

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Wednesday, 1/30/2013  
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
  - Mrs. Sourk
  - Mr. Storey
  - Mrs. Trusdale

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

**A. Approval of December 7, 2012 Minutes**

*December 7, 2012 Washburn Board of Regents Minutes - Page 3*

**IV. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Reports**

**D. Treasurer's Report - Mr. Anderson**

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

*Liquidated Claims - November 2012 - Page 8*

**2. Liquidated Claims Approval - December 2012**

*Liquidated Claims - December 2012 - Page 9*

**V. New Business**

**A. Consent Agenda**

**1. Honorary Degree Candidates - Dr. Farley**

*Honorary Degree Candidates - Page 10*

**2. Faculty/Staff Personnel Actions - Dr. Farley**

*Faculty/Staff Personnel - Page 11*

**3. Voluntary Phased Retirement: Professor John Hunter - Dr. Pembrook**

*Phased Retirement: John Hunter - Page 12*

**4. Voluntary Phased Retirement: Dr. Virginia Pruitt - Dr. Pembrook**

*Phased Retirement: Virginia Pruitt - Page 13*

**B. Action Items**

**1. Welcome Center - Mr. Liedtke**

**C. Information Item(s)**

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

*Report of Purchases between \$25,001 and \$50,000 - Page 16*

**2. School of Applied Studies Presentation - Dr. Pembroke/Dr. Tate**

**3. Washburn Institute of Technology Presentation - Dr. Pembroke/Dr. Coco**

**VI. 6:30 p.m. Dinner in the "W" Room, Memorial Union**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**December 7, 2012**

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**I. Call to Order**

Chairperson Klausman called the meeting to order at 3:04 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. Lykins, Mr. McGivern, Mrs. Parks, Mrs. Sourk, and Mrs. Trusdale.

**III. Approval of Minutes of the November 8, 2012 meeting**

It was moved and seconded to approve the Minutes of the November 8, 2012 meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

There was no Chair's Report.

**B. President's Report**

President Farley reported the University Holiday Party will take place 3:00 p.m.– 5:00 p.m. Thursday, December 13<sup>th</sup> in the Memorial Union and invited Board members to attend. He said Sunday the 9<sup>th</sup> of December the holiday Vespers program will be in White Concert Hall at 4:00 p.m. and noted the program was recorded and broadcast last year by KTWU and was awarded an Emmy. Dr. Farley said the Washburn University School of Nursing was awarded a two-year grant from the U.S. Department of Health and Human Service's Health Resources and Services Administration for Advanced Education Nursing Traineeship, referred to as the AENT grant, to coincide with implementation of the Affordable Care Act.

President Farley reported Anita Wolgast, formerly the designer for the official state ornament selected for the National Christmas Tree display in President's Park in Washington D.C., came out of retirement to design the official Kansas ornament for 2012 which recognizes Washburn University's sesquicentennial anniversary.

President Farley announced thirty-four Washburn students were selected and inducted into the national honorary society Phi Kappa Phi. He said the ceremony was held at the President's house and that a banquet will be held for the inductees in the spring.

Dr. Farley announced Fall Commencement will take place on December 14, 2012 and invited all to attend. Additionally, Dr. Farley reported Washburn's official photographer, Ms. Peggy Clark collaborated with a videographer to make a short video of Washburn's history titled "Genesis of a College: A Legacy of Kansas Idealism."

In addition, the President mentioned the Women's volleyball team ended the season 31-4 and played in the NCAA regional tournament and Jessica Fey was named All-American for the second time in a row.

**C. Committee Reports**

There were no committee reports.

**D. Treasurer's Report**

**1. Liquidated Claims Approval – October 2012**

Vice President for Administration and Treasurer, Rick Anderson, presented the liquidated claims report. Motion was made and seconded to approve. Motion passed.

**V. New Business**

**A. Consent Agenda**

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

**1. Personnel**

**a. Faculty/Staff Personnel Actions**

Hire Barbara Scofield, Professor of Accounting beginning Fall 2013 at an annual salary of \$135,000; hire Nora Derrington, Lecturer of English for Spring 2013 only at a salary of \$17,000; grant unpaid leave of absence to Tracy Routsong, Chair/Associate Professor Communication for Spring 2013; add additional duties as Interim Chair of Communication to Kathleen Menzie beginning January 1, 2013 at a new annual salary of \$73,152; and

**b. Eminentes Universitatis**

Award the designation Eminentes Universitatis to Mr. Lynn Bailey, Ms. Connie Foltz and Ms. Sandra Kidd.

**2. Renewal and Extension of Topeka Neighborhood Revitalization Plan**

Become a signatory to a new and extended Interlocal Agreement reauthorizing and extending the Topeka Neighborhood Revitalization Plan through 2017.

## **B. Actions Items**

### **1. Washburn Learning Management System**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. He explained faculty and staff had input into the process of selecting a new vendor after the Angel system was purchased by Blackboard. Motion was made and seconded to approve the recommendation to purchase a license for Desire2Learn. Motion passed.

### **2. Master of Accountancy (MAcc) Degree Program**

Vice President for Academic Affairs, Randy Pembroke, presented the item stating the new degree program would give students seeking to major in business an option to take 30 additional hours of concentration in accounting toward the MAcc degree.

### **3. Post-Master's Family Psychiatric/Mental Health Nurse Practitioner Certificate Program**

Vice President for Academic Affairs, Randy Pembroke, presented the item stating the 20-24 hour program will allow a student in nursing at the graduate level to obtain this additional certificate. He said there was very strong support from faculty in the School of Nursing and also the Allied Health and Human Services departments.

### **4. WU101, IS100 or HN101 as a Graduation Requirement**

Vice President for Academic Affairs, Randy Pembroke, presented the item and explained the needs of first year students and the need for the different course options to be required as part of the first year experience. He stated the data from the pilot project indicates retention from first year to second year is significantly higher for those taking the class. Dr. Pembroke explained transfer students with 24 or more hours of prior successful completion in higher education may be exempted from course. He said the recommendation is to require one of the courses within the first year.

### **5. Removal of KN198 Lifetime Wellness as a University graduation Requirement**

Vice President for Academic Affairs, Randy Pembroke, presented the item and stated the Lifetime Wellness class has functioned well but the recommendation is to make the course an elective and offer the new KN298 course for general education credit in the social sciences so students could access a more in-depth and critical analysis of wellness through the new course if desired.

**6. School of Applied Studies Associates (SAS) degree offerings in conjunction with Washburn Institute of Technology**

Vice President for Academic Affairs, Randy Pembroke, presented the item explaining that historically the School of Applied Studies has worked with Washburn Institute of Technology to assist students in completing the Associate of Applied Science degree with general education courses being offered through the School of Applied Studies. He said the offerings of certain required general education courses will now be offered at the Washburn Institute of Technology location and all associate degrees offered within the School of Applied Studies will be Associate of Arts or Associate of Science degrees.

Chairperson Klausman presented all five academic items presented by Dr. Pembroke to the Board for a vote. Regent Parks moved to approve the five recommendations by Dr. Pembroke as a whole. The motion was seconded. Motion passed.

**7. Digital Marketing and Website Redesign Services**

Dr. Cindy Hornberger, Special Assistant to the President, presented the item. She said the positive experience with BarkleyREI, as vendor for the Washburn University website redesign project, has led to a requested continuation of the digital marketing and website redesign services project for Washburn Institute of Technology through BarkleyREI for consistency and uniformity of design, the scope being essentially the same for Washburn Institute of Technology as it was for the Washburn main campus. Clark Coco, Dean of the Washburn Institute of Technology, stated it was an important project in moving Washburn Institute of Technology forward.

Regent Lykins inquired as to whether other Kansas schools use BarkleyREI to which Dr. Hornberger answered not to her knowledge.

Motion was made and seconded to approve. Motion passed.

**C. Information Item(s)**

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

Chairperson Klausman announced Vice President for Administration and Treasurer, Rick Anderson, was available for questions on this item. There were no questions.

Mr. Sneed arrived at 3:24 p.m.

**2. Campus Master Plan**

Vice President for Administration and Treasurer, Rick Anderson, discussed briefly the process for the Campus Master Plan, stating more detail would be brought back to the Board in the future. He reported the project is approaching its second phase which is concept analysis. Mr. Anderson noted Mr. Sneed is

on the Master Plan committee and they are moving their way through the process. He reported the last phase will include discussions on what the campus will look like in 10 -20 years. Mr. Anderson said outcomes and deliverables were discussed at the meeting and how land use, building use and re-use, and how Washburn fits into the greater Topeka community will be reviewed to align with the Master Plan. He said he hoped to schedule a meeting with the Board before the January board meeting to engage the Board in more discussions about the details and specifics of the plan.

Chairperson Klausman asked Mr. Sneed for his perspective. Regent Sneed indicated the project was going well and that there had been input given by many different groups of people. Mr. Sneed described three concepts currently being developed for review and said the committee will look at it closer and provide options at a future board meeting.

### **3. School of Nursing Presentation**

Dr. Monica Scheibmeir, Dean of the School of Nursing, gave a presentation on the School of Nursing. The presentation included discussion of the mission, current enrollment, dual degree options, and school and national trends.

Dr. Scheibmeir reported on new programs, the new curriculum for the Bachelor of Science in Nursing degree, University-Community partnerships with use of a mobile health unit in which the school is able to assist in providing primary care to underserved communities. She also discussed collaboration with the Mission Valley School to offer health examinations and immunizations to students in need. She also noted the collaboration with the University healthcare needs with the appointment of Dr. Shirley Dinkel as Director of Student Health Services. Another highlight of the past year in the School of Nursing presented by Dr. Scheibmeir was the announcement of an Advanced Education Nursing Traineeship Program Grant through the U. S. Department of Health and Human Services Health Resources and Services Administration. She said this award will fund the Washburn University Nurse Traineeship Program.

Mr. Lykins commented the public and legislature should know what Washburn is doing with the school districts so they know the need that exists and how much more assistance is needed.

Mr. Storey arrived as 4:00 p.m.

The meeting adjourned 4:07 p.m.

/s/

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Lisa R. Jones  
Secretary, Board of Regents

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

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

**DESCRIPTION:** Attached is the list of claims processed for the month of November, 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 January 30, 2013 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.

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Rick Anderson, Vice President for Administration & Treasurer

### WASHBURN UNIVERSITY

Fund #	Fund Name	Total Claims
1.	General Fund	\$1,660,237
2.	Debt Retirement & Construction Fund	429,881
3.	Building and Construction Fund	149,640
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,400
7.	Tort Claim Fund	188,381
8.	Restricted and Agency Fund	543,021
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	529,752
	Sub-Total	3,502,312
	Payroll	3,099,021
	Payroll Withholding ACH Transactions	2,950,147
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$9,551,480</b>

### WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$ 234,995
3.	Building and Construction Fund	354,632
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	1,107
13.	Government and Research Fund	677,712
	Sub-Total	1,268,446
	Payroll	302,466
	Payroll Withholding ACH Transactions	147,300
	<b>Total</b>	<b>\$1,718,212</b>

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Date

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Jerry B. Farley, President



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

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

**DESCRIPTION:** Attached is the list of claims processed for the month of December, 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 January 30, 2013 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.

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Rick Anderson, Vice President for Administration & Treasurer

### WASHBURN UNIVERSITY

Fund #	Fund Name	Total Claims
1.	General Fund	\$2,010,901
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	383,046
4.	Endowment Fund	-0-
5.	Student Loan Fund	2,500
7.	Tort Claim Fund	22,972
8.	Restricted and Agency Fund	335,835
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	242,565
	Sub-Total	2,997,819
	Payroll	2,754,061
	Payroll Withholding ACH Transactions	2,085,243
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$7,837,123</b>

### WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$130,163
3.	Building and Construction Fund	37,297
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	4,148
13.	Government and Research Fund	144,501
	Sub-Total	316,109
	Payroll	250,620
	Payroll Withholding ACH Transactions	128,434
	<b>Total</b>	<b>\$695,163</b>

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Date

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Jerry B. Farley, President

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

**SUBJECT:** Honorary Degree Candidates

**DESCRIPTION:**

Faculty, students, Washburn University Foundation members, Washburn Board of Regents members, and Alumni Association members are invited to submit nominations for Honorary Degree recipients every September.

The Committee which consists of the President, Vice President for Academic Affairs, one faculty member from each School and the College, Alumni Association Director, Washburn University Foundation President, and one student member appointed by the President meet in October to review the nominations and send recommendations to the president for Honorary Degrees to be awarded the following May.

The Honorary Degree Committee recommends the following candidates receive Honorary Degrees at the 2013 Spring Commencement ceremonies:

Betty Casper	Doctor of Public Service
Barry Feaker	Doctor of Public Service
Stanley C. Sager	Doctor of Law

**FINANCIAL IMPLICATIONS:**

The Honorary Degree Program is part of the University's commencement budget.

**RECOMMENDATION:**

President Farley recommends that the Board of Regents approve the awarding of the four Honorary Degrees.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. A. 2.**  
**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
Under recruitment	Service Learning Coordinator, Center for Community Services	New Position (full time)	\$38,000	Grant- funded by US Department of Labor	Request Approval
Under recruitment	Sheet Metal Teacher, Washburn Institute of Technology	New Position (full time)	\$35,000	Grant-funded by Kansas Postsecondary Technical Education Authority	Request Approval
Debra Mikulka	Grant Facilitator POSN 000923	Additional duties; annual salary of \$49,466 increased to \$65,000 effective 1/1/13	\$39,466 general fund, \$25,534 Trac7 grant	Additional duties as her expertise needed to accomplish Trac7 goals; remaining \$10,000 general fund to VPAA faculty pool.	Request Approval
Linzi Gibson	Lecturer of Psychology POSN 000113	Hire for Spring Semester at \$16,500	None	Vacant position funded at \$45,000	Information Only

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

\_\_\_\_\_ Date

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

**Agenda Item No. V. A. 3.**  
**Washburn University Board of Regents**

SUBJECT: Voluntary Phased Retirement: Professor John Hunter

DESCRIPTION:

At its November 8, 2000 meeting, the Board of Regents approved the renewal of the voluntary phased retirement plan originally approved on February 18, 1998. Under this plan, employees meeting applicable criteria could apply for, and receive if deemed in the best interests of the University, voluntary phased retirement from the University. Under the program approved, the successful applicant would receive a reduced workload for the term of the agreement, but continue receiving employee benefits as though she or he were a full-time employee of the University. The program at Washburn University is similar to that of the state educational institutions.

Professor John Hunter, Theatre Department, has requested a phased retirement program for the academic years 2013-2014, 2014-2015, and 2015-2016, effective August 1, 2013 and ending at the end of the spring term in 2016. Professor Hunter's appointment will be at 50% for each of those years.

Phased retirement will be of benefit to the institution by permitting Professor Hunter to continue teaching in his specialized subject area. It will also provide fiscal benefits to the university, as outlined below.

FINANCIAL IMPLICATIONS:

The total savings for the three-year phased retirement will be approximately \$129,063. The cost of hiring additional teachers to replace lost instruction, if necessary, will be covered by salary savings from Dr. Hunter's phased retirement.

RECOMMENDATION:

President Farley recommends that the Board of Regents approve this voluntary phased retirement request.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. A. 4.**  
**Washburn University Board of Regents**

SUBJECT: Voluntary Phased Retirement: Dr. Virginia Pruitt

DESCRIPTION:

At its November 8, 2000 meeting, the Board of Regents approved the renewal of the voluntary phased retirement plan originally approved on February 18, 1998. Under this plan, employees meeting applicable criteria could apply for, and receive if deemed in the best interests of the University, voluntary phased retirement from the University. Under the program approved, the successful applicant would receive a reduced workload for the term of the agreement, but continue receiving employee benefits as though she or he were a full-time employee of the University. The program at Washburn University is similar to that of the state educational institutions.

Dr. Virginia Pruitt, Professor of English, has requested a phased retirement program for the academic years 2013-2014, 2014-2015, and 2015-2016, effective August 1, 2013 and ending at the end of the spring term in 2016. Dr. Pruitt's appointment will be at 50% for each of those years.

Phased retirement will be of benefit to the institution by permitting Dr. Pruitt to continue teaching in her specialized subject area. It will also provide fiscal benefits to the university, as outlined below.

FINANCIAL IMPLICATIONS:

The total savings for the three-year phased retirement will be approximately \$130,605. The cost of hiring additional teachers to replace lost instruction, if necessary, will be covered by salary savings from Dr. Pruitt's phased retirement.

RECOMMENDATION:

President Farley recommends that the Board of Regents approve this voluntary phased retirement request.

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Date

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Jerry B. Farley, President

## **Agenda Item No. V. B. 1.**

### **Washburn University Board of Regents**

SUBJECT: Welcome 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, Morgan Hall is the "front door" where prospective students, their parents and campus visitors generate their first impressions of Washburn. Morgan Hall continues to be a multi-functional building with much activity by prospective and current students, faculty and administration.

Washburn has invested in the infrastructure of the building in these last years and progress has been made. Despite these efforts to maintain and upgrade Morgan Hall, we recognize the facilities are obsolete in serving the needs and expectations of our students today. Additional investment in the facility is necessary to meet the needs of students and various functional areas and to present the positive dynamic "first impression" Washburn seeks to provide its visitors.

#### **DESCRIPTION:**

Our goal is to build a new Welcome Center space extending Morgan Hall while renovating the existing building. This project will provide a common element and design throughout the building. The project will accommodate the needs for a one-stop student service center primarily located on the first floor of Morgan Hall. It will also provide an opportunity to create a dynamic front entrance to Washburn University along 17<sup>th</sup> street. The initial project estimate was approved by the Board in March 2012. PGAV architects hired in May 2012 have worked with the campus community and completed the final program plan and prepared architectural drawings sufficient for fundraising and preliminary total project cost budget. This process more clearly defined the scope of the renovation/addition and site work necessary to complete the project in a successful manner. Next steps include completing formal design documents by September 2013 so the project can be bid and awarded by the Board in December 2013. Construction would start in February 2014 with completion of the project in the Summer 2015.

#### **FINANCIAL IMPLICATIONS:**

The initial project estimate approved by the Board in March 2012 was \$13 million. Based on the revised design and the extensive site work considerations, the preliminary total project cost budget for the Welcome Center will be \$17 million. The University and the Foundation are recommending a project financing model of 30% (\$5 million) from University sources and 70% (\$12 million) from private donations.

RECOMMENDATION:

President Farley recommends the Board of the Regents approve the revised project scope and total project budget with completion of architectural design documents necessary to bid the project by September 2013.

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Date

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Jerry B. Farley, President

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

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

BACKGROUND:

At the March 8, 2001 Board of Regents Budget and Finance Committee meeting, the administration presented an item for discussion to increase the Board expenditure approval limit from \$25,000 to \$50,000. The increase was approved by the Board of Regents at its May 9, 2001 meeting.

DESCRIPTION:

In compliance with that approval and to ensure the Board fully complies with its fiduciary responsibilities, the Board of Regents requested all items approved by the administration between \$25,001 and \$50,000 be listed each month and included for information.

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

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Date

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Jerry B. Farley, President



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

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Remodel Offices-Petro 208 and 209 Facilities Services-Project M13005 Competitively bid - Four bids received Award to lowest price bid FY 2013 Capital Improvement Funding	Kelley Construction Co Topeka, KS	\$46,870
Media Storage Server Upgrade - KTWU Sole Source - Original Equipment Manufacturer Public Program Support and Public Television Funds	Heartland Video Systems Inc Cedar Rapids, IA	\$31,240
Computer Equipment - ITS Through contract approved and awarded at the May Board of Regents Meeting FY 2013 Technology Equipment Funding	Hewlett Packard Corp Omaha, NE	\$27,166
Tower Lighting System, Installation and Alerting System - KTWU-K30AL Competitively bid - Three bids received Award to lowest price bid Capital Equipment Funding	Precision Communications Inc Grove, OK	\$39,730