

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
April 21, 2016

I. Call to Order

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

II. Roll Call

Present were: Mr. Beck, Mr. Boles, Mr. Hoferer, Mr. McGivern, Mrs. Parks, Mr. Sneed, and Mrs. Sourk.

III. Approval of Minutes of the February 18, 2016 meeting

It was moved by Regent Parks and seconded by Regent Boles to approve the Minutes of the February 18, 2016 meeting. Motion approved.

IV. Officer Reports

A. Chair's Report

Chairperson Sneed reported the Nominating Committee met and will have a motion for the Board at its June meeting. He introduced David Heineman, who invited the Board to the Annual Historic Preservation Awards on May 15 from 2:00-4:00 p.m. He is inviting the members of the Board because one of the awards is for the President's Residence from the showcase last year. He said the Board of Regents and the President are to be commended for their efforts.

B. President's Report

President Farley said this week we are beginning interviews for candidates for the Vice President for Student Life position because Dr. Ottinger is retiring.

He reported that yesterday Washburn celebrated employees at the annual Employee Recognition Awards ceremony, recognizing employees for length of service to Washburn and also faculty and staff who received special recognitions for their service.

Dr. Farley said this is also the time of year when we are winding down academic efforts and have opportunities to recognize students for their contributions throughout the year.

- The debate team is the national champion in parliamentary debate; the third time in six years they have earned this honor. Unlike athletics, there are no separate division based on size of the institution.
- Washburn Tech participated in the Skills USA competition. He said 295 students participated, and 99 competed at the State level. Washburn Tech students won 59 medals, 37 of which were gold.
- Graduation is coming up. All Board members invited to this event.
- On May 3, Washburn Tech will be at the State Capital for the recycled rides program. This program provides a refurbished vehicle to persons who cannot afford a vehicle.
- Today Malcolm Mikkelsen, the newly elected president of the Washburn Student Government Association (WSGA), is present.

There was a question about how the Board could honor the debate team other than the recognition at this meeting. Dr. Farley advised they were honored at an Alumni After Hours event, but we will look to have another event.

Dr. Farley reminded the Board of the Strawberry Breakfast on May 5.

President Farley gave an update on the Lincoln Hall project: painting on the garden level and first floors and taping on the upper floors. Vice President for Administration and Treasurer Rick Anderson announced there will be a tour for Board members before the June meeting.

C. Committee Report(s)

1. Budget/Finance Committee

Committee Chair Hoferer said the Committee met to consider action on two items: the Capital Budget and Voluntary Retirement Incentive Program (VRIP). Both items were voted to be moved forward for consideration by the full Board. He said there was also discussion on information supporting assumptions for the budget for 2016-17.

D. Treasurer's Report

- 1. Liquidated Claims Approval – February 2016**
- 2. Liquidated Claims Approval – March 2016**

It was moved to approve the Liquidated Claims for February and March by Regent Hoferer and seconded by Regent Boles. Motion passed.

V. New Business

A. Consent Agenda

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

As approved by action of the Board:

1. Faculty/Staff Personnel Actions

Phased retirement beginning August 2016 granted to: Chris Hamilton for three years and Barbara Stevenson for two years; recruit half-time Associate Director, Operations and Programs at the Mulvane Art Museum at an annual salary of \$28,800; and, recruit Residence Hall Coordinator at Lincoln Hall at an annual salary of \$29,000.

B. Action Items

1. Capital Projects and Equipment from the Debt Retirement and Construction Fund

Board Chair Sneed recommended bundling all of capital items into one motion. There were no objections to the recommendation.

Vice President for Administration and Treasurer Rick Anderson described the process for having a matter put forward to the Board for approval. Most members of the Board were present at the Budget Committee meeting and spent over two hours in discussion at the Budget Committee meeting.

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

2. Voluntary Retirement Incentive Program

Vice President for Administration and Treasurer Rick Anderson said the administration held a special meeting on January 19 to approve presentation of the plan. Mr. Anderson said 110 employees were eligible and 59 expressed an interest. He said there was sufficient savings from those 59 to move forward to offering contracts. As of the April 8 deadline, 54 people had turned in contracts. Some did take the second year option in the plan. He reported the University will meet a savings goal of \$1.2 million when the contracts are turned in.

It was moved by Regent Hoferer and seconded by Regent Beck to authorize moving forward with the program. Motion passed.

The Board Chair acknowledged the work of Committee Chair Hoferer on this program.

3. Washburn USW Local 307L-4 – Memorandum of Agreement

Vice President for Administration and Treasurer Rick Anderson thanked the negotiating team of Rich Connell, Janel Rutherford, Rhonda Cantrell and Marc Fried. He thought everyone did a very good job in reaching a three-year agreement. It was moved by Regent Parks and seconded by Regent McGivern to approve the agreement. Motion passed.

The Board Chair thanked Mr. Anderson for his work on the budget.

4. Honorary Degree Candidate

President Farley said at the last Board meeting the University presented the candidate names. One candidate was unable to accept, so another candidate, John Hamilton, is being presented to receive an honorary degree. It was moved by Regent McGivern and seconded by Regent Boles to approve John Hamilton for an Honorary Degree. Motion passed.

5. Vice President Emeritus

President Farley said it is his pleasure, and with some pain, to recommend Dr. Ottinger to receive Vice President Emeritus status. He said she has served admirably. It was moved by Regent Parks and seconded by Regent Beck to approve. Motion passed.

6. Expenditures over \$50,000

a. New Washburn Phone System

Vice President for Administration and Treasurer Rick Anderson recommended the AOS system because of integration capabilities with phones and Skype and also with the Microsoft platform that we have. He said the last time we did replacement was 11 years ago with a one-time expense of over \$900,000. He said the new system will also offer security assistance with the Tech campus. It was moved by Regent Beck and seconded by Regent Boles to approve. Motion passed.

b. Purchase of Ellucian Degree Works Implementation Services

Vice President for Administration and Treasurer Rick Anderson presented the Ellucian Degree Works package which would help students map out a degree plan and check on graduation progress. It was moved by Regent McGivern and seconded by Regent Parks to approve. Motion passed.

c. UPS/Power Distribution Unit for Washburn Data Center

Vice President for Administration and Treasurer Rick Anderson said at the last meeting the Board approved equipment for UPS power to cover power outages for the computer system. This contract is for construction to put that into place. He said Shelly Electric is a local company. It was moved by Regent Hoferer and seconded by Regent Boles to approve. Motion passed.

d. Laptop/Desktop Computer Purchases

Vice President for Administration and Treasurer Rick Anderson said Washburn uses a five year replacement cycle of computers on campus. He reported we use state contracts and other contracts to get the best prices with costs being for desktops at \$800 and laptops at \$1,200. He said this works for one device, either desktop or laptop. It was moved by Regent McGivern and seconded by Regent Hoferer to approve. Motion passed.

e. Brocade Network Switches for Lincoln Hall

Vice President for Administration and Treasurer Rick Anderson presented the item, saying this and the next item are related to computer connections and wireless that students want and need in a residence hall. It was moved by Regent Parks and seconded by Regent Hoferer to approve. Motion passed.

f. Ruckus Wireless Networking for Lincoln Hall

Vice President for Administration and Treasurer Rick Anderson said this is the wireless networking component for Lincoln Hall. It was moved by Regent Hoferer and seconded by Regent McGivern to approve. Motion passed.

g. White Concert Hall Stage Lift

Vice President for Administration and Treasurer Rick Anderson informed the Board White Concert Hall was built in 1968. The stage lift hydraulic system, which is used to move pianos and people, is broken and is necessary to utilize the hall for performances.

A question was asked about getting another bid. Mr. Anderson responded the project is time sensitive. Additionally, elevator companies have consolidated so the bidders are basically all of the suppliers in the area.

It was moved by Regent Beck and seconded by Regent Hoferer to approve. Motion passed.

h. Purchase of Furniture for the Lincoln Hall Housing and Dining Project

Vice President for Administration and Treasurer presented the item, saying that to maintain the project on schedule we need to purchase furniture and fixtures. This will cover \$1.1 million of the \$1.8 million budgeted amount. He said bid packages were sent out and different vendors bid on different parts of the package. He said the University interviewed six different vendors. It was moved by Regent Hoferer and Seconded by Regent Boles to approve. Motion passed.

i. Lincoln Hall Housing and Dining Parking Lot – Phase 2B

Vice President for Administration and Treasurer Rick Anderson told the Regents this is the last new parking lot to be brought to the Board for some time based on the parking lot masterplan presented to the Board last year. He said due to parking taken by the KBI and Lincoln Hall, we will have four new lots with a net increase of over 200 spaces. He said this is not the lot that we had to rebid – that was the lot by the softball field.

There was a question about how balanced the changes are in parking. Mr. Anderson responded that we are following the principal of keeping parking on the perimeter of campus, so replacement lots are on the east side to address the new residence hall and parking lost at Stouffer and the KBI. He said one lot will be near the proposed new law school, and one lot is in the interior near KTWU, which has proven to be quite popular. It was moved by Regent Parks and seconded by Regent Boles to approve. Motion passed.

j. Petro Track Locker Room Renovation - 9000260

Vice President for Administration and Treasurer Rick Anderson said the Board approved formation of track program previously. He said part of that plan is to develop a locker room for the track team, with locked lockers for track athletes and then hanging room outside for visitors to use the locker rooms, such as for football and basketball.

Regent Sneed expressed concern about treating one program less than others. Mr. Anderson explained that when the indoor facility is built, lockers are planned to be added there which will take some stress off the locker situation at Petro.

It was moved by Regent Boles and seconded by Regent Hoferer to approve. Motion passed.

7. Faculty Personnel Actions – Emeriti Faculty

Vice President for Academic Affairs Randy Pembroke said the nominated persons for Emeriti are eleven faculty representing five different academic units and over 295 years of teaching. It was moved by Regent McGivern and seconded by Regent Boles to approve. Motion passed.

8. Academic Programs

a. Cosmetology Program

Vice President for Academic Affairs Randy Pembrook said that early this semester we learned of the closing of the local cosmetology school. He explained there is limited local and regional competition. Washburn Tech developed a Pro Forma for if we moved into this program area. Dr. Pembrook said we can provide an important public service as a public entity at a better price. He indicated we are working with the local owner for a location. Dr. Pembrook said we are taking to the Kansas Board of Regents for approval.

Chair Sneed complimented Dr. Farley and staff in responding so quickly to meet a need in the community. Dr. Pembrook noted that other entities from whom we need approval are the Technical Education Advisory Council, Higher Learning Commission (HLC), State Cosmetology Board, and the Department of Education.

In response to a question, Dr. Pembrook noted there is only one other provider of service in Topeka.

It was moved by Regent Parks and seconded by Regent Beck to approve. Motion passed.

b. Master of Arts in Communication and Leadership

Vice President for Academic Affairs Randy Pembrook presented the item, saying the HLC is changing its requirements for teaching in the Concurrent Enrollment Program (CEP). He said we are looking to develop a program for meeting additional hours to meet the HLC requirement. Dr. Pembrook said we developed that program and looked into interest for the Masters program. He said alumni have indicated a strong interest and businesses have identified important skills in this area that they would like to see. The Pro Forma is good. He said the early years will use existing faculty plus adjuncts. In five years, we hope to have 50-60 students enrolled, at which time would look to expand staffing. It was moved by Regent Boles and seconded by Regent Hoferer to approve. Motion passed.

c. Music New Program Bachelor of Music in Music Performance: Guitar Emphasis

Vice President for Academic Affairs Randy Pembrook presented the item saying we have a very broad music program covering various areas. He said we can expect 2-4 students and it would fit in the existing program outline with just the addition of guitar lessons. It was moved by Regent McGivern and seconded by Regent Beck to approve. Motion passed.

d. Washburn Version of the Kansas Insurance Certificate

Vice President for Academic Affairs Randy Pembrook said two to three years ago we were approached about doing something in this area by State Insurance Director Selzer. The original version was a bachelor's program at all institutions. Dr. Pembrook said we are now proposing a 12-hour certificate program. The first hour would be at the home institution – they will be the University of Kansas, Kansas State University, Fort Hays State University, and Washburn. This can be done on ground or online. Courses 2 and 3 could be online. Course 4 capstone experience such as internship or specialty class. The Commissioner has worked with people in the industry to help pay for scholarships, faculty and program development as students will not be eligible for traditional financial aid.

Washburn School of Business Dean David Sollars and Registrar Kelly Russell have worked with others around the state to make this fit. The insurance industry has been part of the discussion along with identifying adjunct instructors and contributing to the scholarship fund.

President Farley noted that the Kansas Insurance Education Foundation expressed interest in this program. It was difficult to coordinate with three other institutions that did not have our same enthusiasm, but help from Board Chair Sneed made this come together. It was moved by Regent Sneed and seconded by Regent Boles to approve. Motion passed.

C. Information Item(s)

- 1. Report of Purchases between \$25,001 and \$50,000**
- 2. Frank Agency presentation**

VI. Executive Session

It was moved by Regent Sneed and seconded by Regent Boles to recess to executive session with the meeting to reconvene at 5:47 p.m. No action will be taken at the conclusion of the executive session. Motion passed. The Board recessed to executive session.

The meeting reconvened at 5:47 p.m. No action was taken.

It was moved and seconded to adjourn. Motion passed. The meeting adjourned 5:47 p.m.

/s/

Marc Fried
Secretary, Board of Regents