

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 21, 2008

I. Call to Order

Chairperson Storey called the meeting to order at 4:00 p.m. in the Kansas Room in the Memorial Union.

II. Roll Call

Present were: Mr. Blair, Mr. Bunten, Mr. Lagerberg, Ms. Marquardt, Mrs. Parks, Mr. Roth, Mr. Storey, and Mrs. Warren.

III. Approval of Minutes of January 25, 2008 meeting as mailed.

It was moved and seconded to approve the Minutes of the January 25, 2008 meeting as mailed. Motion passed unanimously.

IV. Officer Reports

A. Chair's Report

The Chair had no report.

B. President's Report

President Farley reported the Washburn Lady Blues basketball team will be playing in the Elite Eight on Wednesday, March 26, in Kearney, Nebraska after defeating Emporia at the South Central Regional Tournament held in Canyon, Texas. He said they'll be playing a team with only one loss. Chairperson Storey interjected that if the Lady Blues win the next game would be televised on ESPN2.

Dr. Farley introduced the Dean of the School of Applied Studies, Dr. Willie Dunlap, who announced he was pleased to report the Academy of Criminal Justice Sciences certified the University's Masters of Criminal Justice program at its board meeting last September but withheld making the report until the annual meeting of the organization last week in Cincinnati, Ohio. Dr. Dunlap reported there were 22 universities which submitted materials for accreditation and that Washburn University was the only institution to meet all 12 criteria on the first attempt. He said this is the first accreditation ever to be awarded to any university in the country. Dr. Dunlap and Dr. Farley commended Dr. Bayens, the chair of the Criminal Justice Department, and the faculty for their work in achieving this honor.

Dr. Farley reported the University's School of Law was visited by an accreditation team from the American Bar Association for re-accreditation of the School. He said the faculty at the Law School had been working on the re-accreditation project for at least the last one to two years and submitted a self-study report which was at least a couple of inches thick. He said the accreditation team provided an exit interview which was very positive and their suggestions were well thought out. Dr. Farley said he is very happy with the process.

Dr. Farley then asked consent to add to the Board of Regents agenda an agenda item providing for the extension of the Neighborhood Revitalization Project Agreement which has been approved at least two times before for reinvigorating and revitalizing the city. With consent of the Board the item was added. It was moved and seconded to authorize the President to execute the amended Neighborhood Revitalization Plan Agreement.

The second item Dr. Farley requested consent of the Board to bring forward was the award of honorary degrees to individuals at the Spring commencement ceremony. It was moved and seconded to award honorary degrees at the 2008 Spring commencement ceremony to: John R. Adams, Doctor of Humane Letters; Anderson W. Chandler, Doctor of Commerce; and, Bill Roy, Doctor of Public Services. Motion passed unanimously.

Regent Marquardt noted she believes there is a need to take a greater look at diversity in the award of honorary degrees in the future as all the recipients for the 2008 awards are caucasian males.

C. Committee Report(s)

1. Audit Committee

a. 2007-2008 Audit Services – BKD, LLP

The chair of the Audit Committee, Regent Lagerberg, reported the committee met March 11 with Abe Cole of BKD who presented a report outlining audit services to be performed for the 2007-08 fiscal year. Mr. Lagerberg said the committee voted to recommend to the Board of Regents retention of BKD firm for performing the audit services for FY 2008 as reflected in the minutes of the Audit Committee as circulated to the Board.

In response to a query from Regent Roth concerning the length of time BKD has performed auditing services and whether there is a legal requirement for changing auditing firms, Dr. Farley said that the Sarbnes-Oxley law applicable to public corporations does not require the auditing firm to be changed every five years, but that the managing partner overseeing the audit should be changed at least every five years.

In response to a query from Regent Parks whether the amount to be charged for the audit is reasonable, Dr. Farley said that in light of new auditing standards from the AICPA which refocuses what auditors are to do focusing more on the analysis of risk to the institution for each area of review, it is a reasonable amount.

Regent Warren noted the amount to be charged the institution is based on the bid of the organization several years ago and reflects the increased responsibilities related to additional regulations plying more work on top of the usual annual audit.

Dr. Farley also reported there is a new NCAA requirement which requires institutions to vary financial reports about its athletics programs which is to be audited by an external auditing firm which must provide its report to the institution. The report is not required to be submitted to the NCAA but rather is to be kept internally. This report is to be performed every three years. Dr. Farley said the report prepared for the institution's first report this year will be based on the financial report from FY 2007.

D. Treasurer's Report

It was moved and seconded to accept the Treasurer's Report as set forth in the agenda item. Motion passed unanimously.

As approved by the Board of Regents: **1. Depository Security Transactions, 2. Liquidated Claims Approval – January, 2008, 3. Liquidated Claims Approval – February, 2008, and 4. Quarterly Report for Quarter Ended December 31, 2007**

V. New Business

A. Consent Agenda:

President Farley requested that the Tenure and Promotion Recommendations set forth in the Consent Agenda be removed for separate consideration and that the Board recess to Executive Session for the purpose of discussing a personnel matter.

It was moved and seconded to recess to Executive Session for the purpose of discussing a personnel matter and to reconvene in Open Session at 4:35 p.m. Motion passed. The Board recessed to Executive Session at 4:20 p.m.

At 4:33 p.m. the Board reconvened in Open Session in the Kansas Room of the Memorial Union. It was moved and seconded to recess to Executive Session for the purpose of discussing a personnel matter and to reconvene in Open Session at 4:50 p.m. Motion passed. The Board recessed to Executive Session at 4:33p.m.

At 4:48 p.m. the Board reconvened in Open Session in the Kansas Room of the Memorial Union. Chairperson Storey noted the Board had been in Executive Session for the purpose of discussing a personnel matter and that no action had been taken.

It was moved and seconded to approve the consent Agenda with the exception of the Tenure and Promotion recommendations in V.A.1.a. Motion passed.

As approved by action of the Board:

1. Personnel

b. Academic Sabbaticals 2008-2009

sabbaticals awarded to: Assoc. Prof. Deborah Altus, Human Services, Spring 2009; Prof. Tom Averill, English, Spring 2009; Prof. Lee Boyd, Biology, Fall 2008 through Spring 2009; Asst. Prof. Nora Clark, School of Nursing, Fall 2008; Assoc. Prof. Alex Glasshauser, School of Law, Fall 2008 through Spring 2009; Assoc. Prof. Dmitri Nizovtsev, School of Business, Spring 2009; Assoc. Prof. Mark Peterson, Political Science, Fall 2008; and, Prof. William Rich, School of Law, Spring & Summer 2009.

c. Designate Janice Barton Professor Emeritus

title of Professor Emeritus bestowed to Dr. Janice Barton;

d. Designate Ron Evans Professor Emeritus

title of Professor Emeritus bestowed to Dr. Ron Evans;

e. Designate Thomas Kennedy Professor Emeritus

title of Professor Emeritus bestowed to Dr. Thomas Kennedy;

f. Designate Mary McCoy Professor Emeritus

title of Professor Emeritus bestowed to Dr. Mary McCoy;

- g. **Designate William Wagnon Professor Emeritus**
title of Professor Emeritus bestowed to Dr. William Wagnon;
- h. **Designate Dave DePue Associate Professor Emeritus**
title of Associate Professor Emeritus bestowed to Dr. Dave DePue;
- i. **Designate Jean Dimmitt Associate Professor Emeritus**
title of Associate Professor Emeritus bestowed to Dr. Jean Dimmitt;
- j. **Designate Joan Denny Lecturer Emeritus**
title of Lecturer Emeritus bestowed to Mrs. Joan Denny;
- k. **Eminentes Universitatis**
award of Eminentes Universitatis designation to: Bruce Albert, Mary Jo (Pat) Anderson, Marva Early and Dave Greene;
- 2. **Report of Purchases between \$25,001 and \$50,000**
award of contract to: Ed Bozarth Chevrolet for a 2008 Chevrolet Tahoe Police Vehicle in the amount of \$27,614; and, Xirrus, Inc. for wireless technology equipment installation in Stoffer Science Hall in the amount of \$30,650;
- 3. **WU Policy Regulations & Procedures Manual – Background Checks**
the Background Checks section of the Washburn University Policy Regulations and Procedures Manual as outlined in the agenda item;
- 4. **WU Policy Regulations & Procedures Manual – Children in the Workplace**
the Children in the Workplace section of the Washburn University Policy Regulations and Procedures Manual as outlined in the agenda item;
- 5. **WU Policy Regulations & Procedures Manual –Drug and Alcohol Testing**
the Drug and Alcohol Testing section of the Washburn University Policy Regulations and Procedures Manual as outlined in the agenda item;
- 6. **WU Policy Regulations & Procedures Manual – University Driving**
the University Driving section of the Washburn University Policy Regulations and Procedures Manual as outlined in the agenda item;
- 7. **WU Policy Regulations & Procedures Manual – Memberships**
the Memberships section of the Washburn University Policy Regulations and Procedures Manual as outlined in the agenda item;

B. Action Items:

It was moved and seconded to approve the award of Tenure and Promotion as set forth in Agenda item V.A.1.a. Motion passed unanimously.

As approved by action of the Board:

V. A. 1. Personnel

a. Tenure and Promotion Recommendations

promotion to professor: Deborah Altus, Human Services/SAS; Gerald Bayens, Criminal Justice/SAS; Charles Cranston, Mass Media/CAS; Gloria Dye, Education/CAS; Amy Fleury, English/CAS; Kanalis Ockree, School of Business; Thomas Prash, History/CAS; Kay Rute, Office, Legal, Technology/SAS; and, Tom Schmiedeler, Political Science/CAS; promotion to associate professor: Phyllis Berry, Criminal Justice/SAS; Paul Byrne, School of Business; Karen Camarda, Physics/CAS; Shirley Dinkel, School of Nursing; Michael McGuire, Psychology/CAS; Wenying Sun, Computer Information Science/CAS; Cynthia Turk, Psychology/CAS; and, Margaret Wood, SOAN/CAS;

award of tenure to: Phyllis Berry, Criminal Justice/SAS; Paul Byrne, School of Business; Karen Camarda, Physics/CAS; Jane Carpenter, School of Nursing; Charles Cranston, Mass Media/CAS; Shirley Dinkel, School of Nursing; Michael McGuire, Psychology/CAS; Brenda Patzel, School of Nursing; David Pownell, Education/CAS; Wenying Sun, CIS/CAS; Cynthia Turk, Psychology/CAS; Susan Washburn, School of Nursing; and, Margaret Wood, Sociology/Anthropology/CAS;

V. B. 1. KATS Offer of Employment

President Farley reported that progress is being made on the affiliation of KATS with Washburn University effective July 1, 2008 but that several employees of Topeka Public Schools at KATS have expressed concerns about the absence of any document from the University evidencing an offer of employment and there is, therefore, some anxiety. He said the University has advised the employees they will continue to be employed at KATS performing the same job duties and will carry forward at Washburn the same sick and personal leave balances they have upon transfer. He recommended the Board of Regents authorize the administration to extend an offer of employment to Topeka Public Schools employees at KATS conditioned upon approval of the Transition Plan by the Kansas Board of Regents. It was moved and seconded to authorize the administration to extend an offer of employment to Topeka Public Schools employees at KATS conditioned upon approval of the Transition Plan by the Kansas Board of Regents.

2. Benefit Plan Changes – Group Long Term Disability Insurance Provider

Vice President for Administration and Treasurer, Wanda Hill, reported that the Long Term Disability Insurance plan was part of the insurance review performed by Michael Eichten of Peoples Benefit Group. She said the long term disability insurance is not a University paid benefit, rather the employee pays premiums. It was moved and seconded to approval Unum as the provider for the University's group long term disability insurance plan. Motion passed unanimously.

3. Expenditures

a. Loan Financing for FY 2008 – State Educational Institution Long-Term Infrastructure Maintenance Program

Dr. Farley reported the State Educational Institution Long-Term Infrastructure Maintenance Program is for maintenance-type projects at the institutions with the loan amounts to be paid back over an eight year period with no interest charged to the institution. He said the University looked at its long term capital improvement plan to identify projects which were to be funded incrementally to see which could be handled as a single project. He said the University submitted four projects for approval by the Kansas Board of Regents and the Kansas Board approved two projects, one for \$2.99 million to upgrade the HVAA systems in Morgan Hall and Mabee Library and \$413,000 for replacing HVAC controls in Benton, Garvey, Henderson, KTWU, Law School, Memorial Union, Mabee Library and Morgan Hall. Dr. Farley said repayment of the loan amounts could be repaid through the Debt Retirement and Construction Fund in the amount of \$245,125 for FY '08 and for the next seven years, FY '09 through FY '15, in the amount of \$425,625.

It was moved and seconded to: authorize the University's participation in the State Educational Institution Long-Term Infrastructure Maintenance Program; authorize the administration to perform all acts necessary to participate; and, approve the phased allocation of funds from the Debt Retirement & Construction Fund in the amount of \$245,125 for FY '08 and \$425,625 for FY '09-FY '15. Motion passed unanimously.

b. Cascade Server Content Management System

Vice President for Administration and Treasurer, Wanda Hill, reported the information systems service department has been working for the last year to overhaul the University's web site which will require the acquisition of a friendly and robust content management system. Requests for information were sent to four vendors, three of which responded to the RFI. Following review, the web site redesign team determined Hannon Hill provided the most complete response to the RFI. It was moved and seconded to approve award of a contract to Hannon Hill Inc. in the amount of \$52,625 for the Cascade Server Content Management system. Motion passed.

c. Upgrade Fire Alarm System throughout Garvey

Vice President Hill said the University is continuing to upgrade its Simplex monitoring system and the project was bid with Torgeson Electric being the low bidder for the installation of the fire alarm system. It was moved and seconded to approve the award of a contract to Simplex in the amount of \$116,332 and Torgeson Electric in the amount of \$232,320. Motion passed.

d. Classroom Renovations - Carnegie

Vice President Hill reported the item is the continuation of classroom renovation projects. The project outline for five classrooms in Carnegie, CA200 A/B, CA203, CA300, CA304 and CA306 and the low bidder on the project was Senne and Company. It was moved and seconded to approve award of a contract to Senne and Company in the amount of \$55,384.

e. Kuehne Hall Bathrooms Renovation

Vice President Hill reported the project is to renovate bathrooms in Kuehne Hall which have not been updated since construction of the building in 1980 and the J A Lyden company was the low bidder. It was moved and seconded to approve the award of a contract in the amount of \$33,613 to J A Lyden for the renovation of the bathrooms in Kuehne Hall.

f. West Hall Bathrooms Renovation

Vice President Hill said the project was for the bathrooms in West Hall which have not been updated since that building was built in 1984 and the J A Lyden company was the low bidder. It was moved and seconded to approve the award of a contract to J A Lyden in the amount of \$34,544 for renovation of the bathrooms at West Hall. Motion passed.

g. Wireless Network Equipment for Residence Halls

Vice President for Administration and Treasurer, Wanda Hill, reported the University's upgrading its wireless network to include the residential living units in the Living Learning Center, Washburn Village, Kuehne Hall and West Hall. When the project was bid, through the issuance of request for proposals in the summer of 2007 the University was seeking no cost upgrade of new technology and that none of the proposers at that time were willing to do so. She said at that time the RFP was cancelled. Subsequently, Xirrus, Inc. informed the University it would provide the upgrade at no extra cost to the University for the new technology 802.11n standard. ISS contacted the other vendors to determine whether any also would do so and each declined. It was moved and seconded to approve the award of a contract to Xirrus, Inc. in the amount of \$97,213 for wireless network equipment for installation in the Living Learning Center, Washburn Village, Kuehne Hall and West Hall. Motion passed.

h. Payment to Kansas Career Pipeline

Vice President for Administration and Treasurer, Wanda Hill, reported the University has received a grant from the Kansas Board of Regents passing through funding received from a Carl Perkins Leadership Grant for development and implementation of the Kansas Career Pipeline. She said the Kansas Career Pipeline is a website providing information to assist individuals in making decisions regarding career choices. The expenditure of the \$100,000 is of grant funds. It was moved and seconded to approve the payment of \$100,000 to Kansas Career Pipeline. Motion passed unanimously.

4. Academic Program Changes

It was moved and seconded to approve the academic program changes outlined in agenda items V. B. 4. a. through n. Motion passed unanimously.

As approved by action of the Board:

- a. Certificate Programs in Computed Tomography & Magnetic Resonance**
- b. Changes to General Sonography Certificate**
- c. Change to English Major with Education Emphasis**
- d. Change in BA in Art History**
- e. Change in BFA in Art History**
- f. Change in BFA with Licensure**
- g. Change in BA in Art**
- h. Changes in BFA Degree Requirements**
- i. Alteration in Degree Requirements for Bachelor of Arts of Music**
- j. Changes to Bachelor of Music in Performance**
- k. Requiring Grade of C to Pass PE 198**
- l. Phase Out of the Purchasing Program**
- m. Deletion of Adult Care Home Administration Area of Concentration and Certificate**
- n. Deletion of the Certificate in Military Studies**

C. Information Items:

1. Higher Learning Commission Pre-accreditation Discussion

Dr. Nancy Tate and Dr. Donna LaLonde gave a report concerning the University's efforts for reaccreditation by the Higher Learning Commission.

Dr. Tate reported the goals for the self-study process for the reaccreditation were to: provide an opportunity to assess Washburn's effectiveness as an institution; serve Washburn students who may wish to transfer to pursue further education; and, provide a mechanism for the institution to document compliance with federal mandates. The work was overseen by a self-study steering committee which worked with all areas of the campus to respond to the five criteria of the Higher Learning Commission within the four themes outlined by the Higher Learning Commission that an institution should be future oriented, learning focused, connected with the community and distinctive.

Dr. LaLonde highlighted the accreditation self-study report which was prepared with input from across the campus and revision to provide consistency by a writing team comprised of Dr. LaLonde, Dr. Tate and Melodie Christal. Dr. LaLonde said there will be a team of nine consultant evaluators on campus May 5-7 and the team will be meeting with persons across the campus and at KATS, including members of the Board of Regents. Dr. LaLonde highlighted the areas identified in the report for the next decade which are to: enhance communication mechanisms; utilize data to analyze strengths and opportunities; enhance and diversity revenue sources; understand changing demographics and implement appropriate recruitment and retention plan; make the Washburn Transformational Experience a hallmark of the Washburn undergraduate experience; support and enhance the library; refine the institutional structure and administration to graduate programs; and, focus on students and community involvement. She also noted one of the handouts to the Board with the accreditation self-study report identified potential questions the team be asking of members of the Board of Regents.

It was moved and seconded to adjourn. The meeting adjourned at 5:52 p.m.

Kenneth P. Hackler
Secretary, Board of Regents