

Board of Regents Meeting
Agenda
Kansas Room, Memorial Union
Thursday, 2/5/2015
4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

Mr. Boles
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 Minutes of the December 4, 2014 meeting

December 4, 2014 Board of Regents Minutes - Page 3

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

D. Treasurer's Report

1. Liquidated Claims Approval - November 2014

Liquidated Claims - Nov 2014 - Page 8

2. Liquidated Claims Approval - December 2014

Liquidated Claims - Dec 2014 - Page 9

3. Quarterly Reports for the Six Months Ended December 31, 2014 - Washburn University and Washburn Institute of Technology

Quarterly Report - Page 10

Quarterly Report - Washburn University Tables - Page 11

Quarterly Report - Washburn Institute of Technology Tables - Page 16

V. New Business

A. Consent Agenda

1. Faculty/Staff Personnel Actions

Faculty/Staff Personnel Actions - Page 21

B. Action Items

1. Academic Sabbaticals 2015-2016

Academic Sabbaticals - Page 23

2. Architect Selection for the Music Recital Hall

Music Recital Hall Architect - Page 25

3. Tennis Complex

Tennis Complex - Page 26

4. Use of University Reserves

University Reserves - Page 27

C. Information Item(s)

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

Report of Purchases - Page 28

VI. Executive Session

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
December 4, 2014

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, Mrs. Trusdale and Mr. Wolgast.

III. Approval of Minutes of the October 30, 2014 meeting

It was moved by Regent Parks and seconded by Regent McGivern to approve the Minutes of the October 30, 2014 meeting. Motion passed.

IV. Officer Report

A. Chair's Report

Chairperson Sourk reported the Designer Showcase is moving along. The Barebones showing of the house will be January 15–18, 2015. She said the cabinets and carpet are out.

B. President's Report

President Farley said international students do a talent show every year.

Dr. Farley mentioned two town hall meetings were held over the last couple of weeks. Both were well attended. He said there were great questions and comments.

He said next week, December 11, is the Washburn holiday party in Washburn A and B, and the Board is invited. He said we participate in the Toys for Tots program, so bring an unwrapped toy when you come.

President Farley reported last month one of our students and the Student Government Association partnered to sponsor a food pantry. He said they did a great job with that and it should be sustainable. He said some of our students do have a problem meeting needs for food and this helps them.

Dr. Farley said the Belltower dinner was held this past Tuesday, December 2, where we recognize and celebrate some of our biggest contributors.

He said the debate team performed well last weekend in Omaha.

President Farley reported the School of Business, in their innovation program, encourages students to come up with ideas to promote and come up with an “elevator speech” with a time limit. He said they had around 25-30 participants originally, but narrowed presentations down to around 6 for a final event. Presentations were made a few weeks ago and the students did a great job.

Dr. Farley said Vespers will be held this Sunday in White Concert Hall and that KTWU is recording it for broadcast it the following week.

He said Quest, the University’s scholars bowl event, is this Saturday.

President Farley said on Monday, December 8, he will have the pleasure to appear before the Shawnee County Legislative Delegation. He said several Regents will be there and it’s a great opportunity to meet legislators. He said there is no legislative initiative, but we can work with them not to cut our budget. He said we are looking for \$1M to enhance our forensics program and to hire and train forensic scientists for the KBI.

Dr. Farley reported the women’s basketball team traveled to Puerto Rico to play and had a great time. He said the men’s team went to a tournament in Hawaii.

He said C-Tel had a couple of events the past couple of months. Tom McGowan came to discuss community engagement and there was a dinner to brain storm ideas on Community Engagement. Finally, he said Randy Pembroke is taking group of twenty students and faculty to Costa Rica for health screenings.

C. Committee Report(s)

There were no committee reports.

D. Treasurer’s Report

1. Liquidated Claims – October 2014

Vice President for Administration, Rick Anderson, presented the October 2014 Liquidated Claims report. There were no questions.

V. New Business

A. Consent Agenda

Regent McGovern moved and Regent Moran seconded to approve the Consent Agenda. Motion passed.

As approved by action of the Board:

1. Faculty/Staff Personnel Actions

grant one-year leave of absence beginning January 1, 2015 to Donna LaLonde, Associate Professor of Mathematics & Statistics/Interim Chair of Education; hire Angela Crumer as Lecturer of Mathematics & Statistics for Spring 2015 only at an annual salary of \$19,500; Michael Rettig, Professor of Education to Interim Chair of Education January 1 to June 30 2015 with a stipend of \$7,388; position under recruitment, Coordinator, Center for Prior Learning & Testing/Lecturer, at an annual salary of \$40,000; new positions effective January 1, 2015: Simulation Coordinator, annual salary range of \$45,000-\$50,000; Simulation Center Support Staff, annual salary range from \$20,800-\$21,590; Case Manager/Advisor, annual salary range \$36,000-\$40,000; Adult Basic Education Instructor, salary range \$32,000-\$35,000 for 10-month position;

2. Designate Dr. Gary Forbach and Ms. Nancy G. Maxwell as Professor Emeritus and Ms. MaryDorsey Wanless as Associate Professor Emeritus

bestow the title Professor Emeritus to Dr. Gary Forbach and Ms. Nancy G. Maxwell, and Associate Professor Emeritus to Ms. MaryDorsey Wanless; and,

3. Designate Ms. Dena Anson as Eminentes Universitatis

award the designation Eminentes Universitatis to Ms. Dena Anson.

Regent Sourk recognized and thanked both Professor Maxwell and Professor Wanless, who were present, for their service to the University.

B. Action Items

1. Audit Report

Regent Hoferer, Audit Committee Chair, said the Committee met and voted to recommend approval of the annual Audit Report subject to no substantial changes. Regent Hoferer moved, and Regent Parks seconded, to accept the Audit Report. Motion passed.

2. Allied Health Program Expansion

Dr. Pat Munzer, Dean of the Allied Health Department, the largest department in the School of Applied Studies, presented the program expansion proposal of 15 programs, 11 online, and distance education. Dr. Munzer said there is more demand than they can currently handle. She said the proposal is to help grow to establish a better work force. Dr. Munzer said we are affiliated with several hundred clinical sites in Kansas and across the U.S. She said we are looking at developing promotional materials and to streamline the enrollment process. She said they expect significant increased enrollment. Regent Hoferer moved, and Regent Parks seconded, to approve the expansion of the Allied Health Program.

3. Washburn Institute of Technology Tool Box Purchase

Vice President for Administration and Treasurer, Rick Anderson presented the item for purchase to enhance the railroad and diesel development programs. It was moved by Regent Klausman, and seconded by Regent Parks, to approve the item. Motion passed.

3. Indoor Driving Range Facility

Vice President for Administration and Treasurer, Rick Anderson presented the item. Mr. Anderson said we began looking a few years ago for sites to create a year-round practice facility. He said we worked with Topeka Country Club to develop a facility to help both our team and Topeka Country Club. Mr. Anderson said we would look for a lease agreement to build the facility, and operation costs would be split between Topeka Country Club and Washburn University. He said the building would be funded through fund raising and that there will be no additional staffing requirements for the University. Mr. Anderson said the primary cost of operation will be heating during the winter. Mr. Anderson advised that the Country Club has already approved the agreement but that there will be some minor changes. Washburn Athletics Director, Loren Ferre, said there will be two bays solely for Washburn, and Washburn will have priority for the remaining three bays from 1:00 pm –4:00 pm on weekdays. Regent Wolgast moved, and Regent Moran seconded, to approve the item. Motion passed.

5. Faculty/Staff One-Time Stipend

President Farley reported about enrollment, saying the outcome had financial implications. He said the faculty was tasked with calling students who were in classes last spring but not registered for fall, doing that now for Spring registration. Dr. Farley said we have added a number of enhancements to help with enrollment and retention which came from the work sessions. He said some were holds on enrollment, such as for parking tickets, and it didn't make sense to stop enrollment for \$25. The result has been much work across campus. Dr. Farley said the promised salary program if enrollment increased did not materialize because enrollment did not increase. He said to acknowledge the hard work of everyone across campus, he proposes a one-time stipend to qualified employees to be paid in December. Regent Sneed moved, and Regent Parks seconded, to approve the one-time stipend. Motion passed.

Regent Hoferer said the Board should thank faculty and staff to show appreciation for the work they have done in helping with retention and for everything they do every day.

1. Information Items

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

Vice President for Administration and Treasurer, Rick Anderson, presented the Report of Purchases item.

4. KanTRAIN Information Item and Authority to Proceed with Reimbursement of Eligible Expenses

Like the TRAC – 7 Grant, letting you know of partners. Dr. Farley said this is a significant \$12M grant and we have good partners. He said this is a good program and the Washburn Institute of Technology campus stepped up and have done a great job in getting a second grant in 3 years from the last one is very good.

It was moved by Regent Parks and seconded by Regent Hoferer to adjourn. The meeting adjourned at 4:23 p.m.

/s/

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – November 2014

DESCRIPTION: Attached is the list of claims processed for the month of November, 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 February 5, 2015 meeting through the Chairperson.

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

 Rick Anderson, Vice President for Administration & Treasurer

WASHBURN UNIVERSITY

Fund #	Fund Name	Total Claims
1.	General Fund	\$1,679,832
2.	Debt Retirement & Construction Fund	427,753
3.	Building and Construction Fund	2,013,296
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,300
7.	Tort Claim Fund	2,886
8.	Restricted and Agency Fund	508,597
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	67,253
	Sub-Total	4,700,917
	Payroll	2,700,936
	Payroll Withholding ACH Transactions	2,157,266
	*Wire Transfers (Investments)	-0-
	Total	\$9,559,119

WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$145,081
3.	Building and Construction Fund	46,056
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	3,121
13.	Government and Research Fund	99,304
	Sub-Total	293,562
	Payroll	402,137
	Payroll Withholding ACH Transactions	167,986
	Total	\$863,685

 Date

 Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – December 2014

DESCRIPTION: Attached is the list of claims processed for the month of December, 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 February 5, 2015 meeting through the Chairperson.

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

Rick Anderson, Vice President for Administration & Treasurer

WASHBURN UNIVERSITY

Fund #	Fund Name	Total Claims
1.	General Fund	\$2,135,802
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,183,661
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,350
7.	Tort Claim Fund	5,415
8.	Restricted and Agency Fund	354,373
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	182,140
	Sub-Total	3,862,741
	Payroll	2,965,844
	Payroll Withholding ACH Transactions	2,743,046
	*Wire Transfers (Investments)	-0-
	Total	\$9,571,631

WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$209,000
3.	Building and Construction Fund	44,758
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	6,108
13.	Government and Research Fund	120,991
	Sub-Total	380,857
	Payroll	293,079
	Payroll Withholding ACH Transactions	159,660
	Total	\$833,596

Date

Jerry B. Farley, President

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

SUBJECT: Quarterly Reports for the Six Months Ended December 31, 2014
– Washburn University and Washburn Institute of Technology

DESCRIPTION:

Attached are the:

- Statement of Revenues and Expenditures – General Fund for the Six Months Ended 12-31-14;
- Comparative Statements of Revenues and Expenditures – General Fund for the Six Months Ended December 31, 2014 and 2013;
- Expenditures by Function and by Natural Classification – General Fund for the Six Months Ended December 31, 2014; and
- Notes to the Quarterly Report.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

President Farley recommends the Board of Regents accept the Quarterly Reports for the Six Months Ended December 31, 2014.

Date

Jerry B. Farley, President

WASHBURN UNIVERSITY
STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2014 - UNAUDITED

	YTD	Budget	% of Budget
REVENUE & TRANSFERS IN			
Tuition & fees	\$ 22,865,261	\$ 47,991,558	47.6%
State aid	5,477,960	10,955,683	50.0%
Sales taxes	10,330,882	18,251,719	56.6%
Endowment income	423,421	1,095,187	38.7%
KTWU income	942,375	2,602,588	36.2%
Investment income	121,476	225,000	54.0%
Athletic income	164,515	215,820	76.2%
Other income	369,308	121,600	303.7%
Transfers in	27,205	-	***
	40,722,403	81,459,155	50.0%
Distribution of reserves	-	2,407,016	0.0%
Total Revenue and Transfers In	40,722,403	83,866,171	48.6%
EXPENSES & TRANSFERS OUT			
Instruction	18,413,259	40,425,011	45.5%
Research, academic support	7,418,321	14,662,397	50.6%
Student services	4,376,024	8,890,144	49.2%
Institutional support	3,040,414	6,491,111	46.8%
Maintenance of plant	3,192,664	7,908,132	40.4%
Scholarships	1,614,510	2,552,337	63.3%
Other expenses	598,368	796,394	75.1%
Transfers out	364,188	340,645	106.9%
	39,017,748	82,066,171	47.5%
Regents' contingency	-	1,800,000	0.0%
Total Expenses & Transfers Out	39,017,748	83,866,171	46.5%
Net Educational & General	1,704,655	-	
Auxiliary Enterprises			
Residential Living revenues	1,462,451	2,801,660	52.2%
Residential Living expenditures	631,753	1,728,860	36.5%
Residential Living debt service	536,400	1,072,800	50.0%
Net Residential Living	294,298	-	
Memorial Union revenues	2,126,934	4,217,584	50.4%
Memorial Union expenditures	2,245,574	4,017,584	55.9%
Memorial Union debt service	100,000	200,000	50.0%
Net Memorial Union	(218,640)	-	
Net Auxiliary Enterprises	75,658	-	
Increase in net position	\$ 1,780,313	\$ -	

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

	<u>FY 2015</u>	<u>FY 2014</u>	<u>Change</u>	<u>% Change</u>	
REVENUE & TRANSFERS IN					
Tuition & fees	\$ 22,865,261	\$ 22,110,525	\$ 754,736	3.4%	-10% 0% 10%
State aid	5,477,960	5,394,446	83,514	1.5%	
Sales taxes	10,330,882	10,268,649	62,233	0.6%	
Endowment income	423,421	767,502	(344,081)	(44.8%)	
KTWU income	942,375	1,023,891	(81,516)	(8.0%)	
Investment income	121,476	125,097	(3,621)	(2.9%)	
Athletic income	164,515	178,734	(14,219)	(8.0%)	
Other income	369,308	347,818	21,490	6.2%	
Transfers in	27,205	2,189	25,016	1142.8%	
	<u>40,722,403</u>	<u>40,218,851</u>	<u>503,552</u>		
Distribution of reserves	-	-	-		
Total Revenue and Transfers In	<u>40,722,403</u>	<u>40,218,851</u>	<u>503,552</u>	1.3%	
EXPENSES & TRANSFERS OUT					
Instruction	18,413,259	18,244,617	168,642	0.9%	
Research, academic support	7,418,321	7,606,543	(188,222)	(2.5%)	
Student services	4,376,024	4,532,144	(156,120)	(3.4%)	
Institutional support	3,040,414	3,086,446	(46,032)	(1.5%)	
Maintenance of plant	3,192,664	3,156,079	36,585	1.2%	
Scholarships	1,614,510	1,529,299	85,211	5.6%	
Other expenses	598,368	667,233	(68,865)	(10.3%)	
Transfers out	364,188	352,385	11,803	3.3%	
	<u>39,017,748</u>	<u>39,174,746</u>	<u>(156,998)</u>		
Regents' contingency	-	-	-		
Total Expenses & Transfers Out	<u>39,017,748</u>	<u>39,174,746</u>	<u>(156,998)</u>	(0.4%)	
Net Educational & General	<u>1,704,655</u>	<u>1,044,105</u>	<u>660,550</u>	63.3%	
Auxiliary Enterprises					
Residential Living revenues	1,462,451	1,445,554	16,897	1.2%	
Residential Living expenditures	631,753	574,791	56,962	9.9%	
Residential Living debt service	536,400	536,400	-	0.0%	
Net Residential Living	<u>294,298</u>	<u>334,363</u>	<u>(40,065)</u>	(12.0%)	
Memorial Union revenues	2,126,934	2,197,887	(70,953)	(3.2%)	
Memorial Union expenditures	2,245,574	2,128,115	117,459	5.5%	
Memorial Union debt service	100,000	100,000	-	0.0%	
Net Memorial Union	<u>(218,640)</u>	<u>(30,228)</u>	<u>(188,412)</u>	623.3%	
Net Auxiliary Enterprises	<u>75,658</u>	<u>304,135</u>	<u>(228,477)</u>	(75.1%)	
Increase in net position	<u>\$ 1,780,313</u>	<u>\$ 1,348,240</u>	<u>\$ 432,073</u>	32.0%	

Note: Certain FY 2014 amounts have been reclassified to conform with the FY 2015 presentation.

WASHBURN UNIVERSITY
EXPENDITURES BY FUNCTION AND BY NATURAL CLASSIFICATION - GENERAL FUND
For the Six Months Ended December 31, 2014 - UNAUDITED

	Salaries	Benefits	Other Operating	Equipment	Scholarships	Transfers Out	Total	Budget by Function	Percent of Budget
Education and General									
Instruction	\$ 13,703,916	\$ 3,612,586	\$ 1,059,779	\$ 36,978	\$ -	\$ -	\$ 18,413,259	\$ 40,425,011	45.5%
Research, academic support	3,172,688	973,830	2,593,769	678,034	-	-	7,418,321	14,662,397	50.6%
Student services	2,559,926	789,027	1,001,588	25,483	-	-	4,376,024	8,890,144	49.2%
Institutional support	1,731,077	488,843	812,684	7,810	-	-	3,040,414	6,491,111	46.8%
Maintenance of plant	1,366,647	599,694	1,211,805	14,518	-	-	3,192,664	7,908,132	40.4%
Scholarships	-	-	-	-	1,614,510	-	1,614,510	2,552,337	63.3%
Other expenses	22	598,290	56	-	-	-	598,368	796,394	75.1%
Transfers out	-	-	-	-	-	364,188	364,188	340,645	106.9%
Regents' contingency	22,534,276	7,062,270	6,679,681	762,823	1,614,510	364,188	39,017,748	82,066,171	47.5%
	-	-	-	-	-	-	-	1,800,000	0.0%
Total Education and General	22,534,276	7,062,270	6,679,681	762,823	1,614,510	364,188	39,017,748	83,866,171	46.5%
Auxiliary Enterprises									
Residential Living	138,229	33,101	379,272	6,600	74,551	-	631,753	1,728,860	36.5%
Residential Living - debt service transfer	-	-	-	-	-	536,400	536,400	1,072,800	50.0%
Memorial Union	371,921	123,559	1,741,108	8,986	-	-	2,245,574	4,017,584	55.9%
Memorial Union - debt service transfer	-	-	-	-	-	100,000	100,000	200,000	50.0%
Total Auxiliaries	510,150	156,660	2,120,380	15,586	74,551	636,400	3,513,727	7,019,244	50.1%
Total Expenses and Transfers Out	\$ 23,044,426	\$ 7,218,930	\$ 8,800,061	\$ 778,409	\$ 1,689,061	\$ 1,000,588	\$ 42,531,475	\$ 90,885,415	46.8%
Budget by Natural Classification	\$ 48,803,586	\$ 12,190,875	\$ 22,401,360	\$ 1,477,312	\$ 2,552,337	\$ 3,459,945	\$ 90,885,415		
Percent of Budget	47.2%	59.2%	39.3%	52.7%	66.2%	28.9%			



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2014 – 2015
DECEMBER 31, 2014

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 increase in tuition and fees in the period ended December 31, 2014 compared to the corresponding period ended December 31, 2013 is due to higher tuition rates in effect.

At December 31, 2014, tuition and fees amounts to 47.6% of the amount budgeted for fiscal year 2015, compared to 46.8% for fiscal year 2014. Over the previous five fiscal years (2010 through 2014), this percentage has averaged 49.2%. A modest enrollment decline relative to budget puts this year's percentage lower than average. However, the comparison with the fiscal year 2014 percentage would seem to indicate we are in a better position relative to budget this year than last year.

3. SALES TAXES

For fiscal year 2015, reported sales tax revenues consist of four months of actual receipts and two months of budgeted receipts (November and December collections had not been received at the time this report was prepared). This amount is higher than actual fiscal year 2014 revenues through six months. Fiscal year 2015 sales tax revenues have been above budget in each of the first four months of the year (extending the string of above-budget months to 18), and are expected to remain in line with the amount budgeted for the year.

4. ENDOWMENT INCOME

Because we record endowment income on the books on a cash basis, with an adjustment at year-end to reflect market value changes, for purposes of this report, we show half of the endowment income budget for each year (less the amount budgeted for the School of Law). Thus, the decrease from fiscal year 2014 is due to less endowment income being budgeted for fiscal year 2015. This is attributable to the fact that when the Alumni office moved from the University to the Washburn University Foundation, endowment income used to fund that office also moved to the Foundation.



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2014 – 2015
DECEMBER 31, 2014 (continued)

5. MEMORIAL UNION

The increase in Memorial Union expenses is primarily the result of higher cost of goods sold in the Ichabod Shop, which in turn is mostly attributable to higher producer prices. Another contributor to the higher cost of goods sold is the decrease in product inventory levels, as the Ichabod Shop has reduced inventory levels relative to prior periods. As inventory levels decrease, cost of goods sold increases to reflect the sale of items which were included in inventory on hand at the beginning of the period.

WASHBURN INSTITUTE OF TECHNOLOGY
STATEMENT OF REVENUES AND EXPENDITURES - GENERAL FUND
For the Six Months Ended December 31, 2014 - UNAUDITED

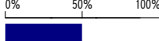








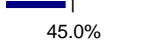
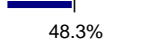
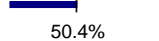
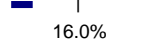
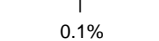
	YTD		Budget	% of Budget
REVENUE & TRANSFERS IN				
Tuition & fees	\$ 1,500,190	\$ 2,351,974		63.8%
Technical state aid - secondary	1,805,040	2,839,061		63.6%
Technical state aid - postsecondary	1,436,713	2,839,505		50.6%
Technical state aid - capital	149,565	154,000		97.1%
Technical state aid - Perkins	1,374	181,737		0.8%
Tuition - continuing education	165,831	480,000		34.5%
Investment income	10,431	30,000		34.8%
Other income	121,487	180,000		67.5%
Transfers in	-	-		***
	5,190,631	9,056,277		57.3%
Distribution of reserves	-	750,000		0.0%
Total Revenue and Transfers In	5,190,631	9,806,277		52.9%
EXPENSES & TRANSFERS OUT				
Instruction	2,601,440	5,231,059		49.7%
Academic support	197,930	706,607		28.0%
Student services	448,790	965,407		46.5%
Institutional support	190,374	366,356		52.0%
Maintenance of plant	579,649	1,301,774		44.5%
Employee benefits	64,424	134,337		48.0%
Perkins federal program	-	181,737		0.0%
	4,082,607	8,887,277		45.9%
Transfers out	1,011	919,000		0.1%
Total Expenses & Transfers Out	4,083,618	9,806,277		41.6%
Increase in Net Position	1,107,013	-		

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

	<u>FY 2015</u>	<u>FY 2014</u>	<u>Change</u>	<u>% Change</u>	
<u>REVENUE & TRANSFERS IN</u>					
Tuition & fees	\$ 1,500,190	\$ 1,188,592	\$ 311,598	26.2%	
Technical state aid - secondary	1,805,040	1,304,705	500,335	38.3%	
Technical state aid - postsecondary	1,436,713	1,419,753	16,960	1.2%	
Technical state aid - capital	149,565	158,655	(9,090)	-5.7%	
Technical state aid - Perkins	1,374	5,575	(4,201)	-75.4%	
Tuition - continuing education	165,831	223,025	(57,194)	-25.6%	
Investment income	10,431	10,466	(35)	-0.3%	
Other income	121,487	128,118	(6,631)	-5.2%	
Transfers in	-	771	(771)	-100.0%	
	<u>5,190,631</u>	<u>4,439,660</u>	<u>750,971</u>		
Distribution of reserves	-	-	-	***	
Total Revenue and Transfers In	<u>5,190,631</u>	<u>4,439,660</u>	<u>750,971</u>	16.9%	
<u>EXPENSES & TRANSFERS OUT</u>					
Instruction	2,601,440	2,378,372	223,068	9.4%	
Academic support	197,930	252,773	(54,843)	-21.7%	
Student services	448,790	373,904	74,886	20.0%	
Institutional support	190,374	157,007	33,367	21.3%	
Maintenance of plant	579,649	611,173	(31,524)	-5.2%	
Employee benefits	64,424	97,045	(32,621)	-33.6%	
Perkins federal program	-	-	-	***	
	<u>4,082,607</u>	<u>3,870,274</u>	<u>212,333</u>		
Transfers out	1,011	-	1,011		
Total Expenses & Transfers Out	<u>4,083,618</u>	<u>3,870,274</u>	<u>213,344</u>	5.5%	
Increase in Net Position	<u>\$ 1,107,013</u>	<u>\$ 569,386</u>	<u>\$ 537,627</u>	94.4%	

Note: Certain FY 2014 amounts have been reclassified to conform with the FY 2015 presentation.

WASHBURN INSTITUTE OF TECHNOLOGY
EXPENDITURES BY FUNCTION AND BY NATURAL CLASSIFICATION - GENERAL FUND
For the Six Months Ended December 31, 2014 - UNAUDITED

	Salaries	Benefits	Other Operating	Equipment	Transfers Out	Total	Budget by Function	Percent of Budget
Education and General								
Instruction	\$ 1,612,823	\$ 460,539	\$ 507,075	\$ 21,003	\$ -	\$ 2,601,440	\$ 5,231,059	49.7% 
Academic support	105,548	19,214	60,920	12,248	-	197,930	706,607	28.0% 
Student services	290,610	77,131	80,979	70	-	448,790	965,407	46.5% 
Institutional support	76,759	28,828	83,240	1,547	-	190,374	366,356	52.0% 
Maintenance of plant	157,943	67,456	345,293	8,957	-	579,649	1,301,774	44.5% 
Employee benefits	-	64,424	-	-	-	64,424	134,337	48.0% 
Perkins federal program	-	-	-	-	-	-	181,737	0.0% 
Transfers out	-	-	-	-	1,011	1,011	919,000	0.1% 
Total Expenses and Transfers Out	\$ 2,243,683	\$ 717,592	\$ 1,077,507	\$ 43,825	\$ 1,011	\$ 4,083,618	\$ 9,806,277	41.6% 
Budget - by Natural Classification	\$ 4,987,784	\$ 1,486,186	\$ 2,140,015	\$ 273,292	\$ 919,000	\$ 9,806,277		
Percent of Budget								



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2014 – 2015
DECEMBER 31, 2014

1. BASIS OF PRESENTATION

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

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

2. TUITION AND FEES

The increase in tuition and fees in the period ended December 31, 2014 compared to the corresponding period ended December 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 December 31, 2014 (for fiscal year 2015) or December 31, 2013 (for fiscal year 2014). Accordingly, we have accrued these revenues. For both fiscal years, the accrual is the amount actually received for after December 31.

4. TUITION – CONTINUING EDUCATION

The increase of \$57,000 in continuing education tuition relative to the same period in fiscal year 2014 is primarily due to the fact that some of the classes which were non-credit in previous years are now credit courses. These courses were budgeted as continuing education tuition before the classes were converted to credit. This non-credit to credit conversion also accounts for part of the increase in tuition and fees.



NOTES TO QUARTERLY FINANCIAL STATEMENTS
FISCAL YEAR 2014 – 2015
DECEMBER 31, 2014 (continued)

5. ACADEMIC SUPPORT

The decrease of \$55,000 in academic support expenses is mainly the result of a decrease of \$27,000 in classified staff wages in the Dean's office, and a \$20,000 decrease in administrative salaries in IT. The decrease in the Dean's office is due to position vacancies and transfers. The IT decrease is due to the fact that Tech no longer has an employee performing IT services; that has been taken over by the University ITS department.

6. STUDENT SERVICES

The increase of \$75,000 in student services expenses is mainly attributable to an increase of \$31,000 in employee pay and benefits in the Student Services department, and an increase of \$21,000 in Recruitment department pay and benefits. In both cases, this is mostly the result of increased enrollment, new hires, and employee transfers.

Agenda Item No. V. A. 1.
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
Cherry O. Steffen	Professor and Chair of Education POSN 000178	New hire effective June 1, 2015	Annual salary of \$105,000 available in FY15 budget from salary savings in the Department and College of Arts & Sciences	Hire as Professor with tenure	Request approval
Sunita Rao	Assistant Professor of Accounting POSN 000950	New hire effective August 1, 2015	Annual salary of \$128,000 available in FY15 budget from salary savings in the School of Business	Position currently vacant	Request approval
Shane Van Dalsem	Assistant Professor of Finance POSN 000214	New hire effective August 1, 2015	Annual salary of \$130,000 available in FY15 budget from salary savings in the School of Business	POSN 000214 will be vacant end of June 2015	Request approval
Betty Lou Pardue	Assistant Director, Major and Planned Gifts	Adjustment to compensate for additional responsibilities	Current salary, \$39,607. Proposed salary \$44,607. Funds available within KTWU budget	Ms. Pardue has assumed full responsibility for KTWU on-air pledge drives in addition to duties related to underwriting.	Request approval

Patrick Early	Director, University Relations	Salary adjustment and approval to hire effective January 12, 2015	Current budgeted salary: \$57,608. Proposed salary \$69,000. Funds available within University Relations budget	Ratification of Board Chair's verbal approval requested.	Request approval
New Classified Position, 3/4 -time	Administrative Specialist	Effective upon approval	Established entry rate is \$12.98/hour (\$20,249/year). Funds are available within existing budget	Position will support Student Services and Financial Aid activities at Washburn Institute of Technology.	Request approval
New Classified Position, 3/4-time	University Police Officer	Effective upon approval	Established entry rate is \$15.01/hour (\$23,416/year) for non-certified candidate, \$15.26/hour (\$23,806/year) for certified candidate. Funds are available within existing budget	Position will be housed at and provide evening security at Washburn Institute of Technology; however, the employee will be subject to communication, training and certifications through the University Police Department.	Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: Academic Sabbaticals 2015-2016

DESCRIPTION:

The Vice President for Academic Affairs and the Academic Sabbatical Committee solicit and review proposals from faculty for Academic Sabbaticals. The following individuals are recommended for Academic Sabbaticals in the 2015-2016 academic year:

FACULTY	DEPARTMENT	TERM
Steve Angel	CAS/Chemistry	January 2016 – May 2016
Thomas Averill	CAS/English	August 2015 – December 2015
Karen Barron	CAS/English	August 2015 – May 2016
Gloria Dye	CAS/Education	August 2015 – December 2015
Diane McMillen	SAS/History	January 2016 – May 2016
Shaun Schmidt	CAS/Chemistry	August 2015 – December 2015
Alex Glashausser	School of Law	August 2015 – May 2016
Lori McMillan	School of Law	August 2015 – August 2016
Bill Rich	School of Law	January 2016 – August 2016

The maximum number of sabbaticals granted in a particular year shall be equal to 4% of the full-time eligible faculty, excluding the Law faculty.

These recommendations are based on the quality of the projects as reflected in their individual proposals. The proposed projects are of value to the applicants' discipline, and will enable them to produce or make substantial progress toward producing significant scholarly work or will substantially enhance their teaching effectiveness by increasing their body of knowledge or skills.

There were eight applications and six were recommended, along with the three applications from the School of Law. Washburn University typically awards six to nine sabbaticals annually.

Sabbatical Eligibility/Frequency/Terms

Only full-time faculty members who have been considered full-time teaching faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching. A faculty member taking an Academic Sabbatical Leave shall have a leave for one semester at full pay or choose to have a leave for a full year at one-half pay of the salary budgeted for his/her position for the academic year of the sabbatical.

Grants normally will be made only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Jerry Farley recommends that the Washburn Board of Regents approve offering Academic Sabbaticals for the 2015-2016 academic year to the above individuals.

Date

Jerry B. Farley, President

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

SUBJECT: Architect Selection for the Music Recital Hall

DESCRIPTION:

At the September 25, 2014 Board of Regents meeting, the Board gave approval to the administration to develop the detail program plan, fundraising case statement, site study, and continued fundraising efforts for a new Music Recital Hall.

Five firms responded to the Request for Qualifications and three were asked to provide presentations to the selection committee on January 16, 2015. The firms providing presentations were:

- ACI Boland
- HTK Architects
- Schwerdt Design Group

The firms were evaluated based on the following criteria:

- Experience with creating high quality performance venues
- Technical expertise
- Strong acoustical subject matter expertise
- Creativity and qualifications of key personnel
- Overall project organization and approach

After reviewing the written responses to the RFQ and evaluating the presentations, we recommend contracting with ACI Boland for Phase I architectural services including: detail program planning, site development, cost estimates, and conceptual/schematic design for fundraising. Phase II architectural services would include design/development, detailed construction documents, and construction administration.

FINANCIAL IMPLICATIONS:

Phase I & II architectural services typically run 7-9% depending on the complexity of this project. Phase I architectural services contract will not exceed \$200,000.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to ACI Boland for the new Music Recital Hall.

Date

Jerry B. Farley, President

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

SUBJECT: Tennis Complex

DESCRIPTION:

This project represents an opportunity to create a more spectator friendly and competitive intercollegiate tennis venue.

RATIONALE:

An enhanced tennis complex would improve the fan experience, allow the University to host more tournaments and community events, and improve the facility and its ability to recruit and retain competitive student athletes.

We are requesting approval to move forward with our plans to develop a site study, fundraising case statement, scoreboard, bleacher, and fencing improvements to our tennis complex. We will take the next steps as donations are received.

FINANCIAL IMPLICATIONS:

Initial gifts and pledges will fund the program planning and site development plan.

RECOMMENDATION:

President Farley recommends the Board of Regents approve development of a site study, fundraising case statement, scoreboard, bleacher, and fencing improvements to our tennis complex when donations are available.

Date

Jerry B. Farley, President

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

SUBJECT: Use of University Reserves

DESCRIPTION:

The Board has previously approved budgets which included use of University Reserves for various capital projects. Cash should now be transferred from the General Fund, Smoothing Fund, and Auxiliary Fund (cumulatively University Reserves). Transfers will be made to specific projects as follows

Welcome Center	\$6,000,000
New Dining Hall	\$1,000,000
Yager Stadium Turf (W replacement)	\$550,000

FINANCIAL IMPLICATIONS:

General Fund Reserve	\$6,000,000
Auxiliary Fund Reserve	\$600,000
Smoothing Fund Reserve	\$950,000

RECOMMENDATION:

President Farley recommends the Board of Regents approve these transfers from University Reserves as described.

Date

Jerry B. Farley, President

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

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

BACKGROUND:

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

Date

Jerry B. Farley, President

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Notebook Computers and Charging Cart Mabee Library General Funding	CDW-G Vernon Hills, IL	\$28,650
Installation and Implementation of an additional Component for the Desire 2 Learn System ITS Project General Funding	D2L Ltd Baltimore, MD	\$27,910
Completion of the 2nd Floor Testing and Learning Offices Mabee Library Facilities Services Project Competitively bid. One bid received Capital Project Funding	Bob Florence Contractor Topeka, KS	\$47,914
Storage Arrays for Ellucian Banner System ITS Project Technology Equipment Funding	ISG Technology Topeka, KS	\$35,034
Consultation follow-up and review Enrollment Management General Funding	PaskillStapleton & Lord Glenside, PA	\$35,000