

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Thursday, 7/23/2015  
4:00 - 6:00 PM CT**

**I. Call to Order**

**II. Roll Call**

Mr. Beck  
Mr. Boles  
Mr. Hoferer  
Mr. McGivern  
Mrs. Parks  
Mr. Sneed  
Mrs. Sourk  
Mr. Wolgast

**III. FY 2016 Amended General Fund Budget - Washburn University**

*FY2016 Amended General Fund Budget - Washburn University - Page 3*  
*072314.FY15-16 WU Amended Budget Changes - Page 4*  
*072315.FY16 WU ADJUSTED BUDGET - Page 5*

**A. Action on FY 2016 Amended General Fund Budget**

**IV. FY 2016 Public Budget Hearing**

*FY16 Public Budget Hearing - Page 24*  
*FY 2016 Public Budget - Page 25*

**A. Action on FY 2016 Public Budget Hearing**

**V. Approval of Minutes of Past Meeting(s)**

**A. Approval of the Minutes of the June 11, 2015 Meeting**

*June 11, 2015 Washburn University Board of Regents Minutes - Page 38*

**VI. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Report(s)**

**D. Treasurer's Report**

**1. Liquidated Claims Approval - May 2015**

*Liquidated Claims - May 2015 - Page 48*

**2. Liquidated Claims Approval - June 2015**

*Liquidated Claims - June 2015 - Page 49*

**VII. New Business**

**A. Action Items**

**1. Policies**

**a. Revision to Board Policy, Sections A.1 and A.2**

*Board Policy Revision A1 and A2 - Page 50*

**2. Memorandum of Understanding with Topeka Public Schools**

*GED MOU item - Page 59*

*GED Bridge Expanded - Page 60*

**3. Technical Instructor - Phlebotomy at Washburn Institute of Technology**

*Phlebotomy - Page 64*

*Phlebotomy Proforma - Page 65*

**4. Benton Hall 114 Remodel for X-ray Machine - C14036, C15001**

*Benton 114 Remodel - Page 66*

**5. X-Ray Machine for Allied Health**

*X-Ray Machine - Page 67*

**6. KanTRAIN Third-Party Evaluation Services - RFP #15017**

*KanTRAIN Third-Party Evaluation Services - Page 68*

**B. Consent Agenda**

**1. Faculty/Staff Personnel Actions**

*Faculty/Staff Personnel - Page 69*

**C. Information Item(s)**

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

*Purchases - Page 72*

**VIII. Executive Session**

**Agenda Item No. III.**  
**Washburn University Board of Regents**

SUBJECT: FY 2016 Amended General Fund Budget – Washburn University

DESCRIPTION:

After the FY 2016 General Fund Budget for Washburn University was approved at the June 11, 2015 Board of Regents meeting, the Kansas Legislature appropriated additional resources to establish and enhance existing forensic programs at Washburn University. The FY 2016 Amended Budget for Washburn University reflecting the additional Forensic resources is detailed in the attached pages.

FINANCIAL IMPLICATIONS:

As described in the FY 2016 Amended General Fund Budget Summary Presentation and detailed in the FY 2016 Budget Summary Tables.

RECOMMENDATION:

President Farley recommends approval of the FY 2016 Amended General Fund Budget of \$84,628,133 for Washburn University.

\_\_\_\_\_  
Date

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

# Washburn FY16 Amended General Fund Budget

- Sources (Forensic Center):

- State Aid \$ 945,000  
( \$770,000 New + \$175,000 Moved from Capital Fund)

- Uses (Forensic Center):

- Faculty and Lab Tech. Positions \$ 272,896
- Student and Adjunct Faculty Salary Pools \$ 176,760
- Benefits \$ 72,344
- Equipment and Operating Funds \$ 423,000

**WASHBURN UNIVERSITY**  
**TABLE 1**  
**SUMMARY OF BUDGETED REVENUES AND EXPENDITURES**  
**Fiscal Years 2014-15 and 2015-16**

	<b>2014-15</b>		<b>2015-16</b>		<b>Difference</b>	<b>Increase (Decrease)</b>
<b>Revenues</b>						
Tuition and Fees		\$ 47,991,558		\$ 47,677,065	\$ (314,493)	-0.66%
State Aid		10,955,683		11,900,683	945,000	8.63%
Sales Tax	19,391,719		19,491,713		-	
Less: Sales Tax Transferred	<u>(1,140,000)</u>	18,251,719	<u>(1,140,000)</u>	18,351,713	99,994	0.55%
Endowment, Unrestricted & Restricted Gift		417,378		417,378	-	0.00%
Endowment and Other Income - SOL		677,809		383,472	(294,337)	-43.42%
Other Income		346,600		479,736	133,136	38.41%
Athletics		215,820		245,820	30,000	13.90%
KTWU		2,602,588		2,519,000	(83,588)	-3.21%
Reserve Funds - E&G		2,407,016		2,653,266	246,250	10.23%
<b>Sub-total E&amp;G</b>		<u>83,866,171</u>		<u>84,628,133</u>	<u>761,962</u>	<u>0.91%</u>
Auxiliary Enterprises		7,019,244		7,420,360	401,116	5.71%
<b>Total Revenues</b>		<u>\$ 90,885,415</u>		<u>\$ 92,048,493</u>	<u>\$ 1,163,078</u>	<u>1.28%</u>
<b>Expenditures</b>						
Instruction		\$ 40,425,011		\$ 40,722,628	\$ 297,617	0.74%
Academic Support		11,253,902		11,136,091	(117,811)	-1.05%
Public Service		3,408,495		3,324,907	(83,588)	-2.45%
Student Services		8,890,144		9,212,760	322,616	3.63%
General Institutional		6,491,111		6,470,774	(20,337)	-0.31%
Facilities Services		7,908,132		8,016,249	108,117	1.37%
Benefits		796,394		729,720	(66,674)	-8.37%
Scholarships		2,552,337		2,874,359	322,022	12.62%
Transfers		2,140,645		2,140,645	-	0.00%
<b>Sub-total E&amp;G</b>		<u>83,866,171</u>		<u>84,628,133</u>	<u>761,962</u>	<u>0.91%</u>
Auxiliary Enterprises		7,019,244		7,420,360	401,116	5.71%
<b>Total Expenditures</b>		<u>\$ 90,885,415</u>		<u>\$ 92,048,493</u>	<u>\$ 1,163,078</u>	<u>1.28%</u>

WASHBURN UNIVERSITY  
 TABLE 1 SUPPLEMENT  
 DETAIL OF RESERVES AND TRANSFER BUDGET AMOUNTS

Line Items	Original Budget
<b>Use of Reserves</b>	
Regent's Contingency	1,800,000
E&G Budgeted Unexpended	853,266
Total E&G Reserves	<u>2,653,266</u>
Auxiliary Reserves:	
Memorial Union Operations	-
Total Auxiliary Reserves	<u>-</u>
Total Use of Reserves	<u><u>2,653,266</u></u>
<b>Mandatory Transfers</b>	
Workstudy Grant Match	90,160
SEOG Grant Match	90,485
Total Mandatory Transfers	<u>180,645</u>
<b>Non-Mandatory Transfers</b>	
Regent's Contingency	1,400,000
Regent's Contingency Capital Projects	400,000
One - Time Use funds	160,000
Parking Maintenance Allocation	-
Total Non-Mandatory Transfers	<u>1,960,000</u>
Total Transfers	<u><u>2,140,645</u></u>

WASHBURN UNIVERSITY  
TABLE 2  
BUDGETED REVENUE DETAIL FOR FY 16 -- TUITION AND FEE INCOME

Tuition and Fee Income -- \$47,677,065

	Resident	Rate	Non-Resident	Rate	Total FY16 SCH	Total FY16 \$
Undergraduate (1)	82,867	\$ 260	5,831	\$ 588	88,698	\$ 24,974,048
Undergraduate Nursing	8,569	\$ 285	247	\$ 613	8,816	\$ 2,593,576
Undergraduate Nursing On-line	643	\$ 360	6	\$ 360	649	\$ 233,640
Undergraduate Nursing RN to BSN	20	\$ 319	5	\$ 319	25	\$ 7,975
Undergraduate Business	9,388	\$ 305	552	\$ 633	9,940	\$ 3,212,756
Undergraduate Business On-line	342	\$ 380	15	\$ 380	357	\$ 135,660
Undergraduate On-line / Distance Ed	16,046	\$ 335	1,165	\$ 335	17,211	\$ 5,765,685
Online - BHS	1,215	\$ 335	303	\$ 335	1,518	\$ 508,530
Graduate	2,615	\$ 357	156	\$ 727	2,771	\$ 1,046,967
Graduate On-line / Distance Ed	1,777	\$ 455	232	\$ 455	2,009	\$ 914,095
LLM	0	\$ -	24	\$ 1,125	24	\$ 27,000
Law	7,904	\$ 686	1,810	\$ 1,071	9,714	\$ 7,360,654
Macc	353	\$ 448	0	\$ 775	353	\$ 158,144
MBA	941	\$ 448	178	\$ 775	1,119	\$ 559,518
MBA - On-Line	0	\$ 522	0	\$ 522	0	\$ -
MSN	947	\$ 448	11	\$ 775	958	\$ 432,781
MSN - On-Line	749	\$ 522	33	\$ 522	782	\$ 408,204
DNP	140	\$ 544	0	\$ 544	140	\$ 76,160
PLAN 2+2	527	\$ 335	87	\$ 335	614	\$ 205,690
CLS / CT / MRI and Sonography	671	\$ 349	903	\$ 349	1,574	\$ 549,326
SAS Radiation Therapy	175	\$ 359	1,361	\$ 359	1,536	\$ 551,424
TOTALS (SCH) (2)	135,889		12,919		148,808	
TOTALS (\$)						\$ 49,721,833
						\$ (1,709,559)
						\$ (627,550)
						\$ 842,341
						\$ 48,227,065
						\$ (550,000)
						\$ 47,677,065

(1) Includes Post-Graduate.

(2) See Table 2 Supplement

(3) Other Fees	FY15	FY16
Continuing Ed. (Non-credit)	\$ 252,600	\$ 252,600
Law Cont. Education	17,250	17,250
Law Application Fees	20,000	20,000
Music Lessons	22,000	22,000
Admissions Application Fees	163,600	163,600
Miscellaneous	366,891	366,891
Total	\$ 842,341	\$ 842,341

(4) Income reduced by amount allocated to Memorial Union operations.  
This amount is already allocated as income in that area.

(5) Exemptions included WIT, WECEP and Fostercare and Interstate.

WASHBURN UNIVERSITY  
SUPPLEMENT TO TABLE 2  
ENROLLMENT PROJECTIONS 2015-2016  
SEMESTER CREDIT HOURS

College/School	Fall 2015	Spring 2016	Summer 2016	Budget FY 16 Total	Budget FY 15 Total
College of Arts & Sciences	46,186	39,534	4,533	90,253	95,719
School of Business	4,843	4,820	486	10,149	10,575
School of Nursing	4,553	4,873	218	9,644	9,269
Macc	177	176	-	353	171
MBA	460	507	158	1,125	1,077
MSN	759	814	153	1,726	1,539
DNP	78	23	39	140	110
School of Applied Studies (2)	11,644	11,396	2,065	25,105	25,409
PLAN 2+2	273	232	70	575	1,149
School of Law	4,433	4,447	858	9,738	10,542
University Total	73,406	66,822	8,580	148,808	155,560

DISTRIBUTION OF CREDIT HOURS BY CATEGORY (FOR BILLING PURPOSES) (1)

Level	Kansas		Total
	Resident	Non-Resident	
Undergraduate	82,867	5,831	88,698
Undergraduate Nursing	8,569	247	8,816
Undergraduate Nursing - On-line	643	6	649
Undergraduate Nursing - RN to BSN	20	5	25
Undergraduate SOB	9,388	552	9,940
Undergraduate SOB - On-line	342	15	357
Undergraduate On-line / Distance Ed	16,046	1,165	17,211
Online - BHS	1,215	303	1,518
Graduate	2,615	156	2,771
Graduate On-line / Distance Ed	1,777	232	2,009
LLM	12	12	24
Law	7,904	1,810	9,714
Macc	353	-	353
MBA	941	178	1,119
MBA - On-line	-	-	-
DNP	140	-	140
MSN	947	11	958
MSN - On-line	749	33	782
PLAN 2+2	527	87	614
CT/MRI	671	903	1,574
SAS Radiation Therapy Program	175	1,361	1,536
University Total	135,901	12,907	148,808

(1) Will not compare with the 5th week enrollment reports by resident and non-resident. Differences include:

WU charges summer non-residents resident rates, some non-residents receive waivers and are charged resident rates.

(2) Includes CT/MRI/Sonography and Radiation Therapy program hours listed separately below for billing purposes.



WASHBURN UNIVERSITY  
 TABLE 3  
BUDGETED REVENUE DETAIL FOR FY 16 - STATE AID REVENUE

	<u>FY 2015</u>	<u>FY 2016</u>	<u>CHANGE</u>
Law School Share	\$ 1,095,568	\$ 1,095,568	\$ -
University Share	<u>\$ 9,860,115</u>	<u>\$ 10,805,115</u>	<u>\$ 945,000</u>
Total State Aid	<u><u>\$ 10,955,683</u></u>	<u><u>\$ 11,900,683</u></u>	<u><u>\$ 945,000</u></u>
Forensic Equipment	\$ 175,000	\$ -	(175,000)
Note: Equipment state aid is in the Building and Construction Fund			
	\$ 11,130,683	\$ 11,900,683	\$ 770,000

WASHBURN UNIVERSITY  
TABLE 4  
BUDGETED REVENUE DETAIL FOR FY 16 - SALES TAX REVENUE

<u>Income - General Fund</u>	\$ 18,351,713	
<hr/>		
Sales Tax Estimate FY 15		\$ 19,491,713
Less: Sales Tax Capital Improvement Fund	\$ (890,000)	
DR&C Replacement	(250,000)	
Total Deductions		(1,140,000)
Available for the General Fund		<u>18,351,713</u>
General Fund Budget FY 15		18,251,719
Additional Sales Tax Available for FY 16		<u>\$ 99,994</u>

Calculation of Smoothing Fund Minimum		
Balance for Budget Purposes:	FY 15	FY 16
Sales tax estimate	\$ 19,391,719	\$ 19,491,713
5 year moving average	19,777,729	20,159,429
Balance Required *	<u>\$ (386,010)</u>	<u>\$ (667,716)</u>

\* Actual balance of Smoothing Fund is the accumulated balance of actual collections in excess of budgeted amounts.

**WASHBURN UNIVERSITY  
SUPPLEMENT TO TABLE 4  
SALES TAX COLLECTIONS**

<b>Sales Tax for the Month of:</b>	<b>Projected FY15-16</b>	<b>Estimated FY14-15</b>	<b>Actual FY13-14</b>	<b>Actual FY12-13</b>	<b>Actual FY11-12</b>	<b>Actual FY10-11</b>
July	1,569,777	1,747,020	1,636,922	1,517,752	1,668,103	1,547,961
August	1,644,150	1,764,304	1,698,623	1,667,867	1,756,083	1,615,488
September	1,562,707	1,708,149	1,583,533	1,595,519	1,667,545	1,526,454
October	1,555,496	1,631,663	1,643,478	1,471,718	1,742,993	1,554,059
November	1,635,896	1,730,033	1,696,984	1,701,185	1,763,623	1,567,856
December	1,919,765	2,159,202	2,009,109	1,934,991	1,894,060	1,930,286
January	1,570,014	1,599,988	1,654,874	1,621,184	1,603,584	1,639,350
February	1,443,442	1,600,976	1,573,503	1,442,484	1,486,350	1,361,134
March	1,683,544	1,757,176	1,707,156	1,704,961	1,741,707	1,795,084
April	1,605,106	1,604,745	1,766,703	1,642,810	1,640,852	1,645,344
May	1,634,630	1,598,900	1,806,897	1,840,290	1,642,493	1,564,553
June	1,667,186	1,664,683	1,777,547	1,744,845	1,795,381	1,639,031
Total Fiscal Year	19,491,713	20,566,840	20,555,328	19,885,606	20,402,774	19,386,599

Note: (1) Sales taxes for the month are distributed to the University sixty (60) days later.

WASHBURN UNIVERSITY  
 TABLE 5  
 BUDGETED REVENUE DETAIL FOR FY 16  
UNRESTRICTED ENDOWMENT AND RESTRICTED GIFT INCOME

Endowment Income - \$ 417,378

	FY 15	FY 16
University Unrestricted	\$ 91,354	\$ 91,354
WUF Unrestricted (3)	186,217	186,217
WUF Restricted (1)	139,161	139,161
Faculty of Distinction Program (2)	646	646
TOTALS	\$ 417,378	\$ 417,378

(1) Includes \$27,000 for Alumni Center operations.

(2) Restricted for Professorship of Art.

WASHBURN UNIVERSITY  
 TABLE 5 A  
 BUDGETED REVENUE DETAIL FOR FY 16  
ENDOWMENT AND OTHER INCOME - SCHOOL OF LAW

Endowment and Other Income -                      \$ 383,472

	FY 15	FY 16
WUF and LSF Private Gift Funds	639,709	334,908
Law Journal Sales	11,000	11,000
ADA Reimbursement/Sponsorships	22,700	22,700
Indirect Costs Reimbursement - JILEP Grant	4,400	14,864
TOTALS	\$ 677,809	\$ 383,472

WASHBURN UNIVERSITY  
 TABLE 6  
BUDGETED REVENUE DETAIL FOR FY 16 - OTHER INCOME

<u>Other Income -</u>	<u>\$ 479,736</u>		
		<u>FY 15</u>	<u>FY 16</u>
Idle Fund Investment		225,000	235,000
Indirect Cost Reimbursement		15,000	45,000
Other Miscellaneous (1)		<u>106,600</u>	<u>199,736</u>
Totals		<u>\$ 346,600</u>	<u>\$ 479,736</u>

(1) Includes \$9,500 for Alumni Center, \$12,100 for other room rentals and \$33,748 testing fees. Also includes \$10,000 for Petro rental and SRWC member dues for \$75,000.

WASHBURN UNIVERSITY  
 TABLE 7  
BUDGETED REVENUE DETAIL FOR FY 16 - KTWU

	<u>FY 15</u>	<u>FY 16</u>
Development General	\$ 300,000	\$ 310,000
Membership	844,000	865,000
Special Projects (Auction)	118,617	100,000
Friends of KTWU-Prior Yrs.	-	-
Sub-Total	<u>\$ 1,262,617</u>	<u>\$ 1,275,000</u>
Corp. for Public Broadcasting	\$ 838,000	\$ 830,000
State of Kansas	54,000	-
Miscellaneous	230,000	230,281
Tower Leases	217,971	183,719
Sub-Total	<u>\$ 1,339,971</u>	<u>\$ 1,244,000</u>
TOTAL KTWU-TV	<u><u>\$ 2,602,588</u></u>	<u><u>\$ 2,519,000</u></u>

WASHBURN UNIVERSITY  
 TABLE 8  
BUDGETED REVENUE DETAIL FOR FY 16 - ATHLETICS REVENUE

Athletics Revenue -                                    \$        245,820

<u>Athletics</u>	<u>FY 15</u>	<u>FY 16</u>
Football Ticket Receipts	\$ 62,320	\$ 62,320
Basketball Ticket Receipts	144,000	144,000
Misc. Athletic Income	9,500	39,500
 TOTAL ATHLETICS (1)	 <u>\$ 215,820</u>	 <u>\$ 245,820</u>

(1) Excludes rental income from Petro and Moore Bowl. These are in Other Miscellaneous Income.



WASHBURN UNIVERSITY  
TABLE 9  
BUDGETED REVENUE DETAIL FOR FY 16 - AUXILIARY ENTERPRISES REVENUE

<u>Auxiliary Revenue</u>	<u>\$7,420,360</u>			
		<u>FY 15</u>		<u>FY 16</u>
<u>Kuehne</u>				
Regular Occupancy		\$ 115,996		\$ 121,537
<u>West Hall</u>				
Regular Occupancy		\$ 124,996		\$ 131,154
<u>Washburn Village</u>				
Regular Occupancy		\$ 1,027,338		\$ 1,075,421
<u>Greek Housing</u>				
Regular Occupancy		<u>\$ 66,462</u>		<u>\$ 66,462</u>
Sub-Total			\$ 1,334,792	\$ 1,394,574
<u>Living Learning Center</u>				
Regular Occupancy		\$ 1,320,182		\$ 1,383,917
Summer Conferences		\$ 117,349		\$ 123,014
Summer Housing		<u>\$ 29,337</u>		<u>\$ 30,753</u>
			<u>\$ 1,466,868</u>	<u>\$ 1,537,684</u>
 TOTAL HOUSING			 <u>\$ 2,801,660</u>	 <u>\$ 2,932,258</u>
<u>Ichabod Shop</u>				
Books		\$ 2,553,500		\$ 2,583,500
Instit. Supplies		\$ 658,109		\$ 567,760
Other Income		<u>\$ 129,675</u>		<u>\$ 175,542</u>
			<u>\$ 3,341,284</u>	<u>\$ 3,326,802</u>
TOTAL ICHABOD SHOP				

WASHBURN UNIVERSITY  
 TABLE 9  
BUDGETED REVENUE DETAIL FOR FY 16 - AUXILIARY ENTERPRISES REVENUE

Auxiliary Revenue \$7,420,360

(Continued)

	<u>FY 15</u>		<u>FY 16</u>	
<u>Dining Service</u>				
Cafeteria and Catering Commissions	\$ 170,000		\$ 455,000	
Vending Income	120,000		120,000	
	<u>          </u>		<u>          </u>	
TOTAL DINING SERVICE		<u>\$ 290,000</u>		<u>\$ 575,000</u>
 <u>Union Operations</u>				
Rent	\$ 15,000		\$ 15,000	
Student Fee Memberships	550,000		550,000	
iCard Center	21,300		21,300	
	<u>          </u>		<u>          </u>	
TOTAL UNION OPERATIONS		<u>\$ 586,300</u>		<u>\$ 586,300</u>
 TOTAL AUXILIARY ENTERPRISES		<u>\$ 7,019,244</u>		<u>\$ 7,420,360</u>

WASHBURN UNIVERSITY  
TABLE 10  
ANNUAL TUITION, FEES, ROOM AND BOARD

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Tuition and Fees (*)	\$ 5,996	\$ 6,116	\$ 6,296	\$ 6,566	\$ 6,836	\$ 7,196	\$ 7,526	\$ 7,910
Percent Increase	6.39%	2.00%	2.94%	4.29%	4.11%	5.27%	4.59%	5.10%
Room and Board (avg) (**)	\$ 5,602	\$ 5,792	\$ 5,937	\$ 6,059	\$ 6,216	\$ 6,391	\$ 6,541	\$ 6,830
Percent Increase	6.08%	3.39%	2.50%	2.05%	2.59%	2.82%	2.35%	4.42%
Total	<u>\$ 11,598</u>	<u>\$ 11,908</u>	<u>\$ 12,233</u>	<u>\$ 12,625</u>	<u>\$ 13,052</u>	<u>\$ 13,587</u>	<u>\$ 14,067</u>	<u>\$ 14,740</u>

\* Annual tuition and fees based on 15 hours per semester.

\*\* Assumes an annual residence hall rate of \$3,890 (excluding the \$85 technology fee) and meal plan rate of \$2,940 for FY 2016. When the \$85 technology fee is added, the residence hall rate becomes \$3,975

WASHBURN UNIVERSITY  
TABLE 11  
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 16 AND FY 15

<u>Budgetary Areas</u>	<u>FY 15 Budget</u>	<u>Proposed</u>	<u>FY 16 Budget</u>
<u>Instruction</u>			
College of Arts & Sciences	\$ 11,925,430	\$	11,806,130
School of Business (includes SBDC)	3,653,504		3,627,904
School of Nursing	2,492,418		2,440,107
School of Law	7,525,515		7,108,561
School of Applied Studies	3,960,879		3,929,661
Leadership Institute	235,862		235,862
Community Services	187,710		187,710
Forensic Center	-		872,656
Center for Teaching Excellence and Learning	100,675		100,675
Office of Academic Outreach	753,542		753,542
Honors	18,295		20,795
Resident Artist	-		-
Summer School	924,439		919,939
Instruction - Benefits	8,646,742		8,719,086
Sub-Total Instruction	\$ 40,425,011	\$	40,722,628
<u>Academic Support</u>			
Faculty Research	\$ 48,449	\$	48,449
Curriculum Development	23,613		23,613
Assessment Grant	10,000		10,000
Information Technology Services	3,525,373		3,550,373
University Library	2,038,322		1,948,322
Center for Student Success and Retention	674,771		746,769
Law Library	2,093,282		1,947,873
Office of International Programs	501,189		522,189
Law School Advancement	37,350		36,950
Transformational Experiences	300,707		300,707
Academic Support Benefits	2,000,846		2,000,846
Sub-Total Academic Support	\$ 11,253,902	\$	11,136,091
<u>Public Service</u>			
KTWU	\$ 2,602,588	\$	2,519,000
Mulvane Art	218,737		218,737
Public Service Benefits	587,170		587,170
Sub-Total Public Service	\$ 3,408,495	\$	3,324,907

WASHBURN UNIVERSITY  
TABLE 11  
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 16 AND FY 15

<u>Budgetary Areas</u>	<u>FY 15 Budget</u>		<u>Proposed FY 16 Budget</u>	
<u>Student Services</u>				
Vice President for Student Life	\$	338,351	\$	316,006
Dean of Enrollment Management		1,050,113		1,037,100
Admissions		861,743		837,942
Registrar		454,075		351,369
Financial Aid		445,836		465,671
Student Service Center		161,480		310,200
New Student Orientation		113,275		93,275
Health Services		262,812		292,099
Student Activities and Greek Life		172,336		170,930
Student Recreation and Wellness Center		425,981		405,849
Employee Wellness Program		88,388		88,388
Student Services		116,492		151,492
Multicultural Affairs		84,471		80,150
Career Services		193,347		190,659
Counseling		136,039		126,823
Athletics		2,353,804		2,663,206
Student Services Benefits		1,631,601		1,631,601
Sub-Total Student Services	\$	8,890,144	\$	9,212,760
<u>General Institutional</u>				
President's Office	\$	701,273	\$	701,273
University Counsel		190,461		190,461
Government Relations		37,858		37,858
Strategic Analysis and Reporting		300,488		300,488
VP Academic Affairs		823,692		775,877
Office of Sponsored Projects		105,701		105,701
Academic Scheduling and Commencement Svcs		96,239		96,239
VP Administration & Treasurer		466,290		458,623
Human Resources		309,176		310,727
Business and Auxiliary Services		203,758		210,258
Purchasing		158,262		158,262
University Scheduling		53,428		53,312
Finance		651,420		686,420
University Relations		316,833		316,833
Alumni		-		-
University Mail and Printing Services		214,861		208,361
Misc. Insurance & General - VPAT		626,717		625,427
Gen. Institutional Benefits		1,234,654		1,234,654
Sub-Total Gen. Institutional	\$	6,491,111	\$	6,470,774

WASHBURN UNIVERSITY  
 TABLE 11  
 DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 16 AND FY 15

<u>Budgetary Areas</u>	<u>FY 15 Budget</u>	<u>Proposed</u>	<u>FY 16 Budget</u>
<u>Facilities Services</u>			
Buildings & Grounds	\$ 1,494,853	\$	1,491,853
Collective Bargaining Employees	1,334,716		1,309,834
Utilities	2,593,437		2,723,109
Petro Custodial Care	112,614		112,614
University Police	876,800		883,127
Facilities Services Benefits	1,495,712		1,495,712
Sub-Total Facilities Services	\$ 7,908,132	\$	8,016,249
 <u>Other Educational and General</u>			
Staff Benefits	\$ 796,394	\$	729,720
Scholarships	2,552,337		2,874,359
Sub-Total Other E & G	\$ 3,348,731	\$	3,604,079
 <u>Transfers</u>			
Mandatory	\$ 180,645	\$	180,645
Non-Mandatory	1,960,000		1,960,000
Sub-Total Transfers	\$ 2,140,645	\$	2,140,645
TOTAL EDUCATIONAL AND GENERAL	\$ 83,866,171	\$	84,628,133
 CHANGE IN TOTAL EDUCATIONAL AND GENERAL		\$	761,962

WASHBURN UNIVERSITY  
 TABLE 11  
 DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 16 AND FY 15

<u>Budgetary Areas</u>	Proposed	
<u>Auxiliaries</u>	FY 15 Budget	FY 16 Budget
Residential Living	\$ 2,801,660	\$ 2,932,258
Dining Service	212,934	452,934
Corner Store	-	-
Vending	3,000	3,000
Ichabod Service Center	175,060	175,060
Ichabod Shop	2,802,719	2,745,133
Ichabod Shop - Mulvane Gift Shop	35,778	34,203
Ichabod Shop - Washburn Tech	221,288	310,967
Union Operations-Administration	766,805	766,805
Sub-Total Auxiliaries	<u>\$ 7,019,244</u>	<u>\$ 7,420,360</u>
Change in Total Budget	<u>\$ 90,885,415</u>	<u>\$ 92,048,493</u>
	\$	1,163,078

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

SUBJECT: FY 2016 Public Budget Hearing

**BACKGROUND:**

The Board approved publication of the summary public budget document and the notice of the public budget hearing at its June 11, 2015 meeting. The notice of public hearing was published in the July 13, 2015 edition of The Topeka Capital Journal.

**DESCRIPTION:**

Attached are the public budget documents required for the public budget hearing. The documents have estimated year end results for FY 2015, as of June 30, 2015. (Actual FY 2015 results will be presented to the Board at a later date). The mill levy and property valuation amounts are based on updated tax information received on July 1 from the Shawnee County Clerk's office. The public budget proposed for FY 2016 differs from the FY 2016 Amended General Fund Budget approved by the Board today, as the public budget establishes the maximum amount that can be expended in FY 2016. The public budget amounts are set to anticipate unforeseen circumstances and provide flexibility to handle increases or decreases in various revenue/expense items. However, any expenditure of amounts in excess of the Board approved FY 2016 budget would require specific Board action.

**FINANCIAL IMPLICATIONS:**

As stated in the attachments. This budget establishes the maximum amounts that can be expended from the various funds included in the public budget documents. The expenditure of amounts in excess of the FY 2016 Public Budget approved by the Board would require specific Board action.

**RECOMMENDATION:**

President Farley recommends approval of the FY 2016 public budget by the Board of Regents as presented in the attachments.

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Date

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Jerry B. Farley, President



FY 2016 Public Budget

General

Illustrated within this total document, is the FY 2015-2016 budget information which was published in the Topeka Capital-Journal July 13, 2015. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Public Hearing

The Board of Regents has set Thursday, July 23, 2015 at 4:00 p.m. in the Washburn University Memorial Union, Kansas Room for the Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2015 amounts were completed as of July 01, 2015.

Mill Levy

The proposed 2015-2016 budget includes an estimated tax levy of 3.322 mills. This has changed from the mill levy proposed for FY 2015 but is the same as actual. A comparison of the actual 2014-2015 mill levy with the 2015-2016 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	3.000	3.000	0.000
Tort Claim	<u>0.322</u>	<u>0.322</u>	<u>0.000</u>
Totals	3.322	3.322	0.000

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$1,043,563,308 for 2015-2016 compared to \$1,021,286,924 (final) for last year, a 0.021% increase in valuation.

CERTIFICATE  
TO THE CLERK OF SHAWNEE COUNTY, STATE OF KANSAS  
We, the undersigned, duly elected, qualified and acting officers of  
WASHBURN UNIVERSITY

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2015-2016 and (3) the amount(s) of 2015-2016 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2015-2016 ADOPTED BUDGET		
		Expenditures & Transfers	Amount of 2015-2016 Tax to be Levied	County Clerk's Use Only
Adopted Budget & Financial Statements	Page No.			
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 88,628,133		
Employee Benefits	5	-		
Tort Claim Liability Exp. Fund	6	1,010,000	\$ 329,644	
Auxiliary Expense	7	8,820,360		
Smoothing Fund	8	4,100,000		
Washburn Institute of Technology	9	11,077,986		
Total Current Funds		\$ 113,636,479	\$ 329,644	
Plant Funds:				
Capital Outlay (DR&C)	10	\$ 7,204,930	\$ 3,071,224	
Capital Outlay (Sales Tax)	11	1,640,000		
Total Plant Funds		\$ 8,844,930	\$ 3,071,224	
TOTAL - ALL FUNDS	xxx	\$ 122,481,409	\$ 3,400,868	
Proof of Publication	12			
Assessed Valuation		\$1,043,563,308		

Municipal Accounting Use Only  
Received  
Reviewed by  
Follow-up: Yes No

\_\_\_\_\_  
JERRY B. FARLEY, PRESIDENT

Assisted by:

\_\_\_\_\_  
WILLIAM W. SNEED, CHAIRPERSON

Attest: \_\_\_\_\_, 2015.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
RICK ANDERSON  
VICE PRESIDENT  
FOR ADMINISTRATION AND  
TREASURER

\_\_\_\_\_  
WASHBURN UNIVERSITY  
BOARD OF REGENTS  
GOVERNING BODY

STATE OF KANSAS  
 Budget Form MU-2  
 2015-2016

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Int. Rate %	Amount of Bonds Issued	Amount Outstand. 7/1/2015	Date Due		Amount Due FY2015		Amount Due FY2016	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds	6/30/2010	2.15% to 3.70%	\$13,500,000	\$8,510,000	7/1 & 1/1	7/1	\$293,670	\$1,040,000	\$271,310	\$1,060,000
2. Refunding Revenue Bonds	6/30/2014	2.00% to 4.00%	\$9,655,000	\$8,785,000	7/1 & 1/1	7/1	\$271,483	\$870,000	\$253,331	\$890,000
3. Revenue Bonds, Series 2015A	6/25/2015	3.00% to 5.00%	\$20,105,000	\$20,105,000	7/1 & 1/1	7/1	\$0	\$0	\$0	\$0
4. Revenue Bonds, Series 2015B	6/25/2015	Variable	\$7,070,000	\$7,070,000	7/1 & 1/1	7/1	\$0	\$0	\$154,646	\$0

STATEMENT OF CONDITIONAL LEASE, LEASE-  
 PURCHASE AND CERTIFICATE OF PARTICIPATION

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2015	Amount of Payments Due 2014-2015	Amount of Payments Due 2015-2016
Energy conservation improvements	6/28/2013	15 yrs	2.236%	\$ 10,000,000	\$ -	\$ 11,901,272	\$ 8,852,155	\$ 793,418	\$ 793,418
Total Lease/Purchase				\$ 10,000,000	\$ -	\$ 11,901,272	\$ 8,852,155	\$ 793,418	\$ 793,418

\* Use annual effective interest rate if available.

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget General Fund - E&G	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	<b>15,213,547</b>	<b>16,405,657</b>	<b>12,566,424</b>
Revenues:			
Tuition & Fees	44,079,537	45,336,927	47,677,065
Endowment Income	492,530	351,001	800,850
Sales Tax	18,251,720	18,251,719	18,351,713
State Aid	10,955,685	10,736,302	11,900,683
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	4,251,737	3,054,088	3,244,556
Transfers - Use of Reserves	-	-	2,653,266
Revenue Sub-Total	78,031,209	77,730,037	84,628,133
<b>Total Resources Available</b>	<b>93,244,756</b>	<b>94,135,694</b>	<b>97,194,557</b>
Expenditures:			
Instruction	37,173,534	36,455,450	40,722,628
Pub. Service & Acad. Support	13,541,739	13,289,426	14,460,998
Student Services	8,282,216	8,015,150	9,212,760
Institutional Support	6,209,551	6,338,565	6,470,774
Maintenance of Plant	7,000,263	6,551,059	8,016,249
Scholarships & Fellowships	3,246,041	3,338,526	2,874,359
Other Expenses	4,532	649,470	729,720
Transfers	1,381,223	6,931,625	2,140,645
Contingency	-	-	4,000,000
<b>Total Expenditures</b>	<b>76,839,099</b>	<b>81,569,270</b>	<b>88,628,133</b>
<b>Fund Balance June 30</b>	<b>16,405,657</b>	<b>12,566,424</b>	<b>8,566,424</b>

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE - BENEFIT FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>Benefit Fund</b>	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	-	-	-
Property Tax/Other Tax Revenue	-	-	-
Investment & Other Income	-	-	-
Revenue Sub-total	-	-	-
<b>Total Resources Available</b>	-	-	-
Expenditures:			
Employee Benefit Expenses/ Transfer to General Fund	-	-	-
<b>Total Expenditures</b>	-	-	-
<b>Fund Balance, June 30</b>	-	-	-

Provision for back taxes  
 Last assessment 1998

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE- TORT CLAIM FUND**  
**(FUND WITH A TAX LEVY)**

Adopted Budget Tort Claim Fund	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	<b>1,268,548</b>	<b>1,255,202</b>	<b>1,275,548</b>
Revenues:			
Ad Valorem Tax	322,867	334,814	329,644
Motor Vehicle Taxes	32,273	30,965	32,442
Delinquent Taxes	-	-	10,500
Investment & Other Income	1,010	500	5,000
			-
Revenue Sub-total	356,150	366,279	377,586
<b>Total Resources Available</b>	<b>1,624,698</b>	<b>1,621,481</b>	<b>1,653,135</b>
Expenditures:			
Public Liability Insurance Prem.	158,631	215,292	225,000
Misc. Risk Management Exp.	3,981	-	15,000
Litigation Expense	36,980	-	250,000
Athletic Liability Expense	85,511	74,697	90,000
Insurance Deductible Payments	84,392	55,944	80,000
Contingency	-	-	350,000
<b>Total Expenditures</b>	<b>369,496</b>	<b>345,933</b>	<b>1,010,000</b>
<b>Fund Balance June 30</b>	<b>1,255,202</b>	<b>1,275,548</b>	<b>643,135</b>
Total Expenditures and Fund Balance			1,653,135
Tax Required			329,644
Delinquency Computation (1.68%)			5,538
Amount of FY16 Ad Valorem Tax			324,106

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE- GENERAL FUND (AUXILIARIES)**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>General Fund - Auxiliaries</b>	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	<b>2,390,507</b>	<b>3,249,954</b>	<b>2,942,121</b>
Revenues:			
Student Union Revenue	3,940,878	3,764,300	4,488,102
Residential Living	2,759,747	2,846,440	2,932,258
Transfer from E&G	-	-	-
Revenue Sub-total	6,700,625	6,610,740	7,420,360
<b>Total Resources Available</b>	<b>9,091,132</b>	<b>9,860,694</b>	<b>10,362,481</b>
Expenditures:			
Salaries and Wages	1,371,105	1,306,397	1,379,600
Cost of Goods Sold	1,786,584	2,424,465	2,200,013
Other Expenses	1,410,687	1,314,912	2,567,947
Transfers to DRC	1,272,800	1,872,800	1,272,800
Contingency	-	-	1,400,000
Transfers to Bldg. Const. Fund	-	-	-
<b>Total Expenditures</b>	<b>5,841,177</b>	<b>6,918,574</b>	<b>8,820,360</b>
<b>Fund Balance, June 30</b>	<b>3,249,954</b>	<b>2,942,121</b>	<b>1,542,121</b>



WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE - SMOOTHING FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>Smoothing Fund</b>	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	<b>3,631,948</b>	<b>4,395,557</b>	<b>4,737,253</b>
Sales Tax	1,163,609	1,291,696	1,000,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	1,163,609	1,291,696	1,000,000
<b>Total Resources Available</b>	<b>4,795,557</b>	<b>5,687,253</b>	<b>5,737,253</b>
Expenditures:			
Transfer to Bldg. Const. Fund	-	950,000	1,300,000
Transfer to Capital Impv. Fund	-	-	500,000
Transfer to Debt Ret. Const.	400,000	-	500,000
Transfer to General Fund	-	-	500,000
Contingency	-		1,300,000
<b>Total Expenditures</b>	<b>400,000</b>	<b>950,000</b>	<b>4,100,000</b>
<b>Fund Balance, June 30</b>	<b>4,395,557</b>	<b>4,737,253</b>	<b>1,637,253</b>

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND**  
**(FUND WITH A TAX LEVY)**

Adopted Budget DR&C Fund	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>135,896</b>	<b>57,744</b>	<b>21,430</b>
Revenues:			
Ad Valorem Tax	3,039,177	3,121,808	3,071,224
Motor Vehicle/Other City Taxes	305,244	291,803	302,282
Sales and Other Taxes	250,000	250,000	355,000
	-	-	-
Parking Fees	25,038	-	-
Transfers from Other Funds/			
Debt Service Payments	2,942,889	2,942,179	2,956,218
Sales Tax & Smoothing	400,000	-	500,000
Revenue Sub-total	6,962,348	6,605,791	7,184,724
<b>Total Resources Available</b>	<b>7,098,244</b>	<b>6,663,535</b>	<b>7,206,154</b>
Expenditures:			
Bond Principal Payments	1,785,000	1,910,000	1,950,000
Bond Interest Payments	812,760	561,156	679,287
Lease Principal Payments	567,512	570,291	593,443
Lease Interest Payments	222,111	209,088	199,975
Transfers to Bldg Const Fund:			
For Capital Maintenance	2,199,068	1,813,428	1,854,500
For Equipment	1,000,194	1,150,387	1,000,000
For Parking	25,038	-	-
For Capital Projects	-	-	500,000
State Deferred Maint. Bond Repay.	425,625	425,625	425,625
State Deferred Bond Service Fee	3,192	2,128	2,100
Other Professional Fees	-	-	-
Contingency	-	-	-
<b>Total Expenditures</b>	<b>7,040,500</b>	<b>6,642,104</b>	<b>7,204,930</b>
<b>Fund Balance June 30</b>	<b>57,744</b>	<b>21,430</b>	<b>1,224</b>
Total Expenditures and Fund Balance			7,206,154
Tax Required			3,071,224
Delinquency Computation (1.68%)			51,597
Amount of FY16 Ad Valorem Tax			3,019,627

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2015-2016  
**FUND PAGE - CAPITAL IMPROVEMENT FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	<b>116,332</b>	<b>116,332</b>	<b>116,332</b>
Sales Tax	890,000	890,000	890,000
Transfer from Smoothing Fund	-	-	500,000
Investment & Other Income	-	-	-
Additional Sales Tax	-	-	250,000
Transfer from Bldg. Const.	-	-	
Revenue Sub-total	890,000	890,000	1,640,000
<b>Total Resources Available</b>	<b>1,006,332</b>	<b>1,006,332</b>	<b>1,756,332</b>
Expenditures:			
Capital Expenses	-	-	250,000
Transfer to DRC Fund	890,000	890,000	890,000
Transfer to Bldg. Const.	-		
Contingency			500,000
<b>Total Expenditures</b>	<b>890,000</b>	<b>890,000</b>	<b>1,640,000</b>
<b>Fund Balance, June 30</b>	<b>116,332</b>	<b>116,332</b>	<b>116,332</b>

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2015-2016  
**Washburn Institute of Technology**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget General Fund - WIT	Prior Year Actual FY2014	Current Year Estimate FY2015	Proposed Budget FY2016
<b>Fund Balance, July 1</b>	<b>3,885,612</b>	<b>3,023,579</b>	<b>1,996,470</b>
Revenues:			
Tuition & Fees	2,723,454	2,607,040	2,935,527
Technical State Aid - Secondary	2,587,436	3,397,398	3,380,611
Technical State Aid - Post Sec	2,839,505	2,835,500	2,882,365
Technical Capital Outlay	158,655	149,483	149,483
Interest on Investments	19,524	19,923	30,000
Special Project Aid	-	-	-
Other Sales and Services	296,235	274,288	150,000
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	8,624,809	9,283,632	10,277,986
<b>Total Resources Available</b>	<b>12,510,421</b>	<b>12,307,211</b>	<b>12,274,456</b>
Expenditures:			
Instruction	4,761,409	5,160,765	5,609,711
Academic Support	522,404	689,436	706,607
Student Services	805,762	881,035	988,105
General Institutional	278,780	303,724	366,356
Facilities Service	1,282,946	1,267,272	1,358,179
Other Expenses & Transfers	1,835,541	2,008,509	1,549,028
Contingency	-	-	500,000
Total Expenditures	9,486,842	10,310,741	11,077,986
<b>Fund Balance June 30</b>	<b>3,023,579</b>	<b>1,996,470</b>	<b>1,196,470</b>

NOTICE OF PUBLIC BUDGET HEARING  
2015-2016 BUDGET

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 23rd day of July 2015 at 4:00 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at the Treasurer's Office, Bradbury Thompson Alumni Center, Suite 200, and will be available at this hearing.

The proposed budget for FY 2015-2016 expenditures and amount of 2016 Ad Valorem Tax establish the maximum limits of the 2016 budget. Estimated Tax Rate \* is subject to change depending on final assessed valuation.

BUDGET SUMMARY

Current Funds - Unrestricted	2013-2014		2014-2015		PROPOSED BUDGET 2015-2016		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2015 Tax to be Levied	Est. Tax Rate *
General Fund	\$ 76,839,099		\$ 81,569,270		\$ 88,628,133		
Employee Benefits	-		-		-		
Tort Claim Fund	\$ 369,496	0.319	\$ 345,933	0.322	\$ 1,010,000	\$ 329,644	0.322
Auxiliary Enterprises	\$ 5,841,177		\$ 6,918,574		\$ 8,820,360		
Smoothing Fund	\$ 400,000		\$ 950,000		\$ 4,100,000		
Washburn Institute of Technology	\$ 9,486,842		\$ 10,310,741		\$ 11,077,986		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 7,040,500	3.000	\$ 6,642,104	3.000	\$ 7,204,930	\$ 3,071,224	3.000
Capital Outlay(Sales Tax)	\$ 890,000		\$ 890,000		\$ 1,640,000		
Total All Funds	\$ 100,867,115	3.319	\$ 107,626,622	3.322	\$ 122,481,409	\$ 3,400,868	3.322
Total Tax Levied	\$ 3,314,371		\$ 3,314,371		xxxxxxxxxxxxx		
Assessed Valuation	\$ 998,992,682		\$ 1,026,203,325		\$ 1,043,563,308		
Outstanding Indebtedness							
July 1,	2013		2014		2015		
Capital Lease	\$ 10,000,000		\$ 9,432,488		\$ 8,852,155		
Revenue Bonds	21,270,000		19,205,000		44,470,000		
Total	\$ 31,270,000		\$ 28,637,488		\$ 53,322,155		

\* Tax Rates are expressed in mills.

\*\* The mill rate for the Capital Outlay (DR&C) fund is no more than 3 mills.

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**June 11, 2015**

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**I. Call to Order**

Vice Chairperson Trusdale called the meeting to order at 4:12 p.m. in Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were: Mr. Boles, Mr. Hoferer, Mr. McGivern, Mrs. Moran, Mrs. Parks, Mr. Sneed, Mrs. Trusdale and Mr. Wolgast.

**III. FY 2016 Public Budget – Publish Notice of Hearing**

It was moved by Regent Parks and seconded to approve to publish the notice of hearing for the FY 2016 public budget.

**IV. Approval of Minutes of the April 24, 2015 meeting**

It was moved by Regent Hoferer and seconded to approve the Minutes of the April 24, 2015 meeting. Motion passed.

**V. Election of Officers and Special Officers**

The Nominating Committee recommends Regent Sneed for Chairperson for the 2016 fiscal year and Regent McGivern to serve as Vice Chair. It was moved and seconded to approve these appointments. Motion passed. It was moved by Regent Sneed and seconded to appoint Special Officers Rick Anderson as Treasurer to the Board; Marc Fried as Secretary to the Board; and, Cynthia Waskowiak as Assistant Secretary to the Board. Motion passed.

**VI. Officer Reports**

**A. Chair's Report**

There was no Chair's report.

**B. President's Report**

President Farley said it was great that lots were in attendance at graduation, including a good show of our Regents. He said it is important to show we support our students.

Dr. Farley said preliminary numbers for athletes show overall GPA is 3.247. In all but two sports, the average GPA was over 3.0. He said at least one student from each team earned a 4.0, which is pretty remarkable. He offered congratulations to the coaches and athletes.

President Farley said the Kansas Board of Regents requests a lot of data each year and recognizes institutions who do a great job in providing data, and this year Washburn Institute of Technology (Washburn Tech) received a data quality award. He said that is appreciated and Washburn Tech deserves our thanks for what they do with that.

Dr. Farley said housing applications are up at this point in time, which is really good. He said we anticipate we'll be full with a waiting list and anticipate next year to resolve that.

Dr. Farley said regarding enrollment, for each category that we track (direct from high school, transfer and continuing students), it looks very positive for us. There are a lot of reasons for that, modifications to processes and procedures, one of which is on the agenda today for Board approval. He said New Student Orientations have done well, the first five this year have been over-subscribed, which is a good sign for us.

President Farley said they talked about the Legislature in the Budget/Finance Committee meeting. He said it is a difficult situation; they are having trouble coming to a conclusion. It could be good or bad for us.

Dr. Farley said we lost Dr. Glenda Taylor to a tragic accident last Sunday morning. He said she was revered by her students; had received Student Life award; that other faculty and staff respected her; and she was a delight to be around. He said she will truly be missed and leaves a giant hole, saying her memorial service is tomorrow in Lee Arena at 3:00 p.m. Dr. Farley then asked for a moment of silence for Glenda.

Regent Trusdale added that students held a candlelight vigil and it was really touching. She said the students did it, and it was wonderful to hear their stories about how Glenda made an impact on their lives and their successes with her support and encouragement.

Dr. Farley said there is a banner flag at the School of Law celebrating that we were recognized as 24<sup>th</sup> in the nation for the percentage of our law graduates getting jobs quickly. He said our pass rate for the Bar, 87.5% for first-time takers, exceeds the state average by 3.5%. He said the School of Law U. S. News & World Report ranking has increased by 18 spots in the last two years; and was named an Outstanding Law School by the Princeton Review. He said the Law School received recognition by National Jurist for Best Schools for Practical Training in 2014 and 2015.

**C. Committee Report(s)**

**1. Budget/Finance Committee**

The report from the Budget/Finance Committee was deferred to later in the agenda, as action will be required.

**D. Treasurer's Report**

Vice President for Administration and Treasurer, Rick Anderson, presented the Treasurer's Report.

**1. Liquidated Claims Approval – April 2015**

Regent Sneed moved and it was seconded to accept the Liquidated Claims for April 2015. Motion passed.

**2. Quarterly Report for the Nine Months Ended March 31, 2015**

Vice President for Administration and Treasurer, Rick Anderson, said we usually do a quarterly report three times a year, this report is for third quarter ended March 31, 2015.

Regent Wolgast asked about income we receive from insurance profit. Mr. Anderson answered this is related to our insurance liability coverage. He said we are in a pool and when the overall pool benefits, we do also. Washburn Insurance Manager, Dorothy Hedman, explained that we switched from United Educators because it saved \$100,000, so this is a dividend from the time we were with United Educators.

Regent McGivern asked if this was a surprise. Mrs. Hedman said we were surprised at the amount, which is more substantial than usual. It was moved by Regent Sneed and seconded to accept the Quarterly Report. Motion passed.

**VII. New Business**

**A. Consent Agenda**

It was moved by Regent Sneed and seconded to approve the Consent Agenda. Motion passed.

As approved by action of the Board:

**1. Faculty/Staff Personnel**

Phased retirement to Brian Ogawa, Professor of Human Services for three years beginning August 2015; Deborah Altus to co-chair of Human Services Department effective June 1, 2015 at an annual salary of \$71,135; Kayla Waters to co-chair of Human Services Department effective June 1, 2015 at an annual



salary of \$64,797; and leave of absence without pay for Mary Menninger-Corder as Assistant Professor of Nursing, from July 2015 to June 2016.

President Farley asked to add to the agenda an item to appoint Michael Hager, Assistant Professor of Art, to Interim Chair of the Art Department for June and July 2015, including a stipend of \$6,078, as emergency coverage due to the death of Glenda Taylor. Regent Sneed moved to approve the item and it was seconded. Item passed as amended.

## **B. Action Items**

### **1. FY 2016 General Fund Budget – Washburn University and Washburn Institute of Technology**

Regent McGivern, Chair of the Budget/Finance Committee, explained the committee met just prior to the Board meeting and reviewed items presented. Regent McGivern said tuition will be raised \$12 per credit hour at Washburn and \$13 per credit hour at Washburn Tech. He said they also discussed tuition and fees as compared to other institutions. Regent Sneed, earlier in the week, had requested information comparing Washburn to Kansas Board of Regents' institutions', the nation and Midwest averages. He said also they reviewed Washburn Tech revenue and expenditures.

Mr. Anderson added a recommended salary program starting October 1, 2015 is part of the proposed budget. President Farley noted that Washburn Student Government Association presented last month and recommended a fee increase. Regent Wolgast added that our budget could change, all depending on the Legislature.

It was moved by Regent McGivern to adopt the general year FY 2016 Budget for Washburn University and Washburn Institute of Technology with tuition increase and salary program. The motion was seconded. Motion passed.

### **2. Renewal of Property Insurance Policy**

Vice President for Administration, Rick Anderson, presented the item. He talked about joining the Midwest Higher Education Compact (MHEC), and that some Kansas Board of Regents' schools have joined and are reaping benefits as well. He reported there has been a modest increase, but within budget range. He said we continue to look at cost savings of changing deductibles, and that we will be required in the future to move to a \$50,000 deductible.

It was moved by Regent Wolgast and seconded to approve the item. Motion passed.

**3. Expenditures over \$50,000**

**a. Patient Simulation Lab Video/Audio Capture System**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. It was moved by Regent Wolgast and seconded to approve. Motion passed.

**b. VMware Server Infrastructure**

Floyd Davenport, Director of Information Technology Services explained that servers help us run all our applications, from Banner to MyWashburn, supporting all our hardware and software. Davenport said when we sent out for bids we only received one, and we are comfortable with this. He said lots of places have special pricing in the beginning so other places decline to bid because they cannot beat this. It was moved by Regent Sneed and seconded to approve the item. Motion passed.

**c. Welding Equipment for Washburn Tech Welding Program Expansion**

It was moved by Regent Parks and seconded by Regent McGivern to approve the item. Motion passed.

**d. Mediated Classroom Equipment Upgrades**

Floyd Davenport, Director of Information Technology Services, commented on the items, saying this will always be an ongoing effort, and that this is part of the State of Kansas contract. He said we do a capital equipment budget and set aside a pool for classroom improvements each year. Regent Moran asked about bids. Mr. Davenport explained that last year we had a state contract, and in September we did a bidding process to confirm we have the best pricing. It was moved by Regent Hoferer and seconded to approve. Motion passed.

**e. Washburn Surveillance System Upgrade**

Vice President for Administration and Treasurer, Rick Anderson, presented the item, saying we need to upgrade our systems to increase cameras for the new Welcome Center and new residence hall. He said we have put aside money in capital improvements.

Regent Hoferer asked if we have cameras on all automobile entrances. Mr. Anderson said he will check to confirm and get back to the Board.

Regent Hoferer asked about the recordings over time. Mr. Davenport explained it's about three weeks and is an archived system, saying newer recordings have better quality. He said the Police Department is responsible for chain of custody, it's all here on campus, and this request is to increase

how much we can hold and upgrading the current system. Davenport said cameras are included in the budget for the construction itself. This item is for approval to hook up the cameras. It was moved by Regent Parks and seconded to approve the item. Motion passed.

**f. Ellucian Pilot and Recruiter in the Cloud**

Vice President for Administration and Treasurer, Rick Anderson, said Ellucian is our main provider of Banner, explaining there are two pieces of the Banner system. He said a lot of companies are moving to cloud technology instead of it being hosted on campus; saying this is within our normal budget for IT software and hardware. It was moved by Regent Moran and seconded to approve. Motion passed.

**g. New Sound System for Lee Arena**

Vice President for Administration and Treasurer, Rick Anderson, presented the item, saying we have been putting money aside in our capital budget to upgrade the Lee Arena sound system, and it should be operational by Fall 2015 sports. It was moved by Regent Sneed and seconded to approve. Motion passed.

**h. Welcome Center (Morgan) Networking Equipment**

Vice President for Administration and Treasurer, Rick Anderson, presented the item explaining that network equipment was originally put in the IT budget for the Welcome Center, but we have now pulled it out and are installing it at the University level. It was moved by Regent Boles and seconded by to approve. Motion passed.

**4. Academic Programs/Policies**

**a. Post-Graduate Certificate in Health Care Education**

Vice President for Academic Affairs, Randy Pembroke, presented the item, explaining Certificates are becoming more important in higher education. He said there is a market for this, and it will be online; saying we anticipate ten students to start, and this should present a positive cash flow. It was moved by Regent Moran and seconded to approve. Motion passed.

**b. Education Curriculum Change – Masters in Education: Curriculum and Instruction; Educational Studies**

Vice President for Academic Affairs, Randy Pembroke, presented the item, saying this is a generalist model, a general Masters in Education and doesn't require specific licensure. He said there will be very little overhead, that we plan to use existing courses and people can pick and choose from what we already offer, adding that we anticipate about ten students to start. It was moved by Regent Parks and seconded to approve. Motion passed.

**c. Education Curriculum Change – New Bachelor of Education Add-on Licensure Program for ESOL**

Vice President for Academic Affairs, Randy Pembrook, presented the item, stating that as the diversity of the state increases, it is important for K-12 teachers to understand the diverse students. He said this is a big advantage to job seekers. It was moved by Regent Moran and seconded by to approve. Motion passed.

**d. Music Curriculum Change – New Program for Jazz Studies Minor/Deletion of Previous Jazz Studies Minor**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He explained this will reduce the number of hours in the minor by offering a minor to vocal music education students, saying this should be good for students.

Regent Wolgast asked how faculty came up with the process. Dr. Pembrook said the departments get requests from students who don't want a major but wonder if it will result in some credential, so departments put these together, then the academic committees of the University vote. Regent Wolgast also asked about research when things are eliminated. Dr. Pembrook said what often happens is when faculty retire, we look to see if there is any interest in a major. Minors are not usually looked at because they usually come at no cost because part of the classes already offered are simply grouped. He said we do look at majors, and that all programs go through program review every five years, where they talk about recruiting for majors and how numbers look. It was moved by Regent Sneed and seconded to approve. Motion passed.

**e. Proposal for Minor in Information Literacy**

Vice President for Academic Affairs, Randy Pembrook, presented the item, saying it is important for students to know how to research and evaluate website credibility. He stated staff in Mabee Library will cover these courses. It was moved by Regent Parks and seconded to approve. Motion passed.

**f. Criminal Justice Proposal for a new emphasis in Forensic Investigations**

Vice President for Academic Affairs, Randy Pembrook, presented the item, explaining this emphasis comes out of Criminal Justice and will be 50 credit hours. He said we think it will be popular out of the forensic classes we're doing with the KBI and anticipate 30 to 50 students per year. He said we will need additional full-time help and adjuncts. He stated we are bringing the program for approval now and wait on funding. It was moved by Regent Sneed and seconded to approve. Motion passed.

**g. Computer Information Science Curriculum Change – New Program – Forensics Emphasis**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He stated there is lots of evidence found on digital mediums now, saying this program is 40 hours. He said we have great faculty for this, but we will require some additional investment for software.

Regent Hoferer asked how many students are anticipated in all of the KBI programs. Dr. Pembrook said they expect about 80 in five programs (biology, chemistry, anthropology, criminal justice, and information technology). It was moved by Regent Wolgast and seconded to approve. Motion passed.

**h. Anthropology Curriculum Change – New Program – Forensics Concentration**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He said the KBI is generally excited because the faculty in this program will also do training for local law enforcement in gathering evidence, so not only students benefit but ongoing continuing education will as well, which is important. He said there is a dig site at the new building. It was moved by Regent Wolgast and seconded to approve. Motion passed.

**i. Faculty Senate Constitutional Amendment – Academic Affairs/Faculty Affairs Representation**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He said there has been lots of review in cleaning up our documents, and by our rules it was found that certain units only have one representative. He said some groups meet at the same time, so this allows that one doesn't have to be a senator to be on a senate committee. It was moved by Regent Sneed and seconded to approve. Motion passed.

**j. Proposal to Revise the Washburn University Undergraduate Academic Probation and Reinstatement Policies**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He reported currently if a student carries less than a 2.0 GPA they are dismissed, stating we have about 200 dismissals each year. He said it was found in that process, given that we're an open admission institution, we have the highest standard for probation reinstatement; stating other schools give students more flexibility and more time, creating an academic earning zone. He said about three Kansas Board of Regents' schools also use this criteria. The proposed policy is that if a student is in a certain range, they are placed in a star program that helps students develop skills; has an attendance policy; requires them to meet with financial aid; or offers tutoring. He said the zone gets higher each year so a student can stair-step

up to the 2.0 GPA required to graduate, stating this makes more sense for us as an open admission institution. He said there is lots of discussion about whether we give a student a disservice by allowing them to stay and getting into more debt. He reported there is an annual review to see if students have more debt and don't get to finish a degree or gets them back on track.

Regent McGivern asked what the percentage we are saving. Dr. Pembrook explained they look at the 200 they would normally dismiss, saying it would save about 40 students. He said it is not meant to save all, but to help the ones who are most likely to succeed. He reported the student success center is excited about helping.

President Farley talked about the ethical dilemma of saving 40 students is better than not saving any at all. More discussion followed about this and financial implications, a factor of an undeclared major, and GPA at high school compared to GPA at the end of first semester. It was moved by Regent Wolgast and seconded to approve. Motion passed.

**k. CAS Promotion and Tenure Revision**

Vice President for Academic Affairs, Randy Pembrook, presented the item, saying most of this goes back to last year's discussion about how in some places tenure was seven years and in some six, so we standardized it. The College of Arts and Sciences is currently doing that. It was moved by Regent Sneed and seconded to approve. Motion passed.

**l. Amending Faculty Handbook and Faculty Senate Constitution  
Language regarding Submission Process for Courses and Programs**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He explained that academic units have defined "major changes" in different ways, so this is consistently defined about the things that will come before the Board. He said changes to minors, new courses and electives within a program, defining what a minor is, are examples of things that will not come before the Board in the future. It was moved by Regent Moran and seconded to approve. Motion passed.

**m. Proposal to Amend Faculty Handbook – Faculty Roles and Responsibilities**

Vice President for Academic Affairs, Randy Pembrook, presented the item. He said we are cleaning up the Handbook, making sure language is clear; things like faculty load, leave without pay, eligibility for Sweet Sabbaticals. He said there's a need to clarify the type of 'F' – no show, quit during the term, finished and earned an 'F'. It was moved by Regent Wolgast and seconded to approve. Motion passed.

**C. Information Item(s)**

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

Vice President for Administration and Treasurer, Rick Anderson, noted a change to the report. Morgan Hall was listed in the agenda item by error, and was removed and voted on as a separate agenda item.

**2. KPI Metrics**

Dr. Cynthia Hornberger talked about the Key Performance Indicators item, saying the available metrics increases from 37 to 60. She said there will be a presentation to the Board in September which will be an interactive presentation. She acknowledged Bob Handley, Director of Strategic Planning & Analysis, and the team that put this together.

Regent Trusdale noted this is her last meeting, and Regent Moran's also. Regent Moran said she's been honored to be on the board, with no idea what to expect. She said Washburn is a great institution and admires the loyalty to the institution, offering to help and wishing us well.

Regent Trusdale said it's been an honor, and that she never dreamed she'd get to do this, really enjoying her time on the Board.

It was moved and seconded to adjourn. The meeting adjourned at 5:28 p.m.

/s/

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Cynthia Waskowiak  
Assistant Secretary, Board of Regents

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

**SUBJECT:** Liquidated Claims Approval – May 2015

**DESCRIPTION:** Attached is the list of claims processed for the month of May, 2015 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 July 23, 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

<b>WASHBURN UNIVERSITY</b>		
<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$1,269,744
2.	Debt Retirement & Construction Fund	42
3.	Building and Construction Fund	1,633,235
4.	Endowment Fund	-0-
5.	Student Loan Fund	50,750
7.	Tort Claim Fund	3,350
8.	Restricted and Agency Fund	428,305
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	241,355
	Sub-Total	<u>3,626,781</u>
	Payroll	3,026,147
	Payroll Withholding ACH Transactions	2,655,838
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<u><b>\$9,308,766</b></u>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$102,426
3.	Building and Construction Fund	28,587
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	40,911
13.	Government and Research Fund	56,126
	Sub-Total	<u>228,050</u>
	Payroll	343,983
	Payroll Withholding ACH Transactions	188,415
	<b>Total</b>	<u><b>\$760,448</b></u>

\_\_\_\_\_  
Date

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



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

**SUBJECT:** Liquidated Claims Approval – June 2015

**DESCRIPTION:** Attached is the list of claims processed for the month of June, 2015 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 July 23, 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

<b>WASHBURN UNIVERSITY</b>		
<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$1,936,762
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,162,928
4.	Endowment Fund	-0-
5.	Student Loan Fund	80,857
7.	Tort Claim Fund	9,310
8.	Restricted and Agency Fund	210,796
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	265,246
	Sub-Total	3,665,899
	Payroll	2,884,853
	Payroll Withholding ACH Transactions	27,827,799
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$34,378,551</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$117,147
3.	Building and Construction Fund	151,925
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	6,002
13.	Government and Research Fund	127,871
	Sub-Total	402,945
	Payroll	307,190
	Payroll Withholding ACH Transactions	178,600
	<b>Total</b>	<b>\$888,735</b>

\_\_\_\_\_  
Date

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

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

SUBJECT: Revision to Board Policy, Sections A.1 and A.2

DESCRIPTION:

The Equal Opportunity Director, Dr. Pam Foster, who also serves as the University's Title IX Coordinator, and the University's legal department (together "**Review Team**") during the past academic year, conducted a review of the Board Policy and University Regulations and Procedures addressing issues of discrimination, with an emphasis on matters involving sex discrimination under Title IX.

As part of the review process, the Review Team prepared a draft revision of the Board Policy and University Regulations and Procedures and posted it on the University website in March, addressing legal compliance obligations that had accrued during the past 3 – 4 years, as well as desired procedural adjustments. Emails were sent to employees and students with the link to the draft revision. The Review Team then actively sought feedback from all members of the Washburn community. This feedback was in the form of attending meetings of specific faculty, staff and student organizations as well as holding three open meetings on the Washburn University campus. Two open sessions were also held at the Washburn Tech campus.

Further, an email address was provided in the notice of the policy revisions and open meetings to receive feedback from those who were unable to attend a meeting and/or were uncomfortable addressing issues in an open forum. The Review Team then took the notes from the meetings and the emails and further revised the Policy and Regulations and Procedures to address the issues raised as reasonably as could be done in preparing the proposed Policy changes before you now.

The revised policy has been renamed the Non-discrimination policy. This is language that is more fitting to the function of the policy. Additionally, the Department of Education, the Kansas Human Rights Commission and the Equal Employment Opportunity Commission all use the term "non-discrimination" and so is more easily recognized by persons who may need to refer to the policy. The remainder of the changes are set out below.

- Added "veteran status" to list of protected classes covered by the policy, as required by the federal law. (1.1)
- Designates our Equal Opportunity Director as our Title IX Coordinator, as required by the Department of Education. (1.4)
- Revises the definition of a "responsible employee", and describes situations of responsibility for reporting for employees, as required by the Department of Education. (1.4.3, 1.4.4, 1.4.5. (formerly 1.3) and 2.7 (formerly 2.1))
- Makes explicit the individuals and situations covered by the policy, as required by the Department of Education. (1.6)
- Adds a definition of "consent" for policy purposes, as required by the federal law, Clery. (2.1)

- Adds definitions for the terms “dating violence,” “discrimination,” “domestic violence,” “relationship violence,” “retaliation,” and “stalking,” as required by the federal law, Clery. (2.2, 2.3, 2.4, 2.6, 2.8, 2.11)
- Adds more examples of harassment and sexual harassment. (2.5 and 2.9 (formerly 2.2))
- Specifies that sexual violence is a form of sexual harassment, which is discrimination prohibited by the policy. (2.4.1 and 2.10)

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the revisions to Board Policy Sections A.1 and A.2.

\_\_\_\_\_  
Date

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

## 1. NON-DISCRIMINATION

**1.1 University Commitment to Equal Opportunity.** Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status (hereafter referred to as protected status). Each unit within the University is charged with conducting its programs and activities in accordance with the University's commitment to equal opportunity for all.

**1.1.1.** Sex discrimination is prohibited by Federal law and University policy includes sexual harassment and sexual violence as defined in Section 2.

**1.1.2.** If a violation of the policy is found, the University will take immediate action to eliminate the hostile environment, prevent its recurrence and remedy the discriminatory effect.

**1.2 Equal Educational Opportunity.** Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

**1.3 Equal Employment Opportunity.** Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination.

**1.4 Responsibility.** Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director, who is also designated as our Title IX Coordinator; however, all Employees will share in the specific activities necessary to achieve these goals.

**1.4.1. The Equal Opportunity Director** Phone: 785-670-1509. Email: [eodirector@washburn.edu](mailto:eodirector@washburn.edu). (In this policy, hereinafter referred to as EOD/Title IX Coordinator.)

**1.4.2.** Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities.

**1.4.3.** Any employee who becomes aware of any type of harassment should report the matter to the Employee's supervisor and/or the EOD/Title IX Coordinator.

**1.4.4.** Any faculty member, anyone in an Administrative Position, or anyone in a supervisor position who becomes aware of sexual harassment on campus or during University-sponsored activities must take steps to prevent its recurrence and must report the matter to the EOD/Title IX Coordinator.

**1.4.5.** Anyone deemed a "Responsible Employee" as defined below who becomes aware of an incident of sexual violence must report the matter to the EOD/Title IX Coordinator.

- 1.5. Complaints.** Complaints of discrimination or harassment are to be made to the EOD/Title IX Coordinator. See Section A.2. of Regulations and Procedures for the process and more information.
- 1.6. Who is Covered.** The policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities. All individuals, regardless of sexual orientation of either party, are subject to this policy. This means that it applies to conduct between two students, between an employee and student, and between an employee or student and a non-employee or non-student (third-party).
- 1.6.1.** The policy applies whether behavior occurs on or off campus if the conduct adversely impacts an individual's equal educational or employment opportunity on campus, or the conduct poses an imminent or continuing threat to the safety of the University community.
- 1.6.2.** All persons covered under this policy, except for Complainant and Respondent as set out in Regulations Section [##], are required to fully cooperate with the EOD/Title IX Coordinator during an investigation and to provide information and materials such as official personnel or student files and records, and other materials necessary to complete a thorough review of complaints. All information, materials, and proceedings will be kept confidential and only shared with those who have a legitimate need to know.
- Also see Regulations Section 2 for more detailed confidentiality provisions and Section 2.11 below for retaliation provisions.*
- 1.7. Sanctions.** Persons who violate this policy are subject to sanctions, up to and including exclusion from the campus, dismissal from employment, or expulsion from the University. A list of all possible sanctions the University may impose can be found in the Regulations Section 3.
- 1.6.1.** For third-parties found to violate the policy, the University's ability to take action may be limited. The University will take steps to provide appropriate remedies to the extent possible, while providing support (options as in Regulation Section 2) for the Complainant and campus community.
- 1.8. Retaliation.** Retaliation against any person is prohibited under this policy and may result in sanctions or other disciplinary action. See Policy Section 2.11 for the definition of retaliation.
- 1.9. False Complaints, Misleading Information, or Breach of Confidentiality.** Persons who knowingly file a false complaint, provide false or misleading information, or violate the confidentiality provision of this policy are subject to disciplinary action. Disciplinary action will not be taken against persons who make a good faith complaint, even if the allegations are not substantiated.
- 1.10. Accommodations.** Consistent with state and federal laws, reasonable accommodations will be provided to those with a qualified disability.

**1.11. Academic Freedom.** This policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

**1.12 Establishment of Regulations.** The Administration shall develop regulations and procedures consistent with this policy.

## **2. DEFINITIONS**

**2.1 Consent.** Consent is the communication of an affirmative, conscious and freely-made decision by each party to engage in agreed upon forms of sexual contact. Consent is not to be inferred from silence, passivity, or a lack of resistance.

**2.1.1.** There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this Policy.

- Consent is not to be inferred from an existing or previous dating or sexual relationship.
- Consent to one form of sexual contact does not constitute consent to any other form of sexual contact.
- Consent with one person does not constitute consent to sexual contact with any other person.
- Consent on one occasion is not consent to engage in sexual contact on another occasion.
- Consent cannot be obtained by coercion or force.
- Consent cannot be obtained in any situation involving sexual contact with an individual who is incapacitated and the person engaging in that sexual contact, knew, or should have reasonably known, that the individual was incapacitated. "Should have reasonably known" means what a sober, reasonable person in similar circumstances should have known.

**2.1.2.** Consent may be withdrawn at any time. Once consent is withdrawn, the sexual contact must cease immediately.

**2.1.3.** Consent is defined only for purposes of this policy. Kansas law does not define consent and may use a different standard in criminal cases.

**2.2. Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

**2.2.1.** Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

**2.2.2.** This definition is used for these policy purposes and is also considered a crime for Clery reporting purposes. Kansas statutes do not define this crime.

**2.3. Discrimination.** Behavior (verbal, physical, electronic, or other behavior) directed at an individual based on his/her protected status where (1) the individual is treated adversely without a legitimate, nondiscriminatory reason for the treatment, or (2) seemingly neutral policies, practices, or requirements have a disparate impact on employment, on-campus housing, or academic opportunities of a person's protected status without a valid business or academic reason. Discrimination includes failing to provide reasonable accommodations to a qualified individual with a disability and/or religious beliefs. (See WUPRPM Section A.13. Religious Accommodations.)

**2.3.1.** Sex Discrimination includes sexual harassment and sexual violence.

**2.4. Domestic Violence.** Felony or misdemeanor crimes of violence committed by a current or former family or household member.

**2.4.1.** Family or household member means persons 18 years of age or older who are spouses, former spouses, intimate partner, parents or stepparents and children or stepchildren, and persons who are presently residing together or who have resided together in the past, and persons who have a child in common regardless of whether they have been married or who have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

**2.4.2.** Kansas Statutes define the crime of domestic violence as 1) knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or 2) knowingly causing physical contact with a family or household member by a family or household member when done in a rude, insulting or angry manner. See K.S.A. 21-5414

**2.5 Harassment.** Harassment is a form of discrimination and is defined as unwelcome verbal, physical, electronic, or other conduct based on an individual's protected status. Harassment violates this policy when:

1. Enduring the offensive conduct becomes a condition of continued employment or education,

**OR**

2. The conduct has the purpose or<sup>1</sup> effect of creating a work, education, or on-campus housing environment that a reasonable person would consider intimidating, hostile, or abusive.

**AND**

3. The conduct must be sufficiently severe or pervasive to alter the terms, conditions or privileges of an individual's employment, education, or on-campus housing.

**2.5.1. Discrimination and Harassment can be behavior that:**

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<sup>1</sup> For classroom instructional purposes, the behavior must have both the purpose AND effect

- May be overt or implicit, and involve a threat or that any educational or employment decision may be affected by an individual's unwillingness to tolerate or accept the behavior.
- May or may not include the intent to harm.
- May be offensive conduct that becomes a condition of continued employment, education, or residence in on-campus housing.
- May adversely affect an individual's educational or employment opportunities by an individual's refusal to comply with or tolerate the prohibited activity.
- May not be legitimately related to the subject matter of a course.
- May be a pattern of behavior or, if sufficiently severe, a one-time event.
- May take the form of threats, assault, property damage, economic abuse, violence, threats of violence, or stalking.
- May include harassing or retaliatory behavior directed to a sexual or romantic partner, family member, friend, or pet of the complainant.
- May be committed by anyone, regardless of protected status, position, or authority.

**2.5.2. Examples** include, but are not limited to the following: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance, academics or on-campus housing.

**2.6. Relationship Violence.** Refers collectively to domestic violence, dating violence, and stalking in this policy and procedure. Relationship violence may be a form of sexual harassment prohibited by this policy.

**2.7 Responsible Employee.** For purposes of this policy, “Responsible Employees” are deans, directors, chairpersons, administrators, supervisors, faculty, Washburn Institute of Technology Instructors, academic advisors, resident assistants, coaches, advisors to student groups, and any other individual meeting the definition under the implementing regulations for Title IX. Any University employee who accompanies students off-campus on a University-sponsored trip is considered a Responsible Employee. Responsible Employee includes anyone designated as a Campus Security Authority under the Clery Act, identified as such in Washburn University Campus Security Report (<http://www.washburn.edu/securityreport>). Employees who have a legally recognized confidential relationship with the complainant, (professional counseling services provider, for example) do not constitute Responsible Employees.

**2.8. Retaliation** Any attempted or completed adverse action taken against someone because he/she filed a complaint under this Policy, participated in the resolution of a complaint under this Policy, or opposed policies or practices he/she reasonably believed are discriminatory under this Policy.



- 2.8.1. This includes action taken against a witness (e.g. Bystander) who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.
- 2.8.2. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- 2.8.3. If the retaliatory behavior is taken by a third-party, acting for either to the Complainant or Respondent, against another person who is complaining or participating in this process, then the party for whom they are acting shall be deemed responsible for the retaliatory behavior by that third-person.

**2.9 Sexual harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- 1b. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual;

**OR**

- 2. The conduct has the purpose or<sup>2</sup> effect of:
  - a. Unreasonably interfering with an individual's work, education, or on-campus housing; or
  - b. Creating an intimidating, hostile, or offensive work, educational, or on-campus housing environment;

**AND**

- 3. The conduct must be sufficiently severe or pervasive to alter the terms, conditions or privileges of an individual's employment, education, or on-campus housing.

- 2.9.1. **Examples** include but are not limited to the following: telling sexual or dirty jokes, performing sexual gestures, making sexual propositions, displaying sexually explicit photos, spreading sexual rumors, touching of a sexual nature, sexual coercion, and sex-based cyber harassment.
- 2.9.2. Section 703 of Title VII of the Civil Rights Act of 1964 defines harassment on the basis of sex in the workplace.
- 2.9.3. Sexual harassment of students and employees at Washburn University is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education.

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<sup>2</sup> For classroom instructional purposes, the behavior must have both the purpose AND effect

**2.10 Sexual Violence.** Physical sexual acts perpetrated against an individual's will or where the individual is incapable of giving consent due to the victim's use of drugs or alcohol or an intellectual or other disability. Examples include, but are not limited to, rape, sexual assault, sexual battery and sexual coercion.

**2.10.1.** Acts of sexual violence are a form of sexual harassment prohibited by this policy.

**2.11 Stalking.** A course of conduct directed at a specific person that would cause a reasonable person to either 1) fear for his/her safety or the safety of others or 2) to suffer substantial emotional distress.

**2.11.1.** This definition is used for these policy purposes and is also considered a crime for Clery reporting purposes.

**2.11.2.** Kansas Statutes defines the crime of stalking more broadly, so certain behavior may be a crime, but not specifically a violation of this policy, and will be investigated as such by law enforcement. See K.S.A. 21-5427

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

SUBJECT: Memorandum of Understanding with Topeka Public Schools

DESCRIPTION:

Washburn Tech is requesting to enter into an agreement with Topeka Public Schools USD 501 to provide Adult Basic Education and GED preparation through the Advantage Center and serve students who were formally served on the Washburn Tech campus by Topeka Public Schools USD 501. Eligible students from the program will be encouraged to co-enroll in technical programs through the Accelerated Opportunities in Kansas (AO-K) program.

Students will be pursuing two outcomes, a GED and an industry recognized technical certificate, leading to greater student success and more credit hours. Co-enrolled students have greater retention and persistence and are more likely to achieve higher educational levels, than those who are just enrolled in Adult Education. Thus serving as an effective recruiting strategy.

FINANCIAL IMPLICATIONS:

As part of the MOU Topeka Public USD 501 agrees to pass through all revenue received from the Kansas Board of Regents for FY 2016 to provide these services. KBOR funding requires at least a 25% match that will be provided through the allocation of facilities, existing staff and supportive services. We are confident in continued state/federal revenue beyond FY16 as KBOR staff have recommended and encouraged this GED transition from USD 501 to Washburn Tech. State/federal monies through the GED program will cover the salaries and benefits of the requested positions.

Additional revenues will come from students co-enrolled in adult basic education and technical education through the Accelerating Opportunities Proviso and the GED accelerator.

RECOMMENDATION:

President Farley recommends approval of the Memorandum of Understanding.

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Date

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Jerry Farley, President

## Expanded Bridge Program

### Purpose Statement

Washburn Tech assumes responsibility for the facilitation of the Unified School District 501 GED program and integrates it into the Bridge Program under the umbrella of the Advantage Center. By integrating the Bridge Program, the GED Program, and the Advantage Center, greater efficiencies and economy of scale can and will result. The combined resources of the programs will provide additional case managers and support staff for the Expanded Bridge Program.

The Kansas Board of Regents, in *"Foresight 2020"*, set a goal of increasing to 60 percent the number of Kansas adults who have a certificate, associate degree, or a bachelor's degree by 2020. The blending of these programs, which are both held on the Washburn Tech campus, creates an opportunity to make significant progress towards this goal.

### History of the Bridge Program

In Fall 2012, Washburn University and Washburn Institute of Technology created the "Bridge" program, an educational pathway to assist students with entrance test scores too low to be admitted to either campus as a student in good academic standing. With the creation of the Bridge program, students were given the opportunity to enroll at Washburn Tech in a semester-long developmental education program focused on improving the students' skill sets in reading, writing, math and college skills. This effort assists these students in becoming college-ready and raising their test scores in preparation for entering either Washburn University and/or Washburn Tech. Although tuition is collected from Bridge students, the Bridge Program is an underfunded developmental education program on the Washburn Tech campus. These courses are not eligible for postsecondary state aid.

The Bridge program consist of 13 college credits, and students enrolled in the program are responsible for paying for tuition and fees associated with the program. Funding for this program comes out of the Washburn Tech general fund budget with expenses for this program presently exceeding revenues, thus creating a negative line item within the Washburn Tech general fund budget. In the last three years, nearly 1/3 of Bridge students (31 of 104) have continued their education at either Washburn University or Washburn Tech. This rate exceeds comparative national predictive models. The Bridge program has offered a positive, encouraging pathway for student transition and has resulted in a relatively low-cost route for student success.

### Bridge Enrollment History

	Enrollment	Credit Hours	Transition to Either WU/Washburn Tech
Fall 2012	18	170	8 enrolled at WU/2 enrolled at WT
Spring 2013	19	112	2 enrolled at WU/4 enrolled at WT
Summer 2013	7	50	6 enrolled at WU
Fall 2013	18	104	3 enrolled at WT
Spring 2014	11	13	1 enrolled at WU
Summer 2014	7	45	2 enrolled at WU/2 enrolled at WT
Fall 2014	19	113	1 enrolled at WT
Spring 2015	5	58	

**USD 501 GED Program**

Enrollment for the USD 501 GED program over the past five year has been 686, not including ESL, which may include duplicated headcount. 258 of these students in levels 4-6 qualified to co-enroll in technical courses under the AO-K proviso. USD501 chose not to participate in the AO-K program. This emphasis would change if Washburn Tech were to blend our resources.

During this period, 428 students had entrance scores from 1-3 on the CASAS or TABE assessment tool to determine the students placement. Many, if not all, of these students have similar educational abilities and backgrounds to our typical students in the Bridge Program.

**Table 1: Topeka USD 501 Enrollments for the GED program**

	ABE Enrollment	ABE Enrollment	ESL Enrollment	PSE Enrollment
	Levels 1-3	Levels 4-6		
FY11	98	70	53	28
FY12	76	26	34	14
FY13	109	42	41	14
FY14	103	47	46	6
FY15	42	73	31	N/A
<b>Total</b>	<b>428</b>	<b>258</b>	<b>205</b>	<b>62</b>

**Table 2: Topeka USD 501 Funding for the GED program  
(this funding would come with the responsibility for the program)**

Fiscal year	Federal Funding	State Funding	Match*
FY11	\$ 90,480	\$48,263	\$51,939
FY12	\$103,760	\$64,228	\$51,939
FY13	\$ 81,199	\$53,569	\$51,938
FY14	\$ 92,831	\$64,037	\$53,657
FY15	\$ 75,513	\$70,589	\$50,108
FY16	\$108,988	\$57,702	Not yet available

\*In discussions with KBOR staff, matching funds can come in the form of in-kind services of classroom space, equipment, and professional development.

**Table 3: Number of residents without a high school diploma in Shawnee County<sup>1</sup>**

18-24 years of age	2,282
25-34 years of age	2,204
35-44 years of age	1,966
45-64 years of age	4,023

Number of residents identified as from the ages of 18-64 with "less than well" speaking English ability is 2020 as identified by the American Community Survey 2009-2013.

<sup>1</sup> American Community Survey 2009-2013

While understanding that volatility in state funding is always a concern, conversations with Kansas Board of Regents staff indicate there is strong support for funding the AO-K proviso and Adult Basic Education. The efficiency of combining resources will enable us to increase case management/advising for students who are most in need, resulting in greater completion rates and subsequent enrollments at both Washburn University and Washburn Tech.

**Table 4: Revenue & Expenses**

<u>Position</u>	<u>Salary</u>	<u>Funding Source</u>	<u>KanTRAIN</u>	<u>501 GED</u>	<u>General Fund/AO-K</u>
Director	\$55,000	A-OK			\$55,000
Coordinator /Instructor	\$45,000	501-GED		\$45,000	
Administrative Assistant	\$25,000	A-OK & KanTRAIN	\$12,500		\$12,500
Administrative Assistant	\$25,000	GED & KanTRAIN	\$12,500	\$12,500	
Instructor-ESL FT	\$35,000	501-GED		\$35,000	
Instructor-ABE 50%	\$14,500	501-GED		\$14,500	
Instructor-ABE50%	\$14,500	A-OK			\$14,500
Instructor-ABE 50%	\$14,500	A-OK			\$14,500
Instructor-ABE	\$25,492	Bridge			\$25,492
Instructor-ABE	\$35,000	KanTRAIN	\$35,000		
Case Manager	\$40,000	KanTRAIN	\$40,000		
Case Manager (999)	\$6,000	A-OK			\$6,000
Case Manager (999)	\$15,000	A-OK			\$15,000
Case Manager (999)	\$15,000	A-OK			\$15,000
<b>Total Salaries</b>	<b>\$364,992</b>		<b>\$100,000</b>	<b>\$107,000</b>	<b>\$157,992</b>
Benefits	\$109,498		\$30,000	\$32,100	\$47,398
<b>Total Salaries &amp; Benefits</b>	<b>\$474,490</b>		<b>\$130,000</b>	<b>\$139,100</b>	<b>\$205,390</b>
<b>Supplies, Aztec, etc</b>				<b>\$19,660</b>	
<b>Summer adjunct &amp; benefits</b>				<b>\$7,930</b>	
				<b>\$166,690</b>	
			<b>DOL Grant</b>	<b>KBOR Allocation</b>	<b>AOK-FY15</b>
General fund					
Funding			\$130,000	\$166,690	\$133,000
New AO-K students					\$109,000
<b>Surplus/Deficit</b>				<b>\$0</b>	<b>\$36,610</b>

- From existing position in budget for 2015-2016 @ \$35,000

Currently no students from the USD 501 GED program co-enroll in Technical programs and only a very small percentage (less than 10%) transition to post-secondary education – not all of those students have attended either Washburn Tech or Washburn University. In the first year that Let’s Help’s GED program incorporated AO-K programming, the number of students who enrolled at Washburn Tech jumped from zero in FY 11 to 50 in FY12. If 50% (36) of the eligible students (levels 4-6) were to enroll at Washburn Tech, it is estimated that the AO-K funding for students from Expanded Bridge program would be **\$109,000** per year for the first 12 hours of their programs.

In a statement shared with us by KBOR staff, past practices by 501 GED staff has been to promote their completers to enroll at Allen County Community College, Burlingame Campus. We believe with the integration of applied technical course work into the participants’ educational program, we will be able to enroll many of these students either into the university or tech campus.

### **Transition Plan**

In conversations between Dean Coco and Larry Robbins, Mr. Robbins indicated that USD501 would be “excited” to transition their Adult Basic Education program to Washburn Tech. Washburn Tech would like the transition to be effective July 1, 2015. Since the funding stream is competitive, this would require a pass-through agreement between Washburn and USD501 for the funds coming from the Kansas Board of Regents to support the program for FY 16. It is anticipated that there would be an open competitions for funds in 2016, for FY17, which would allow Washburn Tech to apply directly for the funding at that time.

**Agenda Item No. VII. A. 3.**  
**Washburn University Board of Regents**

SUBJECT: Technical Instructor – Phlebotomy, at Washburn Institute of Technology

DESCRIPTION:

Washburn Institute of Technology (Washburn Tech) has recently been approached by Stormont-Vail and St. Francis to teach Phlebotomy courses. Demand is high for phlebotomy positions, and the hospitals and other health care agencies are needing skilled technicians to fill this role. Washburn University and Washburn Tech administrators have met with staff and with industry representatives to discuss how best to address the need and it is believed a full-time instructor will provide continuity and consistency of instruction in this type of program.

FINANCIAL IMPLICATIONS:

The full-time position would be funded through revenues received from tuition and fees as well as from SB 155 funding for high school students. Washburn and Washburn Tech are seeking additional funding for equipment and scholarships from the Topeka Community Foundation. Tuition and fee revenue will cover ongoing equipment and supplies.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the hiring of a full-time instructor at Washburn Institute of Technology.

\_\_\_\_\_  
Date

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





### Pro-Forma for Phlebotomy -- FT

This pro-forma is for Phlebotomy courses at Washburn Tech. We have recently been approached by Stormont-Vail and St. Francis to teach Phlebotomy courses.

#### Projected Income

Credit hours in the program				11		
Students		high school (HS)		6		
		post -secondary (PS)		6		
Fall	AM/PM	HS	Tuition	2	2 sessions@11 credits X 6 students X \$329/credit	\$43,428
		PS	Tuition		2 sessions@11 credits X 6 students X \$104/credit	\$13,728
			Fees		2 sessions@11 credits X 12 students X \$12/credit	\$3,168
Spring	AM/PM	HS	Tuition	2	2 sessions@11 credits X 6 students X \$329/credit	\$43,428
		PS	Tuition		2 sessions@11 credits X 6 students X \$104/credit	\$13,728
			Fees		2 sessions@11 credits X 12 students X \$12/credit	\$3,168
Summer		PS	Tuition	12	1 session@11 credits X 12 students X \$104/credit	\$13,728
		PS	Fees		1 session@11 credits X 12 students X \$12/credit	\$1,584
						<b>\$ 135,960.00</b>

#### Projected Expenses

Instructor/coordinator	12 mos		Salary		\$ 40,000.00
Benefits			30%		\$ 12,000.00
Equipment					\$ 7,000.00
Supplies					\$ 4,000.00
Travel					\$ 2,000.00
					<b>\$ 65,000.00</b>

#### Constants used in the calculations

Composite rate FY13	\$ 329.00
Tuition	\$104
Fees	\$12

**Cash Flow** **\$ 70,960.00**

**Agenda Item No. VII. A. 4.**  
**Washburn University Board of Regents**

SUBJECT: Benton Hall 114 Remodel for X-ray Machine – C14036, C15001

DESCRIPTION:

Allied Health is adding an additional piece of x-ray equipment to support and enhance educational programming. Benton Hall classroom 114 was evaluated and chosen as the optimal location to construct an area to accommodate the new machine and associated infrastructure. Architect One provided design and engineering services to buildout the space to house the new equipment. The design has been reviewed by a Kansas Department of Health Physicist for radiation shielding analysis and recommendations. Lead coated and lead containing construction materials were integrated into the design as recommended to shield the other areas from errant machine radiation. Bid documents were sent to six contractors within the Topeka area, and 3 bids were received. The bids submitted are as follows:

<b>BIDDER</b>	<b>BID</b>
<b>Kelley Construction</b>	<b>\$ 52,000</b>
Senne & Company Inc.	\$ 53,711
Mohan Construction Inc.	\$ 59,950
Interior Contractors, Inc.	NO BID
Florence Contractors	NO BID
Midwest Masonry	NO BID

FINANCIAL IMPLICATIONS:

Total project cost is \$64,500. Design service costs from Architect One were \$12,500 and construction costs will be \$52,000, for a total expenditure of \$64,500 from the FY14 and FY15 Capital Improvement Budget (Approval total \$90,000 - C14036, C15001).

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a construction contract to Kelley Construction in the amount of \$52,000 for the remodel at Benton Hall 114.

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Date

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Jerry B. Farley, President

**Agenda Item No. VII. A. 5.**  
**Washburn University Board of Regents**

SUBJECT: X-Ray Machine for Allied Health

DESCRIPTION:

This purchase will provide an additional piece of X-Ray equipment to support and enhance the programming offerings and student experience for the School of Applied Studies. This new machine is part of an integrated process that is a state of the art imaging suite that will provide complete exam versatility, precision, and reliability for this facet of the Allied Health curriculum.

This X-Ray machine is only distributed by two vendors and only one of them, Brown Medical Imaging, operates in the Midwest region. The machine and Brown Medical Imaging were selected as they meet the following criteria:

1. Locally supported out of the Kansas City metro area.
2. Equipment is similar to that used by local health care providers, thereby strengthening the transition process for Washburn students entering the local job market.
3. Brown Medical currently supports other equipment and components in this area which will facilitate a higher level of technical support.
4. Brown Medical will be able to meet the accreditation standards for the ongoing required calibration and maintenance.

FINANCIAL IMPLICATIONS:

An expenditure of \$129,050 from the FY16 Capital Program, projects E13027 (\$40,000), E14009 (\$50,000), and E15002 (\$40,000).

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Brown Medical Imaging in the amount of \$129,050.

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Date

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Jerry B. Farley, President

**Agenda Item No. VII. A. 6.**  
**Washburn University Board of Regents**

SUBJECT: KanTRAIN Third-Party Evaluation Services – RFP #15017

DESCRIPTION:

The third-party evaluation services are a required component by DOL for the Round 4 KanTRAIN TAACCCT grant. The RFP was sent to ten different vendors across the nation as well as a notice posted in the Topeka Capital Journal.

The third-party evaluation services will provide independent performance and impact analyses of the project on an on-going basis through September 30, 2018.

Three bids were received. The bids came in as follows:

<u>BIDDER</u>	<u>BID</u>
<b>RTI International, Research Triangle Park, NC</b>	<b>\$ 378,515</b>
CNA Corporation, Arlington, VA	\$ 371,043
Cosgrove and Associates, St Louis, MO	\$ 396,550

RTI International is recommended for the bid award. After extensive review and consideration, RTI International’s response appeared to: (1) most closely align to the RFP and (2) best address the stated Third-Party Evaluation Services needs of the project. Of the two lowest bids, RTI International and CNA Corporation, RTI International included funds for four years in their proposed budget, while CNA Corporation proposed only a three year budget. Evaluation services are necessary for all four years of the grant.

(KanTRAIN (\$11,997,957) is 100% funded by the U.S. Department of Labor’s Trade Adjustment Assistance Community College and Career Training Program, #TC-26477-14-60-A-20.)

FINANCIAL IMPLICATIONS:

An expenditure of \$378,515 from the KanTRAIN budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to RTI International in the amount of \$378,515 for the KanTRAIN Third-Party Evaluation Services.

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Date

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Jerry B. Farley, President

**Agenda Item No. VII. B. 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
Marguerite Perret	Associate Professor of Art, POSN 000023.	Interim Chair of Art Department effective 8/1/15.	Annual salary of \$61,072 in FY16 budget.	One year appointment to replace former chair Glenda Taylor.	Request approval
Karen Benda	Lecturer of Music, POSN 000038.	Increase FTE from .5 to .75; salary from \$18,899 to \$28,349	Annual salary of \$28,349 in FY16 budget.	One year increase to cover increased teaching load of clarinet students.	Request approval
Donald Crowder	Lecturer of Human Services, POSN 000976.	Increase salary from \$52,000 to \$53,000.	\$1,000 increase as footnoted in FY16 budget.	Obtained Addiction Counseling License June 2015.	For information only
Keith Farwell	Program Director Diagnostic Medical Sonography/Lecturer of Allied Health, POSN 000334.	Position conversion to tenure track with rank of Assistant Professor	No salary change.	Conversion based on completion of twelve hours beyond master's degree by May 31, 2014.	Request approval
Jamie Olsen	Director, Counseling Services.	Change from 10 month to 12 month effective July 1, 2015.	\$50,000 to \$60,000. Funds available in existing budget.	Ms. Olsen being named Director after serving as Interim Director since August 1, 2014.	Request approval
Vacant	Adult Education Coordinator/Instructor.	Effective July 1, 2015	Annual Salary \$45,000 from state and federal grants through USD501.	Full time position to manage the Adult Education program through the Advantage Center and instruct classes.	Request approval

Vacant	Adult Education – ESL instructor- full time	Effective July 1, 2015	\$35,000 salary for 12-month position from state and federal grants through USD501.	Position to work with participants who have English as a Second Language and need basic skill improvement.	Request approval
Vacant	Adult Education/ 50%	Effective July 1, 2015	\$14,500 salary for position from state and federal grants through USD501.	Position to work with participants who need basic skill improvement.	Request approval
Vacant	2 ABE instructor positions – 50%	Effective August 15, 2015	Full-time position #K00130 previously approved at \$35,000 being split into 2 half-time positions at \$14,500 each. Salary savings of \$6,000 results.	Positions to work with participants who need basic skill improvement.	Information for existing position. Approval requested for 2 <sup>nd</sup> position.
Vacant, under recruitment	Senior Administrative Assistant, POSN, K00136	Effective July 1, 2015	Existing, KanTRAIN-funded position approved 12/4/2014 to become split funded - 50% KanTRAIN and 50% state and federal grants through USD501.	Position assigned to the Advantage Center to assist with student records and reporting to KBOR.	Information only to clarify funding for existing position
Vacant	Phlebotomy Instructor.	Effective July 1, 2015	\$40,000 salary for 12-month position funded through tuition and fees and SB155 funding.	Strong community support including the Community Foundation. Ongoing equipment and supplies will be covered through new revenue.	Request approval

Roberta Sue Salem	Lecturer Emeritus of Chemistry POSN 000156	Unsuccessful search, increase salary from \$41,000 to \$46,100	\$5,100 increase available in Chemistry FY16 budget	Hire retired Lecturer Emeritus for one year appointment	Request approval
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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. VII. 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>
Athletics - Therapy Pools Shells - Unrestricted Funding	HydroWorx International Middleton, PA	\$39,937
ITS - Computer replacements for campus - Capital Project Funding	Apple Computers Austin, TX	\$40,785
Facilities Services - Demolition Kappa Sigma house. Competitively bid, with three bids received, and awarded to low bidder. Capital Project Funding	Bahm Demolition Silver Lake, KS	\$34,000
ITS - Washburn Campus WiFi Enhancements - Capital Project Funding	Yellow Dog Networks Kansas City, MO	\$46,212
Biology - Zoom Stereo Microscope - Capital Project Funding	Nikon Instrument, Inc Melville, NY	\$26,116