

**Board of Regents Meeting**  
**Memorial Union, Kansas Room**  
**Wednesday, 12/14/2016**  
**5:15 - 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 November 10, 2016 Meeting**

*November 10, 2016 Minutes - Page 3*

**IV. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Report(s)**

**1. Audit Committee - Terry Beck**

**D. Treasurer's Report**

**V. New Business**

**A. Consent Agenda**

**1. Liquidated Claims Approval - October 2016 - Jim Martin**

*Liquidated Claims - October 2016 - Page 8*

**2. Faculty/Staff Personnel Actions - JuliAnn Mazachek**

*Faculty Staff Personnel - Page 9*

**B. Action Items**

**1. Resolution for Authorization of Kansas Municipal Investment Pool Transactions - Jim Martin**

*Municipal Investment Pool Resolution - Page 12*

*Municipal Investment Pool Resolution attach - Page 13*

**2. General Education Development Admission Criteria - Richard Liedtke**

*GED Requirements Proposal - Page 15*

**C. Information Item(s)**

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

*Purchases \$25000-50000 - Page 16*

**2. STEM Education and Outreach - Dr. Cherry Steffen**

**3. Math Day Event - Dr. Jennifer Wagner**

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**November 10, 2016**

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**I. Call to Order**

Chairperson McGivern called the meeting to order at 3:01 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

Representative Lynn Jenkins was introduced to make remarks to the Board and those present. She thanked the Board for all of their good work and also the work of Dr. Farley and his staff. She encouraged members of the Board to contact her anytime if they have an issue in Washington where she can help.

**II. Roll Call**

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

Chairperson McGivern advised the Board that he is requesting the Agenda be amended to add an additional action item. He explained the item would be regarding the Fiscal Year 2017 Salary program for the employees. The funding for the salary program was included in the budget but implementation was contingent on circumstances being in place. On September 29, the Board's Budget and Finance Committee held an open meeting where they considered the circumstances to determine if they would recommend the salary program be implemented. Chairperson McGivern noted that an Agenda Item for the matter had been provided to each of the Board members when they arrived and if the Board would approve the measure, then having it passed now would be necessary to insure implementation for the January payroll as is intended by the recommendation. It was moved by Regent Parks and seconded by Regent Sourk to amend the agenda. Motion passed.

**III. Approval of Minutes of the September 22, 2016 meeting**

It was moved and seconded to approve the Minutes of the September 22, 2016 meeting. Motion by Regent Boles and second by Regent Wolgast. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

Chairman McGivern reported on several matters. First, he reported that it was a luxury to attend the cosmetology program's grand opening. He said there was a great turnout and it is a great opportunity for Washburn, Washburn Tech and the community. The program offers training at one-third of the cost that the other private cosmetology programs were charging before they closed.

Second, he stated that homecoming was a good event. He appreciated the attendance and enthusiasm. He also noted that although not a band guy, the marching band was great. He always enjoys their marching through the tailgate section prior to the game.

Last, Chairperson McGivern noted he was on the hiring committee, along with Dean Ferrell, for the football coach position when head coach Craig Shurig was hired. Coach Shurig did a great job with the win at homecoming and also is the winningest football coach in Washburn history, including achieving his 100<sup>th</sup> victory earlier this season.

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

President Farley first recognized a number of students and staff present for their recent accomplishments. He began by also recognizing Coach Shurig for his 100<sup>th</sup> career win.

Next, Natasha Martinez was recognized for founding the Washburn League of Women Voters organization that registered over 400 persons to vote and received a community award for her work.

Madeline Hill was then recognized for winning the Division II national championship for women's tennis. Her coach, Lance Lysaught was also present and recognized.

President Farley then introduced the Admissions staff for their hard work that led to the largest direct-from-high school freshman class in Washburn history and also a large increase in transfer students from other higher education institutions. Dr. Farley also acknowledged the work of some faculty in helping with that process. The staff members present and recognized for their work were Kris Klima, Brian O'Neil, Priscilla Samarripa, Travis Perry, Mallory Rile and Collene Tucker.

Dr. Farley then reported on a number of accomplishments by the various academic areas and other departments at Washburn. In the School of Business, Distinguished Professor of Marketing Michael Stoica received recognition at the MidAmerican Business Deans Association Innovation Awards competition for his paper on Washburn's International Entrepreneurship Experience courses.

Assistant Professor of Marketing Pam Schmitt received a national Best Education Paper Award at the Midwest Meeting of the American Accounting Association.

The School of Business also held their Pitch Competition, concluding with the finals on October 20. Four teams pitched new ideas to a panel of judges. Following the competition, a total of \$25,000 in prizes were handed out to the four finalists, the top freshman team and the top Washburn Tech entry. Go Topeka provided the prize money, recognizing the opportunity this creates to have young people develop new businesses for Topeka and Shawnee County to help our community grow.

The School of Applied Studies was identified as having one of the top online informatics associate degree programs in the country by the Health Informatics Degree Center. Washburn was ranked seventh.

As part of the College of Arts and Sciences, the Washburn debate continues its string of successes, winning a competition at University of California at Berkeley. Dr. Farley noted to the Board that in debate, there are no separate classifications like in athletics, where there are various divisions. Washburn competes against schools large and small from across the country.

In the School of Nursing, the digital marketing campaign was launched at the beginning of the week and a number of inquiries have already been received.

The Admissions Department held a Multicultural Day this past Monday. Washburn had 77 visitors for the program, including 39 from here in Shawnee County.

Last, Jacob Klemz, a freshman on the newly established cross country team, finished 5<sup>th</sup> in the regional competition, which qualified him for the national competition. Dr. Farley noted that Klemz is a graduate of Hayden High School.

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

**1. Budget/Finance Committee** – This report was continued to the new Agenda Item.

## **V. New Business**

### **A. Consent Agenda**

It was moved by Regent Sourk and seconded by Regent Van Etten to approve the Consent Agenda. Motion passed.

As approved by action of the Board:

#### **1. Faculty/Staff Personnel Actions**

New position, Manager, Mechanical and Operations Systems at an annual salary of \$31,000; and Leave of Absence for Spring 2017 for Jennifer Wagner, Associate Professor of Mathematics.

**2. Liquidated Claims Approval – August 2016**

**3. Liquidated Claims Approval – September 2016**

### **B. Action Items**

#### **1. White Concert Hall/Garvey Fine Arts Building Tuck Pointing & Caulking Project C16028 and C17018**

Interim Vice President for Administration and Acting Treasurer Jim Martin presented the item. He noted that most of the roofs on these two buildings have been replaced over the past year or so. This work is to address existing exterior caulking and tuck pointing needs to finish sealing the exterior and protect interior finishes. It was moved by Regent Wolgast and seconded by Regent Boles to approve the contract for the Tuck Pointing and Caulking Project. Motion approved.

**2. Music Recital Hall Phase 1/New Art Gallery Project 9000240 & C17019**

Interim Vice President for Academic Affairs JuliAnn Mazachek presented this item. Dr. Mazachek noted that Washburn started conversations about 15 months ago with Rita and Irwin Blitt. From those discussions, Rita Blitt's entire work previously was accepted to be housed at Washburn. The Museum has just inventoried work which totaled 1,900 pieces. To ensure that Washburn would have sufficient space to display her work, Rita Blitt was generous to help with the costs for that space. Dr. Mazachek also noted that Ms. Blitt does her work to music and Connie Gibbons and her staff created an exhibit to incorporate some of that with her artwork. In response to a question about the source for funds for this project, Dr. Mazachek responded that all of the costs for this project are being paid by the generous donation of Rita and Irwin Blitt except for the \$110,000 for movement of an underground data line running along the north side of Garvey where the gallery will be located. Regent Wolgast congratulated the Foundation for its work on getting the Blitt Collection to Washburn as it is important to the community. Dr. Mazachek thanked Regent Wolgast for his comments and acknowledged the work of the Mulvane Museum and Connie Gibbons in helping this project with Rita Blitt come together. It was moved by Regent Parks and seconded by Regent Boles to approve the contract for work on the Music Recital Hall Phase 1. Motion passed.

**3. Changes in the Washburn University Policy Regulations and Procedures Manual – Policy E**

Interim Vice President for Administration and Acting Treasurer Jim Martin presented this item. Mr. Martin noted that there are two things going on in this item. The first is a change in the policy is regarding personal and sick leave accrual maximums. This will allow flexible limits to address overtime worked during the two week pay period to control overall payroll expenses. The second is an adjustment to the leave chart for recruiting for those persons who are coming and have to start over with their accruals. This change creates a new third tier in between the existing tiers. In response to a question, Mr. Martin advised that the FLSA change will affect about 80 employees. It was moved by Regent Sourk and seconded by Regent Boles to approve the changed in policy. Motion passed.

**4. FY2017 Washburn Salary Program Implementation**

Regent Boles, Chairperson of the Budget and Finance Committee, presented this matter. Regent Boles noted that the Committee met on September 29 and many questions were asked by the Committee regarding the circumstances surrounding the salary program. The administration answered the questions satisfactorily for the Committee, and the Committee recommended approval. It was moved by Regent Boles and seconded by Regent Hoferer to approve the FY2017 Washburn Salary Program Implementation. Motion passed.

**C. Information Item(s)**

- 1. Report of Purchases between \$25,001 and \$50,000**
- 2. Leadership Challenge Event Presentation – Dr. Michael Gleason, Director of the Leadership Institute and Sara Edelman, a student in the Leadership Institute and Leadership Challenge Event Fellow.**
- 3. Academic Sabbatical Report – Dr. Gloria Dye, Professor, Department of Education, College of Arts and Sciences**
4. Vice-President for Student Life Eric Grospitch informed the Board that today Victory Media, an online resource for military in finding education and employment opportunities, announced that Washburn has been identified and certified as a veteran friendly campus. As many veterans do searching online for institutions, this information should be helpful in recruiting veterans to Washburn.

It was moved to adjourn. Motion passed.

The meeting adjourned 4:00 p.m.

/s/

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Marc Fried  
Secretary, Board of Regents

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

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

**DESCRIPTION:** Attached is the list of claims processed for the month of October, 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 December 14, 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.

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 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	\$2,659,686
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	965,437
4.	Endowment Fund	-0-
5.	Student Loan Fund	6,283
7.	Tort Claim Fund	198,700
8.	Restricted and Agency Fund	236,695
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	197,741
	Sub-Total	4,264,542
	Payroll	2,695,094
	Payroll Withholding ACH Transactions	2,370,008
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$9,329,644</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$305,937
3.	Building and Construction Fund	8,425
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	5,453
13.	Government and Research Fund	96,635
	Sub-Total	416,450
	Payroll	341,051
	Payroll Withholding ACH Transactions	176,812
	<b>Total</b>	<b>\$934,313</b>

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 Date

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 Jerry B. Farley, President



**Agenda Item No. V. A. 2.**  
**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
William Rich	Professor POSN 000287	Phased Retirement for 3 years beginning August 2017	Salary savings of \$92,191.61.00 over FY'18, 19 and '20	Will teach at 50% beginning Fall 2017, ending Spring 2020	Request approval
Maryellen McBride	Assistant Professor POSN 0000256	Phased Retirement for 1.5 years beginning January 2017	Salary savings of \$57,865.00 over FY'17 and '18	Will teach at 50% beginning Spring 2017, ending Spring 2018	Request approval
Recruitment pending	NEW-Building Technology Instructor – Washburn Institute of Technology	New 1.0 FTE position	Contract for Service – No General Fund Impact	The Kansas Department of Commerce (KDOC), Workforce Services Division, is expanding the existing partnership with Washburn Tech to provide postsecondary training to students at the Kansas Juvenile Correctional Complex (KJCC) who have earned a high school diploma or GED. The project provides an opportunity to increase the number of postsecondary KJCC youth able to enroll in Washburn Tech courses	Request approval

				<p>and programs. KDOC will provide funding for the wages and benefits for the instructor and for the stipends paid to trainees. By mutual agreement, the KDOC will provide \$70,950 for Calendar Year 2017 to offset instructional salaries and benefits. This calculation is based upon 550 credit hours at the current Washburn Tech tuition/fee rate of \$129 per credit hour. Annual funding for this program will be negotiated in subsequent years based upon current Washburn Tech tuition/fee rate.</p>	
Recruitment pending	NEW-Simulation Center Curriculum and Technology Support Specialist – Washburn Institute of Technology	New 1.0 FTE position	Contract for Service – No General Fund Impact	<p>The Simulation Center Technology and Curriculum Support Specialist provides technical support in a simulation environment. This position will support the simulation mission of improving patient care through appropriate use of simulation equipment and supplies. A need has been identified in the Simulation Center for full-time technical support to assist with simulation curriculum development, staff training and equipment troubleshooting. Funds are available through the</p>	Request approval

				Washburn Tech KanTRAIN allocation. Provisions have been made to re-allocate monies for this position.	
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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: Resolution for Authorization of Kansas Municipal Investment Pool  
Transactions

DESCRIPTION:

The University periodically utilizes the State of Kansas Municipal Investment Pool (MIP) as a temporary, high-quality, high-liquidity alternative to bank deposits. Deposits to and withdrawals from the University's MIP account must be initiated and authorized by employees designated and approved by the Board.

A Board resolution is needed to designate the employees who are authorized to initiate transactions with MIP. The attached resolution authorizes the Interim Vice President for Administration and the Interim Associate Vice President and Director of Finance to initiate such transactions.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends adoption of the attached resolution.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

**STATE OF KANSAS  
MUNICIPAL INVESTMENT POOL**

**Resolution**

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is 48-6030115.
2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type) Jim Martin	Name (print or type) Raymond A. Hauke
Signature	Signature
Title Interim VP for Administration & Treasurer	Title Interim Associate VP/Director of Finance
Name (print or type) Rhonda Thornburgh	Name (print or type)
Signature	Signature
Title Director, Budget Planning & Analysis	Title

3. Depositor Contact:

Name (print or type) Raymond A. Hauke	Email ray.hauke@washburn.edu	
Title Interim Associate VP/Director of Finance	Phone 785-670-1745	
Street Address Washburn University, 1700 SW College Ave.	Fax 785-670-1054	
City Topeka	State Kansas	ZIP 66621

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on  
December 14, 2016 (date).

Municipality Name (print or type) WASHBURN UNIVERSITY

Name (print or type) John McGivern

Signature

Title Chair, Washburn University Board of Regents

Date December 14, 2016

Attest:

Name (print or type) Marc Fried

Signature

Title Secretary, Washburn University Board of Regents

Date December 14, 2016

**Note: Original signatures are required.**

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

SUBJECT: General Education Development Admission Criteria

**BACKGROUND:**

The American Council on Education developed a new test and standards for the General Education Development program (GED) in spring 2016. With this change, there is a need to change Washburn's admissions requirements to accommodate the students who will have taken, and will be taking, the newer version of the GED.

**DESCRIPTION:**

The new GED diploma is awarded when a student receives a score of at least 145 on each of the four subsets for a total score of 580 or higher. Each student takes a four-part test, and the score for each part is added together for the total score.

<b>Performance Levels</b>	<b>Total Score Range</b>	<b>Readiness Level</b>
Level 1	400-576	Not passing
Level 2	580-656	Pass/high school equivalent
Level 3	660-696	GED college ready
Level 4	700-800	GED college ready + credit

The Kansas Board of Regents' institutions require a student to have a minimum score of 150 on each sub-test and an overall score of 680 to be admitted. To stay true to the Washburn heritage of access and opportunity and fitting the new GED criteria into our current admission criteria, the following is proposed:

For regular admission to Washburn through the GED program, students must have a minimum of 145 in each sub-test and a total score ranging from 660-800. For a student being admitted by exception, a minimum sub-test score of 145 must be met and a total score ranging from 580-659. Additionally, this group is required to participate in the Student Success Program. Anything below a 145 in any sub-test or total GED score below 579 can participate in the Bridge Program.

Regular Admission	660-800
Admission by Exception	580-659
Bridge Program	579 or below

FINANCIAL IMPLICATIONS: None

**RECOMMENDATION:**

President Farley recommends the Board of Regents approve the proposed new GED admission criteria, effective for the Fall 2017 class.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

**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**  
**October 27<sup>th</sup> November 29<sup>th</sup> 2016**

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<i><u>Washburn University</u></i>		
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
Round Trip Airfare to Costa Rica School of Nursing <i>Funding source:</i> <ul style="list-style-type: none"><li>• Study Abroad funds</li></ul>	Travel Leaders Topeka, KS	\$26,347