

Board of Regents Meeting
Memorial Union, Kansas Room
Thursday, 2/18/2016
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)

A. Approval of the Minutes of the December 4, 2015 meeting

December 4, 2015 Board Minutes - Page 3

B. Approval of the Minutes of the January 19, 2016 meeting

January 19, 2016 Special Meeting Minutes - Page 8

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

D. Treasurer's Report

1. Liquidated Claims Approval - November 2015

Liquidated Claims - Nov 2015 - Page 10

2. Liquidated Claims Approval - December 2015

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3. Liquidated Claims Approval - January 2016

Liquidated Claims - Jan 2016 - Page 12

V. New Business

A. Consent Agenda

1. Faculty/Staff Personnel Actions

Faculty Staff Personnel - Page 13

B. Action Items

1. Personnel

a. Eminentes Universitatis

Eminentes - Page 15

b. Designate Mrs. Lynette Petty as Associate Professor Emeritus

Emeritus.LynettePetty - Page 19

c. Academic Sabbaticals 2016-2017

Academic Sabbaticals - Page 20

d. Tenure and Promotion Recommendations

Promotion and Tenure - Page 22

e. Honorary Degree Candidates

Honorary Degree - Page 23

2. Expenditures over \$50,000

a. Microsoft Campus Agreement

Microsoft Campus Agreement Renewal FY17 - Page 24

b. Mulvane Art Museum Storage Expansion - Project 900240

Mulvane Storage Expansion - Page 25

c. Lincoln Hall Housing and Dining Parking Lot - Phase 2A

Lincoln Hall Parking - Phase 2A - Page 26

d. Water Quality Improvement Project - Project #C16023

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e. Roof Replacement of Memorial Union Flat Roofs - Project 900275

Memorial Union Roof - Page 29

C. Information Item(s)

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

Purchases - Page 30

2. Emergency Response Plan

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
December 4, 2015

I. Call to Order

Chairperson Sneed called the meeting to order at 4:00 in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, Mr. Boles, Mr. Feuerborn, Mr. Hoferer, Mr. McGivern, Mrs. Parks, Mr. Sneed, and Mr. Wolgast. Mrs. Sourk arrived after the meeting began.

III. Approval of Minutes of the November 12, 2015 meeting

It was moved and seconded to approve the Minutes of the November 12, 2015 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

There was no Chair's report.

B. President's Report

President Farley said next Friday, December 11, is commencement for the traditional campus with some activities on campus that afternoon. He said Thursday, December 10, is commencement for Washburn Tech.

Dr. Farley said the Board Chair will need to depart early to receive an award from the Kansas Bar Association for insurance lawyer of the year.

C. Committee Report(s)

Audit Committee Chair, Regent Boles reported, saying the Committee met today prior to the Board meeting. He said there has been a slight revenue increase in tuition due to a rate increase, which was offset somewhat by a reduction in enrollment. Investment income was down. Expenses were down even though health insurance claims were up. Assets were up and liabilities also increased, primarily due to an increase in expenses due to the new residence and dining hall project.

It was moved by Regent Boles and seconded by Regent Wolgast to accept the audit report. Motion passed.

D. Treasurer's Report

- 1. Liquidated Claims Approval – September 2015**
- 2. Liquidated Claims Approval – October 2015**

It was moved by Regent Parks and seconded by Regent Boles to approve the liquidated claims. Motion passed.

V. New Business

A. Consent Agenda

1. Personnel

- a. Designate Mr. John C. Hunter as Professor Emeritus, Dr. Gordon McQuere as Professor Emeritus, and Dr. Donna LaLonde as Associate Professor Emeritus**

Bestow the title Professor Emeritus to Mr. John C. Hunter and to Dr. Gordon McQuere; and Associate Professor Emeritus to Dr. Donna LaLonde. It was moved by Regent Boles and seconded by Regent Hoferer to approve the designations of Professor and Associate Professor Emeritus. Motion passed.

- b. Faculty/Staff Personnel Actions**

Hire Rebecca Vincent-Giles as Program Coordinator/Lecturer effective January 1, 2016 at an annual salary of \$65,000; and part-time position at Washburn Tech (get from amended budget). It was moved to approve the faculty/staff personnel actions by Regent Wolgast and seconded by Regent McGivern. Motion passed.

B. Action Items

1. Lincoln Hall Housing and Dining Project

Vice President for Administration and Treasurer, Rick Anderson said we are requesting approval for a change order to transfer funds from the Contingency Fund for the project to pay for overtime to ensure the project stays on schedule to open on time, making up for any weather delays. The transfer would be for \$200,000 with payments contingent on meeting future milestones for making up the delays in the schedule. Year-to-date we have used \$171,000 from Contingency for several change orders, none over \$50,000. With this

expenditure, there will still be \$900,000 in Contingency. Although the contract contains penalty provisions if the building is not constructed on time, it is difficult to hold them to that when we had a much higher than normal amount of rain during for the 6 weeks shortly after the project started which put the project behind. Milestones will be set for continued recovery that will allow for these payments being approved.

Dr. Farley explained that McPherson Construction has worked well with the University to make up this work, so he doesn't feel we want to be hardline. The University will be better served by being proactive in making the deadline. Part of the issue for the tight deadline is because we had to rebid the financing before the project could begin. The project is currently at 43% completion. The roof is on the dining hall and it is expected to be completed on the residence hall in early to mid-January.

It was moved by Regent Boles and second by Regent Hoferer to approve the change order. Motion passed.

2. Moore Bowl Turf Replacement – Project #900223

Vice President for Administration and Treasurer, Rick Anderson presented the item, saying the Board approved this past spring a capital transfer to replace Moore Bowl turf this year. John Schedler is the consultant who was also involved in the last turf selection. The list was reduced to four preferred with price differential between the top four considered being about \$40,000. Natural turf fields were not looked at. Life expectancy is about 10 years.

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

3. Roof Replacement for White Concert Hall – Project #900275

Vice President for Administration and Treasurer, Rick Anderson said the next two items are roof replacements, resulting from hail damage from a few years ago. He said this money comes from the fund created to replace the roofs and this will exhaust the fund.

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

4. Roof Overlay of Morgan Hall – Project #900275

Vice President for Administration and Treasurer, Rick Anderson said this is the second of the roof replacements from hail damage with money coming from the same fund as the White Concert Hall roof. This is for a portion of Morgan Hall, not the entire roof.

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

5. New Parking Lot at SE corner of campus (Law School) – Project No. M15011

Vice President for Administration and Treasurer, Rick Anderson presented the item, saying it was bid last spring for two parking lots – KTWU and east of softball field (Law School lot). At that time it was recommended to transfer funds for both projects, but only the bid on the KTWU lot was approved and the Law School lot was rebid to get a better estimate. This is the rebid of the Law School lot. Saved in excess of \$25,000 with the rebid.

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

6. Washburn Institute of Technology Building D Renovation

Vice President for Administration and Treasurer, Rick Anderson said the increase in the guaranteed maximum price is to accommodate replacing a welding exhaust system that did not work as designed and based on needs for how our students weld, will install a system to address these needs. The current system will be able to be re-used in our diesel exhaust system, which has not been updated since 1989.

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

7. UPS/Power Distribution Unit for Washburn Data Center

Vice President for Administration and Treasurer, Rick Anderson presented the item, saying we will use old technology funds. He said there will be design costs that will come forward to the Board at future meetings as a result of the age of the current equipment and other risk management concerns.

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

8. Forensic Science Program Purchase of Bunker LUMOS Fourier Transform Infrared (FT-IR) Microscope and Briker SENTERRA Raman Spectroscopy Microscope

Vice President for Academic Affairs, Randy Pembroke presented the item, saying this is the last meeting we will ask to be purchasing equipment to match KBI equipment to equip the Washburn labs.

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

9. KanTRAIN Mobile Connections Center

Vice President for Administration and Treasurer, Rick Anderson said the mobile health unit will be contracting with the Department of Commerce to go around the state to enhance enrollment for the program. He said the requirement to enroll and train workforce is another way to extend our reach to train more people in Kansas.

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

B. Information Item(s)

There were no Information items.

It was moved and seconded to adjourn. The meeting adjourned 4:36 p.m.

Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
January 19, 2016

I. Call to Order

Chairperson Sneed called the special meeting of the Washburn University Board of Regents to order at 2:19 p.m.in Room AD 156 on the Washburn Institute of Technology campus.

II. Roll Call

Present were: Mr. Beck, Mr. Boles, Mr. Feuerborn, Mr. Hoferer, Mr. McGivern, Mrs. Parks, Mr. Sneed. Mrs. Sourk and Mr. Wolgast advised in advance they would not be present.

III. New Business

A. Action Items

1. Voluntary Retirement Incentive Program

President Farley presented the Voluntary Retirement Incentive Program and commented that, if approved, it will help address budgetary issues and will be less painful because participation is voluntary, saying this is a tool that is used on occasion for these purposes. He explained there are eligibility requirements and if those eligible persons are interested, they must express interest within certain dates. Savings are just one issue; this also allows for restructuring. There is money on hand now to make incentive payments in order to achieve ongoing annual savings. He said he believes it will be accepted by the campus. Documents have been reviewed by legal counsel and economic modeling has been done.

A question was raised about what the exact amount is to be used to determine if the program continues. Dr. Farley said depending on how close we get, we may have to come back to the board to approve a different goal amount other than \$1.2 million. He said there are 110 eligible employees, 70 faculty and 40 staff. We don't know the exact number of employees because each employee's salary and need to replace will be evaluated for each position to determine savings. Employees under 65 would receive insurance but would have to pay for premiums for extra coverage for family members. An eligibility age of 62 was chosen because that is when one is first eligible for Social Security. Age 65 for insurance, because Medicare is able to be used. He said we expect that somewhere between 10% and 50 % will ultimately take the offer. The last time Washburn offered this program, we used 50% and did not get a very good response, which is why we are offering 100% of salary with a cap.

It was moved by Regent Hoferer and seconded by Regent Parks to approve the Voluntary Retirement Incentive Program. Motion passed.

It was moved and seconded to adjourn. The meeting adjourned 2:37 p.m.

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – November 2015

DESCRIPTION: Attached is the list of claims processed for the month of November, 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 February 18, 2016 meeting through the Chairperson.

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

Rick Anderson, Vice President for Administration & Treasurer

| WASHBURN UNIVERSITY | | |
|----------------------------|--------------------------------------|---------------------|
| Fund # | Fund Name | Total Claims |
| 1. | General Fund | \$ 1,736,377 |
| 2. | Debt Retirement & Construction Fund | 488, 213 |
| 3. | Building and Construction Fund | 2,932,351 |
| 4. | Endowment Fund | -0- |
| 5. | Student Loan Fund | 1,100 |
| 7. | Tort Claim Fund | 9,039 |
| 8. | Restricted and Agency Fund | 317,533 |
| 9. | Plant Fund | -0- |
| 10. | Smoothing Fund | -0- |
| 12. | Capital Improvement | -0- |
| 13. | Government and Research Fund | 136,427 |
| | Sub-Total | 5,621,040 |
| | Payroll | 2,775,523 |
| | Payroll Withholding ACH Transactions | 2,199,259 |
| | *Wire Transfers (Investments) | -0- |
| | Total | \$10,595,822 |

| WASHBURN INSTITUTE OF TECHNOLOGY | | |
|---|--------------------------------------|------------------|
| 1. | General Fund | \$170,455 |
| 3. | Building and Construction Fund | 2,250 |
| 5. | Student Loan Fund | -0- |
| 8. | Restricted and Agency Fund | 1,212 |
| 13. | Government and Research Fund | 189,276 |
| | Sub-Total | 363,193 |
| | Payroll | 321,501 |
| | Payroll Withholding ACH Transactions | 177,792 |
| | Total | \$862,486 |

Date

Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – December 2015

DESCRIPTION: Attached is the list of claims processed for the month of December, 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 February 18, 2016 meeting through the Chairperson.

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

Rick Anderson, Vice President for Administration & Treasurer

| WASHBURN UNIVERSITY | | |
|----------------------------|--------------------------------------|---------------------|
| Fund # | Fund Name | Total Claims |
| 1. | General Fund | \$ 1,787,001 |
| 2. | Debt Retirement & Construction Fund | -0- |
| 3. | Building and Construction Fund | 4,504,382 |
| 4. | Endowment Fund | -0- |
| 5. | Student Loan Fund | 1,400 |
| 7. | Tort Claim Fund | 6,367 |
| 8. | Restricted and Agency Fund | 281,883 |
| 9. | Plant Fund | -0- |
| 10. | Smoothing Fund | -0- |
| 12. | Capital Improvement | -0- |
| 13. | Government and Research Fund | 30,881 |
| | Sub-Total | 6,611,914 |
| | Payroll | 2,790,731 |
| | Payroll Withholding ACH Transactions | 2,324,070 |
| | *Wire Transfers (Investments) | -0- |
| | Total | \$11,726,715 |

| WASHBURN INSTITUTE OF TECHNOLOGY | | |
|---|--------------------------------------|------------------|
| 1. | General Fund | \$236,209 |
| 3. | Building and Construction Fund | 12,674 |
| 5. | Student Loan Fund | -0- |
| 8. | Restricted and Agency Fund | 3,867 |
| 13. | Government and Research Fund | 115,792 |
| | Sub-Total | 368,542 |
| | Payroll | 322,676 |
| | Payroll Withholding ACH Transactions | 174,905 |
| | Total | \$866,123 |

Date

Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – January 2016

DESCRIPTION: Attached is the list of claims processed for the month of January, 2016 by fund, and a summary of all claims by fund is detailed below. The payroll claims will be presented to the Board of Regents for review at the February 18, 2016 meeting through the Chairperson.

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

Rick Anderson, Vice President for Administration & Treasurer

| WASHBURN UNIVERSITY | | |
|----------------------------|--------------------------------------|---------------------|
| Fund # | Fund Name | Total Claims |
| 1. | General Fund | \$10,511,422 |
| 2. | Debt Retirement & Construction Fund | 1,900 |
| 3. | Building and Construction Fund | 4,694,827 |
| 4. | Endowment Fund | -0- |
| 5. | Student Loan Fund | 65,114 |
| 7. | Tort Claim Fund | 9,291 |
| 8. | Restricted and Agency Fund | 194,308 |
| 9. | Plant Fund | -0- |
| 10. | Smoothing Fund | -0- |
| 12. | Capital Improvement | -0- |
| 13. | Government and Research Fund | 161,981 |
| | Sub-Total | 15,638,843 |
| | Payroll | 2,447,392 |
| | Payroll Withholding ACH Transactions | 2,576,297 |
| | *Wire Transfers (Investments) | -0- |
| | Total | \$20,662,532 |

| WASHBURN INSTITUTE OF TECHNOLOGY | | |
|---|--------------------------------------|-------------------|
| 1. | General Fund | \$240,191 |
| 3. | Building and Construction Fund | 23,375 |
| 5. | Student Loan Fund | -0- |
| 8. | Restricted and Agency Fund | 1,962 |
| 13. | Government and Research Fund | 33,633 |
| | Sub-Total | 299,161 |
| | Payroll | 304,435 |
| | Payroll Withholding ACH Transactions | 167,663 |
| | Total | \$771,259. |
| | | |

Date

Jerry B. Farley, President

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 |
|------------------------------------|--|--|--|--|------------------|
| Angie Mietchen, proposed appointee | Simulation Lab Coordinator | Increase in salary amount for previously approved position | \$60,000 fully grant-funded. Position originally funded at \$45,000-\$50,000 | Position funded through TAACCCT grant through September 30, 2018. Attempts to fill at original salary rate were unsuccessful. Salary increase brings salary more in line with market rate. Proposed appointee is fully qualified for the position and committed to the program | Request approval |
| James Concannon | Distinguished Professor of Law POSN 000289 | Phased Retirement for 3 years beginning August 2016 | Salary savings of \$282,055 over FY'17, '18, & '19 | Teach half-time each semester beginning Fall 2016, ending Spring 2019 | Request approval |
| Michael Kaye | Professor of Law POSN 000291 | Phased Retirement for 1 year beginning August 2016 | Salary savings of \$86,934 over FY17 | Teach at 40% for one year beginning Fall 2016, ending Spring 2017 | Request approval |
| Gabriele Lunte | Associate Professor of German POSN 000896 | Phased Retirement for 1 year beginning August 2016 | Salary savings of \$75,337 over FY'17, '18, & '19 | Teach at 50%. Will teach Fall semester only beginning Fall 2016, ending Spring 2019 | Request approval |

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: Eminentes Universitatis

DESCRIPTION:

Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as an administrative or classified employee for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. We recently have eight employees meeting these requirements.

Vicki Baer

Ms. Baer was hired as Office Assistant in Student Activities and Greek Life in 2002. In her role, she provided guidance for clubs and organizations and was instrumental in assisting with major events, including Family Day and Homecoming. During this same time, she resumed work on her degree in Business Administration, receiving her BBA in 2005. Vicki became Administrative Specialist in the Student Life Office in 2007. In addition to managing the operations of the Office, she was front and center in fielding inquiries about posting flyers, student health insurance and general questions about the University. In addition, she greeted and assisted upset and distraught students, ensuring their issues and concerns were addressed by the appropriate individuals. She was also the source of creative endeavors related to homecoming festivities, including office and top hat decorations. In addition to her responsibilities in Student Life, Vicki devoted time to United Way initiatives. She served on the committee for numerous years and served as chair and co-chair. Vicki also assisted with the Foundation’s annual faculty and staff campaigns. In 2008, Vicki was recognized by the National Association of Student Personnel Administrators (NASPA), Region IV West, receiving the Student Staff Recognition Award. Over the years, Vicki greeted students, faculty and staff with a cheerful smile and calm demeanor and approached her work with optimism and enthusiasm. Her impact cannot be measured.

Cheryl J (CJ) Crawford

Ms. Crawford retired on December 15, 2015, after 16 years of continuous service. She began her career at Washburn University as the Administrative Assistant to the Vice President for Academic Affairs and brought much needed organization and efficiency to the office. In 2004 CJ was appointed Manager of Academic and Community Events Scheduling. Once again, she did an incredible job organizing the scheduling of classrooms and community events by streamlining request processes and providing timely notifications. She was instrumental in moving the campus from printed to online schedules and in completing the classroom furniture update project. In 2007, the decision was made to separate academic scheduling from community events scheduling and CJ’s position was reconfigured to focus exclusively on academic scheduling and coordination of commencement and associated activities. She has worked tirelessly to ensure that every commencement ceremony is safe, well organized, and creates a celebratory atmosphere for the graduates, campus participants, and the graduates’ family and friends. Although she was incredibly busy with scheduling and commencement, CJ also carved out time to assist the Washburn University Assessment Coordinator in the increasingly complex activities surrounding assessment of student learning, including coordinating the logistics of

scheduling and proctoring assessment testing; maintaining the assessment web presence; and preparing assessment artifacts for analysis. In all of her various roles, CJ has served with efficiency, reliability, and integrity, and has always gone above and beyond her established job responsibilities to assist Washburn University

Janet Homan

Ms. Homan's full-time service to Washburn University began on August 9, 1976, and minus a short period when she stayed home to raise her children, she will conclude with her retirement on January 15, 2016. During this period of forty years, Janet has served our institution with true distinction and put simply. New administrative leaders at Mabee have quickly realized Janet knows everything. The Washburn University Libraries are successful because Janet ensures that our operations occur with no fuss and certainly without undue stress. Her presence in operations has steadied many a nervous colleague as we launched into a new endeavor, and calmed the Dean's nerves when the topic turned to how to actually pay for new initiatives. Janet's love and affection for Washburn University is profound. She has led by example each and every day that she has come to work because there is, for Janet, no doubt that the success of our unit is ultimately defined by that of our faculty and students. Janet has ordered books, balanced budgets, plugged gaps on the Reference desk roster and overseen numerous student workers with quiet and graceful authority rooted in her knowledge of every detail of how a University library should operate. If ever there existed a model employee, one committed to excellence in every action—it is Janet Homan. Again, Janet knows everything. Nevertheless, Janet is not one to enforce her will on any of her colleagues, Dean's included, due to the fact that she recognizes learning comes through experience. Thus, she guides colleagues to the correct place using the wisdom of experience. The entire staff of the Washburn University Libraries and the Center for Student Success and Retention will miss Janet as a colleague because she was the consummate team player and, most importantly, friend. No matter how tired and stressed people in our building become, it was always Janet who ensured the good of the whole was paramount. For forty years she modeled the professional behavior that makes Washburn University a special place—she put others first.

Donna Lacey

Ms. Lacey started at Washburn in 1998 as a Secretary III within the Arts and Sciences Dean's Office and in 2002 moved into the Office of the Vice President for Academic Affairs. As Office Assistant II and now as Administrative Specialist, Donna was responsible for generating all regular and adjunct faculty contracts and handled the myriad of human resources details surrounding them. As such, she was constantly bombarded with questions from both administrators and faculty regarding immigration, retirement, supplemental pay, and contractual details, and handled all of these requests with patience and compassion. Most faculty will never know how many times Donna has advocated on their behalf to ensure any supplemental pay is appropriate for services rendered and received in a timely fashion even when the payment process has run into a snag. Donna was also responsible for coordinating the details surrounding the hiring of new faculty, and then accomplished the enormous amount of paperwork that must be completed once the Unit has hired employment. When a successful hire has been accomplished, it is a certainty that Donna Lacey was an integral part of that success. Donna, who retired on January 8, is one of the most conscientious, meticulous and detail-oriented individuals on campus and she will be truly missed.

Bonnie Paine

Ms. Paine retired on November 1, 2015. During her time in the Psychology Department she provided support and assistance to over 200 undergraduates and 50 graduate students who completed their degrees. Bonnie was a source of stability during an era in the department characterized by quite a few faculty coming and going. She coordinated at least 13 faculty searches and took the lead on orienting new faculty to the department and making them feel welcome. She provided invaluable support in the writing of two five-year Program Reviews. She took the lead on organizing and publishing our new Department newsletter. She put multiple systems in place to make everything from advising to the end-of-the-year graduate banquet run smoothly. In recognition of her many accomplishments, she received the award for Outstanding Clerical Staff Person at the Spring 2015 Annual Employee Recognition Ceremony. Listing her accomplishments does not really do justice to what her presence in our department has meant to the faculty and students. Carl Rogers taught us that a good therapist is genuine, warm, supportive, respectful, and a good listener. How appropriate that the Psychology Department, in Bonnie Paine, had an administrative assistant who embodies all of these characteristics. Given these characteristics, it is probably not surprising that she was adored by the students. Flowers on her desk from students were a common sight. Her departmental retirement party drew not only current students and full-time faculty but adjunct faculty, retired faculty, and over a dozen student alumni. Several students say that they decided to major in Psychology or attend our master's program after talking to Bonnie.

Gail Palmer

Ms. Palmer, was a longtime and faithful presence in Washburn University's Financial Aid Department. She retired at the end of December 2015. Ms. Palmer is a 1974 graduate of Washburn and began her career in Financial Aid in July of 1988. She was promoted to Associate Director in 1993 and to Director in March of 2008. Also in 2008, she received the Outstanding Service Award at the Employee Recognition Ceremony. She has served as president of KASFAA, which is the state professional organization as well as being active on various committees in both the regional and national Financial Aid organizations. Notably, Ms. Palmer was instrumental in the implementation of the software project that included Admissions, Financial Aid and the financial side of the University. She is to be highly commended for her dedication to serving Washburn students; her many years of service in an ever-changing field of Federal regulations, and her diligent devotion to maintaining compliance policies for the benefit of Washburn University. Her knowledge of evolving financial aid policies along with the history of the University was a great asset to the campus community.

Nancy Platte

Ms. Platte joined the University Registrar's staff in March 2001. Her first position in the office was at the front counter where she provided excellent customer service to all Washburn students, faculty, and staff. Eventually, Nancy's position in the University Registrar's office was restructured to include the tasks of auditing student folders, processing transcript requests and degree checks, as well as assisting at the front counter as needed. She was both the supervisor and lead worker in the record processing unit. Nancy's reputation for processing student folders and transcripts with speed and accuracy is unparalleled. In keeping with her extreme work ethic, she mentored and trained many newly hired staff in the University Registrar's Office. Nancy diligently checked all of the new processors' work while continuing her own tasks. She was quick to offer assistance, expertise in problem-solving and leadership to staff with less

experience. When the University adopted a relational student information system, she assisted with the conversion of student records from the homegrown AS 400 legacy system into Banner. She was instrumental in bringing up the National Student Clearinghouse transcript ordering service and in the recent implementation of the No-Touch Ellucian transcript solution. Her contributions to the success of the University Registrar's Office are immense. From the time she came on board until she retired in July 2015, Nancy continued to provide excellent service to the University.

Dona Walker

Ms. Walker joined the Washburn family in 2001 as Director of Multicultural Affairs. Prior to her arrival, she served in similar positions at the University of Idaho and Washington State University. In her role, Dona worked in promoting diversity initiatives on campus. She served as advisor to a number of student affinity groups, including the Black Student Union, Hispanic American Leadership Organization, and Indigenous Nations Student Association. She planned many programs and worked collaboratively with other units/departments to bring speakers and entertainment to campus. Dona readily volunteered to assist other units on campus. She was a member of the Diversity Initiatives and Homecoming Committees. She assisted in reading/proctoring exams. Dona co-facilitated the "Culture, Cuisine & Conversation: Discovering Our World" Freshman Interest Group for several years and served as an instructor for IS 100. Dona was extremely involved in the Topeka community. She served as Washburn's representative to "Living the Dream" program. She served on the planning committees for the Aaron Douglas Art Fair, the LEAD Program, Ms. Wheelchair Kansas, and Dia de los Muertos City Wide Festival, In addition, Dona volunteered for the Topeka Civic Theatre, Monroe Neighborhood Clean Up, Kansas Relays, Sunflower State Games, and Big Brothers & Big Sisters. Because of her involvement on campus and in the community as well as her involvement with student initiatives, Dona was selected for membership into NONOSO and Mortar Board. She also received the Clementine "Prim" Martin Community Service Award from Living the Dream, Inc.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the status of "Eminentes Universitatis" to Vicki Baer, Janet Homan, Donna Lacey, Bonnie Paine, Gail Palmer, Nancy Platte, and Dona Walker.

Date

Jerry B. Farley, President

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

SUBJECT: Designate Mrs. Lynette Petty as Associate Professor Emeritus.

DESCRIPTION:

Mrs. Lynette Petty began her 24 year teaching career at Washburn University School of Law in August of 1992 as a Visiting Associate Professor of Law. In 1996 she was appointed Assistant Dean for Accommodation. She was later promoted to Associate Professor of Law in May 2000. Lynette earned her J.D. from Washburn University School of Law in May 1987. While on the Washburn Law faculty, Professor Petty taught Law Clinic and supervised clinic interns on Family Law cases. During the 2010 – 2011 academic year she assumed the additional duties of Associate Dean for Student Affairs during the law school’s search for a replacement. Professor Petty has served on a variety of Law School and University committees, and making numerous presentations in the areas of family, children and disability law. She has had an important and lasting effect on the Law School and its programs. She has been active in many organizations in the legal community. She will be greatly missed by the Washburn Law family.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends that the Board of Regents bestow the title “Associate Professor Emeritus” to Mrs. Lynette F. Petty.

Date

Jerry B. Farley, President

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

SUBJECT: Academic Sabbaticals 2016-2017

DESCRIPTION: The Vice President for Academic Affairs and the Academic Sabbatical Committee solicit and review proposals from faculty for Academic Sabbaticals. The following individuals are recommended for Academic Sabbaticals in the 2016-2017 academic year:

| FACULTY | DEPARTMENT | TERM |
|------------------|------------|------------------------------|
| Deborah Altus | SAS/HS | January 2017 to May 2017 |
| Sharla Blank | CAS/SOAN | August 2016 to December 2016 |
| Susan Bjerke | CAS/BI | August 2016 to December 2016 |
| Eric McHenry | CAS/EN | January 2017 to May 2017 |
| Dmitri Nizovtsev | SOBu | August 2016 to December 2016 |
| Mary Pilgram | CAS/CN | August 2016 to December 2016 |
| Myrl Duncan | SOL | August 2016 to May 2017 |
| Amy Westbrook | SOL | January 2017 to May 2017 |

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

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

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

Sabbatical Eligibility/Frequency/Terms

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

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

RECOMMENDATION:

President Jerry B. Farley recommends that the Washburn Board of Regents approve offering Academic Sabbaticals for the 2016-2017 academic year to the above individuals.

Date

Jerry B. Farley, President

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

SUBJECT: Tenure and Promotion Recommendations

DESCRIPTION:

After consultation with the appointed and elected committees and the respective deans, the following people are recommended for tenure:

| | | |
|---------------|----------------------------|------------------------------|
| Janet Sharp | Mathematics and Statistics | College of Arts and Sciences |
| David Price | Marketing | School of Business |
| Andrea Boyack | | School of Law |
| Craig Martin | | School of Law |

The following are recommended for promotion to noted ranks:

| | | |
|------------------|-----------------------|----------------------------------|
| Andrew Herbig | Biology/CAS | Promotion to Associate Professor |
| Leslie Reynard | Communication/CAS | Promotion to Professor |
| Tracy Routsong | Communication/CAS | Promotion to Professor |
| Janet Sharp | Math&Stats/CAS | Promotion to Professor |
| Brian Thomas | Physics&Astronomy/CAS | Promotion to Professor |
| Sungkyu Kwak | Economics/SB | Promotion to Professor |
| Dmetri Nizovtsev | Economics/SB | Promotion to Professor |
| David Price | Marketing/SB | Promotion to Associate Professor |
| Andrea Boyack | School of Law | Promotion to Professor |
| Craig Martin | School of Law | Promotion to Professor |

Promotion and tenure petitions and recommendations are on file in the Academic Affairs Office and available to the Board.

FINANCIAL IMPLICATIONS:

Additional salaries for promotional increases totaling \$49,800 will be included in the fiscal year 2016-2017 budget.

RECOMMENDATION:

President Farley recommends approval of awarding promotion and tenure to the faculty listed above.

Date

Jerry B. Farley, President

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

SUBJECT: Honorary Degree Candidates

DESCRIPTION:

Faculty, students, Washburn University Foundation members, Washburn Board of Regents members, and Alumni Association members are invited to submit nominations for Honorary Degree recipients every September.

The Committee which consists of the President, Vice President for Academic Affairs, one faculty member from each School and the College, a representative from Washburn Institute of Technology, Alumni Association Director, Washburn University Foundation President, and one student member appointed by the President meet in October to review the nominations and send recommendations to the president for Honorary Degrees to be awarded the following May.

The Honorary Degree Committee recommends the following candidates receive Honorary Degrees at the 2016 Spring Commencement ceremonies:

| | |
|-------------------------|--------------------------|
| Alonzo Harrison | Doctor of Public Service |
| Lynn R. Johnson | Doctor of Law |
| Mayo Schmidt | Doctor of Commerce |
| Barbara Waterman Peters | Doctor of Fine Arts |

FINANCIAL IMPLICATIONS:

The Honorary Degree Program is part of the University's commencement budget.

RECOMMENDATION:

President Farley recommends that the Board of Regents approve the awarding of the four Honorary Degrees.

Date

Jerry B. Farley, President

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

SUBJECT: Microsoft Campus Agreement

DESCRIPTION:

Information Technology Services is requesting approval to purchase renewal of Microsoft campus agreement. This agreement covers the Microsoft Operating System for desktop and laptop computers and servers; Microsoft Office for faculty and staff computers; identity management solutions; Microsoft database servers; and the ability for faculty, staff, and students to be able to install Microsoft Office on their home computers (as part of our Office 365 subscription). Funding is through Information Technology Services. Purchase will be made from GovConnection. The following are the purchase amounts for the respective campus:

Microsoft Renewal: \$ 54,538

FINANCIAL IMPLICATIONS:

Funding will be through FY2017 Information Technology Services operating budget. This is an annual renewal in March every year.

RECOMMENDATION:

President Farley recommends approval to award a contract to GovConnection.

Date

Jerry B. Farley, President

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

SUBJECT: Mulvane Art Museum Storage Expansion – Project 900240

DESCRIPTION:

With the donation of various pieces of artwork, the Mulvane requires additional Storage Room in Garvey Fine Arts Center. These donated pieces will become a permanent addition to the Mulvane Art Museum’s collection. The Project includes the selective demolition of existing interior CMU partitions, suspended acoustical ceilings, casework, floor finishes, HVAC components, lighting, and other associated components. New work includes floor sealing, painting, new HVAC equipment, environmental controls, and new lighting.

Plans and specifications were available for review in January 2016. Bids were received for the Mulvane Art Museum Storage Expansion Project on February 12, 2016. The following contractors received plans:

| BIDDER | BASE BID | ALTERNATE #1 |
|--------|----------|--------------|
| Xxx | \$x | \$ x |
| xxx | \$x | \$x |

Only the Base Bid was taken at this time due the limits of the allotted budget.

FINANCIAL IMPLICATIONS:

An expenditure of \$_____ from the private funds dedicated for preservation and storage of the artwork referenced above.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to _____ in the amount of \$_____ for the Mulvane Art Museum Storage Expansion project.

Date

Jerry B. Farley, President

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

SUBJECT: Lincoln Hall Housing and Dining Parking Lot – Phase 2A

DESCRIPTION:

Based on the Washburn Parking System Presentation to the Budget and Finance Committee in February and March 2015, the University would like to proceed this spring with the second phase of our parking plan. The plan is to build a total of approximately 220 parking spaces in two phases this summer and fall along the east side of campus. This phase will provide for a new lot to be built between the Phi Delta Theta House and 19th Street.

At the March 12, 2015 meeting the Board approved the transfer of \$800,000 from University Reserves to construct two new parking lots. Two locations identified were at the corner of Jewell Avenue & Durow Drive (KTWU Lot) and the SW corner of Durow and Mulvane (New Law School Lot). A total of 215 parking stalls have and will be built to replace existing parking lost with the KBI and Housing projects.

This phase 2A parking lot project is to construct a new parking lot south of the new Housing and Dining Center where the Kappa Sigma House previously stood. It is anticipated that the project will provide a total of 55 stalls inside the new parking lot along with an additional 15 stalls along the reconfigured Mulvane Street. This parking lot along with the Phase 2B lot, will meet the additional parking needs associated with the development of the Northeast Quadrant of the Campus and the new Lincoln Hall Housing and Dining Center. Work will be completed over the spring and early summer of 2016.

Phase 2B parking lot (estimated at 120-150 parking spaces) will be built along Washburn Avenue running from Lincoln Hall to 19th Street. Design and Bidding will be completed this Spring with construction estimated to start in August 2016 once the Contractor's construction laydown area is released.

The project bidding documents were available through the Topeka Blue Plan Room. Proposal items were related to the construction of the actual parking lot and to the irrigation for plantings required around the lot. The bids came in as follows:

| BIDDER | ITEM #1 | ITEM #2 | TOTAL BID |
|--|------------------|-----------------|-------------------|
| D.F. Osborne Construction Inc, Topeka | \$284,000 | \$ 6,100 | \$ 290,700 |
| Trinium Inc, Manhattan | \$298,900 | \$ 2,800 | \$ 301,700 |
| Bettis Asphalt & Construction Inc, Topeka | \$300,308 | \$ 2,700 | \$ 303,008 |
| Mohan Construction Inc, Topeka | \$314,000 | \$ 3,600 | \$ 317,600 |
| R.F. Benchmark Construction, Manhattan | \$347,985 | \$ 3,116 | \$ 351,101 |
| Kansas Heavy Constr. LLC, Tonganoxie | \$365,193 | \$ 5,500 | \$ 370,693 |
| Skillman Construction LLC, New Strawn | \$403,037 | \$ 2,875 | \$ 405,912 |

D.F. Osborne Construction, Inc. will serve as General Contractor and excavator for this project, having received bids from concrete, electrical, and landscape/irrigation contractors and staking consultants.

FINANCIAL IMPLICATIONS:

An expenditure of \$290,700 from University Reserves.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to D.F. Osborne Construction, Inc. in the amount of \$290,700 for the new parking lot project.

Date

Jerry B. Farley, President

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

SUBJECT: Water Quality Improvement Project – Project #C16023

BACKGROUND: In order to meet the newer requirements of the Federal Clean Water Act, the City of Topeka requires a Water Quality Feature to mitigate recent and current construction on the campus. (Municipal Code current through Ordinance 19966, passed September 1, 2015 Ordinance- Chapter 13.25 STORMWATER UTILITY). Washburn University has been directed to provide for the management of storm water including, but not limited to, detention, retention, storage and treatment of storm water. The University utilized design services from Bartlett and West Consulting Engineers to develop a campus wide storm water plan in 2014. This plan is a dynamic instrument and is consulted whenever University project(s) impact the storm water runoff from new buildings, streets, or parking lots. This project is the 4th project done or underway in the past couple of years that complies with the tenets of this Ordinance. Retention basins for both the Welcome Center and the Housing and Dining Projects were utilized along with a permeable paver system in the new KTWU lot and a bio swale for the KBI Building.

DESCRIPTION: This project will create a rain garden that will serve the storm water runoff from Lot 7 (located west and north of Washburn Village). This project will not only serve to clean the water before it runs off the site into the Shunganunga Creek watershed but also provide outdoor lab and teaching space for utilization by the Biology Department. The project when fully completed and operational will include native plants, and vegetative materials that will clean and filter the storm water to assist in the conveyance and/or treatment of storm water from Parking Lot 7.

Plans and specifications were distributed for review and bidding on January 29, 2016. Bids were received for the Water Quality Improvement Project on February 16, 2016. The bids came in as follows:

| CONTRACTOR | BID |
|-------------------|------------|
| X | \$ |

FINANCIAL IMPLICATIONS: An expenditure of \$_____ from 2016 Capital Project – C16023.

RECOMMENDATION: President Farley recommends the Board of Regents approve award of a contract to _____ in the amount of \$_____ for the Water Quality Improvement Project at Lot 7.

Date

Jerry B. Farley, President

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

SUBJECT: Roof Replacement of Memorial Union Flat Roofs – Project 900275

DESCRIPTION:

The flat roof sections of the Memorial Union were built between 2003 and 2005. All of these areas experienced hail damage in 2011 and the maintenance needs are increasing. This will continue to be a problem until the roof is replaced. The last roofing inspection also detailed signs of accumulated damaged to the wall flashing due to time and hail.

Plans and specifications were available for review in January. Bids were received for the replacement of the Memorial Union flat roofs project on February 11, 2016. The following contractors received plans:

| BIDDER | BASE BID | ALTERNATE #1 |
|------------|------------|--------------|
| Xxx | \$x | \$ x |
| xxx | \$x | \$x |

Only the Base Bid was taken at this time due the limits of the allotted budget.

FINANCIAL IMPLICATIONS:

An expenditure of \$_____ from the hail damage insurance proceeds fund.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to _____ in the amount of \$_____ for replacement of the flat roofs on the Memorial Union.

Date

Jerry B. Farley, President

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

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

BACKGROUND:

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

Date

Jerry B. Farley, President

**Report of Purchases between \$25,000 and \$50,000
October and November 2015 (through November 19)**

| <u>Description</u> | <u>Vendor</u> | <u>Amount</u> |
|---|---|---------------|
| <i><u>Washburn University</u></i> | | |
| Design Services for Turf Replacement Competitively bid <i>Funding source:</i> • Moore Turf Replacement | Baraka Sport Spokane Valley, WA | \$27,140 |
| Accessories for Music Dept. Upgrade State Contract was used <i>Funding source:</i> • Music Expendables | Design Business Interiors Inc Topeka, KS | \$45,033 |