

**Board of Regents Meeting**  
**Kansas Room, Memorial Union**  
**Thursday, 6/12/2014**  
**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 May 1, 2014 Minutes**

*May 1, 2014 Washburn University Board of Regents Minutes - Page 3*

**IV. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Report(s)**

**1. Budget/Finance Committee - Mrs. Trusdale**

**a. FY 2015 General Fund Budget - Washburn University and Washburn Institute of Technology**

*General Fund Budget FY2015 - Page 10*

**2. Nominating Committee - Election of Officers - Mr. McGivern**

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

**1. Liquidated Claims Approval - April 2014**

*Liquidated Claims - April 2014 - Page 11*

**2. Public Budget - Publish Notice of Hearing**

*Public Budget - Notice to Publish - Page 12*

**3. Quarterly Report for the Nine Months Ended March 31, 2014**

*Quarterly Report - Page 13*

*Quarterly Report - Washburn University - Page 14*

*Quarterly Report - Washburn Institute of Technology - Page 18*

**V. New Business**

**A. Consent Agenda**

**1. Personnel**

**a. Faculty/Staff Personnel Actions - Mr. Anderson/Dr. Pembrook**

**2. Policies**

**a. Bulletin Boards and Posting Policy - Ms. Waskowiak**

*Bulletin Boards Posting Policy - Page 23*

**B. Action Items**

**1. Bond Resolution - Refunding Revenue Bonds, Series 2014 -Mr. Anderson**

*Bond Resolution Approval - Page 24*

**2. Contracted Services with Pinegar, Smith & Associates, Inc. - Dr. Farley**

*Pinegar Smith Renewal - Page 26*

**3. Renewal of Property Insurance Policy - Mr. Anderson**

*Property Insurance - Page 28*

**4. New Eastside Student Housing and Dining - Mr. Anderson**

*Eastside Housing Architect - Page 29*

**5. Expenditures Greater Than \$50,000 - Mr. Anderson**

**a. Infrastructure Switches, Wireless Access points, Cable Drops, and Server Hardware for Washburn Institute of Technology**

*Infrastructure Switches at Washburn Institute of Technology - Page 30*

**b. Information Technology Services (ITS) Equipment Replacement/Upgrade**

*ITS Equipment Replacement - Page 32*

**c. Information Technology Services (ITS) Wireless Network Equipment**

*ITS Wireless Network Equipment - Page 33*

**d. Computer System Purchases**

*Computer System Purchases - Page 34*

**e. Computer System Purchases for Washburn Institute of Technology**

*Computer Purchases - Washburn Institute of Technology - Page 35*

**f. Microscopes for the New Teaching Lab for Washburn University Forensic Science Program**

*Microscopes - Forensic Science Program - Page 36*

**g. Athletic Video Board System for Yager Stadium**

*Athletic Video Board System - Page 38*

**C. Information Item(s)**

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

*Purchases - Page 39*

**VI. Executive Session**

**VII. 6:30 p.m. Dinner**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**May 1, 2014**

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**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. Parks, Mr. Sneed, Mrs. Sourk, Mrs. Trusdale and Mr. Wolgast.

**III. Approval of Minutes of the March 20, 2014 meeting**

It was moved and seconded to approve the Minutes of the March 20, 2014 meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

Chairperson Sneed had no report.

**B. President's Report**

President Farley reported that Tuesday evening, the Washburn Institute of Technology campus had another signing event. It's great for students and lets us know how many will be participating in programs. He said that 72 of our Washburn Institute of Technology students won medals at the Skills competition and over 20 are going to the national competition in Kansas City.

Dr. Farley said that yesterday was the groundbreaking for the KBI building and it was an outstanding event. The Designer ShowHome agreement is almost ready for signature. He joked that he and Mrs. Farley look forward to being homeless.

He said he asked Dr. Ottinger to put together a list of student events going on this month, and there are almost 50. He said he and Mrs. Farley try to go to most of them, and he welcomed the Regents to participate when they want.

President Farley mentioned that a couple weeks ago, we held town hall meetings on the Washburn and Washburn Institute of Technology campuses to talk about the financial situation. He said he has also met with faculty.

Dr. Farley explained there is a broadband project by the Department of Commerce and we're a part of that Intergovernmental Cooperation Council. He said it will be a great thing and will not cost us any money.

He said one of our faculty, Brian Thomas, received a grant from NASA to study the atmospheric effects of a Supernova event close to Earth. It was his second one. He has also been on the PBS program NOVA a couple of times as an expert talking about his research.

Dr. Farley noted there are two concerts coming up, called the President's concert, one at Kauffman Center in Kansas City and one here on campus. Soprano Richetta Manager will be performing. Commencement is coming up shortly.

He announced that we've made an offer and it has been accepted to fill the position of University Counsel. Mr. Marc Fried comes from St. Louis, Missouri and we're eager to have him.

President Farley said we conducted an extensive national search for the Dean position in our College of Arts and Sciences, but found the most qualified person here on campus. Laura Stephenson has accepted position.

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

### **1. Budget/Finance Committee (Action Required)**

Regent Trusdale reported from the Committee meeting about the elements to be considered as we develop a budget for Washburn and Washburn Institute of Technology. There are enrollment declines for the fall semester; the legislature has proposed to restore the 1.5% reduction to the State Fund grant; and sales tax revenue will be flat for another year. There will be expenses for our fixed cost of continuing operations and modest increases for specific initiatives like Enrollment Management and advertising. These will be funded through budget reductions and redistributions, and there will be a modest tuition increase to provide additional revenue to cover a portion of these expenses.

She explained that a salary program will not be possible without some revenues generated from a tuition increase. A salary program may be considered effective January 1, 2015 if fall tuition revenues increase sufficiently. WIT experienced a greater than 20% enrollment increase and the legislature is proposing to fully fund SB 155 for the current and next fiscal year. They will have sufficient funds to consider a modest salary program effective July 1, 2014. A final budget proposal will be submitted for both campuses to the Board in June. The Budget and Finance Committee recommends the Board approve both action items.

**a. Refunding of the University's 2004 Building Refunding Revenue Bonds**

It was moved and seconded to appoint Piper Jaffray & Company as underwriters. Motion passed.

**b. Additional Campus Housing**

Regent Hoferer asked how many students live on campus. Vice President for Administration and Treasurer, Rick Anderson, said Washburn has 9% of the student body living on campus. The other regional schools have an average of 21% in campus housing. Fort Hays State, at 12%, has the next lowest percentage of students living on campus, however, they are currently in the process of adding additional student housing. The University of Kansas and Kansas State have around 20% of the student body living on campus.

**D. Treasurer's Report**

**1. Liquidated Claims Approval – March 2014**

Vice President for Administration and Treasurer, Rick Anderson, presented the Liquidated Claims. It was moved and seconded to accept. Motion passed.

**V. Old Business**

**A. Policies**

**1. Standardization of Maximum Faculty Tenure Probationary Period; Notice of Bylaw Amendment – Second Reading**

Vice President for Academic Affairs, Randy Pembroke, clarified two processes for the Faculty Handbook and for Bylaws. Certain things are only addressed in one or the other, but on this item, it's an item that overlaps both documents. This proposed amendment is a simple change. In the Faculty Handbook, some places talk about seven years' probationary period for tenure, while others say six years, which is also the standard among tenure periods. This would make it uniform across campus. It was moved and seconded to pass the Bylaw amendment as presented. Motion passed.

**VI. New Business**

**A. Consent Agenda**

It was moved and seconded to approve the Consent Agenda. Items VI. A. 1. a. through e. were approved in one vote. Motion passed.

As approved by action of the Board:

## 1. Personnel

### a. Faculty/Staff Personnel Actions

Vice President for Administration and Treasurer, Rick Anderson, presented the item to recruit for the new position of University Counselor in the Student Life area;

### b. Eminentes Universitatis

Vice President for Administration and Treasurer, Rick Anderson, presented the item to designate Eminentes Universitatis status to Duane Loyd and Mary Sue Peek;

### c. Posthumous Degree

Vice President for Academic Affairs, Randy Pembroke, presented the item for the award of the Associate of Applied Science degree posthumously to Steven R. Davis. The student passed away from a disease and is qualified for this award. It is meaningful to his family and it will be presented to them at the School of Applied Studies ceremony.

### d. Voluntary Phased Retirement – Mr. Cal Melick

Vice President for Academic Affairs, Randy Pembroke, presented the item for voluntary phased retirement to Mr. Cal Melick, Public Services Librarian in Mabee Library, at 75% for academic years 2014-15, 2015-16, and 2016-17 effective July 1, 2014, ending June 30, 2017;

### e. Voluntary Phased Retirement – Dr. N. Iris Wilkinson

Vice President for Academic Affairs, Randy Pembroke, presented the item for voluntary phased retirement to Dr. N. Iris Wilkinson, Associate Professor in Human Services, at 50% for academic years 2014-15, 2015-16, and 2016-17 effective August 1, 2014, ending June 30, 2017; and,

## 2. Name Change in Communication

Vice President for Academic Affairs, Randy Pembroke, presented the item changing the name of the Communication Department to Communication Studies Department. He hopes it will help alleviate the confusion between them and University Relations. Item was approved.

## B. Action Items

### 1. Expenditures Greater than \$50,000

Vice President for Administration and Treasurer, Rick Anderson, presented agenda items B. 1. a. through f. There being no questions, it was moved and seconded to approve all items. Motion passed.

**a. Computer System Purchases**

Award of contract to Hewlett-Packard Public Sector Sales in the amount of \$177,618 for desktop and notebook computer systems.

**b. TouchNet University Payment Software move to Hosted Service and addition of the Debit Card Gateway**

Approve moving the TouchNet payment services to the TouchNet cloud service.

**c. Art Building Roof Replacement – Project #900275**

Award of contract to J.B. Turner and Sons in the amount of \$128,684 for roof replacement on the Art building.

**d. Seat-back Chairs and Motorized Bleacher Equipment Replacement in Lee Arena**

Award of contract to Heartland Seating, Inc. of Shawnee, KS in the amount of \$155,390 for seat-back chairs and motorized equipment in Lee Arena.

**e. Bianchino Pavillion Roof Replacement – Project #900275**

Award of contract to Danker Roofing in the amount of \$164,405 for roof replacement on Bianchino Pavilion building.

**f. Parking Lots Repair – Project #900250**

Award of contract to Dinkel Construction in the amount of \$322,190 for the Law School parking lots repair.

**2. Transfer of International Credit**

Vice President for Academic Affairs, Randy Pembroke, presented the item. He said there are two agencies that review international transcripts and there is inconsistency between them in the way they translate credits. We want to recognize credits but will put grades of A-C in parenthesis, for Ds it would be pass, F is fail. We propose a policy that says how many hours of graded credit are required to graduate, which is 60 for undergraduate and 30 for associates. It was moved and seconded to approve the item. Motion passed.

**2. Combined Graduate Degrees – JD, Law School, and MAcc, School of Business**

Vice President for Academic Affairs, Randy Pembroke, presented the item. He explained that some hours from each program can be counted for the other, so 106 credits will be required for a joint degree versus 120 if someone did both programs separately. A Regent asked if students have to apply for both

programs and be accepted. Dr. Pembroke said they do and that's typical of joint programs. It was moved and seconded to approve the item. Motion passed.

**4. Biology New Program, Bachelor of Arts in Environmental Biology**

Vice President for Academic Affairs, Randy Pembroke, presented items B. 4. through 7. at one time. He explained that the Biology department is trying to develop new programs to reflect current interests. There are no new expenses or new requirements for programs listed in items 4.-7.

**5. Biology New Program, Bachelor of Science in Environmental Biology**

**6. Biology New Program, Bachelor of Science in Molecular Biology and Biotechnology**

**7. Physics New Program, Associate of Science Degree in Engineering-Physics**

Dr. Pembroke explained that we already have this program and call it pre-engineering. What happens is that students take 60 hours, then go to another Kansas school to complete their engineering degree but we have no way to track whether they completed a degree. Washburn is simply acknowledging that this meets our standard for an Associates' degree, and already have the program in place. This is a way to show that students get a degree from Washburn, which helps our retention and graduation rate.

It was moved and seconded to approve agenda items B. 4. Through 7. Motion passed.

**8. Change in the Distribution of General Education for the Associate of Science (AS) degrees only**

Vice President for Academic Affairs, Randy Pembroke, talked about how in retreat we want to make it easier for students; this gives students and units some flexibility to address general education and accreditation demands. It was moved and seconded to approve. Motion passed.

**9. Biology Deletion, Bachelor of Arts in Biology with Secondary Education Emphasis**

Vice President for Academic Affairs, Randy Pembroke, presented agenda items B. 9. and 10. together, as he didn't want to delete one without having the other. He explained that no students are currently enrolled in the Bachelor of Arts in Biology with Secondary Education Emphasis and the change to a Secondary Education Specialization would lower the number of hours required. Now, our standard is higher than competitors or licensing standards, so this will attract more science teachers into the program.



Regent Sourk asked if we're looking at this with other areas of Education specialization. Dr. Pembroke will check into that with the Education Department but said that other areas haven't had problems recruiting like Biology Education.

**10. Biology Change, B.S. Degree (Secondary Education) to B.S. Degree in Biology (Secondary Education Specialization)**

It was moved and seconded to approve items B. 9. And 10. Motion passed.

**11. International Business Concentration for the BBA Degree**

Vice President for Academic Affairs, Randy Pembroke, presented agenda items B. 11. and 12. together. He said these concentrations give us opportunities in recruiting as our competitors have both these options already. We think students will be attracted to both these and the entrepreneurship concentration relates well to the city's similar initiative. There are some new expenses, but each concentration is predicted to bring in 20-25 students to offset costs.

**12. New Concentration for the BBA Degree: Entrepreneurship & Innovation**

It was moved and seconded to approve agenda items B. 11. and 12. Motion passed.

**C. Information Item(s)**

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

There were no question.

Chairperson Sneed thanked everyone for coming to the meetings, he recognizes that all are busy in the classroom, so he appreciates taking the time to attend.

It was moved and seconded to adjourn. The meeting adjourned at 4:45 p.m.

/s/

\_\_\_\_\_  
Cynthia Waskowiak  
Assistant Secretary, Board of Regents

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

SUBJECT: FY 2015 General Fund Budget  
– Washburn University and Washburn Institute of Technology

DESCRIPTION:

At its June 10, 2014 meeting the Board of Regents Budget and Finance Committee received the Administration budget assumptions for the FY 2015 General Fund Budgets for Washburn University and Washburn Institute of Technology. The Committee approved the assumptions. The FY 2015 proposed budget for Washburn University and Washburn Institute of Technology is detailed in the attached pages.

FINANCIAL IMPLICATIONS:

As described in the budget summary tables and detailed in the FY 2015 Budget Book.

RECOMMENDATION:

President Farley recommends approval of the FY 2015 General Fund Budget of \$\_\_\_\_\_ for Washburn University and \$\_\_\_\_\_ for Washburn Institute of Technology.

\_\_\_\_\_  
Date

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

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

**SUBJECT:** Liquidated Claims Approval – April 2014

**DESCRIPTION:** Attached is the list of claims processed for the month of April, 2014 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 June 12, 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

<b>WASHBURN UNIVERSITY</b>		
<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$1,440,462
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	469,426
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,500
7.	Tort Claim Fund	7,625
8.	Restricted and Agency Fund	275,915
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	170,914
	Sub-Total	2,365,842
	Payroll	2,662,431
	Payroll Withholding ACH Transactions	1,395,017
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$6,423,290</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$127,132
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	10,543
13.	Government and Research Fund	44,013
	Sub-Total	181,688
	Payroll	285,340
	Payroll Withholding ACH Transactions	70,110
	<b>Total</b>	<b>\$537,138</b>

\_\_\_\_\_  
Date

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

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

SUBJECT: Public Budget – Publish Notice of Hearing

DESCRIPTION:

A public budget hearing must be held for the FY 2015 public budget. The public budget hearing will occur in conjunction with, but just prior to, the July meeting of the Board. In accordance with Kansas law, a formal Notice of Public Budget Hearing must be published in the newspaper at least 10 days prior to the public budget hearing.

FINANCIAL IMPLICATIONS:

The actual public budget documents will be completed once FY 2014 expenditure reports and property assessment values are finalized in July. Copies of the final documents will be provided to the Board prior to the July 24, 2014 public budget hearing.

RECOMMENDATION:

President Farley recommends approval by the Board of Regents to publish the Notice of Public Budget Hearing no later than 10 days prior to the July 24, 2014 public budget hearing.

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Date

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Jerry B. Farley, President

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

SUBJECT: Quarterly Report for the Nine Months Ended March 31, 2014

DESCRIPTION:

Attached are the:

- Statement of Revenues and Expenditures – General Fund for the Nine Months Ended March 31, 2014;
- Comparative Statements of Revenues and Expenditures – General Fund for the Nine Months Ended March 31, 2014 and 2013;
- Expenditures by Function and by Natural Classification – General Fund for the Nine Months Ended March 31, 2014;
- Notes to Quarterly Financial Statement;
- Washburn Institute of Technology Statement of Revenues and Expenditures – General Fund for the Nine Months Ended March 31, 2014;
- Washburn Institute of Technology Comparative Statements of Revenues and Expenditures – General Fund for the Nine Months Ended March 31, 2014 and 2013;
- Washburn Institute of Technology Expenditures by Function and by Natural Classification – General Fund for the Nine Months Ended March 31, 2014; and
- Washburn Institute of Technology Notes to Quarterly Financial Statements.

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 Nine Months Ended March 31, 2014.

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Date

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Jerry B. Farley, President

**WASHBURN UNIVERSITY**  
**STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND**  
**For the Nine Months Ended March 31, 2014 - UNAUDITED**

	YTD	Budget	% of Budget
<b>REVENUE &amp; TRANSFERS IN</b>			
			0% 50% 100%
Tuition & fees	\$ 42,520,672	\$ 47,254,250	90.0%
State aid	10,788,892	10,788,890	100.0%
Sales taxes	15,204,182	18,251,719	83.3%
Endowment income	1,193,008	1,363,789	87.5%
KTWU income	1,385,371	2,514,856	55.1%
Investment income	189,548	155,000	122.3%
Athletic income	203,619	215,820	94.3%
Other income	530,941	154,600	343.4%
Transfers in	2,189	-	***
	72,018,422	80,698,924	89.2%
Distribution of reserves	-	2,400,349	0.0%
<b>Total Revenue and Transfers In</b>	<b>72,018,422</b>	<b>83,099,273</b>	<b>86.7%</b>
<b>EXPENSES &amp; TRANSFERS OUT</b>			
			0% 50% 100%
Instruction	28,138,364	38,732,817	72.6%
Research, academic support	10,257,677	14,412,439	71.2%
Student services	6,568,092	8,742,349	75.1%
Institutional support	4,408,369	6,980,581	63.2%
Maintenance of plant	4,932,883	7,705,800	64.0%
Scholarships	3,125,082	3,600,070	86.8%
Other expenses	529,230	759,534	69.7%
Transfers out	424,799	365,683	116.2%
	58,384,496	81,299,273	71.8%
Regents' contingency	-	1,800,000	0.0%
<b>Total Expenses &amp; Transfers Out</b>	<b>58,384,496</b>	<b>83,099,273</b>	<b>70.3%</b>
<b>Net Educational &amp; General</b>	<b>13,633,926</b>	<b>-</b>	
<b>Auxiliary Enterprises</b>			
Residential Living revenues	2,727,987	2,675,300	102.0%
Residential Living expenditures	869,090	1,602,500	54.2%
Residential Living debt service	804,600	1,072,800	75.0%
Net Residential Living	1,054,297	-	
Memorial Union revenues	3,442,251	3,982,900	86.4%
Memorial Union expenditures	3,385,982	3,782,900	89.5%
Memorial Union debt service	150,000	200,000	75.0%
Net Memorial Union	(93,731)	-	
<b>Net Auxiliary Enterprises</b>	<b>960,566</b>	<b>-</b>	
<b>Increase in net position</b>	<b>\$ 14,594,492</b>	<b>\$ -</b>	

**WASHBURN UNIVERSITY**  
**COMPARATIVE STATEMENTS OF REVENUES AND EXPENDITURES - GENERAL FUND**  
**For the Nine Months Ended March 31, 2014 and 2013 - UNAUDITED**

	<u>FY 2014</u>	<u>FY 2013</u>	<u>Change</u>	<u>% Change</u>	
<b>REVENUE &amp; TRANSFERS IN</b>					
Tuition & fees	\$ 42,520,672	\$ 42,337,415	\$ 183,257	0.4%	
State aid	10,788,892	10,955,920	(167,028)	(1.5%)	
Sales taxes	15,204,182	14,657,660	546,522	3.7%	
Endowment income	1,193,008	856,106	336,902	39.4%	
KTWU income	1,385,371	1,871,073	(485,702)	(26.0%)	
Investment income	189,548	118,819	70,729	59.5%	
Athletic income	203,619	213,962	(10,343)	(4.8%)	
Other income	530,941	408,090	122,851	30.1%	
Transfers in	2,189	5,500	(3,311)	(60.2%)	
	<u>72,018,422</u>	<u>71,424,545</u>	<u>593,877</u>		
Distribution of reserves	-	-	-		
<b>Total Revenue and Transfers In</b>	<b><u>72,018,422</u></b>	<b><u>71,424,545</u></b>	<b><u>593,877</u></b>	<b>0.8%</b>	
<b>EXPENSES &amp; TRANSFERS OUT</b>					
Instruction	28,138,364	27,706,075	432,289	1.6%	
Research, academic support	10,257,677	10,291,704	(34,027)	(0.3%)	
Student services	6,568,092	6,323,211	244,881	3.9%	
Institutional support	4,408,369	4,644,589	(236,220)	(5.1%)	
Maintenance of plant	4,932,883	5,187,208	(254,325)	(4.9%)	
Scholarships	3,125,082	2,892,692	232,390	8.0%	
Other expenses	529,230	729,299	(200,069)	(27.4%)	
Transfers out	424,799	312,301	112,498	36.0%	
	<u>58,384,496</u>	<u>58,087,079</u>	<u>297,418</u>		
Regents' contingency	-	-	-		
<b>Total Expenses &amp; Transfers Out</b>	<b><u>58,384,496</u></b>	<b><u>58,087,079</u></b>	<b><u>297,418</u></b>	<b>0.5%</b>	
<b>Net Educational &amp; General</b>	<b><u>13,633,926</u></b>	<b><u>13,337,467</u></b>	<b><u>296,460</u></b>	<b>2.2%</b>	
<b>Auxiliary Enterprises</b>					
Residential Living revenues	2,727,987	2,683,236	44,751	1.7%	
Residential Living expenditures	869,090	884,087	(14,997)	(1.7%)	
Residential Living debt service	804,600	804,600	-	0.0%	
Net Residential Living	<u>1,054,297</u>	<u>994,549</u>	<u>59,748</u>	6.0%	
Memorial Union revenues	3,442,251	3,327,668	114,583	3.4%	
Memorial Union expenditures	3,385,982	3,802,689	(416,707)	(11.0%)	
Memorial Union debt service	150,000	150,000	-	0.0%	
Net Memorial Union	<u>(93,731)</u>	<u>(625,021)</u>	<u>531,290</u>	(85.0%)	
<b>Net Auxiliary Enterprises</b>	<b><u>960,566</u></b>	<b><u>369,528</u></b>	<b><u>591,038</u></b>	<b>159.9%</b>	
<b>Increase in net position</b>	<b><u>\$ 14,594,492</u></b>	<b><u>\$ 13,706,995</u></b>	<b><u>\$ 887,498</u></b>	<b>6.5%</b>	

**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 Nine Months Ended March 31, 2014 - UNAUDITED**

	Salaries	Benefits	Other Operating	Equipment	Scholarships	Transfers Out	Total	Budget by Function	Percent of Budget
<b>Education and General</b>									
Instruction	\$ 21,109,713	\$ 5,451,144	\$ 1,532,828	\$ 44,679	\$ -	\$ -	\$ 28,138,364	\$ 38,732,817	72.6%
Research, academic support	4,706,735	1,486,919	2,997,873	1,066,150	-	-	10,257,677	14,412,439	71.2%
Student services	3,873,183	1,213,646	1,458,370	22,893	-	-	6,568,092	8,742,349	75.1%
Institutional support	2,678,675	787,353	929,535	12,806	-	-	4,408,369	6,980,581	63.2%
Maintenance of plant	2,092,229	954,852	1,858,003	27,799	-	-	4,932,883	7,705,800	64.0%
Scholarships	-	-	-	-	3,125,082	-	3,125,082	3,600,070	86.8%
Other expenses	100	529,912	(782)	-	-	-	529,230	759,534	69.7%
Transfers out	-	-	-	-	-	424,799	424,799	365,683	116.2%
Regents' contingency	34,460,635	10,423,826	8,775,827	1,174,327	3,125,082	424,799	58,384,496	81,299,273	71.8%
	-	-	-	-	-	-	-	1,800,000	0.0%
<b>Total Education and General</b>	<b>34,460,635</b>	<b>10,423,826</b>	<b>8,775,827</b>	<b>1,174,327</b>	<b>3,125,082</b>	<b>424,799</b>	<b>58,384,496</b>	<b>83,099,273</b>	<b>70.3%</b>
<b>Auxiliary Enterprises</b>									
Residential Living	203,215	56,312	519,013	-	90,550	-	869,090	1,602,500	54.2%
Residential Living - debt service transfer	-	-	-	-	-	804,600	804,600	1,072,800	75.0%
Memorial Union	566,407	209,756	2,576,110	33,709	-	-	3,385,982	3,782,900	89.5%
Memorial Union - debt service transfer	-	-	-	-	-	150,000	150,000	200,000	75.0%
<b>Total Auxiliaries</b>	<b>769,622</b>	<b>266,068</b>	<b>3,095,123</b>	<b>33,709</b>	<b>90,550</b>	<b>954,600</b>	<b>5,209,672</b>	<b>6,658,200</b>	<b>78.2%</b>
<b>Total Expenses and Transfers Out</b>	<b>\$ 35,230,257</b>	<b>\$ 10,689,894</b>	<b>\$ 11,870,950</b>	<b>\$ 1,208,036</b>	<b>\$ 3,215,632</b>	<b>\$ 1,379,399</b>	<b>\$ 63,594,168</b>	<b>\$ 89,757,473</b>	<b>70.9%</b>
<b>Budget by Natural Classification</b>	<b>\$ 48,048,632</b>	<b>\$ 11,008,627</b>	<b>\$ 22,161,365</b>	<b>\$ 1,450,296</b>	<b>\$ 3,600,070</b>	<b>\$ 3,488,483</b>	<b>\$ 89,757,473</b>		
<b>Percent of Budget</b>	73.3%	97.1%	53.6%	83.3%	89.3%	39.5%			





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

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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 slight increase in tuition and fees in the period ended March 31, 2014 compared to the corresponding period ended March 31, 2013 is due to the drop in enrollment, offset 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.

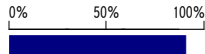












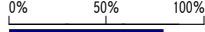




4. SALES TAXES

For fiscal year 2014, reported sales tax revenues consist of nine months of actual receipts. This amount is higher than actual fiscal year 2013 revenues through nine months. Fiscal year 2014 sales tax revenues have been above budget in each of the first nine months of the year, and are expected to remain in line with the amount budgeted for the year.

5. INVESTMENT INCOME

The increase of \$70,000 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.

**WASHBURN INSTITUTE OF TECHNOLOGY**  
**STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND**  
**For the Nine Months Ended March 31, 2014 - UNAUDITED**

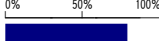






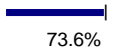
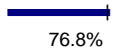
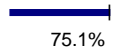
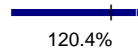

	YTD		Budget	% of Budget	
<b>REVENUE &amp; TRANSFERS IN</b>					
Tuition & fees	\$ 2,212,710	\$ 2,439,347		90.7%	
Technical state aid - secondary	1,957,058	2,247,621		87.1%	
Technical state aid - postsecondary	2,839,505	2,839,505		100.0%	
Technical state aid - capital	158,655	154,000		103.0%	
Technical state aid - Perkins	5,575	181,737		3.1%	
Tuition - continuing education	289,228	30,000		964.1%	
Investment income	16,122	25,000		64.5%	
Other income	197,593	155,000		127.5%	
Transfers in	-	-		***	
	7,676,446	8,072,210		95.1%	
Distribution of reserves	-	750,000		0.0%	
<b>Total Revenue and Transfers In</b>	<b>7,676,446</b>	<b>8,822,210</b>		<b>87.0%</b>	
<b>EXPENSES &amp; TRANSFERS OUT</b>					
Instruction	3,697,370	4,683,262		78.9%	
Academic support	402,826	504,894		79.8%	
Student services	587,322	810,415		72.5%	
Institutional support	186,323	360,196		51.7%	
Maintenance of plant	912,933	1,261,351		72.4%	
Other expenses	132,845	101,355		131.1%	
Perkins federal program	-	181,737		0.0%	
	5,919,619	7,903,210		74.9%	
Transfers out	-	919,000		0.0%	
<b>Total Expenses &amp; Transfers Out</b>	<b>5,919,619</b>	<b>8,822,210</b>		<b>67.1%</b>	
<b>Increase in Net Position</b>	<b>1,756,827</b>	<b>-</b>			

**WASHBURN INSTITUTE OF TECHNOLOGY**  
**COMPARATIVE STATEMENTS OF REVENUES AND EXPENDITURES - GENERAL FUND**  
**For the Nine Months Ended March 31, 2014 and 2013 - UNAUDITED**

	<u>FY 2014</u>	<u>FY 2013</u>	<u>Change</u>	<u>% Change</u>	
<b>REVENUE &amp; TRANSFERS IN</b>					
Tuition & fees	\$ 2,212,710	\$ 1,629,397	\$ 583,313	35.8%	
Technical state aid - secondary	1,957,058	1,435,797	521,261	36.3%	
Technical state aid - postsecondary	2,839,505	2,839,505	-	0.0%	
Technical state aid - capital	158,655	154,806	3,849	2.5%	
Technical state aid - Perkins	5,575	10,639	(5,064)	-47.6%	
Tuition - continuing education	289,228	242,758	46,470	19.1%	
Investment income	16,122	19,954	(3,832)	-19.2%	
Other income	197,593	249,076	(51,483)	-20.7%	
Transfers in	-	-	-	***	
Distribution of reserves	7,676,446	6,581,932	1,094,514		
	-	-	-		
<b>Total Revenue and Transfers In</b>	<b>7,676,446</b>	<b>6,581,932</b>	<b>1,094,514</b>	<b>16.6%</b>	
<b>EXPENSES &amp; TRANSFERS OUT</b>					
Instruction	3,697,370	3,064,277	633,093	20.7%	
Academic support	402,826	424,446	(21,620)	-5.1%	
Student services	587,322	567,376	19,946	3.5%	
Institutional support	186,323	137,528	48,795	35.5%	
Maintenance of plant	912,933	872,593	40,340	4.6%	
Other expenses	132,845	147,332	(14,487)	-9.8%	
Perkins federal program	-	-	-	***	
Transfers out	5,919,619	5,213,552	706,067		
	-	-	-		
<b>Total Expenses &amp; Transfers Out</b>	<b>5,919,619</b>	<b>5,213,552</b>	<b>706,067</b>	<b>13.5%</b>	
<b>Increase in Net Position</b>	<b>\$ 1,756,827</b>	<b>\$ 1,368,380</b>	<b>\$ 388,447</b>	<b>28.4%</b>	

**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 Nine Months Ended March 31, 2014 - UNAUDITED**

	Salaries	Benefits	Other Operating	Equipment	Transfers Out	Total	Budget by Function	Percent of Budget
<b>Education and General</b>								
Instruction	\$ 2,342,878	\$ 616,839	\$ 684,953	\$ 52,700	\$ -	\$ 3,697,370	\$ 4,683,262	78.9% 
Academic support	227,195	58,077	114,689	2,865	-	402,826	504,894	79.8% 
Student services	373,980	99,985	110,918	2,439	-	587,322	810,415	72.5% 
Institutional support	85,793	28,205	72,115	210	-	186,323	360,196	51.7% 
Maintenance of plant	237,443	96,696	563,308	15,486	-	912,933	1,261,351	72.4% 
Other expenses	-	132,845	-	-	-	132,845	101,355	131.1% 
Perkins federal program	-	-	-	-	-	-	181,737	0.0%
Transfers out	-	-	-	-	-	-	919,000	0.0%
<b>Total Expenses and Transfers Out</b>	<b>\$ 3,267,289</b>	<b>\$ 1,032,647</b>	<b>\$ 1,545,983</b>	<b>\$ 73,700</b>	<b>\$ -</b>	<b>\$ 5,919,619</b>	<b>\$ 8,822,210</b>	<b>67.1%</b> 
<b>Budget - by Natural Classification</b>	<b>\$ 4,438,310</b>	<b>\$ 1,344,085</b>	<b>\$ 2,059,615</b>	<b>\$ 61,200</b>	<b>\$ 919,000</b>	<b>\$ 8,822,210</b>		
<b>Percent of Budget</b>	 73.6%	 76.8%	 75.1%	 120.4%	 0.0%			



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

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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 March 31, 2014 compared to the corresponding period ended March 31, 2013 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 March 31, 2012 (for fiscal year 2013), nor had the second half of the fiscal year 2014 allocation been received by March 31, 2014. 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 75% of the amount actually received later in the fiscal year.

4. TUITION – CONTINUING EDUCATION

The increase of \$46,000 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 \$633,000 in instruction expenses is broad-based, mainly attributable to the increased enrollment levels. In particular, expenses in the health-related areas are up by \$227,000, in welding by \$63,000, and in advanced systems technology by \$61,000.

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

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

The following adjustments to specific salary lines must either be reported to or approved by the Board.

<b>Name</b>	<b>Position</b>	<b>Change</b>	<b>Financial Implications</b>	<b>Comments</b>	<b>Action</b>
Joel Bluml	Director, Student Recreation and Wellness Center (SRWC)	Title Change to Associate Vice President	Current salary \$75,000. Proposed salary \$100,000. Additional \$25,000 available within VPSL budget from vacant position.	Dean of Students is retiring and position will be left vacant. Duties will be incorporated into existing positions.	Request approval
John Cummings	Assistant Director, SRWC	Title Change to Associate Director of SRWC	Current salary \$42,500. Proposed salary \$50,500. Additional \$8,000- available within SRWC budget.	Dean of Students is retiring and position will be left vacant. SRWC Assistant Director will assume more responsibilities in SRWC as a result of change to Director's position.	Request approval
Marda Messay	Lecturer of French – Modern Languages POSN 000078	Effective August 1, 2014	Annual salary of \$35,000; \$34,000 in FY15 budget with \$1,000 from CAS Adjunct/Faculty replacement.	New Hire	Information only
Michael O'Brien	Lecturer of Spanish – Modern Languages POSN 000082	Effective August 1, 2014	Annual salary of \$35,000; \$34,000 in FY15 budget with \$1,000 from CAS Adjunct/Faculty replacement.	New Hire	Information only

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

\_\_\_\_\_ Date

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

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

SUBJECT: Bulletin Boards and Posting Policy

DESCRIPTION: The current University policy on permitting the posting of flyers and other posters within University buildings is set forth in the Washburn University Policies, Regulations and Procedures Manual n A.14. One of the provisions is ambiguous and overbroad.

That section is 14.3 which reads:

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

To ensure the policy is one that is proper under the First Amendment and relates only to time, manner and place rather than content, this section should be removed.

FINANCIAL IMPLICATIONS: none

RECOMMENDATION: President Farley recommends approval of this policy.

\_\_\_\_\_  
Date

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

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

SUBJECT: Bond Resolution – Refunding Revenue Bonds, Series 2014

BACKGROUND:

At its May 1, 2014 meeting, the Board of Regents approved a bond refunding resolution authorizing (1) the issuance of not to exceed \$10,000,000 in principal amount of Refunding Revenue Bonds, Series 2014 (the “Refunding Bonds”) for the purpose of refunding the 2015 through 2029 maturities of the University’s Building Refunding Revenue Bonds, Series 2004 (the “Refunded Bonds”); (2) retaining Piper Jaffray & Co., Leawood, KS (the “Underwriter”), to serve as underwriter of the Refunding Bonds; and (3) directing the Underwriter, together with the Hinkle Law Firm LLC, Wichita, KS (the “Bond Counsel”), to prepare necessary documentation.

During May 2014, the Kansas State Treasurer sent notice to holders of the Refunded Bonds that their bonds will be redeemed on July 1, 2014, conditioned on funds from the sale of the Refunding Bonds being available on that date. On June 3, 2014, Moody’s Investors Service issued a rating of A1 for the Refunding Bonds, and the Underwriter distributed a preliminary official statement to investors on June 4, 2014.

The University will pay interest due on the Series 2004 Bonds on July 1, 2014, as well as the principal maturing on that date, from its own funds. Such amounts have been budgeted to be paid from the Debt Retirement and Construction fund. Instructions have been sent to the Kansas Municipal Investment Pool (“MIP”) and the appropriate amount will be transferred from MIP to the Kansas State Treasurer on June 30, 2014.

Final pricing of the Refunding Bonds is scheduled for June 17, 2014. At that time, the University will also execute a bond purchase agreement with the Underwriter.

DESCRIPTION:

The University’s intent is that the Refunding Bonds qualify as “bank qualified” bonds, which will result in a lower interest cost. In order to so qualify, the total bond sale proceeds (par amount plus issue premium, or less issue discount) cannot exceed \$10,000,000. Based on current market conditions, it appears that refunding the Refunded Bonds and paying all costs of issuance from bond proceeds will slightly exceed the bank qualification limit.

The University has the option of contributing its own funds to reduce the amount borrowed and keep the bond issue bank qualified. The University anticipates that the contribution required to do so will be approximately \$65,000, and that the additional savings realized by maintaining bank qualification status will exceed the contribution necessary to do so. Based on discussion with its financial advisor, Springsted Incorporated, Saint Paul, MN, the University considers it prudent to request authorization to make such a contribution in an amount not to exceed \$250,000, should market conditions require.



Bond Counsel has prepared a Bond Resolution (available for review upon request) which authorizes the University to enter into the bond purchase agreement (available for review upon request), and sets forth detailed provisions governing the Refunding Bonds security and payment.

**FINANCIAL IMPLICATIONS:**

Annual debt service savings are estimated to exceed \$110,000, subject to market conditions on the sale date. Savings will be realized in the Debt Retirement and Construction Fund. These savings will provide additional funds for building construction or renovation, equipment, and electronic technology priorities.

If the University is required to utilize cash on hand to make the bonds bank qualified, reserves will be drawn upon. The amount contributed will be replenished from the earliest debt service savings realized from the refunding transaction.

**RECOMMENDATION:**

President Farley recommends that the Board of Regents approve and adopt the Bond Resolution in substantially the form presented, with such revisions and changes as may be recommended by Bond Counsel and the University Counsel. This approval is contingent upon any University contribution not exceeding \$250,000.

\_\_\_\_\_  
Date

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

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

SUBJECT: Contracted Services with Pinegar, Smith & Associates, Inc.

DESCRIPTION:

Historically, Washburn University has maintained a visible presence in state government. The firm of Pinegar, Smith & Associates provided supplemental support as a contracted lobbyist firm for many years. They have assumed primary responsibility for legislative analysis and response for the University for the past three years. Services provided by Pinegar, Smith & Associates include monitoring legislative activity on a day to day basis, covering committee hearings, arranging private meetings of legislators with Dr. Farley, and monitoring the daily session for any activity related to issues of interest to Washburn. Additional responsibilities include:

Assisting Washburn University develop a federal and state legislative agenda.

Monitoring legislation in the Kansas Legislature which affects, or is of interest to, Washburn University.

Assisting in the advancement of the university's legislative program of Washburn at the federal and state level. This includes personal meetings with elected officials and their staff to convey and articulate the goals of the University.

Providing verbal (or written if requested) reports to the President and Special Assistant regarding services rendered on timely legislative and administrative issues.

Monitoring and attending meetings of the Kansas Higher Ed Caucus.

Providing assistance to Washburn University in the planning and coordination of legislative social activities and functions which provide benefit to the legislative program of Washburn University.

Attending and participating, as appropriate, in the Washburn University Executive staff meetings.

Attending and participating in other University meetings, functions, etc., as requested the Washburn University President or Special Assistant to the President.

FINANCIAL IMPLICATIONS:

The annual rate for this proposal will be \$86,478.00, payable as mutually agreed to between the parties. In addition, Pinegar & Smith will also bill for any reasonable out-of-pocket expenses incurred, such as postage, shipping, printing and photocopies, entertainment, lobbyist registration fees and out-of-town travel and lodging. Funding for these services currently exists.

RECOMMENDATION:

President Farley recommends the Board of Regents to approve the contract submitted by Pinegar, Smith & Associates to provide to aforementioned services for the period of August 1, 2014 to July 31, 2015.

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Date

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Jerry B. Farley, President

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

SUBJECT: Renewal of Property Insurance Policy

DESCRIPTION:

The renewal date for the University's property insurance is July 1, 2014. The casualty insurance renews October 1, 2014 and is not included here.

In 1994, the Midwest Higher Education Compact (MHEC), of which Washburn University is a member, established the Master Property Program. This program is a regional collaborative venture that provides comprehensive property coverage, specifically tailored to the needs of college campuses, while reducing insurance costs. Currently, 59 member institutions at more than 150 campuses participate in the Master Property Program, with total insured values of about \$92.2 billion. The program partners with various underwriters and service providers to ensure participating institutions receive expert insurance coverage and related services. The program continues to be overseen and directed by a committee of representatives from the insured institutions with MHEC providing program advocacy, coordination, and staff support.

The University moved the property insurance to this program in 2011. The program has a common expiration date of July 1, 2014 for all members. The program consists of a primary limit of \$100,000,000 dedicated to each institution, and then shared excess layers up to a total limit of \$1.5 billion

Renewal of property limits and premiums compared with the current year are detailed on the attached schedule. MHEC does not charge premium for midterm changes so there were no charges made for any additions during the current year.

FINANCIAL IMPLICATIONS:

See attached schedule. Total premiums are consistent with FY 15 budget.

RECOMMENDATION:

President Farley recommends approval of purchase of property insurance policies at an annual premium of \$ \_\_\_\_\_, as shown on the attached schedule.

\_\_\_\_\_  
Date

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

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

**SUBJECT:** New Eastside Student Housing and Dining

**DESCRIPTION:** At the May 1, 2014 Board of Regents meeting, the Board gave approval to the administration to initiate the process for retaining an architectural firm for the design of a new housing and dining facility on the east side of campus. The Board's approval allowed the University to solicit proposals from architectural firms, interview and make a recommendation back to the Board for a firm that will prepare architectural drawings sufficient for determining cost estimates, type of housing and dining services, debt financing, and eventual project bidding purposes and construction administration.

Five firms responded to the Request for Qualifications (RFQ) and all were asked to provide presentations to the selection committee on June 2, 2014. The firms providing presentations were:

- Hollis and Miller; Overland Park, KS
- HTK/KWK; Topeka, KS/St Louis, MO
- Mackey Mitchel and Associates; St Louis, MO
- SHW Group/Clark\*Huesemann; Burkley MI/Lawrence, KS
- Schwerdt Design Group/KSQ; Topeka, KS/Tulsa, OK

The firms were evaluated based on the following criteria:

- experience in creating high quality campus housing and dining,
- technical expertise,
- qualifications of key personnel,
- organization and approach,
- project data and reference, and
- interview presentation.

After reviewing the written responses to the RFQ and evaluating the firm's presentations, it is the recommendation of the committee to contract with HTK/KWK for architectural design services.

**FINANCIAL IMPLICATIONS:** Total architectural expenditures for this type project typically range from 6% to 8% of the total project cost (estimated to be \$30,000,000). Architectural expenses will be negotiated as a not to exceed amount within the next 60 days and will be paid from bond proceeds once the project starts construction.

**RECOMMENDATION:** President Farley recommends the Board of Regents approve negotiation of a contract for Architectural Services for Eastside Student Housing and Dining Services to HTK/KWK.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5. a.**  
**Washburn University Board of Regents**

SUBJECT: Infrastructure Switches, Wireless Access Points, Cable Drops, and Server Hardware for Washburn Institute of Technology

DESCRIPTION:

Over the last two years Washburn Institute of Technology (Washburn Tech) has begun to revitalize its programs, facilities, staffing and operating procedures. This effort has demonstrated the potential of Washburn Tech to grow its programs, extend its reach and improve technical education for the residents of Kansas. However, it has also underscored the need to improve its Information Technology (IT) infrastructure. In essence, the current IT infrastructure cannot adequately support Washburn Tech’s educational programs.

Washburn Tech and Information Technology Services (ITS) are requesting the purchase of network switches, wireless access points, cable installation and network server hardware to upgrade the entire IT infrastructure at Washburn Tech. The bulk of the existing network infrastructure (wired and wireless) at Washburn Tech lacks an overarching design and does not follow best practices or even National Electric Code requirements. Where network infrastructure has not already been upgraded, it is inconsistent in quality, undocumented, suffers from degraded performance, and is prone to periodic failures. Additionally, both the equipment and wiring are at the end of their useful lives, are obsolete and incapable of meeting anticipated future demands. These anticipated demands include higher overall bandwidth and service quality required for significant use of video and on-line education tools. All equipment in this request is the same brand and quality used on the Washburn University campus and can be effectively monitored and managed by Washburn ITS.

Equipment will include the following:

<u>Vendor</u>	<u>Equipment</u>	<u>Total Amount</u>
Yellow Dog Networks *	Network Switches	\$ 75,410
ISG Technology *	Wireless Access Points	\$ 35,300
Circuit Installations	Labor and Cable	\$ 109,944
Dell (State of Kansas Contract)	Server Hardware	\$ 16,500
Area Data Systems	Storage Hardware	\$ 10,673
Network Closet Upgrades	Equip. Racks/Power	\$ 20,000
Total		\$ 267,827

\* Yellow Dog Networks is located in Kansas City, MO and has previously provided networking equipment, including Brocade network switches, to Washburn through competitively bidding.

\* ISG Technology is located in Topeka, KS. ISG Technology was awarded the contract for the Ruckus wireless networking for on-campus housing in July 2012. ISG has also been the agent for the HP computer state contract.

FINANCIAL IMPLICATIONS:

The cost for network switches and wireless access points have been bid and included as separate Board agenda items. The installation of cable and new/upgraded data circuits will be accomplished internally and are estimated based on 536 circuits at \$200 each for cable and labor along with patch cables for completing the circuits. Funding to support this request will come from two sources.

1. Washburn Tech FY15 Operations: \$150,000
2. Washburn Tech Reserves: \$117,827

RECOMMENDATION:

President Farley recommends approval to upgrade the infrastructure at Washburn Tech for \$267,827.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5. b.**  
**Washburn University Board of Regents**

SUBJECT: Information Technology Services (ITS) Equipment Replacement/Upgrade

DESCRIPTION:

Information Technology Services (ITS) is requesting approval to purchase equipment to upgrade the network infrastructure at Washburn University and Washburn Institute of Technology. Equipment includes core router, switches, licenses, and vendor support. Funding is through the FY2015 Technology Equipment fund.

The following vendors submitted quotations:

<u>Vendor</u>	<u>Amount</u>
Yellow Dog Network *	\$119,213
CDW-G *	\$129,268
AT&T	\$164,237

The lowest-price quotation was submitted by Yellow Dog Network.

\* Yellow Dog Networks is located in Kansas City, MO and has previously provided networking equipment, including Brocade network switches, to Washburn through competitively bidding.

\* CDW-G is located in Chicago, IL and has previously provided various computer and networking equipment to Washburn through competitively bidding.

FINANCIAL IMPLICATIONS:

Funding will be through the FY2015 Technology Equipment fund.

RECOMMENDATION:

President Farley recommends approval to award a contract to Yellow Dog Network in the amount of \$119,213 for network infrastructure equipment.

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Date

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Jerry B. Farley, President



**Agenda Item No. V. B. 5. c.**  
**Washburn University Board of Regents**

SUBJECT: Information Technology Services (ITS) Wireless Network Equipment

DESCRIPTION:

Information Technology Services (ITS) is requesting approval to purchase equipment to upgrade the wireless network for Washburn University and Washburn Institute of Technology. Funding is through the FY2015 Technology Equipment fund.

The following vendors were sent requests for quotations:

<u>Vendor</u>	<u>Amount</u>
ISG Technology * Topeka, KS	\$79,733
CDW-G * Chicago, IL	No Bid
RuckusSecurity.com Irvine, CA	No Bid

ISG Technology submitted the only quotation meeting the specifications and requirements.

\* ISG Technology is located in Topeka, KS. ISG Technology was awarded the contract for the Ruckus wireless networking for on-campus housing in July 2012. ISG has also been the agent for the HP computer state contract.

\* CDW-G is located in Chicago, IL and has previously provided various computer and networking equipment to Washburn through competitively bidding.

FINANCIAL IMPLICATIONS:

Funding will be through the FY2015 Technology Equipment fund.

RECOMMENDATION:

President Farley recommends approval to award a contract to ISG Technology.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5. d.**  
**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 the Washburn University campus as part of the annual computer replacement cycle. Funding is through FY2015 Technology Equipment allocations. Purchases will be made from Apple Computers. The following are the purchase amounts for the respective campus:

Washburn University campus: \$ 65,633

FINANCIAL IMPLICATIONS:

Funding will be through FY 2015 Technology Equipment allocations for the respective campus.

RECOMMENDATION:

President Farley recommends approval to award a contract to Apple Inc.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5. e.**  
**Washburn University Board of Regents**

SUBJECT: Computer System Purchases for Washburn Institute of Technology

DESCRIPTION:

Information Technology Services is requesting approval to purchase desktop and notebook computer systems for various departments at the Washburn Tech campus. Funding is through FY2015 General Fund Technology Replacement allocations. Purchases for a total of \$181,326 will be made from Hewlett-Packard Public Sector Sales through a State of Kansas contract.

FINANCIAL IMPLICATIONS:

Funding will be through FY 2015 General Fund Technology Replacement allocations for the respective campus.

RECOMMENDATION:

President Farley recommends approval to purchase computer replacements for Washburn Tech in the amount of \$181,326 from Hewlett-Packard through the State of Kansas contract.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5. f.**  
**Washburn University Board of Regents**

SUBJECT: Microscopes for the new Teaching Lab for Washburn University Forensic Science Program

DESCRIPTION:

Washburn University is entering into collaboration with the Kansas Bureau of Investigation (KBI) and although the current equipment is adequate, updated equipment must be provided in order to offer students with accurate hands-on experiences using quality equipment, processes and tools. The Biology Department will establish a teaching laboratory within the Forensic Science Building. The teaching laboratory, to be housed in the new Forensic Science Building and primarily shared between the Biology and Chemistry Departments, is a tremendous boon to the Washburn University campus. Both departments will be offering advanced laboratory courses within this laboratory that will support new and existing forensic academic programs. At the present time the Biology Department envisions teaching at least two courses in this new laboratory (BI 333 General Genetics and BI 354 Molecular Biology Laboratory), both of which are requirements for the B.S. in Forensic Chemical Science degree. These courses require the use of microscopes, both high magnification light microscopy (with phase contrast capability) and lower magnification stereomicroscopy. The laboratory is designed to have a maximum of 16 students, which will facilitate greater one-on-one instruction in these advanced courses.

The Biology Department requests the purchase of 16 Leica DM500 light microscopes for individual student use and one Leica DM500 outfitted with a camera/projection cable for instructor use.

The Biology Department requests the purchase of 16 EZ4 stereo microscopes with 10x eyepieces for student use and one Leica EZ4 HD microscope with 10x eyepieces and remote from North Central Instruments for instructor use.

North Central Instruments is on the State of Kansas Contract listing.

RATIONALE:

The new microscopes will be housed in Stoffer Science Hall Room 110 (ST 110) until the new teaching lab is completed, at which time the scopes will be moved into the new teaching lab. The microscopes that are currently housed in ST 110 and used for BI 333 and BI 354 are very old, in poor shape, are difficult to repair, and in low supply. We currently have only seven working light microscopes and six working stereomicroscopes for 16 students. The new scopes will not only replace these outdated and poorly functioning microscopes, but will provide students with cutting edge microscope capabilities and excellent optics.

FINANCIAL IMPLICATIONS:

Funding for this equipment is through State funding of \$54,485 for forensic lab equipment.

RECOMMENDATION:

President Farley recommends approval to award a contract to North Central Instruments in the amount of \$54,485 for purchase of the equipment.

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Date

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Jerry B. Farley, President

**Agenda Item No. V. B. 5. g.**  
**Washburn University Board of Regents**

SUBJECT: Athletic Video Board System for Yager Stadium

DESCRIPTION:

The current scoreboard at Yager Stadium is nearly twenty years old and needs to be replaced. During the last few years it has been increasingly difficult to find parts to keep the board operational. The Athletic Department has requested approval to purchase an athletic video board system for football and soccer at the stadium. The video board system includes an outdoor LED video display, all control equipment and software for the video board system, sound system, scoreboard, delay of game clocks, sponsor panels, and system installation. The upgrade to a video board system will considerably improve the football and soccer fan experience.

Requests for proposals were sent to the following vendors:

<u>Vendor</u>	<u>Total Amount</u>
Daktronics, Inc.	\$474,500
Diamond Vision Systems/Mitsubishi Electric Power Products	No Bid
Nevco, Inc.	No Bid

FINANCIAL IMPLICATIONS:

Funding is available from the Athletics Department Marketing account.

RECOMMENDATION:

In order to meet purchase and installation deadlines so the equipment could be installed and ready for the fall 2014 season, President Farley previously recommended the Board of Regents Chair approve the award of a contract to Daktronics, Inc. in the amount of \$474,500. The Board Chair now recommends the Board ratify the equipment purchase.

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Date

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Jerry B. Farley, President

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

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

BACKGROUND:

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

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Date

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Jerry B. Farley, President

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

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Locker Room Upgrades for Petro Allied Health Center Competitively bid. Three bids received. Award to lowest price bid meeting specifications and requirements. Capital Project Funding	Kelley Construction Co Topeka, KS	\$35,400
Treadmills with Software Student Recreation & Wellness Center State of Kansas Contract General Funds	Advanced Exercise Equipment Littleton, CO	\$43,472
Nursing Patient Simulator Washburn Tech Competitively bid. Three bids received. Award to lowest price bid meeting specifications and requirements. Grant Funding	CAE Healthcare Inc Sarasota, FL	\$49,490