to approve the transfers from University Reserves as described. Motion passed.

C. Information Item(s)

1. Report of Purchases between $25,001 and $50,000

VI. Executive Session

It was moved by Regent Sneed and seconded by Regent Sourk to recess to executive session for consultation with legal counsel on matters that would be deemed privileged in the attorney-client relationship, pursuant to Section 75-4319(b)(2) of the Kansas Statutes Annotated and to reconvene in open session in this same room in 20 minutes. The Board recessed to executive session at 4:45 p.m.

At 5:05 the Executive Session was adjourned and the Regular meeting was reconvened. It was moved to adjourn. The meeting adjourned at 5:05 p.m.

/s/
Marc Fried
Secretary, Board of Regents

4
Agenda Item No. V. D. 1.
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – January 2015

DESCRIPTION: Attached is the list of claims processed for the month of January, 2015 by fund, and a summary of all claims by fund is detailed below. The payroll claims will be presented to the Board of Regents for review at the March 12, 2015 meeting through the Chairperson.

To the best of my information and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

Rick Anderson, Vice President for Administration & Treasurer

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Name</th>
<th>Total Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>General Fund</td>
<td>$11,336,907</td>
</tr>
<tr>
<td>2.</td>
<td>Debt Retirement &amp; Construction Fund</td>
<td>0-</td>
</tr>
<tr>
<td>3.</td>
<td>Building and Construction Fund</td>
<td>1,227,960</td>
</tr>
<tr>
<td>4.</td>
<td>Endowment Fund</td>
<td>0-</td>
</tr>
<tr>
<td>5.</td>
<td>Student Loan Fund</td>
<td>24,205</td>
</tr>
<tr>
<td>7.</td>
<td>Tort Claim Fund</td>
<td>2,707</td>
</tr>
<tr>
<td>8.</td>
<td>Restricted and Agency Fund</td>
<td>205,815</td>
</tr>
<tr>
<td>9.</td>
<td>Plant Fund</td>
<td>0-</td>
</tr>
<tr>
<td>10.</td>
<td>Smoothing Fund</td>
<td>0-</td>
</tr>
<tr>
<td>12.</td>
<td>Capital Improvement</td>
<td>0-</td>
</tr>
<tr>
<td>13.</td>
<td>Government and Research Fund</td>
<td>131,049</td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td>12,928,643</td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
<td>2,368,475</td>
</tr>
<tr>
<td></td>
<td>Payroll Withholding ACH Transactions</td>
<td>2,446,767</td>
</tr>
<tr>
<td></td>
<td>*Wire Transfers (Investments)</td>
<td>0-</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$17,743,885</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Name</th>
<th>Total Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>General Fund</td>
<td>$245,069</td>
</tr>
<tr>
<td>3.</td>
<td>Building and Construction Fund</td>
<td>72,109</td>
</tr>
<tr>
<td>5.</td>
<td>Student Loan Fund</td>
<td>0-</td>
</tr>
<tr>
<td>8.</td>
<td>Restricted and Agency Fund</td>
<td>5,070</td>
</tr>
<tr>
<td>13.</td>
<td>Government and Research Fund</td>
<td>74,948</td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td>397,196</td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
<td>2,368,475</td>
</tr>
<tr>
<td></td>
<td>Payroll Withholding ACH Transactions</td>
<td>1,611,777</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$4,377,448</td>
</tr>
</tbody>
</table>

Date                        Jerry B. Farley, President
SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

The following routine adjustments to specific salary lines must either be reported to the Board or approved by the Board.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Change</th>
<th>Financial Implications</th>
<th>Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Stuart</td>
<td>Associate Director, Financial Aid</td>
<td>Salary adjustment. Proposed effective date: March 1, 2015</td>
<td>Current salary: $43,538. Proposed salary: $50,000. Funds available within existing budget.</td>
<td>Position reallocated to Associate Director from Assistant Director based on increased level of duties and responsibilities</td>
<td>Request approval</td>
</tr>
<tr>
<td>Jeannie Cornelius</td>
<td>Director, Academic Advising</td>
<td>Salary adjustment. Proposed effective date: March 1, 2015</td>
<td>Current salary: $38,500. Proposed salary: $50,000. Funds available within existing budget.</td>
<td>Position reallocated to Director from Academic Advisor. Ms. Cornelius has served as Interim Director since August 2014</td>
<td>Request approval</td>
</tr>
<tr>
<td>Stephen Hageman</td>
<td>Student Success Lecturer POSN 001100</td>
<td>New hire effective June 1, 2015</td>
<td>Annual salary of $36,000 available in FY15 budget from salary savings in Mabee Library</td>
<td>Permanent transfer of $36,000 from Mabee POSN 000392 – position currently vacant</td>
<td>Request approval</td>
</tr>
<tr>
<td>Liaquat Ali Khan</td>
<td>Professor of Law POSN 000296</td>
<td>Phased Retirement for 3 years beginning August 2015</td>
<td>Salary savings of $285,458 over FY16, 17, and 18</td>
<td>Teach half-time each semester beginning Fall 2015, ending Spring 2018</td>
<td>Request approval</td>
</tr>
<tr>
<td>Name</td>
<td>Title/Position</td>
<td>Duties/Description</td>
<td>Salary/Funding Details</td>
<td>Approval Status</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Ryan Alexander</td>
<td>Assistant Professor of Criminal Justice/Professor of Criminal Justice POSN 000368</td>
<td>Replace Interim Chair/Professor Phyllis Berry; move to vacant 12 month POSN 000370 July 1, 2015</td>
<td>Annual salary of $74,750 in FY15 budget</td>
<td>Request approval</td>
<td></td>
</tr>
<tr>
<td>Gary Bayens</td>
<td>Associate Dean School of Applied Studies/Professor of Criminal Justice POSN 000324</td>
<td>Replace Interim Chair/Professor Phyllis Berry</td>
<td>Annual salary of $74,750 in FY15 budget</td>
<td>Request approval</td>
<td></td>
</tr>
<tr>
<td>Corey Zwikstra</td>
<td>Associate Professor of English POSN 000070</td>
<td>Move to 12 month POSN 000064 July 1, 2015; replace Associate Professor Danny Wade who is going back to 9 month faculty position at $49,966</td>
<td>Interim Chair of English for two years Annual salary of $64,743 in FY 15 budget</td>
<td>Request approval</td>
<td></td>
</tr>
<tr>
<td>Clayton Tatro</td>
<td>Assistant Dean of Instruction POSN K00124</td>
<td>Readjustment of instructional and curriculum duties due to staffing changes within the TRAC-7 grant</td>
<td>Title change to Associate Dean with salary adjustment effective March 1, 2015 Annual salary adjustment to $80,000 available in FY15 budget</td>
<td>Request approval</td>
<td></td>
</tr>
<tr>
<td>New Technical Instructor</td>
<td>Diesel Instructor</td>
<td>Request approval</td>
<td>Effective August 1, 2015 Annual Salary $55,000 (12 month) Funded through reallocation of funds ($52,000) and additional revenue generated by offering internships over the summer ($3,000)</td>
<td>Request approval</td>
<td></td>
</tr>
<tr>
<td>New Classified Position full time</td>
<td>Early Childhood Lead Teacher</td>
<td>Request approval</td>
<td>Effective April 1, 2015 Annual Salary $22,000 (12 month) Funded through reallocation of funds with an additional $2,900 from the general fund</td>
<td>Request approval</td>
<td></td>
</tr>
<tr>
<td>New Technical Instructor</td>
<td>EMT Instructor/Coordinator</td>
<td>Effective May 1, 2015</td>
<td>Annual Salary $50,000 (12 month)</td>
<td>Funded from current adjunct position</td>
<td>Request approval</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

_________________ _______________________________
Date  Jerry B. Farley, President
SUBJECT:    Microsoft Campus Agreement

DESCRIPTION:

Information Technology Services is requesting approval to purchase renewal of the Microsoft campus agreement for Washburn University and Washburn Institute of Technology. This agreement covers the Microsoft Operating System for desktop and laptop computers and servers; Microsoft Office for faculty and staff computers; identity management solutions; and the ability for faculty, staff, and students to be able to install Microsoft Office on their home computers (as part of our Office 365 subscription). Funding is through Information Technology Services. The cost went up this year with the addition of ForeFront Identity Management which will be used for single sign-on for future features. The Microsoft renewal agreement purchase will be made from GovConnection in the amount of $54,538.

FINANCIAL IMPLICATIONS:

Funding will be through FY2016 Information Technology Services. This is an annual renewal.

RECOMMENDATION:

President Farley recommends approval to award a contract to GovConnection in the amount of $54,538 for the annual renewal of the Microsoft campus agreement.

Date                    Jerry B. Farley, President
SUBJECT: Budget and Finance Committee Report – Capital Projects and Equipment from the Debt Retirement and Construction Fund

DESCRIPTION:

Each year the Board approves the lists of proposed capital maintenance, other equipment, and technology equipment from the Debt Retirement and Construction (DR&C) Fund, which was discussed in detail at the March 12, 2015 Budget and Finance Committee meeting. This year’s lists are attached and will be funded from current year (FY15) DR&C Fund revenues.

FINANCIAL IMPLICATIONS:

A five-year history of the DR&C Fund and the projected financial results for the DR&C Fund showing the proposed expenditures for FY16 funded by revenues from FY15 is attached.

RECOMMENDATION:

President Farley recommends approval of the capital projects and equipment for FY16 funded by the FY15 DR&C Fund and Washburn Tech revenues detailed in the attachments.

Date

____________________

Jerry B. Farley, President

Attachment 1 - WU DRC Schedule
Attachment 2 - WU Capital Improvement Requests
Attachment 3 - WU Technology Equipment Requests
Attachment 4 - WU Other Equipment Requests
Attachment 5 – Washburn Tech State Capital Outlay
## Debt Retirement and Construction Fund (DRC)

### REVENUE

<table>
<thead>
<tr>
<th></th>
<th>FY 11</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
<th>FY 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>AdValorem Taxes</td>
<td>2,741,051</td>
<td>2,814,098</td>
<td>2,950,594</td>
<td>3,017,206</td>
<td>3,087,927</td>
</tr>
<tr>
<td>Motor Vehicle Taxes</td>
<td>326,663</td>
<td>285,722</td>
<td>322,200</td>
<td>305,244</td>
<td>288,057</td>
</tr>
<tr>
<td>Sales and Other Taxes</td>
<td>315,125</td>
<td>390,959</td>
<td>250,000</td>
<td>271,971</td>
<td>355,000</td>
</tr>
<tr>
<td>Investment Income</td>
<td>2,036</td>
<td>362</td>
<td>301</td>
<td>-</td>
<td>350</td>
</tr>
<tr>
<td>ARRA Stimulus Transfer</td>
<td>311,277</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FY11 Salary Savings</td>
<td>410,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Refunding Bond Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9,997,800</td>
<td>-</td>
</tr>
<tr>
<td>PEI Loan Proceeds</td>
<td>761,375</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Lease Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000,000</td>
<td>-</td>
</tr>
<tr>
<td>Capital Lease Proceeds to Tech</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Lease - Tech int portion</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,795</td>
<td>3,997</td>
</tr>
<tr>
<td>Parking Transfer</td>
<td>25,038</td>
<td>25,038</td>
<td>25,038</td>
<td>25,038</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from Other Funds</td>
<td>2,126,425</td>
<td>2,615,305</td>
<td>2,126,425</td>
<td>3,342,889</td>
<td>2,942,889 *</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,018,990</td>
<td>6,131,484</td>
<td>5,674,558</td>
<td>26,963,943</td>
<td>6,678,220</td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>FY 11</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
<th>FY 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond Payments</td>
<td>2,578,674</td>
<td>2,577,896</td>
<td>2,586,485</td>
<td>2,597,760</td>
<td>2,475,153 **</td>
</tr>
<tr>
<td>Bond Principal Refunded</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9,935,000</td>
</tr>
<tr>
<td>Refunding Bond Issue Costs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>122,191</td>
</tr>
<tr>
<td>Parking Lot Maintenance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,038</td>
</tr>
<tr>
<td>Deferred Maint PEI Loan Repay</td>
<td>-</td>
<td>432,009</td>
<td>430,945</td>
<td>429,881</td>
<td>428,817</td>
</tr>
<tr>
<td>Capital Lease Principal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>567,512</td>
</tr>
<tr>
<td>Capital Lease Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>225,906</td>
<td>213,085</td>
</tr>
<tr>
<td>Maintenance Projects</td>
<td>2,479,391</td>
<td>2,196,140</td>
<td>1,834,500</td>
<td>2,199,068</td>
<td>1,813,428</td>
</tr>
<tr>
<td>Equipment</td>
<td>1,000,194</td>
<td>998,630</td>
<td>1,053,208</td>
<td>1,000,194</td>
<td>1,150,387</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6,515,306</td>
<td>6,228,649</td>
<td>5,929,112</td>
<td>17,101,486</td>
<td>6,660,139</td>
</tr>
</tbody>
</table>

| Net Activity           | 503,684    | (97,165)   | (254,554)  | 9,862,457  | 18,081         |
| Beg. Available Net Assets | 998,582   | 487,617    | 390,452    | 135,898    | (1,645)        |
| Transfer from Building/Const. |         |           |            |            |                |

| Less Commitments:      |            |            |            |            |                |
| Trsf PEI receipts to Capital | (761,375) | -          | -          | -          |                |
| Major Capital Projects | (253,274)  | -          | (10,000,000)| -          |                |
| **Net Activity**        | 503,684    | (97,165)   | (254,554)  | 9,862,457  | 18,081         |
| **Ending Available Net Assets** | 487,617 | (97,165) | (254,554) | 9,862,457 | 18,081 |

*Represents transfers of $890,000 from Sales Tax Capital Improvement; and $536,425 from Housing Operation, WU Village (Series 2010); and $536,375 from Housing Operation, LLC; and $200,000 from Memorial Union Operations (Series 2004) for a total of $2,162,800. FY15 Includes an energy performance contract (utility savings) for 780,089.

**Represents total debt service payments: $2,162,800 detailed above, plus $312,353 paid from DRC fund.

***Represents annual loan payment (including service fees) for State of Kansas PEI Infrastructure Bond issue of $3,405,000 (eight year payback ending FY16).

**Bond Payments:**

- Amortization/Fees: 94
- Series 1999 (Refunded 2004): -
- Series 2001 (Refunded 2010): -
- Series 2003 (Refunded 2010): -
- Series 2004 (refunded 2014): 1,249,875
- Series 2010: 1,328,705
- Series 2014: 1,141,483
- Total Bond Payments: 2,578,674
## Washburn University Capital Improvement Requests

### FY15 Funding for FY16 Projects

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>VISION 2022 GOAL</th>
<th>AMOUNT FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Sidewalk and utility repairs - Campus Wide</td>
<td>Safety/ADA</td>
<td>50,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>ADA modifications - Campus Wide</td>
<td>Safety/ADA</td>
<td>10,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Replace rusted metal handrails</td>
<td>Safety/ADA</td>
<td>15,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Upgrade 25 sidewalk light poles to LED fixtures</td>
<td>Fiscal Stewardship</td>
<td>20,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Yearly fire safety repairs</td>
<td>Safety/ADA</td>
<td>40,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Construct rain garden SW of Washburn Village</td>
<td>Fiscal Stewardship</td>
<td>35,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Parking lot upgrades - Campus Wide</td>
<td>Fiscal Stewardship</td>
<td>275,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Irrigation addition along 17th Street</td>
<td>Safety/ADA</td>
<td>15,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Stone sign for 17th street Washburn entrance to identify campus</td>
<td>Community Connections</td>
<td>24,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Repair stone base of Bell Tower</td>
<td>Fiscal Stewardship</td>
<td>7,500</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Tuck point and caulk exterior walls of Henderson building</td>
<td>Fiscal Stewardship</td>
<td>60,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Campus wide upgrades for EMS Controllers</td>
<td>Living/Learning/Working Environment</td>
<td>8,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Demolition of the Kappa Sigma structure</td>
<td>Fiscal Stewardship</td>
<td>135,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Bradbury Thompson Center - repaint 1st floor</td>
<td>Fiscal Stewardship</td>
<td>50,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Bradbury Thompson Center - replace carpet</td>
<td>Living/Learning/Working Environment</td>
<td>350,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Replace (17) P.T.A.C window HVAC units for Benton fourth floor</td>
<td>Fiscal Stewardship</td>
<td>16,500</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Asbestos Abatement - Campus Wide</td>
<td>Safety/ADA</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>TOTAL FACILITIES SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,161,000</strong></td>
</tr>
</tbody>
</table>

| CAS | Biology | Installation of Window Blinds in ST 124                                   | Academic Excellence | 7,500         |
| CAS | Music   | Sound Transmission Ctrl Garvey (and rooms classrooms and practice Room Suite) | Academic Excellence | 50,000        |
| CAS | Music   | New furniture, carpeting and paint for Music faculty/staff offices and teaching studios | Living/Learning/Working Environment | 35,000        |
| SAS | Allied Health | Installation of Solostep Overhead Track System for PTA program | Academic Excellence | 6,000         |
| SAS | School of Applied Studies | Remodel BE 306 SAS Dean's Office | Living/Learning/Working Environment | 30,000        |
| SAS | School of Applied Studies | Remodel Benton Hall 3rd floor hallways, offices and classrooms | Living/Learning/Working Environment | 35,000        |
| SOBU | School of Business | School of Business HC114 and HC116 project                                 | Living/Learning/Working Environment | 40,000        |
| SON | School of Nursing | PC 203 faculty office renovations and new furniture for 6 faculty offices in Petro. | Academic Excellence | 40,000        |
| VPAA | Mabee Library | Prior Learning and Testing Center                                          | Educational Opportunities | 35,000        |
| VPAA | Academic Affairs | A new set design for QUEST (Kansas High School Academic Competition)      | Educational Opportunities | 50,000        |
| VPAA | International Programs | New Carpet for the International House reception office area               | Living/Learning/Working Environment | 10,000        |
| VPAA | Mabee Library | Mabee Library carpet                                                       | Living/Learning/Working Environment | 50,000        |
| **TOTAL VPAA** |  |  |  | **388,500** |

| VPAT | ITS | Active Learning Classroom-Garvey 231                                      | Academic Excellence | 35,000        |
| VPAT | Memorial Union | Memorial Union building refresh                                         | Living/Learning/Working Environment | 30,000        |
| **TOTAL VPAT** |  |  |  | **65,000** |

| Student Life | Student Life | Student Health Services - Update of Clinic Rooms | Living/Learning/Working Environment | 20,000        |
| **TOTAL STUDENT LIFE** |  |  |  | **20,000** |

| Athletics | Athletics | Lee Arena - Add handrails to West side bleachers | Safety/ADA | 28,928         |
| Athletics | Athletics | New Sound System in Lee Arena                  | Community Connections | 150,000        |
| **TOTAL ATHLETICS** |  |  |  | **178,928** |

| **TOTAL ORGANIZATIONS** |  |  |  | **1,813,428** |
## Washburn University Technology Equipment Requests
### FY15 Funding for FY16 Projects

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>VISION 2022 GOAL</th>
<th>PURPOSE</th>
<th>AMOUNT FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS</td>
<td>Art</td>
<td>Multimedia software</td>
<td>Academic Excellence</td>
<td>Unit Academic Support</td>
<td>$600</td>
</tr>
<tr>
<td>CAS</td>
<td>Biology</td>
<td>Software Upgrade for Zeiss Microscope Imaging System</td>
<td>Academic Excellence</td>
<td>Laboratory or Classroom</td>
<td>$9,457</td>
</tr>
<tr>
<td>CAS</td>
<td>Music</td>
<td>Recording Equipment for Chamber Music Studio, Garvey Center 229</td>
<td>Academic Excellence</td>
<td>Unit Academic Support</td>
<td>$2,820</td>
</tr>
<tr>
<td>CAS</td>
<td>Mathematics and Statistics</td>
<td>Elmo presentation system, set of 32 Clickers for Morgan 253 classroom</td>
<td>Educational Opportunities</td>
<td>Laboratory or Classroom</td>
<td>$3,406</td>
</tr>
<tr>
<td>Enrollment Mgmt</td>
<td>Enrollment Mgmt</td>
<td>Ellucian Degree Works - comprehensive academic advising transfer articulation and degree audit solution</td>
<td>Fiscal Stewardship</td>
<td>ITS ERP Software</td>
<td>$100,000</td>
</tr>
<tr>
<td>Enrollment Mgmt</td>
<td>Student Service Center</td>
<td>Lobby Central Check-in Software for the SSC</td>
<td>Living/Learning/Working Environment</td>
<td>Unit Non-Academic Support</td>
<td>$647</td>
</tr>
<tr>
<td>President's Office</td>
<td>SAR</td>
<td>Toad software for SAR</td>
<td>Fiscal Stewardship</td>
<td>Other</td>
<td>$1,942</td>
</tr>
<tr>
<td>SAS</td>
<td>Allied Health</td>
<td>Interactive White Board and Document Camera for Radiologic Technology classroom (BE 114)</td>
<td>Academic Excellence</td>
<td>Instructional Media</td>
<td>$14,300</td>
</tr>
<tr>
<td>SAS</td>
<td>Allied Health</td>
<td>TriCaster Mini Video system for Allied Health Classroom and Simulation Room</td>
<td>Academic Excellence</td>
<td>Laboratory or Classroom</td>
<td>$12,400</td>
</tr>
<tr>
<td>SoBu</td>
<td>SoBu</td>
<td>Computer for Sunita Rao</td>
<td>Academic Excellence</td>
<td>New Faculty/Staff Computer</td>
<td>$1,163</td>
</tr>
<tr>
<td>SOL</td>
<td>SOL</td>
<td>Law School Rm106 - touch screen and PC</td>
<td>Academic Excellence</td>
<td>Unit Academic Support</td>
<td>$5,900</td>
</tr>
<tr>
<td>SON</td>
<td>SON</td>
<td>New touchscreen pad for Whiting 358</td>
<td>Academic Excellence</td>
<td>Laboratory or Classroom</td>
<td>$10,000</td>
</tr>
<tr>
<td>VPAA</td>
<td>Mabee Library</td>
<td>Active Learning_MultiTouch Table Project</td>
<td>Academic Excellence</td>
<td>Laboratory or Classroom</td>
<td>$11,000</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>Washburn campus WiFi enhancements (Year 1 of 5)</td>
<td>Living/Learning/Working Environment</td>
<td>Network/Server Infrastructure</td>
<td>$62,110</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>Computer Replacements for Campus</td>
<td>Mandatory for Continuing Operation</td>
<td>Replacement - Faculty/Staff Computers</td>
<td>$260,000</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>High-Risk Network Equipment</td>
<td>Living/Learning/Working Environment</td>
<td>Network/Server Infrastructure</td>
<td>$30,853</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>Internet Edge Firewall</td>
<td>Living/Learning/Working Environment</td>
<td>Network/Server Infrastructure</td>
<td>$17,500</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>Luminis 5 (Updated MyWashburn) portal and related resources</td>
<td>Mandatory for Continuing Operation</td>
<td>Network/Server Infrastructure</td>
<td>$37,107</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>Storage Expansion</td>
<td>Mandatory for Continuing Operation</td>
<td>Network/Server Infrastructure</td>
<td>$7,980</td>
</tr>
<tr>
<td>VPAT</td>
<td>Facilities Services</td>
<td>iPad (15) Wi-Fi</td>
<td>Fiscal Stewardship</td>
<td>Unit Non-Academic Support</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

**TOTAL FUNDED**  $598,185
## FY15 Funding for FY16 Projects

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>VISION 2022 GOAL</th>
<th>AMOUNT FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS</td>
<td>Art</td>
<td>Chairs for meeting_critic room AB 206</td>
<td>Living/Learning/Working Environment</td>
<td>2,400</td>
</tr>
<tr>
<td>CAS</td>
<td>Art</td>
<td>2 Electric Potter's Wheels</td>
<td>Living/Learning/Working Environment</td>
<td>2,800</td>
</tr>
<tr>
<td>CAS</td>
<td>Biology</td>
<td>Physiology Teaching Laboratory Upgrade</td>
<td>Academic Excellence</td>
<td>41,000</td>
</tr>
<tr>
<td>CAS</td>
<td>Chemistry</td>
<td>Need 10 new hot plates for chemistry laboratories</td>
<td>Academic Excellence</td>
<td>4,500</td>
</tr>
<tr>
<td>CAS</td>
<td>Chemistry</td>
<td>Gel electrophoresis supplies</td>
<td>Academic Excellence</td>
<td>4,000</td>
</tr>
<tr>
<td>CAS</td>
<td>Education</td>
<td>GBC ShredMaster Micro-Cut Shredder</td>
<td>Living/Learning/Working Environment</td>
<td>2,450</td>
</tr>
<tr>
<td>CAS</td>
<td>Kinesiology</td>
<td>SMART STAT Patient Simulator</td>
<td>Academic Excellence</td>
<td>12,000</td>
</tr>
<tr>
<td>CAS</td>
<td>Music</td>
<td>Bass Clarinet, mouthpiece and ligature</td>
<td>Academic Excellence</td>
<td>9,726</td>
</tr>
<tr>
<td>CAS</td>
<td>Psychology</td>
<td>New Chairs for Public Areas of the Psychology Department</td>
<td>Living/Learning/Working Environment</td>
<td>2,500</td>
</tr>
<tr>
<td>CAS</td>
<td>Sociology &amp; Anthropology</td>
<td>Digital Voice Recorders _Transcription Machine for SO-AN Department</td>
<td>Educational Opportunities</td>
<td>750</td>
</tr>
<tr>
<td>CAS</td>
<td>Theatre</td>
<td>theatre black masking curtains</td>
<td>Living/Learning/Working Environment</td>
<td>6,087</td>
</tr>
<tr>
<td>SAS</td>
<td>Allied Health</td>
<td>Allied Health Simulation Lab Update and maintenance</td>
<td>Academic Excellence</td>
<td>30,300</td>
</tr>
<tr>
<td>SAS</td>
<td>Allied Health</td>
<td>Radiology Digital Imaging Processor</td>
<td>Academic Excellence</td>
<td>25,800</td>
</tr>
<tr>
<td>SOL</td>
<td>Law Library</td>
<td>Postage Meter Machine</td>
<td>Community Connections</td>
<td>6,500</td>
</tr>
<tr>
<td>SOL</td>
<td>School of Law</td>
<td>Chairs for Room 159</td>
<td>Living/Learning/Working Environment</td>
<td>1,200</td>
</tr>
<tr>
<td>SAS</td>
<td>School of Law</td>
<td>Interview Room Tables for Law Clinic</td>
<td>Academic Excellence</td>
<td>1,650</td>
</tr>
<tr>
<td>VPA</td>
<td>Academic Affairs</td>
<td>VPAA Equipment Maintenance and Repair</td>
<td>Academic Excellence</td>
<td>10,000</td>
</tr>
<tr>
<td>VPA</td>
<td>Mabee Library</td>
<td>Mabee Library Furniture</td>
<td>Living/Learning/Working Environment</td>
<td>30,000</td>
</tr>
<tr>
<td>VPA</td>
<td>Mulvane Art Museum</td>
<td>Mulvane Art Museum Collections Stewardship</td>
<td>Community Connections</td>
<td>5,000</td>
</tr>
<tr>
<td>TOTAL VPAA</td>
<td></td>
<td></td>
<td></td>
<td>$201,858</td>
</tr>
<tr>
<td>VPAT</td>
<td>Finance Office</td>
<td>Chip-capable credit card readers for campus</td>
<td>Fiscal Stewardship</td>
<td>4,814</td>
</tr>
<tr>
<td>VPAT</td>
<td>Ichabod Shop</td>
<td>New Lockers for Union at Entrance of Ichabod Shop</td>
<td>Living/Learning/Working Environment</td>
<td>5,000</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>PD Endura workstation for IT support</td>
<td>Living/Learning/Working Environment</td>
<td>2,500</td>
</tr>
<tr>
<td>VPAT</td>
<td>ITS</td>
<td>Security Camera System upgrade</td>
<td>Living/Learning/Working Environment</td>
<td>78,000</td>
</tr>
<tr>
<td>VPAT</td>
<td>Memorial Union</td>
<td>Union Market Dishroom</td>
<td>Living/Learning/Working Environment</td>
<td>10,000</td>
</tr>
<tr>
<td>VPAT</td>
<td>Memorial Union</td>
<td>Memorial Union Lounge Furniture</td>
<td>Living/Learning/Working Environment</td>
<td>50,000</td>
</tr>
<tr>
<td>TOTAL VPAT</td>
<td></td>
<td></td>
<td></td>
<td>$150,314</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Replace M-Cell controllers on 56 suites at LLC</td>
<td>Fiscal Stewardship</td>
<td>64,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Battery replacements for emergency lighting needs</td>
<td>Fiscal Stewardship</td>
<td>4,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Lawn Mower Replacements</td>
<td>Fiscal Stewardship</td>
<td>8,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Purchase used pick-up truck to replace old van</td>
<td>Fiscal Stewardship</td>
<td>19,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Replacement of Grounds leaf blowers</td>
<td>Fiscal Stewardship</td>
<td>950</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Purchase string trimmers to replace damaged units</td>
<td>Fiscal Stewardship</td>
<td>950</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Blower unit and sidewalk edging apparatus for Grasshopper</td>
<td>Living/Learning/Working Environment</td>
<td>6,500</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Mid Size mowing unit with 6 foot mower and power broom</td>
<td>Living/Learning/Working Environment</td>
<td>25,000</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Custodial Cleaning Equipment</td>
<td>Living/Learning/Working Environment</td>
<td>11,600</td>
</tr>
<tr>
<td>FS - CAMPUS WIDE</td>
<td>Facilities Services</td>
<td>Public Bike Repair stand and pump (2 requested - one for each housing area)</td>
<td>Living/Learning/Working Environment</td>
<td>4,000</td>
</tr>
<tr>
<td>TOTAL FACILITIES SERVICES</td>
<td></td>
<td></td>
<td></td>
<td>$144,000</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletics</td>
<td>New football helmets and shoulder pads</td>
<td>Educational Opportunities</td>
<td>25,000</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletics</td>
<td>Football Uniforms</td>
<td>Living/Learning/Working Environment</td>
<td>25,000</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletics</td>
<td>Baseball Uniforms</td>
<td>Living/Learning/Working Environment</td>
<td>6,030</td>
</tr>
<tr>
<td>TOTAL ATHLETICS</td>
<td></td>
<td></td>
<td></td>
<td>$56,030</td>
</tr>
</tbody>
</table>
| TOTAL ALL ORGANIZATIONS |                 |                                                                              |                                         | $552,202
### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Capital Outlay</td>
<td>$ 149,483</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 149,483</strong></td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Equipment</td>
<td>$ 149,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 149,400</strong></td>
</tr>
</tbody>
</table>
Washburn Tech Capital Outlay for 2015-16

Focus: Instructional spaces

<table>
<thead>
<tr>
<th>Style</th>
<th>Classroom</th>
<th>Tables</th>
<th>Chairs</th>
<th>Instructor Station</th>
<th>Computer</th>
<th>Projector</th>
<th>Screen</th>
<th>Touchscreen TV</th>
<th>Total by Style</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Standard</td>
<td>$ 290</td>
<td>$ 170</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 584</td>
<td>$ 300</td>
<td>$ 5,000</td>
<td>$ 9,524</td>
</tr>
<tr>
<td>B</td>
<td>Hi Tech</td>
<td>10</td>
<td>22</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 $ 13,640</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Style</th>
<th>Classroom</th>
<th>Tables</th>
<th>Chairs</th>
<th>Instructor Station</th>
<th>Computer</th>
<th>Projector</th>
<th>Screen</th>
<th>Touchscreen TV</th>
<th>Total by Style</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Standard</td>
<td>$ 290</td>
<td>$ 170</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 584</td>
<td>$ 300</td>
<td>$ 5,000</td>
<td>$ 12,674</td>
</tr>
<tr>
<td>D</td>
<td>Hi Tech</td>
<td>15</td>
<td>32</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 $ 16,790</td>
</tr>
</tbody>
</table>

Captial Outlay request - FY16

<table>
<thead>
<tr>
<th>QTY</th>
<th>Style</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>A</td>
<td>$ 47,620</td>
</tr>
<tr>
<td>5</td>
<td>B</td>
<td>$ 68,200</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>$ 33,580</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>$ 149,400</td>
</tr>
</tbody>
</table>
SUBJECT: New Student Housing & Dining Construction Contract

BACKGROUND:

The University’s strategic plan, “Washburn 150 Forward,” addresses the need for high-quality facilities for our students and programs. On October 31, 2013 the Board gave approval to contract with Brailsford & Dunlavey to assess the demand for additional on-campus student housing. The study indicated a demand for additional residence hall style housing of approximately 350 beds. Bids were received on January 27, 2014 and were considerably over budget. At the February 5, 2015 meeting the Board rejected all bids and authorized rebidding of the project.

Progress of the project thus far and future timeline:

May 1, 2014 – Board approval for the initiation of the architect selection process.

June 12, 2014 – Board approval to negotiate a contract for architectural services with the architectural firms of HTK and KWK to prepare architectural drawings sufficient to determine cost estimates and debt financing, type of housing and dining services, and project bid and construction administration services.

October 30, 2014 – Board approval to continue final design, solicit construction bids, and finalize size authorization of the bond issue.

February 5, 2015 – Board rejection of all bids and authorization for rebidding the project.

March 12, 2015 - Board approval to award the construction contract.

March 2015 – Construction starts

April 24, 2015 – Board approval for final financing package for the project.

July 15, 2016 – Construction complete

DESCRIPTION:

Working with the design team the University identified cost savings and value engineering items for the rebid. Bids were received on March 5, 2015 as follows:
<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BASE BID</th>
<th>ALTERNATE BIDS TAKEN (P1, M2, M4, E1, E2)</th>
<th>TOTAL AWARDED BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>McPherson Contractors</td>
<td>$25,867,000</td>
<td>($89,000)</td>
<td>$25,778,000</td>
</tr>
<tr>
<td>Crossland Construction</td>
<td>$25,950,000</td>
<td>$60,800</td>
<td>$26,010,800</td>
</tr>
</tbody>
</table>

FINANCIAL IMPLICATIONS:

At the February 5, 2015 Board meeting, $1,000,000 from University reserves was approved to be transferred to the Dining Project. The Student Housing and Dining Project will be financed with food vendor capital contributions of $3,000,000, the above $1,000,000 in University reserves, and bonds not to exceed $27,000,000. The bonds will be repaid from room rental and dining (board) rates.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the construction contract to McPherson Contractors in the amount of $25,778,000 for the construction of the new student housing and dining project.

____________________              __________________________
Date                           Jerry B. Farley, President
SUBJECT: KTWU and Law Parking Lots

DESCRIPTION:

Based on the Washburn Parking System Presentation to the Budget and Finance Committee in February and March, the University would like to proceed this summer with the first phase of our parking plan. The Board has previously approved budgets which included use of University Reserves for the Welcome Center, University Dining, and Yager Stadium Turf Replacement. Transfers from University Reserves will be made to specific projects as follows:

- KTWU Lot (Jewell Avenue & Durow Drive) $350,000
- New Law Lot (Durow Drive & West of Washburn Terrace) $450,000

FINANCIAL IMPLICATIONS:

The two parking lots will be funded from a $800,000 transfer from University reserves.

RECOMMENDATION:

President Farley recommends the Board of Regents approve these transfers from University Reserves as described to build the KTWU and New Law Parking Lots.

_______________________ ________________________________
Date       Jerry B. Farley, President
Agenda Item No. VI. B. 5.
Washburn University Board of Regents

SUBJECT: Additional Seating for Yager Stadium

DESCRIPTION:

The fiscal year 2015 capital improvement program included funding for five additional rows of chair type seating for Yager Stadium. The current blue chairs in the stadium are no longer manufactured so the new chairs will be custom made to closely match the existing system.

Heartland Seating of Shawnee, Kansas who originally supplied the current blue back seating for Yager Stadium is also the local manufacturing representative for the new seating system. KI Furnishings from Green Bay, Wisconsin is the manufacture of the new chairs.

FINANCIAL IMPLICATIONS:

An expenditure of $110,047 from the FY 2015 Capital Project Fund.

RECOMMENDATION:

President Farley recommends approval of an award of a contract to Heartland Seating in the amount of $110,047 for purchase and installation of additional chair seating in Yager Stadium.

_______________________ ______________________________
Date     Jerry B. Farley, President
SUBJECT: Honorary Degree Candidates

DESCRIPTION:

Faculty, students, Washburn University Foundation members, Washburn Board of Regents members, and Alumni Association members are invited to submit nominations for Honorary Degree recipients every September.

The Committee which consists of the President, Vice President for Academic Affairs, one faculty member from each School and the College, a representative from Washburn Institute of Technology, Alumni Association Director, Washburn University Foundation President, and one student member appointed by the President meet in October to review the nominations and send recommendations to the president for Honorary Degrees to be awarded the following May.

The Honorary Degree Committee recommends the following candidates receive Honorary Degrees at the 2015 Spring Commencement ceremonies:

George A. Barton            Doctor of Law
Edward L. Glotzbach         Doctor of Public Service
William Greiner             Doctor of Commerce
Jeanne Smith Hoferer         Doctor of Public Service

FINANCIAL IMPLICATIONS:

The Honorary Degree Program is part of the University’s commencement budget.

RECOMMENDATION:

President Farley recommends that the Board of Regents approve the awarding of the four Honorary Degrees.

__________________________  _________________________
Date                       Jerry B. Farley, President
Agenda Item No. VI. B. 6. b.
Washburn University Board of Regents

SUBJECT: Tenure and Promotion Recommendations

DESCRIPTION:

After consultation with the appointed and elected committees and the respective deans, the following people are recommended for tenure:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric McHenry</td>
<td>English</td>
<td>College of Arts and Sciences</td>
</tr>
<tr>
<td>James Schnoebelen</td>
<td>Communication</td>
<td>College of Arts and Sciences</td>
</tr>
<tr>
<td>Mary Sundal</td>
<td>Sociology/Anthropology</td>
<td>College of Arts and Sciences</td>
</tr>
<tr>
<td>Patricia Judd</td>
<td></td>
<td>School of Law</td>
</tr>
<tr>
<td>Crystal Stevens</td>
<td></td>
<td>School of Nursing</td>
</tr>
</tbody>
</table>

The following are recommended for promotion to noted ranks:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric McHenry</td>
<td>English/CAS</td>
<td>Promotion to Associate Professor</td>
</tr>
<tr>
<td>James Schnoebelen</td>
<td>Communication/CAS</td>
<td>Promotion to Associate Professor</td>
</tr>
<tr>
<td>Mary Sundal</td>
<td>Soc&amp;Anthro/CAS</td>
<td>Promotion to Associate Professor</td>
</tr>
<tr>
<td>Bruce Mechtly</td>
<td>CompInfoSci/CAS</td>
<td>Promotion to Professor</td>
</tr>
<tr>
<td>Sharon Sullivan</td>
<td>Theatre/CAS</td>
<td>Promotion to Professor</td>
</tr>
<tr>
<td>Kimberly Harrison</td>
<td>Social Work/SAS</td>
<td>Promotion to Professor</td>
</tr>
<tr>
<td>Michelle Shipley</td>
<td>Allied Health/SAS</td>
<td>Promotion to Associate Professor</td>
</tr>
<tr>
<td>Jennifer Ball</td>
<td>School of Business</td>
<td>Promotion to Professor</td>
</tr>
<tr>
<td>Patricia Judd</td>
<td>School of Law</td>
<td>Promotion to Professor</td>
</tr>
</tbody>
</table>

Promotion and tenure petitions and recommendations are on file in the Academic Affairs Office and available to the Board.

FINANCIAL IMPLICATIONS:

Additional salaries for promotional increases totaling $40,200 will be included in the fiscal year 2015-2016 budget.

RECOMMENDATION:

President Farley recommends approval of the awarding promotion and tenure to the faculty listed above.

Date: ________________________________

Jerry B. Farley, President
SUBJECT: Designate Dr. Roy Sheldon as Associate Professor Emeritus, Ms. Faye Niesen as Lecturer Emeritus, and Mr. Cal Melick (posthumously) as Librarian Emeritus

DESCRIPTION:

Dr. Roy Sheldon began his teaching career at Washburn University in 1983 as Assistant Professor of English in the College of Arts and Sciences and was granted tenure in 1989 and promotion to Associate Professor in 1990. He earned his B.A. from Kent State University in 1974, M.S. from Bowling Green University in 1976, and Ph.D. from Purdue University in 1982. Prior to his Washburn career of 32 years, he served as a graduate teaching assistant and instructor at Bowling Green University and Purdue University and Assistant Professor at Franklin College. Dr. Sheldon is a Vietnam era veteran with service from 1968 to 1970 as a paramedic; he also served in the U.S. Army Reserves from 1970 to 1974. His years of service to Washburn include directing the Writing Center from 1983 to 2010 where he supervised tutors and tutored hundreds of Washburn students and community professionals. He has been an excellent advisor to literature students, has sponsored the Phi Rho chapter of the English honorary society Sigma Tau Delta for over twenty-five years, and served on numerous hiring, Third Year Review, and Tenure and Promotion committees while teaching his specialty of science fiction and fantasy.

Ms. Faye Niesen began her teaching career at Washburn University in 2003 as an Adjunct Instructor of Allied Health – Radiation Therapy in the School of Applied Studies and became a full-time Lecturer in 2004. She earned her B.A. from the University of Illinois in 1974, A.A.S. from Chicago City-Wide College in 1983, and M.A. from University of Phoenix in 1999. Prior to her Washburn career of 12 years, she served as a staff radiation therapist, manager of radiation oncology, medical dosimetrist, and senior radiation therapist in the Albuquerque, Santa Fe, and Chicago areas. Her years of service to Washburn have made significant contributions to the Radiation Therapy program, which is offered via distance education.

Mr. Cal G. Melick began his career at Washburn University in 1984 as a Catalog/Reference Librarian for Mabee Library, became Reference/Access Librarian in 1995, and Public Service Librarian in 2005. He earned his B.A. in History from the New York State University College at Geneseo in 1969 and a M.L.S from Emporia State University in 1982. Prior to his Washburn career of 30 years, he served in Korea as a linguist in the United States Army from 1970-1973, served as a cataloger for the Kansas City, KS Public Library and was a co-owner and manager of Frame Woods Picture Frame Shop in both Topeka and Lawrence. He had a keen interest in history research and genealogy and published a book, John W. Vedder: Hartland Volunteer (2013). Cal was a fixture of the Lawrence and NE Kansas cycling community for 40 years and is remembered “for his steadiness, passion and concern for safety.” He is remembered on campus as an outstanding Librarian who positively impacted and aided thousands of students during his career, along with the broader Washburn Community of Learning. He was on phased retirement at the time of his death, August 13, 2014.
FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title “Associate Professor Emeritus” to Dr. Roy Sheldon, “Lecturer Emeritus” to Ms. Faye Niesen, and “Librarian Emeritus” to Mr. Cal G. Melick (posthumously).

______________________   ___________________________
Date       Jerry B. Farley, President
Agenda Item No. VI. B. 6. d.
Washburn University Board of Regents

SUBJECT: Eminentes Universitatis

DESCRIPTION:

Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as an administrative or classified employee for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. During the past year we have three employees meeting these requirements.

Cathy Bluthardt

- Cathy started at Washburn in March 1999 as an assistant to the Bradbury Thompson Alumni Center site coordinator. She did event planning and was the onsite coordinator for all events held in the BTAC. She also worked with contracts and billing. In 2000, she moved over to work in the School of Business. As Administrative Specialist, Cathy has served a variety of roles and functions from being the foundation liaison to event planning. From handling Wakeup with Washburn speaker planning to coordinating our various breakfasts, lunches, dinners, student banquets, all events come off flawlessly—and Cathy deserves 99 percent of the credit. She has also served as the procurer of all things related to marketing materials, gifts, etc. She has been the one responsible for the annual Christmas cookie distribution across the campus. Dean David Sollars said Cathy has been an incredible asset to the School and to Washburn, and quite frankly, wishes she wasn’t retiring as she can be counted on to handle everything she does with 100 percent professionalism and dedication. She will be missed.

Melodie Christal

- Melodie began her service to Washburn as director of Institutional Research in 2003. Over the next eleven years she led the department, converting work processes from a basic “green-bar” reporting to the electronic, distributing reporting system that has well-positioned the University’s strategic and analytic reporting needs of the future. Melodie led her team in the development, analysis, interpretation and reporting of data for the purposes of institutional research, planning, assessment, program review, accreditation, and compliance. Over the years, she assisted other leaders to achieve success in operational, regulatory and strategic endeavors. Her commitment to high quality data and reporting was recognized in 2014 when presented with the Kansas Board of Regents’ Data Quality award. Most recently, Melodie was part of the leadership team that began the transformation of data management and analysis at Washburn. Over the past two years, she led data management activities to provide administrators and leaders access to reliable and relevant data for use in their strategic and operational activities. Her commitment to the institution is appreciated, and worthy of the designation, “Eminentes Universitatis”.
Elaine Gill

- Elaine retired as Assistant Director/Membership on September 5th after 34 years of service to KTWU and Washburn University. She began in 1981 as a part-time coordinator, working with Traffic, the Program Director, Producers, and Development. Elaine worked primarily as the Volunteer Coordinator for pledge drives and after four years she began working full-time for KTWU. Most of her KTWU career was spent leading the Membership Department. She has been the driving force to ensure continuation of much needed contributions. KTWU is fortunate to have thousands of members and Elaine has done an exemplary job of keeping accurate membership records, preparing countless mailings, and coordinating 5+ pledge drives each year. She has created a finely-tuned engine in Membership at KTWU that produces two-thirds of the Development budget. Elaine cares about KTWU members and it shows.

Sadly we have also had several employees who have passed away in the last twelve months who would have been eligible for the Eminentes Universitatis award. It is recommended that Steve Anson, John Bostwick, and Jeanie Johnson be awarded the Eminentes Universitatis designation posthumously:

Steve Anson

- Steve Anson was head coach of the Ichabod baseball team for 35 years. He coached 1,645 games and compiled an 844-798-3 (.520) record with the Ichabods. His 844 wins rank 30th all-time in NCAA Division II history. He coached his 800th win in 2012 as he guided the Ichabods to one of their most successful seasons. They went 27-24 and finished fourth in the MIAA in 2014. He died in a tree-trimming accident on June 22, 2014. Anson coached three players to five different All-America awards. Two players were selected in the MLB Draft and two went on to play in the Majors. Anson coached 18 all-region players, 12 all-MIAA first-teamers and 96 total all-MIAA selections. While the players were expected to perform to the best of their abilities on the field, he also stressed the priority of their performance in the classroom. His competitive nature on the field was tempered by a genuine love of the game. He will be remembered for the unwavering integrity that was the foundation of his being and the sincere care and warmth that radiated within the many friendships he established.

John Bostwick

- As Law School Library Director, John Christensen reviewed the eligibility requirements and asserts that John Bostwick met the requirements and is deserving of the Eminentes Universitatis Award recognition. John began working at the Law Library in January 1980 and worked as an administrative assistant/purchasing agent for over 34 years. At the time of his passing on May 8, 2014 (age 66), his title was Library Associate. His meritorious service to the Law School and the University included volunteering to arrive at the library at 6 am so students would have library access before classes. He received, sorted, and distributed the mail. He prepared library statistical and financial reports. He processed library acquisition requests and payments. He was the primary point of contact with publishers and other vendors. He made travel arrangements for the library staff. He is fondly remembered as being trustworthy, loyal, and conscientious.
Jeanie Johnson

- Jeanie Johnson started in the Admissions Office in July, 1989, and was an integral part of the office operations and events. As the Campus Visit and Event Coordinator she made a profound impact on the staff and the innumerable students who passed through the doors as prospective students and those who worked with her. Singing came naturally to Jeanie and she belonged to the Sweet Adelines for almost 40 years. Jeanie lost her battle with cancer on September 12, 2014. Jeanie’s dedication to Washburn and its students was evident in all she did. She will be greatly missed.

FINANCIAL IMPLICATIONS:  None

RECOMMENDATION:

President Farley recommends Board of Regents approval to award the designation “Eminentes Universitatis” to Cathy Bluthardt, Melodie Christal, and Elaine Gill, and to award the designation posthumously to Steven Anson, John Bostwick, and Jeanie Johnson.

________________________    _________________________
Date                     Jerry B. Farley, President
SUBJECT: Chemistry Curriculum Change - Associate of Science to Associate of Arts in Laboratory Science

DESCRIPTION:

The majority of students who declare this College of Arts and Sciences associate degree are pre-pharmacy students. The University of Kansas (KU) Pharmacy School is the anticipated destination of almost all of these Washburn (WU) pre-pharmacy students. The General education curriculum at KU – the KU Core, changed in Fall, 2013. Students transferring into the KU pharmacy program are expected to have completed Goals 1-3 of the Core before admission. Students who are admitted with a completed Associate of Arts degree from a regionally accredited institution will be considered to have met Goals 1-3 of the Core. Students who are admitted with any other associate degree such as the existing Associate of Science must go through a course by course analysis to determine if they have completed these requirements. Changing the Associate of Science in Laboratory Science to an Associate of Arts in Laboratory Science WU Pre-pharmacy will allow students an easier time meeting the KU Core requirements and gain more flexibility in the courses they may take at Washburn without compromising rigor.

In moving from the Associate of Science emphasis to the balanced focus of the Associate of Arts degree, the program meets the spirit of the KU Core. This will greatly benefit the students in their Pharmacy path.

Proposed effective date: immediately

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents approve this curriculum change.

Date ______________________   ______________________________

Jerry B. Farley, President
Agenda Item No. VI. B. 7. b.
Washburn University Board of Regents

SUBJECT: Faculty Senate Constitutional Amendment – Clarification of Eligibility and Membership

DESCRIPTION:

Faculty Senate representation is based on one senator per ten faculty members with the number being rounded up or down to the nearest figure in each voting unit. It is unclear how to handle the situation when there are five additional faculty members. This proposal clearly delineates how to handle such instances.

Proposed Wording:

II. Eligibility and Membership

B. The School of Law, School of Business, School of Applied Studies, School of Nursing, and each division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of eligible faculty in each unit, with one senator selected to represent each ten faculty members (that number to be rounded up or down to the nearest figure in each voting unit). (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Representation will be based on the number of faculty in each unit at the start of the spring semester.

Proposed effective date: Immediately

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends Board of Regents approval.

______________________________ _______________________________
Date     Jerry B. Farley, President
SUBJECT: Gerontology Minor

DESCRIPTION:

The proposed Gerontology Minor is a program of study devoted to the examination of aging from an interdisciplinary perspective. Courses will examine the theoretical, biological, psychological, societal, political, legal, and medical aspects of aging. The minor is 18 hours, with a 9 hour core and 9 hours of electives. Six hours must be upper-division. The minor will be coordinated by Dr. Deborah Altus in the Human Services Department.

Proposed effective date: Fall 2015

FINANCIAL IMPLICATIONS:

None. Existing courses will be used to create this interdisciplinary minor.

RECOMMENDATION:

President Farley recommends Board of Regents approval.
SUBJECT: Faculty Handbook Section One. III Faculty Appointment Categories (excluding School of Law)

DESCRIPTION:

Washburn has several categories of academic appointments that need to be clearly defined for hiring purposes and for ease of use and any future updates to the Faculty Handbook. In addition, we have several lecturers who have been with Washburn for 20+ years who need the recognition and reward of a promotion to the rank of Senior Lecturer. These definitions allow for that possibility.

Proposed Wording:

Section One: Administrative Procedures

III. Definitions

Faculty Appointment Categories (excluding School of Law)

A— Tenured or Tenure-track Faculty (Instructor, Assistant Professor, Associate Professor, Professor)

Faculty with continuing appointment; eligible for tenure as outlined elsewhere in the Handbook. Normally a terminal degree is required for a tenure-track appointment.

B— Lecturer/Senior Lecturer

Continuing faculty hired on an annual appointment, but without the possibility of tenure. Compensation is by annual contract, with eligibility for raises. Normal workload determined by unit. No research requirement.

C—Research Lecturer/Senior Research Lecturer

Continuing faculty hired on an annual appointment, but without the possibility of tenure. Compensation is by annual contract, with eligibility for raises. Normal workload determined by unit. Research requirement in accordance with unit-specific accreditation requirements.

D— Librarians

E— Visiting Faculty

Temporary faculty with ranks and duties similar to tenure-track faculty; not eligible for tenure; appointment renewable up to 6 years.
F—Adjunct Faculty

Temporary instructional personnel, hired by department chair or dean on a one-semester contract. Compensation is per equated credit hour. Maximum load per semester is 6 equated hours of teaching or 2 courses, whichever is greater (or equivalent as assigned).

G—Senior Adjunct Faculty/Clinical Faculty/Emeritus Adjunct Faculty

Temporary instructional personnel, hired by dean on a one-year contract. Compensation is per equated credit hour, but may be guaranteed for the entire year. Maximum load per semester is 9 equated hours of teaching (or equivalent as assigned).

Proposed Effective Date: Effective immediately for all faculty

FINANCIAL IMPLICATIONS:

Promotions from Lecturer to Senior Lecturer may be accompanied by an increase in salary.

RECOMMENDATION:

President Farley recommends Board of Regents approval.

Date ____________________________

Jerry B. Farley, President
Agenda Item No. VI. B. 7. e.
Washburn University Board of Regents

SUBJECT: Faculty Handbook Change: Definitions of Academic Appointments (School of Law)

DESCRIPTION: Washburn has several categories of academic appointments in the School of Law that need to be clearly defined for hiring purposes and for ease of use and any future updates to the Faculty Handbook.

Proposed wording:

Section One: Administrative Procedures

III. Definitions

Faculty Appointment Categories (School of Law)

H. Tenured Faculty (Professor of Law) or Tenure-track Faculty (Generally designated as Associate Professor of Law. Designation of Professor of Law may be granted by dean in exceptional cases.)

Faculty with continuing appointment; eligible for tenure as outlined elsewhere in the Handbook.

I. Non-tenure-track Faculty (Generally designated as Visiting Assistant Professor of Law, Visiting Associate Professor of Law, or Visiting Professor of Law. Designation of Associate Professor of Law (without the qualifier of “Visiting”) may be granted by dean in exceptional cases.)

Hired on annual or semester contract with no possibility of tenure. Appointment renewable. Scholarship not expected.

J. School of Law Librarians

Hired on annual contract with no possibility of tenure. Appointment renewable. May have teaching responsibilities. Scholarship not expected. School of Law Librarians are not considered members of the law faculty, but they are voting faculty members of the University General Faculty.

Proposed effective date: Effective immediately for all faculty

FINANCIAL IMPLICATIONS: None

RECOMMENDATION: President Farley recommends Board of Regents approval.

__________________  _______________________________
Date                Jerry B. Farley, President
SUBJECT: Faculty Handbook Change: Promotion and Tenure Committee Members

DESCRIPTION:

Currently, there is no university-wide policy describing the makeup of the department/area committee that begins the tenure/promotion review process. This policy will make it possible for all candidates to have a fair and equitable review of their materials. In addition, departments/areas with smaller numbers of tenured faculty will be able to create the necessary committees without undue stress.

This policy will become the new Section II.F – the current sections F-K will adjust accordingly (becoming G-L).

Proposed wording:

Section 3.II.F All members of the department/area committee who initially review an application for tenure or for promotion must hold at least the academic standing (tenure/rank) to which the candidate is applying. A minimum of three (3) faculty members must constitute the committee reviewing a file. Academic units may set a higher minimum. In situations where there are not enough faculty holding the proper credentials in the candidate’s area, committee members holding faculty status outside the area of the candidate may be designated by the normal processes used to designate these committees.

Proposed effective date: Effective immediately for all faculty

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends Board of Regents approval.

_________________________  _______________________________
Date      Jerry B. Farley, President
SUBJECT: Faculty Handbook Change: Extension to the probationary period of a tenure-track faculty member

DESCRIPTION:

The normal 6-year probationary period can be extended under extenuating circumstances in order to allow for forward progress toward completing the candidate’s tenure standards.

Proposed wording:

Section 3.II.E.3 Extension of Probationary Period. Because extenuating events sometimes occur and prohibit a tenure track candidate from successfully making progress toward completing the teaching, scholarship, and/or service standards established by departments and schools for tenure, tenure-track candidates may appeal for an extension to the mandatory tenure review date indicated in the original hiring contract (normally this is in the 6th year of service at Washburn but shorter review periods are sometimes negotiated). Such an extension may be granted in the following situations:

A. Giving birth or providing care for a dependent child.
B. The placement with the employee of a child for adoption or foster care.
C. A serious health condition that makes the employee unable to perform the essential functions of his/her job.
D. To care for a family member (e.g., spouse, partner, child, parent) with a serious health condition.
E. Death of a family member (e.g., spouse, partner, child, parent).
F. Divorce.
G. A substantial change in the employee’s assigned area(s) of responsibilities.
H. For qualifying exigencies arising out of the fact the employee or employee’s spouse/partner is called to the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority.

Other extenuating circumstances may be considered as well. Any individual who wishes to pursue an extension as a reasonable accommodation under the ADA should contact the Equal Opportunity Director.

Requests will be directed to the Dean of the individual’s area and copied to the Vice President for Academic Affairs. The Dean will consider, among other factors, whether the circumstances are unusual for a typical tenure-track candidate in his or her particular department and the candidate’s pattern of successful progress prior to the extenuating circumstances. In the event that the original request is denied, the candidate may request a review from the Vice President for Academic Affairs.
Alteration of the tenure clock during the probationary period is typically limited to two, one-year
delays with the exception of qualifying exigencies pertaining to extended military duty.

Timing of the request: If the circumstances warranting the tenure review extension occur prior
to the mid-term review, the request for an extension must be submitted at the time of the mid-
term review and a recommendation made as part of the mid-term review. In all other instances,
the request form must be submitted no later than the first day of the Spring semester preceding
the year of mandatory review.

Proposed effective date: Effective immediately for all faculty

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends Board of Regents approval.

____________________  ______________________________
          Date            Jerry B. Farley, President
Agenda Item No. VI. B. 7. h.
Washburn University Board of Regents

SUBJECT: Faculty Handbook Change: Update General Education Committee Duties/Membership

DESCRIPTION:

The responsibilities of the General Education Committee have expanded over the years to include transfer course review. In addition, the current wording reflects the previous general education criteria and if the VPAA wishes to designate a representative on the committee. These proposed changes more accurately reflect the committee membership and responsibilities.

Proposed Wording:

-----5. General Education Committee

The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of skills listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty, and to review transfer courses as necessary (e.g., technical course transfers, courses not approved for general education by the transferring institution) to determine whether they meet the spirit and intent of the Washburn University general education criteria.

If a Washburn course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.

Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the VPAA General Education Committee. Any change in the course's targeted skills or in its general content or format must be submitted to the General Education Committee for approval.

Decisions of the Committee, including those concerning course approval and five-year course review, will be reported by the VPAA or his/her designee to the deans. Decisions of the Committee, including those concerning course approval and five-year course review, may be appealed to the Faculty Senate with further appeal to the General Faculty.

Members of the Committee are: the VPAA or his/her designee, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

Proposed effective date: Immediately
FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends Board of Regents approval.

_____________________ _______________________________
Date      Jerry B. Farley, President
SUBJECT: Dispatch Technology Program

DESCRIPTION:

The Dispatch Technology Program prepares students for careers as dispatchers and has been developed in conjunction with the Shawnee County Sheriff’s Emergency Dispatch Department. The need for dispatchers in the county and across the state is estimated at be over 120 in the next 5 years (not including retirements), and the field is growing at about 10%. The sheriff’s department currently has 20 openings and is having difficulty identifying qualified applicants. The Fire department also reports a need. This program would also prepare students to work in other call centers.

FINANCIAL IMPLICATIONS:

Adjunct Technical instructors will be utilized for the 2015-16 enrollment. These additional adjunct costs are available in the FY15 budget. The program will be designed to attract seniors in high school so that they can explore the field and determine if this is a career that would appeal to them. SB 155 pays $228 per credit hours for Dispatch courses. If needed, additional operating costs could be supported with Carl D. Perkins program improvement funds, the general fund, and student tuition. Washburn Tech will continue to seek competitive grants and business investments as well. Washburn Tech will continue to use adjunct technical instructors until enrollments grow sufficiently to support full-time instructors.

RECOMMENDATION:

President Farley recommends approval of the Dispatch Technology Program.
Dispatch Technology - Technical Certificate

The Dispatch Technology Program provides graduates with the necessary telecommunications skills and knowledge to be effective in serving the public’s needs as part of the local law enforcement, emergency preparedness or any other dispatch system.

The admission requirements for the Program include: WorkKeys scores for Applied Mathematics (4) and Reading for Information (4) or equivalent. Students must also provide two positive work-related references and must successfully pass a background check. Students must pass all classes with a grade of “C” or better to successfully complete the technical certificate in the Dispatch Technology Program.

<table>
<thead>
<tr>
<th>Technical Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 101 Dispatch</td>
<td>5</td>
</tr>
<tr>
<td>DPT 103 Introduction to Emergency Management (NIMS 101)</td>
<td>1</td>
</tr>
<tr>
<td>DPT 105 Community Emergency Response Team (CERT)</td>
<td>2</td>
</tr>
<tr>
<td>DPT 111 Dispatch Clinical (45 hours)</td>
<td>1</td>
</tr>
<tr>
<td>CMT 208 Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
<tr>
<td>HCT 105 First Aid/CPR</td>
<td>1</td>
</tr>
<tr>
<td>DPT 112 Advanced Dispatch Clinical (90 hours)</td>
<td>2</td>
</tr>
<tr>
<td>DPT 121 Advanced Dispatch</td>
<td>4</td>
</tr>
</tbody>
</table>

Institutional Certificate for 12 credit hours

TOTAL TECHNICAL CERTIFICATE CREDITS 19

Certificates – NIMS 101, CPR, CERT

Technical Certificate Program Outcomes

- Identify Dispatchers roles and responsibilities.
- Identify legal and liability issues in dispatch.
- Obtain information from callers.
- Demonstrate excellent customer service and professional behaviors.
- Identify resources and interagency processes.
- Describe CERT protocols
- Describe Emergency Management processes and procedures
- Determine when a call should be forwarded to EMS or another agency.
- Identify appropriate responses to the most common calls received.

DPT 101 Dispatcher – 5 Credit Hours

Students will learn the roles and responsibilities of a dispatcher. The student will learn to answer emergency calls and work with citizens and law enforcement to provide necessary services. Training will include collecting necessary information from callers, use of voice to calm and deescalate situations, determining when calls should be referred to other agencies as well as what resources are available and should be dispatched.
DPT 103 Intro to Emergency Management -- 1 Credit Hour (includes NIMS 101)
This course provides emergency preparedness personnel with an overview of the skills needed at the community and state levels for emergency operations involving all hazards. This class is appropriate for business and industry, firefighters, Emergency Managers, EMS, police and other interested parties.

DPT 105 Community Emergency Response Team (CERT) -- 2 Credit Hours
This course provides the student with the skills required by Federal Emergency Management Agency (FEMA) to serve as a Citizen Emergency Response Team (CERT) member within their community. Training provides private citizens with the basic skills needed to respond to their community’s immediate needs in the aftermath of a disaster when emergency services are not immediately available. By working together, CERTs can assist in saving lives and protecting property using the basic techniques in this course.

DPT 111 Dispatch Clinical (45 hours) -- 1 Credit Hour
Students will spend a minimum of 45 contact hours working with dispatchers at the county and city law enforcement offices handling calls as well as working with the fire department dispatchers.

CNT208 Technical Communications -- 3 Credit Hours
Upon completion of this course, the student should be able to explain the role of communications in a business environment and identify the most effective methods of creating, sending and receiving messages. The student should also be able to use effective oral and written communications skills in business; write and evaluate business documents; including letters, memos, and reports using the principles of correct style, organization and format; and prepare an effective oral business presentation.

Students who successfully complete the first 12 credit hours of the program will be awarded an institutional certificate of achievement.

HCT 105 First Aid/CPR – 1 Credit Hour
This course is an introduction to basic first aid and included CPR certification. The course provides the basic information and skills needed to meet the American Heart Association standards. Participants will be allowed to practice the skills in a real life based environment that will test their learned skills. Students will use the information used in this class to help them determine when the call should be transferred to the Emergency Medical services.

DPT 112 Advanced Dispatch Clinical (90 hours) -- 2 Credit Hours
Students will spend a minimum of 90 contact hours working with dispatchers at the county and city law enforcement offices handling calls as well as working with the fire department dispatchers.

DPT121 Advanced Dispatch - 4 Credit Hours
This course will build on the competencies learned in the Dispatch Course (DPT101). It is designed for student who have decided that they are interested in pursuing a career as a dispatcher. Students will learn to determine how to work with other agencies, route calls to the appropriate agency, multitask and make good decisions.

Students who complete the entire program will receive a technical certificate from the Kansas Board of Regents.
DPT 101 Dispatch

Course Information
Credits  5
Campus  Washburn Institute of Technology
Address  5724 SW Huntoon
City/State/Zip  Topeka, Kansas 66604
Office Fax  785-273-7080

Description
Students will learn the roles and responsibilities of a dispatcher. The student will learn to answer emergency calls and work with citizens and law enforcement to provide necessary services. Training will include collecting necessary information from callers, use of voice to calm and deescale situations, determining when calls should be referred to other agencies as well as what resources are available and should be dispatched.

Textbooks
Click here to enter text.

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to
1. Demonstrate professionalism
2. Describe the roles and responsibilities of a dispatcher
3. Use basic phone etiquette when talking to callers
4. Operate the hardware associated with a dispatchers station
5. Navigate the software used by a typical dispatcher
6. Record information accurately
7. Prioritize information and calls
8. Communicate with callers and peers using appropriate language
9. Read maps and geography
10. Effectively give directions to those responding to an emergency
11. Identify callers “in-crisis”
12. Describe community resources that apply to emergency situations
13. Provide effective customer service
14. Work effectively with others

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Rationale
Students will be graded on professionalism, including attendance and participation in roll playing activities; assignments; quizzes; and tests.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td>30%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>30%</td>
</tr>
</tbody>
</table>

Grading Scale
A = 90-100%
B = 80 – 89%
C = 70-79%
F = below 70%

Attendance
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.
Disability
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator
Phone: 785-228-6356
Email: gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu.
DPT103 Intro to Emergency Management

Course Information

Credits 1
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, Kansas 66604
Office Fax 785-273-7080

Description
This course provides emergency preparedness personnel with an overview of the skills needed at the community and state levels for emergency operations involving all hazards. This class is appropriate for business and industry, firefighters, Emergency Managers, EMS, police and other interested parties. Participants will complete the NIMS 100 course online.

Textbooks
None needed

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to

1. Describe the Emergency Preparedness System
2. Develop a scenario to respond to a crisis situation
3. Identify the roles necessary to effectively manage an incident
4. Describe the responsibilities of the different roles needed to manage an incident
5. Describe the way that the structure can be expanded to meet the size and scope of an incident
6. Describe the importance of the chain of command
7. Describe the importance of good communication.
Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.
Students may earn a NIMS 100 certification.

Grading Rationale
Students will be graded on professionalism, including attendance and participation; assignments, and tests.
- Professionalism 50%
- Assignments 20%
- Tests 30%

Grading Scale
- A = 90-100%
- B = 80–89%
- C = 70–79%
- F = below 70%

Attendance
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.

Disability
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator  Phone: 785-228-6356  Email:  gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu.
DPT105 Community Emergency Response Team

Course Information

Credits  2
Campus  Washburn Institute of Technology
Address  5724 SW Huntoon
City/State/Zip  Topeka, Kansas 66604
Office Fax  785-273-7080

Description
This course provides the student with the skills required by Federal Emergency Management Agency (FEMA) to serve as a Citizen Emergency Response Team (CERT) member within their community. Training provides private citizens with the basic skills needed to respond to their community’s immediate needs in the aftermath of a disaster when emergency services are not immediately available. By working together, CERTs can assist in saving lives and protecting property using the basic techniques in this course.

Textbooks
None needed

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to

1. Describe the role of the Federal Emergency Management Agency
2. Identify the roles necessary to effectively manage an incident
3. Demonstrate the roles and responsibilities of the different personnel needed to manage an incident
4. List the items necessary for an Emergency Preparedness Kit
5. Describe the items that all households should have in case of an emergency
6. Demonstrate the way that the structure can be expanded to meet the size and scope of an incident
7. Demonstrate the appropriate responses to chain of command
8. Demonstrate good communication
9. Participate in a mock emergency event as a CERT team member
Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study. Students may earn a CERT certification.

Grading Rationale
Students will be graded on professionalism, including attendance and participation; assignments, and tests. Students will be expected to write a reflection paper following the mock event.

Grading Scale
- Professionalism 50%
- Assignments 20%
- Tests 30%

Attendance
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.

Disability
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator  Phone: 785-228-6356  Email: gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu.
DPT 111 Dispatch Clinical

Course Information

Credits 1
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, Kansas 66604
Office Fax 785-273-7080

Description
Students will spend a minimum of 45 contact hours working with dispatchers at the county and city law enforcement offices handling calls as well as working with the fire department dispatchers.

Textbooks
None

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to
1. Demonstrate good decision making
2. Maintain a calm and professional demeanor when talking to callers
3. Determine when to refer calls to other agencies
4. Multitask effectively
5. Use voice to de-escalate calls
6. Demonstrate how community resources can be applied to emergency situations

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to
participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

**Grading Rationale and**

Students will be graded on professionalism, including attendance and participation and assignments. The major assignment will be a reflection paper on their experience during the clinical.

- Professionalism 80%
- Assignments 20%

**Grading Scale**

- A = 90-100%
- B = 80–89%
- C = 70–79%
- F = below 70%

**Attendance**

Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.

**Disability**

The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

**ADA Coordinator**

Phone: 785-228-6356

Email: gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu.
DPT 112 Advanced Dispatch Clinical

Course Information

Credits: 2
Campus: Washburn Institute of Technology
Address: 5724 SW Huntoon
City/State/Zip: Topeka, Kansas 66604
Office Fax: 785-273-7080

Description
Students will spend a minimum of 90 contact hours working with dispatchers at the county and city law enforcement offices handling calls as well as working with the fire department dispatchers.

Textbooks
None

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to
1. Demonstrate good decision making
2. Maintain a calm and professional demeanor when talking to callers
3. Determine when to refer calls to other agencies
4. Multitask effectively
5. Use voice to de-escalate calls
6. Demonstrate how community resources can be applied to emergency situations

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to
participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

**Grading Rationale and**
Students will be graded on professionalism, including attendance and participation and assignments. The major assignment will be a reflection paper on their experience during the clinical.

**Professionalism** 80%
**Assignments** 20%

**Grading Scale**
- A = 90-100%
- B = 80–89%
- C = 70-79%
- F = below 70%

**Attendance**
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.

**Disability**
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

**ADA Coordinator**
Phone: 785-228-6356
Email: gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fostercl@washburn.edu.
DPT 121 Dispatch

Course Information
Credits  4
Campus  Washburn Institute of Technology
Address  5724 SW Huntoon
City/State/Zip  Topeka, Kansas 66604
Office Fax  785-273-7080

Description
This course will build on the competencies learned in the Dispatch Course (DPT101). It is designed for student who have decided that they are interested in pursuing a career as a dispatcher. Students will learn to determine how to work with other agencies, route calls to the appropriate agency, multitask and make good decisions.

Textbooks
Click here to enter text.

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to
1. Identify the challenges within the roles and responsibilities of a dispatcher
2. Describe the hierarchical command structure
3. Understand Agency procedures and policies
4. Demonstrate good decision making
5. Maintain a calm and professional demeanor when talking to callers
6. Use voice to de-escalate calls
7. Document incident in order to relay information to another agency
8. Verify information from callers in order to process calls
9. Determine when to refer calls to other agencies
10. Multitask effectively
11. Apply concepts of territories, districts and geographical/political boundaries
12. Demonstrate how community resources can be applied to emergency situations
13. Complete reports to document calls according to Agency standards
14. Describe the role of a dispatcher in the context of Incident command (IC) and state and local emergency plans.

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Rationale
Students will be graded on professionalism, including attendance and participation in role playing activities; assignments; quizzes; and tests.

Professionalism 30%
Assignments 20%
Quizzes 20%
Tests 30%

Grading Scale
A = 90-100%
B = 80-89%
C = 70-79%
F = below 70%

Attendance
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.
Disability
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator
Phone: 785-228-6356
Email: gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu.
HCT105 First Aid/CPR

Course Information

Credits  1  
Campus    Washburn Institute of Technology  
Address   5724 SW Huntoon  
City/State/Zip Topeka, Kansas 66604  
Office Fax 785-273-7080

Description
This course is an introduction to basic first aid and included CPR certification. The course provides the basic information and skills needed to meet the American Heart Association standards. Participants will be allowed to practice the skills in a real life based environment that will test their learned skills.

Textbooks
None needed

Student Learning Outcomes:
A. Communicate effectively  
B. Integrate technology  
C. Learn effectively  
D. Demonstrate cooperative teamwork skills  
E. Apply safety in the workplace  
F. Think critically and creatively  
G. Demonstrate responsible work ethics

Competencies
Student who successfully complete the course will be able to

1. Determine a safe scene.  
2. Know the definition of First Aid.  
3. Recognize the need for first aid by checking the person and/or check for a response.  
4. Verbalize the need for 9-1-1.  
5. Learn how to treat and stabilize an injured person.  
6. Recognize the signs and symptoms of different emergencies.  
7. Put on and take off sterile gloves for disposal.  
8. Check for medical identification jewelry.  
9. Be able to determine a safe scene.  
10. Verbalize the need to call 9-1-1 or how to call 9-1-1 without leaving the person if alone.  
11. Identify the difference between the need for CPR or choking.
12. Know the steps to perform CPR.
13. Know the steps to help a choking person.
14. Know how to determine different age groups related to CPR and choking steps.
15. Know how and when to use an AED.

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study. Students may earn a CPR certification.

Grading Rationale
Students will be graded on professionalism, including attendance and participation.

Grading Scale
A = 90-100%
B = 80-89%
C = 70-79%
F = below 70%

Attendance
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. If students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time.

Disability
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations. The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator   Phone: 785-228-6356   Email: gloria.christian@washburn.edu
It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity.
Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu.
SUBJECT: Report of Purchases between $25,001 and $50,000

BACKGROUND:

At the March 8, 2001 Board of Regents Budget and Finance Committee meeting, the administration presented an item for discussion to increase the Board expenditure approval limit from $25,000 to $50,000. The increase was approved by the Board of Regents at its May 9, 2001 meeting.

DESCRIPTION:

In compliance with that approval and to ensure the Board fully complies with its fiduciary responsibilities, the Board of Regents requested all items approved by the administration between $25,001 and $50,000 be listed each month and included for information.

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

_________________________   ______________________________
Date                          Jerry B. Farley, President
### Report of Purchases between $25,001 and $50,000

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Engineering Services</td>
<td>Bartlett &amp; West Engineers</td>
<td>$49,700</td>
</tr>
<tr>
<td>New Parking Lots</td>
<td>Topeka, KS</td>
<td></td>
</tr>
<tr>
<td>Facilities Services Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Project Funding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>