

Board of Regents Meeting
Washburn "B" Room, Memorial Union
Thursday, 2/6/2014
4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

- A.**
 - Mr. Hoferer
 - Mr. Klausman
 - Mr. McGivern
 - Mrs. Moran
 - Mrs. Parks
 - Mr. Sneed
 - Mrs. Sourk
 - Mrs. Trusdale
 - Mr. Wolgast

III. Approval of Minutes of Past Meeting(s)

A. Approval of Minutes of December 6, 2013 meeting

December 6, 2013 Washburn University 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 - Mr. Anderson

1. Liquidated Claims Approval - November 2013

Liquidatee Claims - Nov 2013 - Page 7

2. Liquidated Claims Approval - December 2013

Liquidated Claims - Dec 2013 - Page 8

3. Quarterly Report

Quarterly Report - Page 9

Quarterly Report - Washburn University - Page 10

Quarterly Report - Washburn Institute of Technology - Page 15

V. New Business

A. Consent Agenda

1. Personnel

a. Faculty/Staff Personnel Actions

Faculty/Staff Personnel Actions - Page 19

b. Designate Emeriti

Designate Emeriti - Page 22

B. Action Items

1. Honorary Degree Candidates

C. Information Item(s)

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

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

VI. 6:00 p.m. Dinner

**WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
December 6, 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. Klausman, Mr. McGivern, Mrs. Moran, Mrs. Parks, Mr. Sneed, Mrs. Sourk, Mrs. Trusdale and Mr. Wolgast.

* Participated via telephone conference call.

III. Approval of Minutes of the October 31, 2013 meeting

It was moved and seconded to approve the Minutes of the October 31, 2013 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairperson Sneed reported that he removed himself from the Budget and Finance Committee and placed Mrs. Moran on the Budget and Finance Committee. He noted that Cynthia Hornberger's and Blanche Parks' photo was in an AGB magazine.

Chairperson Sneed said this was Lisa Jones' last Board meeting, and thanked her for her service to the Board.

B. President's Report

President Farley reported students are in finals time and encouraged all who can to attend the graduation ceremonies.

Dr. Farley said Senior Day held on campus in early November was very successful.

President Farley said the School of Business hosted lecture speaker Ernie Goss at a breakfast Thursday, December 5, and it was very well attended.

He also reported Senator Pat Roberts visited the campus on Wednesday, December 4. He said several students were invited and Senator Roberts asked students for their questions and engaged them in a robust discussion.

Dr. Farley said there were over 200 people in attendance at the annual Bell Tower Lighting Ceremony.

He reported he made a presentation to the Shawnee County Legislative Delegation earlier in the week and said it went well.

Dr. Farley reported on the progress of the KBI building project. He said Washburn and the Kansas Bureau of Investigation engaged the assistance of the Topeka Public Building Commission, who then hired architects, bond counsel, legal counsel, and a financial advisor. The bonds were sold in early November and closed just before Thanksgiving. He reported the interest rate was 3.87% which was a very good rate which will reduce state's cost in rent overall.

Dr. Farley said the new scoreboards for baseball and softball are in and will be soon installed.

Additionally, Dr. Farley reported that Student Services had a very nice ceremony on Veteran's day.

C. Committee Report(s)

1. Audit Committee

Regent Sourk, Chair of the Audit Committee, stated the committee met at 3:00 p.m. shortly before the Board meeting. She said they were pleased to report there were no significant findings in the report and that the committee unanimously voted to recommend the approval of the report. Tim Hall of RubinBrown LLP, account manager for Washburn University, briefly spoke and stood for questions of the Board. Dr. Farley noted that the report was the result of not only the audit team but also several dedicated employees that worked very hard and he stated he appreciated their dedication.

Regent Sourk made a motion to approve the report. Motion was seconded. Motion passed.

D. Treasurer's Report

1. Liquidated Claims Approval – October 2013

Vice President for Administration and Treasurer, Rick Anderson, presented the item and stood for questions. Motion made and seconded. 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. Faculty/Staff Personnel

recruit new position Lead Technical Instructor, Diesel at Washburn Institute of Technology; and, recommendation to approve hire of Pat Munzer as Dean of the School of Applied Studies.

B. Action Items

1. Academic Programs

a. New Associate of Liberal Studies Degree

Vice President for Academic Affairs, Dr. Randy Pembrook, presented the item. He explained how the new degree would provide credentials to students who have earned it while they may not have completed a current degree. Regent Trusdale asked if it would make it easier for students to come back and earn their Bachelor's degree. Dr. Pembrook said that while it might not make it easier, it may be motivating to students to return to finish a bachelor degree when they see they have completed a degree credential.

Regent Wolgast asked for clarity on the number of associate degrees awarded overall. Dr. Pembrook responded explaining the additional numbers that will go into the completion rates. He said this would improve the completion numbers for certain cohorts. Dr. Farley added that the Kansas Board of Regents has established a goal to add to the numbers of persons in Kansas (52% currently) to have a college degree. Dr. Farley said it is also good for the students because it may assist them in getting a better job by having a credential. He said some students may not finish here but transfer elsewhere and in that case we might be able to reverse transfer credits to complete their Associate of Liberal Studies degree at Washburn University.

It was moved and seconded to approve. Motion passed.

b. New Minor in Film and Video

Dr. Randy Pembrook, Vice President for Academic Affairs, presented the item for approval. No questions. It was moved and seconded to approve. Motion passed.

c. New Washburn Legal Scholars 3.5 + 3 Program

Dr. Randy Pembrook, Vice President for Academic Affairs, presented the item. Dean Romig explained that marketing this program would be done at the undergraduate level and would be a small number of people because the students must have high credentials and the hope is that these students would feed into the January start program. Mrs. Parks asked about the financial impact of the loss of one semester of undergraduate tuition. Dr. Pembrook said the number of those qualifying for the program is anticipated to be so small as to result in minimal lost tuition, and also noted the program may attract additional students. It was moved and seconded to approve. Motion passed.

d. Delete Minor in Kinesiology

Vice President for Academic Affairs, Dr. Randy Pembroke, presented the item. It was moved and seconded to approve. Motion passed.

2. Washburn Welcome and Student One-Stop Center

Vice President for Administration and Treasurer, Mr. Rick Anderson, presented the item. No questions were asked. Motion made and seconded to approve the low bidder, McPherson Contractors, Topeka, Kansas. Motion passed.

C. Information Item(s)

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

Vice President for Administration and Treasurer, Rick Anderson, presented the item. There were no questions.

2. Proposal for Creation of a New School of Law Center

Dr. Randy Pembroke, Vice President for Academic Affairs, presented the item. A motion was made and seconded to approve the creation of the new center. Motion passed.

It was moved and seconded to adjourn. Motion passed. The meeting adjourned at 4:33 p.m.

/s/

Lisa R. Jones
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – November 2013

DESCRIPTION: Attached is the list of claims processed for the month of November, 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 February 6, 2014 meeting through the Chairperson.

To the best of my information and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

Rick Anderson, Vice President for Administration & Treasurer

WASHBURN UNIVERSITY		Total Claims
Fund #	Fund Name	
1.	General Fund	\$1,822,442
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	401,578
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,050
7.	Tort Claim Fund	194,400
8.	Restricted and Agency Fund	458,942
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	462,334
	Sub-Total	3,340,746
	Payroll	3,086,422
	Payroll Withholding ACH Transactions	2,275,724
	*Wire Transfers (Investments)	-0-
	Total	\$8,702,892

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$161,201
3.	Building and Construction Fund	37,295
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	36,929
13.	Government and Research Fund	81,228
	Sub-Total	316,653
	Payroll	315,759
	Payroll Withholding ACH Transactions	169,582
	Total	\$801,994

Date

Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – December 2013

DESCRIPTION: Attached is the list of claims processed for the month of December, 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 February 6, 2014 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	\$2,371,152
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	345,021
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,350
7.	Tort Claim Fund	4,208
8.	Restricted and Agency Fund	265,659
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	379,150
	Sub-Total	3,366,540
	Payroll	2,794,479
	Payroll Withholding ACH Transactions	2,406,942
	*Wire Transfers (Investments)	-0-
	Total	\$8,567,961

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$203,016
3.	Building and Construction Fund	80,248
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	29,037
13.	Government and Research Fund	107,234
	Sub-Total	419,535
	Payroll	269,382
	Payroll Withholding ACH Transactions	148,465
	Total	\$837,382

Date

Jerry B. Farley, President

Agenda Item No. IV. D. 3.
Washburn University Board of Regents

SUBJECT: Quarterly Report for the Six Months Ended December 31, 2013

DESCRIPTION:

Attached are the:

- Statement of Revenues and Expenditures – General Fund for the Six Months Ended 12-31-13;
- Comparative Statements of Revenues and Expenditures – General Fund for the Six Months Ended December 31, 2013 and 2012;
- Expenditures by Function and by Natural Classification – General Fund for the Six Months Ended December 31, 2013; and
- Notes to the Quarterly Report.

FINANCIAL IMPLICATIONS:

None. Revenues and expenditures are in line with current year budgets and relative comparisons to last year.

RECOMMENDATION:

President Farley recommends the Board of Regents accept the Quarterly Report for the Six Months Ended December 31, 2013.

Date

Jerry B. Farley, President

WASHBURN UNIVERSITY
STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2013 - UNAUDITED

	YTD	Budget	% of Budget
REVENUE & TRANSFERS IN			
Tuition & fees	\$ 22,099,186	\$ 47,254,250	46.8%
State aid	5,394,446	10,788,890	50.0%
Sales taxes	10,063,024	18,251,719	55.1%
Endowment income	840,502	1,363,789	61.6%
KTWU income	1,023,891	2,514,856	40.7%
Investment income	125,097	155,000	80.7%
Athletic income	179,052	215,820	83.0%
Other income	311,504	154,600	201.5%
Transfers in	2,189	-	***
	40,038,891	80,698,924	49.6%
Distribution of reserves	-	2,400,349	0.0%
Total Revenue and Transfers In	40,038,891	83,099,273	48.2%
EXPENSES & TRANSFERS OUT			
Instruction	18,232,596	39,867,796	45.7%
Research, academic support	7,604,591	14,412,439	52.8%
Student services	4,532,024	8,767,349	51.7%
Institutional support	3,091,875	6,980,581	44.3%
Maintenance of plant	3,166,549	7,705,800	41.1%
Scholarships	1,529,299	2,440,091	62.7%
Other expenses	667,233	759,534	87.8%
Transfers out	352,385	365,683	96.4%
	39,176,552	81,299,273	48.2%
Regents' contingency	-	1,800,000	0.0%
Total Expenses & Transfers Out	39,176,552	83,099,273	47.1%
Net Educational & General	862,339	-	
Auxiliary Enterprises			
Residential Living revenues	1,481,309	2,675,300	55.4%
Residential Living expenditures	570,688	1,602,500	35.6%
Residential Living debt service	536,400	1,072,800	50.0%
Net Residential Living	374,221	-	
Memorial Union revenues	2,197,750	3,982,900	55.2%
Memorial Union expenditures	1,932,360	3,782,900	51.1%
Memorial Union debt service	100,000	200,000	50.0%
Net Memorial Union	165,390	-	
Net Auxiliary Enterprises	539,611	-	
Increase in net position	\$ 1,401,950	\$ -	

WASHBURN UNIVERSITY
COMPARATIVE STATEMENTS OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2013 and 2012 - UNAUDITED

	<u>FY 2014</u>	<u>FY 2013</u>	<u>Change</u>	<u>% Change</u>	
REVENUE & TRANSFERS IN					
Tuition & fees	\$ 22,099,186	\$ 22,218,659	\$ (119,473)	(0.5%)	
State aid	5,394,446	5,477,960	(83,514)	(1.5%)	
Sales taxes	10,063,024	9,889,031	173,993	1.8%	
Endowment income	840,502	842,306	(1,804)	(0.2%)	
KTWU income	1,023,891	953,159	70,732	7.4%	
Investment income	125,097	90,057	35,040	38.9%	
Athletic income	179,052	186,043	(6,991)	(3.8%)	
Other income	311,504	230,426	81,078	35.2%	
Transfers in	2,189	5,500	(3,311)	(60.2%)	
Distribution of reserves	-	-	-		
Total Revenue and Transfers In	40,038,891	39,893,141	145,750	0.4%	
EXPENSES & TRANSFERS OUT					
Instruction	18,232,596	18,046,926	185,670	1.0%	
Research, academic support	7,604,591	7,424,220	180,371	2.4%	
Student services	4,532,024	4,091,312	440,712	10.8%	
Institutional support	3,091,875	3,158,988	(67,113)	(2.1%)	
Maintenance of plant	3,166,549	3,328,208	(161,659)	(4.9%)	
Scholarships	1,529,299	1,447,568	81,731	5.6%	
Other expenses	667,233	654,822	12,412	1.9%	
Transfers out	352,385	294,991	57,394	19.5%	
Regents' contingency	-	-	-		
Total Expenses & Transfers Out	39,176,552	38,447,035	729,518	1.9%	
Net Educational & General	862,339	1,446,107	(583,768)	(40.4%)	
Auxiliary Enterprises					
Residential Living revenues	1,481,309	1,439,900	41,409	2.9%	
Residential Living expenditures	570,688	586,797	(16,109)	(2.7%)	
Residential Living debt service	536,400	536,400	-	0.0%	
Net Residential Living	374,221	316,703	57,518	18.2%	
Memorial Union revenues	2,197,750	2,088,751	108,999	5.2%	
Memorial Union expenditures	1,932,360	2,006,663	(74,303)	(3.7%)	
Memorial Union debt service	100,000	100,000	-	0.0%	
Net Memorial Union	165,390	(17,912)	183,302	(1023.3%)	
Net Auxiliary Enterprises	539,611	298,791	240,820	80.6%	
Increase in net position	\$ 1,401,950	\$ 1,744,898	\$ (342,948)	(19.7%)	

Note: Certain FY 2013 amounts have been reclassified to conform with the FY 2014 presentation.

WASHBURN UNIVERSITY
EXPENDITURES BY FUNCTION AND BY NATURAL CLASSIFICATION - GENERAL FUND
For the Six Months Ended December 31, 2013 - UNAUDITED

	Salaries	Benefits	Other Operating	Equipment	Scholarships	Transfers Out	Total	Budget by Function	Percent of Budget
Education and General									
Instruction	\$ 13,567,223	\$ 3,582,733	\$ 1,041,336	\$ 41,304	\$ -	\$ -	\$ 18,232,596	\$ 39,867,796	45.7%
Research, academic support	3,105,384	968,335	2,641,981	888,891	-	-	7,604,591	14,412,439	52.8%
Student services	2,582,770	801,093	1,130,302	17,859	-	-	4,532,024	8,767,349	51.7%
Institutional support	1,786,244	513,430	781,784	10,417	-	-	3,091,875	6,980,581	44.3%
Maintenance of plant	1,331,593	596,401	1,215,326	23,229	-	-	3,166,549	7,705,800	41.1%
Scholarships	-	-	-	-	1,529,299	-	1,529,299	2,440,091	62.7%
Other expenses	100	669,528	(2,395)	-	-	-	667,233	759,534	87.8%
Transfers out	-	-	-	-	-	352,385	352,385	365,683	96.4%
Regents' contingency	22,373,314	7,131,520	6,808,334	981,700	1,529,299	352,385	39,176,552	81,299,273	48.2%
	-	-	-	-	-	-	-	1,800,000	0.0%
Total Education and General	22,373,314	7,131,520	6,808,334	981,700	1,529,299	352,385	39,176,552	83,099,273	47.1%
Auxiliary Enterprises									
Residential Living	138,637	35,755	323,740	-	72,556	-	570,688	1,602,500	35.6%
Residential Living - debt service transfer	-	-	-	-	-	536,400	536,400	1,072,800	50.0%
Memorial Union	365,720	132,661	1,424,045	9,934	-	-	1,932,360	3,782,900	51.1%
Memorial Union - debt service transfer	-	-	-	-	-	100,000	100,000	200,000	50.0%
Total Auxiliaries	504,357	168,416	1,747,785	9,934	72,556	636,400	3,139,448	6,658,200	47.2%
Total Expenses and Transfers Out	\$ 22,877,671	\$ 7,299,936	\$ 8,556,119	\$ 991,634	\$ 1,601,855	\$ 988,785	\$ 42,316,000	\$ 89,757,473	47.1%
Budget by Natural Classification	\$ 48,048,632	\$ 12,394,501	\$ 21,935,470	\$ 1,450,296	\$ 2,440,091	\$ 3,488,483	\$ 89,757,473		
Percent of Budget	47.6%	58.9%	39.0%	68.4%	65.6%	28.3%			



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2013 – 2014
DECEMBER 31, 2013

1. BASIS OF PRESENTATION

The quarterly financial statements consist of statements of revenues and expenditures for the University's general fund only. Auxiliary enterprises – Residential Living and the Memorial Union – are included in the quarterly statements.

In general, the quarterly statements comply with the same generally accepted accounting principles as the year-end audited financial statements. However, there are some differences, caused primarily by a much more limited accounting closing at quarter-ends than at year-end.

2. TUITION AND FEES

The decrease in tuition and fees in the period ended December 31, 2013 compared to the corresponding period ended December 31, 2012 is due to the drop in enrollment, offset somewhat by higher tuition rates in effect.

3. STATE AID

State aid has declined by 1.5% in fiscal year 2014 compared to fiscal year 2013. This is in line with the decreased appropriations approved by the legislature.

4. SALES TAXES

For fiscal year 2014, reported sales tax revenues consist of five months of actual receipts and one month of budgeted receipts (December collections had not been received at the time this report was prepared). This amount is higher than actual fiscal year 2013 revenues through six months. Fiscal year 2014 sales tax revenues have been above budget in each of the first five months of the year, and are expected to remain in line with the amount budgeted for the year.

5. INVESTMENT INCOME

The increase of \$35,000 in investment income is due to two factors. First, market rates have increased somewhat. Our cash currently earns interest at a rate tied to a market index, with a floor below which the rate cannot drop. In fiscal year 2013, the rate was at the floor; during fiscal year 2014, the rate has climbed back above the floor rate. Second, the University's cash balances have been somewhat higher in fiscal year 2014 compared to fiscal year 2013.



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2013 – 2014
DECEMBER 31, 2013 (continued)

6. STUDENT SERVICES

The increase in student services expenses reflects the ongoing strategic efforts to increase admissions and improve student success and retention. Advertising expense in the Enrollment Management area was \$279,000 above the prior year, and salaries were up by \$37,000 in the Center for Student Success and Retention.

WASHBURN INSTITUTE OF TECHNOLOGY
STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2013 - UNAUDITED

	YTD		Budget	% of Budget
REVENUE & TRANSFERS IN				
Tuition & fees	\$ 1,188,592	\$ 2,439,347		48.7%
Technical state aid - secondary	1,304,705	2,247,621		58.0%
Technical state aid - postsecondary	1,419,753	2,839,505		50.0%
Technical state aid - capital	158,655	154,000		103.0%
Technical state aid - Perkins	5,575	181,737		3.1%
Tuition - continuing education	223,025	30,000		743.4%
Investment income	10,466	25,000		41.9%
Other income	128,117	155,000		82.7%
Transfers in	-	-		***
	4,438,888	8,072,210		55.0%
Distribution of reserves	-	750,000		0.0%
Total Revenue and Transfers In	4,438,888	8,822,210		50.3%
EXPENSES & TRANSFERS OUT				
Instruction	2,385,896	4,683,262		50.9%
Academic support	275,744	504,894		54.6%
Student services	373,904	810,415		46.1%
Institutional support	124,558	360,196		34.6%
Maintenance of plant	611,173	1,261,351		48.5%
Employee benefits	97,045	101,355		95.7%
Perkins federal program	-	181,737		0.0%
	3,868,320	7,903,210		48.9%
Transfers out	-	919,000		0.0%
Total Expenses & Transfers Out	3,868,320	8,822,210		43.8%
Increase in Net Position	570,568	-		

WASHBURN INSTITUTE OF TECHNOLOGY
COMPARATIVE STATEMENTS OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2013 and 2012 - UNAUDITED

	<u>FY 2014</u>	<u>FY 2013</u>	<u>Change</u>	<u>% Change</u>	
REVENUE & TRANSFERS IN					
Tuition & fees	\$ 1,188,592	\$ 838,384	\$ 350,208	41.8%	
Technical state aid - secondary	1,304,705	957,198	347,507	36.3%	
Technical state aid - postsecondary	1,419,753	1,419,753	-	0.0%	
Technical state aid - capital	158,655	154,806	3,849	2.5%	
Technical state aid - Perkins	5,575	5,000	575	11.5%	
Tuition - continuing education	223,025	175,327	47,698	27.2%	
Investment income	10,466	14,969	(4,503)	-30.1%	
Other income	128,117	151,790	(23,673)	-15.6%	
Transfers in	-	-	-	***	
Distribution of reserves	4,438,888	3,717,227	721,661		
	-	-	-		
Total Revenue and Transfers In	4,438,888	3,717,227	721,661	19.4%	
EXPENSES & TRANSFERS OUT					
Instruction	2,385,896	1,969,850	416,046	21.1%	
Academic support	275,744	306,652	(30,908)	-10.1%	
Student services	373,904	374,491	(587)	-0.2%	
Institutional support	124,558	87,744	36,814	42.0%	
Maintenance of plant	611,173	572,503	38,670	6.8%	
Employee benefits	97,045	98,530	(1,485)	-1.5%	
Perkins federal program	-	-	-	***	
Transfers out	3,868,320	3,409,770	458,550		
	-	-	-		
Total Expenses & Transfers Out	3,868,320	3,409,770	458,550	13.4%	
Increase in Net Position	\$ 570,568	\$ 307,457	\$ 263,111	85.6%	

Note: Certain FY 2013 amounts have been reclassified to conform with the FY 2014 presentation.

WASHBURN INSTITUTE OF TECHNOLOGY
EXPENDITURES BY FUNCTION AND BY NATURAL CLASSIFICATION - GENERAL FUND
For the Six Months Ended December 31, 2013 - UNAUDITED

	Salaries	Benefits	Other Operating	Equipment	Transfers Out	Total	Budget by Function	Percent of Budget
Education and General								
Instruction	\$ 1,479,234	\$ 398,318	\$ 478,846	\$ 29,498	\$ -	\$ 2,385,896	\$ 4,683,262	50.9%
Academic support	150,764	38,101	84,162	2,717	-	275,744	504,894	54.6%
Student services	247,024	67,493	59,211	176	-	373,904	810,415	46.1%
Institutional support	54,253	18,496	51,599	210	-	124,558	360,196	34.6%
Maintenance of plant	152,825	59,201	383,661	15,486	-	611,173	1,261,351	48.5%
Employee benefits	-	97,045	-	-	-	97,045	101,355	95.7%
Perkins federal program	-	-	-	-	-	-	181,737	0.0%
Transfers out	-	-	-	-	-	-	919,000	0.0%
Total Expenses and Transfers Out	\$ 2,084,100	\$ 678,654	\$ 1,057,479	\$ 48,087	\$ -	\$ 3,868,320	\$ 8,822,210	43.8%
Budget - by Natural Classification	\$ 4,438,310	\$ 1,370,803	\$ 2,032,897	\$ 61,200	\$ 919,000	\$ 8,822,210		
Percent of Budget	47.0%	49.5%	52.0%	78.6%	0.0%			



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2013 – 2014
DECEMBER 31, 2013

1. BASIS OF PRESENTATION

The quarterly financial statements consist of statements of revenues and expenditures for Washburn Tech's general fund. In addition, although Perkins vocational aid and special project aid are accounted for in separate funds on Washburn Tech's books, revenues for those programs are included in these statements, as are the transfers of those revenues to the separate funds.

In general, the quarterly statements comply with the same generally accepted accounting principles as the year-end audited financial statements. However, there are some differences, caused primarily by a much more limited accounting closing at quarter-ends than at year-end.

2. TUITION AND FEES

The increase in tuition and fees in the period ended December 31, 2013 compared to the corresponding period ended December 31, 2012 is primarily due to significantly higher enrollment, combined with a slight increase in some program fees.

3. TECHNICAL STATE AID - SECONDARY

No state aid for secondary students under S.B. 155 had been received by December 31, 2013 (for fiscal year 2014) or December 31, 2012 (for fiscal year 2013). Accordingly, we have accrued these revenues. For fiscal year 2014, the accrual is based on an analysis of expected enrollment and state funding; for fiscal year 2013, the accrual is half of the amount actually received later in the fiscal year.

4. TUITION – CONTINUING EDUCATION

The increase of \$48,000 in continuing education tuition is primarily due to the fact that the coordinator of the Business & Industry programs has been in place for the entire year to date. In the prior fiscal year, the coordinator position was vacant for the first three months of the fiscal year, and it took the current coordinator several months to settle in to the position.

5. INSTRUCTION

The increase of \$415,000 in instruction expenses is broad-based, mainly attributable to the increased enrollment levels. In particular, expenses in the health-related areas are up by \$125,000, in welding by \$53,000, and in advanced systems technology by \$40,000.

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.

Name	Position	Change	Financial Implications	Comments	Action
Michelle Shipley	Chair and Assistant Professor of Allied Health POSN 001036	Effective December 2013	Annual salary of \$74,776; in FY 2014 budget	Was Interim Chair, accepted Chair position	Information Only
Margaret Wood	Director of the Center for Teaching Excellence and Learning (C-TEL)/ Associate Professor of Sociology/ Anthropology POSN 000125	Appointment as Director of C-TEL effective 1/13/14	Annual salary of \$75,019; \$58,950 in POSN 000125, \$16,069 from C-TEL FY 2014 budget	Ten month appointment; maintains partial teaching load in Sociology/ Anthropology	Information Only
Mary Menninger-Corder	Assistant Professor of Nursing POSN 000988	Leave of Absence from January 2014 to June 2015 with tenure clock stoppage	Without pay; salary savings to pay for cost of other faculty if necessary	Has accepted Director of Health Occupations at Washburn Institute of Technology for specified time	Request approval
Patricia Mower	Associate Professor of Mathematics POSN 000134	Leave of Absence Spring 2014 semester	Without pay when leave balance is depleted	Extension of FMLA	Request approval
New Position	Senior Administrative Assistant	Under Recruitment	Funds available within VPSL	Additional position added to provide administrative	Request approval

				support for Counseling Services during Morgan Hall renovation. Expected duration 15-18 months	
Jeff Schwinn	Current Assistant Coach, position 503, reallocated to Offensive Coordinator	Market adjustment	Current salary \$35,630; proposed salary \$50,000. Additional \$14,370 from Athletics Department salary pool*	A recent staff resignation has provided the Athletic Department the opportunity to reorganize existing coaching positions, resulting in a change in responsibilities and salary	Request approval
Eric Eisenbarth	Assistant Coach, Offensive Line, Position 504	Market adjustment	Current salary \$36,139; proposed salary \$40,000. Additional \$3,861 from Athletics Department salary pool*	A recent staff resignation has provided the Athletic Department the opportunity to reorganize existing coaching positions, resulting in a change in responsibilities and salary	Request approval
Zachary Watkins	Assistant Coach, Defense, Position 501	New Hire	Proposed salary \$48,000. Position budgeted at \$64,135. Savings reallocated to other positions*	A recent staff resignation has provided the Athletic Department the opportunity to reorganize existing coaching positions	Request approval

Josh Osborn	Assistant Coach, Offense, Position 1031	Market adjustment	Current salary \$28,000; proposed salary \$32,000. Additional \$4,000 from Athletics Department salary pool*	A recent staff resignation has provided the Athletic Department the opportunity to reorganize existing coaching positions, resulting in a change in responsibilities and salary	Request approval
LaRon Moore	Assistant Coach, Defense, Position 1059	Market adjustment	Current salary \$24,450; proposed salary \$28,000. Additional \$3,550 from Athletics Department salary pool*	A recent staff resignation has provided the Athletic Department the opportunity to reorganize existing coaching positions, resulting in a change in responsibilities and salary	Request approval
*Current football salary pool is \$239,254; proposed football salary pool is \$250,000. Additional dollars to come from contingency fund.					Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: Designate Dr. Patricia Bender as Assistant Professor Emeritus, Dr. Nora Clark as Assistant Professor Emeritus, Ms. Kathryn Hupp as Lecturer Emeritus, Mr. James Rivers as Professor Emeritus, Dr. William Roach as Professor Emeritus, and Ms. Kay Rute as Professor Emeritus

DESCRIPTION:

Dr. Patricia Bender began her teaching career at Washburn University in 1984 as an Adjunct Instructor in the College of Arts & Sciences Health, Physical Education and Exercise Science (now Kinesiology) Department, became a part-time Instructor in 1986, part-time Assistant Professor in 1987, full-time Assistant Professor in 1995 and was tenured in 2001. She earned her B.A. from Trinity University in 1976, her M.S. from the University of Illinois in 1980, and her Ph.D. from the University of Southern California in 1987. Prior to her Washburn career, she was a graduate teaching assistant at the Universities of Kansas, Southern California, and Illinois. During her 30 years of service, she created the department's B.A. degree programs, designed and implemented numerous new courses, and has been a valued contributor to the department's Program Review, Assessment Plan, and Merit and Tenure/Promotion documents. She also is a distant relative of Washburn University benefactor, Ichabod Washburn.

Dr. Nora Clark began her teaching career at Washburn University in 1991 as Assistant Professor of Nursing in the School of Nursing and received tenure in 1984. She earned her B.A. from Pacific Union College in 1968, B.S. from Walla Walla College in 1971, and M.S.N. and Ph.D. from the University of Kansas in 1986 and 2004. Prior to her Washburn career of 23 years, she served as a staff nurse for 18 years in various hospitals ranging from Lawrence to Heidelberg, Germany, and was an Assistant Professor of Nursing five years at William Jewell College.

Ms. Kathryn Hupp began her teaching career at Washburn University in 2003 as Lecturer/Director of Clinical Education in the Physical Therapist Assistant Program in the School of Applied Studies Allied Health Department. She earned her A.S. and B.A. both in 1998 at Washburn University. Prior to her Washburn career, she was a certified physical therapist assistant at a retirement center and two local hospitals. During her 11 years of service, she was a dedicated liaison with the community and area hospitals while also serving on many committees. Her last five years have been served as the Coordinator for the Clinical Laboratory Science program in the Allied Health Department.

Mr. James Rivers began his teaching career at Washburn University in 1968 as Assistant Professor of Music in the College of Arts & Sciences Music Department. He received tenure in 1971, was named Washburn's first Pianist-in-Residence in 1972, and was promoted to Associate Professor in 1975 and to Professor in 1981. He earned an Artist Diploma from The Juilliard School in 1965 and a B.M. from North Texas State University in 1966. He gave his New York City Town Hall debut at age 25 and then, during his 46 years of service to Washburn, has performed solo recitals in major North American and European cities, been featured guest artist across the country with leading orchestras and at numerous festivals, founded and directed the on-campus four-day

Chamber Music Festivals of the 1970's, instrumental in establishing the Topeka Sunflower Festival, founded the ongoing annual Washburn Honors Concert Series showcasing the talents of Washburn's finest music students, has performed hundreds of Young People's Concerts nationwide, is a published composer with seven recorded albums, has served on the Music Advisory Panel for the Kansas Arts Commission, the Board of Directors for the Topeka Chamber Music Series, and the boards of the Topeka Arts Council's Dance Arts of Topeka and the Association of Community Arts Agencies of Kansas, was named an Outstanding Educator of America in 1975, and as an advocate for advancing the arts in Kansas, actively lobbied for arts-related issues and helped create an arts education credit in the Topeka Public Schools. He also tours the country as a speaker with his solo presentation, "My Piano Gets Twenty Miles Per Gallon," recounting true tales of his life as a concert pianist.

Dr. William Roach began his teaching career at Washburn University in 1983 as Associate Professor of Management in the School of Business and received tenure and promotion to Professor in 1987. He earned his B.S. from the University of Notre Dame in 1966, M.B.A. from Northwestern University in 1968, and Ph.D. from the University of Michigan in 1973. Prior to his Washburn career, he was an actuary for the State of Kansas, Assistant Professor at the University of Kansas, Lecturer and Assistant Professor at Eastern Michigan University, teaching/research assistant at the University of Michigan, and an actuarial technician, then operations research analyst in private business. During his 31 years of service, he has received numerous School and university awards and has been a leader in faculty governance with long stints on University Council Faculty Senate, and more recently as the School of Business Faculty Chair.

Ms. Kay Rute began her teaching career at Washburn University in 1989 as Assistant Professor of the Legal Assistance Program in the School of Applied Studies. She became the Legal Assistance Program Director in 1991, received tenure and promotion to Associate Professor in 1995, promotion to Professor in 2008, and served as Chair of the Office/Legal/and Technology Department from 1997 to 2003. She earned her B.A. and J.D. from Washburn University in 1971 and 1980. Prior to her Washburn career, she taught secondary school, was a paralegal, a law clerk, an attorney in private practice, a research attorney for the Kansas Supreme Court, and an attorney for the State of Kansas. She has given 25 years of service to Washburn University, with the last five as part of the Criminal Justice & Legal Studies Department.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title "Assistant Professor Emeritus" to Dr. Patricia Bender, "Assistant Professor Emeritus" to Dr. Nora Clark, "Lecturer Emeritus" to Ms. Kathryn Hupp, "Professor Emeritus" to Mr. James Rivers, "Professor Emeritus" to Dr. William Roach, and "Professor Emeritus" to Ms. Kay Rute.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 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, a representative from Washburn Institute of Technology, 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 2014 Spring Commencement ceremonies:

The Honorable J. Patrick Brazil	Doctor of Law
Beth Fontron Fager	Doctor of Humane Letters
Steven S. Martin	Doctor of Public Service
John Edgar Tidwell	Doctor of Literature

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.

Date

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.

Date

Jerry B. Farley, President

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<p>Wide Belt Sander Washburn Tech Competitively bid. Two bids received. Award to lowest price bid meeting specifications and requirements. Grant Funding</p>	<p>Overland Tool Lenexa, KS</p>	<p>\$25,795</p>
<p>2014 Chrysler 300c Automobile President's Office Competitively bid. Three bids received. Award to the lowest price bid meeting the specifications and requirements of a vehicle required for the President's Office. Capital Equipment Funding</p>	<p>John Hoffer Chrysler-Jeep</p>	<p>\$38,070</p>