

**WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
September 19, 2013**

I. Call to Order

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. Hoferer, Mr. McGivern, Mrs. Parks, Mr. Sneed, Mrs. Sourk, Mrs. Trusdale and Mr. Wolgast.

III. Approval of Minutes of the July 18, 2013 meeting

It was moved and seconded to approve the Minutes of the July 18, 2013 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

There was no Chair's report.

B. President's Report

President Farley reported that Washburn Institute of Technology hosted a national conference in connection with the TRAC-7 program participants on September 18th and 19th and that it was quite successful.

Dr. Farley said the Mulvane museum sponsors an event called "Artful Dining" in which dinner is hosted by individuals in their homes and other venues with 2-3 artists present featuring their artwork and that all artwork sales support the Mulvane museum.

Dr. Farley noted September 11th Washburn hosted the Career Fair which included approximately 111 participants, which was the highest participation rate in three years.

President Farley reported on the Fink Professors of Leadership which is a new program this year due to the generosity of Ruth Fink. He said Maynard Olivares and Harry Craig have been actively involved in this endeavor in the classroom.

Additionally, President Farley said the housing reports for on-campus housing have had waiting lists but this fall Washburn was able to work through the list and housing units are now full. He said Washburn will develop a feasibility study this year for the possibility of

additional housing on campus. He said if there is sustained interest in living on campus, then Washburn would look at proposing additional housing on the east side of the campus.

Dr. Farley reported the Washburn University Foundation Faculty/Staff Annual Giving Campaign concluded on September 18, and was happy to report an overall participation rate of 44% with total gifts exceeding \$231,000. He said of that number, Washburn Institute of Technology participated at the rate of 99%.

Dr. Farley gave a report on fall athletics and said football had a great evening Saturday, September 15th and reported the team is currently undefeated.

Dr. Farley reported that on October 22 there will be a bus tour of institutions of higher education in the state by certain state legislators, including the Senate Ways and Means Committee. He said they will visit all Kansas Board of Regents four-year institutions plus Fort Scott Community College and will be visiting Washburn Institute of Technology at 8:30 a.m. October 22. Dr. Farley invited all Regents to attend this gathering of legislators at the Washburn Institute of Technology campus.

President Farley reported the KBI forensic laboratory project is progressing through the work by many people involved including not only representatives for the KBI and Washburn but also the Topeka Public Building Commission, the City of Topeka and the Kansas Department of Administration. He discussed the various entities and officials involved in this project and stated the Public Building Commission has engaged bond counsel, a financial advisor and disclosure counsel, all whom are involved in proceeding quickly and efficiently given the very short time line for getting leases signed by fall, bonds issued by Thanksgiving and architects and a construction manager at risk engaged. He said the architect has been selected and interviews are pending for a construction manager at risk.

Dr. Farley said a new regent for Washburn was appointed by the Kansas Board of Regents at their September 19 meeting and announced Ms. Robba Moran was appointed by the Kansas Board of Regents to the Washburn University Board of Regents. He said that while Ms. Moran was not able to attend the Board meeting today, she expressed her appreciation of the appointment.

C. Committee Report(s)

1. Audit Committee – Regent Sourk

Regent Sourk reported the Audit Committee met September 18, 2013, which included a meeting with the audit firm, Rubin Browne. She said a meeting is scheduled for December 6 to discuss the outcome of the audit.

2. Budget/Finance Committee – Regent Trusdale

Regent Trusdale reported the Budget and Finance Committee met September 18, 2013 and reviewed the tuition report and the health insurance renewal proposal. She said the Committee recommends renewing the health insurance at the same rate as

last year and that the Board approve the Blue Cross/Blue Shield rates as requested. She also said the various insurance rates and companies were proposed and the Committee recommends renewing the insurance policies as proposed.

D. Treasurer's Report

Budget Director, Mr. Chris Leach, presented the Treasurer's Report: **1. Liquidated Claims – July 2013**, and **2. Liquidated Claims – August 2013**. It was moved and seconded to accept the Treasurer's Report. 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. Personnel

a. Faculty/Staff Personnel Actions

position and salary change for Stacy Woltje to Director of Student Affairs in the School of Business at an annual salary of \$54,000 effective immediately; recruit new position Career Navigator/Advisor at Washburn Institute of Technology at an annual salary of \$32,000; joint position between Washburn English Department and Washburn Institute of Technology for Tulora Roeckers, Lecturer of English at an annual salary of \$33,000; and,

b. Designate Dr. Virginia Pruitt as Professor Emeritus

bestow the title "Professor Emeritus" to Dr. Virginia Pruitt.

B. Action Items

1. University Health Plan Renewal

Dr. Farley presented this item, stating that no significant changes are proposed to the health insurance plan. He said Washburn gets recommendations from Blue Cross Blue Shield which administers the plan and said the last data available from June 30, together with the consultation with the University's benefit consultant, Mr. Mike Eichten, was taken to the benefits committee who then makes recommendations. He discussed the projection for next year based upon available data and projections, and said since there has not been a high level of claims it is recommended Washburn hold the rate flat which will permit the institution to realize a small increase in the reserve fund in order to have a year of premiums in the bank.

Regent Wolgast congratulated the University on the ability to keep rates down. Regent Trusdale moved to approve the University health plan as provided. The motion was seconded. Motion passed.

2. Renewal of Insurance Policies

Mr. Chris Leach, Director of Finance, presented the item and said there is a very modest increase in the overall insurance premiums, mostly in the workers compensation area. Mr. Leach presented the University's IMA representative for questions. There were no questions. Regent Parks moved to approve the insurance plan. The motion was seconded. Motion passed.

3. Benefit Plan Changes – Section 125 Cafeteria Plan Provider

Mr. Chris Leach, Director of Finance, presented the item and reported that Security Benefit will no longer be providing this service at no cost as in the past so bids for the service were solicited. He said the University is recommending ASIFlex and noted the company has significant experience in Kansas and with municipalities and Universities. He said the cost is very low. A motion was made and seconded to approve. Motion passed.

4. Purchase of Semi-Tractor Truck for Washburn Institute of Technology Advanced Systems Technology Program

Mr. Chris Leach, Director of Finance, presented for ratification the purchase of a semi-tractor truck for the TRAC-7 program grant which required an earlier deadline to purchase a trailer for the program's mobile classroom. He said the competitive bid process resulted in a bid and contract with Diamond Truck from Kansas City, Missouri. President Farley said since time was of the essence, the Board Chair approved the contract subject to ratification by the Board. A motion was made and seconded to ratify the purchase. Motion passed.

5. Virtual Reality Welding Trainers for Washburn Institute of Technology

Mr. Chris Leach, Director of Finance, presented this item and said it was also part of the TRAC-7 program grant which required purchase by a specific deadline prior to the Board meeting. Regent Sneed said that due to time being of the essence, and pursuant to procedure, he was contacted by Dr. Farley and approved the purchase subject to ratification. A motion was made and seconded to ratify the purchase. Motion passed.

6. Outreach Services for Washburn Institute of Technology AST Program and TRAC-7 Consortium

Mr. Chris Leach, Director of Finance, presented the item and recommended Jones Huyett Partners for the contract. He said the firm is currently the marketing agent for Washburn University and would be consistent with our goals, and that they were the lowest bid and ranked higher on quality than the second firm which bid only \$500 higher.

Regent Hoferer asked if Washburn gives a preference to local vendors to which Mr. Leach responded that the procedure is to offer to the local vendor if they are the low bid and can meet the required qualifications. There was discussion on making sure the University maintains consistency in obtaining truly competitive bids. Dr. Farley noted that the decision is usually one of qualitative factors but that the choice of a local vendor over another is only made on a very “close call.” A motion was made and seconded to approve the recommendation. Motion passed.

7. Athletics Department Baseball and Softball Scoreboards

Mr. Chris Leach, Director of Finance, presented the item. He said the current scoreboards were very basic recreational type scoreboards which need to be replaced. Mr. Loren Ferre, Athletic Director, explained the recommendation is Nevco, Inc. and stated that there are no vendors in the state, but said Kelly Construction would install the scoreboards and is a local company. A motion was made and seconded to approve. Motion passed.

C. Information Item(s)

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

Motion made and seconded to approve. Motion passed.

2. Fall 2014 Recruitment Update

Dr. Richard Liedtke, Executive Director of Enrollment Management, gave an update of the current state of enrollment. He said we continue to be in an unstable market specifically with regard to the “direct from high school” student market.

Dr. Liedtke highlighted the efforts of Dr. Tim Peterson, Dean of Academic Outreach, who is heading up the concurrent enrollment program. He said the hope is that if students enter the concurrent enrollment program they will become familiar with Washburn and its faculty which often results in high school students continuing at Washburn after high school. Dr. Liedtke said the category of transfer students has the most promising possibility but that the decline in overall college students across the nation, from private schools and community colleges, does provide challenges. He said the international student sector and Washburn Institute of Technology student sector will be discussed later by Baili Zhang and Dean Clark Coco, respectively.

Regent McGivern asked if Dr. Liedtke had the tools necessary to increase enrollment in the categories discussed and said he wanted to help in any way necessary. Dr. Liedtke said the Board’s previous decision to institute the interstate waiver has been of great help in recruitment and said they are now exploring ways to increase the number of transfer students. He said it may be necessary to expand the marketing budget for recruitment. Dr. Liedtke said there is also consideration being given to more competitive transfer student scholarships. Dr. Liedtke expressed his team has

been working tirelessly in the admissions department to improve student recruitment in general.

Dr. Farley said he hoped to have discussions regarding enrollment in the coming Board meetings this year as Washburn continues its recruitment efforts.

Dr. Farley said the First Year Experience has been successful in retention of students, as are the student activities Dr. Denise Ottinger has developed to keep students involved. He said additional housing in the future might also assist with recruitment and retention as well.

There was general discussion regarding the past year budget process and the overall need to increase and retain students.

VI. EXECUTIVE SESSION

A motion was made and seconded to recess to executive session at 4:50 p.m. to discuss legal matters. A motion was made and seconded. Motion passed. Regent Sneed announced the Board would reconvene in 15 minutes and did not plan to take any action.

The Board reconvened in open session at 5:02 p.m.

It was moved and seconded to adjourn. Motion passed. The Board of Regents meeting adjourned at 5:02 p.m.

/s/

Lisa R. Jones
Secretary, Board of Regents