

Board of Regents Meeting

Memorial Union, Kansas Room

Thursday, 7/21/2016

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 Hearing

FY17 Public Budget Hearing - Page 3

FY17 Public Budget documents - Page 4

IV. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the June 16, 2016 meeting

June 16, 2016 Board of Regents Minutes - Page 17

V. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

D. Treasurer's Report

1. Liquidated Claims Approval - June 2016 - Rick Anderson

Liquidated Claims - June 2016 - Page 24

VI. New Business

A. Consent Agenda

1. Personnel

a. Faculty/Staff Personnel Actions

Faculty Staff Personnel - Page 25

b. Eminentes Universitatis

Eminentes Universitatis - Page 27

c. Professional Services Agreement

Professional Services Agreement - Page 29

B. Action Items

1. Proposed Washburn University Board of Regents' Meeting Dates for 2016-2017 - Dr. Farley

072116.Proposed 2016-17 Meeting Dates - Page 30

2. Banking and Financial Services for Washburn University and Washburn Institute of Technology - Rick Anderson

072116.Banking Services - Page 31

3. Expenditures over \$50,000

a. Memorial Union Dish Room Remodel - Project #223203 - Rick Anderson

Dish Room Remodel - Page 34

b. Ruckus Wireless Networking Upgrades - Rick Anderson

Ruckus Wireless Access Points - Page 35

4. Policies

a. Washburn University Tobacco Use Policy - Cynthia Holthaus

Tobacco Use Policy - Page 36

VII. Executive Session

Agenda Item No. III.
Washburn University Board of Regents

SUBJECT: FY 2017 Public Budget Hearing

BACKGROUND:

The Board approved publication of the summary public budget document and the notice of the public budget hearing at its June 16, 2016 meeting. The notice of public hearing was published in the July 11, 2016 edition of The Topeka Capital Journal.

DESCRIPTION:

Attached are the public budget documents required for the public budget hearing. The documents have estimated year end results for FY 2016, as of June 30, 2016. (Actual FY 2016 results will be presented to the Board at a later date). The mill levy and property valuation amounts are based on updated tax information received on July 1 from the Shawnee County Clerk's office. The public budget proposed for FY 2017 differs from the FY 2017 General Fund Budget approved by the Board on June 16, 2016, as the public budget establishes the maximum amount that can be expended in FY 2017. The public budget amounts are set to anticipate unforeseen circumstances and provide flexibility to handle increases or decreases in various revenue/expense items. However, any expenditure of amounts in excess of the Board approved FY 2017 budget would require specific Board action.

FINANCIAL IMPLICATIONS:

As stated in the attachments. This budget establishes the maximum amounts that can be expended from the various funds included in the public budget documents. The expenditure of amounts in excess of the FY 2017 Public Budget approved by the Board would require specific Board action.

RECOMMENDATION:

President Farley recommends approval of the FY 2017 public budget by the Board of Regents as presented in the attachments.

Date

Jerry B. Farley, President

FY 2017 Public Budget

General

Illustrated within this total document, is the FY 2016-2017 budget information which was published in the Topeka Capital-Journal July 11, 2016. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Public Hearing

The Board of Regents has set Thursday, July 21, 2016 at 4:00 p.m. in the Washburn University Memorial Union, Kansas Room for the Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2016 amounts were completed as of July 01, 2016.

Mill Levy

The proposed 2016-2017 budget includes an estimated tax levy of 3.317 mills. This has changed from the mill levy proposed for FY 2016 but is higher than actuals. A comparison of the actual 2015-2016 mill levy with the 2016-2017 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	2.949	3.000	0.051
Tort Claim	<u>0.317</u>	<u>0.317</u>	<u>0.000</u>
Totals	3.266	3.317	0.051

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$1,074,225,948 for 2016-2017 compared to \$1,041,624,829 (final) for last year, a 0.031% increase in valuation.

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

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2016-2017 and (3) the amount(s) of 2016-2017 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2016-2017 ADOPTED BUDGET		
Adopted Budget & Financial Statements	Page No.	Expenditures & Transfers	Amount of 2016-2017 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 90,156,818		
Employee Benefits	5	-		
Tort Claim Liability Exp. Fund	6	1,030,000	\$ 334,290	
Auxiliary Expense	7	10,613,826		
Smoothing Fund	8	4,300,000		
Washburn Institute of Technology	9	11,801,539		
Total Current Funds		\$ 117,902,183	\$ 334,290	
Plant Funds:				
Capital Outlay (DR&C)	10	\$ 8,277,619	\$ 3,164,657	
Capital Outlay (Sales Tax)	11	1,640,000		
Total Plant Funds		\$ 9,917,619	\$ 3,164,657	
TOTAL - ALL FUNDS	xxx	\$ 127,819,802	\$ 3,498,947	
Proof of Publication	12			
Assessed Valuation		\$1,074,225,948		

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

JERRY B. FARLEY, PRESIDENT

Assisted by:

JOHN A. MCGIVERN, CHAIRPERSON

Attest: _____, 2016.

County Clerk

RICK ANDERSON
VICE PRESIDENT
FOR ADMINISTRATION AND
TREASURER

WASHBURN UNIVERSITY
BOARD OF REGENTS
GOVERNING BODY

STATE OF KANSAS
 Budget Form MU-2
 2016-2017

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Int. Rate %	Amount of Bonds Issued	Amount Outstand. 7/1/2016	Date Due		Amount Due FY2016		Amount Due FY2017	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds	6/30/2010	2.15% to 3.70%	\$13,500,000	\$7,450,000	7/1 & 1/1	7/1	\$271,310	\$1,060,000	\$244,280	\$1,075,000
2. Refunding Revenue Bonds	6/30/2014	2.00% to 4.00%	\$9,655,000	\$7,895,000	7/1 & 1/1	7/1	\$253,331	\$890,000	\$235,531	\$920,000
3. Revenue Bonds, Series 2015A	6/25/2015	3.00% to 5.00%	\$20,105,000	\$20,105,000	7/1 & 1/1	7/1	\$865,611	\$0	\$851,618	\$140,000
4. Revenue Bonds, Series 2015B	6/25/2015	Variable	\$7,070,000	\$7,070,000	7/1 & 1/1	7/1	\$154,646	\$0	\$152,111	\$305,000

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

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2016	Amount of Payments Due 2015-2016	Amount of Payments Due 2016-2017
Energy conservation improvements	6/28/2013	15 yrs	2.236%	\$ 10,000,000	\$ -	\$ 11,901,272	\$ 8,258,712	\$ 793,418	\$ 793,418
Total Lease/Purchase				\$ 10,000,000	\$ -	\$ 11,901,272	\$ 8,258,712	\$ 793,418	\$ 793,418

* Use annual effective interest rate if available.

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2016-2017
FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - E&G	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	16,405,657	13,167,519	13,055,802
Revenues:			
Tuition & Fees	45,157,670	46,118,998	49,143,788
Endowment Income	539,757	341,738	878,636
Sales Tax	18,251,719	18,351,713	18,567,818
State Aid	10,736,302	11,900,920	11,424,655
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	4,110,690	2,811,442	3,314,699
Transfers - Use of Reserves	-	-	2,827,222
Revenue Sub-Total	78,796,138	79,524,811	86,156,818
Total Resources Available	95,201,795	92,692,330	99,212,620
Expenditures:			
Instruction	38,122,522	38,207,624	41,331,687
Pub. Service & Acad. Support	12,926,722	13,359,115	14,403,168
Student Services	8,112,322	8,620,071	9,341,727
Institutional Support	5,746,561	6,828,409	6,543,938
Maintenance of Plant	6,633,660	6,750,824	8,249,936
Scholarships & Fellowships	2,155,877	3,739,318	3,403,236
Other Expenses	1,389,510	686,189	742,481
Transfers	6,947,102	1,444,978	2,140,645
Contingency	-	-	4,000,000
Total Expenditures	82,034,276	79,636,528	90,156,818
Fund Balance June 30	13,167,519	13,055,802	9,055,802

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2016-2017
FUND PAGE - BENEFIT FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Benefit Fund	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	-	-	-
Property Tax/Other Tax Revenue	-	-	-
Investment & Other Income	-	-	-
Revenue Sub-total	-	-	-
Total Resources Available	-	-	-
Expenditures:			
Employee Benefit Expenses/ Transfer to General Fund	-	-	-
Total Expenditures	-	-	-
Fund Balance, June 30	-	-	-

Provision for back taxes
 Last assessment 1998

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

Adopted Budget General Fund - Auxiliaries	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	2,751,847	2,620,156	3,389,679
Revenues:			
Student Union Revenue	3,778,509	3,536,768	4,711,766
Residential Living	2,904,031	3,200,827	4,502,060
Transfer from E&G	-	-	-
Revenue Sub-total	6,682,540	6,737,595	9,213,826
Total Resources Available	9,434,386	9,357,750	12,603,505
Expenditures:			
Salaries and Wages	1,336,219	1,270,549	1,492,992
Cost of Goods Sold	2,103,739	1,769,365	2,185,037
Other Expenses	1,465,973	1,655,357	2,814,268
Transfers to DRC	1,872,800	1,272,800	2,721,529
Contingency	-		1,400,000
Transfers to Bldg. Const. Fund	35,500	-	-
Total Expenditures	6,814,231	5,968,071	10,613,826
Fund Balance, June 30	2,620,156	3,389,679	1,989,679

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2016-2017
FUND PAGE - SMOOTHING FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Smoothing Fund	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	4,395,557	4,937,974	6,058,974
Sales Tax	1,492,417	1,570,000	1,500,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	1,492,417	1,570,000	1,500,000
Total Resources Available	5,887,974	6,507,974	7,558,974
Expenditures:			
Transfer to Bldg. Const. Fund	950,000	-	1,300,000
Transfer to Capital Impv. Fund	-	-	500,000
Transfer to Debt Ret. Const.	-	449,000	500,000
Transfer to General Fund	-	-	500,000
Contingency	-	-	1,500,000
Total Expenditures	950,000	449,000	4,300,000
Fund Balance, June 30	4,937,974	6,058,974	3,258,974

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2016-2017
FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND
(FUND WITH A TAX LEVY)

Adopted Budget DR&C Fund	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	(1,648)	685,972	231,703
Revenues:			
Ad Valorem Tax	3,012,727	3,062,137	3,164,657
Motor Vehicle/Other City Taxes	271,134	205,353	258,565
Sales and Other Taxes	250,000	250,000	355,000
Interest and Misc Income	-	62	-
Escrow Funds Applied to Lease Prin	-	287,066	-
Issuance of 2015A /2015B bonds	1,178,210	-	-
Transfers from Other Funds/			
Debt Service Payments	2,942,179	2,669,152	4,404,947
Sales Tax & Smoothing	-	-	500,000
Revenue Sub-total	7,654,251	6,473,770	8,683,168
Total Resources Available	7,652,603	7,159,741	8,914,871
Expenditures:			
Bond Principal Payments	1,910,000	1,950,000	2,440,000
Bond Interest Payments	565,153	679,287	1,483,540
Lease Principal Payments	580,333	582,718	582,718
Lease Interest Payments	209,088	196,361	196,361
Transfers to Bldg Const Fund:			
For Capital Maintenance	1,813,428	2,075,292	2,075,000
For Equipment	1,150,387	1,017,690	1,000,000
For Parking	-	-	-
For Capital Projects	-	-	500,000
State Deferred Maint. Bond Repay.	425,625	425,625	-
State Deferred Bond Service Fee	2,128	1,064	-
Other Professional Fees	310,489	-	-
Contingency	-	-	-
Total Expenditures	6,966,631	6,928,037	8,277,619
Fund Balance June 30	685,972	231,703	637,252
	Total Expenditures and Fund Balance		8,914,871
	Tax Required		3,164,657
	Delinquency Computation (1.29%)		40,824
	Amount of FY16 Ad Valorem Tax		3,123,833

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2016-2017
FUND PAGE - CAPITAL IMPROVEMENT FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	116,332	116,332	116,332
Sales Tax	890,000	890,000	890,000
Transfer from Smoothing Fund	-	-	500,000
Investment & Other Income	-	-	-
Additional Sales Tax	-	-	250,000
Transfer from Bldg. Const.	-	-	
Revenue Sub-total	890,000	890,000	1,640,000
Total Resources Available	1,006,332	1,006,332	1,756,332
Expenditures:			
Capital Expenses	-	-	250,000
Transfer to DRC Fund	890,000	890,000	890,000
Transfer to Bldg. Const.	-		
Contingency			500,000
Total Expenditures	890,000	890,000	1,640,000
Fund Balance, June 30	116,332	116,332	116,332

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2016-2017
Washburn Institute of Technology
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - WIT	Prior Year Actual FY2015	Current Year Estimate FY2016	Proposed Budget FY2017
Fund Balance, July 1	3,023,580	2,095,767	1,764,183
Revenues:			
Tuition & Fees	2,648,777	3,196,970	4,013,506
Technical State Aid - Secondary	3,397,398	2,963,117	3,255,170
Technical State Aid - Post Sec	2,835,500	3,121,916	3,013,965
Technical Capital Outlay	149,483	163,898	163,898
Interest on Investments	18,079	4,614	5,000
Special Project Aid	-	-	-
Other Sales and Services	273,316	236,608	100,000
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	9,322,553	9,687,123	11,301,539
Total Resources Available	12,346,133	11,782,890	13,065,722
Expenditures:			
Instruction	5,189,701	5,756,496	6,442,209
Academic Support	687,387	614,240	739,584
Student Services	928,496	980,440	1,016,186
General Institutional	337,317	330,032	426,290
Facilities Service	1,320,090	1,313,733	1,390,227
Other Expenses & Transfers	1,787,375	723,767	1,287,043
Contingency	-	300,000	500,000
Total Expenditures	10,250,366	10,018,706	11,801,539
Fund Balance June 30	2,095,767	1,764,183	1,264,183

NOTICE OF PUBLIC BUDGET HEARING
2016-2017 BUDGET

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 21st day of July 2016 at 4:00 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

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

The proposed budget for FY 2016-2017 expenditures and amount of 2017 Ad Valorem Tax establish the maximum limits of the 2017 budget. Estimated Tax Rate * is subject to change depending on final assessed valuation.

BUDGET SUMMARY

Current Funds - Unrestricted	2014-2015		2015-2016		PROPOSED BUDGET 2016-2017		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2016 Tax to be Levied	Est. Tax Rate *
General Fund	\$ 82,034,276		\$ 79,636,528		\$ 90,156,818		
Employee Benefits	-		-		-		
Tort Claim Fund	\$ 298,257	0.322	\$ 388,744	0.317	\$ 1,030,000	\$ 334,290	0.317
Auxiliary Enterprises	\$ 6,814,231		\$ 5,968,071		\$ 10,613,826		
Smoothing Fund	\$ 950,000		\$ 449,000		\$ 4,300,000		
Washburn Institute of Technology	\$ 10,250,366		\$ 10,018,706		\$ 11,801,539		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 6,966,631	3.000	\$ 6,928,037	2.949	\$ 8,277,619	\$ 3,164,657	3.000
Capital Outlay(Sales Tax)	\$ 890,000		\$ 890,000		\$ 1,640,000		
Total All Funds	\$ 108,203,761	3.322	\$ 104,279,087	3.266	\$ 127,819,802	\$ 3,498,947	3.317
Total Tax Levied	\$ 3,314,371		\$ 3,400,868		xxxxxxxxxxxxx		
Assessed Valuation	\$ 1,026,203,325		\$ 1,043,563,308		\$ 1,074,225,948		
Outstanding Indebtedness							
July 1,	2014		2015		2016		
Capital Lease	\$ 9,432,488		\$ 8,852,155		\$ 8,258,712		
Revenue Bonds	19,205,000		44,470,000		42,520,000		
Total	\$ 28,637,488		\$ 53,322,155		\$ 50,778,712		

* Tax Rates are expressed in mills.

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

**WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
June 16, 2016**

I. Call to Order

Chairperson Sneed called the meeting to order at 4:00 p.m. in Room 327 of the School of Law Building on the Washburn University campus.

II. Roll Call

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

III. FY 017 Public Budget – Publish Notice of Hearing

It was moved and seconded to approve to publish the notice of hearing for the FY 2017 public budget. Motion passed.

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

It was moved by Regent Parks and seconded by Regent Boles to approve the Minutes of the April 21, 2016 meeting. Motion passed.

V. Officer Reports

A. Chair’s Report

There was no Chair’s report.

B. President’s Report

President Farley announced the Sunflower Music Festival is happening currently on campus. It is the 30th anniversary and will run through June 18.

Dr. Farley said the Mulvane Art Fair was held June 4-5 and had another successful year.

Kansas Youth Leadership Forum for students with disabilities will be meeting on our campus in July. We expect 20 – 25 young people to participate.

Dr. Farley said the Topeka Civic Theatre & Academy will hold “The Art of Murder” interactive murder mystery fundraiser on the Washburn campus for a second year.

President Farley reported on the Washburn Tech Recycled Rides program, saying they have given away 16 cars total throughout the program. This year's auto was donated by State Farm. He said our faculty, students, and professionals take a weekend to refurbish the vehicle and then partner with United Way to find a family in need of a car to donate to the family.

He said Washburn Tech recently held their annual car show, 80 cars were entered. Monies raised fund their Care Closet, a student organization that gathers food and clothing for donation to our students in need.

Dr. Farley reported that Senator Moran toured the SimLab at Washburn Tech.

He also said Washburn Tech has partnered with the Sheriff's Office to train 9-1-1 dispatchers. They approached us for training as they had no formal training program previously.

President Farley reported on the School of Business Entrepreneurship program. He said several teams entered into an international contest; some of the initial work is done through Skype. The project of our winning team is a service to help companies find legal opportunities to find reductions for utility expenses. Four teams from the United States were in the competition and 12 teams overall. The team from Washburn won.

Dr. Farley said Washburn is a platinum sponsor for the Sunflower State Games. We provide facilities as a premiere sponsor. It runs for three weekends in July.

President Farley said we have entered into an agreement with a program in Japan to bring Cheva University students to attend Washburn and some to other institutions. This will orient them to the U. S. and they will take a five-week intensive English program. We have 26 from Japan and 11 from South Korea this year.

C. Committee Report(s)

1. Budget/Finance Committee

Committee Chair Hoferer said the Committee met on June 14 on the administration's proposed budget and budget assumptions and voted to recommend for approval to the Board.

2. Nominating Committee

Committee Chair Sourk moved to elect John McGivern as Board Chair, Paul Hoferer as Vice-Chair, Rick Anderson as Treasurer, Marc Fried as Secretary to the Board, and Cynthia Holthaus as Assistant Secretary. Regent Parks seconded the motion. Motion passed.

D. Treasurer's Report

- 1. Liquidated Claims Approval – April 2016**
- 2. Liquidated Claims Approval – May 2016**

Regent Hoferer moved and Regent Parks seconded to accept the Treasurer's Report. Motion passed.

VI. New Business

A. Consent Agenda

It was moved and seconded to approve the Consent Agenda. Motion passed.
As approved by action of the Board:

1. Personnel

a. Faculty/Staff Personnel Actions

Grant phased retirement to Evelyn Pitts for two years beginning August 2017, and hire Julia Murray as Grants Facilitator-Director Friends of Mabee/Student Success Lecturer at an annual salary of \$50,000;

Vice President for Academic Affairs Randy Pembroke spoke

b. Emeriti Faculty

Bestow the status of Lecturer Emeritus to Roberta Jolly;

It was moved by Regent Boles and seconded by Regent Sourk to approve both VI.A.1.a. and VI.A.1.b. Motion passed.

c. Eminentes Universitatis

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 Bethe Titsworth.

Vice President for Administration and Treasurer Rick Anderson presented the item. Regent Sourk moved and Regent Hoferer seconded to approve. Motion passed.

B. Action Items

1. Election of Officers and Special Officers

Action was taken above during the Nominating Committee report.

2. FY 2017 General Fund Budget

Chairman Sneed noted that not much discussion will take place at this time, not because the Board doesn't care but because they spend significant time in discussion at the Budget Committee meeting.

Vice President for Administration and Treasurer Rick Anderson made a presentation. He said we will bring back a salary program for the Board to consider in the fall, contingent on enrollment.

Regent Boles said he can support a salary increase, but cannot support the budget because he cannot support tuition increase. He indicated we need to do the budget differently and not raise tuition just because everyone else is doing it.

Regent Sneed stated Washburn is near the bottom of an acceptable enrollment number and we need to change. He thanked Regent Hoferer for his work on the Budget/Finance Committee.

Regent Hoferer moved and Regent Sourk seconded to approve. The vote passed 8-1 with Regent Boles voting nay.

3. Renewal of Property Insurance

Vice President for Administration and Treasurer Rick Anderson reported the University moved to the Midwest Higher Education Compact (MHEC) cooperative program, which is an insurance risk pool for higher education institutions about four years ago. He said the Kansas Board of Regents had the law changed so that KBOR institutions could also join MHEC. Most of the increase is due to adding the property at Lincoln Hall and a 3% rate increase. Last year actual costs went down \$10,000-\$12,000. Regent McGivern moved and Regent Boles seconded to approve the item. Motion passed.

4. Banking Services

Item was pulled at the meeting with the Board's consent.

5. Modification – Academic Residency Requirements

Vice President for Academic Affairs Randy Pembroke said students are bringing more credits from various sources and the old system doesn't match this – known as swirling. He said there are two parts, one addresses bachelor's degrees and the other addresses associates degrees. Now we look at overall experience and the majority of hours at the institution and not just at the end.

Regent Sourk commended the responsiveness to the Board's concerns and making efforts to help transfer students. Regent Sourk moved and Regent Feuerborn seconded to approve the item. Motion passed.

- 6. KTWU Master Control Room HVAC Upgrade – Project #C17003**
- 7. Stoffer Science Center HVAC System Repair #C17027**

Vice President for Administration and Treasurer Rick Anderson said these two items are related to HVAC. He said we need to protect equipment in the master control room at KTWU. For Stoffer, the work relates to end-of-life replacement for some boilers. He said we are combining capital money and existing year budget to upgrade this summer. Both are off state contract and will take both together.

Regent Parks moved and Regent Boles seconded approving both items VI.B.6. and VI.B.7. Motion passed.

- 8. Allied Health Simulation Lab Update and Maintenance**

Vice President for Administration and Treasurer Rick Anderson presented the item, saying this work is to upgrade the simulation labs. Regent Sourk moved and Regent Parks seconded to approve. Motion passed.

- 9. Purchase of Equipment for Diesel Program – Sole Source**

Vice President for Administration and Treasurer Rick Anderson said this item is for Washburn Tech's SnapOn tool school. Equipment will be paid for by grants.

Responding to a question about students and capacity, Clayton Tatro stated that the program currently has 90 students but has capacity to 100.

In response to a question about if we are comparing prices as this is a sole source vendor, Mr. Anderson stated that the contract gives us a discount that brings the cost to lower than market.

Regent McGivern moved and Regent Boles seconded to approve the purchase. Motion passed.

- 10. Revisions to Classified Compensation Schedule**

Vice President for Administration and Treasurer Rick Anderson said this information is usually presented each year. Regent Hoferer moved and Regent Feuerborn seconded to approve. Motion passed.

Regent McGivern commented that some of these employees are making less than \$20k. He is concerned about paying so low, saying we need to pay people a living wage. Mr. Anderson responded that Washburn recognizes this and has moved up the lower end salaries more in the most recent contract with the bargaining unit. He said we have also moved up police officer salaries to be more competitive.

11. Contracted Services with Pinegar, Smith & Associates, Inc.

President Farley informed the Board we do not have an internal employee who serves as eyes and ears at the state capital. He said we had been using Pinegar Smith in a limited scope, but several years ago moved to use them for all legislative work. Their work is very good and they have a good reputation with both the legislators and the lobbyists for the other higher education institutions. He recommends renewal of their contract.

Responding to a question about soliciting proposals from other firms, Dr. Farley stated we have not done so for several year. To a question about out-of-pocket expenses, President Farley responded that these costs are limited, but they do legislative help for us both in Topeka and D.C. Dr. Farley responded to a question about how the amount is negotiated, saying it is negotiated by himself but there has been no increase in five years. Regent Hoferer commented that the amount seems very reasonable, and Regent Sneed stated he would not disagree with that statement.

Regent Parks moved and Regent Feuerborn seconded to approve. Motion passed.

C. Information Item(s)

1. Vision 2022 Strategic Plan Update

President Farley said this item is an update to our strategic plan, the most comprehensive he has been a part of, saying Dr. Hornberger has managed this process very well. He said we have moved forward on many of these programs this year.

Chairperson Sneed says congratulations to keeping this moving forward and to everyone who helps.

Chairperson Sneed offered his thanks to Denise Ottinger and Cindy Hornberger for their help over the years. Lastly, as ends his tenure as Chair, he's not sure he met all of his goals but appreciates the Board and administration in moving the ball forward on many points but there's still a long way to go.

VII. Executive Session

Regent Sneed moved and Regent Feuerborn seconded for the Board to recess into executive session and to reconvene at 5:10 p.m. to discuss a personnel matter and that no action would be taken. The Board recessed to executive session at 4:51 p.m.

The Board reconvened in open session at 5:10 p.m. No action was taken.

Regent Sneed moved to recess into executive session and to reconvene by 5:40 p.m. to discuss a personnel matter and that no action would be taken. The Board recessed to executive session at 5:10 p.m.

The Board reconvened in open session at 5:40 p.m. No action was taken.

Regent Feuerborn moved and Regent Hoferer seconded to adjourn. Motion passed.

The meeting adjourned at 5:40 p.m.

/s/

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – June 2016

DESCRIPTION: Attached is the list of claims processed for the month of June, 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 July 21, 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	\$ 1,776,544
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	4,847,217
4.	Endowment Fund	-0-
5.	Student Loan Fund	110,345
7.	Tort Claim Fund	10,690
8.	Restricted and Agency Fund	188,751
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	231,322
	Sub-Total	7,164,869
	Payroll	3,043,654
	Payroll Withholding ACH Transactions	3,212,321
	*Wire Transfers (Investments)	-0-
	Total	\$13,420,844

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$180,980
3.	Building and Construction Fund	63,646
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	10,855
13.	Government and Research Fund	61,277
	Sub-Total	316,758
	Payroll	325,591
	Payroll Withholding ACH Transactions	176,618
	Total	\$818,967

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
Vacant	Associate Professor of Law POSN 000294	Change to Interim Assistant Director of Programs and Services (School of Law), Effective July 1, 2016	\$50,000 for up to 12-month position appointment. Funds available in FY'17 budget	Up to one year interim appointment	Request approval
Danielle Dempsey-Swopes	Director of Multicultural Affairs POSN 000561	Increase salary from \$55,195 to \$78,500	Transfer of \$23,305 from President's Budget	Adjustment necessary to compensate for commensurate qualifications	Request approval
Recruitment pending	NEW- Work Ethics Instructor WIT	New 1.0 FTE position, effective August 1, 2016	\$45,500 fully grant funded	Position funded through KBOR Perkins Leadership grant through May 31, 2017	Request approval
JuliAnn Mazachek	President of Washburn University Foundation	Requests a two year extension of LOA from position as tenured Associate Professor of Business	NA	For academic years 2016-17 and 2017-18	Request approval
Geoffrey Way	POSN 000062	Correction to budget line	Return \$1,226.00 from CAS Adjunct Faculty Replacement fund	New Hire – editorial error. Budget line should have been increased to salary offer of \$45,000	Information only

Barbra Stevenson	POSN 000258	Correction to budget line	Return \$9,265.75 from SON Adjunct fund	Stevenson is entering into Phased Retirement and salary line was reduced to 50% of previous salary and should have been 75%. Line should read: FTE .49 \$31,509.75	Request approval
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RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 1. b.
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. Two additional employees who were included in the Voluntary Retirement Incentive Program are nominated for the Eminentes Universitatis designation.

Blue Adame - Blue joined Washburn as a Custodian in Facilities Services in March of 2005. We once asked Blue how he got his nickname and he said it came from running track while in school. He was said to run so fast that he appeared to be a “blue streak.” Blue has worked in several buildings and is noted for his positive, cheerful attitude. His recent work locations have included Benton Hall, International House, and Morgan Hall. We are grateful that Blue has been part of the Washburn family for the last 11 years and wish him all the best as he retires.

Pat Carrick - Pat joined Washburn as a Custodian in October of 2004. He has been a valuable member of the Facilities custodial department for almost 12 years. Pat has served in several locations across campus over the years. His calm, pleasant, consistent demeanor has caused many people across campus to think fondly of him. Most recently, Pat has been responsible for Stoffer Science, Carnegie, and the Phi Delt house. He is often seen in his trade mark baseball cap that says “Dag Nabbitt.” Patrick will be greatly missed. We wish Pat well as he moves into retirement.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Blue Adame and Pat Carrick.

Date

Jerry B. Farley, President

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

SUBJECT: Professional Services Agreement

DESCRIPTION:

Dr. Randy Pembroke has accepted a job as Chancellor at Southern Illinois University Edwardsville. Subsequently, President Farley asked Dr. JuliAnn Mazachek to serve as the interim Vice President for Academic Affairs (VPAA). Dr. Mazachek currently serves as the President of the Washburn University Foundation, which has a slightly different retirement plan, leave policy and health insurance than Washburn University. Given the differences, it would not have been easy to separate her from the Foundation to hire her for this interim position. A Professional Services Agreement is a simple solution; the Washburn University Foundation will assign Dr. Mazachek to Washburn University for purposes of performing the duties of the interim VPAA.

Dr. Mazachek will supervise the academic deans and program areas and provide leadership in all aspects of Washburn's mission in areas of teaching, research, scholarship, creative work and service. She will retain the title and position of President, Washburn University Foundation, and will continue to maintain responsibility for executive decision-making and policy-making, Board of Directors functions, and other high level duties normally associated with the President's position, albeit on a more limited basis. Washburn will pay the Foundation an amount equal to what Washburn currently pays for salary, benefits, and payroll taxes for the VPAA position.

FINANCIAL IMPLICATIONS:

Less than \$19,500 per month for the balance of the agreement.

RECOMMENDATION:

President Farley recommends the Board approve the Professional Services Agreement with the Washburn University Foundation.

Date

Jerry B. Farley, President

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

SUBJECT: Proposed Washburn University Board of Regents' Meeting Dates for 2016-2017

DESCRIPTION:

Thursday, September 22, 2016
Thursday, November 10, 2016
Wednesday, December 14, 2016
Thursday, February 2, 2017
Thursday, April 13, 2017
Thursday, June 15, 2017
Thursday, July 27, 2017 (Public Budget Hearing)

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the 2016-2017 Washburn University Board of Regents' meeting dates.

Date

Jerry B. Farley, President

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

SUBJECT: Banking and Financial Services for Washburn University and Washburn Institute of Technology

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 has also identified several non-depository financial services it wishes to update or introduce, namely, purchasing cards, payroll cards, and electronic accounts payable solutions:

- **Purchasing card** – a University credit card issued in the name of an employee to be used for small (\$500 or less) purchases in lieu of issuing a purchase order, or requiring the employee to make the purchase using personal funds, then request reimbursement.
- **Payroll card** – a debit card provided to an employee who does not have a bank account or does not wish to have her/his payroll direct deposited to an existing bank account. Employees who do not elect to have direct deposit will be required to have their pay deposited to their payroll card.
- **Electronic accounts payable solutions** – this refers to a number of products and/or services that allow the University's Accounts Payable office to pay vendors electronically rather than by check. Among these products and services are credit cards, virtual credit cards ("ghost cards"), vendor-initiated/University-approved direct bank account debits, etc.

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.

In addition, Washburn University Foundation requested the University to contact the four banks to determine if the banks would be willing to extend the same pricing for depository services to the Foundation. Responses from each of the banks were received prior to the 5:00p.m., Wednesday, June 30, 2016 deadline. Each bank stated that they would extend the same pricing to the Foundation as what they proposed to the University.

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

- Depository services – CoreFirst Bank & Trust
- Purchasing cards – U.S. Bank
- Payroll cards – U.S. Bank
- Electronic accounts payable solutions – U.S. Bank

Note: the University’s selection of CoreFirst for depository services is not binding on the Foundation. However, one of the other banks has explicitly noted their willingness to extend their proposed pricing to the Foundation is contingent on that bank being awarded the University’s depository services contract.

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, however, we do expect to identify operational efficiencies as we fully implement the payroll card and electronic accounts payable solutions.

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 August 1, 2016 or as soon as practicable thereafter.

Date

Rick Anderson
Vice President for Administration and Treasurer

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

SUBJECT: Memorial Union Dish Room Remodel – Project # 223203

DESCRIPTION:

This project will provide for the replacement of the dish machine and supporting infrastructure in the Memorial Union dining services area. This project has two distinct components, buildout of the existing space to accommodate the new equipment and the purchase and installation of the new dishwashing machine. Extensive modifications are warranted to the dish washing room due to the change in operational programming and the movement away from the utilization of trays in the dining area. Design Services were provided by Architect 1 and Latimer Sommers and Associates.

Plans and specifications were made available in June of 2016 and bids for construction were received as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Kelley Construction, Topeka	\$54,800
KBS Construction, Topeka	\$63,198

The University will purchase new counter tops, sinks, and build out amenities from local distributors to complete the installation package.

FINANCIAL IMPLICATIONS:

An expenditure of \$85,000 from Dining Services Operational Funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Kelly Construction in the amount of \$54,800, with a total project cost of \$85,000 for the dish room remodel project at the Memorial Union.

Date

Jerry B. Farley, President

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

SUBJECT: Ruckus Wireless Networking Upgrades

DESCRIPTION:

Each year Information Technology Services (ITS) replaces legacy and “end of life” wireless adapters and installs new adapters to extend and improve wireless coverage on the Washburn Campus. Washburn University has standardized on Ruckus for its wireless network equipment. In 2014, ITS developed a five year road map for the replacement of legacy Xirrus and Cisco access points that have gone end of life and are no longer supported, as well as obsolete Ruckus access points that recently entered their end of life cycle. These Ruckus units in our wireless infrastructure are preventing crucial firmware upgrades to our two Ruckus Zone Director controllers, which are mission critical components. Replacement of the remaining legacy Xirrus and Cisco access points will result in a homogenous Wifi environment consisting of only Ruckus devices, which will significantly improve performance, reliability, and management of our wireless infrastructure going forward.

Yellow Dog Networks received the Ruckus discount as the first vendor to respond to our request for quotes, making them the low bid. Like many technology manufacturers, Ruckus provides a discount to the first vendor responding to a bid in an effort to protect the investments made by their resellers in working with clients to develop network specifications. The quotes are for 141 wireless access points and associated licenses.

<u>VENDOR</u>	<u>QUOTE</u>
Yellow Dog Networks	\$60,813

FINANCIAL IMPLICATIONS:

An expenditure of \$59,494 from approved 2017 Technology Request Funds along with \$1,319 ITS operating funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a purchase for Ruckus wireless networking equipment to Yellow Dog Networks in the amount of \$60,812.67.

Date

Jerry B. Farley, President

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

SUBJECT: Washburn University Tobacco Use Policy

DESCRIPTION:

A previous Washburn Student Government Association (WSGA) administration conducted a survey about smoking and tobacco use on campus and passed a resolution to work with the University to become a smoke free campus. Last year, the WSGA administration requested that all tobacco products and electronic cigarettes be included in a smoke free campus policy. Subsequently, General Faculty and Staff Council provided input on smoking and tobacco policies. General Faculty support a policy of designated smoking areas, while Staff Council was split between wanting a smoke free campus and keeping the current policy. Section A.4 of the Board Policies for the Washburn University Policies, Regulations and Procedure Manual (WUPRPM) describes the University's current policy related to smoking.

The revised policy substitutes the word "smoking" to defined "tobacco use", and describes the applicability of such use. In the WUPRPM Regulations and Procedures sections A.7. and AA. 32.5., designated smoking areas are clearly identified and were removed from the policy section.

The policy will go into effect on September 1, 2016 after the campus community is informed. A map of designated tobacco use areas will be made available on a University website. Facilities Management is responsible for realigning campus resources to provide tobacco residue disposal. Appropriate signage will be created to demarcate designated areas.

The revised policy is recommended to be:

4. Smoking and Tobacco Use. The Administration shall establish regulations and procedures regarding smoking and tobacco use on property owned or leased by the University consistent with Board policies, and applicable laws and regulations. The Smoking and Tobacco Use policy applies to faculty, staff, students, contractors, and visitors to Washburn University and Washburn Institute of Technology campuses. Tobacco includes all forms of tobacco and tobacco use, including but not limited to cigarettes, cigars, pipe tobacco, electronic cigarettes, vapor-delivery devices, and chewing tobacco.

RATIONALE:

The revised policy reflects general campus support for limited use of smoking and tobacco on campus and expands the policy to include all forms of tobacco, beyond smoking. Regulatory/procedural content was removed from policy language, and the regulations and procedures restrict smoking and tobacco use to clearly identify designated areas.

FINANCIAL IMPLICATIONS:

Less than \$1,000 for signage and relocation and placement of receptacles.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the revised Washburn University Smoking and Tobacco Use Policy as set forth in the Washburn University Policies, Regulations and Procedures Manual, Board Policy Section 4.

Date

Jerry B. Farley, President