

Board of Regents Meeting

AMENDED AGENDA

Memorial Union, Kansas Room

Thursday, 11/10/2016

3:00 - 5:00 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 22, 2016 Meeting

September 22, 2016 Washburn University Board of Regents Minutes - Page 3

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Budget/Finance Committee - Brent Boles

V. New Business

A. Consent Agenda

1. Faculty/Staff Personnel Actions - Jim Martin; JuliAnn Mazachek

Faculty Staff Personnel Actions - Page 9

2. Liquidated Claims Approval - August 2016 - Jim Martin

Liquidated Claims Aug 2016 - Page 10

3. Liquidated Claims Approval - September 2016 - Jim Martin

Liquidated Claims Sept 2016 - Page 11

B. Action Items

1. White Concert Hall/Garvey Fine Arts Building Tuck Pointing & Caulking Project C16028 and C17018 - Jim Martin

White Concert Hall Tuck Point - Page 12

2. Music Recital Hall Phase 1/Rita Blitt Art Gallery Project 900240 & C17019 - Jim Martin

Music Recital Hall Phase 1/Rita Blitt Art Gallery project 900240 & C17019 - Page 13

3. Changes in the Washburn University Policy Regulations and Procedures Manual - Policy E - Jim Martin

4. FY 2017 Washburn Salary Program Implementation

FY 2017 Salary Program Implementation - Page 17

C. Information Item(s)

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

Purchases \$25,000 to \$50,000 - Page 19

2. Leadership Challenge Event Presentation - Michael Gleason

3. Academic Sabbatical Report - Gloria Dye

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
September 22, 2016

I. Call to Order

Chairperson McGivern called the meeting to order at 4:01 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, Mr. Boles, Mr. Hoferer, Mr. McGivern, Mrs. Parks, Mrs. Van Etten and Mr. Wolgast. Regents Sneed and Sourk were not present.

III. Approval of Minutes of the September 2 and July 21, 2016 meetings

It was moved by Regent Boles and seconded by Regent Parks to approve the Minutes of the September 2 and July 21, 2016 meetings. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairman McGivern welcomed new regent Helen Van Etten. Mrs. Van Etten introduced herself as an audiologist for thirty-five years in the Topeka 501 school district and said she also serves on the Kansas Board of Regents. She commented that the game day atmosphere at the football game Saturday was great and the band was phenomenal. She said Lincoln Hall is an impressive facility, one of the best in the country.

Chairman McGivern noted that he has been speaking with Dr. Farley and Marc Fried about bringing in faculty or students to make a presentation to the board at each meeting, trying to improve interaction and feedback for the board.

B. President's Report

President Farley reported on the opening of Lincoln Hall, saying Malcolm Mikkelsen, president of WSGA, who was present at the meeting, and others provided input from the beginning to make sure we could meet students' needs. He thanked all of the Board members for being present at Saturday's grand opening.

Dr. Farley said last year's School of Law rankings moved up 14 spots. Our Trial Advocacy program ranks #12 in the nation. The Legal Research Writing program also rated high. He said one of our students, Joe Pilgrim, was identified as one of the Top Five Law Students of the Year in the U.S. last year by *The National Jurist*. Pilgrim graduated in May. Dr. Farley said we have hired a new faculty member, Burke Griggs, who is a nationally respected water law expert. Griggs formerly worked in the AG's office.

President Farley said the School of Business annual Pitch competition will be held October 6. He said this is where students pitch new business ideas to get real dollars. This year we are inviting high school students to join the event. Last year, one of the students had a strange/unique product idea – for flossing teeth.

Dr. Farley reported the debate team won its first competition for the year at William Jewell. He said there are no divisions in debate so competition is with schools of all sizes.

He announced Alpha Phi will celebrate its centennial on campus this year.

President Farley said the Edelman-Rebant family was recognized as “Family of the Year” at half-time of the game last Saturday. He said at least three generations of family members are attending or had attended Washburn University or Washburn Institute of Technology.

Dr. Farley said tomorrow there will be a meeting of faculty from across the state to discuss what courses should look like in the future and what outcomes should be. The meeting involves all 32 institutions in the state, and they will be working so that classes automatically transfer from one institution to another. He said over 300 faculty will be on campus tomorrow for the meeting.

President Farley introduced Shaun Schmidt, President of Faculty Senate, and Linsey Modellmog, Vice-President of Faculty Senate, also a graduate of Washburn; Ryan Calovich, chair of Staff Council, and Malcolm Mikkelson, President of the Washburn Student Government Association.

C. Committee Report(s)

1. Audit Committee

Regent Beck, Chair of the Audit Committee, reported the Committee met with a team from Rubin Brown. He said they discussed the plan of work on the audit and look to have a report on December 14. He said they are looking at high risk areas, tuition receivables. He indicated it is a good team and the Committee has confidence in them.

D. Treasurer’s Report

1. Liquidated Claims Approval – July 2016

It was moved by Regent Parks and seconded by Regent Wolgast to accept the Liquidated Claims for July 2016. Motion passed.

V. New Business

A. Consent Agenda

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

1. Personnel

a. Faculty/Staff Personnel Actions

hire Phillip Hauptman for one year as lecturer in CIS effective August 1, 2016; and, recruitment pending for new adult education instructor at Washburn Tech.

B. Action Items

1. Health Insurance Renewal

Jim Martin, Interim Vice President for Administration and Acting Treasurer, presented the health insurance item, saying the Plan is a calendar year plan. He said there have been extensive discussions with Blue Cross Blue Shield of Kansas. The initial report is that claims were up 10% last year, so initially we were looking at a 10% increase in premiums. Mr. Martin said Washburn worked to improve premiums, and finally came up with a plan to adjust premiums for the regular plan up 4% and the buy-up plan up 10%. He said other changes will allow us to stay within budget. He said 80% of employees elect the regular plan. Plan deductibles will go up from – \$1,000 individual/\$3,000 family to \$1,500 individual/\$4,500 family. The regular office copay will stay \$30, but office co-pay to a specialist will rise to \$40. Emergency Room co-pays will rise to \$250, but not this does not apply to use of urgent care or Walgreen’s clinics.

In response to a question about tiered premiums, Mr. Martin noted that we have six tiers which keep premium costs lower for lower-wage earners. He said every level is up 4%, but if the employee elects employee-only coverage, there will still be no premium. In Washburn’s medical plan, Washburn picks up 85% of the costs of the plan. We have kept the premium increase to 4%, but the reality is that premiums will be going up every year. Mr. Martin has chaired the benefits program for several years and there have been years where there was no raise in premiums. The Plan still works to protect those who earn less.

In response to a question why claims up 10%, Mr. Martin responded that everything was up, but drug costs were significantly higher.

It was moved by Regent Parks and seconded by Regent Hoferer to approve the Health Care Plan renewal. Motion passed.

2. Renewal of Insurance Policies

Jim Martin, Interim Vice President for Administration and Acting Treasurer, presented the item, saying there was better news for liability and worker's comp insurance. He said the Administration is recommending renewal of the list of policies. There is a reduction of \$57,000 from last year's total, including reduction of \$80,000 in worker's comp. He said there was great work by others to get the contingent percentage to .71 when in past years it has been over 1.0.

It was moved by Regent McGivern and seconded by Regent Boles to approve the renewal of insurance policies. Motion passed.

3. Expansion of the RN to BSN Program

Dr. JuliAnn Mazachek, Interim Vice President for Academic Affairs, introduced the people who did the hard work on the program: Dean Monica Scheibmeir, Dr. Jeanne Cantanzaro and Dr. Linda Merillat. She said the job market is strong and expected to stay strong past 2025. Nationwide statistics show one million nurses will retire in the next ten years. Dr. Mazachek indicated the program is up to date and certified in Quality Matters – which reviews online programs to ensure they meet certain standards. One of six programs that received that qualification. She said the program is designed to work with working students. The entire program is to be offered in eight week sessions, a first for Washburn. The Program will take 18 months to complete. The proposal anticipates growth to 300 new students each year. Dr. Mazachek said marketing will be different than traditionally done, more targeted to certain students and The Frank Agency discussed the marketing program.

In response to a question about retention in online programs versus traditional in seat, the Frank Agency stated that statistics show online retains slightly higher retention because it is more convenient. Projected enrollment is reasonable because there is a big market currently.

In response to a question if we looked to the future when more people are getting BSN from the beginning, Dr. Mazachek responded that because of changes in accreditation for hospitals, all nurses will be going to BSN so we do not see a significant change. However, we can scale down the program if necessary because we are using faculty already on staff. In response to a question about clinical programming, Dr. Mazachek noted that students are already working as nurses so the clinical aspect is not necessary. The program is credentialed the same as the traditional BSN program, just a different way of delivering.

Dr. Catanzaro answered questions on demographics. She said students are from thirty states, mostly female, ranging from directly out of the AA program up to 45 years of age. She said we are targeting a five state region but anticipate broader reach once the marketing program is in effect. The online program is already authorized in 37 states. She said we are asking the Board to invest in this program. The cost will be \$480,000 in the first year, and we expect to break even in year two, then profit after that.

Dean Scheibmeier was asked if she supports the program and she responded yes, that the program increases enrollment and meets the Board of Regents goal to increase non-traditional students.

Regent Boles stated in his time on the Board this is the most exciting and innovative program he has seen.

It was moved by Regent Parks and seconded by Regent Van Etten to approve the expansion of RN to BSN program. Motion passed.

4. KanTRAIN Advanced Manufacturing Certification Evaluation Services

Jim Martin, Interim Vice President for Administration and Acting Treasurer, presented the item, saying this is the first of three sequential proposals. This first one is a \$78,000 bid after a Request for Proposal. The recommendation is to accept the lower of the two bids received. Work of four programs involved in the grant will be aligned so that they meet certification. Monies will come from grant funds.

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

5. Contract for Data Access for Research with Kansas Board of Regents

Jim Martin, Interim Vice President for Administration and Acting Treasurer, said under the terms of a grant, we are required to track participants of the grant for three quarters after participants leave the program. The Kansas Board of Regents has a relationship with the Kansas Department of Labor to get that data. This is paid from the grant.

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

6. Contract for Workforce and Curriculum Development Services with Kansas Board of Regents

Jim Martin, Interim Vice President for Administration and Acting Treasurer, reported this is the final of the sequential proposals that deal with workforce and curriculum development money from the TRAC-7 grant. Previous action by the Board for the grant was approved for exactly the same agreement.

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

7. Policy Change in the Washburn University Policy Regulations and Procedures Manual

Jim Martin, Interim Vice President for Administration and Acting Treasurer, said the proposed policy changes address changes to the Fair Labor Standards Act beginning December 1, 2016. The changes will apply to Washburn employees, but not to those

whose primary duties are teaching. In anticipating procedural changes, such as flex time and comp time, these policy changes are needed to allow the University to move forward. The policy will reflect changing definitions to now referencing employees as “exempt” or “non-exempt”.

In response to a question about the estimated cost from the FLSA changes, Mr. Martin responded that has not yet been determined but there will be budget pressure. He noted that changes to Section Y should not be part of the motion as that language is not part of Board policy.

It was moved by Regent Wolgast and seconded by Regent Boles to approve all recommended changes to Board Policy except for Section Y. Motion passed.

C. Information Item(s)

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

In response to a question about the donation of a trailer for the Commercial Driver’s License Certification Program, Washburn Institute of Technology Dean, Clark Coco, noted that the donated trailer would be used with the tractors being purchased.

It was moved and seconded to adjourn. Motion passed.

The meeting adjourned 4:55 p.m.

/s/

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

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

Name	Position	Change	Financial Implications	Comments	Action
Vacant	Manager, Mechanical and Operations Systems. New POSN	New position to reflect additional duties for the increase in building spaces and complexity of systems	\$31,000 for FY17. Hire will replace POSN 671 (existing) in FY 18	This position will aid in the transfer of institutional knowledge and provide smooth transition for service due to a planned retirement	Request approval
Jennifer Wagner	Associate Professor of Mathematics POSN 000956	Leave of Absence for Spring 2017	Salary savings will cover cost of necessary adjunct faculty	Extension of FMLA	Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – August 2016

DESCRIPTION: Attached is the list of claims processed for the month of August, 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 November 10, 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

WASHBURN UNIVERSITY		
Fund #	Fund Name	Total Claims
1.	General Fund	\$10,103,064
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,210,698
4.	Endowment Fund	-0-
5.	Student Loan Fund	58,771
7.	Tort Claim Fund	15,190
8.	Restricted and Agency Fund	203,352
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	106,335
	Sub-Total	12,697,410
	Payroll	2,450,614
	Payroll Withholding ACH Transactions	2,624,512
	*Wire Transfers (Investments)	-0-
	Total	\$17,772,536

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$276,863
3.	Building and Construction Fund	47,327
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	2,339
13.	Government and Research Fund	62,148
	Sub-Total	388,677
	Payroll	322,740
	Payroll Withholding ACH Transactions	170,569
	Total	\$881,986

 Date

 Jerry B. Farley, President

Agenda Item No. V.A.3.
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – September 2016

DESCRIPTION: Attached is the list of claims processed for the month of September, 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 November 10, 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

WASHBURN UNIVERSITY		
Fund #	Fund Name	Total Claims
1.	General Fund	\$4,432,507
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,753,707
4.	Endowment Fund	-0-
5.	Student Loan Fund	37,243
7.	Tort Claim Fund	30,437
8.	Restricted and Agency Fund	310,835
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	138,629
	Sub-Total	6,703,358
	Payroll	2,971,691
	Payroll Withholding ACH Transactions	6,430,511
	*Wire Transfers (Investments)	-0-
	Total	\$16,105,560

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$411,313
3.	Building and Construction Fund	33,343
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	1,159
13.	Government and Research Fund	32,574
	Sub-Total	478,389
	Payroll	376,138
	Payroll Withholding ACH Transactions	193,138
	Total	\$1,047,665

 Date

 Jerry B. Farley, President

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

SUBJECT: White Concert Hall/Garvey Fine Arts Building Tuck Pointing & Caulking Project C16028 and C17018

DESCRIPTION:

This project will provide for the replacement of the existing exterior caulking and tuck pointing needs for the White Concert Hall and Garvey Fine Arts building. Over the past year and a half the roofs that serve the majority of the White Concert Hall and the Garvey building have been replaced. To finish sealing up the exterior façade and protecting interior finishes. A comprehensive exterior sealant renewal process is warranted. Plans and specifications were developed by HTK Architecture and the project was advertised, via the Topeka Blueprint plan room, in late September/ early October.

Bids were received in Washburn Purchasing from the following firms:

C&M Restoration	Kansas City, MO	\$60,065
Restoration and Waterproofing	Topeka, KS	\$64,268
Mid Continental Restoration	Fort Scott, KS	\$81,524
S & W Waterproofing	Kansas City, MO	Incomplete Bid

The bid from S&W Waterproofing was incomplete and did not fully comply with the bid documents and was disqualified.

FINANCIAL IMPLICATIONS:

An expenditure of \$60,065 from 2016 and 2017 Capital Funds to C&M Restoration to undertake and complete the White Concert Hall/Garvey Fine Arts Building Tuck Pointing and Caulking Project. HTK Architecture has already been paid \$9,400 for design services for a total project cost of \$69,465.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to C&M Restoration for \$60,065 for the White Concert Hall/Garvey Fine Arts Center Tuck Pointing and Caulking Project.

Date

Jerry B. Farley, President

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

SUBJECT: Music Recital Hall Phase 1 -
Rita Blitt Art Gallery - Project 900240 - C17019

BACKGROUND: At the September 25, 2014 Board of Regents Meeting, the Board gave approval to the administration to begin planning for an addition to White Concert Hall for use as music and practice facility.

At the February 5, 2015 Board of Regents Meeting, the Board approved the hiring of the Schwerdt Design Group (SDG) to begin design efforts for constructing a Recital Hall to be placed on the North side of White Concert Hall. Detailed planning has been underway since March of 2015 with many different reiterations attempting to be functional, aesthetically pleasing, and within reasonable budget and space constraints. The planning and design efforts of SDG and their specialty consultants were augmented by members of the Washburn administration, the chair of the Music Department, Director of the Mulvane, and members of Facilities Services.

During the course of the planning efforts, a significant gift was given to the university to construct a repository for the Rita Blitt art collection. The opportunity to house such a noteworthy collection of art that is so closely ingrained with the artistic qualities of music precipitated the design team to explore the possibility of integrating a new art gallery with the current design efforts for a new recital and music practice venue. It was agreed upon by all that the idea had tremendous merit and would be a great addition to the Recital Hall Project. Planning has progressed with designing the Recital Hall Project in three distinct phases, which will allow the Art Gallery Project to move forward as fund raising goals have been met and yet still retain a fully integrated appearance and feel to the new spaces that will be provided over time.

DESCRIPTION: The construction of the new Art Gallery will provide 3,220 square feet of new interior space to be located on the NW corner of White Concert Hall. Construction Plans and Specifications were posted at the Topeka Plan Room and advertised to both general contractors and subcontractors in the local market for the Art Gallery Project. Bids were received on October 20, 2016 from the following firms:

<u>Firm</u>	<u>Location</u>	<u>Base Bid</u>
Kelley Construction	Topeka	\$1,943,900
Mohan Construction	Topeka	\$1,962,000
D.F. Osborne Construction	Topeka	\$2,000,016
Senne Company	Topeka	\$2,100,016
Riley Construction	Manhattan	\$2,120,000
Lloyd Builders	Ottawa	\$2,362,000

As part of the bid documents several alternates were identified and provided in the specifications.

Alternate #3 was chosen for an alternate ceiling system	-\$46,400
Alternate #2 was chosen for movable display walls	\$7,500
Total bid plus alternates selected	\$1,905,000

FINANCIAL IMPLICATIONS: An expenditure of \$2,375,683 from Foundation Funds in conjunction with \$110,000 from Capital Project C17019 will be utilized for a \$1,905,000 construction contract with Kelley Construction along with associated project costs of \$580,683.

RECOMMENDATION: President Farley recommends the Board of Regents approve award of a contract to Kelley Construction in the amount of \$1,905,000 and approve a total project budget of \$2,485,683 for general construction, the purchase of FFE, construction testing, construction contingency and construction administration.

Date

Jerry B. Farley, President

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

SUBJECT: Changes in the Washburn University Policy Regulations and Procedures Manual - Policy E

DESCRIPTION:

Changes are needed to Section E.3 and E.4 in preparation for the upcoming FLSA changes. The personal and sick leave accrual maximums for benefit eligible employees is being revised to consider hours worked per pay period for Non-Exempt Staff and clarified for Exempt employees. An additional level of personal leave accrual, Tier II, is recommended to allow for flexibility in recruitment and retention of specific director level and above positions who do not otherwise meet the criteria of Tier I.

FINANCIAL IMPLICATIONS:

Select positions will be eligible for a higher level of personal leave accrual.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the changes to policy E of the Washburn University Policy Regulations and Procedures Manual.

Date

Jerry B. Farley, President

Washburn University Policies

E. Benefits

3.3 Earning Personal Leave. Full-time eligible Employees earn personal leave as described below.

3.3.1 Years of service for personal leave purposes shall include all previous years of service in a benefits eligible status whether or not employment has been continuous.

3.3.2 Tier I

Years of Service	Earned Per Year	Maximum Accrual
Less than 15	168 Hours	208 Hours
15 or more	192 Hours	232 Hours

3.3.3 Tier II

Years of Service	Earned Per Year	Maximum Accrual
Less than 10	144 Hours	184 Hours
Less than 15	168 Hours	208 Hours
15 or more	192 Hours	232 Hours

3.3.4 Tier III:

Years of Service	Earned Per Year	Maximum Accrual
Less than 5	120 Hours	160 Hours
Less than 10	144 Hours	184 Hours
Less than 15	168 Hours	208 Hours
15 or more	192 Hours	232 Hours

3.3.4 Personal leave accrual for Non-Exempt employees is based on hours worked up to a maximum of 80 hours per pay period. Personal Leave accrual for Exempt employees is based on authorized hours of work per pay period. Accruals will be prorated if total hours worked are less than the pay period maximum.

4.2 Earning Sick Leave.

4.2.3 Sick Leave accrual for Non-Exempt employees is based on hours worked up to a maximum of 80 hours per pay period. Sick Leave accrual for Exempt employees is based on authorized hours of work per pay period. Accruals will be prorated if total hours worked are less than the pay period maximum.

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

SUBJECT: FY2017 Washburn Salary Program Implementation

DESCRIPTION: The methodology described, the result of numerous discussions among faculty, staff, administration and members of the Board of Regents more than a decade ago and reconsidered and confirmed by the Budget and Finance Committee in September, is based on two fundamental principles:

Principle #1: Keeping faculty and staff compensation competitive is a University priority.

Principle #2: Wage and salary increases should be based on performance.

To be eligible for a performance increase, employees must be in a benefit eligible position as of June 30, 2016, and should have a performance review dated after January 1, 2016.

Performance pay increases will be evaluated using the following system:

- 1) **Performance during the review period ending after January 1, 2016 was unsatisfactory (not meeting expectations) and/or needs improvement meeting expectations.**

In such instances, no pay increase will be granted, and a performance improvement plan must be put in place for the employee

- 2) **Performance during the review period ending after January 1, 2016 consistently met or exceeds expectations.**

Expectations of faculty, technical instructors, and staff of Washburn University are very high and most individuals meet or exceed these expectations. Those individuals whose performance meets or exceeds expectations will receive a 1.8% merit increase to base wage or salary.

Vice Presidents and Area Heads will be provided the amounts applicable for each areas performance pool (1.8%) and targeted market (.2%). Vice Presidents and Area Heads in turn will work with Deans and Directors to allocate these salary and wage funds to individual faculty and staff. Based on fall enrollment, the increase to base hourly wages or salary will be implemented in the second half of the FY17 fiscal year. The actual dates are as follows:

<u>Employee Class</u>	<u>Effective Date of Increase</u>	<u>Paycheck Date</u>
Hourly Staff	January 1, 2017	January 20, 2017
Monthly Staff	January 1, 2017	January 31, 2017
12 Month Faculty	January 1, 2017	January 31, 2017
9 Month Faculty	February 1, 2017	February 28, 2017

FINANCIAL IMPLICATIONS:

The full amounts of \$1,181,114 for Washburn University and \$133,768 for Washburn Institute of Technology were included in the FY17 General Fund Budgets which were approved at the June 16, 2016 meeting.

RECOMMENDATION:

The Budget and Finance Committee recommends the Board of Regents approve the FY17 Salary Program as outlined above.

Date

Brent Boles, Chairman,
Budget and Finance Committee

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

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

BACKGROUND:

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

Date

Jerry B. Farley, President

Report of Purchases between \$25,000 and \$50,000 September 1 thru October 19, 2016

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<i><u>Washburn University</u></i>		
Forensic Center Microscope w/software, camera Sole Source <i>Funding Source:</i>	Olympus America Inc Waltham, MA	\$35,763
<ul style="list-style-type: none"> • Forensic Equipment 		
Mabee Library Restrooms Renovations Competitively Bid <i>Funding Source:</i>	Samco Inc Topeka, KS	\$26,400
<ul style="list-style-type: none"> • Capital Improvement 		
Music Department Instruments for Band Emergency Request <i>Funding Source:</i>	Manning Music Topeka, KS	\$49,990
<ul style="list-style-type: none"> • Misc Projects 		
Mabee Library Archives Renovations Competitively Bid <i>Funding Source:</i>	Samco Inc Topeka, KS	\$48,300
<ul style="list-style-type: none"> • Capital Improvement 		
 <i><u>Washburn Institute for Technology</u></i>		
Diesel Engine – Diesel Program Engines and Parts for Program Sole Source <i>Funding Source:</i>	Anderson Industrial Engines Omaha, NE	\$34,584
<ul style="list-style-type: none"> • JIIST Grant 		