

# **Board of Regents Meeting**

**Memorial Union, Kansas Room**

**Thursday, 9/22/2016**

**4:00 - 6:00 PM CT**

## **I. Call to Order**

## **II. Roll Call**

Mr. Beck  
Mr. Boles  
Mr. Hoferer  
Mr. McGivern  
Mrs. Parks  
Mr. Sneed  
Mrs. Sourk  
Mrs. Van Etten  
Mr. Wolgast

## **III. Approval of Minutes of Past Meeting(s)**

### **A. Approval of the Minutes of the September 2 and July 21, 2016 Meetings**

*July 21, 2016 Washburn University Board of Regents Minutes - Page 3*

*September 2, 2016 Washburn University Board of Regents Minutes - Page 9*

## **IV. Officer Reports**

### **A. Chair's Report**

### **B. President's Report**

### **C. Committee Report(s)**

#### **1. Audit Committee**

### **D. Treasurer's Report**

#### **1. Liquidated Claims Approval - July 2016 - Jim Martin**

*Liquidated Claims Approval - July 2016 - Page 10*

## **V. New Business**

### **A. Consent Agenda**

#### **1. Personnel**

##### **a. Faculty/Staff Personnel Actions - Juli Mazachek**

*Faculty Staff Personnel - Page 11*

### **B. Action Items**

#### **1. Health Insurance Renewal - Jim Martin**

*Health Insurance Renewal - Page 12*

*Health Insurance premium rates - Page 13*

#### **2. Renewal of Insurance Policies - Jim Martin**

*Insurance Renewal - Page 14*

#### **3. Expansion of the RN to BSN Program - Juli Mazachek**

*RN to BSN - Page 15*

**4. KanTRAIN Advanced Manufacturing Certification Evaluation Services - RFP #17002  
- Jim Martin**

*KanTRAIN Advanced Manufacturing - Page 17*

**5. Contract for Data Access for Research with Kansas Board of Regents - Jim Martin**

*KanTRAIN KBOR Contract for Data Access - Page 18*

**6. Contract for Workforce and Curriculum Development Services with Kansas Board of Regents - Jim Martin**

*KanTRAIN KBOR Contract for Workforce Curriculum Devel - Page 19*

**7. Policy Change in the Washburn University Policy Regulations and Procedures Manual  
- Jim Martin**

*WUPRPM FLSA Changes - Page 20*

*WUPRPM FLSA Policy Edit - Page 21*

*WUPRPM FLSA Policy B - Page 29*

*WUPRPM FLSA Policy D - Page 30*

*WUPRPM FLSA Policy E - Page 31*

*WUPRPM FLSA Policy O - Page 34*

*WUPRPM FLSA Policy Y - Page 35*

**C. Information Item(s)**

**1. Report of Purchases \$25,001 to \$50,000**

*Purchases - Page 36*

**WASHBURN UNIVERSITY OF TOPEKA  
BOARD OF REGENTS  
MINUTES  
July 21, 2016**

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**I. Call to Order**

Chairperson McGivern 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. Hoferer, Mr. McGivern, Mrs. Parks, Mr. Sneed, Mrs. Sourk and Mr. Wolgast. Mr. Boles and Mr. Feuerborn were not present.

**III. FY 2017 Public Budget Hearing**

The regular business meeting recessed at 4:02 p.m.

The Public Budget Hearing opened. No one registered in advance to speak and no one in the audience requested the opportunity to speak. The Public Budget Hearing closed at 4:05 pm. It was moved by Regent Sourk and seconded by Regent Hoferer to approve the public budget. Motion passed.

The regular business meeting reconvened at 4:05 p.m.

**IV. Approval of Minutes of the June 16, 2016 meeting**

It was moved by Regent Sourk and seconded by Regent Wolgast to approve the Minutes of the June 16, 2016 meeting. Motion passed.

**V. Officer Reports**

**A. Chair's Report**

On behalf of the Board, Chairperson McGivern thanked Regent Sneed for his service as chairman for the past year. Regent McGivern announced his nominations for board members serving on committees for the balance of the fiscal year and until their replacement is approved by the Board. The Chair stated that he has spoken with each of the Board members regarding the appointments. The nominations are:

Nominating Committee – Regent Parks (Chair), Regent Sneed and Regent Feuerborn;  
Presidential Assessment Committee – Regent Parks (Chair), Regent Hoferer and Regent Wolgast;

Budget/Finance Committee – Regent Boles (Chair), Regent Hoferer and Regent Sourk;

Audit Committee – Regent Beck (Chair), Regent Wolgast and Regent Sneed.

It was moved by Regent Sneed and seconded by Regent Sourk to appoint the committee nominations. Motion passed.

## **B. President's Report**

President Farley announced our new Vice President for Student Life is Eric Gropich, replacing Denise Ottinger. Dr. Farley said he came from UMKC and is a true student affairs professional. He has new ideas and a new perspective. Dr. Farley said he expects he will do a superb job and welcomed him to Washburn.

Dr. Farley announced another change. Dr. Cynthia Hornberger retired June 30. The President conducted an internal review and selected Cynthia Holthaus. He said she has worked here five years and is looking forward to working in this position.

President Farley reported we had an event in Kansas City last month, Washburn at the K on Father's Day, saying it was a good day which many fathers with children attended. He said we sold 900 game tickets and 750 tickets to the pregame tailgate. Three buses were used to transport folks from Topeka to the game and back. Alumni sponsors helped offset some expenses. He said many of our colleagues in the MIAA were envious we could get that kind of turnout. The Alumni Association and Foundation did a great job with the event.

Dr. Farley said on YouTube, one of our graduates, Aaron Moses, is a new sensation - his father was a former regent, David Moses. He said Moses went to a Black Lives Matter BBQ event in Wichita and had a dance he did with the crowd. Moses was also interviewed by CNN and he was well-spoken.

Dr. Farley said another alum who has been with the San Francisco 49ers, held a football camp in Topeka on our campus, bringing some of his teammates to help. An unexpectedly large crowd turned out.

President Farley said we have completed our search for a new softball coach. Brenda Holiday from Washburn rural district was selected. She has taken teams to state finals several times. He said we look forward to having her at Washburn and she should be a good representative.

President Farley invited Vice President for Administration and Treasurer Rick Anderson give a brief update on Lincoln Hall. Mr. Anderson said we are making sure we get a Temporary Occupancy Certificate (TOC) before athletes move in August 8. He said a pending issue for the TOC is the electronic locks and hardware. Those materials are on the way for delivery next week with 1-2 day installation time and then we should be okay. He reported the elevators are working, and fire safety systems and HVAC systems are all in working order. Contractors are still painting and doing punch-list work and some concrete is left, but we are not expecting any major issues. In response to a question about the occupancy rate, Mr. Anderson

answered we are at about 77-78% which is what we expected for first year. With last minute students, international and reaching out to Washburn Tech, we could get to 82% mark. He said we may consider taking Kuehne or West Hall offline. In response to a question about the number of Tech students living in the halls, Mr. Anderson responded that there are not many this year, maybe just four or five, because it was not advertised.

**C. Committee Report(s)**

There were no committee reports.

**D. Treasurer's Report**

**1. Liquidated Claims Approval – June 2016**

Vice President for Administration and Treasurer Rick Anderson said we are wrapping up matters for the fiscal year. It was moved by Regent Hoferer and seconded by Regent Parks to approve. Motion passed.

**VI. New Business**

**A. Consent Agenda**

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

As approved by action of the Board:

**1. Personnel**

**a. Faculty/Staff Personnel Actions**

vacant one-year position – change Professor of Law to Interim Assistant Director of Programs and Services in the School of Law effective July 1, 2016 at an annual salary of \$50,000; recruitment pending for Work Ethics Instructor at Washburn Institute of Technology effective August 1, 2016 at a grant funded annual salary of \$45,500; hire Danielle Dempsey-Swopes as Director of Multicultural Affairs at an increased annual salary from \$55,195 to \$78,500; grant two-year leave of absence extension to JuliAnn Mazachek from the School of Business for academic years 2016-17 and 2017-18; budget line correction to new hire Geoffrey Way due to editorial error; budget line correction to Barbra Stevenson due to phased retirement;

**b. Eminentes Universitatis**

bestow the status of Eminentes Universitatis to Blue Adame and Pat Carrick; and,

**c. Professional Services Agreement**

enter into a Professional Services Agreement with the Washburn University Foundation for services of Dr. JuliAnn Mazachek as Interim Vice President for Academic Affairs at Washburn University.

**B. Action Items**

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

President Farley noted the proposed meeting dates follow the same schedule as last year. A question was asked if the April date conflicts with Association of Governing Boards Annual Conference. Dr. Farley stated AGB changed the dates they normally hold the conference so there is no conflict. It was moved by Regent Souk and seconded by Regent Hoferer to approve the schedule. Motion passed.

**2. Banking and Financial Services for Washburn University and Washburn University and Washburn Institute of Technology**

President Farley announced a conflict and excused himself from the meeting. Vice President for Administration and Treasurer Rick Anderson presented the item. He said our contract with CoreFirst has expired and we are continuing month-to-month while evaluating the best program to bid. He said we have reviewed the bids for services. General banking day-to-day services are recommended to stay with Corefirst. The payroll card is being moved from UMB to USBank and the other services are new. They are also being recommended to be awarded to US bank. He said US bank is recognized for their products in those areas nationally. It was moved by Regent Sourk and seconded by Regent Wolgast to approve the recommendations. Motion passed.

**3. Expenditures over \$50,000**

**a. Memorial Union Dish Room Remodel – Project #223203**

Vice President for Administration and Treasurer Rick Anderson reported that the Board previously approved renewing our food service agreement with Chartwells. He said as part of that agreement, Chartwells agreed to provide capital for the new dining hall and the existing dining hall. He said we are using some of Chartwell's capital as well as our own funds to make these upgrades. It was moved by Regent Wolgast and seconded by Regent Hoferer to approve the expenditure. Motion passed.

**b. Ruckus Wireless Networking Upgrades**

Vice President for Administration and Treasurer Rick Anderson presented the item, saying we continue to work to provide wireless access to all buildings on campus. He said the upgrades listed were approved as part of the capital fund approval by the Board in the spring. This will upgrade wireless service across campus. It was moved by Regent Parks and seconded by Regent Sourk to approve the expenditure. Motion passed.

**4. Policies**

**a. Washburn University Tobacco Use Policy**

Cynthia Holthaus, special assistant to Dr. Farley, reported this is a proposal that started with the students and moved throughout the rest of the campus. She said regulations will be implemented to set up smoking areas and administration worked with the police to ensure camera security coverage. Those who worked on this include Rick Anderson, Teresa Lee, Marc Fried and Rich Connell. In response to a question about not complying with the new policy, Ms. Holthaus responded that the violation will be treated as student code violation or employee violation. In response to a question about visitors, she responded that they will be expected to follow the policy as well. Responding to a question about signage, Holthaus stated that signage will be posted at locations. Holthaus, answering a question about vapors, indicated that they are covered in the policy.

Teresa Lee, director of Human Resources, informed the Board that she wants to make sure resources available for employees and students to have programs for smoking cessation. Working with others on campus to have the services available including many available online.

Shirley Dinkel, director of student health services, informed the Board that the student health services will also have pharmaceutical assistance for employees and students. Insurance can sometimes help with costs. There are also state services available to help with smoking cessation.

In response to a question that it appears Washburn is making it easier to smoke, Holthaus stated that the intent is to limit smoking and to provide programs to help reduce smoking.

Dr. Farley added that students wanted a total ban on smoking. As the issue worked throughout the campus, this policy was a result of those discussions. It is a first step to go to an eventual ban. Regent Wolgast noted many cities are excluding rec areas and trails.

It was moved by Regent Hoferer and seconded by Regent Parks to approve the policy. Motion passed.

## V. Acknowledgements

President Farley acknowledged that Dr. Randy Pembroke is attending his last meeting as Vice President for Academic Affairs. He said Dr. Pembroke has done a very good job, and has taken on difficult tasks. He has provided great leadership and we wish him well and we will miss him.

Dr. Farley then also acknowledged Rick Anderson is attending his last meeting as Vice President for Administration and Treasurer. He has done a tremendous job. Dr. Farley has known him for many years and they are friends in addition to being colleagues. He said he has developed a tremendous staff. He said Mr. Anderson has worked to make the administration area service friendly to the campus, and we thank him for his service and will miss him.

It was moved by Regent McGivern and seconded by Regent Parks to recess into executive session and return into regular session at 5:00 p.m. Motion passed. Attendees were advised that no action will be taken upon return.

The meeting recessed to executive session at 4:36 p.m.

The meeting reopened at 5:03 p.m. with no action being taken.

It was moved and seconded to adjourn. The meeting adjourned at 5:03 p.m.

/s/

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Marc Fried  
Secretary, Board of Regents



**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**September 2, 2016**

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**I. Call to Order**

Chairperson McGivern called the special meeting to order at 7:30 a.m. in Morgan Hall Room 200-A on the Washburn University campus.

**II. Roll Call**

Present by telephone were: Mr. Beck, Mr. Boles, Mr. Hoferer, Mr. McGivern, Mrs. Parks, Mr. Sneed, and Mr. Wolgast. Mrs. Sourk and Mr. Feuerborn were not present.

**III. Appointment of Jim Martin as Interim Vice President for Administration and Acting Treasurer**

**President** Farley advised the Board that the Bylaws require certain pay documents be signed by the Treasurer and as the Board was aware, Rick Anderson had left his position with the University. The Bylaws also stated that the Board is to appoint an Acting Treasurer until such time as the Board appoints a full-time person to the position. Dr. Farley further advised that he had interviewed several persons and was recommending that the Board appoint Jim Martin, who is a member of the School of Business faculty, as Interim Vice President for Administration and Acting Treasurer. Martin also has experience in the private sector as an executive for Westar.

In response to a question about Martin's teaching role while serving in the interim capacity, Dr. Farley noted that Martin will continue to teach one class that is scheduled in the evening, but his daytime courses have been reassigned to others.

It was moved by Regents Parks and seconded by Regent Hoferer to appoint Jim Martin as Interim Vice President for Administration and Acting Treasurer. Motion passed.

It was moved and seconded to adjourn. The meeting adjourned at 7:33 a.m.

/s/

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Marc Fried  
Secretary, Board of Regents

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

**SUBJECT:** Liquidated Claims Approval – July 2016

**DESCRIPTION:** Attached is the list of claims processed for the month of July, 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 September 22, 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.

\_\_\_\_\_  
 Jim Martin, Interim Vice President for Administration & Treasurer

<b>WASHBURN UNIVERSITY</b>		
<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$ 2,105,131
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,895,294
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,100
7.	Tort Claim Fund	9,640
8.	Restricted and Agency Fund	292,424
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	518,146
	Sub-Total	5,821,735
	Payroll	2,698,739
	Payroll Withholding ACH Transactions	4,186,601
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$12,707,075</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$155,085
3.	Building and Construction Fund	78,808
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	3,584
13.	Government and Research Fund	70,353
	Sub-Total	307,830
	Payroll	292,553
	Payroll Withholding ACH Transactions	188,030
	<b>Total</b>	<b>\$788,413</b>

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 Date

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 Jerry B. Farley, President

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

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

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

Name	Position	Change	Financial Implications	Comments	Action
Phillip Hauptman	POSN 000149	Emergency Hire –One year Effective Aug 1, 2016	\$40,000 to be transferred from Vacant Art Lect. POSN.	VRIP vacancies created need for lecturer in CIS, preliminary request was made to Dr. Farley at the time of hire.	Request approval
Recruitment pending	NEW-Adult Education Instructor - WIT	New 1.0 FTE position	\$30,000/year DCF funds per MOU.	This full time one-year position through the Advantage Center and will instruct classes in Partners 4 Success, GED prep, Bridge and basic skills. Will teach courses to fulfill the MOU with Kansas State Department for Children and Families (DCF), DCF has agreed to pay \$8,000 per course and has already committed to at least four courses per year over the next three years.	Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

\_\_\_\_\_

Date

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Jerry B. Farley, President

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

SUBJECT: University Health Plan Renewal

DESCRIPTION:

University administrators and employees have reviewed the past utilization history of our health plans (medical and dental) provided by Blue Cross Blue Shield of Kansas (BCBSKS). Overall, our cost of health care services continues to rise and BCBSKS estimates our utilization will increase approximately 10% over the next year. The University's plan is a non-grandfathered, self-funded program. Our rates are a direct result of the usage our group has experienced over the rating period, and as our utilization continues to rise an increase in premiums is necessary.

In an effort to moderate the amount of premium increases, changes to the plan benefits are recommended. Specific changes include an increase to the Base and Buy-Up plan deductibles and co-insurance levels, adding a copay for emergency room visits, increasing the specialty office visit copay of \$30 to \$40, increasing the prescription copay for generic drugs by \$10 to \$15 and reducing the lab/x-ray rider from \$500 to \$300. Based on these plan benefit modifications, the employee's premiums will increase 4% for the Base plan and 10% for the Buy-Up plan. The University will continue to fund the remaining costs of the plan and will fund the entire cost of the single Base plan coverage. The University will continue a six-tier premium schedule which, in essence, provides income adjusted family coverage based upon salary to assist lower paid staff in getting affordable family medical coverage.

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

The University will continue evaluating our wellness program more closely with our health plan and look at options for future plan design changes.

FINANCIAL IMPLICATIONS:

The FY '17 Fringe Benefits budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
<b>Salary &gt; \$62,050 (Tier 1)</b>								
Employee Total	\$ -	\$ 270.33	\$ 341.64	\$ 737.76	\$59.44	\$ 409.28	\$ 485.90	\$ 968.22
Washburn Total	614.10	874.65	888.15	1,016.72	614.22	874.23	888.16	1,017.23
Total Premium	614.10	1,144.98	1,229.79	1,754.47	673.66	1,283.50	1,374.07	1,985.45
<b>Salary &lt;=\$62,050 (Tier 2)</b>								
Employee Total	-	237.89	301.08	638.75	59.44	332.75	402.76	785.08
Washburn Total	614.10	907.09	928.71	1,115.73	614.22	950.75	971.31	1,200.37
Total Premium	614.10	1,144.98	1,229.79	1,754.47	673.66	1,283.50	1,374.07	1,985.45
<b>Salary &lt;=\$53,617 (Tier 3)</b>								
Employee Total	-	197.58	250.51	518.98	59.44	309.65	363.81	689.98
Washburn Total	614.10	947.40	979.28	1,235.49	614.22	973.85	1,010.26	1,295.47
Total Premium	614.10	1,144.98	1,229.79	1,754.47	673.66	1,283.50	1,374.07	1,985.45
<b>Salary &lt;=\$44,754 (Tier 4)</b>								
Employee Total	-	164.43	208.62	419.89	59.44	276.47	321.96	590.98
Washburn Total	614.10	980.55	1,021.17	1,334.58	614.22	1,007.03	1,052.11	1,394.47
Total Premium	614.10	1,144.98	1,229.79	1,754.47	673.66	1,283.50	1,374.07	1,985.45
<b>Salary &lt;=\$36,228 (Tier 5)</b>								
Employee Total	-	133.24	170.58	324.70	59.44	245.25	283.97	495.89
Washburn Total	614.10	1,011.74	1,059.21	1,429.77	614.22	1,038.25	1,090.10	1,489.56
Total Premium	614.10	1,144.98	1,229.79	1,754.47	673.66	1,283.50	1,374.07	1,985.45
<b>Salary &lt;=\$27,801 (Tier 6)</b>								
Employee Total	-	101.09	129.68	224.63	59.44	213.07	243.10	395.91
Washburn Total	614.10	1,043.89	1,100.11	1,529.84	614.22	1,070.43	1,130.97	1,589.54
Total Premium	614.10	1,144.98	1,229.79	1,754.47	673.66	1,283.50	1,374.07	1,985.45

Includes Dental Premiums

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

SUBJECT: Renewal of Insurance Policies

DESCRIPTION: The University’s property insurance was renewed in July through the Midwest Higher Education Compact program. The renewal date for the remainder of the insurance coverage is October 1.

Workers Compensation constitutes the highest premium of all the University property and casualty insurance policies. The University continues to work closely with our insurance agent and workers compensation carrier to decrease the severity and frequency of claims. The 2016-17 experience modification factor of .71 is the lowest it has been in over ten years. This effort has made a profound impact on the premium, lowering it by 25% over last year’s premium.

The Sports Accident Insurance has increased primarily due to the increase in the number of athletes covered. With the addition of Cross Country, Track, and JV Basketball the total number of athletes increased from 432 to 579. As of the current academic year student athletes are required to carry their own personal health insurance coverage. This should reduce the number of Sports Accident claims and result in lower premiums in the future.

The list of renewal policies and premiums compared with the current year are as follows:

<b>Insurance Coverage</b>	<b>Last Year</b>	<b>Renewal</b>
Crime	\$ 8,394	\$ 8,394
Automobile (Renewal does not include several late additions to schedule)	41,114	43,859
General Liability	77,761	81,727
Educators Legal Liability	39,330	40,180
Workers Compensation	321,497	239,557
Excess Indemnity (Umbrella)	29,231	29,238
Non-Owned Aircraft	7,350	7,350
Foreign Liability	5,856	5,886
Pollution Liability (annual premium of 3yr prepaid policy)	8,306	8,306
Student Healthcare Professional Liability	17,091	23,363
Broadcasters Legal Liability - KTWU	2,995	3,144
IMA Brokerage Fee	60,000	60,000
Sports Accident Insurance	96,078	106,731
Cheerleader Catastrophic Accident Insurance	672	819
<b>TOTAL</b>	<b>\$715,675</b>	<b>\$658,554</b>

FINANCIAL IMPLICATIONS: Total premiums are consistent with FY 17 budget.

RECOMMENDATION: President Farley recommends approval to purchase insurance policies as listed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

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

SUBJECT: Expansion of the RN to BSN program

DESCRIPTION:

The RN to BSN program is a completely online degree program designed to support registered nurses who have an Associate's Degree to complete their Bachelor of Science degree in nursing. Students are required to complete 30 upper division nursing credits to complete the advanced nursing content, in addition to completing all of the university requirements for a bachelor's degree. The RN to BSN courses are taught using an 8-week format which allows the students to progress through the program faster than the traditional 16 week semester. Potential students can choose from 5 start dates for the RN to BSN program

RATIONALE:

The continued success of Washburn University depends on its ability to adapt to the current changing needs of the community in the preparation of educated, global citizens. The Vision Statement of the University includes several priorities of growing enrollments and providing educational opportunities for the many types of learners within the global community.

From 2008 to 2012, RN to BSN programs grew 75.1%. There are approximately 3.1 million RNs in the United States but 37%, or 1.1 million of those RNs hold an Associate's Degree. In the Midwest region, there are 300 Hospitals in KS, MO, NE, CO, OK, and 20 of them have magnet status. Sixty Community colleges or other institutions offer Associates degree in Nursing. In Kansas, of the 53,000 registered nurses, 20,000 hold an associate's degree, with 18 institutions that offer Associate Degree nursing program with over 1500 new admits annually.

Washburn University, through the School of Nursing, currently offers the RN-BSN program online and is currently ranked #18 on Great Value Colleges. The School of Nursing has developed a value-added model for the program which would allow for differentiation between the Washburn University RN to BSN programs from those currently offered throughout the Midwest through the Quality Matters certification process. The expansion of the program would mean an estimated 60 additional students will be admitted for each of the five start dates for a total new student enrollment of 300 RN to BSN students annually, starting in FY 18.

FINANCIAL IMPLICATIONS:

As specified in the pro forma, two outreach specialists, three enrollment coordinators, one digital marketing specialist, one processor (Registrar's office), and additional operating expenses will be required in FY17. By FY 19 the program is proposed to be at full operational strength and at maximum enrollment capacity, and operating in a revenue-generating mode. Marketing this change will be essential to the growth of the program. The School of Nursing is asking for an investment of \$480,000 specifically to provide assistance with digital marketing. This investment is critical for the growth of the online program.

The details of the pro forma are included in supporting documentation.

RECOMMENDATION:

President Farley recommends Board of Regents' approval of the expansion of the RN to BSN program and the investment in digital marketing.

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Date

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Jerry B. Farley, President



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

SUBJECT: KanTRAIN Advanced Manufacturing Certification Evaluation Services– RFP #17002

DESCRIPTION:

Washburn University requested bids for its Round 4 TAACCCT grant project (KanTRAIN) in Advanced Manufacturing. The requested proposal includes the Advanced Manufacturing programs in all four KanTRAIN member programs: Washburn/Washburn Institute of Technology, Wichita Area Technical College, Flint Hills Technical College, and Garden City Community College. The purpose of the services requested is to provide technical assistance to consortium members in reviewing advanced manufacturing certifications and producing career pathways that incorporate certifications relevant to employers who hire graduates from KanTRAIN programs. Key tasks include Certification Evaluation, Certification Review, Certification Acceptance, Employer Engagement, and supporting documentation and products.

The RFP was sent to eleven different vendors across the nation, as well as a notice posted in the Topeka Capital-Journal. Two bids were received. The bids came in as follows:

<u>BIDDER</u>	<u>BID</u>
<b>WorkED Consulting, LLC</b>	<b>\$ 78,000</b>
Thomas P. Miller and Associates	\$ 85,898

The WorkED proposal was determined to be the most responsive and least costly in meeting the best interest of the KanTRAIN project. Strengths of the proposal included Higher Education, Workforce, and TAACCCT grant experience, highly qualified staff, and the methodology needed to accomplish the proposed tasks.

KanTRAIN (\$11,997,957) is 100% funded by the U.S. Department of Labor’s Trade Adjustment Assistance Community College and Career Training Program, #TC-26477-14-60-A-20.

FINANCIAL IMPLICATIONS:

An expenditure of \$78,000 from the KanTRAIN budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to WorkED Consulting, LLC, in the amount of \$78,000 for the KanTRAIN Advanced Manufacturing Certification Evaluation Services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

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

SUBJECT: Contract for Data Access for Research with Kansas Board of Regents

DESCRIPTION:

Washburn, on behalf of the KanTRAIN consortium, is requesting approval to enter into a contract with the Kansas Board of Regents (KBOR) to provide limited student level education and employment data necessary to support the KanTRAIN TAACCCT grant reporting and performance requirements on employment status and program impact for Kansas TAACCCT participants.

The purpose of this Agreement is to enable Washburn, as the consortium lead for KanTRAIN, to utilize student level education record data and information to assist in the study and evaluation of postsecondary education programs for evaluating KanTRAIN outcomes and impact. KBOR will also share limited employment data, in a manner consistent with a data sharing agreement between KBOR and the Kansas Department of Labor (KDOL) dated February 6, 2013, which authorizes the use of KDOL data for the evaluation of postsecondary education programs.

The proposed agreement documents KBOR as a sole source for providing these data at the student level. KBOR is the only entity to possess both existing data sources, education and wage records, and therefore is uniquely qualified to perform the data match for TAACCCT institutions necessary for Washburn's study and evaluation of the KanTRAIN program.

<u>Vendor</u>	<u>Amount</u>
Kansas Board of Regents	\$225,000

FINANCIAL IMPLICATIONS:

The purchase is funded through the U.S. Department of Labor Employment and Training Administration Project entitled Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program, Agreement #TC-26477-14-60-A-20.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to the Kansas Board of Regents in the amount of \$225,000.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Jerry B. Farley, President

**Agenda Item No. V. B. 6.**  
**Washburn University Board of Regents**

**SUBJECT:** Contract for Workforce and Curriculum Development Services with Kansas Board of Regents

**DESCRIPTION:** Washburn, on behalf of the Kansas Technical Re/training Among Industry-targeted Networks (KanTRAIN) grant consortium, is requesting approval to enter into a contract with the Kansas Board of Regents (KBOR) to provide workforce engagement training and curriculum development work necessary to support the KanTRAIN TAACCCT grant performance requirements.

The purpose of this agreement is to enable Washburn, as the consortium lead for KanTRAIN, to purchase services from KBOR in support of the KanTRAIN program. KBOR will provide integrated and targeted training to KanTRAIN consortium institutions for KBOR's statewide career and technical education initiatives including Accelerating Opportunity-Kansas (AO-K), professional development for technical education staff focused on engaging business leaders, facilitated employer engagement events, curriculum alignment with the Adult Completion Policy Project (ACPP) focused on Credit for Prior Learning (CPL) and KanVet database integration for military service members and veterans, and implementation of the National Association of Manufacturers "Dream It. Do It" events at consortium member institutions.

The proposed agreement documents KBOR as a sole source for facilitating and directly aligning these services to KBOR's statewide career and technical education initiatives. As the statewide coordinating board for the state's public higher education institutions, KBOR administers the state's career and technical education programs. KBOR is the only source that can provide the access, resources, alignment, and statewide post-secondary integration to these statewide initiatives that will support KanTRAIN's efforts in meeting the grant's project outcomes.

<u>VENDOR</u>	<u>AMOUNT</u>
Kansas Board of Regents	\$176,293

**CONTRACT PERIOD:** September 2016 through March 31, 2018

**FINANCIAL IMPLICATIONS:** The purchase is funded through the U.S. Department of Labor Employment and Training Administration Project entitled: Trade Adjustment Assistance Community College and Career Training Grants Program KanTRAIN TAACCCT Agreement #TC-26477-14-60-A-20.

**RECOMMENDATION:** President Farley recommends the Board of Regents approve the award of a contract to the Kansas Board of Regents in the amount of \$176,293.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Jerry B. Farley, President

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

**SUBJECT:** Changes in the Washburn University Policy Regulations and Procedures Manual - Policies A, B, D, E, O and Y

**DESCRIPTION:**

The Department of Labor (DOL) announced several changes to the Fair Labor Standards Act (FLSA) updating the criteria that employers are required to use when determining whether a position is eligible to receive overtime pay. The criteria changes are to be effective December 1, 2016. Human Resources developed a project timeline to ensure compliance by December 1. One such project task is to review relevant Board policies, with input from E-staff, which need to be modified to effectuate compliance with the new regulations. Additional project tasks include reviewing specific positions impacted by the change with unit heads, communicating with supervisors and notifying employees affected in advance of December 1. Updates to the computer system, informational meetings and training for affected employees and supervisors, and a review of procedures and regulations are also included in the project timeline.

Non-Discrimination also was revised to reflect changes necessitated by FLSA amendments. Relevant citations to applicable laws and some definitions were also clarified at the suggestion of grant technical advisors.

**FINANCIAL IMPLICATIONS:**

Additional positions will be eligible for overtime pay for hours worked in excess of 40 hours during a work week.

**RECOMMENDATION:**

President Farley recommends the Board of Regents approve the changes to policy A, B, D, E, O and Y of the Washburn University Policy Regulations and Procedures Manual.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry B. Farley, President

## **1. Non-Discrimination**—(Harassment, Sexual violence, and Retaliation).

**1.1 University Commitment to Equal Opportunity.** Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status (hereafter referred to as “**protected status**”). Each unit within the University is charged with conducting its programs and activities in accordance with the University’s commitment to equal opportunity for all.

**1.1.1.** Discrimination based on protected status is prohibited by this policy and Federal and state laws: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.; the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.; 42 U.S.C. §§ 1981, 1983, and 1985; Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq., as amended by the Civil Rights Act of 1991, 42 U.S.C. § 1981a; the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681; the Clery Act as part of the Higher Education Act of 1965, as amended in 2008 (HEOA) and 2013 (VAWA), 20 U.S.C. § 1092(f); the Kansas Acts Against Discrimination, 44 K.S.A. § 1001 et seq;

**1.1.2** Sex discrimination includes sexual harassment (2.9), sexual violence (2.10), and some forms of relationship violence such as domestic violence (2.4), dating violence (2.2) and stalking (2.11).

**1.1.3.** If a violation of the policy is found, the University will take immediate action to eliminate the hostile environment, prevent its recurrence and remedy the discriminatory effect.

**1.2 Equal Educational Opportunity.** Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

**1.3 Equal Employment Opportunity.** Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination.

**1.4 Responsibility.** Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director, who is designated as our Title IX Coordinator; however, all Employees will share in the specific activities necessary to achieve these goals.

**1.4.1 The Equal Opportunity Director** Phone: 785-670-1509. Email: [eodirector@washburn.edu](mailto:eodirector@washburn.edu). The EOD also serves as the Title IX and ADA Coordinator. (In this policy, hereinafter referred to as EOD/Title IX Coordinator.)

**1.4.2.** Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities.

**1.4.3.** Any faculty member, Department Head, Area Head, or anyone in a supervisor role who becomes aware of sexual harassment on campus or during University-

sponsored activities must take steps to prevent its recurrence and must report the matter to the EOD/Title IX Coordinator.

**1.4.4.** Anyone deemed a “Responsible Employee” (as defined in Section 2.7 below) who becomes aware of an incident of sexual violence must report the matter to the EOD/Title IX Coordinator.

**1.4.5.** Any employee who becomes aware of any type of harassment should report the matter to the Employee’s supervisor and/or the EOD/Title IX Coordinator.

**1.5 Who is Covered.** The policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities. All individuals, regardless of sexual orientation of either party, are subject to this policy. This means that it applies to conduct between two students, between two employees, between an employee and student, and between an employee or student and a non-employee or non-student (third-party).

**1.5.1.** The policy applies whether behavior occurs on or off campus if the conduct adversely impacts an individual’s equal educational or employment opportunity on campus, or the conduct poses an imminent or continuing threat to the safety of the University community.

**1.5.2.** All persons covered under this policy are required to fully cooperate with the EOD/Title IX Coordinator during an investigation and to provide information and materials such as official personnel or student files and records, and other materials necessary to complete a thorough review of complaints. All information, materials, and proceedings will be kept confidential and only shared with those who have a legitimate need to know.

*Also see Regulations Section 2.6 for more detailed confidentiality provisions and Regulations Section 1.8, 1.27, and 2.9 for retaliation provisions.*

**1.6 Complaints.** Complaints of discrimination or harassment are to be made to the EOD/Title IX Coordinator. See Section A.1. of Regulations and Procedures for the process and more information.

**1.7 Sanctions.** Persons who violate this policy are subject to sanctions, up to and including exclusion from the campus, dismissal from employment, or expulsion from the University. A list of all possible sanctions the University may impose can be found in the Regulations Section 3.6.

**1.7.1.** For third-parties found to violate the policy, the University’s ability to take action may be limited. The University will take steps to provide appropriate remedies to the extent possible, while providing support (options as in Regulation Section 2) for the Complainant and campus community.

**1.8 Retaliation.** Retaliation against any person is prohibited under this policy and may result in sanctions or other disciplinary action. See 2.11 for the definition of retaliation.

**1.9 False Complaints, Misleading Information, or Breach of Confidentiality.** Persons who knowingly file a false complaint, provide false or misleading information, or violate the confidentiality provision of this policy are subject to disciplinary action. Disciplinary

action will not be taken against persons who make a good faith complaint, even if the allegations are not substantiated.

- 1.10 Accommodations.** Consistent with state and federal laws, reasonable accommodations will be provided to those with a qualified disability.
- 1.11. Freedom of Expression.** This policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.
- 1.12. Record Retention.** The EOD/Title IX Coordinator will maintain records of all reports, decisions, and other documents under this Policy in order to track patterns and systemic behaviors. All documents will be retained for five years after the case was closed.
- 1.13. Establishment of Regulations.** The Administration shall develop regulations and procedures consistent with this policy.

## **2. DEFINITIONS**

- 2.1 Consent.** Consent is the communication of an affirmative, conscious and freely-made decision by each party to engage in agreed upon forms of sexual contact. Consent is not to be inferred from silence, passivity, or a lack of resistance.
  - 2.1.1.** There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this Policy.
    - Consent is not to be inferred from an existing or previous dating or sexual relationship.
    - Consent to one form of sexual contact does not constitute consent to any other form of sexual contact.
    - Consent with one person does not constitute consent to sexual contact with any other person.
    - Consent on one occasion is not consent to engage in sexual contact on another occasion.
    - Consent cannot be obtained by coercion or force.
    - Consent cannot be obtained in any situation involving sexual contact with an individual who is incapacitated and the person engaging in that sexual contact, knew, or should have reasonably known, that the individual was incapacitated.
  - 2.1.2.** Consent may be withdrawn at any time. Once consent is withdrawn, the sexual contact must cease immediately.
  - 2.1.3.** This definition is used for these policy purposes. Kansas statutes define consent in K.S.A. Section 21-5503.
- 2.2 Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a

relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

**2.2.1.** Dating violence includes, but is not limited to, sexual, physical or emotional abuse or the threat of such abuse. It can be a single act or pattern of behavior in relationships. It does not include acts covered under the definition of domestic violence.

**2.2.2.** This definition is used for these policy purposes and is also considered a crime for Clery reporting purposes. Kansas statutes include dating violence as a type of domestic violence. K.S.A. 21-5111(i)(1).

**2.3 Discrimination.** Behavior (verbal, physical, electronic, or other behavior) directed at an individual based on his/her protected status where (1) the individual is treated adversely without a legitimate, nondiscriminatory reason for the treatment, or (2) seemingly neutral policies, practices, or requirements have a disparate impact on employment, on-campus housing, or academic opportunities of a person's protected status without a valid business or academic reason. Discrimination includes failing to provide reasonable accommodations to a qualified individual with a disability and/or religious beliefs. (See WUPRPM Section A.13. Religious Accommodations.)

**2.3.1.** Sex Discrimination includes sexual harassment and sexual violence.

**2.4 Domestic Violence.** Felony or misdemeanor crimes of violence committed by a current or former family or household member.

**2.4.1.** Family or household member means persons 18 years of age or older who are spouses, former spouses, intimate partner, parents or stepparents and children or stepchildren, and persons who are presently residing together or who have resided together in the past, and persons who have a child in common regardless of whether they have been married or who have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

2.4.1.1. Crimes of violence include the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed toward the family or household member. It can be a single act or pattern of behavior in a relationship.

**2.4.2.** This definition of domestic violence is used for policy purposes and is a crime for Clery reporting purposes. For purposes of criminal prosecution in our local jurisdiction, the crime would be reported as domestic battery. Kansas Statutes define "domestic violence" more broadly to include threats of violence as well as acts of violence, between family or household members and in a dating relationship, as well as crimes against person or property. K.S.A. 21-5111(i).

**2.4.3.** Kansas Statutes define the crime of domestic battery as 1) knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or 2) knowingly causing physical contact with a family or



household member by a family or household member when done in a rude, insulting or angry manner. See K.S.A. 21-5414.

**2.5 Harassment.** Harassment is a form of discrimination and is defined as unwelcome verbal, physical, electronic, or other conduct based on an individual's protected status. Harassment violates this policy when:

1. Enduring the offensive conduct becomes a condition of continued employment or education,

**OR**

2. The conduct has the purpose or<sup>1</sup> effect of creating a work, education, or on-campus housing environment that a reasonable person would consider intimidating, hostile, or abusive.

**AND**

3. The conduct must be sufficiently severe or pervasive to alter the terms, conditions or privileges of an individual's employment, education, or on-campus housing.

**2.5.1. Discrimination and Harassment can be behavior that:**

- May be overt or implicit, and involve a threat or that any educational or employment decision may be affected by an individual's unwillingness to tolerate or accept the behavior.
- May or may not include the intent to harm.
- May be offensive conduct that becomes a condition of continued employment, education, or residence in on-campus housing.
- May adversely affect an individual's educational or employment opportunities by an individual's refusal to comply with or tolerate the prohibited activity.
- May not be legitimately related to the subject matter of a course.
- May be a pattern of behavior or, if sufficiently severe, a one-time event.
- May take the form of threats, assault, property damage, economic abuse, violence, threats of violence, or stalking.
- May include harassing or retaliatory behavior directed to a sexual or romantic partner, family member, friend, or pet of the complainant.
- May be committed by anyone, regardless of protected status, position, or authority.

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<sup>1</sup> For classroom instructional purposes, the behavior must have both the purpose AND effect

**2.5.2. Examples** include, but are not limited to the following: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance, academics or on-campus housing.

**2.6 Relationship Violence.** Refers collectively to domestic violence, dating violence, and stalking in this policy and procedure. Relationship violence may be a form of sexual harassment prohibited by this policy.

**2.6.1.** Examples of relationship violence may include, but are not limited to, the following:

- Telling his/her partner that he/she is crazy, ugly, stupid, etc.
- Constantly calling or texting his/her partner when they are not together;
- Threatening to “out” the victim if in a same-sex relationship
- Insisting on always knowing the location his/her partner
- Refusing to acknowledge a problem that his/her partner feels is important
- Withholding sex and/or affection as a form of punishment
- Forcing another faith practice on his/her partner
- Mocking, ridiculing, or insulting his/her partner’s religious or spiritual beliefs
- Threatening to expose private or damaging information to his/her partner’s faith community
- Hiding or destroying documents, such as visas or immigration paperwork

**2.7 Responsible Employee.** For purposes of this policy, “Responsible Employees” are deans, directors, chairpersons, administrators, supervisors, faculty, Washburn Institute of Technology Instructors, academic advisors, resident assistants, coaches, advisors to student groups, and any other individual meeting the definition under the implementing regulations for Title IX. Any University employee who accompanies students off-campus on a University-sponsored trip is considered a Responsible Employee. Responsible Employee includes anyone designated as a Campus Security Authority under the Clery Act, identified as such in Washburn University Campus Security Report (<http://www.washburn.edu/securityreport>). Employees who have a legally recognized confidential relationship with the complainant, (professional counseling services provider, for example) do not constitute Responsible Employees.

**2.8 Retaliation** Any attempted or completed adverse action taken against someone because he/she filed a complaint under this Policy, participated in the resolution of a complaint under this Policy, or opposed policies or practices he/she reasonably believed are discriminatory under this Policy.

**2.8.1.** This includes action taken against a witness (eg. Bystander) who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.

**2.8.2.** Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

**2.8.2.1.** If the retaliatory behavior is taken by a third-party, acting for either to the Complainant or Respondent, against another person who is complaining or participating in this process, then the party for whom they are acting shall be deemed responsible for the retaliatory behavior by that third-person.

**2.9 Sexual harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- 1b. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual;

**OR**

2. The conduct has the purpose or<sup>1</sup> effect of:
  - a. Unreasonably interfering with an individual's work, education, or on-campus housing; or
  - b. Creating an intimidating, hostile, or offensive work, educational, or on-campus housing environment;

**AND**

3. The conduct must be sufficiently severe or pervasive to alter the terms, conditions or privileges of an individual's employment, education, or on-campus housing.

**2.9.1. Examples** include but are not limited to the following: telling sexual or dirty jokes, performing sexual gestures, making sexual propositions, displaying sexually explicit photos, spreading sexual rumors, touching of a sexual nature, sexual coercion, sexual violence, domestic violence, dating violence, stalking and sex-based cyber harassment.

**2.9.2.** Section 703 of Title VII of the Civil Rights Act of 1964 defines harassment on the basis of sex in the workplace.

**2.9.3.** Sexual harassment of students and employees at Washburn University is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education.

**2.10 Sexual Violence.** Physical sexual acts perpetrated against an individual's will or where the individual is incapable of giving consent due to the victim's use of drugs or alcohol or an intellectual or other disability. Examples include, but are not limited to, rape, sexual assault, sexual battery and sexual coercion.

**2.10.1.** Acts of sexual violence are a form of sexual harassment prohibited by this policy.

**2.11 Stalking.** A course of conduct directed at a specific person that would cause a reasonable person to either 1) fear for his/her safety or the safety of others or 2) to suffer substantial emotional distress.

- 2.11.1.** This definition is used for these policy purposes and is also considered a crime for Clery reporting purposes.
- 2.11.2.** Kansas Statutes defines the crime of stalking more broadly, so certain behavior may be a crime, but not specifically a violation of this policy, and will be investigated as such by law enforcement. See K.S.A. 21-5427

## Recommended WUPRPM Policy Changes for September 22, 2016 Board Meeting and Approval:

### **B. Recruitment and Employment**

**5.1 Board Approval Requirement.** Approval by the Board shall be required for the appointment of a new Employee when the:

- Employment is to a new exempt staff or faculty Position;
- Proposed annual basic salary exceeds the budgeted amount for the Position in the then Fiscal Year Salary Supplement by more than 10%; or,
- Appointment is that of President or Vice President.

**8.1 Non-exempt and Exempt Staff.** For new non-exempt and exempt staff members the probationary period shall not be less than 6 months.

## Recommended WUPRPM Policy Changes for September 22, 2016 Board Meeting and Approval:

### D. Compensation

**1.2.1 The Administration shall establish and maintain a Compensation Plan** for Non-exempt Positions. The plan shall include an appropriate title and specifications describing the occupational summary and the work performed for each Position.

**4.2 Exempt Employees.** Earnings are based on the annual salary.

### 5. Determination of Pay Rate.

**5.1 Non-Exempt Positions.** The rates of pay for Non-exempt Positions shall be determined by the approved Compensation Plan.

**5.1.1 Former Non-exempt Employees** returning to employment in the same position shall be paid no more than the rate at which they were being paid at the time of termination. However, the pay may be higher if, in the intervening time, increases in salary or adjustments in the Compensation Plan warrant a higher pay.

## Recommended WUPRPM Policy Changes for September 22, 2016 Board Meeting and Approval:

### E. Benefits

**2.2.1 Employees eligible to receive paid holidays** are those who:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty; or,
- Have faculty rank and twelve month contracts of .5 or greater FTE.

**3.1 Eligible Employees.** Employees eligible to receive paid personal leave are those who:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty; or,
- Have faculty rank and twelve month contracts of .5 or greater FTE.

**3.4 Part-time Employees.** These Employees earn paid personal leave on a prorated basis.

**4.1 Eligible Employees.** Employees eligible to earn paid sick leave are those who:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty; or,
- Have faculty rank and twelve month contracts of .5 or greater FTE.

**4.2.1 The maximum number of hours an Employee may accrue** is 1040. The maximum accrual for eligible Employees authorized to work less than 1.0 FTE is prorated.

**4.2.3 Hours of leave earned shall be based upon** authorized hours of work required.

**6. Court Leave.** Eligible Employees shall receive the special considerations outlined below when called for jury duty or subpoenaed to serve as a witness.

**6.1 Eligible Employees.** Employees eligible to receive the court leave benefit are those Non-exempt Employees who are in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**6.2 Continued Pay.** The Employee is granted time off without charge to personal leave and without loss of pay.

**6.3 Exceptions.**

**6.3.1** An Employee appearing in court in an official University capacity is considered to be in a normal duty status. Thus, the court leave policy does not apply.

**6.3.2** When the Employee is a plaintiff or a defendant, the court leave benefit does not apply.

**7. Family and Medical Leave.**

**7.1 Establishment of Regulations.** The Administration shall establish regulations and procedures for compliance with the Family and Medical Leave Act.

**8. Leave without Pay.** The Administration shall develop and maintain regulations and procedures to provide eligible Employees leave without pay to cover a period of justifiable absence.

**8.1 Eligible Employees.** Employees eligible to receive leave without pay are those who are in a position authorized to work .5 FTE or greater. Temporary, seasonal, and Student Employees are not eligible.

**9. Shared Leave.** The Administration shall develop and maintain regulations and procedures providing eligible Employees up to 30 days paid leave of absence in a Fiscal Year from a shared leave pool.

**9.1 Eligible Employees.** Employees eligible to receive this benefit are those who:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty, or have faculty rank and twelve month contracts of .5 or greater FTE;
- Completed six months of service;
- Donated at least one day of personal leave and two days of sick leave to the pool in the fiscal year during which the need for the benefit occurs, or are qualified based on participation in prior years;
- Exhausted all other paid leave;
- Or a member of the Employee's immediate family has, a severe health condition documented by a health care provider; and,
- Have a health condition requiring the Employee's absence from work.

**10. Group Health Insurance.** The University provides a group health insurance plan to eligible Employees.

**10.1 Eligible Employees.** Employees eligible to participate are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**11. Group Term Life Insurance.** The University provides eligible Employees a group term life insurance



plan. The Administration shall develop regulations and procedures relating thereto which shall be consistent with Board policies and the applicable Board approved master contracts.

**11.1 Eligible Employees.** Employees eligible to participate are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**12. Disability Plans.** The University offers eligible Employees short term and long term disability insurance plans.

**12.1 Eligible Employees.** Employees eligible to participate are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**15. Educational Assistance Program.** Benefit eligible Employees are permitted to enroll in University courses without having to pay the tuition and enrollment fees.

**15.1 Eligible Employees.** Eligible Employees are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

## **18. Eminentes Universitatis.**

**18.1 Requirements.** The University may honor individuals by awarding the title of Eminentes Universitatis to Employees who:

- Have been an Exempt or Non-Exempt Staff Employee for a continuous period of ten years or more;
- Worked .5 FTE or more each of ten continuous years;
- Retired in good standing; and,
- Provided meritorious service to the University as judged by the Department Head, Area Head, and the President.

## Recommended WUPRPM Policy Changes for September 22, 2016 Board Meeting and Approval:

### **O. Sponsored Projects**

**3. Employee Compensation.** Compensation and fringe benefit amounts paid to University Employees performing work on grant funded projects will be consistent with the compensation and fringe benefits paid for similar non-grant funded positions and activities at the University.

## Recommended WUPRPM Policy Changes for September 22, 2016 Board Meeting and Approval:

### Y. Police

**7.16 Hearings.** Any individual who desires to contest the issuance of a University ticket issued to the individual may request a hearing in accordance with the following procedure:

- A complaint regarding the ticket must be made in person at the University Police Department;
- If the individual is not satisfied with the disposition of the complaint regarding the ticket, the individual may request a review of the ticket by the Parking Ticket Review Board. The individual must submit, in writing, to the Director of University Police the reason(s) for requesting a review of the ticket. The written request for a review must be delivered to the Director of University Police within 5 business days after the day the ticket was issued;
- Upon receipt of the written request for a review, the Director of University Police will schedule a hearing before the Parking Ticket Review Board. The Parking Ticket Review Board will consist of two Students appointed by the Washburn Student Government Association, one non-exempt staff and one exempt staff member appointed by the Staff Council, and one faculty member appointed by the Faculty Senate. The Parking Ticket Review Board will meet and render its decision within 5 business days after the hearing; and,
- The decision of the Parking Ticket Review Board shall be final and is not subject to further review.

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

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

BACKGROUND:

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

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Date

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Jerry B. Farley, President

## Report of Purchases between \$25,000 and \$50,000 July 15 thru August 31, 2016

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<b><u>Washburn University</u></b>		
UMAPS-Bulk Mail Permit #689 <i>Funding Source:</i> <ul style="list-style-type: none"> <li>• General Fund</li> </ul>	UP Postal Service Kansas City, MO	\$30,000
Network storage expansion <i>Funding Sources:</i> <ul style="list-style-type: none"> <li>• Annual technology equipment funds</li> <li>• ITS general fund budget <ul style="list-style-type: none"> <li>○ Software Maintenance Fees</li> </ul> </li> </ul>	ISG Technology Inc. Topeka, KS	\$27,625
Computers and Equipment Contract Purchase <i>Funding Source:</i> <ul style="list-style-type: none"> <li>• Annual technology equipment funds</li> </ul>	CDW Government Inc. Vernon Hills, IL	\$25,000
Clarity Connect – ACD for User Services Competitively Bid – Phone System <i>Funding Source:</i> <ul style="list-style-type: none"> <li>• 2017 Capital Improvement Fund</li> </ul>	Alexander Open Systems Lenexa, KS	\$33,696
HVAC Installation and Removal State Contract <i>Funding Source:</i> <ul style="list-style-type: none"> <li>• 2017 Capital Improvement Fund</li> </ul>	McElroy's Topeka, KS	\$49,352
Durow Rd Crumbling Panels Replacement Sole Source City of Topeka contracted vendor <i>Funding Source:</i> <ul style="list-style-type: none"> <li>• Parking Improvements Fund</li> </ul>	RDR Excavating Topeka, KS	\$32,400

Remove and replace damage concrete Durow Rd Sole Source City of Topeka contracted vendor <i>Funding Source:</i> <ul style="list-style-type: none"><li>• Parking Improvements</li></ul>	RDR Excavating Topeka, KS	\$29,100
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Cleaning Equipment & Supplies Lincoln Hall Contract <i>Funding Source:</i> <ul style="list-style-type: none"><li>• Lincoln Hall Housing Fund</li><li>• Lincoln Hall Dining Fund</li></ul>	Southwest Paper Wichita, KS	\$38,492
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**Washburn Institute for Technology**

Freightliner Semi Truck – CDL Program Competitive Bid <i>Funding Source:</i> <ul style="list-style-type: none"><li>• JIIST CDL Grant</li></ul> <p>*Note: Hoyt is also donating a 40ft trailer to the program)</p>	Hoyt’s Truck Center	\$39,900
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