

Board of Regents Meeting
AGENDA
Washburn Institute of Technology
Conference Center - C/D Side
Thursday, 11/12/2015
4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

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

III. Approval of Minutes of Past Meeting(s)

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Budget/Finance Committee

D. Treasurer's Report

V. New Business

A. Consent Agenda

1. Faculty/Staff Personnel Actions

Faculty Staff Personnel Changes - Page 3

B. Action Items

1. University Health Plan Renewal

Health Plan Renewal - Page 4

Health Insurance Premium Rate Schedule 2016 - Page 6

2. State Unemployment Insurance

Unemployment Insurance - Page 7

**3. Policy Change in the Washburn University Policy Regulations and Procedures Manual -
Purchasing and Financial Obligations**

WUPRPM Purchasing Policy - Page 8

**4. Forensic Science Program Equipment Purchase of Applied Biosystems model 3500 Genetic
Analyzer and AutoMate Express**

Forensics Applied BioSystems Equipent - Page 9

5. School of Nursing Interior Upgrades - Project #C16008

School of Nursing Office Upgrade - Page 10

6. Washburn Institute of Technology Building D Renovation

Washburn Tech Building D Ventilation - Page 11

C. Information Item(s)

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

Purchases - Page 13

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

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

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

Name	Position	Change	Financial Implications	Comments	Action
Position under recruitment	Project Coordinator, Sexual Assault Education & Prevention	New position	\$37,000 Fully grant funded	Position funded through US Dept. of Justice, Violence Against Women Grant through 9/30/2018	Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: University Health Plan Renewal

DESCRIPTION:

The University's Health Programs plan year with Blue Cross Blue Shield of Kansas (BC/BS) was extended for two months from November 1 to December 31, 2015. Our renewal will now coincide with most other business entities plans and will be for calendar year January 1 to December 31.

University administrators and employees have reviewed the past utilization history of both the Base and Buy-up plans provided by BC/BS. Overall, BC/BS plans and our plan have grown very modestly in medical (physician and hospital charges) and dental expenses, however prescription expenses have grown by more than five times inflation in the past year. We also examined a five year history of actual paid claims relative to expected claims. The Base plan (paid/expected claims) for our employees ranged from 70-90% utilization and the Buy-up plan was 140% to 180% utilization over the same period. If we made no benefit changes the overall plan premiums would need to increase more than 11%. We also reviewed prescription copays and health plan deductibles relative to the state and city plans and BC/BS overall plan offerings.

The University's plan is a non-grandfathered, partially self-funded program. Our rates are a direct result of the usage our group has experienced over this rating period, and our utilization has been unfavorable for the past plan year. The University will continue to fund the Base plan at the current premium rate, which includes covering the entire cost of the single employee coverage. The University will continue a four-tier premium schedule which, in essence, provides income adjusted family coverage based upon salary to assist lower paid staff in getting affordable family medical coverage. Plan changes to the Base and the Buy-up plans will increase prescription copay and drug categories, add home health and hospice care, and eliminate the waiting period for major dental to be more in line with other plans in our marketplace. Based on historical utilization of the Buy-up plan, all of this year's recommended increase (around 5%) will be passed on to individuals in premium and deductible changes to the Buy-up plan. No changes are recommended for the University's contribution portion of our health plans.

The attached premium sheet shows the individual premium amounts, as well as those amounts paid by the University to continue the University's support of premiums for dependent coverage for lower paid employees.

The University will continue to monitor the effect the Affordable Care Act has on employee provided health plans over the next several years. We will look for ways to link our wellness program more closely with our health plan and continue to look at options for future plan design changes.

FINANCIAL IMPLICATIONS:

The FY 16 Fringe Benefits budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

President Farley recommends Board of Regents approval to renew the University's Health Plans.

Date

Jerry B. Farley, President

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Salary > \$62,050 (Tier 1)								
Employee Total	\$0.00	\$259.93	\$328.50	\$709.38	\$54.04	\$372.07	\$441.73	\$880.20
Washburn Total	\$558.27	\$795.14	\$807.41	\$924.29	\$558.38	\$794.75	\$807.42	\$924.75
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$612.42	\$1,166.82	\$1,249.15	\$1,804.95
Salary <=\$62,050 (Tier 2)								
Employee Total	\$0.00	\$228.74	\$289.50	\$614.18	\$54.04	\$332.75	\$402.76	\$785.08
Washburn Total	\$558.27	\$826.33	\$846.41	\$1,019.49	\$558.38	\$834.07	\$846.39	\$1,019.87
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$612.42	\$1,166.82	\$1,249.15	\$1,804.95
Salary <=\$53,617 (Tier 3)								
Employee Total	\$0.00	\$197.58	\$250.51	\$518.98	\$54.04	\$309.65	\$363.81	\$689.98
Washburn Total	\$558.27	\$857.49	\$885.40	\$1,114.69	\$558.38	\$857.17	\$885.34	\$1,114.97
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$612.42	\$1,166.82	\$1,249.15	\$1,804.95
Salary <=\$44,754 (Tier 4)								
Employee Total	\$0.00	\$164.43	\$208.62	\$419.89	\$54.04	\$276.47	\$321.96	\$590.98
Washburn Total	\$558.27	\$890.64	\$927.29	\$1,213.78	\$558.38	\$890.35	\$927.19	\$1,213.97
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$612.42	\$1,166.82	\$1,249.15	\$1,804.95
Salary <=\$36,228 (Tier 5)								
Employee Total	\$0.00	\$133.24	\$170.58	\$324.70	\$54.04	\$245.25	\$283.97	\$495.89
Washburn Total	\$558.27	\$921.83	\$965.33	\$1,308.97	\$558.38	\$921.57	\$965.18	\$1,309.06
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$612.42	\$1,166.82	\$1,249.15	\$1,804.95
Salary <=\$27,801 (Tier 6)								
Employee Total	\$0.00	\$101.09	\$129.68	\$224.63	\$54.04	\$213.07	\$243.10	\$395.91
Washburn Total	\$558.27	\$953.98	\$1,006.23	\$1,409.04	\$558.38	\$953.75	\$1,006.05	\$1,409.04
Total Premium	\$558.27	\$1,055.07	\$1,135.91	\$1,633.67	\$612.42	\$1,166.82	\$1,249.15	\$1,804.95

Includes Dental Premiums

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

SUBJECT: State Unemployment Insurance

DESCRIPTION:

Brier Payne Meade Insurance Agency approached the University with a cost savings option for unemployment insurance costs using a fully insured bonded service program. Non-profit groups and governmental entities can choose to opt-out of State Unemployment Insurance by transferring coverage to a third party insurance company. The insurance company then reimburses the State directly for all claims and charges. There is no change in how claims are handled or processed, however, there is additional support in the form of third party administration, claims service and counseling/training.

The University's estimated 2016 unemployment insurance cost is \$92,974 based on estimated gross wages of \$51,652,320. The proposed insurance program, underwritten through First Non-Profit Group, a wholly owned subsidiary of Amtrust Financial Group, with an AM Best Rating of A. The minimum annual fixed premium of \$76,000, based on the same gross annual payroll of \$51,652,320. The opt-out period is for two years and the rate is guaranteed for this period.

FINANCIAL IMPLICATIONS:

The Bonded Service Program will cost \$76,000 during the calendar year of 2016 for an estimated savings of \$16,974. This would also create an additional savings of \$16,974 in 2017 for a total of \$33,948 for the period.

RECOMMENDATIONS:

President Farley recommends approval to purchase the bonded service program in lieu of unemployment insurance tax through the State.

Date

Jerry B. Farley, President

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

SUBJECT: Policy Change in the Washburn University Policy Regulations and Procedures Manual - Purchasing and Financial Obligations

DESCRIPTION:

At the September 3, 2015 Budget and Finance Committee meeting the University's qualification based procurement process was discussed. As a result of that discussion the following change is being made to the University manual to acknowledge preference given to local vendors. The change in board policy is noted in red.

R. PURCHASING AND FINANCIAL OBLIGATIONS

3. Competitive Bidding.

3.3 Contract Award. Any contract awarded will be to a responsible vendor who submits the best, qualified and responsive bid and/or proposal as determined by the University. **In the event that the qualified responsive bids are comparable, the University shall give preference to businesses with a physical place of business in Shawnee County, Kansas.** Conformity with specifications, terms of delivery, and other related conditions will be taken into consideration.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the policy change to the Purchasing and Financial Obligations section of the Washburn University Policy Regulations and Procedures Manual.

Date

Jerry B. Farley, President

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

SUBJECT: Forensic Science Program Equipment Purchase of Applied Biosystems model 3500
Genetic Analyzer and AutoMate Express

DESCRIPTION:

Washburn University, through collaboration with the Kansas Bureau of Investigation (KBI) will offer students with accurate hands-on experiences using quality equipment, processes and tools. The Biology Department has established a teaching laboratory within the Forensic Science Building. The teaching laboratory will be offering advanced laboratory courses within this classroom that will support new and existing forensic academic programs. These courses require the use of the updated, quality equipment that is identical to what is being used by the KBI and crime labs throughout the country.

The Biology Department requests the purchase of the Applied Biosystems model 3500 Genetic Analyzer plus software and initial consumables along with the Applied Biosystems AutoMate Express and extraction related kits.

This new equipment will be housed in the KBI building within the Biology lab (room 212). The Analyzer is the fundamental instrument used in forensic biology and is the identical model being used by forensic biologists in the KBI for both DNA databank and DNA case work analyses. This is the reason for the sole source equipment bid. Among other applications, this capillary electrophoresis unit will perform DNA fingerprint analyses and DNA sequence analysis. The Automate Express item is used to prepare DNA samples for use in the analyzer. The purchase of these items will allow students the opportunity to learn how to perform DNA analyses in conjunction with the KBI specialists.

FINANCIAL IMPLICATIONS:

Funding for this equipment is within the general budget (financed through State funding) outlined for forensic lab equipment.

RECOMMENDATION:

President Farley recommends approval to award a contract to Life Technologies, a part of ThermoFisher Scientific, in the amount of \$213,086 for purchase of the equipment.

Date

Jerry B. Farley, President

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

SUBJECT: School of Nursing Interior Upgrades– Project #C16008

DESCRIPTION: The School of Nursing, located in the Petro Allied Health Center, has had very little upgrading in the past. It is time to address some long standing needs and to provide a general refresh of the interior spaces. After much planning, the project is ready to move forward. The office reception area will be updated and enlarged to welcome prospective students and their families who are coming to see the School of Nursing for the first time. Faculty and administrative offices will be modified to provide a more healthy work environment with the addition of more ergonomic office furniture, allowing faculty to stand while at work, new lighting and new wall coverings. A conference room, using state of the art design and technology will be built to allow faculty to engage with community and global partners, as well as students. The classroom, Petro 204, will have a facelift with new lighting, wall covering, and carpet, along with integrated computer-led smart and white board integration to provide faculty an appropriate venue for active learning and teaching behaviors. Work will begin immediately after Fall Commencement and should be completed prior to the start of the Spring semester.

Plans and specifications for the upgrade were available for review in September 2015 and bids were received on October 15, 2015. The following contractors received plans and submitted pricing:

<u>CONTRACTOR</u>	<u>BID</u>
Midwest Masonry	\$468,350
BA Green Construction	\$486,000
Mohan Construction	\$500,410
Senne Co.	\$519,987
Kelly Construction	\$524,000
Osborne Construction	\$598,300

FINANCIAL IMPLICATIONS: An expenditure of \$468,350, from the School of Nursing Vision for the Future and Project Renovation Funds at the Foundation and/or FY 2016 Capital Funds.

RECOMMENDATION: President Farley recommends the Board of Regents approve award of a contract to Midwest Masonry for the School of Nursing interior upgrades at Petro Allied Health Center in the amount of \$468,350.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 7.
Washburn University Board of Regents

SUBJECT: Washburn Institute of Technology Building D Renovation

BACKGROUND:

At the April 24, 2015 Board of Regents meeting, approval was given to enter into a Construction Manager at Risk (CMAR) contract with KBS Constructors for construction services, and with Bartlett and West Consulting Engineers for design service, to renovate and upgrade Building D on the Washburn Tech Campus. This project was necessitated by the need to prepare, upgrade and build out the building spaces to accommodate the relocation of the Advanced Systems Technology (AST) program that has been located at Forbes Field. Concurrently, the electrical service was upgraded to accommodate the AST program and to provide for more teaching stations for the increased enrollment in the welding curriculum. The relocation along with all significant construction has concluded. Upon completion it became evident that there were problems in the exhaust system with the smoke and particulates from the welding process. Bartlett and West reviewed the design and rechecked the Testing and Balancing reports from the mechanical contractor to determine the cause and possible solutions. It was determined that, while it could be accommodated in the Gross Maximum Price (GMP) agreed upon by the CMAR and the University, the ventilation system chosen is not able to fully serve novice and beginning welders who are the primary users of the ventilation system. After additional testing and evaluation by Washburn Tech instructors and administration, it was agreed the current system could not meet the needs of the Washburn Tech students,

Bartlett and West provided four potential remedies that would resolve the issue, meet the goals of being fully sustainable, and provide for future growth. After extensive review, site visits, and discussions with other welding programs in the Midwest, a solution was chosen to resolve this issue. Bartlett and West along with Washburn Tech are jointly participating in resolving this issue to meet the needs of our welding program and ensure the safety of our students.

DESCRIPTION:

This project will provide for the removal of the current system to be retrofitted and reused in the Diesel Technology Program/ Collision Repair. The current system in Diesel is 30 years old and is fast approaching the end of its useful life. A new Camfil Pollution Control system will be installed in Welding to provide an enhanced level of fume and particulates capture utilizing a canister system to collect the particulates, fully filter the air and then return the air into the welding classrooms. This new system will utilize curtains to assist in the capture of fumes and smoke and efficiently remove them from the work spaces. Work will begin as quickly as possible after engineering and procurement contractual details can be finalized.

FINANCIAL IMPLICATIONS:

An additional expenditure of \$100,000 (estimate?) from Washburn Institute of Technology reserves.

RECOMMENDATION:

President Farley recommends the Board of Regents increase the Gross Maximum Price (GMP) previously approved from \$1,800,000 to a new GMP of \$1,900,000 (estimate ?) to upgrade and enhance the welding area ventilation system located in Building D.

Date

Jerry B. Farley, President

PLACEHOLDER

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

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

BACKGROUND:

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

Date

Jerry B. Farley, President

Report of Purchases between \$25,000 and \$50,000
September and October 2015 (through October 26)

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<u>Washburn University</u>		
Cleaning and repairs of pipe organ in White Concert Hall Single source <i>Funding source:</i> • White Concert Hall endowment funds	Reuter Organ Co. Lawrence, KS	\$32,555
Water line relocation, new housing/dining project Change order on project previously approved by the board <i>Funding source:</i> • New housing and dining project construction funds	McPherson Contractors, Inc. Topeka, KS	\$25,305
<u>Washburn Tech</u>		
Computer equipment for KanTRAIN program State of Kansas contract <i>Funding source:</i> • KanTRAIN grant	Hewlett-Packard Chicago, IL	\$49,876
Tool room mill Single source <i>Funding source:</i> • Perkins grant • JIIST grant	Haas Factory Outlet Olathe, KS	\$34,096