

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

Business meeting: 4:00 p.m., Memorial Union, Kansas Room

Reception: 6:30 p.m., Terrace Room, Topeka Country Club

Wednesday, 7/18/2012

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. McGivern
 - Mrs. Parks
 - Mr. Sneed
 - Ms. Sourk
 - Mr. Storey
 - Mrs. Trusdale

III. FY 2013 Public Budget Hearing

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IV. Approval of Minutes of past meeting(s)

A. Minutes of June 14, 2012 meeting

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V. Officer Reports

A. Chair's Report

1. Committee Assignments

B. President's Report

C. Committee Report(s)

D. Treasurer's Report

1. Liquidated Claims Approval - June 2012

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VI. New Business

A. Consent Agenda

1. Faculty/Staff Personnel Actions

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B. Action Items

1. 2012-2013 Board of Regents Meeting Dates

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2. Expansion of Wireless Networking for On-campus Housing

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3. Exclusive Beverage Pouring Rights and Food/Snack Vending Services

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Beverage Pouring Rights Attachment - Page 35

4. Contracted Services with Pinegar, Smith & Associates, Inc.

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5. New Washburn School of Law Building

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6. Campus Master Plan for Washburn University and Washburn Institute of Technology

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1. Welcome Center Update

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

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3. Strategic Plan Year Two Update

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Agenda Item No. III.
Washburn University Board of Regents

SUBJECT: FY 2013 Public Budget Hearing

BACKGROUND:

The Board approved publication of the summary public budget document and the notice of the public budget hearing at its May 1, 2012 meeting. The notice of public hearing was published in the July 8, 2012 edition of The Topeka Capital Journal.

DESCRIPTION:

Attached are the public budget documents required for the public budget hearing. The documents have estimated year end results for FY 2012, as of June 30, 2012. (Actual FY 2012 results will be presented to the Board at a later date.) The mill levy and property valuation amounts are based on updated tax information received on July 1 from the Shawnee County Clerk's office. The public budget proposed for FY 2013 differs from the FY 2013 budget approved by the Board at its June 14, 2012 meeting, as the public budget establishes the maximum amount that can be expended in FY 2013. The public budget amounts are set to anticipate unforeseen circumstances and provide flexibility to handle increases or decreases in various revenue/expense items. However, any expenditure of amounts in excess of the Board approved FY 2013 budget would require specific Board action.

FINANCIAL IMPLICATIONS:

As stated in the attachments. This budget establishes the maximum amounts that can be expended from the various funds included in the public budget documents. The expenditure of amounts in excess of the FY 2013 budget approved by the Board on June 14, 2012 would require specific Board action.

RECOMMENDATION:

President Farley recommends approval of the public budget by the Board of Regents as presented in the attachments.

Date

Jerry B. Farley, President

CERTIFICATE
 TO THE CLERK OF SHAWNEE COUNTY, STATE OF KANSAS
 We, the undersigned, duly elected, qualified and acting officers of
 WASHBURN UNIVERSITY

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2012-2013 and (3) the amount(s) of 2012-2013 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2012-2013 ADOPTED BUDGET		
Adopted Budget & Financial Statements	Page No.	Expenditures & Transfers	Amount of 2012-2013 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 86,041,641		
Employee Benefits	5	-		
Tort Claim Liability Exp. Fund	6	965,000	\$ 316,415	
Auxiliary Expense	7	7,151,901		
Smoothing Fund	8	2,200,000		
Washburn Institute of Technology	9	8,618,772		
Total Current Funds		\$ 104,977,314	\$ 316,415	
Plant Funds:				
Capital Outlay (DR&C)	10	\$ 6,893,149	\$ 2,994,468	
Capital Outlay (Sales Tax)	11	1,265,000		
Total Plant Funds		\$ 8,158,149	\$ 2,994,468	
TOTAL - ALL FUNDS	xxx	\$ 113,135,463	\$ 3,310,884	
Proof of Publication	12			
Assessed Valuation \$998,156,106				

Municipal Accounting Use Only
 Received
 Reviewed by
 Follow-up: Yes No

 JERRY B. FARLEY, PRESIDENT

Assisted by:

 JAMES KLAUSMAN, CHAIRPERSON

Attest: _____, 2012.

 County Clerk

 RICK ANDERSON
 VICE PRESIDENT
 FOR ADMINISTRATION AND
 TREASURER

 WASHBURN UNIVERSITY
 BOARD OF REGENTS
 Governing Body

FY 2013 Public Budget

General

Illustrated within this total document, is the FY 2012-2013 budget information which was published in the Topeka Capital-Journal July 8, 2012. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Public Hearing

The Board of Regents has set Wednesday, July 18, 2012 at 4:00 p.m. in the Washburn University Memorial Union, Kansas Room for the Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2013 amounts were completed as of July 02, 2012.

Mill Levy

The proposed 2012-2013 budget includes an estimated tax levy of 3.317 mills. This is the same mill levy proposed for FY 2012 and the same as actual. A comparison of the actual 2011-2012 mill levy with the 2012-2013 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	3.000	3.000	0.000
Tort Claim	0.317	0.317	0.000
Totals	3.317	3.317	0.000

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$998,156,106 for 2012-2013 compared to \$1,005,522,319 (final) for last year, a 0.00732% decrease in valuation.

STATE OF KANSAS
 Budget Form MU-2
 2012-2013

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Int. Rate %	Amount of Bonds Issued	Amount Outstand. 7/1/2012	Date Due		Amount Due FY2012		Amount Due FY2013	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds	9/30/2004	1.75% to 4.50%	\$14,250,000	\$11,425,000	7/1 & 1/1	7/1	\$544,326	\$710,000	\$522,316	\$730,000
2. Refunding Revenue Bonds	6/30/2010	2.00% to 3.70%	\$13,500,000	\$11,575,000	7/1 & 1/1	7/1	\$353,570	\$970,000	\$334,170	\$1,000,000

STATE OF KANSAS
 Budget Form MU-3
 2012-2013

STATEMENT OF CONDITIONAL LEASE, LEASE-
 PURCHASE AND CERTIFICATE OF PARTICIPATION

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2012	Amount of Payments Due 2011-2012	Amount of Payments Due 2012-2013
NONE									
Total Lease/Purchase									

* Use annual effective interest rate if available.

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2012-2013
FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - E&G	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	11,898,939	16,361,216	17,606,412
Revenues:			
Tuition & Fees	43,132,590	44,751,979	46,629,633
Endowment Income	780,302	698,989	1,374,014
Sales Tax	17,757,719	18,054,719	18,251,719
State Aid	11,087,963	10,955,920	10,955,683
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	3,465,657	2,926,327	2,981,433
Transfers - Use of Reserves	-	-	1,849,159
Revenue Sub-Total	76,224,231	77,387,934	82,041,641
Total Resources Available	88,123,170	93,749,149	99,648,053
Expenditures:			
Instruction	33,678,414	35,223,684	39,421,196
Pub. Service & Acad. Support	12,971,702	13,229,781	14,540,075
Student Services	7,639,454	7,844,384	8,469,428
Institutional Support	5,982,778	5,659,724	6,784,934
Maintenance of Plant	6,694,712	6,654,132	7,671,256
Scholarships & Fellowships	3,041,607	3,100,486	2,323,896
Other Expenses	306,728	739,915	745,173
Transfers	1,446,559	3,690,632	2,085,683
Contingency	-	-	4,000,000
Total Expenditures	71,761,954	76,142,737	86,041,641
Fund Balance June 30	16,361,216	17,606,412	13,606,412

Anticipate unforeseen circumstances - add enough flexibility to handle increases or decreases in various revenue/expense items.

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2012-2013
FUND PAGE - BENEFIT FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Benefit Fund	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	-	-	-
Property Tax/Other Tax Revenue	-	-	-
Investment & Other Income	-	-	-
Revenue Sub-total	-	-	-
Total Resources Available	-	-	-
Expenditures:			
Employee Benefit Expenses/ Transfer to General Fund	-	-	-
Total Expenditures	-	-	-
Fund Balance, June 30	-	-	-

Provision for back taxes
 Last assessment 1998

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2012-2013
FUND PAGE- TORT CLAIM FUND
(FUND WITH A TAX LEVY)

Adopted Budget Tort Claim Fund		Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1		1,103,077	1,174,272	1,233,655
Revenues:				
Ad Valorem Tax		296,497	305,398	316,415
Motor Vehicle Taxes		34,412	33,508	31,664
Delinquent Taxes		6,851	14,836	10,500
Investment & Other Income		391	2,105	5,000
Revenue Sub-total		338,151	355,847	363,580
Total Resources Available		1,441,228	1,530,119	1,597,234
Expenditures:				
Public Liability Insurance Prem.		110,989	133,335	190,000
Misc. Risk Management Exp.		17,176	6,139	5,000
Litigation Expense		113	-	250,000
Athletic Liability Expense		82,966	78,009	90,000
Insurance Deductible Payments		55,712	78,981	80,000
Contingency		-	-	350,000
Total Expenditures		266,956	296,464	965,000
Fund Balance June 30		1,174,272	1,233,655	632,234
Total Expenditures and Fund Balance				1,597,234
Tax Required				316,415
Delinquency Computation (3.256%)				10,302
Amount of FY13 Ad Valorem Tax				306,113

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2012-2013
FUND PAGE- GENERAL FUND (AUXILIARIES)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - Auxiliaries	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	1,804,738	2,008,656	2,199,035
Revenues:			
Student Union Revenue	3,742,245	3,703,390	3,936,650
Residential Living	2,471,029	2,550,253	2,615,251
Transfer from E&G	286,476	309,121	-
Revenue Sub-total	6,499,749	6,562,764	6,551,901
Total Resources Available	8,304,487	8,571,420	8,750,936
Expenditures:			
Salaries and Wages	1,243,886	1,260,282	1,348,426
Cost of Goods Sold	2,285,190	2,283,942	1,985,589
Other Expenses	1,510,330	1,591,736	1,981,461
Transfers to DRC	1,236,425	1,236,425	1,236,425
Contingency	-		600,000
Transfers to Bldg. Const. Fund	20,000	-	-
Total Expenditures	6,295,831	6,372,385	7,151,901
Fund Balance, June 30	2,008,656	2,199,035	1,599,035

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2012-2013
FUND PAGE - SMOOTHING FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Smoothing Fund	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	1,930,006	2,418,886	3,392,886
Sales Tax	488,880	974,000	500,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	488,880	974,000	500,000
Total Resources Available	2,418,886	3,392,886	3,892,886
Expenditures:			
Transfer to Bldg. Const. Fund	-	-	400,000
Transfer to Capital Impv. Fund	-	-	1,000,000
Transfer to Debt Ret. Const.	-	-	-
Transfer to General Fund	-	-	500,000
Contingency	-	-	300,000
Total Expenditures	-	-	2,200,000
Fund Balance, June 30	2,418,886	3,392,886	1,692,886

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2012-2013
FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND
(FUND WITH A TAX LEVY)

Adopted Budget DR&C Fund	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	998,582	1,350,909	341,030
Revenues:			
Ad Valorem Tax	2,874,952	2,901,206	2,994,468
Motor Vehicle/Other City Taxes	326,663	317,947	299,856
Sales and Other Taxes	315,125	390,959	355,000
Investment Income	2,036	212	5,000
Parking Fees	25,038	25,038	25,038
Transfers from Other Funds/		-	
Debt Service Payments	2,126,425	2,162,800	2,126,425
General fund - ARRA and Capital	721,277	-	750,000
Revenue Sub-total	6,391,516	5,798,163	6,555,787
Total Resources Available	7,390,098	7,149,072	6,896,818
Expenditures:			
Bond Principle Payments	1,640,000	1,680,000	1,730,000
Bond Interest Payments	938,580	897,896	856,486
Bond Service Charges	94	-	-
Transfers to Bldg Const Fund:			
For Capital Maintenance	2,153,274	2,775,531	2,100,000
For Equipment	850,194	998,630	1,000,000
For Parking	25,038	25,038	25,038
For Capital Projects	-	-	-
State Deferred Maint. Bond Repay.	425,625	425,625	425,625
State Deferred Bond Service Fee	6,384	5,320	6,000
Contingency	-	-	750,000
Total Expenditures	6,039,189	6,808,040	6,893,149
Fund Balance June 30	1,350,909	341,030	3,669
Total Expenditures and Fund Balance			6,896,818
Tax Required			2,994,468
Delinquency Computation (3.256%)			97,500
Amount of FY13 Ad Valorem Tax			2,896,968

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2012-2013
FUND PAGE - CAPITAL IMPROVEMENT FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	275,217	276,002	276,002
Sales Tax	890,000	890,000	890,000
Transfer from Smoothing Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from General Fund	-	-	250,000
Transfer from Bldg. Const.	-	-	
Revenue Sub-total	890,000	890,000	1,140,000
Total Resources Available	1,165,217	1,166,002	1,416,002
Expenditures:			
Capital Expenses	(785)	-	275,000
Transfer to DRC Fund	890,000	890,000	890,000
Transfer to Bldg. Const.	-		
Contingency			100,000
Total Expenditures	889,215	890,000	1,265,000
Fund Balance, June 30	276,002	276,002	151,002

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2012-2013
Washburn Institute of Technology
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - WIT	Prior Year Actual FY2011	Current Year Estimate FY2012	Proposed Budget FY2013
Fund Balance, July 1	3,369,559	4,131,269	4,450,224
Revenues:			
Tuition & Fees	1,891,766	2,088,009	2,284,430
Tuition - Participating Districts	1,944,188	1,876,812	1,689,129
Vocational State Aid	2,529,895	2,432,471	2,735,213
Vocational Capital Outlay	136,644	150,108	150,000
Interest on Investments	39,563	39,104	30,000
Special Project Aid	-	-	-
Other Sales and Services	211,690	225,171	155,000
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	6,753,746	6,811,675	7,793,772
Total Resources Available	10,123,305	10,942,944	12,243,996
Expenditures:			
Instruction	3,350,589	3,521,314	4,054,918
Academic Support	597,785	402,572	583,694
Student Services	726,895	826,272	817,853
General Institutional	189,347	492,613	116,575
Facilities Service	977,154	1,096,532	1,230,903
Other Expenses & Transfers	150,266	153,418	1,014,829
Contingency	-	-	800,000
Total Expenditures	5,992,036	6,492,720	8,618,772
Fund Balance June 30	4,131,269	4,450,224	3,625,224

NOTICE OF PUBLIC BUDGET HEARING
 2012-2013 BUDGET

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 18th day of July 2012 at 4:00 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at the Treasurer's Office, Bradbury Thompson Alumni Center, Suite 200, and will be available at this hearing.

The proposed budget for FY 2012-2013 expenditures and amount of 2013 Ad Valorem Tax establish the maximum limits of the 2013 budget. Estimated Tax Rate * is subject to change depending on final assessed valuation.

BUDGET SUMMARY

	2010-2011		2011-2012		PROPOSED BUDGET 2012-2013		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2013 Tax to be Levied	Est. Tax Rate *
Current Funds - Unrestricted							
General Fund	\$ 71,761,954		\$ 76,142,737		\$ 86,041,641		
Employee Benefits	-		-		-		
Tort Claim Fund	\$ 266,956	0.317	\$ 296,464	0.317	\$ 965,000	\$ 316,415	0.317
Auxiliary Enterprises	\$ 6,295,831		\$ 6,372,385		\$ 7,151,901		
Smoothing Fund	\$ -		\$ -		\$ 2,200,000		
Washburn Institute of Technology	\$ 5,992,036		\$ 6,492,720		\$ 8,618,772		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 6,039,189	3.000	\$ 6,808,040	3.000	\$ 6,893,149	\$ 2,994,468	3.000
Capital Outlay(Sales Tax)	\$ 889,215		\$ 890,000		\$ 1,265,000		
Total All Funds	\$ 91,245,182	3.317	\$ 97,002,347	3.317	\$ 113,135,463	\$ 3,310,884	3.317
Total Tax Levied	\$ 3,365,005		\$ 3,314,371		xxxxxxxxxxxxx		
Assessed Valuation	\$ 1,013,490,502		\$ 997,178,888		\$ 998,156,106		
Outstanding Indebtedness July 1,	2010		2011		2012		
G.O. Bonds	\$ -		\$ -		\$ -		
Revenue Bonds	26,320,000		24,680,000		23,000,000		
Total	\$ 26,320,000		\$ 24,680,000		\$ 23,000,000		

* Tax Rates are expressed in mills.

** The mill rate for the Capital Outlay (DR&C) fund is no more than 3 mills.

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
June 14, 2012

I. Call to Order

Chairperson Klausman called the meeting to order at 3:32 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, Mr. Sneed, Ms. Sourk and Mr. Storey.

III. Approval of Minutes of the May 1, 2012 meeting.

It was moved and seconded to approve the Minutes of the May 1, 2012 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairperson Klausman announced Mrs. Blanche Parks has been reappointed for a four year term. He congratulated her and thanked her for all her service on the Board the previous year and for assisting him as Co-chair during the 2012 fiscal year.

B. President's Report

President Farley reported on events at Washburn University since the Board last met. He said the Sunflower music festival was underway and would be continuing this night of June 14, and also Friday and Saturday. He stated a string quartet from Russia performed at the festival on Monday and said Washburn was fortunate to have them as the quartet is one of the very best in the world. Dr. Farley reported Cindi Morrison, Director of the Mulvane Museum, hosted the Mulvane Art Museum's Mountain/Plains Art Fair June 2nd and 3rd.

Dr. Farley also commented graduation ceremonies were held in May which is always a joyous occasion.

President Farley stated the Kansas legislature ended the session and said he was pleased to report the Governor recommended no reductions to higher education, which was approved by the legislature.

C. Committee Report(s)

1. Finance Committee

a. FY 2013 General Fund Budget – Washburn University and Washburn Institute of Technology

Regent Dan Lykins, Chair of the Budget and Finance Committee, reported the committee met on April 19, 2012 and voted unanimously to recommend a 4% tuition increase at the next Washburn Board of Regents meeting but tabled the item at the May 1, 2012 board meeting as the Kansas legislature was still in session and there was a possibility of new funding. He stated there was no new funding, however the budget was not reduced. He presented a motion to approve the budget which was seconded.

Rick Anderson, Vice President for Administration and Treasurer, made a PowerPoint presentation of the budget proposal. He stated there were six student open forums as well as open forums for faculty and staff to discuss the proposed tuition increase. He also said they looked at the market relative to student tuition and pay based upon market factors. Mr. Anderson reviewed FY 13 Strategic Budget Planning Principles. He presented a tuition comparison to national and Midwest averages and as compared to other Kansas public higher education institutions. Mr. Anderson noted the percentage change at Washburn in the last ten years has been the lowest except Fort Hays, which is recognized as the low cost state educational institution.

Regent Lykins reported the Kansas Board of Regents will be meeting next week and all state educational institutions will be asking for higher tuition increases than Washburn and said the reason for that is the lack of state and other public funds.

Mr. Anderson noted the reverse trend in tuition dollars relative to public funds, stating that as states have reduced funding higher education tuition has increased. He said the proposed 4% tuition increase would go predominately toward a modest salary increase, stating the average would be 2.95% based on merit.

Mrs. Parks noted the lower enrollment for the law school and inquired as to the reason. President Farley said it is a national trend due to a lull in the market. Regent Storey concurred.

Discussion followed on the cost of tuition and the need to keep costs low while maintaining quality. Chairperson Klausman asked that Mr. Anderson continue his presentation.

Regent Bunten expressed concern for the cost for students and increased debt load. Regent Moses stated a salary increase would come from the tuition increase and expressed concern of competing for high quality faculty if salaries are not competitive

Vice President Anderson noted a salary increase becomes a permanent obligation. He stated money was added for marketing several years ago and enrollment has picked up so you can see the return in investment, further noting that without a permanent source of revenue the institution takes some risk.

Regent Sourk said the issue was larger than what can be solved at Washburn, but that to keep our good faculty and maintain the quality of the institution there must be salary adjustments to remain competitive.

Vice President Anderson said comparatively Washburn has lower student debt upon graduation than other similar and regional institutions.

Regent Lykins expressed concerns for the employees who have not received a raise in three years stating it will take longer to recover the set back in the competitive marketplace. He stated while Washburn is financially stable it is partly due to not giving raises for the last three years. He stated that if the University doesn't pay sufficient to retain good faculty, which in turn brings in good students, the quality of the institution will decline.

Vice President Anderson presented the campus budget for Washburn Institute of Technology.

The question was called. Motion was made and seconded to pass the recommendation of Budget and Finance Committee. Motion passed with Regent Bunten voting in opposition.

2. Nominating Committee

Chairperson Klausman reported the Nominating Committee recommended Regent Klausman for Chairperson for the 2013 fiscal year and Regent Sneed to serve as Vice-Chair. Motion was made and seconded. Motion passed.

D. Treasurer's Report

It was moved and seconded to accept the Treasurer's Report **1. Liquidated Claims Approval – April 2012**, and **2. Liquidated Claims Approval – May 2012**. Motion passed.

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. Deletion of Banking Associate Degree**
deletion of the Banking Associate Degree as outlined in the agenda item; and,
- 2. Proposed New General Education Requirements – Phase I**
the new Phase I General Education requirements as outlined in the agenda item.

B. Action Items

1. Washburn Institute of Technology Roof Replacement

Vice President for Administration and Treasurer, Rick Anderson, presented the item, noting the bid came in below the budgeted amount. Motion was made and seconded. Motion passed.

2. Revisions to Classified Compensation Schedule

Vice President for Administration and Treasurer, Rick Anderson, presented this item stating the request was based upon a comparison to the marketplace with adjustments recommended. Motion was made and seconded. Motion passed.

3. Training Systems Equipment for Washburn Institute of Technology

Vice President for Administration and Treasurer, Rick Anderson, presented this item for ratification of bids for equipment needed as part of the TRAC-7 grant. Motion was made and seconded to ratify the expenditure. Motion passed.

4. Training Systems Building Renovation for Washburn Institute of Technology

Vice President of Administration and Treasurer, Rick Anderson, presented this item for ratification noting the project needed to be complete by August to begin classes. Motion was made and seconded. Motion passed.

5. Renewal of Property Insurance Policy

Vice President for Administration and Treasurer, Rick Anderson, presented the item. Motion was made and seconded. Motion passed.

Chairperson Klausman reported the Nominating Committee also recommends Rick Anderson continue serving as Treasurer to the Board and Lisa Jones to serve as Secretary to the Board. Motion was made and seconded. Motion passed.

Meeting was adjourned at 4:17 p.m.

Lisa R. Jones
Secretary, Board of Regents

Agenda Item No. V. D. 1.

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – June 2012

DESCRIPTION: Attached is the list of claims processed for the month of June, 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 July 18, 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	\$2,308,873
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	303,723
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,500
7.	Tort Claim Fund	11,994
8.	Restricted and Agency Fund	336,953
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	422,337
	Sub-Total	3,385,380
	Payroll	3,182,614
	Payroll Withholding ACH Transactions	2,679,786
	*Wire Transfers (Investments)	-0-
	Total	\$9,247,780

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$204,841
3.	Building and Construction Fund	10,000
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	9,414
13.	Government and Research Fund	31,727
	Sub-Total	255,982
	Payroll	256,411
	Payroll Withholding ACH Transactions	131,847
	Total	\$644,240

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 1.
Washburn University Board of Regents

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

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

Name	Position	Change	Financial Implications	Comments	Action
Stephen Spyres	Acting Chair/Director Field Practicum/ Lecturer POSN 000362	Stepping down as Acting Chair 8/1/12	\$6,000 stipend moved to #001041, Mark Kaufman, effective 8/1/12	Existing line in FY13	Information Only
Tonya Kowalski	Professor SOL POSN 000281	Additional \$400 for promotion to Professor	Annual salary of \$113,005 increased to \$113,405; increase from uncommitted salaries SOL.	Aligns promotion increase to Professor with other areas on campus.	Information Only
Amy Westbrook	Professor SOL POSN 000973	Additional \$400 for promotion to Professor	Annual salary of \$121,773 increased to \$122,173; increase from uncommitted salaries SOL.	Aligns promotion increase to Professor with other areas on campus.	Information Only
Judith McConnell-Farmer	Professor/ Interim Chair POSN 000178	Stepping down as 12 month Interim Chair 6/30/12	Annual salary of \$93,278 reverts to 9 month base of \$70,622.	Move to vacant existing line in FY13 POSN 000185.	Information Only
Harrison Watts	Associate Professor POSN 000899	Acting Chair of Criminal Justice and Legal Studies Fall 2012 while Chair Gary Bayens on sabbatical.	Annual salary of \$55,315 increased to \$57,815; increase of \$2,500 from CJ/LS uncommitted salaries.	Existing line in FY13.	Information Only
Donna LaLonde	Associate Professor POSN 000142	Hired as Interim Chair of Education 10 month; was 9 month in Mathematics.	Annual salary of \$101,708: \$89,518-#000142, administrative stipend of \$1,000 and coverage stipend of \$11,190 -#000178.	Move to vacated Chair POSN 000178.	Request Approval

Kathy Hunt	Associate Professor/ Director Music Ed POSN 000898	Hired as Interim Director of Teacher Education 10 month; was 9 month in Music.	Annual salary of \$57,743: \$49,549-#000898, administrative stipend of \$2,000 and coverage stipend of \$6,194-#000178.	Remains in POSN 000898.	Request Approval
Mark Kaufman	Chair/BSW Director/ Associate Professor 12M POSN 001041	Hired as Chair of Social Work after 2 nd national search; was 9 month Associate Professor	Annual salary of \$94,800: \$64,327-#000356, \$19,801-#001041, \$6,000-#000362, \$4,672-uncommitted salaries SW Dept.	Successful search after 2 years	Request Approval
Nancy Tate	Interim Dean of the School of Applied Studies POSN 000323	Requested the AVPAA, Position #000574, during the summer months add the duties of SAS Interim Dean	Annual salary of \$122,508.00 - #000574, \$10,000.00 – Interim Dean #000323	A search for an Interim Dean, 1 year contract has started. A search for the next SAS dean will occur in 2012-2013 with the goal of naming the person by Summer, 2013	Request Approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: 2012-2013 Board of Regents Proposed Meeting Dates

DESCRIPTION:

2012

Thursday, September 27
Thursday, November 8
Friday, December 7

2013

Wednesday, January 30
Wednesday, March 6
Monday, April 8
Thursday, June 13
Thursday, July 18 Public Budget

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents vote on and approve 2012-2013 Washburn Board of Regents' meeting dates.

Date

Jerry B. Farley, President

Agenda Item No. VI. B. 2.

Washburn University Board of Regents

SUBJECT: Expansion of wireless networking for on-campus housing

DESCRIPTION: Information Technology Services is requesting approval to purchase a new wireless solution for students living in on-campus housing to include the Living Learning Center (LLC), Kuehne Hall and the Washburn Village. Washburn University provides wireless Internet services to students living on campus as part of their housing services agreement.

Recent changes in technology and demand for wireless networking due to the growing use of mobile devices have significantly degraded the current Residential wireless networking solution to meet student needs. The current solution of using centralized high-powered multi-radio access points limits the flexibility to respond to changes in capacity and reach. A new solution using larger numbers of lower-powered, smaller access points will provide a more flexible wireless environment.

Request for Proposals was sent out with a required response date of May 30, 2012. Proposals were received from seven vendor teams.

Each proposal has unique capabilities in terms of equipment, design, costs and wireless management. The following three vendor teams (hardware vendor/service provider) were selected to provide additional information via vendor presentations as well as test equipment to validate their solution.

- Ruckus Wireless/ISG Technology, Inc.
- Meraki/Novacoast, Inc.
- Brocade/Yellow Dog Networks, Inc.

Information Technology Services (ITS) extensively tested each vendor team proposal in the Living Learning Center facilities and evaluated the long term cost and management of the wireless networking solutions. The **Ruckus Wireless/ISG Technology, Inc.** solution offers the best overall value to the university, as well as clearly demonstrating exceptional wireless capabilities above competitors. This solution performed better overall in actual end-user performance on all types of client devices. Performance in the 5 GHz channel in particular was exceptional in terms of range, throughput, and latency. Ease of installation and management are also equal or superior to the other competing products.##
#

FINANCIAL IMPLICATIONS: Funding will be \$70,000 from FY2013 Technology Equipment fund and \$9,080 from FY13 ITS Operating funds for additional wiring and infrastructure.

RECOMMENDATION: President Farley recommends approval to award contracts to RuckusWireless/ISG Technology, Inc. in the amount of \$79,080.

Date

Jerry B. Farley, President

2012 Wireless RFP Product Testing Results Breakdown

Introduction

As part of an RFP to implement new wireless networking services in on-campus housing, Information Technology Services (ITS) selected the following three wireless networking solutions for in-house testing.

1. Ruckus ZoneFlex 7363
2. Meraki MR16
3. Brocade AP-6511, AP-7131

Testing Procedure

ITS used the following procedures; a few exceptions are described later in this section.

1. Setup the WLAN Controller with the following information:
 - SSIDs of WUPublic and WUPrivate
 - VLAN assignment for clients in that SSID
 - Access Point (AP) IP address
 - Set radios to half power
 - Enable Band Steering
 - RADIUS authentication for WUPrivate
2. Connect APs to the network and configure them to contact the controller as necessary.
3. Verify the AP is functioning in Bennett before proceeding.
4. Install APs on the 2nd floor of the LLC in the west wing, east section, in locations recommended by the vendor.
 - Installation location recommendations were either made in the vendor's proposal or given to ITS staff during presentations.
 - The existing wireless network in the LLC was disabled during testing.
5. Fill room 208a with "stuff" to better simulate a used dorm room.
 - Heavy blankets and towels in the closets to represent clothing.
 - Desks filled with magazines.
 - Towels in dressers to represent clothes.
 - Appliances on desks and dressers including a scanner, desktop PC, and microwave oven.
6. Perform a site survey of the 1st, 2nd, and 3rd floor west wing, east section, between Etzel Tower and the hallway lounge.
 - The site survey was performed using Airmagnet Site SurveyPro in passive mode.
7. Perform *throughput* testing from multiple rooms.
 - An HP Probook, an Apple iPhone 4, and an LG Viper running Android 2.6 were used to test network throughput.

- Each device connected to the wireless network conducted three throughput tests using Speedtest.net against the Insight Consulting Group server in Overland Park, KS.
 - The server was chosen for relative location and reliability in the past.
 - To my knowledge Insight Consulting Group is not affiliated with the University, the prospective vendors, or their resellers.
 - Additionally the Probook was connected to an IPERF server on campus to test local network throughput.
 - Results were recorded on a spreadsheet.
 - The tests were conducted in rooms 208a, 212a, 210a, 214, and in the middle of the second floor of Etzel Tower.
 - During the throughput test videos were watched on Youtube.com (to simulate use) and notes were taken.
8. A “What If” scenario was performed for each product.
- For most products, ITS moved the AP into room 210b and mounting on top of 6’ ladder.
 - The Brocade 6511 Wall-Jack mount APs were already in the rooms, so their scenario was to be set to full transmit power.
 - A site survey was then conducted on the 2nd floor only to see how the coverage changed.
9. In between performance testing tasks, additional notes were taken based on observations of general network use such as connecting to a VPN or saving data to main storage.

Exceptions

The following exceptions were made to the procedures above due to limitations of the product.

- Meraki’s solution does not have an option to set the APs to half power. The only options available were full power and automatic power selection, were the APs and controller decide the correct setting. The automatic option was used during the tests.
- We only received one Brocade 7131 so one site survey was done with AP in one location, and then the AP was moved to another location on a different channel. The survey data was then merged together for a complete coverage view.

Observations and Notes

Meraki

Vendor: Meraki

Controller Tested: Meraki Dashboard (cloud service)

AP Tested: MR16

Reseller: Novacoast

- Controller setup is easy and very accessible from anywhere on the Internet.
- AP setup was easy, though to configure a static IP you connect to an SSID that is broadcasting by default and use a browser to configure it. Though this is simple and works great, it doesn’t scale well as each AP uses the same default SSID. The person doing the setup wouldn’t know which AP they were connected to if more than one was active at a time.

- The physical installation on the ceiling grid was fairly easy, though most of the mounting hardware is tiny and uses small tools. Cramping might be an issue in a mass deployment.
- While the MR16s provided adequate coverage that met our bare minimum for signal strength (-65 dBm), it didn't allow for much room for changes in the environment. By adding in a fade margin of 5 dB to account for increased obstructions (student's possessions) the acceptable coverage area drops to just 48.8%. This was just in the 2.4 GHz range. The 5 GHz was rather weak everywhere. The strongest signal recorded was -77 dBm which was while standing directly next to the AP.
- Moving the AP into the room for the "What If" test provide better 2.4 GHz coverage for all rooms on that side of the hall. **The 5 GHz coverage would be usable in 3 out of 7 rooms.**

Brocade

Vendor: Brocade Networks

Controller Tested: RS4000

AP(s) Tested: AP-6511, AP-7131

Reseller: Yellowdog Networks

- The controller still isn't very intuitive. While there is an initial setup wizard that got most of the basic settings down quickly, there were a few settings I had to search to find.
- It took over an hour (possibly 2) to get the APs working. The SSIDs had to be manually mapped to the radios to work and it wasn't obvious where this configuration occurred.
- I wasn't able to ping the APs after I setup an IP address on their VLAN1 interfaces.
- The GUI is Flash based and has a few minor issues.
- The pre-provisioning feature didn't seem to work very well. Pre-provisioning allows for some automation of AP configuration based on criteria matching. Even using the simplest of criteria (if the AP is Model X, apply configuration Y), didn't work during the test.

AP-6511

- The AP-6511 is a wall mount access point that installs over the telecom wall jack.
 - This allows us to use existing cabling; though most switch ports don't have Power over Ethernet (PoE) capability at this time.
 - Installation was easy, simply replace the existing jack plate with the mounting plate for the AP and connect to the existing wired jack.
 - Recommend re-terminating the cables with RJ45 male connectors rather than female.
 - The AP-6511 comes with a built in switchport (passthru), so the room doesn't lose its wired connection.
 - Additional three port switch module sold separately.
 - The AP is can operate in either band, but only has one radio on board so it can either operate in 2.4 GHz or 5 GHz, but not both at the same time.
- During the tests three AP-6511s were used, mounted on the east wall of rooms 208b, 210b, and 212b.
 - The APs in rooms 208b and 212b were using 2.4 GHz frequencies.
 - The AP in room 210b was using 5 GHz frequencies.
- The AP-6511 provided adequate 2.4 GHz coverage of the student's rooms.

- The AP-6511 only provided 5 GHz coverage for the room it was in and the room on the other side of the wall. To provide complete 5 GHz we would need to install an AP in every suite of the LLC for 5 GHz.
- An additional AP would be needed to cover Etzel Tower.

AP-7131

- The AP-7131 is a ceiling mount AP.
 - The ceiling mount was clever. You just set AP on the grid at an angle and twist the whole unit. It has tongues that the grid fits into, then spring loaded buttons rise up on the other side of the grid to secure the AP in place. Very fast install.
- This AP provided almost 100% 2.4 GHz coverage at the minimum signal strength of -65 dBm, and 61% of the area was covered by signal strengths of -60 dBm or better.
- The 5 GHz coverage would only be usable in a few rooms closest to the AP while the AP was mounted in the hall. During the “What If” test the 5 GHz coverage was better, and 5 of 7 rooms should be able to use it.

Ruckus

Vendor: Ruckus Wireless

Controller Tested: ZoneDirector 1000

AP Tested: ZoneFlex 7363

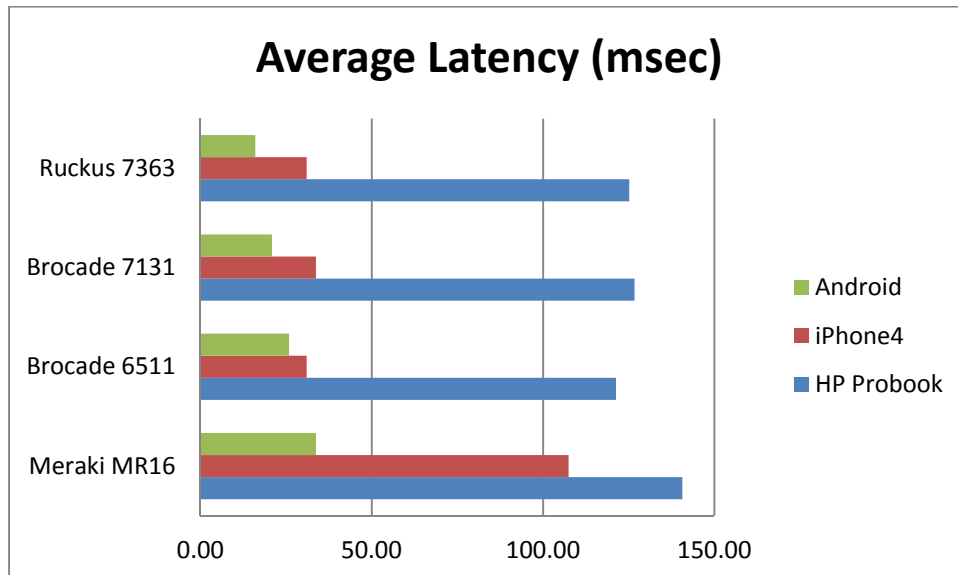
Reseller: ISG

- The Ruckus ZoneDirector controller is very easy to setup. The controller and APs were ready to go in 45 minutes.
- The configuration is extremely intuitive.
- Ruckus was the only product that was able to get setup and work with WUPrivate.
 - The other products were setup for WUPrivate as well, however, there were issues getting them to talk to the RADIUS server correctly. In time they would work, but due to time constraints it was necessary to move on to different tasks in tests.
 - Additionally the Ruckus controller comes with a function called “ZeroIT” which would allow a client connected to a different part of the network to download an executable which will automatically setup their device for using a secure network, like WUPrivate.
- The ZoneFlex 7363 AP has three network ports, one Gigabit PoE and two 10/100 Mbps switchports. This way existing cabling can be reused if desired.
- The 7363 was the only product that the test laptop connected to on the 5 GHz frequency from any distance.
- According to the site survey, the 2.4 GHz coverage of -65 dBm or better signal strength covered 95% of the test area and 49% of the coverage was -60 dBm or better. The 5 GHz coverage was a little better than the competitors. However, the passive site survey doesn’t take into account the BeamFlex technology proprietary to Ruckus. **Each AP has multiple sets antenna elements inside each AP, and BeamFlex calculates which set will provide the best signal for each connection**, thereby custom tailoring the antenna profile and transmit power for each connected device. This only works with connected devices and during a passive survey the laptop is not connected. Therefore the survey doesn’t show the full potential of the AP.

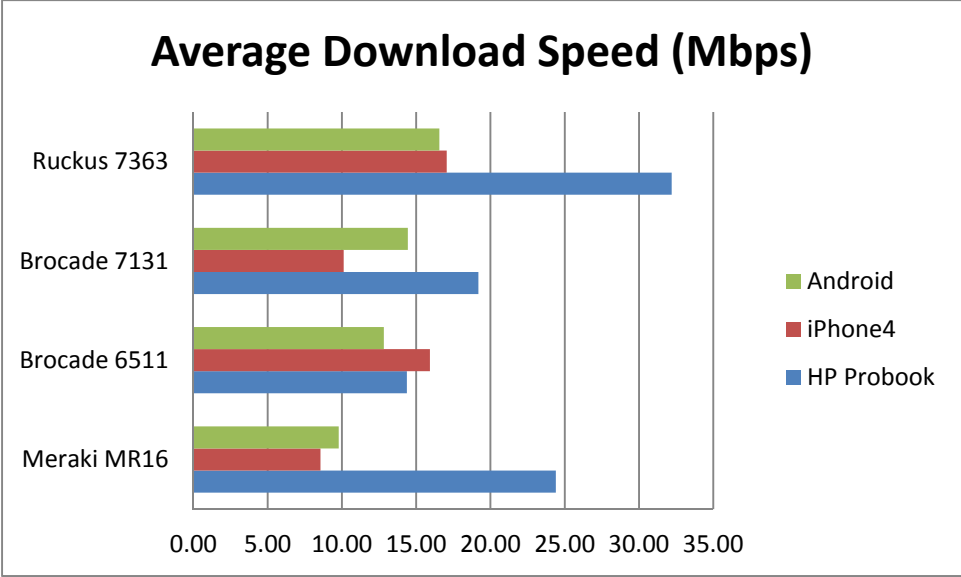
- For example, according to the site survey room 208b should have a signal strength of -88 dBm on 5 GHz. However, when the test laptop was connected normally (not doing a survey) the signal strength was -54 dBm and the data rate was 300 Mbps. This is not only a large difference between the survey and real use, but this is the only product I have ever seen perform like this in the 5 GHz band.
 - The AP in this instance was in room 210b for the “What If” test.

Throughput Testing

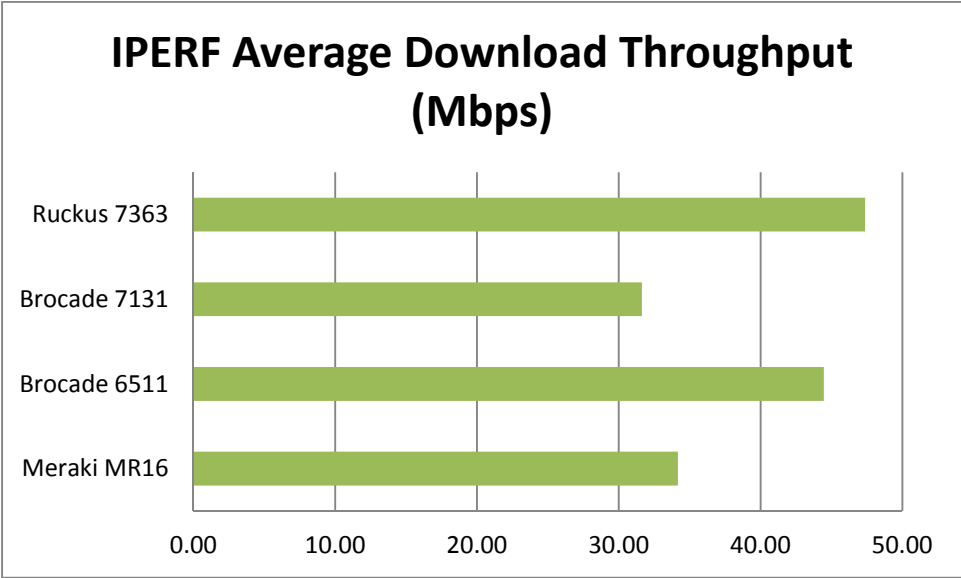
The following are the average results from the throughput tests. Each room’s results can be added on request. The first chart shows the average latency recorded from the throughput tests to Speedtest.net. Latency is the amount of time it takes for a data packet to reach its destination. The Ruckus 7363 had the best average for the Android test and tied with the Brocade 6511 with iPhone. The Brocade 6511 had the lowest average latency with the HP Probook. The Meraki MR16 had the worst results, especially on the iPhone with an average latency of 107 milliseconds.



The next chart shows the average download speed in Mbps. The Ruckus 7363 had the highest average speed download speed on all three devices. The Meraki MR16 had the lowest throughput on the smartphones, while the Brocade 6511 had the lowest download speed.

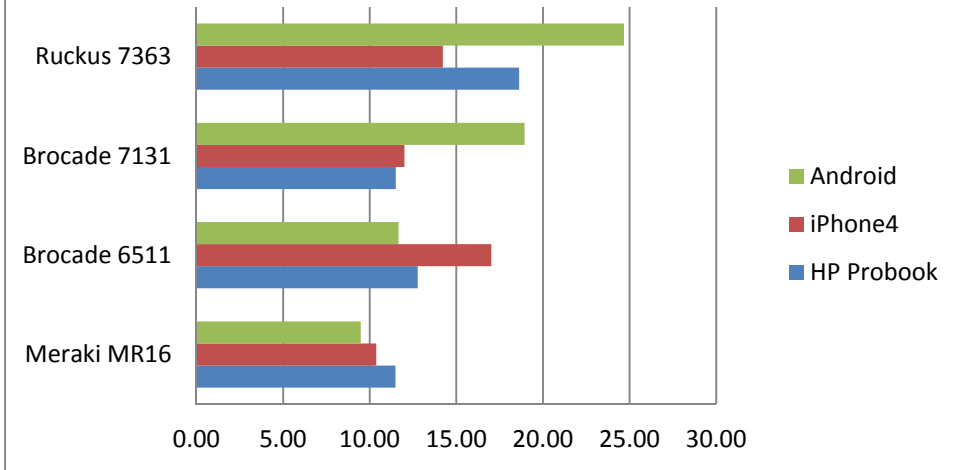


With the HP Probook we also used IPERF to test download speed against an on-campus server. The results below show the average download speed to an on campus server. Once again the Ruckus 7363 outperformed the other APs with an average throughput of 47 Mbps.



This final chart shows the average upload speed. The Ruckus 7363 had the higher upload speed on the Android phone at 24 Mbps and the Probook at 18 Mbps. The Brocade 6511 had the best iPhone upload speed at 17 Mbps.

Average Upload Speed (Mbps)



Agenda Item No. VI. B. 3.
Washburn University Board of Regents

SUBJECT: Exclusive Beverage Pouring Rights and Food/Snack Vending Services

DESCRIPTION:

Request for Proposals were issued for Exclusive Beverage Pouring Rights Services and Food/Snack Vending Services in March of this year. The purpose in issuing two separate requests is to ensure the University receives the best possible economic value and vendor support for Washburn University initiatives in student life, athletics, and academics. Requests for the respective services were for comprehensive proposals with the vendor responsible for all product, equipment, service and revenue.

Exclusive Beverage Pouring Rights proposals were received from the following vendors:

Coca-Cola Bottling Company of Mid-America, Topeka KS
Pepsi-Cola of Topeka, Topeka KS
American Bottling Company (TABCO), Topeka KS (*Dr. Pepper / RC*)

Food/Snack Vending proposals were received from the following vendors (see attachment):

Pepsi-Cola of Topeka, Topeka KS
Schmidt Vending, Topeka KS
Canteen, Kansas City KS

The proposals were evaluated by representatives from Business Services, Student Life, Athletics, Washburn Institute of Technology, Washburn Student Government Association, and Purchasing. Elements of the proposals considered during the evaluation process were: product portfolio, product cost, healthy initiatives, commission paid on beverage sales, commission paid on snack sales, performance incentives, student activities support, athletics support, recycling assistance, vendor qualifications, vendor reporting tools, overall exclusivity grant, and total economic value to the University. These elements were evaluated based on Fiscal Year 2011 sales. Value comparisons of all vendor proposals are attached.

Pepsi-Cola of Topeka submitted the overall best proposals for both Exclusive Beverage Pouring Rights Services and Food/Snack Vending Services with the greater total economic value and vendor support to the University. The term of the agreement will be for five years.

Included in the Pepsi-Cola food/snack proposal is a new healthier snacking initiative requested by students and staff, which calls for 25% of snacks vending to qualify for the

national “Fit Pick” program, which has limits on calories and fat content. In addition, Pepsi-Cola will label items selected by the University which qualify under the tighter restrictions of the Alliance for a Healthier Generation (includes sodium restrictions), five of which will be carried at a lower price than comparable less-healthy choices. Pepsi-Cola will install four cold food vendors during the first year of the new agreement.

FINANCIAL IMPLICATIONS:

Value of Proposed Exclusive Pouring Rights Services and Food/Snack Services Agreement for the 2013 through 2017 fiscal years:

Exclusive Fee	75,000
Initiative Support	300,000
Athletic Product Donations	27,500
Additional Card Readers	3,300
Recycling Support	7,500
Scholarship Fund	20,000
Staff Achievement	5,000
Campus Product Donations	25,000
Can Panel Advertising	50,000
Custom Machine Fronts	5,000
Beverage Commission (40%)	<u>471,640</u>
5-Year Beverage initiatives	\$ 989,940
Additional Card Readers	2,200
Snack Food Commission (22%)	<u>120,990</u>
5-Year Snack initiatives	123,190
Total 5-Year Contract Value:	<u><u>\$1,113,130</u></u>

RECOMMENDATION:

President Farley recommends the Board of Regents authorize the Administration to enter into a five-year exclusive pouring rights and food/snack vending contract with Pepsi-Cola of Topeka.

Date

Jerry B. Farley, President

Snack Foods Value Comparison *(Value of 5 Year Proposal)*

	PEPSI	SCHMIDT	CANTEEN (a)	CANTEEN (b)
OFFERED INCENTIVES				
Card readers *	2,200	12,100	6,050	6,050
Scholarship fund	0	0	5,000	5,000
	\$2,200	\$12,100	\$11,050	\$11,050
VENDING COMMISSION				
Commission paid	22%	11.0%	15.2%	19.2%
Snacks	116,180	63,800	76,000	111,360
Hot Drinks	1,805	2,250	1,370	1,730
Cold Food	3,005	1,500	0	0
	\$120,990	\$67,550	\$77,370	\$113,090
	\$123,190	\$79,650	\$88,420	\$124,140

Canteen offered two proposals, one keeps prices near current and the other raises prices

* RFP requested Bod Bucks readers, some vendors proposed credit card readers, some mixed

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

SUBJECT: Contracted Services with Pinegar, Smith & Associates, Inc.

DESCRIPTION:

Historically, Washburn University has maintained a visible presence in state government. The firm of Pinegar, Smith & Associates provided supplemental support as a contracted lobbyist firm for many years. Last year they assumed primary responsibility for legislative analysis and response for the university. Services provided by Pinegar, Smith & Associates include monitoring legislative activity on a day to day basis, covering committee hearings, arranging private meetings with legislators with Dr. Farley, and monitoring the daily session for any activity related to issues of interest to Washburn. Additional responsibilities include:

Assisting Washburn University develop a federal and state legislative agenda.

Monitoring legislation in the Kansas Legislature which affects, or is of interest to, Washburn University.

Assisting in the advancement of the university's legislative program of Washburn at the federal and state level. This includes personal meetings with elected officials and their staff to convey and articulate the goals of the University.

Providing verbal (or written if requested) reports to the President and Special Assistant regarding services rendered on timely legislative and administrative issues.

Monitoring and attending meetings of the Kansas Higher Ed Caucus.

Providing assistance to Washburn University in the planning and coordination of legislative social activities and functions which provide benefit to the legislative program of Washburn University.

Attending and participating, as appropriate, in the Washburn University Executive staff meetings.

Attending and participating in other University meetings, functions, etc., as requested the Washburn University President or Special Assistant to the President.

FINANCIAL IMPLICATIONS:

The annual rate for this proposal will be \$86,478.00, payable as mutually agreed to between the parties. In addition, Pinegar & Smith will also bill for any pre-approved out-of-pocket expenses incurred, such as postage, shipping, printing and photocopies, entertainment, lobbyist registration fees and out-of-town travel and lodging.

RECOMMENDATION:

President Farley recommends the Board of Regents to approve the contract submitted by Pinegar, Smith & Associates to provide to aforementioned services for the period of August 1, 2012 to July 31, 2013.

Date

Jerry B. Farley, President

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES (“Agreement”) is made and entered into by and between Washburn University of Topeka, 1700 SW College Avenue, Topeka, Kansas 66621 (hereinafter “Client”), and Pinegar, Smith & Associates, Inc., 513 SW Van Buren Street, Topeka, Kansas 66603-3302 (hereinafter “Consultant”).

The parties agree as follows:

1. Statement and Subject of Employment

a. Client retains and employs Consultant to represent Client with regard to legislative and administrative policy issues which may come before the United States Congress, Kansas Legislature and other government agencies or bodies in Kansas, which is further provided as follows:

- i. Consultant will assist Client with developing a federal and state legislative agenda;
- ii. Consultant will provide monitoring of legislation in the Kansas Legislature, which affects or is of interest to Client;
- iii. Consultant will provide monitoring of legislation in the United States congress which affects or is of interest to Client;
- iv. Consultant will assist Client in advancing the legislative program of Client at both the federal and state level, which includes personal meetings with elected officials and their staff to convey and articulate the goals of the Client;
- v. Consultant will provide verbal (or written if requested) reports to University President and Special Assistant to the President regarding services rendered on timely legislative and administrative issues.
- vi. Consultant will monitor and attend meetings of the Kansas Higher Ed Caucus;
- vii. Consultant will provide assistance to Client in the planning and coordination of legislative social activities and functions which provide benefit to the legislative program of Client;

viii. Consultant will attend and participate, as appropriate, in University Executive Staff meetings; and,

ix. Consultant will attend and participate in University meetings, functions, etc., as requested by the University President or Special Assistant to the President.

b. It is understood and agreed that Consultant is not responsible for handling or addressing legislative or administrative matters on behalf of KTWU or any other public television broadcasting station.

c. It is understood and agreed that Consultant is not responsible for handling or addressing legislative or administrative matters on behalf of Washburn Institute of Technology.

2. Term of Agreement

The term of this Agreement shall be for a one-year period beginning August 1, 2012 through July 31, 2013 (“Agreement Term”).

3. Consultant’s Fee

In consideration for the representation and services provided under this Agreement, Client shall pay Consultant Eighty-Four Thousand Dollars (\$86,478.00) (“Consultant’s Fee”), payable in twelve (12) equal monthly installments of Seven Thousand Dollars (\$7,206.50) per installment. The first monthly installment shall be due and payable immediately upon the signing of this Agreement, with each subsequent installment due and payable on the first day of each month thereafter.

4. Costs and Other Expenses

Reasonable costs incurred by Consultant in advancing Client’s cause are to be borne by Client (filing fees, postage, long distance telephone calls, copying, travel and entertainment, etc.). All such pre-approved expenses shall be payable on a monthly basis, with a detailed invoice of such items provided to Client by Consultant. Payment shall be made within thirty (30) days of the invoice date.

5. Fee in Event of Discharge

Client reserves the right to terminate this Agreement at any time; *provided*, Client provides Consultant thirty (30) days written notice of such termination. Notwithstanding, in the event Client elects to terminate this Agreement, Consultant shall be compensated by Client for services rendered and expenses incurred until the date of such termination. Such compensation shall be determined through an equitable adjustment of Consultant’s Fee based upon the date of discharge in relation to the Agreement Term.

6. Association of Others

Consultant, with approval of Client, may employ, retain and/or consult with other persons to assist Consultant in representing Client, at Consultant's expense. All such persons shall report exclusively to Consultant.

7. Withdrawal of Consultant

Consultant may withdraw from Client's representation at any time; *provided*, Consultant provides Client with thirty (30) days written notice. Notwithstanding, Consultant shall be compensated by Client for services rendered and expenses incurred until the date of such withdrawal. Such compensation shall be determined through an equitable adjustment of Consultant's Fee based upon the date of withdrawal in relation to the Agreement Term.

8. Notice

Any notice required or contemplated under this Agreement shall be in writing and shall be deemed to have been duly served if delivered in person to the party for whom it is intended, or if delivered at or sent by registered or certified mail to the address of the person for whom it is intended. All notices for Washburn University of Topeka shall be provided to University counsel, Washburn University of Topeka, 1700 SW College Avenue, Topeka, Kansas 66621. All notices for Pinegar, Smith & Associates, Inc. shall be provided to Pinegar, Smith & Associates, Inc., 513 SW Van Buren Street, Topeka, Kansas 66603-3302.

9. Favorable Outcome Not Warranted

Consultant agrees to faithfully and diligently represent Client, but Consultant makes no warranties or representations concerning the success or results obtained from Consultant's services or representation under this Agreement. All statements of Consultant on these matters are statements of opinion only.

10. Modifications of Agreement

Any modifications of this Agreement or any additional obligations assumed by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by both parties.

11. Entire of Agreement

This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. This instrument supersedes and modifies all previous communications, representations or agreements, either verbal or written, between the parties.

12. Law to Govern Contract

It is agreed that this Contract shall be governed by, construed and enforced in accordance with the laws of the State of Kansas.

13. Confidentiality of Information

To the extent this paragraph is not superseded by law, each party agrees that all of the information, data, processes and procedures related to the subject matter of this Agreement is and shall be maintained as confidential information.

14. Miscellaneous

The parties hereby acknowledge that it is their intent to consummate this Agreement, and further agree to cooperate in good faith to effectuate and implement all the terms and conditions of the Agreement. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party. If any portion, provision or part of this Agreement is held to be invalid, unenforceable, unconscionable, or void for any reason whatsoever, that portion shall be severed from the remainder, and shall not affect the validity or enforceability of the remaining provisions, portions or parts.

IN WITNESS WHEREOF the parties of this Agreement have caused it to be executed in duplicate and one copy provided to each party.

Pinegar, Smith & Associates, Inc.

Washburn University of Topeka

By: _____
John D. Pinegar

By: _____
Jerry D. Farley, President

Date

Date

Agenda Item No. VI. B. 5.
Washburn University Board of Regents

SUBJECT: New Washburn Law School Building

BACKGROUND:

The School of Law is a hallmark program of Washburn University. Washburn's national reputation benefits from the success of Washburn Law and the achievements of its alumni. The School of Law has resided nearly fifty years at its current location as constructed after the tornado in 1966.

The University's strategic plan "150 Forward" addresses the need to provide high-quality facilities for our students and programs. Over the last three years a law school building committee has worked to define program needs, including design charette sessions with three architects to garner ideas and possibilities. The current program refinement approved by the Board in late September 2011 authorized the University and the law building committee to engage SHW Architectural Group in benchmarking, site visits, new vs. renovation/addition building options, program needs refinement and preliminary cost estimates. The current facility design, even with a significant addition, is not suitable to promote the levels of interaction among students and between faculty and students found in modern Law buildings, nor would it be significantly less costly than a new building.

RATIONALE:

A building will be designed to reflect and incorporate the School of Law's mission, programs and culture – high quality teaching and learning first, practical skills preparation of our students, and open environment of student and faculty interaction. We know it is time to move forward with a bold goal for the School of Law – a new building. This project already has a wide base of support from University administration, Board of Regents, Board of Trustees, Board of Governors, Law faculty, staff and students and law alumni.

DESCRIPTION:

This 153,000 gross square foot building will create a 21st century learning and technology environment on a signature site (21st & Washburn Ave.) in Topeka and ensure that Washburn Law remains on the leading edge of legal education by continuing to provide the best possible clinical experience and educational environment for our students.

FINANCIAL IMPLICATIONS:

The projected total project budget for the new Washburn School of Law Building is \$40,096,000. The project will be funded by private sources for \$20,000,000, with the balance being provided through a combination of University reserves, and up to \$10,000,000 in debt. The debt would be serviced by expanding our existing commitment of sales tax revenue to capital renewal and infrastructure. The timing of the debt issue will be based on the market factors. Given the scope of the projects fundraising component, it is expected to be a multi-year effort before we are in a position to bid the construction of the project.

RECOMMENDATION:

President Farley recommends the Board of the Regents give approval for the financing plan and to move forward with fund raising and the continuation of SHW Architectural Group to start preliminary design for the new Washburn Law School Project.

Date

Jerry B. Farley, President

Agenda Item No. VI. B. 6.
Washburn University Board of Regents

SUBJECT: Campus Master Plan for Washburn University and Washburn Institute of Technology

BACKGROUND:

The University's strategic plan "150 Forward" was adopted by the Board in April 2010. Washburn University also has numerous activities planned over the next several years to celebrate its sesquicentennial (150 years) in 2015. The last comprehensive campus master plan for Washburn University was done in the aftermath of the 1966 tornado. Conducting a comprehensive master plan for both Washburn University and Washburn Institute of Technology will be instrumental in aligning our academic and operational priorities in the strategic plan with the planning principles of our facilities and land use for the next 10 to 20 years.

RATIONALE:

Master planning efforts: 1) incorporate the findings and recommendations of prior planning studies; 2) examine space utilization in units such as academic (including classrooms), housing, student services and athletics; 3) determine current space condition analysis and projections of quantity and quality of space for future needs; and 4) analyze infrastructure, landscape and land use to plan for the current and future character of the campuses.

DESCRIPTION:

A Request for Qualifications (RFQ) was issued and five qualified proposals were received. A campus planning committee representing alumni, the Washburn University Foundation and various campus stakeholders evaluated the proposals and interviewed the following three firms:

Sasaki Associates teamed with Bartlett & West
Ayers Saint Gross
Dober Lidsky Mathey teamed with Bartlett & West

The firms were evaluated based on the following criteria: experience in creating high quality campus master plans, technical expertise, creativity and qualifications of key personnel, overall organization and master planning approach. The creation of a master plan will occur over 10 to 12 months. Input from alumni, the two campuses, and key community partners will provide important information during this process.

FINANCIAL IMPLICATIONS:

The total project budget will be \$350,000, to be split between both campuses. The project will be funded by the use of Washburn and Washburn Institute of Technology reserves.

RECOMMENDATION:

President Farley recommends the Board of the Regents give approval to move forward with a comprehensive master planning effort for both campuses with Sasaki Associates Inc. (Watertown, MA) and Bartlett & West (Topeka, KS).

Date

Jerry B. Farley, President

Information Item No. VI. C. 1.
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 grand, 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 assist the University with program finalization and design concepts to implement this part of the Strategic Plan.

UPDATE:

PGAV architects have finalized the program plan and have prepared conceptual architectural renderings (see attachment) sufficient for fundraising purposes. Washburn University Foundation has already conducted a feasibility study for the project. Next steps include fundraising and progression into formal design so we are prepared to bid and construct the project in time for Washburn's sesquicentennial celebration in 2015.

Date

Jerry B. Farley

Agenda Item No. VI. C. 2.
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.

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

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Fire Alarm Devices – Annual Testing - Bids solicited by Facilities Services - Award to lowest price bid - General Funds	Professional Fire Alarm Systems Topeka, KS	\$25,080
School of Law Master Plan Project - Additional Services - Memo No. 2 - School of Law Reserve Funds	SHW Group Berkley, MI	\$38,506
Petro Athletic Training Room Upgrade - Bids solicited by Facilities Services - Five bids received - Award to lowest price bid - Project No. M12007 - FY12 Capital Project Funding	Senne & Company Topeka, KS	\$46,930
Lee Arena - Repair of Bleachers - Heartland Seating originally installed the bleachers and is authorized by the manufacturer for repair work. - FY13 Capital Project Funding	Heartland Seating Inc. Shawnee, KS	\$37,286
Parking Lot Repairs - LLC circle drive and utility crossing (Purchase Order No. P0025481) - Change Order No. 1 - FY12 Project C12003	Dinkel Construction Inc. Topeka, KS	\$34,468
Curb, gutter, and pavement repair - Jewell Street and LLC (Purchase Order No. P0025481) - Change Order No. 2 - FY12 Project C12003	Dinkel Construction Inc. Topeka, KS	\$38,699

Washburn University 150 Forward

Strategic Plan

Second Year Report

July 18, 2012

Strategic Theme I

Provide superior and rigorous liberal arts and professional academic programs offered by distinguished teaching faculty

A. The University will recruit and retain superior faculty and staff by emphasizing compensation, support, and professional development strategies.

Unit	Activities
Academic Affairs	CAS analysis of underpaid faculty resulted in an investment in the bottom quartile to raise salaries; adjustment of promotion salary schedules and awarding of robes for newly tenured faculty.
	\$6 million gift pledged by an alum to support excellence in teaching at Washburn.
	Faculty dinners continued to discuss strategic issues and challenges.
	Continued to offer faculty development workshops and webinars dealing with classroom management, use of technology in the classroom, research/grant opportunities and diversity.
Administration & Treasurer	The University continued to emphasize compensation, support and professional development strategies to recruit and retain a productive workforce to serve our students and the community. A 2.95% raise pool was provided for faculty and staff.
	The Employee Benefits Committee, composed of faculty and staff representatives, reviewed feedback from employees regarding desirable benefits. Prior benefits added to the total employee compensation package after review and assessment include the addition of the Roth 403(b), allowing employees to make after-tax contributions to their retirement plans; Short Term Disability insurance and Voluntary Group Term Life insurance; and, the continued active pursuit of information on a long-term care insurance program for employees.
	ITS provided numerous seminars on technology for faculty and staff.
Student Life	All benefits-eligible employees of Washburn University, the Washburn Endowment Association, and Washburn have the opportunity to participate in the employee wellness program.
President's Office: University Counsel	Assisted in training new faculty and current faculty at new faculty orientation and faculty development days to ensure understanding and compliance with regulations key to academia, including FERPA, Title IX, Title VII, and other non-discrimination acts such as the ADA.
	Assisted and coordinated with the office of the VPAA in immigration/legal matters for new and current faculty the VPAA wishes to recruit and/or retain in order to obtain and/or adjust visa status in order to work or continue to work at Washburn.
President's Office	Established the Leadership Washburn program to provide professional leadership development for selected faculty and staff of Washburn and Washburn Tech.

President's Office: Institutional Research	Each year, IR provides a Faculty Salary Analysis comparing Washburn average faculty salaries with other institutions including public and private master's level institutions, public master's institutions, and public and private master's institutions by region. Table 5 in the 2011-12 report showed Washburn's progress in bringing salaries closer to the average of public master's universities.
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Strategic Theme I

B. The University will enhance academic programs to distinguish Washburn from its peers, attract strong students, and build Washburn's reputation for quality and excellence.

Academic Affairs	School of Law's Immigration Conference hosted in Fall, 2012 received national attention.
	DNP Program approved by all oversight groups except HLC with enrollment beginning in Fall, 2012; site visit from HLC scheduled September 2012.
	BSN Program updated to reflect latest recommendations in the field.
	SON and St. Francis Health Center have collaborated to expand the effect of the mobile health care unit; faculty leadership for the project was hired.
	Biology, Chemistry, Computer Science and Criminal Justice are partnering with the Kansas Bureau of Investigation to expand offerings in Forensics.
	Washburn Tech in collaboration with 6 partner institutions in Kansas received almost \$20 million in federal funding through the Trac-7 grant (TAACCCT) to strengthen 7 programs for the state of Kansas. Tech's focus is Advanced Systems Technology.
	Based on program review recommendations as well as recommendations from national accreditation organizations, Washburn arts programs were upgraded by creating humidity/temperature controls for Mulvane, refurbishing spaces in Garvey for music, and doing initial noise transmission studies in Music Department studios and classrooms. Plans for a new music recital hall as well as potential external funders are being investigated.
	The School of Business made new hires to begin preparations for implementing a Masters in Accounting Degree.
	SAS developed a Master of Health Science and received approval from the appropriate oversight group with enrollments beginning in Fall, 2012.
	SAS developed a Master of Arts program in Human Services (Addiction Counseling) and received approval from the appropriate oversight groups with enrollments beginning in Fall, 2012.
	The Leadership Challenge event had a successful second year of operation.
	Leadership Lab and Exchange program opportunities increased in FY12.
	Washburn faculty approved 5 new student learning outcomes of Global Awareness, Quantitative and Scientific Reasoning, Communication, Critical and Creative Thinking, and Information Literacy. We will begin developing assessments for student learning in those areas.
	LinC, in conjunction with Washburn Tech is developing a program for adolescents on a grant supporting clean water service activities.
	SAS and Washburn Tech continue to work in conjunction on curricular changes for the Associate of Applied Science Degree.
	The SOL developed a new LLM program which has been approved at several levels within Washburn. Final approvals will be

	needed, largely from external sources such as KBOR, to begin enrollment in Fall, 2013.
Administration & Treasurer	ITS provided technology support to create: <ul style="list-style-type: none"> • Multiple recordings of nursing student skills for assessment purposes- in television studio and classrooms-streamed file and/or DVD copy, and • Weekly video production recordings in television studio for Sonography online program-streamed files.
Enrollment Management	Registrar's Office initiated presentations of Banner Student forms and self-service options to enable Washburn institute of Technology to move forward in their implementation.

Strategic Theme I

C. The University will provide high-quality facilities.

Academic Affairs	Designated spaces to provide compact shelving were created in Mabee.
Administration & Treasurer	Mediated Classroom/Lab enhancements included 14 classroom/lab equipment upgrades in Bennett 102, Benton 210, Garvey 323, Garvey 143, Henderson 17, Henderson 205, Henderson 206, Henderson 305, Morgan 19, Morgan 177, Morgan 270, Morgan 280, Petro 104, and Petro 220.
	Upgraded the campus phone system bringing our hardware and software in compliance with current standards and adding support for future growth. New capabilities include enhanced 911 services and greater support for technologies employing SIP services.
	Welcome/Student Success Center - \$13 million project was approved by the Board in Spring 2012. Architect on board and currently finalizing schematic (fundraising) renderings this summer. Construction to start Fall/Winter 2013 or Spring 2014.
	New Law School – Estimated \$40 million project scheduled to go to the Board in July 2012. Architect on board and currently finalizing schematic (fundraising) renderings this summer. Fundraising feasibility will be tested this Summer/Fall 2012.
	Energy Performance Contract - Trane Co. has been selected and is conducting a comprehensive energy audit this summer. Project is estimated at \$8-\$10 million. Project will be funded based on the energy savings of the entire campus.
	TRAC-7 Grant at Forbes Field- A \$2 million project of renovation and equipment will be completed by August 2012 to expand the Advanced Manufacturing Training program at Washburn Institute of Technology.
	Comprehensive Campus Master Plan – Five firms submitted qualifications. Narrowed the list to 3 firms who will be interviewed at the end of June and a selection will be recommended to the Board at the July meeting. A comprehensive master planning process will take 10-12 months for the campus to complete.
	Student Housing – On-Campus housing has had a waiting list for the last three years. This Fall will conduct a demand and financial feasibility study regarding additional on-campus housing.
	Henderson classroom renovation – complete feasibility and fundraising for the first floor project.
	Mabee Library – Explore renovation needs of the Library as its use and academic support programs grow and change.
	Kansas Bureau of Investigation (KBI) Facility – Preliminary site and architectural work to be completed this summer regarding the

	possible location of a KBI Forensic Science Laboratory on the Washburn Campus. This partnership facility would benefit both KBI and Washburn University.
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President's Office: University Counsel	Assisted on the negotiating team for Washburn University management in the 2011 negotiations with the Steelworkers local unit and continued to work with the union in issues related to facilities and the union. Assisted the VPAT with legal issues involving grievances and general union issues.
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Strategic Theme I

D. The University will continue its strong commitment to the development of competitive, academically rigorous programs in a variety of formats that respond to documented needs within the state and region.

Academic Affairs	Began process of assuring all on-line courses meet ADA standards and dedicated funding to complete course modifications to address captioning for hearing impaired students, audio components for visually impaired students, etc.
	Continued to explore increasing use of online course evaluation forms by students.
	Completed the purchase and began implementation of the Argos data management system .
	Continued to develop and refine elements required for the Washburn Bridge Program at Washburn Tech.
	Continued to develop and refine elements required for offering the AAS degree at Washburn Tech.
	Newly approved Master of Health Science program will be offered in compressed format online.

President's Office: University Counsel	Assisted with the legal issues relating to the new degree programs offered at Washburn and assisted in reviewing and implementation issues surrounding the TRAC-7 grant with Washburn as the lead institution.
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Strategic Theme I

E. The University will establish a strong general education program that recognizes equivalent learning previously achieved by transfer students.

Academic Affairs	Phase I of General Education was approved by Washburn faculty in April, 2012.
	Streamlined transfer review process for general education courses.

Administration & Treasurer	ITS is assisting with finding ways to store Student Learning Outcomes and assessment data in Banner. This data will be utilized to measure the success of our general education courses.
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Strategic Theme I

F. The University will develop and implement programs and activities focused on student retention and success.

Academic Affairs	Faculty approved two new courses to support FYE experiences—WU101 and IS100.
	New approach to Convocation on first day of classes was implemented in August, 2011.
	Bridge program planning continued with goal of offering Bridge for the first time in Fall, 2012.
	New staff member hired to direct First Year Experiences/Student Success Program .
	The Undergraduate Retention Committee was reconvened for the purposes of increasing retention and implementing best practices concepts.
	Developed academic impropriety reporting form submitted by faculty to the Dean of Students.
	Developed online FERPA modules whose completion is required at New Faculty Orientation.
	Implemented a speaker series for the I-Read program (first speaker in 2012 was Alexie Sherman; Fall 2012 speaker will be Joe Drape).
	VPAA implemented an initiative to increase the number of faculty using the online gradebook to keep students informed of their grades throughout a semester.
	MAPWORKS was purchased to track students and identify possible retention issues earlier.
	Duties of the WTE Director were expanded to increase visibility and effect of WTE at Washburn.
Administration & Treasurer	University Bookstore has expanded used books and book rental opportunities, though in-store programs and external on-line sources, to help provide access to affordable education.
	Memorial Union’s program development and student support is designed to complement and enhance the academic experience as well as strengthen retention and success initiatives. Fall and Spring “Union Daze” is six days of events. There were six “Scorch on the Porch” events, 12 “Tunes on Tuesday,” five special themed buffet meals with entertainment, and other special events throughout the year.
	The Business Office and Finance Office have participated in the student financial literacy program vendor identification process. The programs reviewed have the capability of assisting first-year students with relatively basic financial matters, as well as providing additional information for students as they move through their time at Washburn.
Student Life	Student Life units used communication platforms to highlight high achieving students (e.g., Who’s Who award recipients, SOAR Award recipients, and Greek Award recipients). Student Life units supported First Year Experience initiative through guest lectures, authoring book chapters and supporting student involvement. The SRWC supports the retention of students in several different ways. It plays significant roles during New Student Orientation and Welcome Week. Participation ranges from tabling; presenting; volunteering for Move Crew; or hosting well attended Welcome Week events, including Play Fair, Rock the Rec, the WU Run, disc golf, etc. Future and current students are introduced to SRWC programs and services designed to assist them succeed in college. Approximately 4000 people tour the SRWC annually.

Strategic Theme I

G. The University supports Mabee Library as an essential element in the academic life of students and faculty

Academic Affairs	Faculty approved a student learning outcome dealing with Information Literacy and will begin determining assessment processes to document student learning in this area
	Library use is at an all-time high due to re-purposing of space for group use, access to technology, and access to staff support. Library hours were expanded to include 24/7 access during peak periods and extended hours during most of the year
Administration & Treasurer	University Bookstore supports Mabee Library endeavors by providing coordination, books, and materials for sale at author readings and book signings.
	Dining Services reallocated funding and staff to operate a cafe in the library to help build traffic there.
	Ichabod Service Center coordinated the installation, programming, and daily management of card access locks for the library patrons during expanded late hours.
President's Office: University Counsel	Assisted the Dean and Associate Dean of the Libraries in forming a copyright committee to begin creation of new policies and procedures with regard to copyright issues to replace the copyright policy in the Faculty Handbook.

Strategic Theme I

H. The University will plan for technology support for its academic mission.

Academic Affairs	Hired a new IT (i.e., ITS) Director
Administration & Treasurer	University Bookstore has finalized an agreement to sell Apple products and is negotiating other technology contracts in order to provide affordable technology to our students.
	University Bookstore worked with faculty to increase the availability of digital texts.
ITS – Begin evaluation of calendaring and email systems to serve campus needs	<p>Memorial Union added flat screen monitors in meeting rooms and is working to equip a room for Skype conferencing and interviews.</p> <p><u>ITS provided support to:</u></p> <ul style="list-style-type: none"> • Increase Angel hosting space increase: July 2011 – additional 100 Gb storage. • Review Online Learning Management System. • Replace video streaming server. • Consult with School of Nursing instructor, Jane Brown on grant submission for enhancements in skills assessment lab for recording student skills assessments. • Consult with Allied Health Sonography program on purchase of online system for clinical tracking of information for students –

	<p>Trajecsys system was selected.</p> <ul style="list-style-type: none"> • Test automatic transfer of online grades from Angel to Banner. • Increase staff (1 FTE) to support online learning and the use of Angel LMS. • Implement Ellucian’s Operational Data Store (ODS) with nightly feeds from the production Banner database. The ODS will serve as Washburn’s future source for reporting and analysis. • Standardize a new tool, known as the survey tool, to provide for authenticated surveying of Washburn students, faculty or staff. • Create an Argos test environment to support the distributed reporting project. Argos will serve as the reporting tool for the University, and is slated to go live in production, July 2012. • Upgrade the database foundation for Banner from Oracle 10g to Oracle 11g, ensuring continued support from Banner. • Initiate a Virtual Desktop Infrastructure evaluation process, this will allow us to enhance support for mobile devices, extend specialized lab resources to more students, and may allow us to defer certain future costs.
Enrollment Management	Evaluated electronic transcript products and identified a vendor for electronic transcript transmissions.
President’s Office: University Counsel	Assisted the Faculty Senate President in review and revision of the draft Intellectual Property policy which will address technology as well as the copyright policy to ensure legal compliance and protection for intellectual property of Washburn in its online programs.

Strategic Theme II

Recruit, retain, and graduate a diverse student body.

A. Continue enrollment growth to achieve previous enrollment levels and capacity.

Unit	Activities
Academic Affairs	The School of Law and School of Business, working with Jones Huyett, developed unit-based marketing plans to expand enrollments. Washburn Tech also instituted a marketing campaign. Billboard space was purchased to highlight highly visible programs (e.g., Debate).
Administration & Treasurer	Finance Office and Business Office staff have been involved in discussions revolving around the “one-stop” student services center, with particular emphasis on integrating Bursar operations with other service departments (Admissions, Financial Aid, Registrar) while maintaining a tight integration with Accounting and Accounts Payable operations.
	Worked with Enrollment Management and JhP on proxy setup for Digital Marketing campaign www.washburn.edu redesign: New design from Barkley REI, new event/calendar system: Active Data Calendar, new faculty/staff directory, new virtual tour with video student tours (25), 360 photos, photos, & info., captioning for all new videos produced for www.washburn.edu , web training for 70 campus content managers-CCMs (70).
Enrollment Management	New Academic Scholarship grid was implemented to influence high achieving students to enroll.
	New comprehensive communication plan developed.
	Implemented a new process for the Interstate Tuition Waivers for Missouri residents.
	Increased New Student Orientations.
	Partnered with the Academic Outreach Office to revise the CEP form and streamline the process flow from the point of admission through tuition payment.
	Hired firm and developed program plan for Welcome Center/One Stop with BOR approval.
	Partnered with ITS to place the generated account activation code on the “Additional Identification” tab of the SPAIDEN Banner form. Initiated access to and the use of the National Student Clearinghouse student tracker module to determine whether students have previously attended other academic institutions.
	The Financial Aid Office moved up the first award letter packaging date by two weeks for the 2012-13 academic year. The award letter process is run on a weekly basis. The Financial Aid Office, with the assistance of others, implemented Net Price Calculator and assisted in the development of the landing page.
President’s Office: University Counsel	Assisted various departments in retaining students and minimizing risk of legal action. Assisted with the Student Services office with legal advice to ensure compliance with ADA and Section 504. Assisted the office of Student Services at Tech to train faculty on how

	to work successfully with a diverse student body.
President's Office: Institutional Research	<p>Provided the VPAA with an analysis of transfers enrolling at Washburn having successfully completed two English composition courses to assist in the evaluation of this University requirement.</p> <p>Collaborated with Enrollment Management, the VPAA, and ISS to implement a process for undergraduate applicants to declare their major as part of the application process to the University.</p> <p>Worked with the Admissions Office to define processes and develop reports for tracking applicants through the admissions process that can be used for developing recruiting plans.</p> <p>To comply with the Higher Education Opportunity Act 2008 (HEOA 2008), IR worked with Financial Aid and Admissions to develop a net price calculator (NPC) to post on the Washburn University website to help current and prospective students, families, and other consumers estimate the "net price" of attending Washburn. In addition, the Director served on a KBOR working group to plan for the implementation of the NPC.</p>
President's Office: Alumni	A member of the Alumni Board has been instrumental in recruiting students from his home state of Colorado as a volunteer. Thirty-six have applied for admission and at least ten are expected to enroll for the fall semester. The Alumni Association also awarded nearly \$30,000 in scholarships to 83 legacy students.
President's Office: University Relations	<p>Actively preserved the university brand via the reorganization of the university's logo use and trademark licensing program.</p> <ul style="list-style-type: none"> • Five new vendors have become licensed to produce Washburn goods, for a total of 183. In the past year, approximately 760 jobs have been submitted by vendors for approval. • At the start of the fall 2011 semester, a series of meetings were held on campus to better acquaint staff with licensing procedures and to introduce the royalty rebate program, which begins July 2012. <p>Promoted the university through the Ichabod mascot performer program, making appearances at university and community events.</p> <ul style="list-style-type: none"> • The quality of the mascot performer program has greatly increased due to attention to management and one-on-one training of the performers • Two Ichabod performers appeared at a total of 129 events, which accounted for 204 hours. • Amanda Hughes managed the Ichabod's Facebook page, which has 3,511 friends. • The Ichabod is now a member of an area mascot network. He attended the birthday parties of Mac, the mascot of the Missouri Mavericks hockey team, and Sluggerrr, the mascot of the Kansas City Royals. • A video of the Ichabod's performance at the Yell Like Hell homecoming pep rally received 164,360 views on YouTube (http://youtu.be/Z8UEghCHalc). <p>Completed year one of Washburn's 150th anniversary celebration.</p> <ul style="list-style-type: none"> • Implemented design process and unveiling of sesquicentennial logo. • Assisted in coordinating sesquicentennial kickoff at Convocation. • Ordered giveaways with 150th logo (t-shirts, flash drives, lapel pins, notepads, stickers, gum, decks of cards) • Coordinated placement of banners on light poles on perimeter of campus, on campus and downtown. • Planned and executed Washburn Founders Day events, which included development of a 150th video quiz.

	<ul style="list-style-type: none"> • Assisted with the Bow Tie Ball; webpage; social media (150th on Facebook); handled press and assisted with logistics for the Lincoln Lecture featured Richard Norton Smith. • Coordinated production of 150th history calendar given away at Convocation. • Produced part one of the 150th video series in conjunction with KTWU. • Involved in developing plan to coordinate production of coffee-table style photo book to showcase Washburn history. Publication expected late 2014. <p>New university website was implemented on May 21, 2012.</p>
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Strategic Theme II

B. Evaluate the University's open admissions policy and the appropriateness of the Conditional Enrollment Matrix.

Academic Affairs	Created partnership with PBS to offer graduate credit for the Teacherline program.
	Began work to identify a consultant to help with diversity goals.
	Hired a recruiter with Spanish language skills and constructed portions of the Website for individuals with Spanish as their first language.
	Developed an on-line admission form for graduate programs.
	Entered a statewide career cluster pathway (CCP) agreement with the Kansas State Dept. of Education that includes the eight programs and awards Washburn course credit to high school students who complete a high school career cluster and matriculate to Washburn immediately after graduating.
	Significantly expanded the number of graduate programs at Washburn to reach students other than freshmen.
	Washburn Tech created a partnership with Highland Community College to expand offerings off-site in the area of Automotive Repair.
	Continued to significantly increase the number of concurrent enrollment hours offered to local high school students.
	Expanded the Leadership Exchange program which allows leadership students to experience a different culture in a different section of the country.
	Expanded staffing in the Office of International Programs to support international students for Fall, 2012.
Enrollment Management	Worked with various departments regarding the eligibility of students enrolled in the Bridge Program at Washburn Institute of Technology.

Strategic Theme III

Provide an educational and co-curricular experience to support student success and welfare by encouraging personal interactions among students, faculty, and staff, focusing on academic achievement and student involvement.

A. The University is committed to high-quality student services and will assess the need to expand the availability of existing services and activities.

Unit	Activities
Academic Affairs	Continued the expansion of LinC, LEAP, and WTE projects as well as international service projects (e.g., Belize, Costa Rica, Nicaragua) that highlights Washburn's commitment to service. Washburn is sending a delegation to a conference in Summer, 2012 to further study the effects of high intensity service projects on student success, retention, and learning.
Administration & Treasurer	Ichabod Service Center expanded on-line door access to the Library, HLRC, and Morgan Hall. The Business Office has begun a strategic review of its operations, beginning with the identification and definition of core values. These core values, and the forthcoming vision and mission statements, will focus heavily on student service issues. Once this process is complete, we will begin a process review, distinguishing between student-facing and nonstudent-facing processes, with a goal of continually improving the services offered, identifying new services, and meeting or exceeding the expectations of the student body. <u>ITS completed:</u> <ul style="list-style-type: none"> • During fall 2011, pending declarations of major began flowing from the admissions applications into Banner, and once approved through an already existing Web application, began flowing back into Banner as approved majors. • Touchnet software was expanded to include the ability to pay housing deposits. • A returning applicant form was created in the Admissions application area of Banner to provide for returning students to apply for admissions without having to provide the same level of information as a brand new student. • Residency status was made viewable by students in MyWashburn, to provide information important for billing purposes. • Estimated charges were provided to students (both Washburn and Washburn Tech) via an online custom application. • Identified causes of wireless network (WiFi) problems particularly noted in student living areas and have developed an RFP, currently underway, to upgrade and improve wireless service in Residential Living facilities as well as to plan enhancements elsewhere on campus. The primary focus of current efforts is to substantially improve the student experience on the campus wireless network.
Student Life	A small group of representatives from Financial Aid, Student Success and Student Services met to explore ways to alleviate duplication in tracking student progress related to financial aid and veteran administration reporting. With increasing governmental reporting requirements and increasing numbers of students, personnel are being challenged. Career Services has collaborated with advisors in Center for Student Success to develop more appropriate advertising materials to

	<p>reflect the integrated nature of the two areas.</p> <p>As the First Year Experience program and related course have evolved, there has been an expectation that the career exploration course be offered on a regular basis. Because of student interest, IS 120 – Majors & Career Exploration, a section was offered in the fall semester and two sections were offered in the spring. These course offerings are handled by existing staff.</p> <p>Career Services has collaborated with FYE to ensure all incoming students are presented with information on career exploration opportunities at Washburn during their first semester.</p> <p>Counseling Services is offering psychiatric assessment options on-campus by contracting with a psychiatrist and a psychiatric nurse practitioner.</p> <p>Counseling Services is doing more collaborative work with the Psychology Department (referrals and assessment) and exploring the possibility of sharing some resources with the Psychology Department.</p> <p>Counseling Services purchased a “Heartmath” software program that serves as biofeedback to student clients. This has been utilized in staff training sessions, too.</p> <p>Student Activities & Greek Life will continue assessing whether extended hours would be beneficial to students (key check for conference room and workroom)</p> <p>Student Activities & Greek Life implemented the Focus Series – Education and outreach to all student organizations based on feedback.</p>
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President’s Office: University Counsel	Assisted Student Health Services in the implementation of a mandatory TB risk assessment plan at Washburn.
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Strategic Theme III

B. The University will provide opportunities to engage students in co-curricular and extracurricular activities throughout their college experience.

Administration & Treasurer	Ichabod Service Center has expanded the number of student organizations accepting iCards as a form of payment this year.
	The Finance Office and Business Office have made initial efforts to expand the communication media used to provide information to students, faculty and staff. The initial efforts focused on Facebook and Twitter, and met with mixed success. We intend to focus additional efforts on improving both the usefulness and the usage rate of these media, and others identified in the future.
	The Finance Office and Business Office intend to make use of student employees beginning in the summer of 2012 to assist in the document imaging process. We anticipate being able to utilize 3-4 students, where we were not using any student employees in the recent past.
	ITS collaborated with Mass Media department and students to fulfill grant goals to produce a student radio talk show called “AirBods.” Audio Lab in Instructional Services was utilized along with Skype and BlogTalkRadio for the interface to produce weekly live shows that started Oct. 13 th , 2011.

Student Life	Organization Advisor training was provided throughout the year by Student Activities & Greek Life. SAGL is working on formalizing a reception for advisors. Faculty advisors were recognized at the SOAR Awards and at the Greek Banquet.
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	<p>Hispanic American Leadership Organization (HALO) and Washburn Black Student Union (WBSU) participated in the annual Activities, Majors and Student Abroad Fair. Also shared a presence with Multicultural Affairs at junior and senior days and at new student orientation sessions. Members also participated on panels for high school campus visits and community organization meetings (e.g., AVID Emporia, Discover WU, USD 501 Multicultural Educators).</p> <p>Career Services collaborated with other areas on campus to offer an Etiquette Dinner during Fall 2011. The Honors Program plans to make this an annual event.</p> <p>Career Services had preliminary discussions centered on creating a Peer Career Mentor program. Research and evaluation of this will continue during Summer and Fall 2012. If feasible, recruitment for these positions will begin Spring 2013 with Mentors being active in fall 2013.</p> <p>Multicultural Affairs and HALO hosted the August meeting of MANA de Topeka. This was an opportunity for HALO members to network with Hispanic community members.</p> <p>HALO and WBSU participated in several community service activities, including the Residence Hall Trick or Treat Off the Street and the Big Brothers Big Sisters Bowl for Kids' Sake activities.</p> <p>Career Services has worked with various areas on campus – School of Nursing, First Year Experience, and Leadership Institute – to create an electronic portfolio template for students in each area. For example, students enrolled in WU 101 complete a portfolio including pictures, reflections, and various assignments over the course of the semester. As their final project, each student create a portfolio and website using OptimalResume (Optimal Portfolio).</p> <p>Career Services utilizes social media sites to advertise for all major events. Facebook, including using paid advertising, and Twitter are used to connect with students. LinkedIn is used to advertise major career fairs to potential employers. Career Services also uses Facebook and Twitter to pass along “best practices” types of articles and blog posts to students.</p> <p>Career Services personnel make use of low-cost technologies such as Skype to offer career counseling/mock interview services to students and alumni at a distance.</p> <p>SRWC went on line for intramural registration. In addition, staff training modules are now offered through the ANGEL platform.</p> <p>Student Services in the process of creating a Facebook account.</p>
	<p>Multicultural Affairs added two student staff positions in 2011-2012.</p> <p>With larger office space, Student Services can now employ two student workers.</p> <p>For the second year, a team of Student Life, Enrollment Management, Financial Aid and Bookstore personnel met to assist in planning the Student Employee Appreciation Week. The week’s events were refined. For the first time, student employees were</p>

	<p>recognized at the annual SOAR Awards event by receiving certificates and pins. A special pin will be ordered for future years. In addition, the University will participate in the National Student Employee of the Year process during 2012-2013.</p> <p>Student Activities & Greek Life is developing a way to track involvement statistics (e.g., involvement in student organizations, success and retention). The unit is considering a card reader for tracking attendance at events. SAGL is also considering the option of an official co-curricular transcript.</p>
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President's Office: University Relations	<p>Web editor position added to department. Michaela Saunders has significantly increased the quantity of communication with students and the community through social media postings, such as Facebook.</p> <p>Continue to produce and issue to students, faculty and staff Bod Talk, a weekly e-newsletter to communicate events, activities and other information intended to increase participation on campus.</p> <p>Social media plan was developed. Mission is to make optimum use of social media platforms to provide Washburn stockholders a real-time way to share and connect to campus events, opportunities and successes.</p> <p>Amanda Hughes serves as advisor to the student organization Top City Live which is dedicated to connecting students with the events, activities and organizations in the community.</p>
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Strategic Theme III

C. The University will enhance international programs to provide educational and co-curricular experiences to further enhance the global awareness of the University community.

Student Life	<p>Multicultural Affairs, with the Mulvane Art Museum and International Programs, co-sponsored the works of Miguel Angel Giovanetti & Fernando Pezzino, entitled <i>Parallel Views</i> as well as a performance by Sha Sha Higby, entitled "In Folds of Gold."</p> <p>Multicultural Affairs co-sponsored the Godzilla & Friends VI and VII movie festival with KTWU and International Programs.</p>
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Strategic Theme III

D. The University will provide a program to assure students are encouraged and supported to pursue prestigious, post-graduate fellowship and award opportunities (Rhodes, Goldwater, and Truman, for example).

Strategic Theme III

E. The University will further demonstrate its commitment to a competitive, intercollegiate athletics program.

Administration & Treasurer	University Bookstore operated the Bod Shop to support Football and table top sales during Basketball season.
	University Bookstore ordered championship shirts prior to final games in order to support the fan base.
	ITS provided live streaming of sports events: 36 events , utilizing student crew for productions <ul style="list-style-type: none"> • 5 Football • 10 volleyball • 11 men’s basketball • 10 women’s basketball
President’s Office: University Counsel	Supported Title IX Coordinator in assessment and obtained training for office in the implications for athletics and the University in the April, 2011 Dear Colleague letter clarifying the requirements of Title IX; modified sexual harassment and discrimination policy to include the prohibition specifically of “sexual violence.”
Athletics	<p>The University continued its scholarship support with an increase in the scholarship budget to off-set the tuition and room and board increases. Also, the private support continues to be strong allowing the Athletics Department to continue its financial support for student athletes covering summer school classes and a Degree Completion Program. The Degree Completion Program provides scholarship funds to those student athletes who have completed their athletic eligibility and are within 30 credit hours of graduation.</p> <p>With the continued scholarship support from the University and the private sector, we are able to provide the support needed to be competitive in the MIAA conference and on the national level in the NCAA Division II.</p>
	<p>For the spring 2012 semester we had 274 student athletes, an increase of 17 over spring 2011. For the spring 2012 semester student athletes achieved the following GPA performance:</p> <p style="padding-left: 40px;">136 with a 3.0 or better 62 with a 3.5 or better 21 with a 4.0</p> <p>Athletics had a departmental cumulative gpa of 3.04 with women’s volleyball leading the way with a team cumulative 3.32 gpa. The retention rate from fall 2011 to spring 2012 continued to be over 90%.</p> <p>On the athletic side Volleyball repeated as conference champions and qualified for the NCAA Regional; Football finished second in the conference and won their first NCAA Play-off game in school history; Men’s Basketball won the conference, the conference tournament and qualified for the NCAA Regional; Women’s Basketball won the conference, the conference tournament and qualified and hosted the NCAA regional; men’s and women’s tennis both finished third in the conference; baseball finished fourth and qualified for the MIAA conference tournament in Kansas City; Softball finished fifth and qualified for the MIAA conference tournament in Kansas City; Golf finished second in the conference, qualified for the NCAA Regional and qualified for the NCAA National Tournament; Women’s Soccer had a season to forget. For individual accomplishments Coach Herron (Volleyball) won his 300th match; Coach Schurig (Football) became the winningest football coach in Washburn history; Coach Chipman (Men’s</p>

	Basketball) won his 700 th game; Coach McHenry (Women's Basketball) won his 300 th game; and Coach Anson (Baseball) won his 800 th game. This shows a good blend of academic success and athletic accomplishment which is the basis for Life in the Balance initiative.
	Athletics has divided the marketing/ticket position to two separate positions, allowing a person to spend their entire time on marketing initiatives and a person to market and sell tickets. Dividing these positions should increase revenues in marketing/advertising and increase revenue in ticket sales. Both initiatives should increase student and non-student attendance at athletic events.

Strategic Theme IV

Engage and leverage the University's intellectual and physical resources to benefit and strengthen services to the region.

A. The University will continue to support the community by providing programs and collaborating with external organizations to enhance the economic strength of the region.

Unit	Activities
Academic Affairs	Washburn Tech continued to work closely with Goodyear and has initiated specific AST training in conjunction with Mars to assure that the workforce is meeting Business and Industry needs.
	Washburn Tech formed a Business and Industry Council to assure timely input on both Washburn Tech curricula and issues effecting local businesses (e.g., employee training and availability) .
	Washburn Tech is developing a model for a Training Center with business sponsorship and Dept. of Commerce support to provide cutting edge technical training to local residents.
	Washburn Tech provided free re-furbished vehicles to three Topeka families in 2011-2012 through its Recycled Rides program and provided free clothing to local residents through its Care Closet .
	The School of Nursing continued to refine a “practice plan” as part of the implementation of the DNP. This plan would expand the effect of nursing faculty on health care needs of our community.
	The Leadership Institute facilitated workshops for various campus and community groups.
	The Leadership Institute developed and enhanced anchor relationships with community leaders by establishing PALS in the community mentoring program.
Administration & Treasurer	<p>ITS has provided technology support and guidance for the TRAC-7 program which provides educational opportunities focused on regional workforce needs.</p> <ul style="list-style-type: none"> • Trac-7 program support- phone services (IP-based), website-server space, trac-7.org domain name purchase, Forbes Field facilities support and computer/networking support.
Student Life	<p>Student Life units have supported the Heartland Visioning process and have supported students involved with this process (e.g., Top City organization).</p> <p>Student Life has supported students and staff who are partners with Fast Forward, Leadership Topeka, the Topeka Chamber of Commerce and various service organizations, committees, etc.</p>
President’s Office: Institutional Research	IR provided information to the Kansas Department of Revenue on Washburn employees working in Bioscience areas.
	IR worked with the Washburn University Foundation to provide data used in development of the Economic Impact Study.

Strategic Theme IV

B. The University will address the needs of the community and enhance its quality of life through cultural and intellectually enriching programming on campus as well as other forms of community outreach and community service.

Academic Affairs	In 2011, Mulvane Museum served over 60,000 visitors through the Lego exhibit with 95,000 visitors overall for the year.
	In 2012, Sunflower Music Festival celebrated 26 years of service to Northeast Kansas.
	White Recital hall served the community by hosting the Topeka Symphony Orchestra for public concerts.
	The Washburn Art Building provides visual art displays based on student and faculty work. These exhibits are open to the public
	The Mulvane Art Museum's Mountain/Plains Art Fair, housed at Washburn, provided many opportunities for Topeka residents
	Washburn hosted an open-air painting event in 2012 as part of its 150 th celebration
	The Lincoln Lecture as well as other guest speaker presentations (e.g., Alexie Sherman) continue to provide entertainment and education to the community.
	KTWU with its ongoing programming as well as special events tied to Washburn (e.g., Vespers) continued to educate the community
	Senior citizens took advantage of Washburn's free enrollment benefit with 162 seniors enrolling in 581 credits in Fall, 2011 and 148 seniors enrolling in 535 hours in the Spring, 2012 semester thus capitalizing on life-long learning opportunities
	New KTWU warning lights were installed on the broadcast towers
Administration & Treasurer	The transition of the WUPD radio communications system will be completed in July 2012. All radio and support equipment has been purchased and is operational. All radios and communication equipment have been rebanded to 700 MHz and updated by Shawnee County Consolidated Emergency Communications. Technical support has been secured from SNCEC. WUPD now has a modern state of the art emergency communications system that is interoperable with all emergency services in Topeka and Shawnee County and will be serviceable for many years.
	The "Safety Walks" are an important part of ensuring campus safety. Health concerns and retirements have delayed the walks but the Director of Police and Interim Safety Director have planned several walks in May and June to check for lighting and other safety concerns.
	University Bookstore participated in programs throughout the year to reach out to community organizations such as Hope Center, Rescue Mission, and Bridge to Asia.
	University Bookstore continued to improve the Mulvane Art Museum shop in order to better serve their clientele in the community.
	Memorial Union provides space and staffing for numerous co-sponsored community events .
Student Life	Student Activities & Greek Life continues to work with CAB and WSGA in providing high quality programs for the enjoyment and enrichment of the campus and community (e.g., Lecture Series).
President's Office: University	Fast Forward is a young professionals group that provides members networking, education, service and leadership opportunities.

Relations	<p>Membership is free to all Washburn students and employees. The university's support of Fast Forward provides opportunities to engage students in extracurricular activities throughout their college experience by giving them roles in community leadership.</p> <ul style="list-style-type: none"> • Jessica Neumann, director of student life, is the Washburn representative on the Fast Forward steering committee and served as chairwoman of the organization's education subcommittee. • Washburn students and staff involved in Fast Forward attended the Young Professionals Summit in Hutchinson in April, which gave them the opportunity to network with their peers.
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Strategic Theme IV

C. The University will expand its involvement with and support of the region's P-12 schools.

Academic Affairs	KTWU and Washburn served as hosts for QUEST each year, thus serving high academic achievers in Kansas high schools
	Mulvane Museum also has an active community educational component serving over 5,000 community students/residents in the outreach program (3) annually with 56,000 people accessing the artlab and other education classes.
	LinC expanded their Literacy Education Action Project to provide quality-trained tutors for pre-school through adult literacy programs
	Academic departments at Washburn consistently offer enrichment days for high schools devoted to special topics by hosting Chemistry Day, Math Day, and History Day.

Administration & Treasurer	University Bookstore implemented and maintains a book rental program to support the High School/Washburn programs.
	University Printing has worked with school districts to provide some of their printing needs.

President's Office: Institutional Research	In collaboration with Enrollment Management, IR developed reports for the Shawnee County high schools to provide feedback on how their former students perform in college compared with other undergraduate students.
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President's Office: University Relations	<p>The 2011-12 Quest High School Academic Competition had a successful conclusion with the taping of 15 games at the KTWU TV studios in February.</p> <ul style="list-style-type: none"> • The qualifying event in December brought approximately 375 students from 82 schools throughout the state to the campus. • The 16 top scoring teams returned in January and February for tapings of the TV games which are broadcast through mid-June in Topeka on KTWU and in the Wichita market on Cox cable. • The televised games are instrumental in publicizing Washburn to audiences throughout the state. • Responsibility for this event will transfer to the honors program at the end of the 2012-13 season.
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Strategic Theme IV

D. The University will continue to provide a beautiful and safe campus to be enjoyed by the Washburn and regional communities.

Academic Affairs	The School of Business and the Washburn Alumni Association offer educational events through “Wake Up with Washburn”
Administration & Treasurer	The Washburn University Police Department is committed to providing a safe campus and learning environment for students, faculty, staff and visitors.
	The WUPD worked with Dr. Tate of the VPAA Office to determine the hours of operation for each building on campus that best support the education mission of the schools housed in each building. Building hours were determined and posted on the website. Facilities Services, Business Services and the WUPD met to determine the be utilization of available funding to start the process of installing card locks on buildings. With input from each building affected, card locks were installed in 2011. In 2011, card locks were installed in Morgan Hall (West door), University Bookstore (front/rear doors, Accounting room and Vault room) Henderson Learning Resources Center (NE door) Whiting Field House (Physical Therapy Lab), Mabee Library (Front door) and Phi Delta Theta House (Front door). This brings to 16 the number of buildings on campus using cardlocks.
	WUPD currently continues to monitor a total of 75 CCTV cameras on campus. Cameras are currently in the Living Learning Center Hallways and entrances, Stoffer Science Hall stairways and hallways, Garvey Fine Arts Center hallways, practice rooms, Band room, Choral room and balcony, Mulvane Art Museum gift shop, galleries and security desk, and the Morgan Hall Business Office cashiers, safe and vault. Excellent support has been received from ISS for placement and maintenance. Teahouse was not constructed so no camera was installed. There is currently a camera in Yeager Stadium. After future construction projects are determined, a master plan for additional cameras will be developed.
	Safety Planning implemented a Safety Training schedule for employees.
	Security Camera system upgrades: <ul style="list-style-type: none"> • Replaced four security cameras in Garvey- Music department • Replaced Whiting security camera • Replaced encoder in Morgan • Consulted with Facilities Services department in adding security camera and digital video recorder for 1313 Washburn facilities location. • Consulted with University Police Dept. on equipment needed to utilize existing camera at Yager Stadium and integrate it into campus security camera system. • Installed new online locks on exterior doors of Henderson, Mabee, Morgan, new Petro classroom and in the Bookstore Coordinated installation of new fiber at Washburn Tech for fire alarm system
President’s Office: University Counsel	Assisted campus police with safety issues and Clery Act compliance; led the University Behavioral Assessment Team to provide a safer and more caring community and to assess risk of elevation of issues of concern.
President’s Office: Alumni	The Bradbury Thompson Alumni Center (BTAC) continued to be a source of pride for the University, our alumni and the Topeka community. During FY’11, the Alumni Center was utilized 618 times for various meetings and events. Approximately 200 were hosted by people/organizations in the community; and 400 by the University. The number of events hosted in the BTAC continues to grow each year and we anticipate an increase for FY’12.

Strategic Theme V

Expand, enhance, and diversify the University's financial resources, continue to engage in responsible stewardship of these resources, and commit to an environment of continuous operational and business process improvement.

A. The University will pursue new revenue opportunities and strategies to increase existing revenue sources.

Unit	Activities
Academic Affairs	<p>Academic grants this year included the following:</p> <ul style="list-style-type: none"> • TRAC-7 (\$19 million grant of which approximately \$8 million went to Washburn/Tech) • Bonner Enrichment (\$25,000) • Bonner Leader (\$115,646) • LEAP (\$58,750) • AmeriCorps (\$14,680) • AmeriCorps Vista (\$800560) • \$175,000 in external support from the Governor's Office for forensic equipment was included in the FY 2012 state budget
Administration & Treasurer	<p>Inventory Control has increased their web presence with the "WU-bay" internet sales of surplus equipment and also increased the recycling efforts for surplus electronics.</p>
	<p>The Finance Office developed a spreadsheet model to assist Enrollment Management in determining a break-level of new non-resident enrollment needed to offset the impact of equalizing net tuition charged to non-residents.</p>
	<p>The Business Office has taken several steps to provide additional payment methods for students, including implementation of a program to allow former students with remaining student account balances to make payments online and enroll in payment plans. Further payment methods (such as mobile apps for smart phones and tablets, and acceptance of debit cards) will be investigated and implemented as appropriate.</p>

Strategic Theme V

B. The University will enhance operational excellence, organizational accountability, and functional transparency for academic and administrative units.

Academic Affairs	<p>Program Review continues to monitor costs, quality and business processes of all campus programs in Academic Affairs, Administration, and Student Life. Each program is initially reviewed on a five-year cycle with subsequent reviews based on previous outcomes.</p>
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	The VPAA Office introduced a Dean Feedback Survey process in 2011-2012.
Administration & Treasurer	Human Resources (HR) worked continuously to facilitate communication between management and union employees, through mediation and negotiations. We have made great strides in the past year in improving communications with the union leadership and we are working to improve openness, transparency and integrity in all dealings between management and the union.
	HR has also increased and improved its web presence, and we are looking at ways to reduce recruitment costs through contract agreements with recruitment sources and by allowing electronic submission of application materials. We participate in annual salary surveys and use the information to assess salary competitiveness for administrative and hourly employees, making recommendations for market salary adjustments.
	University Bookstore purchased an accounts payable gateway years ago and is working with ITS and Finance to implement it in order to improve efficiencies.
	University Bookstore, in conjunction with Financial Aid and the Business Office, provides book deferments to students who are faced with delays in their Financial Aid payments.
	The core values being developed for the Business Office and Finance Office will both explicitly and implicitly embrace and cultivate such an environment. For several years, copies of the University's audit reports and annual financial reports have been available online.
	Professional development activities have been provided to Business Office and Finance Office staff in the areas of financial aid administration (for Perkins loans), bursar operations, and accounting operations. As opportunities have arisen to implement technology-enabled efficiencies, we have taken advantage of them as resources allowed. This includes offering direct deposit to a wide variety of payees (students, employees and vendors), faster check printing/sealing, and implementation of document imaging, among others.
	The Finance Office and Business Office have a formalized organization chart, but both also have strived for flexibility and fluidity through cross-training, review and modification of staff job responsibilities, and a willingness to assist where needed. One major example of this relates to grant accounting. Due to our recent success in obtaining major grants, many accounting and reporting functions historically performed by the grant accountant are currently being reviewed to determine what functions must be moved, and to whom.
	<p><u>ITS:</u></p> <ul style="list-style-type: none"> • Implemented WordPress blogging capabilities and setup ITS Blog to communicate technology information and projects to the campus. Blogging software will be made available to other campus units in July 2012. • New Web Content specialist position and new Web Editor position in University Relations. • A web-based system for course approvals was moved into production and utilized during Fall 2011. This system provides for workflow among the various constituencies who play a role in course approvals for the College of Arts and Sciences (CAS). • ITS began working on an automation to assist the Financial Aid office in tracking and posting of financial aid. It is targeted to be complete by the end of May 2011. • Assisted in expanding imaging to Residential Living and in a pilot imaging project for Accounts Payable.
President's Office: University Counsel	Worked with VPAT to respond to requests for open records under the Kansas Open records act. Worked with numerous departments to respond to requests for records pursuant to lawful subpoena and request for student records with FERPA release.

	Began reviewing and assessing the record retention practices at Washburn and drafting record retention policies and schedules to ensure proper maintenance and destruction of records.
	Served on the WUPRPM committee to draft and review numerous policies and modified certain policies. Also serving as Chair of Faculty Handbook Committee to improve consistency and clarity and overall harmony of the Faculty Handbook.
President's Office: Institutional Research	The IR webpage has expanded the information available about Washburn to internal and external constituents. IR worked with the VPAA, the School of Applied Studies, and Financial Aid in interpreting and implementing Gainful Employment reporting requirements as outlined in HEOA 2008.
	IR collaborated with the VPAA and ISS in implementing the Distributed Reporting project to provide departments with direct access to data and the Argos reporting tool for analyzing data.
	IR continued to work closely with Washburn Tech to identify ways to improve data quality and access to data for reporting.

Strategic Theme V

C. The University will establish performance measures to assess administrative and academic programs in order to ensure strong and relevant programs receive resources to support development and growth by allocation or reallocation.

Administration & Treasurer	Campus facilities completed a national benchmarking analysis of its operations and capital reinvestment and identified opportunities for improvement.
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Strategic Theme V

D. The University will provide effective information systems and other administrative resources to support operational services for students, faculty, and staff.

Administration & Treasurer	<p><u>ITS:</u></p> <ul style="list-style-type: none"> • Created an equipment Database in Access to more efficiently track and inventory equipment in mediated classrooms/labs. • Created Electronic balloting Angel group to use for voting on items for General Faculty meeting. First item voted on through this system in Oct. (10-6 to 10-12 Motion on Sabbatical Committee). • Worked with University Council on submitting two applications for the Sunrise B option to block xxx domain names for "Washburn University" and "Ichabods." • A new server was setup to support the new website so that BarkleyREI can use some of the new features of a later version of PHP.
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	<ul style="list-style-type: none"> • A new high performance, high reliability, scalable storage system purchased and installed. Critical end-user data have been migrated to this system over the course of Spring Semester and migrations of other systems and data are ongoing. • A secondary site high-performance disk-based backup system has been installed at the Washburn Tech campus. Data on the new storage system are mirrored to the secondary site, enabling rapid recovery of data and ITS services in the event of data loss or system failures. • Implemented PaperCut print management software providing a unified print management system and common end-user interface for students. This system is capable of printer management and print job accounting on all networked printers at Washburn University and Washburn Tech. • Deployed the first phase of a power protection plan for network infrastructure across campus. This consisted of installing intelligent, network-integrated, battery-backed Universal Power Supplies (UPS). The first phase was primarily focused on systems with a life/health/safety impact as well as per-building core network infrastructure. Later phases are planned to extend protection within individual buildings, in particular to cover wireless network equipment and ensure continued end-to-end service in the event of short-term power outages. • Substantially expanded the scope and monitoring capabilities of our Zenoss system and network monitoring system, allowing substantially faster awareness of and response to performance issues or outages of campus system and network hardware. • Eliminated older, slower 10Mbps network connections that had been configured due to limitations of older hardware. All wired end-user network connections now run at a minimum of 100Mbps. • Eliminated legacy 1.5Mbps T1 routers for Westlaw and Lexis-Nexis, instead routing that traffic over the 1000Mbps campus Internet circuit resulting in performance improvements for end-users. <p>Through an RFP process, ITS for the first time selected and deployed HP business-class desktop and laptop computers for the annual PC replacement process. These were provided at a substantial savings over comparable Dell models, costs savings were nearly 50% in the case of laptops in particular. This allowed ITS to replace a substantially higher number of systems than had previously been projected.</p>
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Strategic Theme V

E. The University, in cooperation with the Washburn University Foundation, will pursue a comprehensive campaign for private support.

President's Office: Alumni	The Alumni Board has set a goal to increase dues paid membership in the Association. As of the end of May, 377 new members have joined. New alumni events were added to this year's calendar in order to reach out to alumni who haven't been involved before, i.e. Manhattan, Lawrence and Holton. The Association has also partnered with the School of Law to co-host alumni functions and also the Mulvane Art Museum in order to increase participation at events. All new events were deemed a success. The alumni group travel program continues to grow. Each trip entices new passengers who have never traveled with us before.
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Unit	Activities
Washburn University Foundation	Development of Campaign Case – telling the story and goals of the campaign, the importance of the campaign to achieving key strategic goals for Washburn University, and outlining the four pillars for fundraising. The Campaign Case will be presented through

	<p>a variety of mediums – print, video and digital. Significant print and video components of the campaign marketing and communications plan have been completed and others will be completed by the end of August as the key building projects are finalized.</p> <p>Preparing for launch of quiet phase of campaign fundraising through expanded outreach to alumni and friends with additional communications activities, personal visits, special events, stewardship reporting and stewardship events. Soliciting and securing gifts to support pillars of campaign.</p> <p>Building involvement with and soliciting of participation of many campus leaders and alumni in telling the Washburn story for the campaign and the importance of giving to Washburn University.</p> <p>Working closely with campus community on key building projects – Welcome Center and Law School Building – will launch fundraising for these projects as soon as plans and concepts approved and ready to move forward. August timeframe is anticipated.</p>
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