

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
June 11, 2015

I. Call to Order

Vice Chairperson Trusdale called the meeting to order at 4:12 p.m. in Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

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

III. FY 2016 Public Budget – Publish Notice of Hearing

It was moved by Regent Parks and seconded to approve to publish the notice of hearing for the FY 2016 public budget.

IV. Approval of Minutes of the April 24, 2015 meeting

It was moved by Regent Hoferer and seconded to approve the Minutes of the April 24, 2015 meeting. Motion passed.

V. Election of Officers and Special Officers

The Nominating Committee recommends Regent Sneed for Chairperson for the 2016 fiscal year and Regent McGivern to serve as Vice Chair. It was moved and seconded to approve these appointments. Motion passed. It was moved by Regent Sneed and seconded to appoint Special Officers Rick Anderson as Treasurer to the Board; Marc Fried as Secretary to the Board; and, Cynthia Waskowiak as Assistant Secretary to the Board. Motion passed.

VI. Officer Reports

A. Chair's Report

There was no Chair's report.

B. President's Report

President Farley said it was great that lots were in attendance at graduation, including a good show of our Regents. He said it is important to show we support our students.

Dr. Farley said preliminary numbers for athletes show overall GPA is 3.247. In all but two sports, the average GPA was over 3.0. He said at least one student from each team earned a 4.0, which is pretty remarkable. He offered congratulations to the coaches and athletes.

President Farley said the Kansas Board of Regents requests a lot of data each year and recognizes institutions who do a great job in providing data, and this year Washburn Institute of Technology (Washburn Tech) received a data quality award. He said that is appreciated and Washburn Tech deserves our thanks for what they do with that.

Dr. Farley said housing applications are up at this point in time, which is really good. He said we anticipate we'll be full with a waiting list and anticipate next year to resolve that.

Dr. Farley said regarding enrollment, for each category that we track (direct from high school, transfer and continuing students), it looks very positive for us. There are a lot of reasons for that, modifications to processes and procedures, one of which is on the agenda today for Board approval. He said New Student Orientations have done well, the first five this year have been over-subscribed, which is a good sign for us.

President Farley said they talked about the Legislature in the Budget/Finance Committee meeting. He said it is a difficult situation; they are having trouble coming to a conclusion. It could be good or bad for us.

Dr. Farley said we lost Dr. Glenda Taylor to a tragic accident last Sunday morning. He said she was revered by her students; had received Student Life award; that other faculty and staff respected her; and she was a delight to be around. He said she will truly be missed and leaves a giant hole, saying her memorial service is tomorrow in Lee Arena at 3:00 p.m. Dr. Farley then asked for a moment of silence for Glenda.

Regent Trusdale added that students held a candlelight vigil and it was really touching. She said the students did it, and it was wonderful to hear their stories about how Glenda made an impact on their lives and their successes with her support and encouragement.

Dr. Farley said there is a banner flag at the School of Law celebrating that we were recognized as 24th in the nation for the percentage of our law graduates getting jobs quickly. He said our pass rate for the Bar, 87.5% for first-time takers, exceeds the state average by 3.5%. He said the School of Law U. S. News & World Report ranking has increased by 18 spots in the last two years; and was named an Outstanding Law School by the Princeton Review. He said the Law School received recognition by National Jurist for Best Schools for Practical Training in 2014 and 2015.

C. Committee Report(s)

1. Budget/Finance Committee

The report from the Budget/Finance Committee was deferred to later in the agenda, as action will be required.

D. Treasurer's Report

Vice President for Administration and Treasurer, Rick Anderson, presented the Treasurer's Report.

1. Liquidated Claims Approval – April 2015

Regent Sneed moved and it was seconded to accept the Liquidated Claims for April 2015. Motion passed.

2. Quarterly Report for the Nine Months Ended March 31, 2015

Vice President for Administration and Treasurer, Rick Anderson, said we usually do a quarterly report three times a year, this report is for third quarter ended March 31, 2015.

Regent Wolgast asked about income we receive from insurance profit. Mr. Anderson answered this is related to our insurance liability coverage. He said we are in a pool and when the overall pool benefits, we do also. Washburn Insurance Manager, Dorothy Hedman, explained that we switched from United Educators because it saved \$100,000, so this is a dividend from the time we were with United Educators.

Regent McGivern asked if this was a surprise. Mrs. Hedman said we were surprised at the amount, which is more substantial than usual. It was moved by Regent Sneed and seconded to accept the Quarterly Report. Motion passed.

VII. New Business

A. Consent Agenda

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

As approved by action of the Board:

1. Faculty/Staff Personnel

Phased retirement to Brian Ogawa, Professor of Human Services for three years beginning August 2015; Deborah Altus to co-chair of Human Services Department effective June 1, 2015 at an annual salary of \$71,135; Kayla Waters to co-chair of Human Services Department effective June 1, 2015 at an annual

salary of \$64,797; and leave of absence without pay for Mary Menninger-Corder as Assistant Professor of Nursing, from July 2015 to June 2016.

President Farley asked to add to the agenda an item to appoint Michael Hager, Assistant Professor of Art, to Interim Chair of the Art Department for June and July 2015, including a stipend of \$6,078, as emergency coverage due to the death of Glenda Taylor. Regent Sneed moved to approve the item and it was seconded. Item passed as amended.

B. Action Items

1. FY 2016 General Fund Budget – Washburn University and Washburn Institute of Technology

Regent McGivern, Chair of the Budget/Finance Committee, explained the committee met just prior to the Board meeting and reviewed items presented. Regent McGivern said tuition will be raised \$12 per credit hour at Washburn and \$13 per credit hour at Washburn Tech. He said they also discussed tuition and fees as compared to other institutions. Regent Sneed, earlier in the week, had requested information comparing Washburn to Kansas Board of Regents' institutions', the nation and Midwest averages. He said also they reviewed Washburn Tech revenue and expenditures.

Mr. Anderson added a recommended salary program starting October 1, 2015 is part of the proposed budget. President Farley noted that Washburn Student Government Association presented last month and recommended a fee increase. Regent Wolgast added that our budget could change, all depending on the Legislature.

It was moved by Regent McGivern to adopt the general year FY 2016 Budget for Washburn University and Washburn Institute of Technology with tuition increase and salary program. The motion was seconded. Motion passed.

2. Renewal of Property Insurance Policy

Vice President for Administration, Rick Anderson, presented the item. He talked about joining the Midwest Higher Education Compact (MHEC), and that some Kansas Board of Regents' schools have joined and are reaping benefits as well. He reported there has been a modest increase, but within budget range. He said we continue to look at cost savings of changing deductibles, and that we will be required in the future to move to a \$50,000 deductible.

It was moved by Regent Wolgast and seconded to approve the item. Motion passed.

3. Expenditures over \$50,000

a. Patient Simulation Lab Video/Audio Capture System

Vice President for Administration and Treasurer, Rick Anderson, presented the item. It was moved by Regent Wolgast and seconded to approve. Motion passed.

b. VMware Server Infrastructure

Floyd Davenport, Director of Information Technology Services explained that servers help us run all our applications, from Banner to MyWashburn, supporting all our hardware and software. Davenport said when we sent out for bids we only received one, and we are comfortable with this. He said lots of places have special pricing in the beginning so other places decline to bid because they cannot beat this. It was moved by Regent Sneed and seconded to approve the item. Motion passed.

c. Welding Equipment for Washburn Tech Welding Program Expansion

It was moved by Regent Parks and seconded by Regent McGivern to approve the item. Motion passed.

d. Mediated Classroom Equipment Upgrades

Floyd Davenport, Director of Information Technology Services, commented on the items, saying this will always be an ongoing effort, and that this is part of the State of Kansas contract. He said we do a capital equipment budget and set aside a pool for classroom improvements each year. Regent Moran asked about bids. Mr. Davenport explained that last year we had a state contract, and in September we did a bidding process to confirm we have the best pricing. It was moved by Regent Hoferer and seconded to approve. Motion passed.

e. Washburn Surveillance System Upgrade

Vice President for Administration and Treasurer, Rick Anderson, presented the item, saying we need to upgrade our systems to increase cameras for the new Welcome Center and new residence hall. He said we have put aside money in capital improvements.

Regent Hoferer asked if we have cameras on all automobile entrances. Mr. Anderson said he will check to confirm and get back to the Board.

Regent Hoferer asked about the recordings over time. Mr. Davenport explained it's about three weeks and is an archived system, saying newer recordings have better quality. He said the Police Department is responsible for chain of custody, it's all here on campus, and this request is to increase

how much we can hold and upgrading the current system. Davenport said cameras are included in the budget for the construction itself. This item is for approval to hook up the cameras. It was moved by Regent Parks and seconded to approve the item. Motion passed.

f. Ellucian Pilot and Recruiter in the Cloud

Vice President for Administration and Treasurer, Rick Anderson, said Ellucian is our main provider of Banner, explaining there are two pieces of the Banner system. He said a lot of companies are moving to cloud technology instead of it being hosted on campus; saying this is within our normal budget for IT software and hardware. It was moved by Regent Moran and seconded to approve. Motion passed.

g. New Sound System for Lee Arena

Vice President for Administration and Treasurer, Rick Anderson, presented the item, saying we have been putting money aside in our capital budget to upgrade the Lee Arena sound system, and it should be operational by Fall 2015 sports. It was moved by Regent Sneed and seconded to approve. Motion passed.

h. Welcome Center (Morgan) Networking Equipment

Vice President for Administration and Treasurer, Rick Anderson, presented the item explaining that network equipment was originally put in the IT budget for the Welcome Center, but we have now pulled it out and are installing it at the University level. It was moved by Regent Boles and seconded by to approve. Motion passed.

4. Academic Programs/Policies

a. Post-Graduate Certificate in Health Care Education

Vice President for Academic Affairs, Randy Pembroke, presented the item, explaining Certificates are becoming more important in higher education. He said there is a market for this, and it will be online; saying we anticipate ten students to start, and this should present a positive cash flow. It was moved by Regent Moran and seconded to approve. Motion passed.

b. Education Curriculum Change – Masters in Education: Curriculum and Instruction; Educational Studies

Vice President for Academic Affairs, Randy Pembroke, presented the item, saying this is a generalist model, a general Masters in Education and doesn't require specific licensure. He said there will be very little overhead, that we plan to use existing courses and people can pick and choose from what we already offer, adding that we anticipate about ten students to start. It was moved by Regent Parks and seconded to approve. Motion passed.

c. Education Curriculum Change – New Bachelor of Education Add-on Licensure Program for ESOL

Vice President for Academic Affairs, Randy Pembrook, presented the item, stating that as the diversity of the state increases, it is important for K-12 teachers to understand the diverse students. He said this is a big advantage to job seekers. It was moved by Regent Moran and seconded by to approve. Motion passed.

d. Music Curriculum Change – New Program for Jazz Studies Minor/Deletion of Previous Jazz Studies Minor

Vice President for Academic Affairs, Randy Pembrook, presented the item. He explained this will reduce the number of hours in the minor by offering a minor to vocal music education students, saying this should be good for students.

Regent Wolgast asked how faculty came up with the process. Dr. Pembrook said the departments get requests from students who don't want a major but wonder if it will result in some credential, so departments put these together, then the academic committees of the University vote. Regent Wolgast also asked about research when things are eliminated. Dr. Pembrook said what often happens is when faculty retire, we look to see if there is any interest in a major. Minors are not usually looked at because they usually come at no cost because part of the classes already offered are simply grouped. He said we do look at majors, and that all programs go through program review every five years, where they talk about recruiting for majors and how numbers look. It was moved by Regent Sneed and seconded to approve. Motion passed.

e. Proposal for Minor in Information Literacy

Vice President for Academic Affairs, Randy Pembrook, presented the item, saying it is important for students to know how to research and evaluate website credibility. He stated staff in Mabee Library will cover these courses. It was moved by Regent Parks and seconded to approve. Motion passed.

f. Criminal Justice Proposal for a new emphasis in Forensic Investigations

Vice President for Academic Affairs, Randy Pembrook, presented the item, explaining this emphasis comes out of Criminal Justice and will be 50 credit hours. He said we think it will be popular out of the forensic classes we're doing with the KBI and anticipate 30 to 50 students per year. He said we will need additional full-time help and adjuncts. He stated we are bringing the program for approval now and wait on funding. It was moved by Regent Sneed and seconded to approve. Motion passed.

g. Computer Information Science Curriculum Change – New Program – Forensics Emphasis

Vice President for Academic Affairs, Randy Pembrook, presented the item. He stated there is lots of evidence found on digital mediums now, saying this program is 40 hours. He said we have great faculty for this, but we will require some additional investment for software.

Regent Hoferer asked how many students are anticipated in all of the KBI programs. Dr. Pembrook said they expect about 80 in five programs (biology, chemistry, anthropology, criminal justice, and information technology). It was moved by Regent Wolgast and seconded to approve. Motion passed.

h. Anthropology Curriculum Change – New Program – Forensics Concentration

Vice President for Academic Affairs, Randy Pembrook, presented the item. He said the KBI is generally excited because the faculty in this program will also do training for local law enforcement in gathering evidence, so not only students benefit but ongoing continuing education will as well, which is important. He said there is a dig site at the new building. It was moved by Regent Wolgast and seconded to approve. Motion passed.

i. Faculty Senate Constitutional Amendment – Academic Affairs/Faculty Affairs Representation

Vice President for Academic Affairs, Randy Pembrook, presented the item. He said there has been lots of review in cleaning up our documents, and by our rules it was found that certain units only have one representative. He said some groups meet at the same time, so this allows that one doesn't have to be a senator to be on a senate committee. It was moved by Regent Sneed and seconded to approve. Motion passed.

j. Proposal to Revise the Washburn University Undergraduate Academic Probation and Reinstatement Policies

Vice President for Academic Affairs, Randy Pembrook, presented the item. He reported currently if a student carries less than a 2.0 GPA they are dismissed, stating we have about 200 dismissals each year. He said it was found in that process, given that we're an open admission institution, we have the highest standard for probation reinstatement; stating other schools give students more flexibility and more time, creating an academic earning zone. He said about three Kansas Board of Regents' schools also use this criteria. The proposed policy is that if a student is in a certain range, they are placed in a star program that helps students develop skills; has an attendance policy; requires them to meet with financial aid; or offers tutoring. He said the zone gets higher each year so a student can stair-step

up to the 2.0 GPA required to graduate, stating this makes more sense for us as an open admission institution. He said there is lots of discussion about whether we give a student a disservice by allowing them to stay and getting into more debt. He reported there is an annual review to see if students have more debt and don't get to finish a degree or gets them back on track.

Regent McGivern asked what the percentage we are saving. Dr. Pembrook explained they look at the 200 they would normally dismiss, saying it would save about 40 students. He said it is not meant to save all, but to help the ones who are most likely to succeed. He reported the student success center is excited about helping.

President Farley talked about the ethical dilemma of saving 40 students is better than not saving any at all. More discussion followed about this and financial implications, a factor of an undeclared major, and GPA at high school compared to GPA at the end of first semester. It was moved by Regent Wolgast and seconded to approve. Motion passed.

k. CAS Promotion and Tenure Revision

Vice President for Academic Affairs, Randy Pembrook, presented the item, saying most of this goes back to last year's discussion about how in some places tenure was seven years and in some six, so we standardized it. The College of Arts and Sciences is currently doing that. It was moved by Regent Sneed and seconded to approve. Motion passed.

**l. Amending Faculty Handbook and Faculty Senate Constitution
Language regarding Submission Process for Courses and Programs**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He explained that academic units have defined "major changes" in different ways, so this is consistently defined about the things that will come before the Board. He said changes to minors, new courses and electives within a program, defining what a minor is, are examples of things that will not come before the Board in the future. It was moved by Regent Moran and seconded to approve. Motion passed.

m. Proposal to Amend Faculty Handbook – Faculty Roles and Responsibilities

Vice President for Academic Affairs, Randy Pembrook, presented the item. He said we are cleaning up the Handbook, making sure language is clear; things like faculty load, leave without pay, eligibility for Sweet Sabbaticals. He said there's a need to clarify the type of 'F' – no show, quit during the term, finished and earned an 'F'. It was moved by Regent Wolgast and seconded to approve. Motion passed.

C. Information Item(s)

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

Vice President for Administration and Treasurer, Rick Anderson, noted a change to the report. Morgan Hall was listed in the agenda item by error, and was removed and voted on as a separate agenda item.

2. KPI Metrics

Dr. Cynthia Hornberger talked about the Key Performance Indicators item, saying the available metrics increases from 37 to 60. She said there will be a presentation to the Board in September which will be an interactive presentation. She acknowledged Bob Handley, Director of Strategic Planning & Analysis, and the team that put this together.

Regent Trusdale noted this is her last meeting, and Regent Moran's also. Regent Moran said she's been honored to be on the board, with no idea what to expect. She said Washburn is a great institution and admires the loyalty to the institution, offering to help and wishing us well.

Regent Trusdale said it's been an honor, and that she never dreamed she'd get to do this, really enjoying her time on the Board.

It was moved and seconded to adjourn. The meeting adjourned at 5:28 p.m.

Cynthia Waskowiak
Assistant Secretary, Board of Regents