

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Thursday, 10/30/2014  
4:00 - 6:00 PM CT**

**I. Call to Order**

**II. Roll Call**

Mr. Hoferer  
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 September 25, 2014 Minutes**

*September 25, 2014 Minutes - Page 3*

**IV. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Report(s)**

**D. Treasurer's Report**

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

*Liquidated Claims - September 2014 - Page 8*

**V. New Business**

**A. Consent Agenda**

**1. Personnel**

**a. Faculty/Staff Personnel Actions**

*Faculty Staff Personell - Page 9*

**b. Designate Dr. Nancie Palmer as Professor Emeritus**

*Emeriti - Page 11*

**2. Washburn University Policy Regulations and Procedures Manual - Data Management**

*Data Management Policy - Page 12*

**B. Action Items**

**1. New Student Housing and Dining Project**

*New Student Housing - Page 14*

**2. Stoffer Science Hall Room 115 Remodel**

*Stoffer 115 Lab Remodel - Page 15*

**3. Washburn Institute of Technology TRAC-7 Lease Agreement Extension**

**4. 2014 Winter Closing Schedule**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**September 25, 2014**

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**I. Call to Order**

Chairperson Sourk 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 and Mrs. Trusdale.

**III. Approval of Minutes of the July 24, 2014 meeting**

Regent Sneed made a motion to approve the Minutes of the July 24, 2014 meeting; motion was seconded. Motion passed.

**IV. Officer Report**

**A. Chair's Report**

Chairperson Sourk reported on the Designer Showcase house. A temporary house was secured for the President that is across the street. Regent Sourk said open houses for designers were held and approximately twenty came through. Proposals are to be received from the designers by the end of October.

**B. President's Report**

President Farley said Family Day was last Saturday. He said Washburn recognized the Fry family, who have five children, four are either attending or had attended Washburn.

Dr. Farley said next week is Women in Science day. He said 250 plus women from ten districts will be in the area.

He reported that for Constitution Day on the Washburn Tech campus Justice Lee Johnson attended. He said the students had good questions. They went through every article of the Constitution.

President Farley said since the last Board meeting, the fall semester began, and we have twenty new faculty members. He said Monday and Tuesday next week is Fall break.

He said tonight as part of iRead program, Juan Williams, author of iRead book, will be the guest speaker.

Dr. Farley reported that the Kansas Board of Regents (KBoR) met last week, following up on their retreat. They challenged staff at the KBoR and at each campus to develop a performance budget process or performance funding process to take to the Legislature. The Council of Presidents at all higher education institutions, including community colleges and Washburn, will meet on Monday and are to report to the KBoR in December. Dr. Farley feels there is a good possibility of positive results from meetings.

President Farley said today was a day of celebration at the end of the Faculty/Staff Annual Giving Campaign. He said the campus exceeded \$210,000, with Washburn Tech having 100% participation. He said Dr. Mazachek and her staff deserve congratulations.

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

#### **1. Audit Committee**

##### **a. Annual Audit Services**

Regent Hoferer said the Audit Committee met in August and approved continuation of services with Rubin Brown but with a rotation of partners. Rick asked for action by board to approve the using Rubin Brown for an additional 5 years as outside auditor. Regent Parks moves and seconded. Motion passes. Rick Anderson reported that the University will have the final audit report before the December board meeting.

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

Regent Sneed moved to accept the Treasurer's Report. Motion was seconded. Motion passed.

- 1. Liquidated Claims Approval – May 2014**
- 2. Liquidated Claims Approval – June 2014**
- 3. Liquidated Claims Approval – July 2014**
- 4. Liquidated Claims Approval – August 2014**
- 5. Depository Security Transactions**

### **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 Actions**

Hire as new positions effective October 1, 2014: Certified Production Technician Instructor #1 at an annual salary of \$46,500; Certified Production Technician Instructor #2 at an annual salary of \$46,500; Adult basic Ed Co-Instructor at an

annual salary of \$38,400; Job Readiness Coach at an annual salary of \$45,000; Advantage Center Director at an annual salary of \$55,000; support staff at an annual salary of \$25,000; Adult Basic Education Instructor at an annual salary of \$35,000; Technical Instructor – Welding at an annual salary of \$37,000; CAN Instructor at an annual salary of \$40,000; and,

Vice President for Academic Affairs, Dr. Randy Pembroke reported on Tech. He said the grant is to work with prisoners in their last 18 months before release. Working on particular skills – Mtech. Manufacturing. He said the hope is they will be able to get jobs at local manufacturers. A motion was made to approve, which Regent Trusdale seconded. Motion passed.

Dr. Pembroke spoke about the second item on page 17. He said they are looking at areas where help is needed most, healthcare and welding, and so will focus on those areas. We will not hire everyone immediately, but only hire as enrollment suggests. Regent Klausman made a motion to approve, which was seconded. Motion passed.

## **B. Action Items**

### **1. Designate Dr. William Gary Baker as Professor Emeritus and Mr. Douglas Jones as Lecturer Emeritus**

Vice President for Academic Affairs, Dr. Randy Pembroke, said when Dr. Gary Baker retires in May, he will have been at Washburn 40 years. Dr. Pembroke noted that Mr. Doug Jones has been important to the sonography program. Doug has been at Washburn for 14 years. Regent Sneed made a motion to approve, which was seconded. Motion passed.

### **2. University Health Plan Renewal**

Vice President for Administration and Treasurer, Rick Anderson present the item. He said last year a decrease in rates was recommended. He reported the University chose to keep the rates the same and added to our reserves as we are self-funded. He indicated a slight increase has been proposed for this year by Blue Cross Blue Shield. He recommends keeping rates the same again this year. Mr. Anderson anticipates a small addition to reserves if there are no major claims. He said we are in good shape for the plan. Regent Trusdale made a motion to approve, which was seconded. Motion passed. Mr. Anderson said next year we will probably be looking at high deductible options and tying the wellness program into premiums.

### **3. Renewal of Insurance Policies**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. He said all insurance other than property is renewed in October. The marketplace is softening because of earning some investment return. He said some other good news, the last four to five years, worker's comp experience relating to the number and extent of our claims, numbers continue to fall. The main decrease is in worker's comp. Regent McGivern asks mod rate. Mr. Anderson said .82, down from 1.6 in

the last five years. Regent Sneed made a motion to approve, which was seconded. Motion passed.

#### **4. Updates Regarding Submitted Promotion & Tenure Materials**

Vice President for Academic Affairs, Randy Pembroke presented the item. He said the Bylaws require changes to promotion and tenure to come to the Board. He said the change is when a change occurs for information already in a portfolio, a candidate would be allowed to report updated status after portfolio submitted but in the original portfolio. He said this should apply mostly to grant proposals, publications, and nominations for offices. Regent Parks made a motion to approve, which was seconded. Motion passed.

#### **5. Recital Hall**

Dr. Farley presented the item. He said the space could be used for recitals or rehearsals for Topeka Symphony. It will be a small facility, to accommodate smaller events, rather than use the large 1,200 capacity auditorium. The new space would hold around 200. A place needs to be found, a cost determined. Dr. Farley said a benefactor has provided a cash gift to cover the cost of hiring an architect and advisor, so we are looking to move forward. President and CEO of the Washburn University Foundation, Juli Mazachek, did not specify a name but said the person is on the Board and is a fan of symphony and gave a donation of \$1 million. She believes that there is a segment of population from where this project will draw interest that might otherwise not be involved in Washburn activities or donations. She said the Foundation will investigate the feasibility of the project and get better data to determine feasibility. Dr. Farley said we are asking for authorization to begin the architect selection process. Regent Sneed asked a question about emergency. Regent Hoferer doesn't think is an emergency and we should wait until next month. Regent Sneed moved to declare an emergency and add this item to the agenda. Motion was seconded. Motion was approved. Motion by Regent Sneed to then add the item to the Action Items for consideration. Motion was seconded and approved. The Recital Hall item was added to the agenda on action items.

Vice President for Academic Affairs, Randy Pembroke, answered a question by Regent Hoferer about whether is \$1 million is enough. Dr. Pembroke said this will be question for the architect, but the administration is looking at a capacity of approximately 250 people. If at that size, he anticipates the cost will be in \$6 million range. Dr. Pembroke added that we have been approached by performers in past years because singing to larger venue puts more strain on the voice. Regent McGivern asked about estimated square footage for the project. Dr. Pembroke says the stage needs to be big enough for symphony. The number of seats are a factor based on size of stage. Regent McGivern asked whether there is an estimate per square foot. Vice President for Administration and Treasurer, Rick Anderson, said because the high ceiling there is extra air space so the cost is higher than normal but less than constructing a lab. He estimates the cost to be in the \$250-\$400 per square foot range. President Farley added that such discussions occurred internally but no clear answer could be determined, which is why we need an expert involved to help make the determination. Regent McGivern said he remembers Topeka Performing

Arts Center was a \$10 million remodel, noting that was a number of years back and was a remodel and not new construction. Dr. Farley said a second issue is that once size is determined, the issue will be where it will fit. It is in the Campus Master Plan, but not clearly defined where it would go. Regent Sneed moved to approve moving forward with the Recital Hall. Motion was seconded. Motion approved.

**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. Social Media Task Force Report**

The item was presented with a brief introduction by Michaela Saunders and Ernie Webb. Regent Parks asked what the largest challenges are in the future. Mr. Webb said platforms will change. Twitter may not be around in three years. He said the biggest change is communication within the campus. Regent Hoferer asked a question regarding security. Mr. Webb said we will have to develop a crisis process for the beginning of 2015. Regent Sourk asked if someone is monitoring accounts. Ms. Saunders said we are developing registry of all accounts to have knowledge of all accounts. She said we are looking for accounts that are using Ichabod that are not registered with Washburn. Regent McGivern asked about the philanthropic approach through social media. What about personal contact. Ms. Saunders said it is not intended to be asked to donate by social media but to use it get stories and sell them through social media. The Brick campaign is an example.

It was moved and seconded to adjourn. The meeting adjourned at 4:55 p.m.

/s/

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Marc Fried  
Secretary, Board of Regents

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

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

**DESCRIPTION:** Attached is the list of claims processed for the month of September, 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 October 30, 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.

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Rick Anderson, Vice President for Administration & Treasurer

**WASHBURN UNIVERSITY**

Fund #	Fund Name	Total Claims
1.	General Fund	\$3,817,509
2.	Debt Retirement & Construction Fund	477
3.	Building and Construction Fund	1,533,355
4.	Endowment Fund	-0-
5.	Student Loan Fund	2,000
7.	Tort Claim Fund	94,473
8.	Restricted and Agency Fund	211,513
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	183,372
	Sub-Total	5,842,699
	Payroll	2,688,314
	Payroll Withholding ACH Transactions	7,302,069
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$15,833,082</b>

**WASHBURN INSTITUTE OF TECHNOLOGY**

1.	General Fund	\$232,948
3.	Building and Construction Fund	74,285
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	1,284
13.	Government and Research Fund	75,497
	Sub-Total	384,014
	Payroll	298,805
	Payroll Withholding ACH Transactions	161,202
	<b>Total</b>	<b>\$844,021</b>

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Date

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Jerry B. Farley, President

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

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

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

Name	Position	Change	Financial Implications	Comments	Action
Elaine Lewis	Director, College Success Evaluation and Retention /Lecturer POSN 001060	Title and salary adjustment from \$41,200 to \$50,000 effective November 1, 2014	Annual salary of \$41,200 with additional \$8,800 from Adjunct Pool in FY15 budget	Job duties have significantly expanded since hire in July 2013	Request approval
RaLynn Schmalzried	Assistant Professor of Psychology POSN 000116	Late hire for FY15 with salary adjustment to \$45,000	Annual salary of \$42,000 with additional \$2,000 from Psychology Uncommitted Salaries/Wages and \$1,000 from College of Arts and Sciences Adjunct-Faculty Replacement Pool in FY15 budget	Effective January 2015	Request approval
Frank Chorba	Professor of Mass Media POSN 000055	Phased Retirement for 3 years beginning Spring 2015	Salary savings of \$21,144 FY15, \$105,723 over FY16, 17, 18	Teach half-time each semester beginning Spring 2015, ending Fall 2017	Request approval

New Position	Student Success Lecturer POSN New	Under Recruitment	Annual salary of \$36,000 available in FY15 budget through reallocations in Mabee Library and Center for Student Success and Retention	Position will serve as a lead instructor in WU101 and have a significant role in bridging programs to help incoming students and retain second year students	Request approval
New Position Under Recruitment	Program Director KanTRAIN Grant Management	Effective October 1, 2014	Annual salary of \$60,000-\$80,000 funded by Department of Labor on the new TAACCCT grant: KanTRAIN	This position will lead all consortium grant activities	Request approval
New Position	Budget/Administrative Assistant KanTRAIN Grant Management	Under Recruitment	Annual salary of \$40,000 is 100% grant funded by DOL on the new TAACCCT grant: KanTRAIN	Position will help manage all grant funding and DOL reporting requirements	Request approval
New Position	Support Staff ½ FTE KanTRAIN Grant Management	Under Recruitment	Annual part time salary of \$15,000 is 100% grant funded by DOL on the new TAACCCT grant: KanTRAIN	Position will help the Project Manager and Budget Assistant on all grant related projects, reports, and requirements	Request approval
New Position Under Recruitment	Program Site Coordinator at Washburn Institute of Technology KanTRAIN Grant	Effective October 1, 2014	Annual salary of \$40,000-\$60,000 funded by Department of Labor on the new TAACCCT grant: KanTRAIN	This position will lead all grant activities on the Washburn Institute of Technology campus, working with health occupations programs at Washburn Institute of Technology and the School of Applied Studies	Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

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Date

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Jerry B. Farley, President

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

SUBJECT: Designate Dr. Nancie Palmer as Professor Emeritus

DESCRIPTION:

Dr. Nancie (Nan) Palmer began her teaching career at Washburn University in 1991 as Assistant Professor of Social Work in the College of Arts and Sciences (later moved to the School of Applied Studies) and received tenure and promotion to Associate Professor in 1997 with promotion to Professor in 2002. She earned her B.A. from California State University – Fullerton in 1969 and M.A. and Ph.D. from the University of Kansas in 1979 and 1991. Prior to her Washburn career of 24 years, she served as an Instructor at the University of Kansas, part-time therapist at a community health center, and social worker with the Kansas State Department of Social and Rehab Services. During her years of service, she has twice served as Chair of the Social Work Department, has consistently produced scholastic work throughout her career, has served both the University and community on numerous committees and boards, has served as mentor to many students and new faculty, and was awarded the Herrick Award for Outstanding Service in 2002 and the Ned N. Fleming Excellence in Teaching Award in 2014. In addition, over the past ten years as a nationally registered Pet Partner team (Delta Society), Dr. Palmer and Gracie (a Standard Poodle), have donated hundreds of hours visiting Cotton O’Neil Cancer Center and other health care facilities.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

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

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Date

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Jerry B. Farley, President

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

**SUBJECT:** Washburn University Policy Regulations and Procedures Manual – Data Management

**DESCRIPTION:**

Last year, Washburn University began a Data Management and Analysis (DMA) Initiative with the goal to create the culture and structure for data-driven decisions to maximize the strategic impact for our internal and external communities. Data is a critical asset to the University and is continuously created, collected and reported as the University conducts business. Governance is needed to provide oversight to the management of University data and to ensure roles and responsibilities are defined; procedures and rules are in place; standards are created; and appropriate access is implemented. This Policy gives authority to the Technology Steering Committee to provide this oversight and engage the University community for the appropriate use and security of University data. The Technology Steering Committee membership already reflects a good mix of Data Owners and Stewards as well as the University Compliance Officer and Legal representation to effectively provide oversight.

Attached is Subject CC. Data Management of the Washburn University Policy Regulations and Procedures Manual. As approved at the November, 2005 Board meeting, the change in the formatting allows policies to be easily distinguished from the regulations and procedures.

**FINANCIAL IMPLICATIONS:** None

**RECOMMENDATION:**

President Farley recommends the Board of Regents approve the Data Management section of the Washburn University Policy Regulations and Procedures Manual.

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Date

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Jerry B. Farley, President

# CC. Data Management

*For most operational questions, please refer to the Regulations and Procedures*

## Purpose

To set forth policies regarding the access, use, ownership, quality, standards, compliance, and archiving of the University's data.

## Establishment of Regulations

The Administration shall establish regulations and procedures to ensure that University enterprise data are reliable, secure, standardized, archived, interpretable, and accessible to employees with legitimate academic and administrative needs. These regulations shall be consistent with Board policies, University mission, applicable laws and regulations, and sound business practices.

## University Data

"University data" are comprised of data derived from university activities and processes. University data span the entire University and are generated, collected, and disseminated through several diverse processes; are stored, transported, and shaped by information technologies; and used in an array of external and internal reports.

## Scope

University data are an essential component of the University's educational and operational activities. This policy establishes a framework for responsibility, access, and use of university data by:

- Students
- Faculty and staff
- Others as authorized by the Administration

## Responsibilities

Each university data user shall be responsible for the appropriate use of and securing university data in a manner consistent with university policies, regulations, and procedures.

## University Data Governance

The University Technology Steering Committee will provide governance for University Data Management and be responsible for ensuring that the development and use of university data are guided by university priorities, policies, regulations, and procedures.

The Technology Steering Committee acts as an advisory body to the University President and has the power to create subcommittees as well as regulations and procedures consistent with University policy and applicable laws and regulations.

## Acceptable Use of University Data

The Administration shall ensure that university data stewardship, custodian, and owner roles are defined; that acceptable use responsibilities are established; that identities of peoples who could be identified by data are protected; that employees are able to fulfill their University-related responsibilities as they relate to collecting, storing, analyzing, and reporting university data. Acceptable use responsibilities, regulations, and procedures shall be communicated to university data users, providers, and support personnel.

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

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

**DESCRIPTION:**

At the May 1, 2014 Board of Regents meeting, the Board was presented the Housing Demand Study from Brailsford & Dunlavey and 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.

At the June 12, 2014 Board of Regents meeting, the Board gave approval to hire the architectural firms of HTK and KWK to prepare architectural drawings sufficient to determine cost estimates and debt financing, type of housing and dining services, and project bid and construction administration services.

The project size and cost estimates are on target and drawings will be sent out for bid in December 2014. The construction contractor will be brought to the Board for approval at the February 5, 2015 meeting. Assuming construction bids are within budget the project will start in March 2015 and be completed in July 2016.

**FINANCIAL IMPLICATIONS:** The Student Housing and Dining Project will be financed with food vendor capital contributions of \$2,250,000, University/private contributions of \$1,000,000 and bonds not to exceed \$28,000,000. The final size authorization of the bond issue will occur at the February 5, 2015 meeting. The bonds will be repaid from room rental and dining (board) rates.

**RECOMMENDATION:** President Farley recommends the Board of Regents approve continuation of final design, bidding, and financing of the project as outlined above.

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Date

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Jerry B. Farley, President

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

SUBJECT: Stoffer Science Hall Room 115 Remodel

DESCRIPTION:

Washburn University received K-INBRE funds for renovation of Stoffer 115 for a new interdisciplinary research laboratory. The proposed remodel of Stoffer 115 would provide 530 square feet of new laboratory space in support of the growing departments of Biology and Chemistry. Underutilized adjunct office space will be renovated into a molecular biology and biochemistry shared instrumentation room with necessary workspace. Bids received for the project are as follows:

<b>Bidder</b>	<b>Base Bids</b>	<b>Alternate Lab Hoods</b>	<b>Cost with Alternates</b>
<b>Senne</b>	<b>\$150,600</b>	<b>\$27,340</b>	<b>\$177,940</b>
Midwest Masonry	\$154,000	\$27,250	\$181,250
Bob Florence	\$156,800	\$34,500	\$191,300
Kelly Construction	\$159,200	\$34,500	\$193,700
Barstow	\$263,798	\$28,000	\$291,798

FINANCIAL IMPLICATIONS:

\$113,988 from K-INBRE Grant Funds and the remaining \$63,952 from FY 14 and FY 15 Capital Project Funds will be used.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to Senne Company in the amount of \$177,940 to remodel room 115 in the Stoffer Science Hall.

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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: Washburn Institute of Technology TRAC-7 Lease Agreement Extension

**BACKGROUND:**

In October 2011, Washburn was awarded a \$19.6 million grant from the U.S. Department of Labor to create a consortium among Washburn Tech and six other community colleges and technical schools to develop new and better workforce programs. The Trade Adjustment Assistance Community College and Career Training Grant (TRAC-7) was implemented. Washburn Tech will develop and expand the Advanced Systems Technician Program as their signature program. Additional space was required for equipment and classroom training facilities to accommodate the expansion of the Advanced Systems Technician (AST) Program.

**DESCRIPTION:**

After visiting and evaluating various locations the administration determined the most suitable location was Building 622, Topeka Air Industrial Park, at Forbes Field. The initial lease agreement was for a term of 33 months, beginning on February 1, 2012 and ending on October 31, 2014. Rent for the property for an additional one year period will be at \$6.00 per square foot resulting in a monthly rental cost of \$8,790. The entire lease term will be five years with an option to opt out after the grant ends in October 2015. Extension of the lease beyond the grant period will be based on the size of the AST Program during this fiscal year.

**FINANCIAL IMPLICATIONS:**

The additional one-year lease amount of \$105,480 will be paid entirely through TRAC-7 Grant funds.

**RECOMMENDATION:**

President Farley recommends the Board of Regents authorize the extension of the lease agreement with MDC Topeka, LLC, to lease the property described as Building 622, Topeka Air Industrial Park, Topeka, Kansas.

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Date

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Jerry B. Farley, President

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

SUBJECT: 2014 Winter Closing Schedule

DESCRIPTION:

Each year, except for necessary operations and emergencies, all University operations are closed between Christmas Day and New Year's Day, to allow employees to spend time with their families. Two of the days are paid holidays when there are three working days during the closed period; three are paid holidays when there are four working days. Employees wishing to be paid for the remaining day must use earned personal leave.

This year, January 1 falls on Thursday, and under current policy, the University will be open for business on Friday, January 2. Normal business operations will be very limited on that day, as it is the only day during the week the University would be open. The holidays will not occur on the calendar in the same way for another 11 years, and it is recommended the University be closed for business as an additional holiday on Friday, January 2, only for the year 2015.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the administrative holiday closing of the University on January 2, 2015.

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Date

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Jerry B. Farley, President