

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Wednesday, 4/3/2013  
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 March 6, 2013 meeting**  
*March 6, 2013 Board of Regents Minutes - Page 3*

**IV. Officer Reports**

- A. Chair's Report**  
**B. President's Report**  
**C. Committee Report(s)**  
**D. Treasurer's Report**  
**1. Depository Security Transactions - Mr. Anderson**  
*Depository Security Transactions - Page 9*  
**2. Liquidated Claims Approval - February 2013 - Mr. Anderson**  
*Liquidated Claims Approval - February 2013 - Page 10*

**V. New Business**

- A. Consent Agenda**  
**1. Personnel**  
**a. Faculty/Staff Personnel Actions - Dr. Pembrook and Mr. Anderson**  
*Faculty/Staff Personnel - Page 11*  
**b. Eminentes Universitatis - Mr. Anderson**  
*Eminentes Universitatis - Page 12*  
**c. Designate Dr. Mary Shoop as Professor Emeritus - Dr. Pembrook**  
*Designate Dr. Mary Shoop Professor Emeritus - Page 14*  
**2. Catalog Revision for Washburn Institute of Technology Programs - Dr. Pembrook**  
*Catalog Revision for Washburn Institute of Technology Programs - Page 15*

**B. Action Items**

**1. Resolution for Authorization of Kansas Municipal Investment Pool Transactions - Mr. Anderson**

*Resolution for Authorization of Kansas Municipal Investment Pool Transactions - Page 23*

*Resolution form - Page 24*

**2. Computer System Purchases - Mr. Anderson**

*Computer System Purchases - Page 26*

**3. Roof Replacement Henderson Learning Resource Center - Project #900275 - Mr. Anderson**

*Roof Replacement Henderson Learning Resource Center - Page 27*

**4. MTC Phase II Renovation - Summer 2013 - Mr. Anderson**

*MTC Phase II Renovation - Summer 2013 - Page 28*

**C. Information Item(s)**

**1. Campus Master Plan - Mr. Anderson**

**VI. 6:30 p.m. Dinner in the Ora Wade Baker Conference Room, Bradbury Thompson Alumni Center**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**March 6, 2013**

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**I. Call to Order**

Vice Chairperson Sneed called the meeting to order at 4:00 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were: \*Mr. Klausman, Mr. Sneed, Mrs. Parks, Mr. Lykins, Mrs. Trusdale, Mr. Storey, and Mr. Bunten.

\* Participated via teleconference call.

**III. Approval of Minutes of the January 30 and February 12, 2013 meetings**

It was moved and seconded to approve the Minutes of the January 30 and February 12, 2013 meetings. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

There was no Chair's report.

**B. President's Report**

President Farley reported on the success of History Day which was hosted by Washburn for high school students. He also said the Leadership Challenge is hosted by Washburn, in which teams of high school and college students are invited to campus to compete and local companies and executives will also come to campus to review the projects on March 7<sup>th</sup> and 8<sup>th</sup>. Dr. Farley invited those interested to participate in International Night which is held in conjunction with the International Club on campus. He said it will be a celebration of the culture of Paraguay this year on Friday, March 8<sup>th</sup> at the church on 17<sup>th</sup> street across from campus in which there will be food beginning at 6:00 p.m., noting Washburn has had a long history with the country of Paraguay.

Dr. Farley reported the men's and women's basketball teams are playing in the MIAA tournament in Kansas City this coming weekend, with the women in first seed and the men third seed.

President Farley reported the City Council met Tuesday evening and approved the 17<sup>th</sup> street project from MacVicar to Washburn Avenue which will include street improvements with the creation of a boulevard towards which Washburn will contribute \$400,000 if approved by the Board at the next meeting. He said the boulevard would have four islands with trees and landscaping, which Washburn would maintain; and that work is scheduled to start in the coming summer, which would limit access to campus temporarily but would ultimately accentuate the entrance to campus and the new Morgan Welcome Center.

President Farley said the Energy Conservation project with Trane has begun and they will soon move onto the next phase of the project, which is heating and air systems, after the lighting phase is complete. He said there is a new webpage on the website which shows what areas will be affected and when as the project goes forward.

Dr. Farley said the Midwest Training Center, which is a project at Washburn Institute of Technology in collaboration with Trane, will have an Open House at the Midwest Training Center for Climate and Energy Control Technologies at Washburn Institute of Technology, with a ribbon cutting ceremony, on March 12, 2013.

Dr. Farley noted there will be a Vision 2022 project committee meeting on March 14 and expressed his hope that all regents could attend.

In addition, Dr. Farley said the Department of Education had a focused visit from NCATE and he was happy to report it went very well. He said the official notification from NCATE will occur next fall.

Regent Lykins commented on the upcoming MIAA tournament games and said that while he is proud of these athletes, he is especially proud they are good students in addition to being great athletes. He said they will go on to do great things.

## **C. Committee Reports**

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

#### **a. Capital Projects and Equipment from the Debt Retirement and Construction Fund**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. He reported the committee met last week and said the capital and equipment priorities and the process for prioritizing were discussed and debated. He asked for questions. Vice Chairperson Sneed said, as chair of the Committee, the vote was unanimous to pass the item to the Board from committee. Regent Trusdale moved to approve and Regent Sneed seconded the motion. Motion passed.

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

Vice President of Administration and Treasurer, Rick Anderson, presented the liquidated claims. He stood for questions. There were no questions.

### **1. Liquidated Claims Approval – January 2013**

A motion was made 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**

hire Michael Gleason, Director of Leadership Institute/Lecturer at an annual salary of \$72,500 effective May 1, 2013;

#### **2. Academic Sabbaticals 2013-2014**

offer academic sabbaticals as follows:

August 2013 to January 2014 – John Paul, Sociology/Anthropology and Art;  
January 2014 to May 2014 - Gary Baker, School of Business, Norma Juma, School of Business, Nan Sun, Computer Information Sciences, MaryDorsey Wanless, Art, Tonya Kowalski, School of Law;

January 2014 to June 2014 – Paul Byrne, School of Business, Miguel Gonzalez-Abellas, Modern Languages;

#### **3. Designate Dr. Maureen Godman as Associate Professor Emeritus, Dr. James Hoogenakker as Professor Emeritus and Mr. Dean Corwin as Librarian Emeritus**

bestow title Associate Professor Emeritus to Dr. Maureen Godman, Professor Emeritus to Dr. James Hoogenakker, and Librarian Emeritus to Mr. Dean Corwin; and,

#### **4. Tenure and Promotion Recommendations**

award of tenure to: Sharla Blank, Sociology/Anthropology; Carolyn Carlson, Education; Erin Chamberlain, English; Andrew Herbig, Biology; Gaspar Porta, Mathematics; Jennifer Wagner, Mathematics; MaryDorsey Wanless, Art; Kerry Wynn, History; Liviu Florea, School of Business; Susie Pryor, School of

Business; Rory Bahadur, School of Law; Lori McMillan, School of Law; Jeanne Catanzaro, School of Nursing; promotion awarded to: Alan Bearman, History; Carolyn Carlson, Education; Tom Morgan, Music; Kim Morse, History; Gaspar Porta, Mathematics; Shaun Schmidt, Chemistry; Azyz Sharafy, Art; Ann Marie Snook, Music; Lee Snook, Music; Jennifer Wagner, Mathematics; MaryDorsey Wanless, Art; Kerry Wynn, History; Bassima Schbley, Social Work; Liviu Florea, School of Business; Susie Pryor, School of Business; Rory Bahadur, School of Law; and Lori McMillan, School of Law.

## **B. Action Items**

### **1. Stoffer Science Hall Roof Replacement – Project #900275**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. He explained the hail storm that came through the campus a couple of years ago did extensive damage but that he reached a partial settlement with the insurance carrier which will pay over \$1.6 million for campus-wide roof replacements with the understanding that, as roofs are replaced, the remainder of the claims will be submitted and paid in full for a total of approximately \$2 million. He said this project is the initial roof to be replaced as the older portion of the roof needs to be repaired as soon as possible. He said the campus-wide roof replacements will be spread over two years because there are not sufficient roofers in this area to repair all roofs on this type of property to the quality specifications required within a shorter period of time.

Regent Lykins asked why there are sometimes no bids to which Rick Anderson answered he solicits bids from more than three vendors but some are too busy for the time frame requested and choose not to bid depending on timing and where their resources are spread. Regent Lykins asked if left with only two bidders if an expert is consulted. Mr. Anderson said the facilities personnel have a good understanding of the reasonableness of a bid and on those vendors that can handle a large project like this, and answered that no outside expert is consulted.

Regent Sourk arrived at 4:19 p.m.

A motion was made and seconded to approve. Motion passed.

### **2. Purchase of Mobile Classroom/Transport Trailer Unit for Washburn Institute of Technology Advanced Systems Technology Program**

Regent Trusdale recused herself from voting on this item for reasons of conflict. Vice President for Administration and Treasurer, Rick Anderson, presented the item and explained that bidders must be able to provide the required specifications that would allow the Advanced Systems Technology trailer to be moved throughout the state for the Trac-7 grant.

A motion was made and seconded to approve. Motion passed with Regent Trusdale abstaining.

**3. Washburn Institute of Technology Jobs & Innovative Industry Skills Training Equipment Purchase**

Rick Anderson, Vice President for Administration and Treasurer, presented the item and the climate control program equipment purchase.

Regent Storey complimented Washburn Institute of Technology and all that has been accomplished in the last couple of years.

A motion was made and seconded to approve. Motion passed.

**C. Information Item(s)**

**1. Proposal for Creation of School of Law Center**

Dean of the School of Law, Tom Romig, discussed the Centers of Excellence at the School of Law. He said there are currently four Centers of Excellence, with the Center for Law and Government being the most recently created Center about four years ago. He said the Centers have been very productive at bringing in speakers to the School or connecting students with those in certain areas of expertise. Dean Romig added that the Centers have been a great way to recruit students because when students know about the Centers and are interested in practicing in one of the specific areas, they choose Washburn. He added that Washburn School of Law has had numerous students over the years come to Washburn because of the expertise Professor David Pierce lends to the oil and gas law area. He said the faculty voted unanimously that the School of Law should have a Center of Excellence in oil and gas law because this is an area the School of Law has been doing well for a very long time. He introduced Professor David Pierce to discuss the item.

Professor David Pierce of the School of Law said he has been involved in this area of law for over twenty years and that the School of Law has been graduating numerous lawyers focusing in this area. He also said he has seen other schools aggressively marketing programs in this area with much less substance than what the Washburn School of Law has to offer.

Regent Storey said that with all the attention fracking drilling has received in this area, this program is really needed.

**2. Mabee Library Presentation**

Dean of Libraries, Professor Alan Bearman, gave the presentation on the Mabee Library. He said information literacy is the top priority of the library. Dr. Bearman discussed the changes the library has gone through since 2007, which included a large shift from books to more electronic resources. He said what sets Washburn apart from other libraries is the shift from merely disseminating

books and information to teaching students to become information literate. Dr. Bearman noted that in doing so, the numbers of library usage have more than doubled in 4 years.

Regent Parks asked if there have been services surveys provided to the students on the library to which Dr. Bearman said yes, explaining the students were very happy to see the coffee shop installed but still would like to have even more extended hours at the library.

Regent Storey left at 4:51 p.m.

Regent Sourk commented that she thought it was fabulous the direction Mabee Library has been moving and complimented Dr. Bearman on including the University community in his initiatives.

### **3. Academic Outreach Presentation**

Dr. Tim Peterson, Dean of Academic Outreach, gave a presentation on Academic Outreach and included a discussion of online education which he said has increased substantially. He also made special note of the recently added Leadership Washburn program and the benefits some of the graduates have gained from the program. Dr. Peterson discussed the Concurrent Enrollment program and said it has been shown concurrent enrollment students do better in college and are retained at a higher rate than those that do not complete concurrent enrollment courses during high school.

The meeting was adjourned 5:17 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: Depository Security Transactions

DESCRIPTION:

Following is a list of the depository security transactions that have occurred.

<b>Bank</b>	<b>Identification Number</b>	<b>Description</b>	<b>Maturity Date</b>	<b>Action Taken</b>	<b>Amount</b>
CoreFirst	3137ALZD4	FGRM 4002DE	3-15-30	Released	\$1,950,000
	38378DNJ0	GARM 2012-037	12-16-39	Released	\$3,000,000
	3136A8S43	FARM RC108AP	1-25-41	Released	\$6,275,000
	38378DYY5	GARM 2012-040 QC	12-20-39	Released	\$17,358,000

FINANCIAL IMPLICATION:

Kansas statute requires University deposits be secured based on market value of securities. The Treasurer believes the University deposits are properly secured.

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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 – February 2013

**DESCRIPTION:** Attached is the list of claims processed for the month of February, 2013 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 April 3, 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

<b>WASHBURN UNIVERSITY</b>		<b>Total Claims</b>
<b>Fund #</b>	<b>Fund Name</b>	
1.	General Fund	\$3,223,420
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,231,378
4.	Endowment Fund	-0-
5.	Student Loan Fund	600
7.	Tort Claim Fund	4,738
8.	Restricted and Agency Fund	138,327
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	192,076
	Sub-Total	4,790,539
	Payroll	2,658,458
	Payroll Withholding ACH Transactions	2,191,767
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$9,640,764</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$147,776
3.	Building and Construction Fund	\$112,069
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	2,271
13.	Government and Research Fund	172,606
	Sub-Total	434,722
	Payroll	253,324
	Payroll Withholding ACH Transactions	136,229
	<b>Total</b>	<b>\$824,275</b>

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Date

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Jerry B. Farley, President

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

<b>Name</b>	<b>Position</b>	<b>Change</b>	<b>Financial Implications</b>	<b>Comments</b>	<b>Action</b>
Connie Gibbons	Director of the Mulvane Art Museum /Lecturer POSN 000479	Hire effective June 1, 2013	Annual salary of \$75,000	Existing line in FY13	Request approval
Lisa Sharpe Elles	Assistant Professor of Chemistry POSN 000152	Unpaid Leave of Absence for Fall 2013 with Mandatory Tenure Review changed to 2015-16	Salary savings will cover cost of necessary adjunct faculty	Extension of FMLA	Request approval
Jody Honeyman	C.N.A. Instructor	New position	Salary of \$40,000 and benefits funded for rest of the 2012-13 academic year by AO-K grant. Grant funds continue in 2013-14 academic year	Needed for increased enrollment	Request approval
New position yet to be advertised	Recruiter	New position	Salary of \$35,000 and benefits. 50% from TRAC-7 funding; 50% from Curriculum & Instruction budget	Needed to increase enrollment in TRAC-7 programs and increase postsecondary enrollment in all programs	Request approval
Janel Rutherford	Director of Business and Auxiliary Services POSN 000822	Reorganization	Annual salary of \$78,000	Additional salary funded by savings from vacant, unfilled Director of Business Services	Request approval

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. V.A.1.b.**  
**Washburn University Board of Regents**

SUBJECT: Eminentes Universitatis

DESCRIPTION: Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as an administrative or classified employee for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. There are four employee(s) meeting these requirements.

**Linda Barnes**

- In September 2001, Ms. Barnes joined the Office of Admissions to assist in processing applications. Throughout the years her responsibilities grew to a much larger role including transcript evaluation. During her tenure she gained much respect from her peers for her enthusiasm and commitment to the University. Linda’s role in the recruitment process was proven to be extremely important. The work she accomplished behind the scenes for prospective students and parents has been essential in their decision making. Linda’s consistent hard work and dedication to the students we serve has been proven crucial in the advancement of the Office of Admissions. Linda retired on February 15, 2013 after 12 years of service.

**Beverlyn Brown**

- After eleven years of service to the Financial Aid Office, Beverlyn Brown retired on March 13, 2013. During her time she was responsible for maintaining federal compliance in the areas of Satisfactory Academic Progress, Dependency Overrides, and Document Management. Beverlyn also oversaw the Financial Aid Budget, and through her determination was able to find the best prices on supplies. On many occasions students would seek her out specifically to assist them with their financial aid related questions and would often stop by just to visit. Beverlyn’s strong organizational skills gave her the ability to efficiently manage thousands of documents each year which provided Financial Aid the assurance that they could be located for processing and auditing purposes. She organized monthly “Joy Breaks” by directing everyone in a craft project and patiently assisting those who were less capable crafters. She helped to promote a fun work environment for everyone.

**Norman Koester**

- Mr. Koester has worked at Washburn University as an Electronics Technician for the past 25 years and will retire in May, 2013. Norm began work at Washburn in the Media Center and continues to work in the Instructional Services area of Information Technology Services until his retirement. He has performed repair and maintenance on many electronics, from mediated classroom projectors to adding wiring for installation of new emergency security buttons for the Business Office and President’s Office. Norm has been a dedicated employee, demonstrated through his quick response for classroom projection systems for instructor use to his broad knowledge of security cameras, cable television system, and audio and video equipment. Norm is also well known in ITS for his cooking expertise, sharing everything

from his famous chocolates at holiday time to his variety of breads, baked goods and vegetables from his garden.

**Arlene Leuszler**

- Arlene began her service to the University in November, 1995. She has spent her entire Washburn career in the Business Office as an Account Clerk, a position later changed to Office Assistant I (Student Account Specialist) and then Office Assistant II to reflect the changes in duties and responsibilities of her position. During this time, Arlene has been a valuable member of the Finance Office team, and was a key contributor in accomplishing the department’s work, implementing the Banner cashiering functionality, and in assisting others in the department. She spent her years at Washburn helping both students and staff or directing their inquiries to the correct person or department. She will retire on April 30, 2013, after more than 17 years at Washburn. Her exemplary service and loyalty to Washburn merits her recommendation as Eminentes Universitatis.

**FINANCIAL IMPLICATIONS:**

None

**RECOMMENDATION:**

President Farley recommends the Board of Regents approve awarding the designation “Eminentes Universitatis” to Linda Barnes, Beverlyn Brown, Norman Koester, and Arlene Leuszler.

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Date

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Jerry B. Farley, President

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

SUBJECT: Designate Dr. Mary Shoop as Professor Emeritus

DESCRIPTION:

Washburn University awards the “Emeritus” status to honor faculty members who have made a significant contribution to Washburn University through teaching, research or service. Individuals retiring after ten years of full-time service as members of the General Faculty immediately preceding their retirement are eligible for the designation. The faculty member below has been nominated by her peers, department chair, and dean.

Dr. Mary Shoop began her teaching career at Washburn University in 1982 as Assistant Professor of Education in the College of Arts & Sciences. She received tenure and promotion to Associate Professor in 1986 and promotion to Professor in 2004. She earned her B.S. from Wittenberg University in 1969, M.A. from the University of Michigan in 1974, and Ph.D. from Kansas State University in 1979 with post-doctoral work at Ohio State University in 1989. She has devoted her professional life to literacy education as an Instructor and Assistant Professor at Kansas State University for 3 years, then at Washburn for 31 years. Dr. Shoop has taught a variety of classes, mentored students and new colleagues, served in leadership roles in her professional organization, made substantial scholarly contributions, and worked assiduously on behalf of the Education Department.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title “Professor Emeritus” to Dr. Mary Shoop.

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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: Catalog Revision for Washburn Institute of Technology Programs

DESCRIPTION: A revision of the Washburn Institute of Technology catalog is proposed to align programs with similar programs across state according to Kansas Board of Regents alignment process.

- Building Technology is being revised to include more certifications for the AAS pathway and an additional short certificate (24 credits) will also be added to provide an additional exit point for students. (see attachment)
- Heating, Ventilation and Air Conditioning will be changed to Climate and Energy Control Technologies – along with some course modification due to the state alignment process – 44 hour certificate and AAS. (see attachment)
- Computer Repair & Networking is revising some courses to prepare for alignment and to improve transferability of courses. (see attachment)
- Electricity, Heating, Air Conditioning and Ventilation will be changed to Electrical Technology – 28 hour certification, no AAS. (see attachment)
- Graphics Technology will be updated to include a stronger focus on digital imaging, marketing, and web design – this requires changes to four syllabi to include these concepts. (see attachment)
- Welding will add a short certificate made up of existing courses to provide students with an additional exit point at 19 hours. (see attachment)

Further proposed name change:

- Childcare will change its name to Early Childhood Professional – there is not a curriculum change.

Proposed Effective Date: Fall 2013

**FINANCIAL IMPLICATIONS:**

High school students' funding provided by the State (in the past, local school districts provided funding) based on Tiered Funding Model. Post-secondary education students funded through Tiered Funding Model and student tuition and fees.

**RECOMMENDATION:**

President Farley recommends approval of the Catalog Revision for Washburn Institute of Technology Programs.

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Date

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Jerry B. Farley, President

## Building Technology AAS Degree Plan

This program prepares individuals to apply technical knowledge and skills in Building Trades. The knowledge and skills address maintenance of a building's function and service within a variety of structures—commercial and residential. Instruction includes basic theory and hands-on laboratory in electrical, carpentry, plumbing and heating, ventilation and air conditioning. Students prepare for employment in the construction and maintenance of hospitals, motels, apartment complexes, schools, and other businesses. Students have the opportunity to earn EPA Section 608 Certification.

**Required Score on WorkKeys Entrance Tests:  
Applied Math – Level 4; Reading for Information – Level 4**

Course Number	Course Name	Credits
CHC105	Introductory Craft Skills	3
IND109	OSHA 30 Hour Construction Industrial Certificate	2
MAT101	Technical Math I	3
BDT117	Carpentry I	4
BDT122	Floors, Walls & Ceiling Framing	4
BDT127	Windows, Doors & Stairs	3
BDT132	Drywall	3
BDT137	Roof Framing	3
BDT142	Masonry	3
IND115	Arc Flash	1
BDT212	Carpentry II	4
BDT217	Electrical for Building Trades	3
BDT222	Plumbing	4
BDT227	HVAC Fundamentals	4
BDT232	HVAC Lab	4
		<b>48</b>
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Communications)	3
CNT208	Technical Communications (Communications)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
	<b>TOTAL FOR DEGREE</b>	<b>67 hours</b>



## Building Technology Certificate

This program prepares individuals to apply technical knowledge and skills in Building Technology. The knowledge and skills address maintenance of a building's function and service within a variety of structures—commercial and residential. Students prepare for employment in the construction and maintenance of hospitals, motels, apartment complexes, schools, and other businesses. Students who successfully complete the program can earn an OSHA-30 card plus certifications from NCCER for the Core and Carpentry I.

### Required Score on WorkKeys Entrance Tests:

**Applied Math – Level 4; Reading for Information – Level 4**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
CHC105	Introductory Craft Skills	3
IND109	OSHA -30 Hour Construction Industrial Certificate	2
BDT117	Carpentry I	4
BDT122	Floors, Walls & Ceiling Framing	4
BDT127	Windows, Doors & Stairs	3
BDT132	Drywall	3
BDT137	Roof Framing	3
BDT142	Masonry	3
	<b>TOTAL FOR CERTIFICATE</b>	<b>25</b>

## Climate and Energy Control Technologies AAS Degree Plan

Climate and Energy Control Technologies prepares individuals to apply technical knowledge and skills for employment in any of the industries utilizing heating, air conditioning, and/or refrigeration. Instruction areas include: safety; electrical theory; gas pipe fitting; Uniform Mechanical Code; hydronics; electricity and gas heating; heat pumps; sheet metal fabrication; and advanced courses in residential and commercial refrigeration and air conditioning.

**Required Score on WorkKeys Entrance Tests:**

**Applied Math – Level 6; Reading for Information – Level 5**

Course Number	Course Name	Credits
CEC105	Workplace Skills	1
CEC110	Safety Orientation/OSHA 10	1
CEC115	Electrical Fundamentals	4
CEC116	Electrical Fundamentals II	1
CEC120	Heating System Fundamentals	3
CEC121	Heating System Fundamentals II	2
CEC125	Advanced Electrical Theory for HVAC	2
CEC130	Advanced Heating Systems	6
CEC135	Sheet Metal Fabrication I	3
CEC205	HVAC Fundamentals	4
CEC206	HVAC Fundamentals II	1
CEC210	EPA 608	1
CEC215	Intro to Mechanical Refrigeration	4
CEC225	Heat Pumps	3
CEC230	Commercial HVAC	3
CEC235	Commercial HVAC Lab	5
		<b>44</b>
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	<b>3</b>
ENT208	Technical Writing (Communications)	<b>3</b>
CNT208	Technical Communications (Communications)	<b>3</b>
CED101	College Skills	<b>1</b>
	<b>Technical General Courses</b>	
BAT151	Computer Applications	<b>3</b>
PST101	Applied Physics (Science & Math)	<b>3</b>
ECT100	Introduction to Economics (Social Science)	<b>3</b>
	<b>TOTAL FOR DEGREE</b>	<b>63</b>

## Computer Repair & Networking AAS Degree Plan

### Program Description:

This program prepares students to be computer service and network technicians for small office/home office networks and provides the foundation for enterprise level computer network technicians. Students will install and configure desktop computers, desktop operating systems, Novell NetWare, Microsoft Server, and Linux network operating systems. Students will learn to configure routers, switches, wireless access points, and wireless bridges. Students who complete the program will be prepared for the Comptia A+ and Cisco Certified Network Associate exams (CCNA), and will develop and enhance professional skills required for the IT professional workplace.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 5; Reading for Information - Level 5**

Course Number	Course Title	Credits
CRN115	PC Hardware Fundamentals	4
CRN125	PC Troubleshooting & Maintenance	4
CRN135	PC Software Fundamentals	4
CRN145	Desktop Operating Systems	3
CRN155	Network Operating Systems I	3
CRN165	Network Operating Systems II	3
CRN175	Healthcare IT Support	3
CRN220	CCNA I	2
CRN225	CCNA I Lab	3
CRN230	CCNA II	2
CRN235	CCNA II Lab	3
CRN240	Workplace Skills I	2
CRN245	CCNA III	2
CRN250	CCNA III Lab	3
CRN255	CCNA IV	2
CRN260	CCNA IV Lab	3
CRN265	Workplace Skills II	2
<b>TOTAL</b>		<b>48</b>

	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Humanities)	3
CNT208	Technical Communications (Humanities)	3
CED101	College Skills	1
	<b>Technical General Courses</b>	
BAT151	Computer Applications	3
PST101	Applied Physics (Science & Math)	3
ECT100	Introduction to Economics (Social Science)	3
	<b>TOTAL FOR DEGREE</b>	<b>67</b>

## Electrical Technology Certificate Plan

Electrical Technology prepares individuals to apply technical knowledge and skills for employment in construction and maintenance occupations. Instructional areas include: safety; electrical theory; blueprint reading; wiring; electrical construction; and residential/commercial electricity.

### Required Score on WorkKeys Entrance Tests:

**Applied Math – Level 6; Reading for Information – Level 5**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
CHC105	Introductory Craft Skills	3
IND107	OSHA-10 Construction Certificate	1
IND115	Arc Flash	1
ELE115	Electrical Theory I	4
ELE125	AC/DC Circuits I	4
ELE145	Workplace Skills	1
ELE120	National Electrical Code I	4
ELE130	Blueprint Reading	2
ELE135	Commercial Wiring I	4
ELE140	Residential Wiring I	4
	<b>TOTAL FOR CERTIFICATE</b>	<b>28</b>

## Graphics Technology AAS Degree Plan

This program is designed to give students knowledge of the graphics industry. Students will study the basics of imaging software through tutorials, projects and internship opportunities. Students will study photography basics through instruction and project based application using a digital camera. Instruction in printing basics will include the basic print components and how they apply to graphics and photography. The students who successfully complete the program will understand how graphics, photography and print work together and will obtain the entry level skills necessary for employment in the graphics industry.

**Required Score on WorkKeys Entrance Tests:**

**Applied Math – Level 4; Reading for Information – Level 4**

Course Number	Course Name	Credits
GRP110	Graphic Design I	4
GRP120	Color Theory/Composition	4
GRP132	Digital Imaging I	4
GRP141	Graphic Design II	4
GRP152	Digital Imaging II	4
GRP170	Lighting Theories	2
GRP220	Digital Printing	2
GRP235	Studio Lighting	2
GRP242	Digital Imaging III	4
GRP246	Graphic Design III	4
GRP210	Paper & Bindery	2
GRP251	Graphic Design IV	4
GRP252	Digital Imaging IV	4
GRP260	Portfolio Preparation	4
		<b>48</b>
	<b>Technical Core Courses</b>	
MAT102	Technical Math II (Science & Math)	3
ENT208	Technical Writing (Communications)	3
CNT208	Technical Communications (Communications)	3
CED101	College Skills	1
BAT151	<b>Technical General Courses</b>	
PST101	Computer Applications	3
ECT100	Applied Physics (Science & Math)	3
	Introduction to Economics (Social Science)	3
	<b>TOTAL FOR DEGREE</b>	<b>67 hours</b>

## Welding Certificate

### Program Description:

This program prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. The welding program is an American Welding Society Qualification and Certification (AWS QC4) testing facility. Formal and self-paced instruction includes: Shielded Metal Arc Welding (SMAW); Gas Metal Arc Welding (GMAW); Gas TIG Arc Welding (FCAW), and cutting processes. Related technical instruction also includes quality assurance and control, print reading, safety, and workplace skills.

### Required Score on WorkKeys Entrance Tests:

**Applied Math - Level 4; Reading for Information - Level 4**

Course Number	Course Name	Credits
WEL101	Welding Safety/OSHA 10	2
WEL110	Print Reading/Math I	1
WEL120	Oxy-Fuel/Cutting Procedures	3
WEL141	GMAW	3
WEL131	SMAW	3
WEL160	Oxy-Fuel Welding	4
WEL246	GTAW	3
		<b>19</b>

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

SUBJECT: Resolution for Authorization of Kansas Municipal Investment Pool Transactions

DESCRIPTION:

The University periodically utilizes the State of Kansas Municipal Investment Pool (MIP) as a temporary, high-quality, high-liquidity alternative to bank deposits. Deposits to and withdrawals from the University's MIP account must be initiated and authorized by employees designated and approved by the Board.

The employee previously designated by the Board no longer has any banking or investment responsibilities. A Board resolution is needed to designate the employees who now are authorized to initiate transactions with MIP. The attached resolution authorizes the Director of Finance and the Director of Budget Planning & Analysis to initiate such transactions.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends adoption of the attached resolution.

\_\_\_\_\_  
Date

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

## RESOLUTION

WHEREAS, the undersigned is a municipality, as defined in K.S.A. 12-1675, as amended, (the “Participant”) and from time to time has funds on hand in excess of current needs; and

WHEREAS, it is the best interest of the Participant and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the “PMIB”), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Participant’s taxpayer identification number assigned by the Internal Revenue Service is **48-6030115**.
2. The following individuals, whose signatures appear directly below, are officers or employees of the Participant and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

List officers or employees authorized to execute documents and make deposits and withdrawals:

Name Chris Leach

Title Director of Finance

Signature \_\_\_\_\_

Name Rhonda Thornburgh

Title Director of Budget

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_





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

SUBJECT: Computer System Purchases

DESCRIPTION:

Information Technology Services is requesting approval to purchase desktop and notebook computer systems for various departments of Washburn University and Washburn Institute of Technology. Funding is through FY2014 Technology Equipment allocations. Purchases will be made from Hewlett-Packard Public Sector Sales through a State of Kansas contract. The following are the purchase amounts for the respective campus:

Washburn University:	\$143,772
Washburn Institute of Technology:	\$ 77,310

FINANCIAL IMPLICATIONS:

Funding will be through FY2014 Technology Equipment allocations for each respective campus.

RECOMMENDATION:

President Farley recommends approval to award a contract to Hewlett-Packard Public Sector Sales.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

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

SUBJECT: Roof Replacement Henderson Learning Resource Center  
– Project #900275

BACKGROUND:

During a hail storm in May 2011 many of the roofs on the Washburn campus were damaged. In January 2013 the University received insurance payment for the calculated actual cash value on the estimated hail damages. As the individual roofs are repaired or replaced the insurance company will issue additional payments for the replacement cost of the roofs as long as the repairs are completed in a timely manner.

DESCRIPTION:

The existing roof on Henderson Learning Resource Center has reached its life expectancy and frequently there are leaks that require continued attention. The roof was further damaged by the May 2011 hail storm. The project was available for bid in March with bids received on March 27, 2013 from the following roofing contractors:

<u>Contractor</u>	<u>Bid</u>
<b>Guilfoyle Roofing, Inc., Topeka, Kansas</b>	<b>\$309,330</b>
J B Turner and Sons, Topeka, Kansas	\$343,968
Danker Roofing, Inc., Manhattan, Kansas	No Bid

FINANCIAL IMPLICATIONS:

An expenditure of \$309,330 from the hail damage insurance reimbursement fund.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to Guilfoyle Roofing, Inc. in the amount of \$309,330 for the roof replacement of the Henderson Learning Resource Center.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

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

SUBJECT: MTC Auto/Diesel Phase II Renovation – Summer 2013

DESCRIPTION: Prior to the affiliation of Washburn Tech and Washburn University, very little facility improvements have been done in the last 20 to 30 years. In the spirit of upgrading the facility and recruiting students, renovations to these areas is imperative to attract “the right student, for the right program, for the right reason”. These renovations will bring all of our mechanical and electrical up to standard code in these instructional areas. This project is the continuation of the Midwest Training Center (MTC) renovation. Phase II deals will auto-technology, auto collision, diesel and remaining HVAC instruction space.

A total of 7 contractors picked up detailed plans for the Phase II project. Due to the complexity of the project and the shortened time frame (Summer 2013), bidders were asked to provide a schedule along with a plan of action for completion of their work along with their bid for evaluation. This was to assist Washburn Tech in evaluating internal scheduling and occupancy over the summer. Because of the tight schedule, Washburn Tech will be actively managing the contractors and their subs to ensure a quality project be delivered within the tight schedule. The bids came in as follows:

<b>Bidder</b>	<b>Bid</b>
<b>BASE BID Plus ALTERNATES (1-7)</b>	
Murray & Sons	\$ 546,100
Senne Co.	\$ 634,980
Mohan Construction	\$ 657,530
McElroy’s	\$ 721,500

FINANCIAL IMPLICATIONS:

An expenditure of **\$546,100** will be funded through the already approved FY14 Capital projects.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to Murray & Sons Construction in the amount of \$546,100 for the Midwest Training Center Auto /Diesel Phase II space.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

