

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**December 9, 2011**

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**I. Call to Order**

Vice Chairperson Parks called the meeting to order at 4:05 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were: Mr. Bunten, Mr. Lykins, Mr. Moses, Ms. O'Toole, Mrs. Parks, Mr. Sneed, Ms. Sourk and Mr. Storey.

**III. Approval of Minutes of the November 11, 2011 meeting.**

It was moved and seconded to approve the Minutes of the November 11, 2011 meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

There was no Chair's report.

**B. President's Report**

President Farley said Chairperson Klausman was unable to be at the meeting due to a flight delay. Dr. Farley reported the School of Business had four students who placed fourth in the 2011 Fall Foundation Business Simulation Challenge, which he stated is an international online competition with entrants from more than 280 universities on five continents.

President Farley announced that Floyd Davenport will join Washburn University January 1, 2012 as its Chief Information Officer, and introduced Mr. Davenport who was in attendance at the meeting.

Dr. Farley announced fifty-two Washburn University graduate and undergraduate students were inducted into the Phi Kappa Phi national honor society which recognizes students for their academic excellence. He said those elected to membership included juniors in the top 7.5% of their class and seniors in the top 10% of their class, along with outstanding graduate students, faculty, professional staff and alumni.

President Farley made note that the Mulvane Art Museum's Art Lab was featured in this month's special anniversary edition of the Topeka Magazine and stated also the Mulvane received a \$10,000 grant from Challenge America, a national endowment for the arts, for two exhibits, an industrial exhibit called *Industrial Nature* and a Japanese exhibit called *Ichi-Mai Ori*, featuring what is commonly known as origami.

President Farley reported he attended the first giveaway from the Recycled Rides program at Washburn Institute of Technology, along with Regent Bunten, and said the ceremony drew a large crowd and the family that received the car was quite grateful.

Dr. Farley announced Vespers will be held at 4:00 p.m. Sunday, December 11, 2011 and that KTWU will record, edit and rebroadcast the performance.

He also invited all to attend the fall commencement ceremony December 16, noting that the Sibberson awards ceremony will be held immediately before commencement.

Regent Storey announced he couldn't remain for the full meeting so he wanted to bring up a couple items at this time. He made a motion to formally recognize Coach Bob Chipman for his 700 wins with a resolution, which was seconded and passed. He made a motion to formally recognize Coach Schurig for his 300 wins with a resolution, which was seconded and passed. Regent Moses then requested recognition for Washburn University quarterback Dane Simoneau for making the final three for the Harlon Hill award. A motion was made by Regent Storey for a resolution for this recognition as well. Motion passed.

## **C. Committee Report(s)**

### **1. Budget/Finance Committee**

Regent Lykins reported on the November 30, 2011 Budget/Finance Committee meeting, stating there was also a follow up meeting of the Budget/Finance Committee of December 7, 2011. He said the only vote of the committee was to recommend to the full Board of Regents a salary adjustment for faculty and staff of 1.95% for cost of living and 1.0% for merit increases for fiscal year 2013, which will begin July 1, 2012. Regent Lykins made a motion that the Board approve of the proposed salary adjustment based upon data presented at the November 30, 2011 meeting where tuition was discussed and student representatives spoke to potential tuition increases; and on employment market data provided. Regent Lykins reported that voting on the adjustment pending funding would allow time for faculty and staff evaluations to be performed during the spring semester before faculty leave the campus. The motion was seconded.

Regent Storey voiced concern with the motion and stated the Board should wait for the data on the funding in the coming year before approving any increases, further expressing that the stated cost of the proposed increases would be approximately \$1.8 million with no specific information on how the increase would be funded. Regent Storey said that, while there has been discussion of tuition increases, this is not a certainty and suggested the Board should not rely upon the possibility of tuition increases to approve faculty and staff salary increases.

Regent Bunten expressed his shared concern for the approval of faculty and staff salary increases and said he did not see a reason to make a commitment to FY2013 without the data on funding of the proposal.

Regent Lykins stated part of the recommended increase for faculty and staff salaries would come from a tuition increase just as it has for many years.

There was discussion of possible tuition increases and Regent Bunten expressed concern for the debt load students are carrying as they leave the University

Regent Bunten then made a substitute motion that the Board defer making a decision on faculty and staff increases until at least April 1.

Regent Moses stated he appreciated the concerns of Regents Bunten and Storey and added he has always insisted on a balanced budget. He recognized the student leadership last year had asked for a tuition increase greater than what was requested by Dr. Farley and his administrative team. Regent Moses stated he is confident the data to support a balanced budget will be presented with the budget proposal.

Regent Lykins said he agreed with Regent Storey that this issue had not come up this early in the last three years while he has been on the Board because there have been no raises given in the last three years, but pointed out the last time an increase was given it was presented to the Board in January. He stated that every Regents institution in the state will be giving increases this coming year except Emporia State University, stating this was because Emporia State University was in the search for a president. He stated that if there is no money for the increase, it will have to be rescinded but until then the Board should let the employees know they will be getting an increase as long as there is money. Regent Lykins expressed concern with the salaries paid to some employees referring to the data which was provided to the Board of Regents earlier in the year indicating some employees are paid less than any of their Regents institution counterparts.

Regent Sourk said that the academically high standard at Washburn was the reason she chose the school. She stated those in higher education that will look for other jobs will do so now because this is the recruiting season. She said data shows lower salaries at Washburn than at the other Regents institutions and she expressed concern over this trend.

Regent Storey again expressed concern over passing a motion without the specific funding for it in place. He said he believed the Regents institutions will not know until May whether they will get what they are requesting from the Kansas Board of Regents.

Regent Lykins stated tuition at the Regents institutions will go up as it has every year for the last 7 years he has been on the Kansas Board of Regents and the student representatives of all institutions have been present and voiced their support each year for the increase because they all want to see their institutions stay strong and keep high quality professors. He said employees at the institutions will receive the increases requested regardless of what the legislature does this session. He noted that the requested increase is not very much but will help the Washburn family.

Regent Sourk also said if the Board continues to delay an increase as over the last three years, the difference between Washburn and the other institutions will become much greater which will require the Board to find even more funding later to be competitive in the marketplace.

Regent Moses asked what the impact would be if the Board should choose to delay the decision, noting Fiscal Year 2013 begins July 1, 2012. Dr. Farley said if the Board waits until April, all of the evaluations that need to be in place would need to be done before faculty leave in the spring, which leaves a very short timeline.

Regent O'Toole asked when the budget is normally passed, to which President Farley responded the administration normally presents it at the May Board meeting.

The Board voted on the substitute motion. Regents Storey and Bunten voted in favor of the motion while Regents Sourk, Sneed, O'Toole, Lykins, Moses and Parks opposed the motion. The Board then voted on the original motion to approve the recommended increase. Regents Lykins, Sneed, Sourk, Moses, O'Toole and Parks voted in favor of the motion and Regents Storey and Bunten opposed the motion. Motion passed.

Regent Storey left at 5:00 p.m.

## **2. Audit Committee**

### **a. Fiscal Year 2011 Audit Report**

Mr. Kaleb Lilly from Rubin Brown presented the Fiscal Year 2011 Audit Report and asked if there were questions.

Regent Parks asked for clarification about the finding regarding the federal regulation requirement on students get exit counseling when students leave the institution. Mr. Lilly explained students are notified currently of exit counseling upon indication of graduation but some students were not given exit counseling because there had been no mechanism in place to catch students that finished academic requirements after the normal graduation date. He said the University is putting mechanisms in place to capture these students so exit counseling is given timely. Mr. Lilly said the finding is not overly concerning.

Regent Moses made a motion to accept the Fiscal Year 2011 Audit. Motion passed.

#### **D. Treasurer's Report**

It was moved and seconded to accept the Treasurer's Report: **1. Depository Security Transactions, 2. Liquidated Claims Approval - October 2011, and 3. Liquidated Claims Approval - November 2011.** Motion passed.

Vice President for Administration and Treasurer, Rick Anderson, recognized and thanked Elliott Haugen for his service to the University.

### **V. New Business**

#### **A. Consent Agenda**

It was moved and seconded to approve the Consent Agenda. Motion passed.  
As approved by action of the Board:

##### **1. Policies**

###### **a. Modification of Faculty Handbook Section One. VII. D. 9. - University Program Review Committee**

Faculty Handbook modifications to Section One. VII. D. 9. – University Program Review Committee as outlined in the agenda item;

##### **2. Personnel**

###### **a. Voluntary Phased Retirement: Dr. Gary Forbach**

voluntary phased retirement of Dr. Gary Forbach for academic years 2012-13, 2013-14 and 2014-15 effective August 1, 2012 and ending at the end of summer term 2015 as outlined in the agenda item;

###### **b. Faculty/Staff Personnel Actions**

hire Keith Farwell as Program Director of Diagnostic Medical Sonography/Lecturer of Allied Health for 2011-2012 academic year at an annual salary of \$66,000; and, change Becky Dodge to Program Director of Radiation Therapy/Lecturer of Allied Health at an annual salary of \$74,800;

3. **Washburn University Policies, Regulations and Procedures Manual**  
the addition of Subject BB. Computing and Information Technology Resources to the Washburn University Policies, Regulations and Procedures Manual.

## **B. Action Items**

### **1. Expenditures over \$50,000**

#### **a. Training Systems Equipment for Washburn Institute of Technology**

Vice President for Administration and Treasurer, Rick Anderson, stated this is funded by the TRAC-7 grant. It was moved and seconded to approve. Motion passed.

#### **b. Replacement of Fixed Seating in Georgia Neese Gray Theatre, Garvey Fine Arts Center --Project #C07002**

Vice President for Administration and Treasurer, Rick Anderson, said the funding source was from 2006-2007. It was moved and seconded to approve. Motion passed.

#### **c. Distributed Reporting Solution**

Vice President for Administration and Treasurer, Rick Anderson, stated this software will assist with obtaining reports from the ERP software system. It was moved and seconded to approve. Motion passed.

#### **d. High Intensity LED Lighting System for the KTWU Broadcast Tower**

Vice President for Administration and Treasurer, Rick Anderson, reported the daytime tower lighting system has had issues with lights going out often and each time tower crews must be hired to climb the tower and replace the lights causing significant disruption to the system. He stated this is a compliance concern as well. Mr. Anderson stated this high intensity LED system would use less energy and be more reliable. It was moved and seconded to approve. Motion passed.

### **2. Governance Structure of the School of Law**

President Farley said the Law School had operating processes in place that needed updating as the School changed some of their processes. He asked Tom Romig, Dean of the School of Law to explain the changes. Dean Romig said eight committees were deleted as they were no longer needed, and five committees were added, so the new document reflects the current structure. He further stated it had not been revised since 1997. It was moved and seconded to approve. Motion passed.

**C. Information Item(s)**

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

award of contracts to: Senne & Company, Inc. in the amount of \$30,036.00 for flooring, ceiling & light fixture replacement in Henderson; and CoachComm in the amount of \$38,126.00 for headset telecommunication system for Athletics Department.

**2. Economic Contribution of Washburn University to the State of Kansas  
Presented By: Tom Ellis, Washburn University Foundation**

Tom Ellis, Washburn University Foundation, presented the report on the economic contribution of Washburn University to the City of Topeka, Shawnee County, and the northeast Kansas region.

The meeting adjourned 5:41.

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Lisa R. Jones  
Secretary, Board of Regents