

Board of Regents Meeting

School of Law, Room 327

Thursday, 6/16/2016

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. FY 2017 Public Budget - Publish Notice of Hearing

FY17 Public Budget Publish Notice - Page 3

IV. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the April 21, 2016 meeting

April 21, 2016 Board of Regents Minutes - Page 4

V. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Budget/Finance Committee

2. Nominating Committee

D. Treasurer's Report - Rick Anderson

1. Liquidated Claims Approval - April 2016

Liquidated Claims - Apr - Page 12

2. Liquidated Claims Approval - May 2016

Liquidated Claims - May - Page 13

VI. New Business

A. Consent Agenda

1. Personnel

a. Faculty/Staff Personnel Actions - Randy Pembrook

Faculty Staff Personnel - Page 14

b. Emeriti Faculty - Randy Pembrook

Emeriti Faculty - Page 15

c. Eminentes Universitatis - Rick Anderson

Eminentes Universitatis - Page 16

B. Action Items

1. Election of Officers and Special Officers

2. FY 2017 General Fund Budget - Rick Anderson

FY17 Budget - Page 20

FY17 Budget Summary Presentation - Page 21

FY17 WU Proposed Budget Tables - Page 35

FY17 WIT Proposed Budget Tables - Page 54

3. Renewal of Property Insurance - Rick Anderson

Property Insurance Renewal - Page 59

Property Insurance Attachment - Page 60

4. Banking Services

Banking Services - Page 62

5. Modification - Academic Residency Requirements - Randy Pembroke

Academic Residency - Page 64

6. KTWU Master Control Room HVAC Upgrade - Project #C17003 - Rick Anderson

KTWU HVAC - Page 66

7. Stoffer Science Center HVAC System Repair #C17027 - Rick Anderson

Stoffer HVAC - Page 67

8. Allied Health Simulation Lab Update and Maintenance - Rick Anderson

Allied Health Sim Lab Update - Page 68

9. Purchase of Equipment for Diesel Program - Sole Source - Rick Anderson

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10. Revisions to Classified Compensation Schedule - Rick Anderson

Classified Compensation - Page 71

Classified Compensation Schedule FY17 - Page 73

11. Contracted Services with Pinegar, Smith & Associates, Inc. - President Farley

Pinegar Smith Contract Item - Page 75

Pinegar Smith Contract - Page 77

C. Information Item(s)

1. Vision 2022 Strategic Plan Update - President Farley

VII. Executive Session

Agenda Item No. III.
Washburn University Board of Regents

SUBJECT: FY 2017 Public Budget – Publish Notice of Hearing

DESCRIPTION:

A public budget hearing must be held for the FY 2017 public budget. The public budget hearing will occur in conjunction with, but just prior to, the July meeting of the Board. In accordance with Kansas law, a formal Notice of Public Budget Hearing must be published in the newspaper at least 10 days prior to the public budget hearing.

FINANCIAL IMPLICATIONS:

The actual public budget documents will be completed once FY 2016 expenditure reports and property assessment values are finalized in July. Copies of the final documents will be provided to the Board prior to the July 21, 2016 public budget hearing.

RECOMMENDATION:

President Farley recommends approval by the Board of Regents to publish the Notice of Public Budget Hearing no later than 10 days prior to the July 21, 2016 public budget hearing.

Date

Jerry B. Farley, President

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

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

SUBJECT: Liquidated Claims Approval – April 2016

DESCRIPTION: Attached is the list of claims processed for the month of April, 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 June 16, 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	\$ 1,376,016
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,338,131
4.	Endowment Fund	-0-
5.	Student Loan Fund	6,900
7.	Tort Claim Fund	10,564
8.	Restricted and Agency Fund	349,715
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	377,378
	Sub-Total	4,458,704
	Payroll	2,987,786
	Payroll Withholding ACH Transactions	2,799,822
	*Wire Transfers (Investments)	-0-
	Total	\$10,246,312

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$161,647
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	16,400
13.	Government and Research Fund	29,116
	Sub-Total	207,163
	Payroll	351,751
	Payroll Withholding ACH Transactions	186,091
	Total	\$745,005

Date

Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – May 2016

DESCRIPTION: Attached is the list of claims processed for the month of May, 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 June 16, 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	\$1,346,029
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,741,720
4.	Endowment Fund	-0-
5.	Student Loan Fund	20,667
7.	Tort Claim Fund	6,129
8.	Restricted and Agency Fund	295,392
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	350,316
	Sub-Total	4,760,253
	Payroll	2,819,609
	Payroll Withholding ACH Transactions	2,354,794
	*Wire Transfers (Investments)	-0-
	Total	\$9,934,656

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$202,236
3.	Building and Construction Fund	199,186
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	37,045
13.	Government and Research Fund	22,325
	Sub-Total	460,792
	Payroll	331,983
	Payroll Withholding ACH Transactions	179,234
	Total	\$972,009

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 1. a.
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
Evelyn Pitts	Lecturer POSN 000138	Phased Retirement for two years beginning August 2017	Salary savings of \$41,960.00 over FY'18 and '19	Teach at 50%. Will teach Fall semester only beginning Fall 2017, ending Spring 2019	Request approval
Julia Murray	Grants Facilitator – Dir. Friends of Mabee/ Student Success Lecturer POSN 0399	Increase salary from \$42,589 to \$50,000	Funds available in existing budget from POSN 001045 CSSR & 000400 Mabee.	Increase in salary due to additional duties and qualifications of hire.	Request approval

RECOMMENDATION:

President Farley recommends Board of Regents approval of these personnel actions.

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 1. b.
Washburn University Board of Regents

SUBJECT: Emeriti Faculty

DESCRIPTION:

The emeritus title is intended to honor faculty members who have made a significant contribution to Washburn University through teaching, research or service. Individuals retiring after ten years of full-time service as members of the General Faculty immediately preceding their retirement are eligible for the designation. Faculty listed below have been nominated by their respective Deans, and have provided to the University outstanding teaching and/or service. The following are being recommended for Emeriti status.

Name	Dept./ Unit	Years of Service	Title Bestowed	Comments
Roberta Jolly	Computer Information Sciences	17	Lecturer Emeritus	Roberta began teaching at Washburn University as an Adjunct in the School of Applied Studies in 1992. She then became a Full-time Lecturer in 1999 in the area of Office Administration, later joining the faculty in the Computer Information Sciences Department. Both in the School of Applied Studies and the College of Arts and Sciences, Roberta has taught countless individuals computer networking skills, educational technology and professional office computing skills. She has guided students through the rapidly changing technology world at Washburn University for 17 years.

RECOMMENDATION:

President Farley recommends Board of Regents approval of this personnel action.

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 1. c.
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. With the Voluntary Retirement Incentive Program approved recently we have a number of employees meeting these requirements.

Deloris M. (Dee) Barker - Ms. Barker began work at the School of Law Library in February 1999 as a Library Assistant II in the U.S. Government Documents Selective Depository. She served faculty, students and the public capably by processing government documents and assisting researchers in using the collection. While working she completed a B.A. degree in Computer Science and earned the Masters of Library Science degree. Her duties expanded to include day-to-day operation of the electronic discussion groups. She also was responsible for maintaining the attorney directory and editing links in WashLaw Web. In recent years she has opened the library each weekday at 7 am and provided early morning reference service.

Pat Brauer - Ms. Brauer began work in the Media Center in 1979 before transferring to Mabee in 1984. Pat has long made the Library a fun place to work. Despite the later part of her career being marked by rapid and ongoing change, Pat has never faltered in her efforts to ensure that the books remained important in the daily life of the Mabee. As the Unit moved positively into its new future focused upon student success, Pat was a stalwart employee. The staff will miss Pat as a colleague. As a team member and friend, Pat embraced and lived the notion that the greater good is always worth striving for because of its transformational impact upon all participants on our campus.

Julie Brichalli – Ms. Brichalli joined the Ichabod Shop in 1998 after spending 3 years with the Registrar’s office. Julie is a person who gives 100% of what she has to give and does so willingly. Julie was the first and last person our customers saw when entering and exiting the Ichabod Shop and knew people, even a lot of students, by their names. Julie saw a lot of changes while working at the Ichabod shop, but was always willing to be there for the University. Whenever there was a void in the operation whether it be activity or employee related, Julie would jump in and help out where she could. Recently, Julie took over the Ichabod Shop coordination of the New Student Orientation (NSO), planning activities and information to share with potential students. Julie retired in January 2016.

Donna Clark – Ms. Clark has over 12 years of service at Washburn, initially as Assistant Director and later as Associate Director of Human Resources. She completed her Master’s Degree in Liberal Studies in 2012. She has been instrumental in completing a variety of compensation and classification projects. She has put great care and energy into providing

effective staff recruitment processes. Her attention to detail has been important with the daunting task of managing staff position descriptions which are ever continually being reviewed and updated. She has participated on Staff Council, Quest, representing Washburn at the State Fair, serving on the judging panel for homecoming events and Greek awards, and the Leadership Institute Challenge. Donna is a true Ichabod.

Eleanor Duguid – Ms. Duguid began her career at Washburn in 1993 as Office Specialist working directly with the Vice-President for Academic Affairs for three years. In this position her main responsibility was organizing Commencement. In 1996 Eleanor became Administrative Assistant in the newly formed office of Enrollment Management. She became an integral part of organizing the new office and the essential right-hand person to the Dean of Enrollment Management. She was instrumental in developing the scholarship banquets for incoming freshman. These banquets are the first impression many students have of Washburn and she made sure they were first class events. Eleanor has used her background in vocal performance to support Washburn as well, performing at many important Washburn events.

Janet Duryea – Ms. Duryea joined the Ichabod Shop staff in 2004 as the Accounting specialist. Janet did the daily cash reports; accounts payable/receivable, bi-monthly sales tax reports and sellback funds/reconciliation. She oversaw customer service and train for the Ichabod Shop cash ops. She worked closely with the Bursar's office and Finance office to provide financial support to students for the books and school supplies needed. Janet worked with us until October 2015 when she retired.

Bill Edmonds – Mr. Edmonds began his career in Facilities Services in 1984. His service to Washburn began in Custodial Operations and with lots of hard work, diligence, and training he assumed the duties of the campus plumber and later the campus electrician. Bill's service has been hallmarked by his versatility in being able to transition from the skilled crafts side to a Facilities Services leadership role in providing building maintenance supervision to other personnel. Many new buildings were constructed, during Bill's tenure at Washburn, and he has played an integral role in integrating them into the service portfolio for care and upkeep.

Kay Farley - Ms. Farley has worked in the college bookstore industry her entire career and was hired as the Ichabod Shop manager in 2002. She has served on several national and regional College Bookstore organization boards throughout her career. The National Association of College Stores (NACS) awarded her the Aspen Award in 2015 for her longtime contributions to educational and professional development in the industry. Under Kay's leadership the bookstore grew from one location into four as Washburn added the Bod Shop at the stadium, Washburn Tech Bookstore, and Mulvane Art Museum Shop. She worked collaboratively with others to co-sponsor events such as author signings, Scorch on the Porch sidewalk sales, make and take craft events, and secret sales.

Dean Forster - Chief Forster became the Director of University Police in November 2002. He has over 40 years of law enforcement experience with over 30 years as a police administrator. He graduated from Washburn with a Bachelor's degree in Criminal Justice. He also is a graduate of the FBI National Academy and the FBI Law Enforcement Executive Development School. Chief Forster has been an instructor in the Topeka Police Academy Command and Staff School and the Kansas Law Enforcement Training Center. His tenure at Washburn included

oversite of the implementation of Clery Act reporting and compliance, reviving the Police Cadet Program, and implementation of the iAlert timely warning notification system.

Joyce Hutchins – Ms. Hutchins has been an integral part of the Chemistry department since 2004. She received the 2010 Outstanding Service Award and has overseen the addition of the Biochemistry and Forensic Chemical Science programs. She organized Chemistry Days, Departmental Awards Ceremonies, winter break socials, and Commencement gatherings. She has provided foundational support in faculty searches, putting together departmental reviews, and tracking majors. Joyce also contributed in many subtle ways. She was often seen comforting stressed out students, celebrating student and faculty accomplishments, taking classes, or participating in wellness events and Staff Council. She kept the department running smoothly and effectively and truly embodies what is best about Washburn.

Jeanne Kessler - Ms. Kessler was hired as Director for Career Services in 1982. She provided career counseling, resume and cover letter preparation, coordinated on-campus interviews and served as a liaison between academic and business constituents. Jeanne planned and implemented successful Education Interview Days and Career Fairs. Jeanne became Director of Student Services in 1996, providing leadership and oversight for all disability accommodations and services provided to undergraduate and graduate students with documented disabilities. Jeanne has counseled many students on the use of accommodations, VA benefits and resources for non-traditional needs and has been instrumental in the planning and coordination of the annual Veteran's Day Ceremony held on campus.

Mary Krueger - Ms. Krueger has been the smiling, warm welcome to the Financial Aid office for 17 years. In a financial aid office, this is no small accomplishment. Mary has served through so many changes in the financial aid world as well as changes in Washburn University. Mary was there when paper checks became electronic checks, when the AS400 became Banner, and when we started getting email...and more email. The number of changes to financial aid federal regulations in her tenure would be in the hundreds. Mary has met each change with good humor and a willingness to serve both the student and Washburn University. Her dedication and integrity is an example to us all.

Marcia Lessenden - Ms. Lessenden joined the UMAPS mail staff on October 11, 2004. She began as an employee sorting mail in Morgan Hall. She ends her time with UMAPS as a mail route driver serving the University and Washburn Tech delivering and picking up mail and packages. In 2014 the decision was made to relocate mailing services to a free standing building on campus. Marcia became the designated mail driver when the department lost a staff position. She has performed admirably in that capacity making sure the mail is delivered in a timely manner during her tenure with the department. She will be missed.

Patti Mathews – Ms. Mathews started at Washburn in the School of Business office as a secretary III in the fall of 2001. She was primarily the secretary to the MBA director and was the first voice and face that interested or current students saw. She was also the one who helped students progress through the program, and then complete all of the graduation paperwork. She organized the MBA graduation reception each semester, a favorite of many Board of Regents members and top administrators. In addition Patti provided outstanding support to the Associate Dean. Patti is a valued member of the School of Business and we will miss her.

Linda Pettit – Ms. Pettit worked as a typist in the Telephone Service Area from 1976-1978, then started her second employment at Washburn in 1983 in the Business Office as a Clerk I and then as Secretary II. In her current position as Senior Administrative Assistant in Purchasing, Linda has been responsible for generating purchase orders, assisting with procurement cards, and a myriad of other responsibilities that keep the Purchasing Department running. Many of Purchasing’s cost savings achieved over the years can be directly or indirectly attributed to Linda. She has provided unwavering service with integrity, patience, compassion, humor, and understanding. She is conscientious and detail oriented with a wealth of knowledge and selfless devotion to Washburn.

Bill Shaffer – Mr. Shaffer has been part of the Washburn experience for over 40 years. He began at KTWU just as educational television was making its transition into public television. From telecourses, to teletubbies, to time-shifting, Bill has experienced every era of modern-day public broadcasting. Bill knows the people, places and events that make up our most popular shows -- and more importantly, he knows the viewers and supporters of KTWU. Bill is more than a producer, he is that element of frivolity that goes on the KTWU bus trip each year, the filmmaker that each year makes us participate in the Godzilla Festival, and the person that always sees the good in others.

Bethe Titsworth – Ms. Titsworth has worked at Washburn since November 2002, first as a support specialist for the Banner Financial Aid module and then as a database programmer. Beth’s knowledge of complex systems and her drive for excellence has served Washburn well. She is always eager to help and does so with a wonderful attitude. IT staff look to her for answers and support when challenging problems arise. Her detailed knowledge of the many intricate and multifaceted interfaces between a dozen or more systems allows her to troubleshoot and problem solve in a timely and effective way. And while her technical skills will be missed, her good cheer and helpful attitude will be missed even more.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Dee Barker, Pat Brauer, Julie Brichalli, Donna Clark, Eleanor Duguid, Janet Duryea, Bill Edmonds, Kay Farley, Dean Forster, Joyce Hutchins, Jeanne Kessler, Mary Krueger, Marcia Lessenden, Patti Mathews, Linda Pettit, Bill Shaffer, and Beth Titsworth.

Date

Jerry B. Farley, President

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

SUBJECT: FY 2017 General Fund Budget
– Washburn University and Washburn Institute of Technology

DESCRIPTION:

At its April 20, 2016 meeting the Board of Regents Budget and Finance Committee received the Administration's budget assumptions for the FY 2017 General Fund Budgets for Washburn University and Washburn Institute of Technology. The Committee approved final budget assumptions at its June 14, 2016 meeting. The FY 2017 proposed budget for Washburn University and Washburn Institute of Technology is detailed in the attached pages.

FINANCIAL IMPLICATIONS:

As described in the FY 2017 General Fund Budget Summary Presentation and detailed in the FY 2017 Budget Summary Tables.

RECOMMENDATION:

President Farley recommends approval of the FY 2017 General Fund Budget of \$86,156,818 for Washburn University and \$11,301,539 for Washburn Institute of Technology.

Date

Jerry B. Farley, President

Washburn University

FY 16-17 Budget Summary Presentation

June 16, 2016

FY17 Strategic Budget Planning Principles

- Recruit and retain quality faculty , staff and students
- Maintain course quality and timely access
- Ensure future budget flexibility
- Cover fixed cost to continue
- Continue to maintain and improve services and programs for our students

Resident Undergraduate Tuition and Fees 5 Year Comparison (30 Hours)

	<u>2010-11</u>	<u>2015-16</u>
• National Average	\$7,613	\$9,410
• Midwest Average	\$8,461	\$9,963
• KU	\$8,733	\$10,802
• KSU	\$7,376	\$9,350
• Washburn	\$6,296	\$7,910
• WSU	\$5,890	\$7,528
• PSU	\$4,848	\$6,508
• ESU	\$4,636	\$5,936
• FHSU	\$3,942	\$4,654

Resident Undergraduate Tuition and Fees 5 & 10 Year % Change (30 Hours)

	<u>2015-16</u>	<u>5 Yr. Chg.</u>	<u>10 Yr Chg.</u>
• National Average	\$9,410	23.6%	71.3%
• Midwest Average	\$9,963	17.8%	51.6%
• KU	\$10,802	23.7%	99.6%
• PSU	\$6,508	34.2%	82.7%
• KSU	\$9,350	26.8%	82.5%
• ESU	\$5,936	28.0%	79.6%
• WSU	\$7,528	27.8%	77.9%
• Washburn	\$7,910	25.6%	58.8%
• FHSU	\$4,654	18.1%	52.5%

FY17 State Cut, Undergrad.Tuition Rate and Salary Program “Draft” Recommendations

	<u>State Cut</u>	<u>Tuition %</u>	<u>Salary %</u>
• WSU	(3.8%)	5%	2% Dep./ Enroll
• PSU	(2.8%)	5%	2% Midyear
• KSU	(5.1%)	5%	Targeted Equity
• ESU	(2.7%)	4%	1.8% Dep./ Enroll.
• KU	(5.1%)	4%	1.9% Midyear
• FHSU	(3.1%)	5%	2% in Late Fall
• Washburn	(4%)	5%	2% Merit and Mkt. Dep. On Fall Enroll.

WU FY17 General Fund Budget

- Revenues (Excludes Auxiliaries):

• Tuition and Fees	\$49,143,788	58.3%
• State Operating Grant	\$11,424,655	13.5%
• Sales Tax	\$18,567,818	22.0%
• Endowment/Gift Income	\$ 878,636	1.0%
• KTWU & Other Income	<u>\$ 4,341,921</u>	<u>5.2%</u>
Sub-Total	\$84,356,818	100.0%
Regent's Contingency	<u>\$ 1,800,000</u>	
Total Budget	<u>\$86,156,818</u>	

WU FY17 General Fund Budget

- Operating Expenses (Excludes Auxiliaries):
 - Salaries and Wages \$48,199,671 57.1%
 - Benefits \$15,548,572 18.5%
 - Salaries & Benefits \$63,748,243 75.6%
 - Utilities \$ 2,859,609 3.4%
 - Scholarships \$ 3,403,236 4.0%
 - Other Operating Expenses \$14,345,730 17.0%
 - Sub-Total \$84,356,818 100.0%
 - Regent's Contingency \$ 1,800,000
 - Total Budget \$86,156,818

WU FY17 General Fund Budget

Assumptions

• Sources (Excludes Auxiliaries):

• State Aid Reduction (4%)	(\$476,028)
• Sales Tax	\$ 216,105
• Tuition – Enrollment Decline	(\$ 985,190)
• Tuition – Enrollment Changes – Law	(\$ 246,276)
• Tuition Rate Increase (5%)	\$1,921,814
• Tuition Rate Increase - Law (5%)	\$ 312,852
• New Program Expansion	\$ 450,773
• KTWU & Other Income Changes	\$ 160,679
• Use of Reserve – VRIP 2017, Track & Field	\$ 173,956

WU FY17 General Fund Budget Assumptions

- Uses (Excludes Auxiliary Operations):

• Fixed Costs to Continue (Util., Schol., Promo.)	\$ 417,180
• Program Enhancements (Track & Field, Leadership, RN to BSN)	\$ 728,196
• Student Recruitment, Retention & Safety	\$ 622,494
• Cost Reallocations – VRIP(Addt'l \$500K in FY17)	(\$ 839,227)
• Cost Reallocations – Eliminate Positions & Other	(\$ 581,070)
• Salary Program (Merit & Mkt. 2% - October 1)	\$ 1,019,918
• Salary Program - Law (Merit 2% & Mkt. – Oct. 1)	\$ 161,194

Washburn Tech Post-Secondary - Tuition and Fees Rates per Credit Hour

	<u>2010-11</u>	<u>2015-16</u>
• NW Kansas Tech	\$ 95	\$170
• Flint Hills Tech	\$106	\$160
• Salina Area Tech	\$111	\$133
• N. Central Kan. Tech	\$ 92	\$131
• Manhattan Area Tech	\$ 93	\$130
• Washburn Tech	\$ 74	\$116
• Wichita Area Tech	\$ 87	\$ 98
Proposed for FY16-17		\$129

Washburn Tech FY17 General Fund Budget

Revenues

• Tuition & Fees - Post-Secondary	\$4,013,506	37.9%
• Technical State Aid - Secondary	3,255,170	30.9%
• Technical State Aid - Post-Sec.	3,013,965	28.6%
• Technical State Capital Outlay	163,898	1.6%
• Other Sales and Services	<u>105,000</u>	<u>1.0%</u>
Sub-Total	\$10,551,539	100.0%
• Regent's Contingency	<u>750,000</u>	
Total Budget	<u>\$11,301,539</u>	

Washburn Tech FY17 General Fund Budget

Expenditures

• Salaries and Wages	\$5,420,019	51.4%
• Benefits	<u>1,654,508</u>	<u>15.7%</u>
• Salary & Benefits	\$7,074,527	67.1%
• Utilities	516,568	4.9%
• Other Operating Expenses	<u>2,960,444</u>	<u>28.0%</u>
Sub-Total	\$10,551,539	100.0%
• Regent's Contingency	<u>750,000</u>	
Total Budget	<u>\$11,301,539</u>	

Washburn Tech FY17 General Fund Budget Assumptions

- Sources

- State Aid- Secondary (SB 155) Tier Adj. (\$125,441)
- State Aid – Post-Secondary Cut (4%) (\$113,580)
- State Aid – Post Sec. Program Expansion \$245,180
(Cosmetology, CDL, Phlebotomy, Dispatch)
- Tuition Enrollment – Program Expansion \$776,358
(Cosmetology, CDL, Phlebotomy, Dispatch, etc.)
- Tuition Rate Incr. Post- Secondary (11.2%) \$301,621
- Other Income Adjustments (\$ 60,585)

Washburn Tech FY17 General Fund Budget Assumptions

- Uses:

- Fixed Costs to Continue \$ 81,676
- Student Program Expansion/Enhancement \$ 937,980
(Cosmetology, CDL, Phlebotomy, Dispatch, etc)
- Reallocated Positions (\$ 129,871)
- Salary Program (2% Merit & Mkt. - October) \$ 133,768

WASHBURN UNIVERSITY
TABLE 1
SUMMARY OF BUDGETED REVENUES AND EXPENDITURES
Fiscal Years 2015-16 and 2016-17

	<u>2015-16</u>	<u>2016-17</u>	<u>Difference</u>	<u>Increase (Decrease)</u>
<u>Revenues</u>				
Tuition and Fees	\$ 47,677,065	\$ 49,143,788	\$ 1,466,723	3.08%
State Aid	11,900,683	11,424,655	(476,028)	-4.00%
Sales Tax	19,491,713	19,707,818	-	
Less: Sales Tax Transferred	<u>(1,140,000)</u>	<u>(1,140,000)</u>	216,105	1.18%
Endowment, Unrestricted & Restricted Gift	417,378	417,378	-	0.00%
Endowment and Other Income - SOL	383,472	461,258	77,786	20.28%
Other Income	479,736	479,736	-	0.00%
Athletics	245,820	245,820	-	0.00%
KTWU	2,519,000	2,589,143	70,143	2.78%
Reserve Funds - E&G	2,653,266	2,827,222	173,956	6.56%
Sub-total E&G	<u>84,628,133</u>	<u>86,156,818</u>	<u>1,528,685</u>	<u>1.81%</u>
Auxiliary Enterprises	7,420,360	9,213,826	1,793,466	24.17%
Total Revenues	<u>\$ 92,048,493</u>	<u>\$ 95,370,644</u>	<u>\$ 3,322,151</u>	<u>3.61%</u>
<u>Expenditures</u>				
Instruction	\$ 40,722,628	\$ 41,331,687	\$ 609,059	1.50%
Academic Support	11,136,091	11,002,205	(133,886)	-1.20%
Public Service	3,324,907	3,400,963	76,056	2.29%
Student Services	9,212,760	9,341,727	128,967	1.40%
General Institutional	6,470,774	6,543,938	73,164	1.13%
Facilities Services	8,016,249	8,249,936	233,687	2.92%
Benefits	729,720	742,481	12,761	1.75%
Scholarships	2,874,359	3,403,236	528,877	18.40%
Transfers	2,140,645	2,140,645	-	0.00%
Sub-total E&G	<u>84,628,133</u>	<u>86,156,818</u>	<u>1,528,685</u>	<u>1.81%</u>
Auxiliary Enterprises	7,420,360	9,213,826	1,793,466	24.17%
Total Expenditures	<u>\$ 92,048,493</u>	<u>\$ 95,370,644</u>	<u>\$ 3,322,151</u>	<u>3.61%</u>

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

Line Items	Original Budget
Use of Reserves	
Regent's Contingency	1,800,000
E&G Budgeted Unexpended	1,027,222
Total E&G Reserves	2,827,222
Auxiliary Reserves:	
Memorial Union Operations	-
Total Auxiliary Reserves	-
Total Use of Reserves	2,827,222
 Mandatory Transfers	
Workstudy Grant Match	90,160
SEOG Grant Match	90,485
Total Mandatory Transfers	180,645
 Non-Mandatory Transfers	
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	1,960,000
Total Transfers	2,140,645

WASHBURN UNIVERSITY
SUPPLEMENT TO TABLE 2
ENROLLMENT PROJECTIONS 2016-2017
SEMESTER CREDIT HOURS

College/School	Fall 2016	Spring 2017	Summer 2017	Budget FY 17 Total	Budget FY 16 Total
College of Arts & Sciences	45,519	39,399	5,436	90,354	90,253
School of Business	4,984	4,791	703	10,478	10,149
School of Nursing	4,419	4,653	215	9,287	9,644
Macc	172	143	-	315	353
MBA	744	671	161	1,576	1,125
MSN	646	596	71	1,313	1,726
DNP	149	134	39	322	140
School of Applied Studies (2)	11,060	10,748	2,097	23,905	25,105
PLAN 2+2	182	156	36	374	575
School of Law	4,032	4,359	813	9,204	9,738
University Total	71,907	65,650	9,571	147,128	148,808

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

Level	Kansas		Total
	Resident	Non-Resident	
Undergraduate	79,104	6,891	85,995
Undergraduate Nursing	7,926	362	8,288
Undergraduate Nursing - On-line	697	33	730
Undergraduate Nursing - RN to BSN	423	40	463
Undergraduate SOB	9,128	621	9,749
Undergraduate SOB - On-line	666	63	729
Undergraduate On-line / Distance Ed	17,005	1,379	18,384
Online - BHS	1,464	249	1,713
Graduate	2,518	321	2,839
Graduate On-line / Distance Ed	1,973	243	2,216
LLM	-	24	24
Law	6,952	2,240	9,192
Macc	315	-	315
MBA	1,115	266	1,381
MBA - On-line	186	9	195
DNP	322	-	322
MSN	719	27	746
MSN - On-line	497	70	567
PLAN 2+2	335	39	374
CT/MRI	588	715	1,303
SAS Radiation Therapy Program	197	1,406	1,603
University Total	132,130	14,998	147,128

(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 2
BUDGETED REVENUE DETAIL FOR FY 17 -- TUITION AND FEE INCOME

Tuition and Fee Income -- \$49,143,788

	Resident	Rate	Non-Resident	Rate	Total FY17 SCH	Total FY17 \$
Undergraduate (1)	79,104	\$ 273	6,891	\$ 617	85,995	\$ 25,847,139
Undergraduate Nursing	7,926	\$ 308	362	\$ 652	8,288	\$ 2,677,232
Undergraduate Nursing On-line	697	\$ 387	33	\$ 387	730	\$ 282,510
Undergraduate Nursing RN to BSN	423	\$ 335	40	\$ 335	463	\$ 155,105
Undergraduate Business	9,128	\$ 318	621	\$ 662	9,749	\$ 3,313,806
Undergraduate Business On-line	666	\$ 397	63	\$ 397	729	\$ 289,413
Undergraduate On-line / Distance Ed	17,005	\$ 352	1,379	\$ 352	18,384	\$ 6,471,168
Online - BHS	1,464	\$ 352	249	\$ 352	1,713	\$ 602,976
Graduate	2,518	\$ 375	321	\$ 763	2,839	\$ 1,189,173
Graduate On-line / Distance Ed	1,973	\$ 478	243	\$ 478	2,216	\$ 1,059,248
LLM	0	\$ 1,125	24	\$ 1,125	24	\$ 27,000
Law	6,952	\$ 720	2,240	\$ 1,125	9,192	\$ 7,525,440
Macc	315	\$ 470	0	\$ 814	315	\$ 148,050
MBA	1,115	\$ 470	266	\$ 814	1,381	\$ 740,574
MBA - On-Line	186	\$ 548	9	\$ 548	195	\$ 106,860
DNP	322	\$ 571	0	\$ 571	322	\$ 183,862
MSN	719	\$ 470	27	\$ 814	746	\$ 359,908
MSN - On-Line	497	\$ 548	70	\$ 548	567	\$ 310,716
PLAN 2+2	335	\$ 352	39	\$ 352	374	\$ 131,648
CLS / CT / MRI and Sonography	588	\$ 367	715	\$ 367	1,303	\$ 478,201
SAS Radiation Therapy	197	\$ 359	1,406	\$ 359	1,603	\$ 575,477
TOTALS (SCH) (2)	132,130		14,998		147,128	
TOTALS (\$)						\$ 52,475,506
						\$ (2,751,049)
						\$ (725,760)
						\$ 855,091
						\$ 49,853,788
						\$ (710,000)
						\$ 49,143,788

(1) Includes Post-Graduate.

(2) See Table 2 Supplement

(3) Other Fees	FY16	FY17
Continuing Ed. (Non-credit)	\$ 252,600	\$ 252,600
Law Cont. Education	17,250	30,000
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	\$ 855,091

(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
 TABLE 3
BUDGETED REVENUE DETAIL FOR FY 17 - STATE AID REVENUE

	<u>FY 2016</u>	<u>FY 2017</u>	<u>CHANGE</u>
Law School Share	\$ 1,095,568	\$ 1,051,745	\$ (43,823)
University Share	<u>\$ 10,805,115</u>	<u>\$ 10,372,910</u>	<u>\$ (432,205)</u>
Total State Aid	<u><u>\$ 11,900,683</u></u>	<u><u>\$ 11,424,655</u></u>	<u><u>\$ (476,028)</u></u>

WASHBURN UNIVERSITY
TABLE 4
BUDGETED REVENUE DETAIL FOR FY 17 - SALES TAX REVENUE

<u>Income - General Fund</u>	\$	18,567,818	
<hr/>			
Sales Tax Estimate FY 16			\$ 19,707,818
Less: Sales Tax Capital Improvement Fund	\$	(890,000)	
DR&C Replacement		(250,000)	
Total Deductions			<u>(1,140,000)</u>
Available for the General Fund			<u>18,567,818</u>
General Fund Budget FY 16			<u>18,351,713</u>
Additional Sales Tax Available for FY 17			<u><u>\$ 216,105</u></u>

Calculation of Smoothing Fund Minimum			
Balance for Budget Purposes:			
	<u>FY 16</u>		<u>FY 17</u>
Sales tax estimate	\$ 19,491,713	\$	19,707,818
5 year moving average	20,159,429		20,534,264
Balance Required *	<u>\$ (667,716)</u>	\$	<u>(826,446)</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**

Sales Tax for the Month of:	Projected FY16-17	Estimated FY15-16	Actual FY14-15	Actual FY13-14	Actual FY12-13	Actual FY11-12
July	1,612,543	1,831,027	1,747,020	1,636,922	1,517,752	1,668,103
August	1,649,310	1,705,492	1,764,304	1,698,623	1,667,867	1,756,083
September	1,593,331	1,745,996	1,708,149	1,583,533	1,595,519	1,667,545
October	1,575,025	1,715,514	1,631,663	1,643,478	1,471,718	1,742,993
November	1,652,917	1,719,337	1,730,033	1,696,984	1,701,185	1,763,623
December	1,939,036	2,104,386	2,159,202	2,009,109	1,934,991	1,894,060
January	1,558,440	1,639,338	1,599,988	1,654,874	1,621,184	1,603,584
February	1,504,096	1,732,537	1,600,976	1,573,503	1,442,484	1,486,350
March	1,680,322	1,842,930	1,757,176	1,707,156	1,704,961	1,741,707
April	1,607,930	1,605,106	1,721,320	1,766,703	1,642,810	1,640,852
May	1,654,436	1,634,630	1,694,761	1,806,897	1,840,290	1,642,493
June	1,680,432	1,667,186	1,769,543	1,777,547	1,744,845	1,795,381
Total Fiscal Year	19,707,818	20,943,479	20,884,136	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 17
UNRESTRICTED ENDOWMENT AND RESTRICTED GIFT INCOME

Endowment Income - \$ 417,378

	FY 16	FY 17
University Unrestricted	\$ 91,354	\$ 91,876
WUF Unrestricted (3)	186,217	186,802
WUF Restricted (1)	139,161	138,054
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 17
ENDOWMENT AND OTHER INCOME - SCHOOL OF LAW

Endowment and Other Income - \$ 461,258

	FY 16	FY 17
WUF and LSF Private Gift Funds	334,908	412,898
Law Journal Sales	11,000	11,000
ADA Reimbursement/Sponsorships	22,700	22,700
Indirect Costs Reimbursement - JILEP Grant	14,864	14,660
TOTALS	\$ 383,472	\$ 461,258

WASHBURN UNIVERSITY
 TABLE 6
BUDGETED REVENUE DETAIL FOR FY 17 - OTHER INCOME

<u>Other Income -</u>	<u>\$ 479,736</u>	
	<u>FY 16</u>	<u>FY 17</u>
Idle Fund Investment	235,000	235,000
Indirect Cost Reimbursement	45,000	45,000
Other Miscellaneous (1)	<u>199,736</u>	<u>199,736</u>
Totals	<u>\$ 479,736</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 17 - KTWU

	<u>FY 16</u>	<u>FY 17</u>
Development General	\$ 310,000	\$ 325,000
Membership	865,000	850,000
Special Projects (Auction)	100,000	100,000
Friends of KTWU-Prior Yrs.	-	-
Sub-Total	<u>\$ 1,275,000</u>	<u>\$ 1,275,000</u>
Corp. for Public Broadcasting	\$ 830,000	\$ 858,310
State of Kansas	-	-
Miscellaneous	230,281	270,740
Tower Leases	183,719	185,093
Sub-Total	<u>\$ 1,244,000</u>	<u>\$ 1,314,143</u>
TOTAL KTWU-TV	<u><u>\$ 2,519,000</u></u>	<u><u>\$ 2,589,143</u></u>

WASHBURN UNIVERSITY
TABLE 8
BUDGETED REVENUE DETAIL FOR FY 17 - ATHLETICS REVENUE

Athletics Revenue - \$ 245,820

<u>Athletics</u>	<u>FY 16</u>	<u>FY 17</u>
Football Ticket Receipts	\$ 62,320	\$ 62,320
Basketball Ticket Receipts	144,000	144,000
Misc. Athletic Income	39,500	39,500
TOTAL ATHLETICS (1)	<u>\$ 245,820</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 17 - AUXILIARY ENTERPRISES REVENUE

<u>Auxiliary Revenue</u>	<u>\$ 9,213,826</u>		
		<u>FY 16</u>	<u>FY 17</u>
<u>Kuehne</u>			
Regular Occupancy		\$ 121,537	\$ 130,577
<u>West Hall</u>			
Regular Occupancy		\$ 131,154	\$ 140,746
<u>Washburn Village</u>			
Regular Occupancy		\$ 1,075,421	\$ 1,177,963
<u>Greek Housing</u>			
Regular Occupancy		<u>\$ 66,462</u>	<u>\$ 69,784</u>
Sub-Total		\$ 1,394,574	\$ 1,519,070
<u>Living Learning Center</u>			
Regular Occupancy		\$ 1,383,917	\$ 1,489,511
Summer Conferences		\$ 123,014	\$ 132,401
Summer Housing		<u>\$ 30,753</u>	<u>\$ 33,100</u>
		<u>\$ 1,537,684</u>	<u>\$ 1,655,012</u>
<u>Lincoln Hall</u>			
Regular Occupancy		\$ -	\$ 1,537,684
Summer Conferences		\$ -	\$ -
Summer Housing		<u>\$ -</u>	<u>\$ -</u>
		<u>\$ -</u>	<u>\$ 1,537,684</u>
TOTAL HOUSING		<u><u>\$ 2,932,258</u></u>	<u><u>\$ 4,711,766</u></u>
<u>Ichabod Shop</u>			
Books		\$ 2,583,500	\$ 2,622,818
Instit. Supplies		\$ 567,760	\$ 473,442
Other Income		<u>\$ 175,542</u>	<u>\$ 96,000</u>
		<u><u>\$ 3,326,802</u></u>	<u><u>\$ 3,192,260</u></u>
TOTAL ICHABOD SHOP			

WASHBURN UNIVERSITY
TABLE 9
BUDGETED REVENUE DETAIL FOR FY 17 - AUXILIARY ENTERPRISES REVENUE

Auxiliary Revenue \$9,213,826

(Continued)

	<u>FY 16</u>		<u>FY 17</u>	
<u>Dining Service</u>				
Cafeteria and Catering Commissions	\$ 455,000		\$ 180,000	
Lincoln Dinning	\$ -		\$ 263,500	
Vending Income	120,000		120,000	
TOTAL DINING SERVICE		<u>\$ 575,000</u>		<u>\$ 563,500</u>
 <u>Union Operations</u>				
Rent	\$ 15,000		\$ 15,000	
Student Fee Memberships	550,000		710,000	
iCard Center	21,300		21,300	
TOTAL UNION OPERATIONS		<u>\$ 586,300</u>		<u>\$ 746,300</u>
TOTAL AUXILIARY ENTERPRISES		<u>\$ 7,420,360</u>		<u>\$ 9,213,826</u>

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

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Tuition and Fees (*)	\$ 6,836	\$ 7,196	\$ 7,526	\$ 7,910	\$ 8,300
Percent Increase	4.11%	5.27%	4.59%	5.10%	4.93%
Room and Board (avg) (**)	\$ 6,216	\$ 6,391	\$ 6,541	\$ 6,830	\$ 7,527
Percent Increase	2.59%	2.82%	2.35%	4.42%	10.20%
Total	<u>\$ 13,052</u>	<u>\$ 13,587</u>	<u>\$ 14,067</u>	<u>\$ 14,740</u>	<u>\$ 15,827</u>

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

** Assumes an annual residence hall rate of \$4,287 (excluding the \$85 technology fee) and meal of \$3,240 for FY 2017. When the \$85 technology fee is added, the residence hall rate become

WASHBURN UNIVERSITY
TABLE 11
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 17 AND FY 16

<u>Budgetary Areas</u>	<u>FY 16 Budget</u>	<u>Proposed FY 17 Budget</u>
<u>Instruction</u>		
College of Arts & Sciences	\$ 11,806,130	\$ 11,835,683
School of Business (includes SBDC)	3,627,904	3,708,586
School of Nursing	2,440,107	2,585,356
School of Law	7,108,561	7,532,428
School of Applied Studies	3,929,661	3,884,415
Leadership Institute	235,862	244,895
Community Services	187,710	190,890
Forensic Center	872,656	824,750
Center for Teaching Excellence and Learning	100,675	135,826
Office of Academic Outreach	753,542	720,038
Honors	20,795	20,818
Resident Artist	-	-
Summer School	919,939	928,916
Instruction - Benefits	8,719,086	8,719,086
Sub-Total Instruction	\$ 40,722,628	\$ 41,331,687
<u>Academic Support</u>		
Faculty Research	\$ 48,449	\$ 48,492
Curriculum Development	23,613	23,635
Assessment Grant	10,000	10,000
Information Technology Services	3,550,373	3,613,456
University Library	1,948,322	1,959,814
Center for Student Success and Retention	746,769	756,264
Law Library	1,947,873	1,653,340
Office of International Programs	522,189	563,721
Law School Advancement	36,950	20,915
Transformational Experiences	300,707	351,722
Academic Support Benefits	2,000,846	2,000,846
Sub-Total Academic Support	\$ 11,136,091	\$ 11,002,205
<u>Public Service</u>		
KTWU	\$ 2,519,000	\$ 2,589,143
Mulvane Art	218,737	224,650
Public Service Benefits	587,170	587,170
Sub-Total Public Service	\$ 3,324,907	\$ 3,400,963

WASHBURN UNIVERSITY
TABLE 11
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 17 AND FY 16

<u>Budgetary Areas</u>	<u>Proposed</u>	
	<u>FY 16 Budget</u>	<u>FY 17 Budget</u>
<u>Student Services</u>		
Vice President for Student Life	\$ 316,006	\$ 339,195
Dean of Enrollment Management	1,037,100	1,040,658
Admissions	837,942	841,988
Registrar	351,369	450,799
Financial Aid	465,671	439,846
Student One Stop	310,200	169,789
New Student Orientation	93,275	97,325
Health Services	292,099	296,090
Student Activities and Greek Life	170,930	174,204
Student Recreation and Wellness Center	405,849	410,243
Employee Wellness Program	88,388	89,169
Student Services	151,492	148,499
Multicultural Affairs	80,150	69,310
Career Services	190,659	194,196
Counseling	126,823	111,034
Athletics	2,663,206	2,837,781
Student Services Benefits	1,631,601	1,631,601
Sub-Total Student Services	\$ 9,212,760	\$ 9,341,727
<u>General Institutional</u>		
President's Office	\$ 701,273	\$ 713,526
University Counsel	190,461	198,459
Government Relations	37,858	37,858
Strategic Analysis and Reporting	300,488	304,419
VP Academic Affairs	775,877	851,036
Office of Sponsored Projects	105,701	107,994
Academic Scheduling and Commencement	96,239	112,083
VP Administration & Treasurer	458,623	471,267
Human Resources	310,727	319,829
Business and Auxiliary Services	210,258	157,355
Purchasing	158,262	146,515
University Scheduling	53,312	54,402
Finance	686,420	761,920
University Relations	316,833	320,226
University Mail and Printing Services	208,361	193,079
Misc. Insurance & General - VPAT	625,427	559,316
Gen. Institutional Benefits	1,234,654	1,234,654
Sub-Total Gen. Institutional	\$ 6,470,774	\$ 6,543,938

WASHBURN UNIVERSITY
TABLE 11
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 17 AND FY 16

<u>Budgetary Areas</u>	<u>FY 16 Budget</u>	<u>Proposed FY 17 Budget</u>
<u>Facilities Services</u>		
Buildings & Grounds	\$ 1,491,853	\$ 1,394,087
Collective Bargaining Employees	1,309,834	1,369,873
Utilities	2,723,109	2,859,609
Petro Custodial Care	112,614	115,780
University Police	883,127	1,014,875
Facilities Services Benefits	1,495,712	1,495,712
Sub-Total Facilities Services	\$ 8,016,249	\$ 8,249,936
 <u>Other Educational and General</u>		
Staff Benefits	\$ 729,720	\$ 742,481
Scholarships	2,874,359	3,403,236
Sub-Total Other E & G	\$ 3,604,079	\$ 4,145,717
 <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	\$ 84,628,133	\$ 86,156,818
 CHANGE IN TOTAL EDUCATIONAL AND GENERAL		 \$ 1,528,685

WASHBURN UNIVERSITY
 TABLE 11
 DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 17 AND FY 16

<u>Budgetary Areas</u>	<u>FY 16 Budget</u>	<u>Proposed FY 17 Budget</u>
<u>Auxiliaries</u>		
Residential Living	\$ 2,932,258	\$ 4,711,766
Dining Service	452,934	212,934
Lincoln Dining Hall	-	337,750
Vending	3,000	3,000
Ichabod Service Center	175,060	175,060
Ichabod Shop	2,745,133	2,692,903
Ichabod Shop - Mulvane Gift Shop	34,203	-
Ichabod Shop - Washburn Tech	310,967	310,967
Union Operations-Administration	766,805	769,446
Sub-Total Auxiliaries	<u>\$ 7,420,360</u>	<u>\$ 9,213,826</u>
	<u>\$ 92,048,493</u>	<u>\$ 95,370,644</u>
Change in Total Budget		\$ 3,322,151

WASHBURN INSTITUTE OF TECHNOLOGY
TABLE 1
SUMMARY OF BUDGETED REVENUES AND EXPENDITURES
Fiscal Years 2015-16 and 2016-17

	2015-16	2016-17	Difference	Increase (Decrease)
Revenues				
Tuition and Fees	\$ 2,935,527	\$ 4,013,506	\$ 1,077,979	36.72%
Technical State Aid - Secondary	3,380,611	3,255,170	(125,441)	-3.71%
Technical State Aid - Post Secondary	2,882,365	3,013,965	131,600	4.57%
Technical Capital Outlay	149,483	163,898	14,415	9.64%
Interest on Investments	30,000	5,000	(25,000)	-83.33%
Other Sales and Services	150,000	100,000	(50,000)	-33.33%
Sub-total E&G	9,527,986	10,551,539	1,023,553	10.74%
Reserve Funds - E&G	750,000	750,000	-	0.00%
Total Revenues	\$ 10,277,986	\$ 11,301,539	\$ 1,023,553	9.96%
Expenditures				
Instruction	\$ 5,609,711	\$ 6,442,209	\$ 832,498	14.84%
Academic Support	706,607	739,584	32,977	4.67%
Student Services	988,105	1,016,186	28,081	2.84%
General Institutional	366,356	426,290	59,934	16.36%
Facilities Services	1,358,179	1,390,227	32,048	2.36%
Benefits	134,545	98,145	(36,400)	-27.05%
Mandator Transfers	15,000	15,000	-	0.00%
Transfer - Capital Outlay	349,483	423,898	74,415	21.29%
Sub-total E&G	9,527,986	10,551,539	1,023,553	10.74%
Reserve Funds - E&G	750,000	750,000	-	0.00%
Total Expenditures	\$ 10,277,986	\$ 11,301,539	\$ 1,023,553	9.96%

**Washburn Institute of Technology
FY17 Budget - Table 2**

	2015-2016 Tuition Rate	2016-2017 (proposed) Tuition Rate	Required Fees (paid by all students)	FY16 Fee	FY17 Fee
Resident	\$ 104.00	\$ 114.00	Entrance Exam	\$ 20.00	\$ 20.00
Non-Resident	\$ 104.00	\$ 114.00	Materials/Tech Fee (per credit hour)	\$ 12.00	\$ 15.00

Program Specific Fees	Credits		Material/ Tech	Shirts	Program supplies	Tools	Certifications	Total for PGM
Advanced Systems Technology (formerly Industrial Tech)	48	ADVSYS	\$720.00	\$40.00	\$180.00		\$300.00	\$1,240.00
Auto Collision (formerly Collision Repair)	50	AUTOCO	\$750.00	\$40.00	\$450.00	**	\$381.00	\$1,621.00
Automotive Service Technician (formerly Auto Technology)	52	AUTOST	\$780.00	\$40.00	\$280.00	**	\$429.00	\$1,529.00
Building Technology (48 hours)	48		\$720.00	\$40.00	\$388.00		\$19.50	\$1,167.50
Building Technology Cert A (Commercial Construction)	25	BLDGTE	\$375.00	\$40.00	\$100.00			\$515.00
Business Bookkeeping & Accounting	48		\$720.00				\$157.00	\$877.00
Cabinet and Millwork	48	CABMIL	\$720.00	\$55.00	\$413.00			\$1,188.00
Climate & Energy Control Technology (formerly EHVAC)	44	CECT	\$660.00	\$40.00	\$740.00	**	\$50.00	\$1,490.00
Commercial & Heavy Construction	43	COMHEV	\$645.00	\$40.00	\$650.00		\$150.00	\$1,485.00
Computer Repair & Networking	48		\$720.00		\$344.00		\$321.00	\$1,385.00
Certified Production Tech (CPT)	12		\$180.00				\$220.00	\$400.00
Culinary Arts	48	CULART	\$720.00	\$80.00	\$95.00		\$45.00	\$940.00
Diesel Technology	48	DIESEL	\$720.00	\$40.00	\$200.00	**		\$960.00
Heavy Diesel Construction	59		\$885.00	\$40.00	\$200.00	**		\$1,125.00
Early Childhood Professional (formerly Childcare)	24	CHILDC	\$360.00	\$55.00			\$53.00	\$468.00
Electrical Technology (formerly EHVAC)	28	ELECTE	\$420.00	\$40.00	\$265.00			\$725.00
Emergency Medical Technician (EMT)	9		\$135.00		\$109.00			\$244.00
Graphics Technology	48		\$720.00				\$228.00	\$948.00
HealthCare Technology at Washburn Tech	13		\$195.00		\$43.00		\$76.00	\$314.00
HealthCare Technology at Highland Park High School	12		\$0.00				\$40.00	\$40.00
HealthCare Technology - Advanced	13		\$195.00		\$38.00		\$36.00	\$269.00
Legal Office Professional, Medical Office Specialist	48		\$720.00				\$57.00	\$777.00
Locomotive Diesel	25		\$375.00	\$40.00	\$410.00	**	\$500.00	\$1,325.00
Fast Track Machine Tool (Cert A)	23		\$345.00	\$40.00	\$90.00			\$475.00
Machine/Tool Technology	48	MACHTL	\$720.00	\$40.00	\$180.00		\$180.00	\$1,120.00
Office Careers Tech (formerly Business Administrative Technology)	24		\$360.00				\$57.00	\$417.00
Practical Nursing	48		\$720.00		\$141.00		\$430.00	\$1,291.00
Surgical Technology	53		\$795.00		\$375.00		\$297.00	\$1,467.00
Technical Drafting	48		\$720.00					\$720.00
Fast Track Welding (Cert A)	21		\$315.00		\$390.00			\$705.00
Welding	48		\$720.00		\$650.00			\$1,370.00

** Part-Time tool rental fee = \$25 per semester

Full -Time tool rental fee = \$50 per semester

WASHBURN INSTITUTE OF TECHNOLOGY
TABLE 3
DEPARTMENTAL BUDGETS FOR FY16 AND FY17

<u>Budgetary Areas</u>	<u>Approved FY16 Budget</u>	<u>Proposed FY17 Budget</u>
<u>Academic Areas</u>		
Advantage Center	\$ 212,047	\$ 214,242
Health Occupations	115,821	102,782
Life Sciences	43,197	40,927
Pre-Nursing	194,047	144,902
Nursing Assistant	117,427	123,371
Phlebotomy	-	52,125
Practical Nursing	335,322	343,266
Surgical Technology	90,822	73,525
Emergency Medical Technology	131,730	129,730
Emergency Communication	-	28,800
Professional Cooking	165,375	145,422
Child Care	130,949	161,827
Cosmetology	-	239,000
Collision Repair	124,924	144,640
Auto	241,378	282,789
Machine Tool Technology	73,319	69,802
Fast Track Machine Tool Technology	7,000	36,993
Graphics Technology	69,843	70,492
Welding	175,692	177,857
Fast Track Welding	125,110	111,462
Building Technology	47,770	14,700
Legal Office Professional	51,468	50,328
Business Administrative Technology	50,550	55,630
Medical Office Specialist	46,376	45,419
Computer Repair	141,894	135,396
Technical Drafting	55,207	55,093
Commercial Driver's License (CDL)	-	224,950
Diesel Mechanics	139,891	171,623
Locomotive Diesel Mechanics	69,650	75,000
Cabinet - Millwork	77,622	78,448
Advanced Systems Technology	182,112	181,510
Electricity	58,998	61,134
HVAC	104,247	112,414
Warehouse Distribution	61,022	61,462
Commercial Construction	71,065	73,532
Business and Industry	128,804	306,042

WASHBURN INSTITUTE OF TECHNOLOGY
TABLE 3
DEPARTMENTAL BUDGETS FOR FY16 AND FY17

<u>Budgetary Areas</u>	<u>Approved FY16 Budget</u>	<u>Proposed FY17 Budget</u>
<u>Academic Areas Continued</u>		
Continuing Education	135,220	76,538
Commerical Heavy Construction	88,959	81,529
LGHS	255,000	236,620
Curriculum and Instruction	587,940	631,162
Academic Programs - Benefits	901,913	1,019,725
Sub-Total Academic Programs	<u>\$ 5,609,711</u>	<u>\$ 6,442,209</u>
<u>Academic Support</u>		
Information Technology Services	\$ 355,092	\$ 380,092
Office of the Dean	260,946	268,923
Academic Support Benefits	90,569	90,569
Sub-Total Academic Support	<u>\$ 706,607</u>	<u>\$ 739,584</u>
<u>Student Services</u>		
Student Services	\$ 352,863	\$ 368,819
Recruitment Services	190,679	202,571
Placement Services	155,461	154,840
Financial Aid	47,931	48,785
Student Services Benefits	241,171	241,171
Sub-Total Student Services	<u>\$ 988,105</u>	<u>\$ 1,016,186</u>
<u>General Institutional</u>		
Marketing	219,250	247,530
Accounting and Payroll	116,314	147,968
General Institutional Benefits	30,792	30,792
Sub-Total Gen. Institutional	<u>\$ 366,356</u>	<u>\$ 426,290</u>
<u>Facilities Services</u>		
Buildings & Grounds	\$ 592,236	\$ 619,962
Utilities	516,568	516,568
University Police	75,269	79,591
Physical Plant Benefits	174,106	174,106
Sub-Total Physical Plant	<u>\$ 1,358,179</u>	<u>\$ 1,390,227</u>
Staff Benefits	<u>\$ 134,545</u>	<u>\$ 98,145</u>
	\$ 134,545	\$ 98,145

WASHBURN INSTITUTE OF TECHNOLOGY
 TABLE 3
 DEPARTMENTAL BUDGETS FOR FY16 AND FY17

<u>Budgetary Areas</u>	<u>Approved FY16 Budget</u>	<u>Proposed FY17 Budget</u>
<u>Transfers</u>		
Mandatory - Perkins / Work Study	\$ 15,000	\$ 15,000
Non-Mandatory	1,099,483	1,173,898
Sub-Total Transfers	<u>\$ 1,114,483</u>	<u>\$ 1,188,898</u>
TOTAL EDUCATIONAL AND GENERAL	<u>\$ 10,277,986</u>	<u>\$11,301,539</u>
		\$ 1,023,553

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

SUBJECT: Renewal of Property Insurance

DESCRIPTION:

The renewal date for the University's property insurance is July 1, 2016. The casualty insurance renews October 1, 2016 and is not included here.

In 1994, the Midwest Higher Education Compact (MHEC), of which Washburn University is a member, established the Master Property Program. This program is a regional collaborative venture that provides comprehensive property coverage, specifically tailored to the needs of college campuses, while reducing insurance costs. Currently, 74 member institutions at more than 160+ campuses participate in the Master Property Program, with total insured values of about \$105.7 billion. The program partners with various underwriters and service providers to ensure participating institutions receive expert insurance coverage and related services. The program continues to be overseen and directed by a committee of representatives from the insured institutions with MHEC providing program advocacy, coordination, and staff support.

The University joined the MHEC property insurance program in 2011. The program has a common expiration date of July 1, 2016 for all members. The program consists of a primary limit of \$100,000,000 dedicated to each institution, and then shared excess layers up to a total limit of \$1.25 billion. The property deductible is being raised from \$25,000 to \$50,000 at the July 1 renewal.

Renewal of property limits and premiums compared with the current year are detailed on the attached schedule. MHEC does not charge premium for midterm changes so there were no charges made for any additions during the current year.

FINANCIAL IMPLICATIONS:

See attached schedule. Total premiums are consistent with FY 17 budget.

RECOMMENDATION:

President Farley recommends approval of purchase of property insurance policies at an annual premium of \$247,638 as shown on the attached schedule.

Date

Jerry B. Farley, President

**WASHBURN UNIVERSITY and WASHBURN INSTITUTE OF TECHNOLOGY
 MASTER PROPERTY INSURANCE
 July 1, 2016 Renewal**

<u>COVERAGE DESCRIPTION</u>	<u>2015 LIMITS</u>	<u>2015 ANNUAL PREMIUM</u>	<u>2016 LIMITS</u>	<u>2016 ANNUAL PREMIUM</u>
Total Values	\$512,150,367		\$542,664,654	
Deductible = \$50,000				
Base Program Limit:				
Base \$500,000,000 (\$100M Dedicated & \$400M Shared)	\$500,000,000	\$205,593	\$500,000,000	\$225,073
Rate for Base Program	0.0401		0.0415	
Shared Excess Limits:				
\$500,000,000 excess of \$500,000,000-(currently 13 members)	\$500,000,000	\$4,325	\$500,000,000	\$5,330
\$250,000,000 excess of \$1,000,000,000-(currently 5 members)	\$250,000,000	\$6,718	\$250,000,000	\$7,735
Total Surplus Lines Tax		\$9,150		\$9,500
Total Shared Limit and Premium	\$1,250,000,000	<u><u>\$225,786</u></u>	\$1,250,000,000	<u><u>\$247,638</u></u>

2015 Dividend Paid = \$17,577

2014 Dividend Paid = \$21,312

Currently 74 members participating at various shared limits - AZ, CO,KS,ID, IL,IN, MA, ME,MI,MN, MO, NE, NV, OR, WA, WY, UT

Optional Property Deductible of \$100,000:

\$8,663 Premium Savings on the Base Program

**WASHBURN UNIVERSITY and WASHBURN INSTITUTE OF TECHNOLOGY
 MASTER PROPERTY INSURANCE
 July 1, 2015 Renewal**

<u>COVERAGE DESCRIPTION</u>	<u>2014 LIMITS</u>	<u>2014 ANNUAL PREMIUM</u>	<u>2015 LIMITS</u>	<u>2015 ANNUAL PREMIUM</u>
Total Values	\$507,484,288		\$512,150,367	
Deductible = \$25,000				
Base Program Limit:				
Base \$500,000,000 (\$100M Dedicated & \$400M Shared)	\$500,000,000	\$189,375	\$500,000,000	\$213,142
Rate for Base Program	0.0373		0.0416	
Shared Excess Limits:				
\$500,000,000 excess of \$500,000,000-(currently 13 members)	\$500,000,000	\$4,246	\$500,000,000	\$4,878
\$250,000,000 excess of \$1,000,000,000-(currently 5 members)	\$250,000,000	\$7,204	\$250,000,000	\$9,607
Total Surplus Lines Tax		\$8,681		\$10,901
Total Shared Limit and Premium	\$1,250,000,000	<u><u>\$209,506</u></u>	\$1,250,000,000	<u><u>\$238,528</u></u>

2014 Dividend Paid = \$21,312

Currently 74 members participating at various shared limits - AZ, CO,KS,ID, IL,IN, MA, ME,MI,MN, MO, NE, NV, OR, WA, WY, UT

Optional Property Deductible of \$50,000:

\$5,015 Premium Savings on the Base Program

\$250,000,000 excess of \$1,250,000,000-(currently 3 members)- \$15,412 plus tax \$925

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

SUBJECT: Banking and Financial Services for Washburn University and Washburn Tech

BACKGROUND:

Washburn's contract for depository banking services with CoreFirst Bank & Trust expired on April 30, 2015. Since that time, the University has been operating on a month-to-month agreement with CoreFirst. The University also identified several non-depository financial services it wished to update or introduce, namely, purchasing cards, payroll cards, and electronic accounts payable solutions.

Rather than issue separate Requests for Proposals (RFP) for these services, a single RFP was issued covering all four services. Proposers were requested to submit proposals for any or all of these services.

DESCRIPTION:

On March 31, 2016, the RFP was sent to 21 banks. Of these, three do not have physical retail branches in Shawnee County, thus making them ineligible under state law to provide depository services to the University. However, these banks are regional banks that do offer one or more of the non-depository services requested. A pre-proposal conference held on April 15, 2016 was attended by four of the banks that received the RFP.

Responses from four (4) banks were received prior to the 2:00 p.m., Friday, April 29, 2016 deadline. The banks submitting proposals, and the services they proposed to provide were:

Bank	Depository Services	Purchasing Cards	Payroll Cards	Electronic AP
CoreFirst Bank & Trust	X	X	X	X
INTRUST Bank	X	X		X
UMB	X	X		X
U.S. Bank	X	X	X	X

The proposals were evaluated by a core group consisting of the Vice President for Administration and Treasurer, the Associate Vice President for Finance, and the Director of Budget Planning and analysis. For each of the services requested, this core group was augmented by University personnel with functional responsibilities related to those services.

Based upon this review and analysis, the evaluation groups recommend that contracts be awarded to the following:

- Depository services –
- Purchasing cards –
- Payroll cards –
- Electronic accounts payable solutions –

The contracts awarded will be for an initial three-year period commencing July 1, 2016, or as soon thereafter as practicable. The contracts will contain an automatic renewal clause, which may be used for the subsequent three 12-month periods, thereby providing for 72 months of banking and financial services (through June 30, 2022).

FINANCIAL IMPLICATIONS:

Revenues and expenses are comparable to amounts included in the FY16 and FY17 budgets. No additional resources are expected to be required.

RECOMMENDATION:

Vice President for Administration and Treasurer Rick Anderson recommends the Board of Regents approve the awarding of contracts as noted above, to be effective July 1, 2016 or as soon as practicable thereafter.

Date

Rick Anderson

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

SUBJECT: Modification – Academic Residency Requirement

RATIONALE:

The current residency requirement is confusing and does not adequately deal with today's students who transfer in and out of multiple institutions before completing sufficient coursework to attain their degree. This policy change attempts to: 1) provide two options for the establishment of curricular residency for the baccalaureate degree, 2) more closely match the Higher Learning Commission's definition of residency, 3) eliminate the illogical requirement that only an exact number of hours can be transferred back for a Washburn degree to be awarded, and 4) provide less rigidity for the awarding of associate or baccalaureate degrees to students who leave Washburn late in their college career and wish to transfer coursework back to complete a degree.

This final reason is especially important for the associate degree residency requirement given the state-wide implementation of the Kansas Board of Regents (KBOR) reverse transfer policy which mandates the accepting of transfer credit after a student has begun attending another institution. Under this state-wide Reverse Transfer Agreement the 4-year KBOR institutions and Washburn University will notify transfer students after they have completed at least 15 hours at their institution of their potential eligibility to earn an associate degree from the community college/Washburn from which they transferred if they choose to participate. The 15-hour designation was determined by KBOR based on the fact that 14 of the 19 community colleges have a 15-hour residency requirement. Washburn's current policy requiring the completion of at least 12 of the last 24 hours might significantly reduce the number of eligible reverse transfers awarded by Washburn. Given the increasing emphasis on degree completion, it is to Washburn's advantage to be able to claim more students attaining a credential by means of the reverse transfer initiative.

DESCRIPTION:

Current Residency Requirement – Baccalaureate Degree (2015-2016 University Catalog, pg. 80):

9. For the bachelor degrees, at least 30 hours must be earned in residence at Washburn, including 20 of the last 30 or 40 of the last 60 presented for the degree. At least 25 percent of the credit hours required for the major must be taken at Washburn.

Proposed Baccalaureate – Required Institutional Credits:

9. **Of the last 45 hours required to complete the bachelor degree, at least 30 must be earned from Washburn University OR at least 90 of the total overall hours required to complete the degree must be earned from Washburn University.** In both cases, at least 25% of the credit hours required to fulfill the major (**and at least 12 hours of the upper division credits in the major**) must be earned from Washburn University. **Programs with professional accreditation standards may have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.**

Current Residency Requirement – Associate Degree (2015-2016 University Catalog, pg. 81)

8. Twenty-four credit hours must be completed at Washburn University; of these, 12 of the last 24 must be Washburn University credits.

Proposed Associate – Required Institutional Credits:

8. **At least 15 of the last 30 hours required to complete the degree must be earned from Washburn University. Programs with professional accreditation standards may have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.**

Effective Date: Immediately

The proposed transfer policy changes would be included in the 2016-2017 University Catalog.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the proposed change in the academic residency policy.

Date

Jerry B. Farley, President

Agenda Item No. VI. B. 6.
Washburn University Board of Regents

SUBJECT: KTWU Master Control Room HVAC Upgrade - Project # C17003

DESCRIPTION:

This project will provide for a new and enhanced upgrade of the HVAC system for the control room that serves the KTWU studio. The amount of waste heat produced by the sophisticated control room equipment and the strict tolerances for climate control requires this upgrade to insure the reliable and sustainable operation of the equipment. This upgraded system will also be a standalone system that will allow for climate control independent of the general building HVAC system.

FINANCIAL IMPLICATIONS:

An expenditure of \$89,500 from FY 2017 Capital Funds to McElroy's Mechanical Contractors. The University will access the State of Kansas, Department of Administration, Mechanical contract #11889A for this installation. This project is a "Design/Build" delivery system. By accessing the State Contract we are able to utilize McElroy's design capabilities from design through final commissioning which will provide a fully integrated repair/replacement product.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to McElroy's Mechanical Contractors in the amount of \$89,500 for the installation of a new HVAC System for the KTWU Control Room.

Date

Jerry B. Farley, President

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

SUBJECT: Stoffer Science Center HVAC System Repair #C17027

DESCRIPTION:

This project will replace two of the heat exchangers for the AERCO boiler system that serves the Stoffer Science Center. These units have served the building effectively for the past 10 years but warrant replacement before the beginning of the fall heating season due to leaks caused by metal fatigue and wear and tear.

FINANCIAL IMPLICATIONS:

An expenditure of \$39,500 from FY 2017 Capital Funds and \$23,000 from 2016 Facilities Services operating funds to McElroy's Mechanical Contractors. The University will access the State of Kansas, Department of Administration, Mechanical contract #11889A for this repair and maintenance project. This project is a "Design/Build" delivery system. By accessing the State Contract we are able to utilize McElroy's design capabilities from design through final commissioning which will provide a fully integrated repair/replacement product.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to McElroy's Mechanical Contractors in the amount of \$62,500 for the repair of the HVAC System for the Stoffer Science Center.

Date

Jerry B. Farley, President

Agenda Item No. VI. B. 8.
Washburn University Board of Regents

SUBJECT: Allied Health Simulation Lab Update & Maintenance

BACKGROUND:

The Allied Health simulation room allows placement of students in authentic patient care scenarios that simulate real-life medical events. Use of a simulation mannequin provides an experience for students where clinical skills are safely practiced and mastered, without placing actual patients at risk. Incorporating this powerful teaching tool into the curriculum greatly enhances the student's understanding and comprehension by allowing them to apply learned content to real-life situations in a safe environment.

The current simulation mannequin was purchased nine years ago. The average life-span for a simulation mannequin is eight to ten years. Rubber deteriorates and the electronics and wiring wear out. We have managed to make several repairs and maintain the current mannequin with funds from the existing program and department budgets. The latest version of the simulation mannequin is wireless which allows for greater flexibility in use (we can easily use it in a different building or space). Many other improvements have also been made to improve the simulation experience. Student and graduate surveys indicated the simulation lab is one of the most valuable and beneficial learning environments they have experienced. It is also a great recruiting tool when meeting with prospective students. Additionally, it provides faculty the opportunity to work with current students in a remedial fashion, which does have a direct and positive impact on student retention.

DESCRIPTION:

This mannequin and vendor were selected as meeting the following criteria:

1. Gaumard Scientific is the sole source for this tetherless simulator(s).
2. Gaumard Scientific is the sole source for allowing us to alter lung dynamic/functions to simulate more human characteristics.
3. Compatible with current software.
4. Has more cardiopulmonary/respiratory therapy applications.

This product, Gaumard Scientific Simulator, is the only simulator that has the advanced technology to meet the educational needs of the respiratory therapy profession in regards to medical conditions of the heart and lung.

FINANCIAL IMPLICATIONS:

An expenditure of \$62,499 from the FY16 Capital Program, projects E16014 (\$30,300) and from FY17 Capital Improvement Projects E17007 (\$32,199).

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Gaumard Scientific in the amount of \$62,499.

Date

Jerry B. Farley, President

Agenda Item No. VI. B. 9.
Washburn University Board of Regents

SUBJECT: Purchase of Equipment for Diesel Program – Sole Source

DESCRIPTION:

Washburn Tech was awarded an Innovative Technology grant through the Kansas Board of Regents to support the Diesel program. The purpose of the grant is to add new certifications to the diesel program so that students who are exiting can document the skills they have learned. These certifications have been developed through the work of the National Coalition of Certification Centers (NC3). The equipment needed for the students to train to take these certifications is only made by SNAP-ON. Washburn Tech is requesting to use the grant funds to purchase the following equipment:

4 PRO-LINK ULTRA ELITE KITs with necessary accessories \$54,389

SNAP-ON certification is both propriety and exclusive. We have a long-standing relationship with SNAP-ON; this equipment is required for students to achieve SNAP-ON certification. We have been a SNAP-ON College for the past four years. In order to ensure seamless function with present and existing technology, exclusive SNAP-ON equipment is necessary.

FINANCIAL IMPLICATIONS:

An expenditure of \$54,389 from available (existing) innovative technology grant funds.

RECOMMENDATION:

President Farley recommends approval of this purchase through Kansas Board of Regents grant funds.

Date

Jerry B. Farley, President

Agenda Item No. VI. B. 10.
Washburn University Board of Regents

SUBJECT: Revisions to Classified Compensation Schedule

DESCRIPTION:

Each year the University Director of Human Resources reviews the University's compensation schedule for wage and hour employees and compares it with existing market rates, to determine whether adjustments should be made to the University's compensation schedule.

The Director of Human Resources has completed the review and recommends entry wages as shown on the attached sheet. The proposed schedule includes only classifications outside the bargaining unit represented by the United Steelworkers, whose wage rates are negotiated in accordance with the Public Employer-Employee Relations Act. The Classified Compensation schedule will become effective July 1, 2016, for fiscal year 2017.

Proposed changes include the elimination of classifications no longer in use, title changes, and addition of new classifications:

DELETE:

- Electronics Technician
- University Police Lieutenant
- Custodial Manager

TITLE CHANGE:

SALARY RANGE

From Custodial Supervisor I and Custodial Supervisor II To Custodial Supervisor	\$12.60	\$22.68
From Technology Support Technician I To Technology Support Technician	\$16.00	\$28.80
From Technology Support Technician II To Technology Support Specialist	\$21.39	\$38.50

ADD:

Benefits Specialist	\$15.01	\$27.02
University Police Detective	\$18.00	\$32.40

FINANCIAL IMPLICATIONS:

There are approximately 9 employees currently making less than the proposed new entry rates. Assuming no other salary increases are given, it would take approximately \$23,650 to increase their annual salaries to the new rates.

RECOMMENDATION:

President Farley recommends Board of Regents approval of the revisions to the 2016-2017 Classified Compensation Schedule.

Date

Jerry B. Farley, President

Class Code	Classification Title	Current Entry Rate	Proposed Entry Rate	Proposed Maximum Rate
CL106	Administrative Assistant	\$9.55	\$9.55	\$17.19
CL108	Administrative Specialist	\$12.98	\$12.98	\$23.36
CL006	Assistant Chief Engineer	\$16.88	\$16.88	\$30.38
	Benefits Specialist	New	\$15.01	\$27.02
CL009	Broadcasting Engineer	\$12.60	\$12.60	\$22.68
CL005	Building and Grounds Maintenance Manager	\$15.65	\$15.65	\$28.17
CL010	Building and Grounds Technician	\$9.49	\$9.49	\$17.08
CL038	Building Maintenance Specialist	\$13.53	\$13.53	\$24.35
CL039	Building Maintenance Technician	\$11.68	\$11/79	\$21.02
CL012	Chief of Groundskeeping	\$11.76	\$11.76	\$21.17
CL016	Communications Specialist I	\$12.35	\$12.35	\$22.23
CL017	Communications Specialist Supervisor	\$13.61	\$13.61	\$24.50
CL018	Computer Operator	\$13.24	\$13.24	\$23.83
	Custodial Supervisor	New	\$12.60	\$22.68
CL029	Electrician II	\$13.61	\$13.61	\$24.50
CL031	Equipment Manager	\$10.33	\$10.33	\$18.59
CL032	Executive Assistant	\$15.01	\$15.01	\$27.02
CL033	Facilities Manager	\$15.01	\$15.01	\$27.02
CL034	Facilities/Systems Technician I	\$10.33	\$10.33	\$18.59
CL035	Facilities/Systems Technician II	\$12.60	\$12.60	\$22.68
CL040	Food Service Worker	\$9.14	\$9.14	\$16.45
CL041	Inventory Control Clerk	\$10.33	\$10.33	\$18.59
CL068	Laboratory and Environmental Technician	\$12.98	\$12.98	\$23.36
CL042	Laboratory Supervisor	\$12.60	\$12.60	\$22.68

Class Code	Classification Title	Current Entry Rate	Proposed Entry Rate	Proposed Maximum Rate
CL044	Library Assistant I	\$11.76	\$11.76	\$21.17
CL045	Library Assistant II	\$12.98	\$12.98	\$23.36
CL046	Library Assistant III	\$14.30	\$14.30	\$25.74
CL047	Licensed Practical Nurse	\$13.61	\$13.61	\$24.50
CL049	Museum Exhibit Technician	\$13.61	\$13.61	\$24.50
CL089	Network Cabling Technician	\$16.32	\$16.32	\$29.38
CL081	Online Education Support Specialist I	\$15.01	\$15/-1	\$27.02
CL104	Online Education Support Specialist II	\$16.40	\$16.40	\$29.52
CL055	Printer Specialist	\$13.61	\$13.61	\$24.50
CL056	Production Assistant	\$12.98	\$12.98	\$23.36
CL060	Registered Nurse	\$16.07	\$16.07	\$28.93
CL062	Retail Clerk I	\$8.35	\$8.35	\$15.03
CL063	Retail Clerk II	\$9.22	\$9.22	\$16.60
CL064	Retail Clerk III	\$10.17	\$10.17	\$18.31
CL107	Senior Administrative Assistant	\$11.39	\$11.39	\$20.50
	Technology Support Technician	New	\$16.00	\$28.80
	Technology Support Specialist	New	\$21.39	\$38.50
CL085	Temporary/Seasonal Worker	\$7.25**	\$7.25**	**Fed Min Wage
CL092	Unit Leader (Child Care)	\$9.80	\$9.80	\$17.64
CL074	University Police Captain	\$18.24	\$21.50	\$38.70
CL076	University Police Officer	\$15.01	\$17.01	\$30.62
	University Police Detective	New	\$18.00	\$32.40
CL077	University Police Sergeant	\$15.75	\$19.00	\$34.20
CL080	Volunteer Services Coordinator	\$11.42	\$11.42	\$20.56

Agenda Item No. VI. B. 11.
Washburn University Board of Regents

SUBJECT: Contracted Services with Pinegar, Smith & Associates, Inc.

DESCRIPTION:

Historically, Washburn University has maintained a visible presence in state government. The firm of Pinegar, Smith & Associates provided supplemental support as a contracted lobbyist firm for many years. They have assumed primary responsibility for legislative analysis and response for the University for the past four years. Services provided by Pinegar, Smith & Associates include monitoring legislative activity on a day-to-day basis, covering committee hearings, arranging private meetings of legislators with Dr. Farley, and monitoring the daily session for any activity related to issues of interest to Washburn. Additional responsibilities include:

Assisting Washburn University develop a federal and state legislative agenda.

Monitoring legislation in the Kansas Legislature which affects, or is of interest to, Washburn University.

Assisting in the advancement of the university's legislative program of Washburn at the federal and state level. This includes personal meetings with elected officials and their staff to convey and articulate the goals of the University.

Providing verbal (or written if requested) reports to the President and Special Assistant regarding services rendered on timely legislative and administrative issues.

Monitoring and attending meetings of the Kansas Higher Ed Caucus.

Providing assistance to Washburn University in the planning and coordination of legislative social activities and functions which provide benefit to the legislative program of Washburn University.

Attending and participating, as appropriate, in the Washburn University Executive staff meetings.

Attending and participating in other University meetings, functions, etc., as requested the Washburn University President or Special Assistant to the President.

FINANCIAL IMPLICATIONS:

The annual rate for this proposal will be \$86,478.00, payable as mutually agreed to between the parties. In addition, Pinegar & Smith will also bill for any reasonable out-of-pocket expenses incurred, such as postage, shipping, printing and photocopies, entertainment, lobbyist registration fees and out-of-town travel and lodging. Funding for these services currently exists.

RECOMMENDATION:

President Farley recommends the Board of Regents to approve the contract submitted by Pinegar, Smith & Associates to provide to aforementioned services for the period of August 1, 2016 to July 31, 2017.

Date

Jerry B. Farley, President



CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES (“Agreement”) is made and entered into by and between Washburn University of Topeka, 1700 SW College Avenue, Topeka, Kansas 66621 (hereinafter “Client”), and Pinegar, Smith & Associates, Inc., 513 SW Van Buren Street, Topeka, Kansas 66603-3302 (hereinafter “Consultant”).

The parties agree as follows:

1. Statement and Subject of Employment

a. Client retains and employs Consultant to represent Client with regard to legislative and administrative policy issues which may come before the United States Congress, Kansas Legislature and other government agencies or bodies in Kansas, which is further provided as follows:

- i. Consultant will assist Client with developing a federal and state legislative agenda;
- ii. Consultant will provide monitoring of legislation in the Kansas Legislature which affects or is of interest to Client;
- iii. Consultant will provide monitoring of legislation in the United States congress which affects or is of interest to Client;
- iv. Consultant will assist Client in advancing the legislative program of Client at both the federal and state level, which includes personal meetings with elected officials and their staff to convey and articulate the goals of the Client;
- v. Consultant will provide verbal (or written if requested) reports to University President and Special Assistant to the President regarding services rendered on timely legislative and administrative issues.
- vi. Consultant will monitor and attend meetings of the Kansas Higher Ed Caucus;
- vii. Consultant will provide assistance to Client in the planning and coordination of legislative social activities and functions which provide benefit to the legislative program of Client;

- viii. Consultant will attend and participate, as appropriate, in University Executive Staff meetings; and,
- ix. Consultant will attend and participate in University meetings, functions, etc., as requested by the University President or Special Assistant to the President.

b. It is understood and agreed that Consultant is not responsible for handling or addressing legislative or administrative matters on behalf of KTWU or any other public television broadcasting station.

c. It is understood and agreed that Consultant is not responsible for handling or addressing legislative or administrative matters on behalf of Washburn Institute of Technology.

2. Term of Agreement

The term of this Agreement shall be for a one-year period beginning August 1, 2016 through July 31, 2017 (“Agreement Term”).

3. Consultant’s Fee

In consideration for the representation and services provided under this Agreement, Client shall pay Consultant Eighty-Six Thousand Four Hundred Seventy Eight Dollars (\$86,478.00) (“Consultant’s Fee”), payable in twelve (12) equal monthly installments of Seven Thousand Two Hundred Six Dollars and 50 cents (\$7,206.50) per installment. The first monthly installment shall be due and payable immediately upon the signing of this Agreement, with each subsequent installment due and payable on the first day of each month thereafter.

4. Costs and Other Expenses

Reasonable costs incurred by Consultant in advancing Client’s cause are to be borne by Client (filing fees, postage, long distance telephone calls, copying, travel and entertainment, etc.). All such reasonable expenses shall be payable on a monthly basis, with a detailed invoice of such items provided to Client by Consultant. Payment shall be made within thirty (30) days of the invoice date.

5. Fee in Event of Discharge

Client reserves the right to terminate this Agreement at any time; *provided*, Client provides Consultant thirty (30) days written notice of such termination. Notwithstanding, in the event Client elects to terminate this Agreement, Consultant shall be compensated by Client for services rendered and expenses incurred until the date of such termination. Such compensation shall be determined through an equitable adjustment of Consultant’s Fee based upon the date of discharge in relation to the Agreement Term.

6. Association of Others

Consultant, with approval of Client, may employ, retain and/or consult with other persons to assist Consultant in representing Client, at Consultant's expense. All such persons shall report exclusively to Consultant.

7. Withdrawal of Consultant

Consultant may withdraw from Client's representation at any time; *provided*, Consultant provides Client with thirty (30) days written notice. Notwithstanding, Consultant shall be compensated by Client for services rendered and expenses incurred until the date of such withdrawal. Such compensation shall be determined through an equitable adjustment of Consultant's Fee based upon the date of withdrawal in relation to the Agreement Term.

8. Notice

Any notice required or contemplated under this Agreement shall be in writing and shall be deemed to have been duly served if delivered in person to the party for whom it is intended, or if delivered at or sent by registered or certified mail to the address of the person for whom it is intended. All notices for Washburn University of Topeka shall be provided to University counsel, Washburn University of Topeka, 1700 SW College Avenue, Topeka, Kansas 66621. All notices for Pinegar, Smith & Associates, Inc. shall be provided to Pinegar, Smith & Associates, Inc., 513 SW Van Buren Street, Topeka, Kansas 66603-3302.

9. Favorable Outcome Not Warranted

Consultant agrees to faithfully and diligently represent Client, but Consultant makes no warranties or representations concerning the success or results obtained from Consultant's services or representation under this Agreement. All statements of Consultant on these matters are statements of opinion only.

10. Modifications of Agreement

Any modifications of this Agreement or any additional obligations assumed by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by both parties.

11. Entire of Agreement

This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. This instrument supersedes and modifies all previous communications, representations or agreements, either verbal or written, between the parties.

12. Law to Govern Contract

It is agreed that this Contract shall be governed by, construed and enforced in accordance with the laws of the State of Kansas.

13. Confidentiality of Information

To the extent this paragraph is not superseded by law, each party agrees that all of the information, data, processes and procedures related to the subject matter of this Agreement is and shall be maintained as confidential information.

14. Nondiscrimination

Neither party shall discriminate against any person during the performance of this Agreement because of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, marital or parental status, or any basis prohibited by federal, state or local law or University’s equal education opportunity statement.

15. Miscellaneous

The parties hereby acknowledge that it is their intent to consummate this Agreement, and further agree to cooperate in good faith to effectuate and implement all the terms and conditions of the Agreement. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party. If any portion, provision or part of this Agreement is held to be invalid, unenforceable, unconscionable, or void for any reason whatsoever, that portion shall be severed from the remainder, and shall not affect the validity or enforceability of the remaining provisions, portions or parts.

IN WITNESS WHEREOF the parties of this Agreement have caused it to be executed in duplicate and one copy provided to each party.

Pinegar, Smith & Associates, Inc.

Washburn University of Topeka

By: _____
John D. Pinegar

By: _____
Jerry B. Farley, President

Date

Date