

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Thursday, 11/8/2012  
4:00 - 6:00 PM CT**

**I. Call to Order**

**II. Roll Call**

- A.**  
Mr. Bunten  
Mr. Klausman  
Mr. Lykins  
Mr. McGivern  
Mrs. Parks  
Mr. Sneed  
Ms. Sourk  
Mr. Storey  
Mrs. Trusdale

**III. Approval of Minutes of Past Meeting(s)**

- A. Approval of September 27, 2012 Minutes**  
*September 27, 2012 Board of Regents Minutes - Page 3*

**IV. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Report(s)**

**1. Audit Committee**

**a. Audit Report Approval**

**2. Finance Committee**

**a. Investment Grade Energy Audit**

*Investment Grade Energy Audit Approval - Page 10*

**D. Treasurer's Report**

**1. Liquidated Claims Approval - September 2012**

*Liquidated Claims Approval - September 2012 - Page 12*

**V. New Business**

**A. Consent Agenda**

**1. Faculty/Staff Personnel Actions, Washburn University**

*Faculty/Staff Personnel Actions, Washburn University - Page 14*

**2. Designate Harold Rood as Professor Emeritus**

*Designate Harold Rood as Professor Emeritus - Page 16*

**3. 2012 Winter Closing Schedule**

*2012 Winter Closing Schedule - Page 17*

**4. Washburn University Policies, Regulations and Procedures Manual**

**B. Action Items**

**1. Remodel of Piano Labs**

*Remodel of Piano Labs - Page 22*

**2. LL.M. in Global Legal Studies**

*LL.M. in Global Legal Studies - Page 23*

*LL.M. Curriculum Outline - Page 25*

**C. Information Item(s)**

**1. Enrollment Management Update**

**2. School of Law**

**3. School of Business**

**VI. 6:30 p.m. Dinner at Top of the Tower**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**September 27, 2012**

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**I. Call to Order**

Chairperson Klausman called the meeting to order at 3:03 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were: Mr. Bunten, Mr. Klausman, Mr. McGivern, Mrs. Parks, Mr. Sneed, Mrs. Sourk, Mr. Storey and Mrs. Trusdale.

**III. Approval of Minutes of the July 18, 2012 meeting.**

It was moved and seconded to approve the Minutes of the July 18, 2012 meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

Chairperson Klausman reported Regent Bunten has agreed to join the audit committee. He thanked him for his service.

**B. President's Report**

President Farley reported enrollment is down from last year at this time by 99 students, equal to approximately a 1.3% decline which he noted is expected in a time of declining high school graduations. He said this number also reflects the new admissions criteria in which students with low academic credentials are referred to the new Bridge program offered at Washburn Institute of Technology which was developed as an alternative pathway for students who need more preparation for the traditional college courses. Dr. Farley said about 40-50 students of the 99 which were not admitted to Washburn University were referred to the Bridge program at Washburn Institute of Technology and a total of 22 enrolled in the program.

Dr. Farley noted law school and graduate school enrollments were down slightly; however, he discussed this decline in light of the news release from the Kansas Board of Regents on other Kansas schools. He stated Washburn overall stayed in good standing comparatively. President Farley reported Washburn Institute of Technology enrollment rose by 6%, which includes 55 new students.

President Farley announced Family Day this coming weekend. He also said the Career and Graduate School Fair was a success. He said it should be a good week for the football team.

President Farley discussed the iRead program and reported the author of the last chosen iRead book, *Our Boys: A Perfect Season on the Plains*, visited campus. He said Joe Drake gave a presentation on the book including his experiences in writing the book, adding the presentation was quite interesting and well attended.

Dr. Farley reported Mr. Silkenat, the President of the American Bar Association, came to campus to speak for Constitution Day, and was quite impressive. While on campus, Mr. Silkenat taught classes in the law school and the business school and then gave a presentation at the Bradbury Thompson Alumni Center. Dr. Farley expressed his appreciation to Judge Christel Marquardt for her part in bringing Mr. Silkenat to campus.

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

#### **1. Audit Committee**

Regent Sourk reported the Audit Committee met on August 30, 2012, and was given a report from the auditors. She noted the full report from the auditors should be done in November, at which time the committee will bring a full report to the Board.

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

- 1. Liquidated Claims Approval - July 2012**
- 2. Liquidated Claims Approval - August 2012**

It was moved and seconded to accept the Liquidated Claims. 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. Faculty/Staff Personnel Actions, Washburn University**  
continuation of Nancy Tate as SAS Interim Dean; change Mary Beth Fund from .5 FTE to 1.0 FTE and increase salary to \$50,000; change Hillary Lolley from 9 to 12 month position at an annual salary of \$62,000; change Justin Moss' title for one year only to Lecturer part time of Philosophy at an annual salary of \$18,000; change Brandon Gillette's title for one year only to Lecturer part time of Philosophy at an annual salary of \$16,000; Russ Jacobs to Chair of Philosophy at

an annual salary of \$93,071; change Dennis Schafers' title to Lecturer part time Nursing at an annual salary of \$30,993;

2. **Designate Linda Croucher as Associate Professor Emeritus**  
bestow the title of Associate Professor Emeritus to Linda Croucher;
3. **Personnel Actions, Washburn Institute of Technology**  
hire Peggy Snook as Teacher, Nursing Assistant at an annual salary of \$50,000; hire Larry Newell as Teacher, Welding, at an annual salary of \$38,000; open position being recruited, Student Records Administrator at an annual salary of \$25,682; and,
4. **Corporation for Public Broadcasting (CPB) Diversity Eligibility**  
approve compliance criteria for the Corporation for Public Broadcasting's Diversity Eligibility requirement.

## **B. Action Items**

### **1. Curricular Oversight of Specified Associate of Applied Science and Certificate Programs**

Vice President for Academic Affairs, Randy Pembroke, presented the request to approve curricular oversight for the Associate of Applied Science (AAS) program at Washburn Institute of Technology. In the previous pathway for the AAS degree, technical courses were delivered at Washburn Institute of Technology with a number of general education courses delivered through the School of Applied Studies. Dr. Pembroke said the new format for delivery of the courses will all take place at Washburn Institute of Technology with oversight by his office and the Washburn Board of Regents. He noted the program would be reduced from a total of approximately 80 to 67 credit hours; however, the funding for the courses would increase due to the new funding model.

It was moved and seconded to approve. Motion passed.

### **2. University Health Programs' Plan Renewal**

President Farley stated Washburn University has a self-funded insurance plan with a stop loss at \$100,000 also noting Blue Cross and Blue Shield is the plan administrator.

Vice President for Administration and Treasurer, Rick Anderson, presented the item for approval. He said November 1 through October 30 is the plan year. He reported the past year review and the projected claims for the following year based upon that review resulted in a recommendation of no increase for coverage. He also noted that not all employees pay the same rate for spouse and/or dependents, as the rates vary based upon salary.

Vice President Anderson also explained the ability of Washburn to take advantage of the grandfather provisions of the Health Care Act and at times to fall under the non-grandfathered provisions. He said one positive aspect for Washburn has been the ability to cover preventative care. He explained that in years of favorable outcomes Washburn could move to the non-grandfathered provisions and not increase rates. He also noted drug costs have changed, although generic brands have stayed the same as last year. Mr. Anderson reported the co-pay for office visits has increased from \$25 to \$30 per visit.

It was moved and seconded to approve. Motion passed.

### **3. Renewal of Insurance Policies**

Vice President for Administration and Treasurer, Rick Anderson, presented the item for approval. He explained how the market has hardened and has resulted in a higher expense for insurance. Mr. Anderson said Washburn University has over time adjusted the deductibles and moved to other insurance carriers to reduce the expense of insurance as much as possible.

It was moved and seconded to approve. Motion passed.

### **4. Midwest Training Center for Climate and Energy Controls Technology**

5. Clark Coco, Dean of Washburn Institute of Technology, presented the item. Dr. Coco said Washburn Tech has received several grants from the Department of Commerce for a state-of-the-art HVAC training facility. He said space will require some renovations to accommodate the new equipment. The training center name has been changed to Midwest Training Center for Climate and Energy Controls Technology to recruit individuals to receive advanced training. Dr. Coco indicated Trane Corporation and SnapOn Tools are also sponsors of the training center.

It was moved and seconded to approve. Motion passed.

### **6. Purchase of Simulator for School of Nursing**

Vice President for Administration and Treasurer Rick Anderson presented the item for ratification. Mr. Anderson said it was necessary to proceed with the purchase in order to take advantage of a bid and to obtain the equipment in time for fall classes.

It was moved and seconded to ratify. Motion passed.

**7. AT&T Phone System Maintenance Agreement**

Vice President for Administration and Treasurer, Rick Anderson, presented the item and said the previous agreement was for six years but this agreement before the Board is a one year renewal. He recommended only one additional year for the maintenance agreement while other options, such as voice over internet protocol, are considered for next year.

It was moved and seconded to approve. Motion passed.

**8. Standby Power for WARN System at KTWU - Project FS-68944**

Vice President for Administration and Treasurer, Rick Anderson, presented the item for approval. He explained KTWU procured a grant which is sufficient to cover the cost of the back-up system. Mr. Eugene Williams, KTWU General Manager, spoke to the Board and explained the need for back-up power to warn the public in case of an emergency.

It was moved and seconded to approve. Motion passed.

**9. Real-Time PCR Instrumentation to Support WU Forensic Chemical Science Program**

Vice President for Administration and Treasurer, Rick Anderson, presented the item for approval.

It was moved and seconded to approve. Motion passed.

**10. Trace Comparison Microscope for WU Forensic Chemical Science Program**

Vice President for Administration and Treasurer, Rick Anderson, presented the item for approval.

It was moved and seconded to approve. Motion passed.

**C. Information Item(s)**

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

Award of contract to: Kelley Construction Company in the amount of \$34,830 for public restroom upgrade in Petro Allied Health Center; ThyssenKrupp Elevator in the amount of \$26,710 for annual elevator maintenance agreement for 29 elevators on WU campus; and ISG Technology Inc. in the amount of \$42,636 for computer system purchases for Washburn Institute of Technology.

## **2. Summary of Academic Year 2011-2012 Program Review**

President Farley discussed the program review process. He said it is a very comprehensive review in which each department on campus is reviewed every five years. Dr. Farley referred the Board to the summary provided. He said the process is very thorough and has been very beneficial to the university.

Dr. Farley asked Dr. Randy Pembroke, Vice President for Academic Affairs, to speak to the process. Dr. Pembroke said he is on the review team representing the academic departments along with Vice President for Administration and Treasurer, Rick Anderson, representing the Administrative areas, and Vice President for Student Life, Dr. Denise Ottinger, representing Student Life. He too said the process is very thorough and aligns with the ten-year Higher Learning Commission (HLC) accreditation cycle so the data is already prepared and aligned with the accreditation processes used, resulting in advanced preparation for the HLC accreditation and process.

## **3. Presentations**

### **a. Risk Management**

Vice President for Administration and Treasurer, Rick Anderson, presented a summary of the Washburn University Risk Management process. He said the current emergency operations plan is based upon the National Incident Management System (NIMS) model, further explaining the need to be consistent with the NIMS model in order to effectively coordinate with local agencies in case of emergency. He said Topeka has a very active fire marshal and as a result we are up to date on compliance. He said we have a background check policy which is a part of the recruitment and hiring process. Mr. Anderson also discussed the numerous training programs provided to employees and students, including resident assistants. He also said numerous updates to policies and procedures show the continual improvements being made on how Washburn manages risk.

### **b. College of Arts and Sciences**

Vice President for Academic Affairs, Randy Pembroke, introduced Dr. Gordon McQuere, Dean of the College of Arts and Sciences, and he discussed the upcoming presentations from the other Major Academic Deans.

Regent Storey departed at 3:52 p.m.

Dr. McQuere gave a presentation on the state of the College of Arts and Sciences which includes five divisions, 19 departments and approximately 50 degree programs.

Regent Sneed asked about degree programs in areas where majors are not growing jobs, and suggested there is a new argument universities within the state dedicated



to certain degree programs. Dr. McQuere stated it may be good educationally to have specialized schools but that students change majors usually more than once in their college career. He made the point that universities help mold students into the degree program right for them and a change in major should not in most circumstances require a change in university.

Dr. Farley discussed the success of education in United States because of the broad diversity of institutions, a great benefit which can be lost with a model of specialized schools. He said there is a balance between economies of scale and broad diversity in education.

Meeting adjourned at 4:21 p.m.

/s/

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Lisa R. Jones  
Secretary, Board of Regents

**Agenda Item No. \_\_\_\_\_**  
**Washburn University Board of Regents**

**SUBJECT:** Investment Grade Energy Audit Results and Energy Performance Contract Proposal.

**BACKGROUND:**

Washburn University and Washburn Institute of Technology issued requests for proposals from qualified energy service companies (ESCO) to provide facility conservation and energy improvement services for both campuses in March 2012. All companies had to be pre-qualified in the State of Kansas (K.S.A. 75-37,125) through the Kansa Corporation Commission and have examples of successful projects completed in the State. Three of the four companies providing proposals were selected to make formal presentations as part of the final selection process. At the May 1, 2012 meeting, the Board of Regents approved the award of a contract to Trane to perform a detailed energy audit and make recommendations for an energy performance contract for Washburn University and Washburn Institute of Technology.

**DESCRIPTION:**

Projects have been selected based on energy savings, need for investment to address deferred maintenance and obsolescence, and simple payback. We propose to invest a modest amount of University funds to reduce the length and cost of debt and maximize the total investment in projects. This project replaces major systems at the end of their useful lives and are currently operating in an inefficient manner. It will extend the life of many of our major systems for twenty to thirty years. The university will reap annual energy savings/conservation well into the future and well beyond the debt repayment period. Outlined below is a summary of the project:

Total Project	\$12,346,000
Estimated Annual Utility Savings (Year 1)	\$617,880
Simple Payback	13.7 Years

**FINANCIAL IMPLICATIONS:**

Select projects to maximize payback with annual energy savings initially of \$617,880 per year. Dedicate University funds to maximize investment and reduce the length and amount of debt. Issue 15 year debt not to exceed \$10 million. We will bring back to the Board in January a specific proposal on how to structure the debt.

RECOMMENDATION:

President Farley recommends the Board of Regents approve entering into an energy performance contract with Trane that would guarantee energy savings and allow the University to execute projects totaling \$12,346,000. The structure of the financing proposed is \$10 million of debt and \$2.346 million from campus reserves.

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(Date)

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Jerry B. Farley, President

**Agenda Item No. \_\_\_\_\_**  
**Washburn University Board of Regents**

**SUBJECT:** Liquidated Claims Approval – September 2012

**DESCRIPTION:** Attached is the list of claims processed for the month of September, 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 November 8, 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**

Fund #	Fund Name	Total Claims
1.	General Fund	\$ 4,661,772
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	202,779
4.	Endowment Fund	-0-
5.	Student Loan Fund	700
7.	Tort Claim Fund	22,794
8.	Restricted and Agency Fund	185,050
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	500,257
	Sub-Total	5,573,352
	Payroll	2,640,786
	Payroll Withholding ACH Transactions	2,102,372
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$10,316,510</b>

**WASHBURN INSTITUTE OF TECHNOLOGY**

1.	General Fund	\$188,931
3.	Building and Construction Fund	54,350
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	200
13.	Government and Research Fund	379,817
	Sub-Total	623,298
	Payroll	247,364
	Payroll Withholding ACH Transactions	126,420
	<b>Total</b>	<b>\$997,082</b>

\_\_\_\_\_  
Date

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Jerry B. Farley, President



**Agenda Item No. \_\_\_\_\_**  
**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
Barbara Quaney	Bachelor of Health Science Program Coordinator / Assistant Professor POSN 000344	Annual salary of \$65,000 increased to \$70,313, retroactive to 7/1/12.	\$3,186 from Allied Health Uncommitted Wages, \$2,127 from vacant POSN 000997	Equity Adjustment	<b>Request Approval</b>
Jeannette Luedke	Ticket / Business Manager	Current budget of \$30,000 increased to annual salary of \$40,000.	Additional \$10,000 from ticket sales	Market Adjustment	<b>Request Approval</b>
Tiffany McManis	Student Health Nurse Practitioner POSN000554	Annual salary of \$72,800	\$32,204 budgeted \$21,735 Student Health uncommitted wages \$18,397 savings from POSN000553 (to ¾ time) \$464 VPSL uncommitted wages	New Hire	<b>Request Approval</b>
To Be Determined	Institutional Research Data Analyst POSN 16002	Half-time Position to full-time with salary increase from \$21,574 to \$43,148	\$21,574 from existing POSN 16002; additional \$21,574 from uncommitted campus salaries and wages contingency account	New Hire	<b>Request Approval</b>

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

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Date

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Jerry B. Farley, President

**Agenda Item No. \_\_\_\_\_**  
**Washburn University Board of Regents**

SUBJECT: Designate Dr. Harold Rood as Professor Emeritus

DESCRIPTION:

Professor Rood's full-time service to Washburn University began in 1970 and concluded with his retirement on June 30, 2012. He earned his Bachelor of Art in 1963, Master of Art in 1968, and Ph.D. in 1974, all from Michigan State University.

Professor Rood has given faithful and outstanding service to Washburn for forty-two years, 34 of which he has been recognized across the campus as an exceptionally proficient and effective Chair of the Philosophy Department. He has also served for many years as Chair of the Humanities Division of the College of Arts and Sciences. In addition, he has been named to virtually every committee in the College or University and has distinguished himself in particular for many years on the University Benefits Committee, where he has been instrumental in establishing and shaping benefits (especially health care benefits), not only for faculty but for administration and staff, as well. The phased retirement program at Washburn owes much to Professor Rood's efforts.

While serving as Philosophy Department Chair, Professor Rood has often assumed a teaching load far beyond that required or expected of faculty with his administrative responsibilities. He devised and for several years taught a course on Logic for Computer Programmers, which drew hundreds of students in so many sections that an additional faculty position had to be created to cope with the demand. He has often team-taught overload courses with faculty from other disciplines, including mathematics, the sciences, and religious studies. He has also tutored and advised countless students, not just to help them through their undergraduate years, but to guide them in preparation for postgraduate work, especially those aiming toward admission to law school. By the way, Professor Rood's track record for getting students placed in law school is truly admirable.

Despite all of his college and university service and teaching responsibilities, Professor Rood has not neglected his scholarship and research. In addition to his expertise in matters regarding faculty personnel, Professor Rood authored books for use in two of his courses at Washburn: a textbook for his freshman introductory logic course, and *Logic for Computer Programmers*, which has been reprinted in several editions and used across the nation in courses similar to the one Professor Rood taught here.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title "Professor Emeritus" to Dr. Harold Rood.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President



**Agenda Item No. \_\_\_\_\_**  
**Washburn University Board of Regents**

SUBJECT: 2012 Winter Closing Schedule

DESCRIPTION:

Each year, except for essential services and emergencies, all University operations are closed between Christmas Day and New Year's Day to allow employees to spend time with their families. Two of the days are paid holidays when there are three working days during the closed period; three are paid holidays when there are four working days. Employees wishing to be paid for the remaining day must use earned personal leave.

This year, Christmas Day falls on Tuesday, and under current policy, the University will be open for business on Monday, December 24. Normal business operations will be very limited on that day, as it is the only day during the week the University would be open. The holidays will not occur on the calendar in the same way for another five (5) years. It is therefore recommended the University be closed for business on Monday, December 24, only for the year 2012.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the administrative closing of the University on December 24, 2012.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

# Agenda Item No.

## Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations and Procedures Manual

DESCRIPTION:

Attached are revisions to policies in Subject A. General Topics, and Subject E. Benefits, of the Washburn University Policies, Regulations and Procedures Manual. The changes, highlighted below, update the current information found in the Manual.

### POLICIES

#### Subject A. General Topics.

#### 2. Sexual Harassment and Harassment Policy.

**2.1 Responsibility.** All individuals must be allowed to pursue their activities at the University free from sexual harassment, unwelcome sexual advances, and sexual violence. Such conduct will not be tolerated. All individuals must be allowed to pursue activities at the University free from harassment based on color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation or gender identity. Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities. Any faculty member, or individual in an Administrative Position, or supervisor position who becomes aware of sexual harassment on campus or during University-sponsored activities must take steps to prevent its recurrence and must report the matter to the Equal Opportunity Director. Failure to do so is a violation of this policy. Any Employee who becomes aware of sexual harassment on campus or during University-sponsored activities should report the matter to the Employee's supervisor and/or the Equal Opportunity Director.

**Comment:** Specific language is being added to clarify and to emphasize the responsibility that action must be taken in these situations.

**12. Kansas Open Records Act.** The Administration shall allow inspection and provide copies of public records of the University consistent with K.S.A. 45-215 *et seq* and amendments.

**12.1 Official Record Custodian.** The VPAT shall be the University's Official Record Custodian (ORC) and shall be responsible for the maintenance of public records, regardless of whether such records are in the ORC's actual personal custody and control.

**12.2 Freedom of Information Officer.** The University Counsel shall be the Freedom of Information Officer and shall respond to individuals seeking access to University records.

**Comment:** The WUPRPM does not include information regarding the Kansas Open Records Act; therefore the entire item in the WUPRPM is new. The policy is consistent with existing practice.

### **13. Religious Accommodations.**

**13.1 Purpose.** To set forth policies applicable to the provision of reasonable accommodations to Students and Employees with respect to their religious beliefs.

**13.2 Establishment of Regulations.** The Administration shall establish regulations and procedures governing the reasonable accommodation to Employees and Students for observances of special significance to their sincerely held religious beliefs. These regulations and procedures shall be consistent with Board policies, applicable laws and regulations, and fair and equitable practices.

**13.3 Reasonable Accommodation.** Employees' sincerely held religious beliefs shall be subject to reasonable accommodation with respect to work schedules and other workplace requirements. Students' sincerely held religious beliefs shall be reasonably accommodated with respect to academic requirements and scheduling.

**13.4 University Commitment.** Washburn University is committed to respecting the religious beliefs and practices of all members of the University community and prohibits discrimination by its Employees or Students on the basis of religion.

**Comment:** The WUPRPM does not include information regarding religious accommodations; therefore the entire item in the WUPRPM is new. The policy is consistent with existing practice.

### **14. Bulletin Boards and Posting.**

**14.1 Purpose.** To set forth policies promoting the use of bulletin board type postings as an effective, efficient, and inexpensive medium of communication within the University.

**14.2 Establishment of Regulations.** The Administration shall establish regulations and procedures for the use of bulletin boards, building walls, and other appropriate University facilities for the posting of flyers, posters, sidewalk chalk messages, and other similar material, consistent with Board policies and applicable laws and regulations.

**14.3 Restricted Material.** The Vice President for Student Life or designee, after consultation with the University Counsel, may refuse to approve for posting any material considered to be obscene or which constitute harassment of an individual or a class of individuals.

**14.4 Safety Issues.** The regulations shall include provisions for protecting the safety of individuals and University property.

**Comment:** The WUPRPM does not include information regarding bulletin boards and posting; therefore the entire item in the WUPRPM is new. The policy is consistent with existing practice.

## 15. Behavioral Assessment

**15.1 Purpose.** The purpose is to set forth the policies for reporting, assessing, and responding to concerns regarding Student or Employee behavior that is troubling, disruptive, or threatening to individuals or the University community.

**15.2 Establishment of Regulations.** The Administration shall establish regulations and procedures governing the reporting, assessing, and responding to behavior that is troubling, disruptive, or threatening to the University community.

**15.3 General Statement.** The safety and security of University Employees, Students, and visitors are very important. **Threats, threatening behavior, acts of violence, or any conduct which disrupts another's work or academic performance or the University's ability to execute its mission will not be tolerated.**

**15.3.1 Any individual who makes threats, exhibits threatening or disruptive behavior, or engages in violent acts on University-owned or controlled property may be removed from the premises pending the outcome of an investigation.** Threats, threatening or disruptive behavior, or other acts of violence executed off University-owned or controlled property but directed at Employees, Students, or members of the public while conducting official University business is a violation of this policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

**15.3.2 Violations or retaliation for reporting violations of this policy will lead to disciplinary action that may include suspension or expulsion, dismissal, arrest, and prosecution.** In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the individual(s) from University-owned or controlled premises, termination of business relationships with that individual, and/or prosecution of the individual(s).

**15.4 Behavioral Assessment Team.** The President shall appoint a University Behavioral Assessment Team to assess and respond to behavioral concerns and violations of this policy.

**15.5 Responsibility.** The University Counsel will convene the University Behavioral Assessment Team monthly, or more frequently as needed. When notified of a threat or act of violence, the University Behavioral Assessment Team will initiate a prompt review assessing the level of concern and formulate a plan in response.

**15.6 Confidentiality.** The University Behavioral Assessment Team will keep information confidential to the greatest extent possible.

**Comment:** The WUPRPM does not include information regarding behavioral assessment; therefore the entire item in the WUPRPM is new. The policy is consistent with existing practice, and clarifies and emphasizes the responsibility and action that will be taken in these situations.

**Subject E. Benefits.**

**3.3 Earning Personal Leave.** Full-time eligible Employees earn personal leave as described below.

**3.3.1 Years of service for personal leave purposes shall include** all previous years of service in a benefits eligible status whether or not employment has been continuous.

**3.3.2 Exempt Employees who hold the title of President, Vice President, University Counsel, Executive Director of Enrollment Management, Equal Opportunity Director, Director of Athletics, Special Assistant to the President,** Major Academic Unit Dean, or those who have Faculty rank with twelve month contracts:

<b>Years of Service</b>	<b>Earned Per Year</b>	<b>Maximum Accrual</b>
<b>Less than 15</b>	168 Hours	208 Hours
<b>15 or More</b>	192 Hours	232 Hours

**Comment:** Clarification of executive staff employees who are eligible to earn personal leave at this rate.

**12. Disability Plans.** The University offers eligible Employees short term and long term disability insurance plans.

**12.1 Eligible Employees.** Employees eligible to participate are those who have Basic appointments of ~~1.0~~ **.5** FTE. Temporary, seasonal, and Student Employees are not eligible.

**12.2 Participation Options.** The Employee may apply for participation in one or both plans.

**12.3 Premium Payment.** The Employee pays the full premium.

**Comment:** Change to allow **all** benefit eligible employees to participate in voluntary short and/or long-term disability insurance plans, and is consistent with eligibility for all other benefits.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the updates to the policies of the Washburn University Policies, Regulations and Procedures Manual.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Jerry B. Farley, President

**Agenda Item No. \_\_\_\_\_**  
**Washburn University Board of Regents**

SUBJECT: Remodel of Piano Lab, Rm#235, Garvey Fine Arts Center  
– Project #C13015

**DESCRIPTION:**

The existing piano lab in Garvey 235 is currently a combination of listening lab and learning lab. Due to changes in technology, the listening lab is no longer needed, however, there is a large demand for the learning lab. This project is a result of the National Association of Schools of Music (NASM) accreditation mandate. The project is to enlarge the learning lab to accommodate a large section of pianos for teaching and will provide two additional offices/studios for faculty and a storage room.

Plans and specifications were distributed on October 19, 2012 and bids were received on November 1, 2012. Bids were as follows:

<b>CONTRACTOR</b>	<b>BID</b>
Mohan Construction, Topeka, KS	????
Senne Company, Topeka, KS	????
Kelley Construction, Topeka, KS	????
Bob Florence Contractors, Topeka, KS	????

**FINANCIAL IMPLICATIONS:**

An expenditure of \$ ???????, from the FY 2013 Capital Improvement project #C13015.

**RECOMMENDATION:**

President Farley recommends the Board of Regents approve award of a contract to ??? in the amount of \$ \_\_\_\_\_ for the remodel of Garvey 235 piano lab.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Jerry B. Farley, President

**Agenda Item No. \_\_\_\_\_**  
**Washburn University Board of Regents**

SUBJECT: LL.M. in Global Legal Studies

DESCRIPTION:

*Short overview of the proposal*

The mission of Washburn University School of Law is to “serve our local, national, and global communities. We do so by preparing students of diverse backgrounds and learning styles to be effective lawyers with the knowledge, skills, and values necessary to serve their clients, our profession, and society at large. Through our scholarship and service, we enhance student learning, contribute directly to the legal community, and set an example of lifelong intellectual inquiry and professionalism.”

This program will be aimed at foreign lawyers, providing areas of study that will help prepare them for practice, teaching, and policy making in a global legal marketplace. The program will include a number of different options for specialization, with the initial tracks being in U.S. and international corporate and commercial law, public law, and U.S. legal analysis, writing, and advocacy skills training. More tracks may be added over time. As well, students interested in teaching law in their home countries will have access to the specialized teacher training that is available at Washburn. The program will provide the kinds of substantive learning and skills training increasingly necessary for success in a global marketplace, while at the same time attracting a diverse body of foreign trained lawyers who will bring global perspectives and experiences to the classroom, thereby adding to the diversity of the learning experience of our juris doctor students, and enhancing their understanding of the increasingly global practice of law.

Rationale: The objective in establishing the program is to enhance the credentials and brand of the School of Law by offering a high-quality international graduate degree in law, while at the same time generating additional revenue for the School, both through tuition and the development over time of loyal international alumni donors. Both of these will ultimately contribute to enhancing the School’s competitiveness within the domestic market, and increase its reputation influence both domestically and globally.

As indicated above, an added rationale is that the growth of such a program within the School will increasingly expose our domestic J.D. students to diverse legal and cultural perspectives that will enrich the educational experience the School can offer its American students, and contribute to preparing them for employment in an increasingly globalized and transnational marketplace.

There is demand for American LL.M. programs among lawyers and recent graduates of law programs in a wide array of countries. These include those countries that are increasingly engaged in trade and commerce with the United States and other Western countries; those with legal systems undergoing fundamental reform, and which look to the United States legal system

as a model; and those countries that are experiencing a shift in the educational model underpinning their legal system, and which similarly look to the US legal education system as an example to be emulated. The explosion of LL.M. programs among law schools in the United States reflects the growth of this market, and countries such as China and India, in particular, are perceived as deep growth markets. The program is aimed at a variety of potential students, including those hoping to write the bar in a US jurisdiction and practice in either a US or a transnational law firm, those intending to return to practice law in local firms in their home countries, and those intending to pursue a career in legal academia.

Proposed Effective Date: Summer 2014

Approved by Faculty Senate on August 27, 2012

Approved by General Faculty September 13, 2012

#### FINANCIAL IMPLICATIONS:

The program is projected to be revenue generating after three-five years, and to be self-sustaining from the outset. It is not anticipated that new faculty will be required to teach the program as currently designed. Students will be integrated into currently existing J.D. classes in a manner that minimizes the extra work load for any one professor. Once established and generating sufficient revenue, it is anticipated that additional dedicated academic support staff will be employed by the School to administer the program. Initial cooperation from International House will be necessary in the first years of the program.

#### RECOMMENDATION:

President Farley recommends Board of Regents approval.

\_\_\_\_\_

Date

\_\_\_\_\_

Jerry B. Farley, President



## LLM Curriculum Outline

### Structure of the Program

The LL.M. in Global Legal Studies will be a single LL.M. degree, but with optional tracks for specialization, similar to the Certificate options available to our J.D. students. The students will be required to earn a minimum of 24 credits in order to graduate. In order to ensure that graduates of the program are eligible for admission to the bar of New York, there will be a required course-load that all students must take, together with another six credit hours from a selection of core courses, some of which may dove-tail with the focus of one or other of the tracks.<sup>1</sup> The remaining twelve credit hours will be comprised of electives to be selected from the list for each of the tracks. At the outset there will be three tracks, though this may be added to over time. The initial three tracks are to be U.S. and International Corporate and Commercial Law (Commercial); Public Law (Public); and U.S. Legal Analysis, Writing, and Advocacy Skills (Skills). In addition to the three tracks, there will be promotion of an opportunity for a limited number of students to participate in the Law Teaching Institute's certificate program, for those students aspiring to a career in legal teaching. Students will meet with the faculty program director to assist in course selection, tailored to their individual objectives. The program is outlined below.

### Required Courses

Introduction to American Law (2 credits, summer)  
Graduate Legal Seminar (no credit)  
Legal Analysis Research and Writing I  
Professional Responsibility

### Core Courses (from which a minimum of 6 credit hours to be selected)

Business Associations (Commercial)  
Civil Procedure I  
Civil Procedure II  
Conflict of Laws  
Constitutional Law I (Public)  
Constitutional Law II (Public)  
Contracts I (Commercial)  
Contracts II (Commercial)  
Criminal Law (Public)  
Criminal Procedure (Public)  
Criminal Procedure II (Public)  
Decedents' Estates and Trusts (Commercial)  
Estate Planning  
Evidence

1. *It is contemplated that there will be some flexibility with this, for students who are willing to certify that they have no intention of writing a U.S. State bar exam. The core curriculum is primarily designed to meet the requirements of the New York bar.*

Family Law  
Property (Commercial)  
Secured Transactions (Commercial)  
Torts  
Remedies (Commercial)

**Public Law Track 2**

Administrative Law  
Comparative Constitutional Law  
Constitutional Law I  
Constitutional Law II  
Criminal Law  
Energy Regulation  
Environmental Law  
Immigration Law  
International Law of Indigenous Peoples  
Law and Human Rights  
Law of Armed Conflict  
Legislation  
Oil and Gas Law  
Public Employment Law  
Public International Law  
Public Land Law  
Race and the Law  
Tribal Law and Government  
Water Rights

**U.S. Legal Analysis, Writing, and Advocacy Skills Track 3**

Writing for Law Practice (required, in spring semester, for all students in this track)  
Advanced Legal Research  
Advanced Oil and Gas  
Advanced Trial Advocacy  
Alternative Dispute Resolution  
Appellate Practice  
Child Advocacy Training  
Client Counseling  
Collaborative Law  
Constitutional Litigation  
Criminal Appeal Advocacy

2. *Courses listed in the "Core Course" section are repeated under the individual tracks, as students may select the course as part of the required 6 credit hours, or separate and in addition to the 6 required credit hour courses.*
3. *Some of these skills courses require pre-requisite courses, and LL.M. students will similarly be required to either obtain the pre-requisite at Washburn, or satisfy the administration that they meet the pre-requisite requirements based on prior experience.*

Criminal Appeal Advocacy – Advanced Topics  
Cross-Examination Techniques  
Divorce Practice  
Domestic Violence  
Drafting Contracts and Conveyances  
Evolution of a Business Transaction  
Financial Aspects of Divorce  
Forensic Science Evidence  
Interviewing & Counseling  
Jury Selection & Voir Dire  
Law Practice Management  
Law Practice Technologies  
Legislative Workshop  
Litigation Strategies  
Mediation  
Mineral Title Examination  
Moot Court  
Negotiation  
Negotiation Competition  
Pretrial Advocacy – Civil  
Pretrial Advocacy – Criminal  
Sexuality and the Law  
Taking and Defending Depositions  
Transactional Drafting  
Trial Advocacy  
Trial Advocacy Competition

**U.S. and International Corporate and Commercial Track**

Antitrust Law  
Business Associations  
Contracts I  
Contracts II  
Employment Law  
Financial Institutions  
International Taxation  
International Business Transactions  
Labor Law  
Law and Economics  
Negotiations  
Payment Systems  
Property Law  
Secured Transactions  
Securities Regulation  
White Collar Crime