

**Washburn University of Topeka
Board of Regents
Agenda**

**Business Meeting: 4:00 p.m. Bradbury Thompson Alumni Center, Forum Room
Board Only Dinner: 6:30 p.m. Bradbury Thompson Alumni Center, Ruth Garvey Fink Convocation Hall
Wednesday, 3/14/2012
4:00 - 6:00 PM CT**

I. Call to Order Presented By: Chairperson Klausman

II. Roll Call

- A.**
 - Mr. Bunten
 - Mr. Klausman
 - Mr. Lykins
 - Mr. Moses
 - Ms. O'Toole
 - Mrs. Parks
 - Mr. Sneed
 - Ms. Sourk
 - Mr. Storey

III. Approval of Minutes of past meeting(s)

- A. Minutes of February 1, 2012 meeting**
 - February 1, 2012 Board of Regents Minutes - Page 3*

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Budget/Finance Committee

a Capital Projects and Equipment from the Debt Retirement and Construction Fund

Capital Projects & Equipment from the Debt Retirement & Construction Fund - Page 8

Capital Projects: Attachment 1 - Page 9

Capital Projects: Attachment 2 - Page 10

Capital Projects: Attachment 3 - Page 11

Capital Projects: Attachment 4 - Page 12

D. Treasurer's Report

1. Liquidated Claims Approval - January 2012

Liquidated Claims - January 2012 - Page 14

2. Quarterly Report for period ending December 31, 2011

Quarterly Report for period ending December 31, 2011 - Page 15

Quarterly Report: Washburn University - Page 16

Quarterly Report Discussion & Analysis: Washburn University - Page 19

Quarterly Report: Washburn Institute of Technology - Page 21

Quarterly Report Discussion & Analysis: Washburn Institute of Technology - Page 24

V. New Business

A. Consent Agenda

1. Personnel

a Tenure and Promotion Recommendations

Tenure and Promotion Recommendations - Page 25

b Academic Sabbaticals 2012-2013

Academic Sabbaticals 2012-2013 - Page 26

c Eminentes Universitatis

Eminentes Universitatis - Page 28

d Designate Dr. Ursula Jander as Associate Professor Emeritus and Ms. Raylene Hinz Penner as Lecturer Emeritus

EMERITUS - Page 29

2. Shared Leave Program

Shared Leave Program - Page 31

B. Action Items

1. Construction Equipment Purchase for Washburn Institute of Technology

Constructin Equipment Purchase for Washburn Institute of Technology - Page 32

2. Morgan Hall Summer 2012 HVAC Upgrades - Phase IV

Morgan Hall HVAC Upgrades - Phase IV - Page 33

3. Telephone System Software Upgrade

Telephone System Software Upgrade - Page 34

4. Washburn Welcome and Student One Stop Center

Washburn Welcome and Student One Stop Center - Page 36

C. Information Item(s)

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

Report or Purchases between \$25,001 and \$50,000 - Page 37

**WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
February 1, 2012**

I. Call to Order

Chairperson Klausman called the meeting to order at 4:04 p.m. in the Forum Room of the Bradbury Thompson Alumni Center on the Washburn University campus.

II. Roll Call

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

III. Approval of Minutes of the December 9, 2011 meeting.

It was moved and seconded to approve the Minutes of the December 9, 2011 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairman Klausman made a request to Board members for a change in meeting dates in May and July. The meeting set for May 2, 2012 was changed to May 1, 2012 and the meeting set for July 19, 2012 was changed to July 18, 2012.

B. President's Report

Dr. Farley reported students at Washburn Institute of Technology competed in the Kansas SkillsUSA design competition in December, winning in the State pin and State T-Shirt design.

President Farley reported Washburn Seniors Blake Bryant, Independence, and Shawn Bryant, Topeka, along with Richard Liedtke, Executive Director of Enrollment Management, and Regent Jennifer Sourk were accepted to the 2012 Leadership Greater Topeka program.

Dr. Farley said twelve Washburn students participated in Habitat for Humanity as a part of their winter break, noting this was part of the alternative break program which allows students to volunteer in certain projects, whether environmentally related or assistance to the less fortunate. He noted Dr. Randy Pembrook, Vice President for Academic Affairs joined on group over winter break building a house in Costa Rica for Habitat for Humanity.

In addition, President Farley reported the Kansas Contractors Association donated to the Washburn Institute of Technology Commercial and Heavy Construction program. He noted this will subsidize fuel costs for the program.

Dr. Farley said the economic outlook for 2012 was the topic discussed at a seminar in which Washburn University School of Business Professor Rob Weigand spoke and analyzed the Conference Board's economic indicators and other statistics relating to the best and worst performing stock sectors from 2011.

President Farley said 150 high school students were on campus for Senior day Friday, January 27, which was the last of four Senior days this academic year. He said the applications for admissions for the fall semester are up due, in part, to an online program and an effective recruiting staff.

Dr. Farley reported the capital project involving the upgrade in the HVAC system for the Mulvane Art Museum is complete and the Museum is now back in business and will be putting on more shows. He also made note that from the Crane Observatory an asteroid relatively near to Earth can be easily observed.

President Farley announced the Governor's budget was submitted to the Legislature which did not include proposed reductions for Higher Education. He said there was an overall 1.4% cost of living increase proposed by the Kansas Board of Regents that was not worked into the Governor's budget, but there were no cuts. He said there were other proposals in the budget including a line item for the Forensic Biology and Forensic Chemistry building. Also, Dr. Farley added, there was a presentation for the proposed Doctorate of Nursing Practice (DNP) program and proposed House Bill 2490 passed by a 120 to 0 vote out of the House and will be forwarded to the Senate next week. Dr. Farley expressed hope that the proposed bill moves along smoothly through the Senate and on to the Governor after which point the degree proposal will go to the Kansas Board of Regents for two readings, - then the State Board of Nursing for review and approval. Dr. Farley said after the program has been approved by the State Board of Nursing, Washburn will need to secure approval from the Higher Learning Commission. He noted it must all fit together with financial aid requirements in order to recruit the first class of students for the Fall 2012 semester.

President Farley noted there are two items on the consent agenda relating to an update in policies, one being sexual harassment to include a reporting requirement. He reported on several initiatives by Carol Vogel, Title IX Coordinator, to address the Title IX Dear Colleague Letter from the Department of Education, including training sessions, development of an informational pamphlet, revisions to sexual harassment regulations, the hosting of a webinar on the topic of Minors on Campus which was well attended, and guidance on the overlapping of certain regulatory requirements including those implemented pursuant to the Clery Act.

Dr. Farley then introduced JuliAnn Mazachek, President and CEO of the Washburn University Foundation. Dr. Mazachek announced the NACUBO study results regarding Foundations. She stated that in the study they report returns and investments, stating the 25.3% return on investment for the Foundation for fiscal year 2011 put Washburn

University Foundation in the top 5% of foundations across the nation. She reported an endowment of over \$25,000 per full time equivalent student, which placed the Foundation thirty-fifth in the country of all public institutions of higher education in endowment support for students, second only to the University of Kansas for public institutions in the state. Dr. Mazachek also reported the Association of Governing Boards released a book in which the Washburn University Foundation was used as a case study modeling the relationship AGB believes is a strong template for relationships between governing boards of an institution and its related foundation. President Farley stated that of public institutions of comparable size, Washburn University Foundation is first among such foundations.

C. Committee Report(s)

There were no committee reports.

D. Treasurer's Report

1. Liquidated Claims approval - December 2011

It was moved and seconded to approve the Treasurer's Report. Motion passed.

V. New Business

A. Consent Agenda

It was moved to approve the Consent Agenda. Regent Moses asked about the reason for the proposed revision to the Sexual Harassment policy. Regent Moses expressed concern over the language requiring certain employees to take steps to prevent the continuation of sexual harassment since the addition to the definition of sexual harassment includes sexual violence. Regent Moses expressed concern that the language was too broad and may be read to include a requirement to physically step in to break up a sexual assault as it is occurring. Regent Lykins announced that the Kansas Regents institutions were required to review and revise their policies on reporting of sexual violence since the incident at Pennsylvania State.

Regent Sneed arrived at 4:25 p.m.

Since there were concerns over the revision, Chairperson Klausman asked the policy revision be removed from the consent agenda and that a subcommittee comprised of Regent Moses, Regent O'Toole, President Farley, Carol Vogel, Title IX Coordinator, and Lisa Jones, University Counsel work on suggested language to bring before the Board at a later date. Motion passed.

President Farley gave recognition to the Honorary Degree Candidates. He recommended Brigadier General Deborah S. Rose, a graduate of the Washburn University Nursing program, and Judge Christel E. Marquardt who graduated from our law school, for the honorary awards.

Chairperson Klausman moved for approval of the remaining items in the consent agenda. Motion was seconded and approved. As approved by the Board:

1. Washburn University Policies, Regulations and Procedures Manual: 1) Social Media

the policy on Social Media of the Washburn University Policies, Regulations and Procedures Manual, and,

2. Honorary Degree Candidates

award of Honorary Doctor of Law Degree to The Honorable Christel E. Marquardt and Honorary Doctor of Public Service Degree to Brigadier General Deborah S. Rose.

B. Action Items

1. Proposed New Degree - Doctorate of Nursing Practice

Vice President for Academic Affairs, Randy Pembroke, provided a brief overview of the Doctorate of Nursing Practice program and introduced Dr. Monica Scheibmeir, Dean of the School of Nursing, who presented the proposal.

Regent Moses asked how many years it would take for the program to be self-sufficient, to which Dean Scheibmeir responded that in year 4 (2015) there should be enough students (125) for the program to be self-sufficient. Regent Sourk asked if the phase out of the Master's program in nursing would lead to the growth of the DNP program to which Dean Scheibmeir clarified not all Master's in nursing programs would be phased out.

There was a motion to approve the Doctorate of Nursing Practice. Motion was seconded and passed.

2. Bachelor of Science in Nursing Curriculum Revision

Regent Bunten left at 5:04 p.m.

Vice President for Academic Affairs, Randy Pembroke, presented the item and asked for questions. There were no questions. A motion was made and seconded to approve the item. Motion passed.

3. Proposed New Degree - Master of Health Sciences in Health Care Education

Vice President for Academic Affairs, Randy Pembroke, introduced Dr. William Dunlap, Dean of the School of Applied Studies to present the item. Dean Dunlap introduced Ms. Pat Munzer to introduce this item. Ms. Munzer presented the reason for

the need in this item. There were no questions. Motion was made and seconded to approve the proposed new degree. Motion passed.

4. Proposed New Degree - Master of Arts, Human Services

Vice President for Academic Affairs, Randy Pembroke, requested this be approved and introduced Dr. William Dunlap, Dean of the School of Applied Studies, who introduced Dr. Deborah Altus, Professor in the Human Services Department, to give an overview of the proposed new degree. Dr. Altus said the degree proposed is a 36-hour non-thesis level master's degree, and that only one other at this level in Kansas being offered and that is Emporia. Regent Moses asked whether Washburn supports the drug courts to which Dr. Altus responded in the affirmative. It was moved and seconded to approve of the proposed new degree. Motion passed.

5. Proposal for Awarding Additional Master's Degrees in Education

Vice President for Academic Affairs, Randy Pembroke, introduced this item and said the proposal reflects what the Higher Learning Commission already recognizes, which are four separate Masters of Education degrees. He explained it will allow a specialized recognition on the transcript to the outside world. A motion was made and seconded to approve the proposal. Motion passed.

6. Washburn Tech TRAC-7 Lease Agreement

President Farley asked Vice President for Administration and Treasurer, Rick Anderson, to present the item. Vice President Anderson asked for approval to negotiate a lease for facilities to accommodate the expansion of Washburn Institute of Technology's Advanced Systems Technology program. He described the warehouse area at Forbes Field which is the proposed site of the expanded program. He also said the lease rate currently being negotiated is below market price, but if Washburn Institute of Technology leases the property beyond the grant period the price will be higher and he would determine whether it would be financially feasible to continue the expanded program in that space. A motion was made and seconded to approve negotiation of the lease agreement. Motion passed.

The meeting was adjourned at 5:14 p.m.

/s/

Lisa R. Jones
Secretary, Board of Regents

Agenda Item No. IV. C. 1. a.
Washburn University Board of Regents

SUBJECT: 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. This year's lists are attached and will be funded from current year (FY12) 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 FY13 funded by revenues from FY12 is attached.

RECOMMENDATION:

President Farley recommends approval of the capital projects and equipment for FY13 funded by the FY12 DR&C Fund revenues detailed in the attachments.

Date

Jerry B. Farley, President

- Attachment 1 DR&C Fund Analysis
- Attachment 2 FY13 Capital Improvement Requests
- Attachment 3 FY13 Other Equipment Requests
- Attachment 4 FY13 Technology Requests

Debt Retirement and Construction Fund (DRC)

	FY 07	FY 08	FY 09	FY 10	FY 11	Projected FY 12
REVENUE						
AdValorem Taxes	2,714,718	2,844,435	2,895,764	2,848,814	2,741,051	3,025,282
Motor Vehicle Taxes	322,291	329,819	346,099	325,170	326,663	304,281
Sales and Other Taxes	293,814	282,383	305,983	319,529	315,125	318,000
Investment Income	844,425	373,435	115,056	13,302	2,036	5,000
ARRA Stimulus Transfer					311,277	-
FY11 Salary Savings				13,516,170	410,000	-
Refunding Bond Proceeds			311,116	2,332,509	761,375	-
PEI Loan Proceeds	25,038	25,038	25,038	25,038	25,038	25,038
Parking Transfer	2,131,250	2,127,250	2,128,100	2,130,500	2,126,425	2,126,425 *
Transfer from Other Funds	6,331,536	5,982,360	6,127,156	21,511,032	7,018,990	5,804,026
EXPENDITURES						
Bond Payments	2,682,232	2,675,131	2,679,483	2,671,946	2,578,674	2,577,990 **
Bond Principal Refunded				13,210,000		
Refunding Bond Issue Costs				297,590		
Parking Lot Maintenance	25,038	25,038	25,038	25,038	25,038	25,038
Deferred Maint PEI Loan Repay	-	-	434,138	433,073	432,009	430,945 ***
Maintenance Projects	1,667,590	1,630,400	1,799,023	1,994,580	2,479,391	2,196,140
Equipment	749,770	898,687	801,583	836,881	1,000,194	998,630
	5,124,630	5,229,256	5,739,265	19,469,108	6,515,306	6,228,743
Net Activity	1,206,906	753,105	387,891	2,041,924	503,684	(424,717)
Beg. Available Net Assets	1,251,880	2,458,787	2,011,891	1,780,283	998,582	487,617
Transfer from Building/Const.		180,500		(180,000)		
Less Commitments:						
Trsf PEI receipts to Capital					(761,375)	-
Major Capital Projects		(1,200,000)	(800,000)		(253,274)	-
Net Activity	1,206,907	753,105	387,891	2,041,924	503,684	(424,717)
Ending Available Net Assets	2,458,787	2,011,891	1,780,283	998,582	487,617	62,900

*Represents transfers of \$890,000 from Sales Tax Capital Improvement (Series 2001); \$200,000 from Memorial Union Operations (Series 2004); and \$500,000 from Housing Operation (Series 2004); and \$536,425 from Housing Operation (Series 2003) - Total \$2,126,425. For FY12, it also includes \$488,880 from actual sales taxes overrealized in FY11. FY12 total is \$2,615,305.

**Represents total debt service payments: \$2,126,425 detailed above, plus \$451,565 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).

Bond Payments:	6	15	47	6	94
Amortization/Fees					
Series 1999 (Refunded 2004)	539,093	539,483	538,050	-	-
Series 2001 (Refunded 2010)	884,775	883,838	886,678	883,278	-
Series 2003 (Refunded 2010)	541,250	537,250	538,100	540,500	-
Series 2004 (Refunded 2010)	717,108	714,545	716,608	1,248,163	1,254,326
Series 2010	-	-	-	-	1,328,705
Total Bond Payments	2,682,232	2,675,131	2,679,483	2,671,946	2,578,674

Washburn University									
Capital Improvement Requests									
FY12 Funding for FY13 Projects									
Area	Priority	Location	Description	Academic support renovations	Classroom	General repair/Other	Safety/ADA	Upgrade/Improve appear.	Area Total
FACSV	1	Campus Wide	Complete repairs from State & Topeka Fire Department (new recommendations)				29,000		
	1	Campus Wide	Replace broken stone for water feature			110,000			
	1	Campus Wide	Security camera added campus wide				20,000		
	1	Campus Wide	New Card Reader access to selected building/areas				30,000		
	1	Campus Wide	Expand lawn sprinkler systems (Phase 1 of 3)				30,000		
	1	Mabee Library	Mabee planning phase - move counselors from Morgan Hall for 1st year experience	13,000					
	1	Morgan Hall	Complete HVAC upgrade for West Wing (Phase 4 of 4)			1,100,000			
	1	Moore Bowl/Pavillion	New lighting for Yager Stadium (Phase 2 of 2)			345,000			
	1	Petro	Replace toilet partitions in public restrooms - additional funds needed			70,000			
TOTAL FACILITIES SERVICES (CAMPUSWIDE)				13,000	-	1,625,000	109,000	-	1,747,000
VPAA	1	Benton	Paint hallways, offices, classrooms/labs (excluding individual rooms recently repainted)			45,000			
	1	Benton	Soundproof wall between Menninger Reading Room and BE202			2,500			
	1	Carnegie	CA 201, 202, 202B, second floor hallway - Recarpeting			9,000			
	1	Carnegie	Mini-blinds in all faculty offices as well as in main Dept of Education office - CA 104, 107, 201, 202, 202B, 205, 206, 207, 301, 302, 303, 305, 307, 308, 309, 310					3,800	
	1	Garvey	Sound Attenuation & convert to teaching studios, practice room & classrooms (Phase 2 of 3, \$82,400 from Project C08001 remaining)		150,000				
	1	Garvey	GC235 - Reconfigure into classroom/rehearsal space/offices		55,000				
	1	Henderson	HC111 - Move electrical wiring from "strip" in middle of wall to baseboard height			16,000			
	1	Mabee Library	Install remaining compact shelving in Special Collections/Archives room	65,000					
	1	Stoffer	ST022 - Install cabinetry			6,000			
	1	Stoffer	ST128 and ST130 - Install window blinds, move/remove middle row of lights in ST130			17,000			
	1	Stoffer	ST110 - Install backsplashes, shelving, drying racks. Redirect distilled water taps to "end sinks"			3,500			
TOTAL VICE PRESIDENT FOR ACADEMIC AFFAIRS				65,000	231,500	72,500	-	3,800	372,800
STULIFE	1	LLC	Replace M-Cell controllers with Honeywell XL-10 controls				20,000		
TOTAL VICE PRESIDENT FOR STUDENT LIFE				-	-	20,000	-	-	20,000
ATH	1	Softball Complex	Renovate the outside cages and bull-pens for softball				17,985		
	1	Falley Field	Renovate the batting cages for baseball				18,480		
	1	Petro Building	Replace stools, urinals, sinks in the 4 men's and 4 women's public restrooms				19,875		
TOTAL ATHLETICS				-	-	56,340	-	-	56,340
TOTAL ALL AREAS				78,000	231,500	1,773,840	109,000	3,800	2,196,140

Washburn University									
Other Equipment Requests									
FY12 Funding for FY13 Projects									
Area	Unit	Dept	Priority	Description	Academic support	Classroom	Gen. repair/replacement	Other	Area Total
FACSV		Campus Wide	1	Install additional bike racks per survey from students				3,400	
		Facilities	1	Purchase ultra-sound test equipment to check wall thickness of pipe & tanks-Safety			3,000		
		Facilities	1	(2) T242x string trimmers			650		
		Facilities	1	(2) Leaf blowers/vacs			650		
		Facilities	1	Replace pole saw			600		
		Facilities	1	Lawn sprinkler controller LLC			1,020		
		Facilities	1	Repair bat wing mower to have as back-up			8,500		
		Facilities	1	Custodial equipment for staff			9,000		
		Facilities	1	Install 3rd security camera at Shop Shared record time			3,000		
		FS Maint Bldg 1	1	Install powered overhead door (Athletic storage)			3,800		
		BTAC	1	Replace chairs for board rooms 212 =(24) & 213 =(20)			24,640		
		LLC	1	Purchase (4) replacement Pocket PC's for door lock programming (Existing units obsolete)			4,400		
		Petro	1	Repairs to bleachers in Lee Arena (West & South sections)			42,774		
		Stoffer	1	Relocate hot water header pipe above (4) boilers so igniter can be replaced			6,500		
TOTAL FACILITIES SERVICES (CAMPUSWIDE)					-	-	108,534	3,400	111,934
VPAA	CAS	Communication	1	(4) Flip UltraHD video camera and tripod				804	
	CAS	Theatre	1	Replace existing 30-year-old non-functioning lighting instruments			6,700		
	CAS	Chemistry	1	Bench-top computer aided data acquisition		18,585			
	CAS	Chemistry	1	High performance liquid chromatography (HPLC) system (Completion of Phase II)		7,643			
	CAS	Mass Media	1	(10) Canon DSLR cameras/cases; (3) HD camcorders/cases; (5) Tripods; (2) Lighting kits				17,195	
	CAS	Biology	1	Controlled growth chamber		15,000			
	CAS	Art	1	(20) Replacement chairs in Art Building computer lab		3,000			
	CAS	Physics	1	Digital astrophotography camera				750	
	CAS	Education	1	(5) Replacement current file cabinets with lateral file cabinets			2,500		
	SOL		1	(6) 42" flat panel TVs and tilt mount				5,220	
	SON		1	High fidelity simulation mannequin (Phase I)		45,000			
	SON		1	(9) Cameras needed to video capture clinical patient encounters		1,503			
	SAS	Allied Health	1	Computed radiography (digital) processor (Phase I)		40,000			
	SAS	Allied Health	1	Saunders cervical traction unit/ultrasound stimulation unit and accessories			4,200		
	SOBU		1	New furniture for 2 new faculty members (replacements)	5,000				
	SOBU		1	(2) New chairs for faculty/staff	1,000				
	VPAA	Mabee Library	1	Tables and chairs for third floor of Mabee	25,000				
	VPAA	Mabee Library	1	22" TV and region free DVD/VCR	2,200				
	VPAA	Mulvane Art	1	Materials to build visitor welcome desk in ArtLab	5,000				
TOTAL VICE PRESIDENT FOR ACADEMIC AFFAIRS					38,200	130,731	13,400	23,969	206,300
VPAT		ISS	1	TomCat handheld fusion splicer Type-25ES-Kit and Precision optical fiber cleaver FC-6S-C			8,445		
		Univ. Police	1	(2) Motorola XTS2500 digital/analog portable radios with accessories			6,564		
TOTAL VICE PRESIDENT FOR ADMINISTRATION AND TREASURER					-	-	15,009	-	15,009
UNIV REL		Univ. Relations	1	Nikon D300s SLR digital camera (body only)			1,700		
		Univ. Relations	1	Nikon AF-S Nikkor 24-70 mm f/2.8G ED autofocus lens			1,887		
		Univ. Relations	1	Nikon AF-S Nikkor 85 mm f/1.8G lens			500		
TOTAL UNIVERSITY RELATIONS					-	-	4,087	-	4,087
ATH		Petro	1	Football shoulder pads and helmet replacements			22,500		
		Petro	1	FreeMotion dual cable cross machine for training room				4,400	
		Petro	1	Projection system for Whiting 350, 351, 352		25,000			
		Petro	1	(200) Stacking chairs			7,000		
		Petro	1	(40) Tables			2,400		
TOTAL ATHLETICS					-	25,000	31,900	4,400	61,300
TOTAL ALL AREAS					38,200	155,731	172,930	31,769	398,630

Technology Budget Requests
Spring 2012

Alloc Categories

		Amount requested	Amount Allocated
<i>Fixed:</i>			
FNI	Network/server infrastructure	\$ 143,052	\$ 143,052
FTEL	Telephony	\$ 22,076	\$ 22,076
FLAB	Laboratory and classroom computing devices	\$ 56,330	\$ 56,330
FFS	Faculty and staff computing devices	\$ 294,535	\$ 294,535
FNEW	Computing devices for new faculty/staff	\$ 1,311	\$ 1,311
		\$ 517,304	\$ 517,304
<i>Proportional:</i>			
PERP	ERP infrastructure and software, web and user support	\$ 87,500	\$ 40,000
PACC	Other academic department computing needs (incl. software)	\$ 5,297	\$ 5,297
PDL	Distance learning & instr. media computing needs	\$ 698	\$ 698
PADM	Other non-academic department computing needs	\$ 36,701	\$ 36,701
		\$ 130,196	\$ 82,696
TOTAL		\$ 647,500	\$ 600,000

Dept	Description	Unit Cost	Qty	Installation		Cat	AmtAlloc
				Cost	TotalCost		
VPAT	4-year Replacement Cycle (ISS)	\$ 283,713	1		\$ 283,713	FFS	\$ 283,713
VPAT	Wireless Network Improvement (ISS)	\$ 70,000	1	\$0	\$ 70,000	FNI	\$ 70,000
VPAT	Telephone System Upgrade (ISS)	\$ 19,750	1	\$0	\$ 19,750	FTEL	\$ 19,750
VPAT	Video/Media Storage Management System (ISS)	\$ 66,500	1		\$ 66,500	FNI	\$ 66,500
VPAT	PrintSmith web-to-print Software (UMAPS)	\$ 8,000	1		\$ 8,000	PADM	\$ 8,000
VPAT	Non Std HP LaserJet P4515n printer (Finance)	\$ 1,694	1		\$ 1,694	PADM	\$ 1,694
VPAT	Folder/Sealer (Finance)	\$ 2,895	1		\$ 2,895	PADM	\$ 2,895
VPAT	Motorola MC 3100 Barcode Reader Kit (Purchasing)	\$ 3,500	1		\$ 3,500	PADM	\$ 3,500
VPAT	Virtual EMS - Event Calendar (Union)	\$ 5,220	1		\$ 5,220	PADM	\$ 5,220
				VPAT Total	\$ 461,272		\$ 461,272
Athletics	Stat Software for 10 athletic teams	\$ 1,300	1		\$ 1,300	PADM	\$ 1,300
Athletics	Netbooks	\$ 600	10		\$ 6,000	FFS	\$ 6,000
				Athletics	\$ 7,300		\$ 7,300
KTWU	Wifi Access Points	\$ 1,084	3		\$ 3,252	FNI	\$ 3,252
				KTWU	\$ 3,252		\$ 3,252
SAS	Computer PE150 (AL)	\$ 700	1	\$0	\$ 700	FLAB	\$ 700
SAS	Printer PE150 (AL)	\$ 240	1	\$0	\$ 240	FLAB	\$ 240
SAS	Logitech HD Pro Webcam C910 (AL)	\$ 109	2		\$ 218	PDL	\$ 218
SAS	Adobe Learning Suite License v2.5 (AL)	\$ 240	2	\$0	\$ 480	PDL	\$ 480
				SAS Total	\$ 1,638		\$ 1,638
SoBU	Printer Config #1	\$ 349	3		\$ 1,047	FFS	\$ 1,047
SoBU	Qualtrics Online survey software	\$ 1,000	1		\$ 1,000	FFS	\$ 1,000
				SoBU Total	\$ 2,047		\$ 2,047

Technology Budget Requests
Spring 2012

Dept	Description	Unit Cost	Qty	Installation Cost	TotalCost	Cat	AmtAlloc
Mabee	Circa Wireless Inventory Software/Handheld PDA Barcode Reader	\$ 7,700	1	\$2,000	\$ 9,700	PADM	\$ 9,700
				Mabee Total	\$ 9,700		\$ 9,700
StuLife	iPad/docking system/medical software (Stu Health Services)	\$ 863	2		\$ 1,726	FFS	\$ 1,726
StuLife	Wireless Upgrade (Stu Health Services)	\$ 3,300	1		\$ 3,300	FNI	\$ 3,300
				StuLife	\$ 5,026		\$ 5,026
SON	Multi Conference Polycom Phone	\$ 500	1		\$ 500	FTEL	\$ 500
				SON Total	\$ 500		\$ 500
SOL	Non Std Config Network Printer HP P4025dn	\$ 1,696	2	\$0	\$ 3,392	PACC	\$ 3,392
				SOL Total	\$ 3,392		\$ 3,392
CAS	Additional digital projector/related equipment/screen (AR)	\$6,366	1	\$0	\$ 6,366	FLAB	\$ 6,366
CAS	Color Printer - Config #9 (BI)	\$ 790	1	\$0	\$ 790	FLAB	\$ 790
CAS	Spartan Stu Edition for Windows Lab Pack 10 (CH)	\$ 4,300	1	\$0	\$ 4,300	FLAB	\$ 4,300
CAS	Promethean Electronic Whiteboard (ED)	\$ 5,000	1	\$0	\$ 5,000	FLAB	\$ 5,000
CAS	Dell Notebooks	\$ 651	15		\$ 9,770	FLAB	\$ 9,770
CAS	Std Macintosh Config CA108 Lab (ED)	\$ 1,268	23	\$0	\$ 29,164	FLAB	\$ 29,164
CAS	Dual Monitor PC w/ software and interface (MU)	\$ 1,905	1		\$ 1,905	PACC	\$ 1,905
CAS	Std PC Config Desktop (TH)	\$ 650	1	\$0	\$ 650	FFS	\$ 650
CAS	Color Printer - Config #7 (PS)	\$ 399	1	\$0	\$ 399	FFS	\$ 399
CAS	Non Std PC/Mac Config (SOAN)	\$ 1,311	1	\$0	\$ 1,311	FNEW	\$ 1,311
CAS	Single Line Phones (PY)	\$ 166	11		\$ 1,826	FTEL	\$ 1,826
				CAS Total	\$ 61,481		\$ 61,481
EnrMgmt	Process Automation Software (Admissions,Fin Aid,Registrar)	\$ 87,500	1	\$0	\$ 87,500	PERP	\$ 40,000
EnrMgmt	Cell Phones for counselors (Admissions)	\$ 185	4		\$ 740	PADM	\$ 740
EnrMgmt	Document Scanner (Financial Aid)	\$ 2,163	1		\$ 2,163	PADM	\$ 2,163
EnrMgmt	Non Std Printer Oki B730dn (Financial Aid)	\$ 1,489	1		\$ 1,489	PADM	\$ 1,489
				EnrMgt Total	\$ 91,892		\$ 44,392
				TOTAL	\$ 647,500		\$ 600,000
		TOTAL ALLOCATED					\$ 600,000

Agenda Item No. IV. D. 1. Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – January 2012

DESCRIPTION: Attached is the list of claims processed for the month of January, 2012 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 14, 2012 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

WASHBURN UNIVERSITY		Total Claims
Fund #	Fund Name	
1.	General Fund	\$16,888,014
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	635,023
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,125
7.	Tort Claim Fund	22,301
8.	Restricted and Agency Fund	453,821
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	34,867
	Sub-Total	18,035,151
	Payroll	2,347,862
	Payroll Withholding ACH Transactions	1,940,075
	*Wire Transfers (Investments)	-0-
	Total	\$22,323,088

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$209,519
3.	Building and Construction Fund	71,460
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	2,335
13.	Government and Research Fund	8,885
	Sub-Total	292,199
	Payroll	209,506
	Payroll Withholding ACH Transactions	113,610
	Total	\$615,315

Date

Jerry B. Farley, President

Agenda Item No. IV. D. 2.
Washburn University Board of Regents

SUBJECT: Quarterly Report for Quarter Ended December 31, 2011

DESCRIPTION:

Attached are the Statement of Revenues and Expenditures – General Fund for the Six Months Ended December 31, 2011, comparative Statements of Revenues and Expenditures – General Fund for the Six Months Ended December 31, 2011 and 2010, and Notes to the Quarterly Report for Washburn University and for Washburn Institute of Technology.

FINANCIAL IMPLICATIONS:

None. Revenues and expenditures are in line with current year budgets and relative comparisons to last year.

RECOMMENDATION:

President Farley recommends the Board of Regents accept the Quarterly Report for the Six Months Ended December 31, 2011.

Date

Jerry B. Farley, President

WASHBURN UNIVERSITY
STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND
For the 6 Months Ended December 31, 2011 - UNAUDITED

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	Budget	% of Budget
REVENUE & TRANSFERS IN							
Tuition & fees (Note 2)	\$ 22,436,304	\$ (138,452)			\$ 22,297,852	\$ 45,528,227	49.0%
State aid	5,477,960	-			5,477,960	10,955,683	50.0%
Sales taxes (Note 3)	4,946,744	5,545,662			10,492,406	18,054,719	58.1%
Endowment income	-	726,928			726,928	842,306	86.3%
KTWU income (Note 4)	367,377	731,407			1,098,784	2,440,889	45.0%
Investment income	36,268	42,424			78,692	145,000	54.3%
Athletic income (Note 5)	120,411	54,565			174,976	199,820	87.6%
American Recovery & Reinvestment Act (Note 6)	8,008	-			8,008	-	***
Other income	93,144	(13,961)			79,183	139,600	56.7%
Transfers in	-	59			59	-	***
Distribution of reserves	33,486,216	6,948,632	-	-	40,434,848	78,306,244	51.6%
	-	-	-	-	-	1,875,000	0.0%
Total Revenue and Transfers In	33,486,216	6,948,632	-	-	40,434,848	80,181,244	50.4%
EXPENSES & TRANSFERS OUT							
Instruction	7,659,803	9,657,792			17,317,595	36,446,622	47.5%
Research, academic support	4,264,358	2,966,459			7,230,817	14,370,876	50.3%
Student services	1,884,654	2,366,436			4,251,090	8,071,724	52.7%
Institutional support	1,477,088	1,671,424			3,148,512	6,622,978	47.5%
Maintenance of plant	1,395,995	1,665,027			3,061,022	7,399,078	41.4%
Scholarships	1,335,740	131,092			1,466,832	3,339,016	43.9%
Other expenses	205,319	380,200			585,519	1,844,458	31.7%
Transfers out (Note 7)	76,558	-			76,558	286,492	26.7%
	18,299,515	18,838,430	-	-	37,137,945	78,381,244	47.4%
Regents' contingency	-	-	-	-	-	1,800,000	0.0%
Total Expenses & Transfers Out	18,299,515	18,838,430	-	-	37,137,945	80,181,244	46.3%
Net Educational & General	15,186,701	(11,889,798)	-	-	3,296,903	-	
Auxiliary Enterprises (Note 8)							
Residential Living revenues	1,321,788	49,653			1,371,441	2,538,036	54.0%
Residential Living expenditures	256,744	268,000			524,744	1,465,236	35.8%
Residential Living debt service	-	-			-	1,072,800	0.0%
Net Residential Living	1,065,044	(218,347)	-	-	846,697	-	
Memorial Union revenues	1,819,246	365,878			2,185,124	3,844,193	56.8%
Memorial Union expenditures	1,260,153	1,224,890			2,485,043	3,644,193	68.2%
Memorial Union debt service	-	-			-	200,000	0.0%
Net Memorial Union	559,093	(859,012)	-	-	(299,919)	-	
Net Auxiliary Enterprises	1,624,137	(1,077,359)	-	-	546,778	-	
Increase in net assets	\$ 16,810,838	\$ (12,967,157)	\$ -	\$ -	\$ 3,843,681	\$ -	

See notes to quarterly financial statements.

WASHBURN UNIVERSITY
COMPARATIVE STATEMENTS OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2011 and 2010 - UNAUDITED

	FY 2012	FY 2011	Change	% Change	
REVENUE & TRANSFERS IN					
Tuition & fees (Note 2)	\$ 22,297,852	\$ 21,667,027	\$ 630,825	2.9%	-10% 0% 10%
State aid	5,477,960	5,543,982	(66,022)	(1.2%)	
Sales taxes (Note 3)	10,492,406	9,742,102	750,304	7.7%	
Endowment income	726,928	736,181	(9,253)	(1.3%)	
KTWU income (Note 4)	1,098,784	1,038,156	60,628	5.8%	
Investment income	78,692	78,381	311	0.4%	
Athletic income (Note 5)	174,976	275,228	(100,252)	(36.4%)	
American Recovery & Reinvestment Act (Note 6)	8,008	311,278	(303,270)	(97.4%)	
Other income	79,183	57,499	21,684	37.7%	
Transfers in	59	-	59	***	
	40,434,848	39,449,834	985,014		
Distribution of reserves	-	-	-		
Total Revenue and Transfers In	40,434,848	39,449,834	985,014	2.5%	
EXPENSES & TRANSFERS OUT					
Instruction	17,317,595	16,570,998	746,597	4.5%	
Research, academic support	7,230,817	6,962,310	268,507	3.9%	
Student services	4,251,090	3,890,818	360,272	9.3%	
Institutional support	3,148,512	2,910,891	237,621	8.2%	
Maintenance of plant	3,061,022	3,042,068	18,954	0.6%	
Scholarships	1,466,832	1,360,790	106,042	7.8%	
Other expenses	585,519	530,167	55,353	10.4%	
Transfers out (Note 7)	76,558	357,803	(281,245)	(78.6%)	
	37,137,945	35,625,845	1,512,101		
Regents' contingency	-	-	-		
Total Expenses & Transfers Out	37,137,945	35,625,845	1,512,101	4.2%	
Net Educational & General	3,296,903	3,823,990	(527,087)	(13.8%)	
Auxiliary Enterprises (Note 8)					
Residential Living revenues	1,371,441	1,299,497	71,944	5.5%	
Residential Living expenditures	524,744	617,990	(93,246)	(15.1%)	
Residential Living debt service	-	-	-	***	
Net Residential Living	846,697	681,507	165,190	24.2%	
Memorial Union revenues	2,185,124	2,210,241	(25,117)	(1.1%)	
Memorial Union expenditures	2,485,043	1,912,777	572,266	29.9%	
Memorial Union debt service	-	-	-	***	
Net Memorial Union	(299,919)	297,464	(597,383)	(200.8%)	
Net Auxiliary Enterprises	546,778	978,971	(432,193)	(44.1%)	
Increase in net assets	\$ 3,843,681	\$ 4,802,961	\$ (959,280)	(20.0%)	

Note: Certain FY 2011 amounts have been reclassified to conform with the FY 2012 presentation.

See notes to quarterly financial statements.

WASHBURN UNIVERSITY
EXPENDITURES BY FUNCTION AND BY NATURAL CLASSIFICATION - GENERAL FUND
For the Six Months Ended December 31, 2011 - UNAUDITED

	Salaries	Benefits	Other Operating	Equipment	Scholarships	Transfers Out	Total	Budget by Function	Percent of Budget
Education and General									
Instruction	\$ 12,872,575	\$ 3,316,383	\$ 1,052,805	\$ 75,832	\$ -	\$ -	\$ 17,317,595	\$ 36,446,622	47.5%
Research, academic support	2,913,322	923,242	2,399,807	994,446	-	-	7,230,817	14,370,876	50.3%
Student services	2,359,355	734,804	1,091,440	65,491	-	-	4,251,090	8,071,724	52.7%
Institutional support	1,719,033	524,620	884,623	20,236	-	-	3,148,512	6,622,978	47.5%
Maintenance of plant	1,281,874	576,470	1,187,748	14,930	-	-	3,061,022	7,399,078	41.4%
Scholarships	-	-	-	-	1,466,832	-	1,466,832	3,339,016	43.9%
Other expenses	-	585,519	-	-	-	-	585,519	1,844,458	31.7%
Transfers out	-	-	-	-	-	76,558	76,558	286,492	26.7%
Regents' contingency	21,146,159	6,661,038	6,616,423	1,170,935	1,466,832	76,558	37,137,945	78,381,244	47.4%
	-	-	-	-	-	-	-	1,800,000	0.0%
Total Education and General	21,146,159	6,661,038	6,616,423	1,170,935	1,466,832	76,558	37,137,945	80,181,244	46.3%
Auxiliary Enterprises									
Residential Living	122,985	28,127	326,109	4,754	42,769	-	524,744	1,465,236	35.8%
Residential Living - debt service transfer	-	-	-	-	-	-	-	1,072,800	0.0%
Memorial Union	350,895	127,707	1,989,581	16,860	-	-	2,485,043	3,644,193	68.2%
Memorial Union - debt service transfer	-	-	-	-	-	-	-	200,000	0.0%
Total Auxiliaries	473,880	155,834	2,315,690	21,614	42,769	-	3,009,787	6,382,229	47.2%
Total Expenses and Transfers Out	\$ 21,620,039	\$ 6,816,872	\$ 8,932,113	\$ 1,192,549	\$ 1,509,601	\$ 76,558	\$ 40,147,732	\$ 86,563,473	46.4%
Budget by Natural Classification	\$ 46,247,749	\$ 13,844,921	\$ 17,592,681	\$ 2,129,814	\$ 3,339,016	\$ 3,409,292	\$ 86,563,473		
Percent of Budget	46.7%	49.2%	50.8%	56.0%	45.2%	2.2%			

See notes to quarterly financial statements.



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2011 – 2012
DECEMBER 31, 2011

1. BASIS OF PRESENTATION

The quarterly financial statements consist of statements of revenues and expenditures for the University's general fund only. Auxiliary enterprises – Residential Living and the Memorial Union – are included in the quarterly statements.

In general, the quarterly statements comply with the same generally accepted accounting principles as the year-end audited financial statements. However, there are some differences, caused primarily by a much more limited accounting closing at quarter-ends than at year-end.

2. TUITION AND FEES

The increase in tuition and fees in the period ended December 31, 2011 compared to the corresponding period ended December 31, 2010 is due to the higher tuition rates in effect, combined with a slight increase in enrollment. Tuition rates for fiscal year 2012 increased by approximately 4% compared to the rates for fiscal year 2011. These factors were offset to some degree by an unexpected shift towards lower-yielding credit hours.

3. SALES TAXES

For fiscal year 2012, reported sales tax revenues consist of six months actual receipts. This reported amount is higher than actual fiscal year 2011 revenues. Fiscal year 2012 sales tax revenues are currently above budget, and are expected to remain in line with the amount budgeted for the year.

4. KTWU INCOME

The main contributor to the decrease in KTWU income in fiscal year 2012 compared to fiscal year 2011 is the reduction in the station's state appropriation. The fiscal year 2012 appropriation is approximately 28% lower than the fiscal year 2011 appropriation of \$243,000 (through December).

5. ATHLETIC INCOME

The reason for the decrease in Athletic income in fiscal year 2012 compared to fiscal year 2011 is that athletic summer camps and summer leagues are no longer accounted for in the University's general fund. These camps and leagues are now accounted for in restricted funds, in order to better segregate and track the activity relating to the camps and leagues.



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2011 – 2012
DECEMBER 31, 2011 (continued)

6. AMERICAN RECOVERY & REINVESTMENT ACT

For fiscal year 2011, the University was allocated \$622,555 from the Kansas Board of Regents under the American Recovery & Reinvestment Act (ARRA, or “the stimulus act”). This was the same amount allocated to the University in fiscal year 2010. As allowed by the terms of the ARRA grant, the University chose to utilize this allocation to supplement operating revenues.

To minimize the budget impact of having to replace the ARRA grant as a funding source after fiscal year 2011, for budget purposes, the University chose to budget only half fiscal year 2011 allocation. Thus, rather than having to identify new funding sources for \$622,555 in the fiscal year 2012 budget, the University identified sources for half of that amount (\$311,277) in fiscal year 2011. These new funding sources will also be available in fiscal year 2012, in essence allowing the University two years to identify another \$311,000 in funding, rather than one year to identify \$622,000.

During fiscal year 2012, the Kansas Board of Regents made available additional ARRA funding. The portion allocated to the University was \$8,008. No additional ARRA funding is anticipated.

7. TRANSFERS OUT

The decrease in transfers out reflects the fact that the fiscal year 2010 transfer of School of Law financing plan surplus from the general fund was made in the first half of fiscal year 2011. The fiscal year 2011 financing plan surplus is expected to be transferred from the general fund during the 3rd fiscal quarter of fiscal year 2012.

8. AUXILIARY ENTERPRISES

Residential Living revenues have increased by 4.4% over fiscal year 2011, due to higher room rental rates. At the same time, expenses decreased significantly, because of the fact that residents are no longer provided telephone land lines (as virtually all of them have cell phones), and the cost of those lines is no longer charged to Residential Living operations.



















Memorial Union revenues decreased by \$25,000 compared to fiscal year 2011. This is mainly due to a continuing erosion in Bookstore book sales resulting from competitive pressures from off-campus booksellers and electronic books. At the same time, Bookstore expenses have risen significantly due to a higher cost of sales. This is due mostly to the timing of purchases leading up to the Spring 2012 academic term.

WASHBURN INSTITUTE OF TECHNOLOGY
STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2011 - UNAUDITED

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	Budget	% of Budget
REVENUE & TRANSFERS IN							
Tuition & fees (Note 2)	\$ 805,254	\$ (142,712)			\$ 662,542	\$ 1,407,000	47.1%
Tuition - participating districts (Note 3)	948,147	-			948,147	1,876,810	50.5%
Tuition - continuing education	123,622	116,970			240,592	566,000	42.5%
Vocational state aid	1,250,473	-			1,250,473	2,499,713	50.0%
Vocational capital outlay	150,108	-			150,108	135,000	111.2%
Vocational aid - Perkins	15,000	51,785			66,785	152,000	43.9%
Investment income	10,057	8,716			18,773	25,000	75.1%
Special project aid	-	-			-	25,000	0.0%
Other income	37,459	58,307			95,766	150,000	63.8%
Transfers in	-	-			-	-	***
	3,340,120	93,066	-	-	3,433,186	6,836,523	50.2%
Distribution of reserves	-	-	-	-	-	775,000	0.0%
Total Revenue and Transfers In	3,340,120	93,066	-	-	3,433,186	7,611,523	45.1%
EXPENSES & TRANSFERS OUT							
Instruction	696,234	946,976			1,643,210	3,831,016	42.9%
Academic support	106,064	105,984			212,048	470,610	45.1%
Student services (Note 4)	169,789	232,470			402,259	775,724	51.9%
Institutional support	55,226	88,078			143,304	171,570	83.5%
Maintenance of plant	214,061	259,576			473,637	1,191,032	39.8%
Employee benefits	44,104	52,871			96,975	96,571	100.4%
Perkins federal program	39,338	37,518			76,856	177,000	43.4%
	1,324,816	1,723,473	-	-	3,048,289	6,713,523	45.4%
Transfers out	-	-	-	-	-	898,000	0.0%
Total Expenses & Transfers Out	1,324,816	1,723,473	-	-	3,048,289	7,611,523	40.0%
Increase in Net Assets	2,015,304	(1,630,407)	-	-	384,897	-	

See notes to quarterly financial statements.

WASHBURN INSTITUTE OF TECHNOLOGY
COMPARATIVE STATEMENTS OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2011 and 2010 - UNAUDITED

	FY 2012	FY 2011	Change	% Change	
REVENUE & TRANSFERS IN					
Tuition & fees (Note 2)	\$ 662,542	\$ 500,913	\$ 161,629	32.3%	
Tuition - participating districts (Note 3)	948,147	981,786	(33,639)	-3.4%	
Tuition - continuing education	240,592	317,322	(76,730)	-24.2%	
Vocational state aid	1,250,473	1,264,948	(14,475)	-1.1%	
Vocational capital outlay	150,108	136,644	13,464	9.9%	
Vocational aid - Perkins	66,785	39,020	27,765	71.2%	
Investment income	18,773	17,537	1,236	7.0%	
Special project aid	-	-	-	***	
Other income	95,766	80,604	15,162	18.8%	
Transfers in	-	-	-	***	
	<u>3,433,186</u>	<u>3,338,774</u>	<u>94,412</u>		
Distribution of reserves	-	-	-		
Total Revenue and Transfers In	<u>3,433,186</u>	<u>3,338,774</u>	<u>94,412</u>	2.8%	
EXPENSES & TRANSFERS OUT					
Instruction	1,643,210	1,602,321	40,889	2.6%	
Academic support	212,048	172,340	39,708	23.0%	
Student services (Note 4)	402,259	337,544	64,715	19.2%	
Institutional support	143,304	110,990	32,314	29.1%	
Maintenance of plant	473,637	431,074	42,563	9.9%	
Employee benefits	96,975	88,760	8,215	9.3%	
Perkins federal program	76,856	92,205	(15,349)	-16.6%	
	<u>3,048,289</u>	<u>2,835,234</u>	<u>213,055</u>		
Transfers out	-	-	-		
Total Expenses & Transfers Out	<u>3,048,289</u>	<u>2,835,234</u>	<u>213,055</u>	7.5%	
Increase in Net Assets	<u>\$ 384,897</u>	<u>\$ 503,540</u>	<u>\$ (118,643)</u>	-23.6%	

Note: Certain FY 2011 amounts have been reclassified to conform with the FY 2012 presentation.

See notes to quarterly financial statements.

WASHBURN INSTITUTE OF TECHNOLOGY
EXPENDITURES BY FUNCTION AND BY NATURAL CLASSIFICATION - GENERAL FUND
For the Six Months Ended December 31, 2011 - UNAUDITED

	Salaries	Benefits	Other Operating	Equipment	Transfers Out	Total	Budget by Function	Percent of Budget
Education and General								
Instruction	\$ 1,057,646	\$ 306,790	\$ 252,008	\$ 26,766	\$ -	\$ 1,643,210	\$ 3,831,016	42.9%
Academic support	113,167	32,944	37,960	27,977	-	212,048	470,610	45.1%
Student services	220,626	63,565	114,557	3,511	-	402,259	775,724	51.9%
Institutional support	56,471	17,690	69,034	109	-	143,304	171,570	83.5%
Maintenance of plant	164,794	63,738	224,342	20,764	-	473,638	1,191,032	39.8%
Employee benefits	-	96,975	-	-	-	96,975	96,571	100.4%
Perkins federal program	7,295	573	14,180	54,807	-	76,855	177,000	43.4%
Transfers out	-	-	-	-	-	-	898,000	0.0%
Total Expenses and Transfers Out	\$ 1,619,999	\$ 582,275	\$ 712,081	\$ 133,934	\$ -	\$ 3,048,289	\$ 7,611,523	40.0%
Budget - by Natural Classification	\$ 3,850,417	\$ 1,045,337	\$ 1,587,349	\$ 230,420	\$ 898,000	\$ 7,611,523		
Percent of Budget	42.1%	55.7%	44.9%	58.1%	0.0%			

See notes to quarterly financial statements.



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2011 – 2012
DECEMBER 31, 2011

1. BASIS OF PRESENTATION

The quarterly financial statements consist of statements of revenues and expenditures for Washburn Tech's general fund. In addition, although Perkins vocational aid and special project aid are accounted for in separate funds on Washburn Tech's books, revenues for those programs are included in these statements, as are the transfers of those revenues to the separate funds.

In general, the quarterly statements comply with the same generally accepted accounting principles as the year-end audited financial statements. However, there are some differences, caused primarily by a much more limited accounting closing at quarter-ends than at year-end.

2. TUITION AND FEES

The increase in tuition and fees in the period ended December 31, 2011 compared to the corresponding period ended December 31, 2010 is due to higher enrollment, combined with a slight increase in some program fees. Base tuition rates are 6.8% higher in fiscal year 2012 as in fiscal year 2011, and most program-specific fees increased as well.

3. TUITION – PARTICIPATING DISTRICTS

The decrease in tuition from participating districts in the period ended December 31, 2011 compared to the corresponding period ended December 30, 2010 is due to the fact that one of the districts that participated in fiscal year 2010 is not participating in fiscal year 2011. The lost revenue from that district is not being allocated to the remaining participating districts. In addition, the remaining participating districts are paying 2% less in tuition than in the prior year (just over \$38,000 for the year).

4. STUDENT SERVICES

The increase in student services expenses is primarily due to increases of approximately \$33,500 in other professional fees and \$23,000 in testing materials. The increased professional fees represent fees paid to sign language interpreters in FY11 that were not necessary in FY10. The increase in testing materials expense is a timing issue; a number of purchases made in the 2nd fiscal quarter of FY11 were made during the 3rd fiscal quarter of FY10.

Agenda Item No. V. A. 1. a.

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:

Matthew Arterburn	Biology	College of Arts and Sciences
Park Lockwood	Kinesiology	College of Arts and Sciences
Sangyoub Park	Soc/Anthropology	College of Arts and Sciences
Mary Pilgram	Communication	College of Arts and Sciences
Sarah Smarsh	English	College of Arts and Sciences
Danny Wade	English	College of Arts and Sciences
Yeqiang Wang	Art	College of Arts and Sciences
Harrison Watts	Criminal Justice	School of Applied Studies
Tonya Kowalski		School of Law
Amy Westbrook		School of Law

The following are recommended for promotion to noted ranks:

Matthew Arterburn	Biology/CAS	Promotion to Assoc. Professor
Sam Leung	Chemistry/CAS	Promotion to Professor
Park Lockwood	Kinesiology/CAS	Promotion to Assoc. Professor
Sanyoub Park	Soc&Anthro/CAS	Promotion to Assoc. Professor
Mary Pilgram	Communication/CAS	Promotion to Assoc. Professor
Sarah Smarsh	English/CAS	Promotion to Assoc. Professor
Cynthia Turk	Psychology/CAS	Promotion to Professor
Danny Wade	English/CAS	Promotion to Assoc. Professor
Yeqiang Wang	Art/CAS	Promotion to Assoc. Professor
Harrison Watts	Criminal Justice/SAS	Promotion to Assoc. Professor
Rosemary Walker	School of Business	Promotion to Professor
Tonya Kowalski	School of Law	Promotion to Professor
Amy Westbrook	School of Law	Promotion to Professor

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 will be included in the fiscal year 2012-2013 budget.

RECOMMENDATION:

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

Date

Jerry B. Farley, President

Agenda Item No. V. A. 1. b. Washburn University Board of Regents

SUBJECT: Academic Sabbaticals 2012-2013

DESCRIPTION:

The Vice President for Academic Affairs and the Academic Sabbatical Committee solicit and review proposals from faculty for Academic Sabbaticals. The following individuals are recommended for Academic Sabbaticals in the 2012-2013 academic year:

FACULTY	DEPARTMENT	TERM
Gary Bayens	Criminal Justice and Legal Studies	August 2012 to December 2012
Gabi Lunte	Modern Languages	August 2012 to December 2012
Kanalis Ockree	School of Business	January 2013 to May 2013
Azyz Sharafy	Art	January 2013 to June 2013
Maria Stover	Mass Media	August 2012 to December 2012
Janet Thompson Jackson	School of Law	January 2013 to May 2013

The maximum number of sabbaticals granted in a particular year shall be equal to 4% of the full-time eligible faculty, excluding the Law faculty.

These recommendations are based on the quality of the projects as reflected in their individual proposals. The proposed projects are of value to the applicants' discipline, and will enable them to produce or make substantial progress toward producing significant scholarly work or will substantially enhance their teaching effectiveness by increasing their body of knowledge or skills.

There were seven applications and six were recommended. Washburn University typically awards six to nine sabbaticals annually.

Sabbatical Eligibility/Frequency/Terms

Only full-time faculty members who have been considered full-time teaching faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching. A faculty member taking an Academic Sabbatical Leave shall have a leave for one semester at full pay or choose to have a leave for a full year at one-half pay of the salary budgeted for his/her position for the academic year of the sabbatical.

Normally, sabbaticals will be granted only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester.

FINANCIAL IMPLICATIONS:

None. Workload requirements will be covered within existing budgets.

RECOMMENDATION:

President Farley recommends the Board of Regents approve offering Academic Sabbaticals for the 2012-2013 academic year to the above individuals.

Date

Jerry B. Farley, President

Agenda Item No. V. A. 1. c.
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. Dee Pierson meets these requirements.

- After 31 years of working in the Residential Living Office, Ms. Pierson will be retiring this summer. There are few words that can accurately describe the impact and influence Dee has had at Washburn University. From occupying an office in Kuehne hall to coordinating the front desk in the new main office in the Living Learning Center (LLC), Dee has supported the department through many changes. While originally using a typewriter to do reports, we now use electronic imaging to take housing applications. The differences include not merely going from liquid paper to correction tape, but from growing in occupancy from 254 students in 1981, to housing 700 students in 2011. Dee’s presence has been as much a part of the history of Residential Living as the halls of Carruth, Kuehne and the LLC are.

The number of Directors, full-time staff, Residential Assistants, and Desk Assistants that have learned from Dee’s vast institutional perspective is impressive, but not nearly as impressive, nor as heart-warming, as the number of students and parents that she has helped over the years. This is what stands out about her service to Washburn University. Her dedication, commitment and love for the department and for the students is admirable. From the first student she gave a mailbox key to the last student she will assist this upcoming summer, it is without question that she did her best to serve them all.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION: President Farley recommends the Board of Regents approve awarding the designation “Eminentes Universitatis” to Dee Pierson.

Date

Jerry B. Farley, President

Agenda Item No. V. A. 1. d.

Washburn University Board of Regents

SUBJECT: Designate Dr. Ursula Jander as Associate Professor Emeritus and Ms. Raylene Hinz Penner as Lecturer Emeritus.

DESCRIPTION:

Dr. Ursula Jander began her teaching career at Washburn University in 1984 as an Adjunct Assistant Professor of Biology. She became a full time Assistant Professor in 1985, received tenure and promotion to Associate Professor in 1994, and served as Interim Chair in 2008. She earned her Master and Ph.D. degrees from Albert Ludwigs University in Freiburg, Germany in 1965 and 1966 and moved to Lawrence, Kansas in 1971. During her 28 years at WU, she taught at least 14 different courses covering a variety of biology sub-disciplines in both majors and service courses and has always been a popular professor due to her enthusiasm for whatever subject matter being taught. Long before the inception of the WTE program, Biology majors have been required to complete research with a faculty member prior to graduation; Dr. Jander has mentored her fair share of biology students and they have all benefitted tremendously from their experience with her expertise with some presenting at Apeiron and other regional meetings. In 2002, she received the A. Roy Meyers Excellence in Research Award, remains very active in research, and plans to continue in retirement with her study of the Praying Mantis. Her service record is impressive and her role as the Biology Department liaison with the Education Department will be hard to fill. She also was the Biology Club mentor, served on many committees over the years, was involved in many Program Reviews and revisions of laboratory manuals, and has given presentations to a variety of groups within the community, including elementary school aged children. In addition, she will be the keynote speaker at the 10th Annual Induction Ceremony of the Pi Gamma Chapter of Tri-Beta, the National Biology Honor Society, March 8, 2012. Dr. Jander has a wonderful rapport with students, faculty, and staff alike and will be missed.

Raylene Hinz Penner began her teaching career at Washburn University in 2003 as a ¾ time Lecturer in English and was hired as full time in 2004. She has gone well beyond the typical lecturer role, serving as composition director and standing in for faculty in the teaching of American Literature, Poetry Writing, and a Reading as Writers course for Writing Emphasis majors. She earned her B.S. and M.A. from the University of Kansas in 1970 and 1972 and M.F.A. from Wichita State University in 1995. In addition to teaching at Washburn, she taught English at Bethel College 18 years beginning as Instructor, ending as tenured Associate Professor, was an exchange professor of English 1 year at Sichuan Normal University in Chengdu, Sichuan Province, China, and taught volunteer courses for Arts in Prison at Lansing and Prison Arts Project at the Hutchinson Correctional Facility. She is a well-loved and highly-respected professor, with fine teaching evaluations and genuine student loyalty. She has also been an exemplary colleague.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title “Associate Professor Emeritus” to Dr. Ursula Jander and “Lecturer Emeritus” to Raylene Hinz Penner.

Date

Jerry B. Farley, President

Agenda Item No. V. A. 2.

Washburn University Board of Regents

SUBJECT: Shared Leave Program

DESCRIPTION:

In 2001 a Shared Leave program for eligible Washburn University employees, which included a Sunset provision, recommended by the Employee Benefits Committee, was approved by the Board of Regents.

Under this program, as amended in 2006, Washburn University will provide an employee up to 30 days paid leave of absence in a fiscal year from a shared leave pool created by donations of leave from employees participating in the shared leave program when: (1) the employee has completed six months of service; (2) the employee has donated at least one day of personal leave and two days of sick leave to the pool in the fiscal year during which the need for the benefit occurs, or are qualified based on participation in prior years; (3) the employee has exhausted all other paid leave; and (4) a severe health condition of the employee or an immediate family member requires the employee's absence from work. The shared leave program is administered by the Vice President for Administration and Treasurer through the Human Resources department.

Limitations imposed upon the University's Shared Leave Program included:

- employees must be eligible under the rules and volunteer to join the shared leave program;
- employees must give something of value to join the program (in this case, an irrevocable contribution of annual [not sick] leave to the pool); and,
- all accrued personal and sick leave must be exhausted before eligibility for shared leave.

This program has no significant budgeting implications. It does provide a sense of security to 115 employees who have each donated both sick and personal leave to the pool. Since the inception of this program, four employees have had sick leave covered by the program. Currently the number of hours in the pool is 15,622. The Benefits Committee has recommended the Shared Leave Program be continued as is, with no Sunset provision.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the continuation of the Shared Leave program with the deletion of the Sunset provision.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 1.
Washburn University Board of Regents

SUBJECT: Construction Equipment Purchase for Washburn Institute of Technology

DESCRIPTION:

Washburn Institute of Technology offers a Commercial Heavy Construction Program with instruction in the operation of heavy construction equipment. In previous years, heavy construction equipment was donated for use in the program by equipment companies in Topeka. Companies will no longer donate the equipment and now require either the lease or purchase of the equipment.

The Washburn Institute of Technology requested lease/purchase proposals from three Topeka companies. The only qualifying lease/purchase proposal submitted was by The Victor L. Phillips Company, Topeka, Kansas. The proposal is for the purchase of a skid steer loader and a mini excavator and the rental of eight other construction equipment units at reduced hourly rates based on total hours required for each unit for the current academic year and for the 2012/2013 academic year. The purchase of the two construction equipment units only will be through a five year purchase agreement through Kansas State Bank of Manhattan, KS.

Washburn Institute of Technology is requesting approval to purchase the two construction equipment units from The Victor L. Phillips Company through Kansas State Bank in the amount of \$64,149.

FINANCIAL IMPLICATIONS:

Funding will come from existing annual operating funds over a five-year period.

RECOMMENDATION:

President Farley recommends approval to award a contract in the amount of \$64,149.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 2.
Washburn University Board of Regents

SUBJECT: Morgan Hall Summer 2012 HVAC Upgrades – Phase IV

DESCRIPTION: This project is the continuation of the HVAC upgrades to coordinate and install previously purchased equipment. The project involves work in the southwest wing of Morgan Hall and will complete the HVAC upgrades for the building

Capital funds for the completion of this project are being requested in the 2013 Capital Project budget to complete the work during Summer 2012. The bids are as follows:

Bidder	Bid
Senne Company	\$759,000
Mohan Construction	\$783,000
Kelley Construction	\$798,000
Ferrell Construction	\$813,500

FINANCIAL IMPLICATIONS:

An expenditure of \$1.1 million for total project costs from the 2013 Capital Improvement budget. This will cover the above primary contractor costs, the necessary subcontractor work, and related soft costs.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to **Senne Company** for the Morgan Hall Summer 2012 HVAC Upgrades – Phase IV.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 3.

Washburn University Board of Regents

SUBJECT: Telephone System Software Upgrade

BACKGROUND:

In 2005, Washburn University installed a new telephone system. Part of that installation included hardware and software to support ACD (automated call distribution) services for call processing centers in Admissions, ISS, and KTWU.

AT&T has announced the ACD product (Symposium) will no longer be supported after October 2012; it will be replaced with a product called Avaya Aura Contact Center. This replacement will require bringing the other phone system services, Nortel, Call Pilot, and OTM (Optivity Telephony Manager) up to current revisions of hardware and software.

This upgrade was not unexpected. Washburn has been setting aside funds every year since 2006 through the Technology budget in anticipation of the time when it is necessary to upgrade our telephone software technology.

DESCRIPTION:

The upgrade of the Nortel CS1000 will also provide the foundation to deliver new communication services. *Session Initiation Protocol* (SIP) based services can be added that provide for unified communications. These new services can include integrated voice, video, and instant messaging as well as the ability to host calls on numerous devices such as mobile devices and computers (softphones). New services can include “presence” capabilities to let individuals know your availability and to take calls at multiple locations as appropriate. SIP services have the potential of reducing ongoing phone line costs. This upgrade also provides the capability to integrate phone services across the Washburn and Washburn Institute of Technology using 5 digit calling.

Washburn currently has E911 access to the local Consolidated Emergency Communications Center, but there is a need for improving internal E911 management using an add-on service that will report the actual building and room number of the 911 caller to the E911 operator, rather than just reporting the call is coming from 1700 College Avenue.

Another option will copy/mirror the outgoing E911 information to the Washburn Police department. Currently, Washburn Police is unaware of a 911 call being placed until the Topeka Police or Fire departments contacts them.

FINANCIAL IMPLICATIONS:

The request for equipment and services for this year is summarized below:

Nortel Software/Hardware upgrades	\$ 155,000
Two new phone servers	6,000
Enhance Emergency 911	2,000
WU Police 911 Mirror Notification	4,000
Total	\$ 167,000

The ongoing maintenance for the system will not change significantly. The Emergency 911 service will also require a monthly charge of \$510 (\$6,120/year). Funds are available from annual technology equipment requests from FY06 through FY12.

RECOMMENDATION:

President Farley recommends the Board of Regents approve purchase of the telephone system equipment and services in the amount of \$167,000 from technology equipment funds.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4.
Washburn University Board of Regents

SUBJECT: Washburn Welcome and Student One-Stop Center

BACKGROUND:

The University's strategic plan "150 Forward" addresses the need to provide high-quality facilities for our students and programs. Renovation of Morgan Hall is needed to create a one-stop student service center and a Welcome Center with a definitive front entrance to campus. While the University has multiple entrances to access campus facilities and activities, the goal has been to create a distinctive, welcoming front door for both Morgan Hall and the campus, where prospective students, their parents and campus visitors generate their first impressions of Washburn.

At the June 30, 2011 Board of Regents meeting the Board approved initiation of the architect selection process to build a new Welcome Center space extending Morgan Hall and renovating the existing structure.

At the September 30, 2011 meeting, the Board gave approval to award a contract for architectural services to GouldEvans, to assist the University with program finalization and design concepts to implement this part of the Strategic Plan.

DESCRIPTION:

Our goal is to build a new Welcome Center space extending Morgan Hall while renovating portions of the existing building. This project will provide a common element and design throughout the building. The project will accommodate the needs for a one-stop student service center, primarily located on the first floor of Morgan Hall. It will also provide an opportunity to create a distinctive front entrance to Washburn University along 17th Street. The architects have refined the preliminary program plan and have prepared conceptual architectural renderings. Washburn University Foundation has already conducted a feasibility study for the project.

FINANCIAL IMPLICATIONS:

The projected total project budget for the addition and renovation of Morgan Hall is \$12,980,000, as indicated in the attached final program document. The project will be funded by private sources for \$10,000,000, with the balance being provided through use of University reserves.

RECOMMENDATION:

President Farley recommends the Board of the Regents give approval to move forward with fund raising and start of formal design for the Washburn Welcome and Student One-Stop Center Project.

Date

Jerry B. Farley, President

Agenda Item No. V. C. 1.
Washburn University Board of Regents

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

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Upgrade to KTWU Data Library with Project Management and Technical Support Sole Source Purchase through Original Equipment Manufacturer Grant Funding	Masstech Americas, Inc.	\$46,773.00
Renewal of TouchNet Maintenance Services for the period of 4/1/12 to 3/31/13 ISS Department ISS Technology Funding	TouchNet Information Systems	\$25,299.57
Petro Public Restroom Upgrade Facilities Services Project Competitively Bid Award to lowest bid meeting specifications FY 2012 Capital Improvement Funding	Senne & Company	\$39,736.00
Reroof of President's Residence and Garage due to hail damage Facilities Services solicited bids. Award to lowest bid meeting specifications. FY 2012 Capital Improvement Funding and Insurance Reimbursement	Guilfoyle Roofing	\$28,458.25