

# **Board of Regents Meeting**

**Memorial Union, Kansas Room**

**Thursday, 7/27/2017**

**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. FY 2018 Public Budget Hearing**

*FY 2018 Public Budget Hearing - Page 3*

*072717.FY18 Public Budget.Final - Page 4*

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

### **A. Approval of the Minutes of the June 15, 2017 Meeting**

## **V. Officer Reports**

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

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

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

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

## **VI. New Business**

### **A. Consent Agenda**

#### **1. Liquidated Claims Approval - May 2017 - Jim Martin**

*Liquidated Claims - May - Page 17*

#### **2. Liquidated Claims Approval - June 2017 - Jim Martin**

*Liquidated Claims - June - Page 18*

#### **3. Faculty/Staff Personnel Actions - Jim Martin**

*Faculty Staff Personnel - Page 19*

### **B. Action Items**

#### **1. Proposed Washburn University Board of Regents' Meeting Dates for 2017-2018 - Dr. Farley**

*Proposed Board of Regents Meeting Dates 2017-18 - Page 20*

#### **2. Contracted Services with Pinegar, Smith & Associates, Inc. - Dr. Farley**

*Pinegar Smith Item - Page 21*

*Pinegar Smith 17-18 Contract - Page 22*

**3. Tennis Complex Scoreboard Project M16010 - Jim Martin**

*Tennis Complex - Page 26*

**4. Washburn Tech Specialized Training Equipment for Mars Chocolate NA - Jim Martin**

*Washburn Tech Specialized Training Equip - Mars - Page 27*

**C. Information Item(s)**

**1. Track and Field Update - Cameron Babb**

**2. Veterans Efforts - Eric Grospitch**

**Agenda Item No. III.**  
**Washburn University Board of Regents**

SUBJECT: FY 2018 Public Budget Hearing

BACKGROUND:

The Board approved publication of the summary public budget document and the notice of the public budget hearing at its June 15, 2017 meeting. The notice of public hearing was published in the July 17, 2017 edition of The Topeka Capital Journal.

DESCRIPTION:

Attached are the public budget documents required for the public budget hearing. The documents have estimated year end results for FY 2017, as of June 30, 2017. (Actual FY 2017 results will be presented to the Board at a later date). The mill levy and property valuation amounts are based on updated tax information received on July 1 from the Shawnee County Clerk's office. The public budget proposed for FY 2018 differs from the FY 2018 General Fund Budget approved by the Board on June 15, 2017, as the public budget establishes the maximum amount that can be expended in FY 2018. The public budget amounts are set to anticipate unforeseen circumstances and provide flexibility to handle increases or decreases in various revenue/expense items. However, any expenditure of amounts in excess of the Board approved FY 2018 budget would require specific Board action.

FINANCIAL IMPLICATIONS:

As stated in the attachments. This budget establishes the maximum amounts that can be expended from the various funds included in the public budget documents. The expenditure of amounts in excess of the FY 2018 Public Budget approved by the Board would require specific Board action.

RECOMMENDATION:

President Farley recommends approval of the FY 2018 public budget by the Board of Regents as published.

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Date

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Jerry B. Farley, President

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

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2017-2018 and (3) the amount(s) of 2017-2018 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2017-2018 ADOPTED BUDGET		
		Expenditures & Transfers	Amount of 2017-2018 Tax to be Levied	County Clerk's Use Only
Adopted Budget & Financial Statements	Page No.			
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 93,249,889		
Employee Benefits	5	-		
Tort Claim Liability Exp. Fund	6	1,030,000	\$ 332,562	
Auxiliary Expense	7	10,139,662		
Smoothing Fund	8	4,300,000		
Washburn Institute of Technology	9	11,449,100		
Total Current Funds		\$ 120,168,651	\$ 332,562	
Plant Funds:				
Capital Outlay (DR&C)	10	\$ 8,274,756	\$ 3,187,496	
Capital Outlay (Sales Tax)	11	1,640,000		
Total Plant Funds		\$ 9,914,756	\$ 3,187,496	
TOTAL - ALL FUNDS	xxx	\$ 130,083,407	\$ 3,520,058	
Proof of Publication	12			
Assessed Valuation		\$1,083,134,194		

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

\_\_\_\_\_  
JERRY B. FARLEY, PRESIDENT

Assisted by:

\_\_\_\_\_  
JOHN A. MCGIVERN, CHAIRPERSON

Attest: \_\_\_\_\_, 2017.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
JIM MARTIN  
VICE PRESIDENT  
FOR ADMINISTRATION AND  
TREASURER

\_\_\_\_\_  
WASHBURN UNIVERSITY  
BOARD OF REGENTS  
GOVERNING BODY

FY 2018 Public Budget

General

Illustrated within this total document, is the FY 2017-2018 budget information which was published in the Topeka Capital-Journal July 17, 2017. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Public Hearing

The Board of Regents has set Thursday, July 27, 2017 at 4:00 p.m. in the Washburn University Memorial Union, Kansas Room for the Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2017 amounts were completed as of July 01, 2017.

Mill Levy

The proposed 2017-2018 budget includes an estimated tax levy of 3.313 mills. This has changed from the mill levy proposed for FY 2017 but is higher than actuals. A comparison of the actual 2016-2017 mill levy with the 2017-2018 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2016-2017 Actual</u>	<u>2017-2018 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	2.962	3.000	0.038
Tort Claim	0.313	0.313	0.000
Totals	<u>3.275</u>	<u>3.313</u>	<u>0.038</u>

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$1,083,134,194 for 2017-2018 compared to \$1,068,583,794 (final) for last year, a 0.014% increase in valuation.

STATE OF KANSAS  
 Budget Form MU-2  
 2017-2018

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Int. Rate %	Amount of Bonds Issued	Amount Outstand. 7/1/2017	Date Due		Amount Due FY2017		Amount Due FY2018	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds 2010	6/30/2010	2.15% to 3.70%	\$13,500,000	\$6,375,000	7/1 & 1/1	7/1	\$244,280	\$1,075,000	\$215,225	\$1,105,000
2. Refunding Revenue Bonds 2014	6/30/2014	2.00% to 4.00%	\$9,655,000	\$6,975,000	7/1 & 1/1	7/1	\$235,531	\$920,000	\$217,131	\$935,000
3. Revenue Bonds, Series 2015A	6/25/2015	3.00% to 5.00%	\$20,105,000	\$19,965,000	7/1 & 1/1	7/1	\$851,618	\$140,000	\$844,618	\$220,000
4. Revenue Bonds, Series 2015B	6/25/2015	Variable	\$7,070,000	\$6,765,000	7/1 & 1/1	7/1	\$152,111	\$305,000	\$145,549	\$310,000

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

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2017	Amount of Payments Due 2016-2017	Amount of Payments Due 2017-2018
Energy conservation improvements	6/28/2013	15 yrs	2.236%	\$ 10,000,000	\$ -	\$ 11,901,272	\$ 7,651,863	\$ 793,418	\$ 793,418
Total Lease/Purchase				\$ 10,000,000	\$ -	\$ 11,901,272	\$ 7,651,863	\$ 793,418	\$ 793,418

\* Use annual effective interest rate if available.

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget General Fund - E&G	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>13,167,519</b>	<b>11,358,665</b>	<b>12,581,945</b>
Revenues:			
Tuition & Fees	45,071,908	49,472,309	52,440,254
Endowment Income	471,828	308,728	880,936
Sales Tax	18,351,713	18,567,818	18,567,818
State Aid	11,900,920	11,424,883	11,424,655
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	3,767,031	2,780,457	3,263,033
Transfers - Use of Reserves	-	-	2,673,193
Revenue Sub-Total	79,563,400	82,554,195	89,249,889
<b>Total Resources Available</b>	<b>92,730,919</b>	<b>93,912,860</b>	<b>101,831,834</b>
Expenditures:			
Instruction	39,450,427	39,600,485	43,490,181
Pub. Service & Acad. Support	13,891,451	13,010,681	14,649,859
Student Services	9,097,546	9,078,003	9,779,729
Institutional Support	6,096,621	6,298,932	6,263,024
Maintenance of Plant	7,028,833	7,316,533	8,470,913
Scholarships & Fellowships	2,587,171	3,112,668	3,793,916
Other Expenses	1,775,032	430,604	821,622
Transfers	1,445,173	2,483,009	1,980,645
Contingency	-	-	4,000,000
Total Expenditures	81,372,254	81,330,915	93,249,889
<b>Fund Balance June 30</b>	<b>11,358,665</b>	<b>12,581,945</b>	<b>8,581,945</b>



WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE - BENEFIT FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>Benefit Fund</b>	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	-	-	-
Property Tax/Other Tax Revenue	-	-	-
Investment & Other Income	-	-	-
Revenue Sub-total	-	-	-
<b>Total Resources Available</b>	-	-	-
Expenditures:			
Employee Benefit Expenses/ Transfer to General Fund	-	-	-
<b>Total Expenditures</b>	-	-	-
<b>Fund Balance, June 30</b>	-	-	-

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE- TORT CLAIM FUND**  
**(FUND WITH A TAX LEVY)**

Adopted Budget Tort Claim Fund	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>1,306,970</b>	<b>1,263,644</b>	<b>1,108,486</b>
Revenues:			
Ad Valorem Tax	332,936	332,167	332,562
Motor Vehicle Taxes	21,865	22,751	27,732
Delinquent Taxes	-	-	10,500
Investment & Other Income	-	-	5,000
			-
Revenue Sub-total	354,801	354,918	375,795
<b>Total Resources Available</b>	<b>1,661,772</b>	<b>1,618,562</b>	<b>1,484,281</b>
Expenditures:			
Public Liability Insurance Prem.	181,910	166,333	225,000
Misc. Risk Management Exp.		-	15,000
Litigation Expense	51,032	156,715	250,000
Athletic Liability Expense	94,295	105,843	115,000
Insurance Deductible Payments	70,891	81,185	75,000
Contingency	-	-	350,000
<b>Total Expenditures</b>	<b>398,128</b>	<b>510,076</b>	<b>1,030,000</b>
<b>Fund Balance June 30</b>	<b>1,263,644</b>	<b>1,108,486</b>	<b>454,281</b>
Total Expenditures and Fund Balance			1,484,281
Tax Required			332,562
Delinquency Computation (1.40%)			4,656
Amount of FY18 Ad Valorem Tax			327,906

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE- GENERAL FUND (AUXILIARIES)**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>General Fund - Auxiliaries</b>	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>2,620,156</b>	<b>3,032,810</b>	<b>2,823,333</b>
Revenues:			
Student Union Revenue	3,570,858	3,444,581	3,938,300
Residential Living	3,226,622	4,140,245	4,801,362
Transfer from E&G	-	-	-
Revenue Sub-total	6,797,480	7,584,826	8,739,662
<b>Total Resources Available</b>	<b>9,417,636</b>	<b>10,617,636</b>	<b>11,562,995</b>
Expenditures:			
Salaries and Wages	1,378,019	1,291,728	1,483,959
Cost of Goods Sold	2,013,000	1,914,221	1,692,090
Other Expenses	1,721,007	1,866,825	2,770,646
Transfers to DRC	1,272,800	2,721,529	2,792,967
Contingency	-		1,400,000
Transfers to Bldg. Const. Fund	-	-	-
<b>Total Expenditures</b>	<b>6,384,826</b>	<b>7,794,303</b>	<b>10,139,662</b>
<b>Fund Balance, June 30</b>	<b>3,032,810</b>	<b>2,823,333</b>	<b>1,423,333</b>

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE - SMOOTHING FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>Smoothing Fund</b>	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>4,937,974</b>	<b>6,966,028</b>	<b>8,547,028</b>
Sales Tax	2,028,054	2,030,000	2,000,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	2,028,054	2,030,000	2,000,000
<b>Total Resources Available</b>	<b>6,966,028</b>	<b>8,996,028</b>	<b>10,547,028</b>
Expenditures:			
Transfer to Bldg. Const. Fund	-	-	1,300,000
Transfer to Capital Impv. Fund	-	-	500,000
Transfer to Debt Ret. Const.	-	449,000	500,000
Transfer to General Fund	-	-	500,000
Contingency	-	-	1,500,000
<b>Total Expenditures</b>	<b>-</b>	<b>449,000</b>	<b>4,300,000</b>
<b>Fund Balance, June 30</b>	<b>6,966,028</b>	<b>8,547,028</b>	<b>6,247,028</b>

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND**  
**(FUND WITH A TAX LEVY)**

Adopted Budget DR&C Fund	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>685,975</b>	<b>(347,957)</b>	<b>402,090</b>
Revenues:			
Ad Valorem Tax	3,073,596	3,141,787	3,187,496
Motor Vehicle/Other City Taxes	205,353	210,919	265,719
Sales and Other Taxes	250,000	250,000	355,000
Interest and Misc Income	3,676	3,372	3,124
Escrow Funds Applied to Lease Prin	288,066	-	-
Issuance of 2015A /2015B bonds	-	-	-
Transfers from Other Funds/			
Debt Service Payments	2,669,152	4,404,947	4,476,385
Sales Tax & Smoothing	-	449,000	500,000
Revenue Sub-total	6,489,844	8,460,025	8,787,724
<b>Total Resources Available</b>	<b>7,175,819</b>	<b>8,112,068</b>	<b>9,189,813</b>
Expenditures:			
Bond Principal Payments	1,950,000	2,440,000	2,570,000
Bond Interest Payments	1,545,098	1,483,540	1,422,553
Lease Principal Payments	306,377	595,882	609,343
Lease Interest Payments	199,975	186,569	172,860
Transfers to Bldg Const Fund:			
For Capital Maintenance	2,075,292	1,999,800	2,000,000
For Equipment	1,017,690	1,005,200	1,000,000
For Parking	-	-	-
For Capital Projects	-	-	500,000
State Deferred Maint. Bond Repay.	425,625	-	-
State Deferred Bond Service Fee	1,064	-	-
Other Professional Fees	2,654	(1,013)	
Contingency	-	-	-
<b>Total Expenditures</b>	<b>7,523,775</b>	<b>7,709,978</b>	<b>8,274,756</b>
<b>Fund Balance June 30</b>	<b>(347,957)</b>	<b>402,090</b>	<b>915,057</b>
	Total Expenditures and Fund Balance		9,189,813
	Tax Required		3,187,496
	Delinquency Computation (1.40%)		44,625
	Amount of FY18 Ad Valorem Tax		3,142,871

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2017-2018  
**FUND PAGE - CAPITAL IMPROVEMENT FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>392,134</b>	<b>392,134</b>	<b>392,134</b>
Sales Tax	890,000	890,000	890,000
Transfer from Smoothing Fund	-	-	500,000
Investment & Other Income	-	-	-
Additional Sales Tax	-	-	250,000
Transfer from Bldg. Const.	-	-	
Revenue Sub-total	890,000	890,000	1,640,000
<b>Total Resources Available</b>	<b>1,282,134</b>	<b>1,282,134</b>	<b>2,032,134</b>
Expenditures:			
Capital Expenses	-	-	250,000
Transfer to DRC Fund	890,000	890,000	890,000
Transfer to Bldg. Const.	-		
Contingency			500,000
<b>Total Expenditures</b>	<b>890,000</b>	<b>890,000</b>	<b>1,640,000</b>
<b>Fund Balance, June 30</b>	<b>392,134</b>	<b>392,134</b>	<b>392,134</b>

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2017-2018  
**Washburn Institute of Technology**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>General Fund - WIT</b>	Prior Year Actual FY2016	Current Year Estimate FY2017	Proposed Budget FY2018
<b>Fund Balance, July 1</b>	<b>2,095,767</b>	<b>1,989,974</b>	<b>1,829,154</b>
Revenues:			
Tuition & Fees	3,211,997	3,577,509	3,622,370
Technical State Aid - Secondary	2,963,117	3,143,070	3,143,070
Technical State Aid - Post Sec	3,121,948	3,038,304	3,131,522
Technical Capital Outlay	163,898	164,138	164,138
Interest on Investments	4,897	9,913	8,000
Other Income - Indirect Reimb	-	168,723	-
Other Sales and Services	276,423	145,795	130,000
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	9,742,280	10,247,452	10,949,100
<b>Total Resources Available</b>	<b>11,838,047</b>	<b>12,237,426</b>	<b>12,778,254</b>
Expenditures:			
Instruction	5,798,760	6,511,811	6,396,100
Academic Support	704,913	598,270	695,726
Student Services	996,723	951,024	1,039,474
General Institutional	333,697	387,205	389,636
Facilities Service	1,344,006	1,186,092	1,331,881
Other Expenses & Transfers	669,974	473,870	1,096,283
Contingency	-	300,000	500,000
<b>Total Expenditures</b>	<b>9,848,073</b>	<b>10,408,272</b>	<b>11,449,100</b>
<b>Fund Balance June 30</b>	<b>1,989,974</b>	<b>1,829,154</b>	<b>1,329,154</b>

NOTICE OF PUBLIC BUDGET HEARING  
 2017-2018 BUDGET

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 27th day of July 2017 at 4:00 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

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

The proposed budget for FY 2017-2018 expenditures and amount of 2018 Ad Valorem Tax establish the maximum limits of the 2018 budget. Estimated Tax Rate \* is subject to change depending on final assessed valuation.

BUDGET SUMMARY

Current Funds - Unrestricted	2015-2016		2016-2017		PROPOSED BUDGET 2017-2018		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2017 Tax to be Levied	Est. Tax Rate *
General Fund	\$ 81,372,254		\$ 81,330,915		\$ 93,249,889		
Employee Benefits	-		-		-		
Tort Claim Fund	\$ 398,128	0.317	\$ 510,076	0.313	\$ 1,030,000	\$ 332,562	0.313
Auxiliary Enterprises	\$ 6,384,826		\$ 7,794,303		\$ 10,139,662		
Smoothing Fund	\$ -		\$ 449,000		\$ 4,300,000		
Washburn Institute of Technology	\$ 9,848,073		\$ 10,408,272		\$ 11,449,100		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 7,523,775	2.949	\$ 7,709,978	2.962	\$ 8,274,756	\$ 3,187,496	3.000
Capital Outlay(Sales Tax)	\$ 890,000		\$ 890,000		\$ 1,640,000		
Total All Funds	\$ 106,417,056	3.266	\$ 109,092,544	3.275	\$ 130,083,407	\$ 3,520,058	3.313
Total Tax Levied	\$ 3,400,868		\$ 3,498,947		xxxxxxxxxxxxx		
Assessed Valuation	\$ 1,043,563,308		\$ 1,074,225,948		\$ 1,083,134,194		
Outstanding Indebtedness							
July 1,	2015		2016		2017		
Capital Lease	\$ 8,852,155		\$ 8,258,712		\$ 7,651,863		
Revenue Bonds	44,470,000		42,520,000		40,080,000		
Total	\$ 53,322,155		\$ 50,778,712		\$ 47,731,863		

\* Tax Rates are expressed in mills.

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



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

**SUBJECT:** Liquidated Claims Approval – May 2017

**DESCRIPTION:** Attached is the list of claims processed for the month of May, 2017 by fund, and a summary of all claims by fund is detailed below. The payroll claims will be presented to the Board of Regents for review at the July 27, 2017 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, Vice President for Administration & Treasurer

<b>WASHBURN UNIVERSITY</b>		
<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$1,910,822
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	669,733
4.	Endowment Fund	-0-
5.	Student Loan Fund	38,469
7.	Tort Claim Fund	2,902
8.	Restricted and Agency Fund	277,387
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	159,896
	Sub-Total	3,059,209
	Payroll	2,832,608
	Payroll Withholding ACH Transactions	2,651,283
	<b>Total</b>	<b>\$8,543,100</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$186,453
3.	Building and Construction Fund	500
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	42,502
13.	Government and Research Fund	34,762
	Sub-Total	264,217
	Payroll	350,817
	Payroll Withholding ACH Transactions	191,468
	<b>Total</b>	<b>\$806,502</b>

\_\_\_\_\_  
 Date

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

**Agenda Item No. VI. A. 2.**  
**Washburn University Board of Regents**

**SUBJECT:** Liquidated Claims Approval – June 2017

**DESCRIPTION:** Attached is the list of claims processed for the month of June, 2017 by fund, and a summary of all claims by fund is detailed below. The payroll claims will be presented to the Board of Regents for review at the July 27, 2017 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, Vice President for Administration & Treasurer

<b>WASHBURN UNIVERSITY</b>		
<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$ 1,953,452
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	567,704
4.	Endowment Fund	-0-
5.	Student Loan Fund	109,332
7.	Tort Claim Fund	130,112
8.	Restricted and Agency Fund	197,979
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	136,694
	Sub-Total	3,095,273
	Payroll	2,986,684
	Payroll Withholding ACH Transactions	4,381,074
	<b>Total</b>	<b>\$10,463,031</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$119,603
3.	Building and Construction Fund	6,228
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	10,885
13.	Government and Research Fund	88,287
	Sub-Total	225,003
	Payroll	332,484
	Payroll Withholding ACH Transactions	188,927
	<b>Total</b>	<b>\$746,414</b>

\_\_\_\_\_  
 Date

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

**Agenda Item No. VI. A. 3.**  
**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
Brock Luke	Defensive Coordinator 000500	Increase Salary from \$52,749 to \$65,936	Funds available in existing FY'18 budget	Market Adjustment	Request approval
Zachary Watkins	Asst. Coach Defense 000501	Increase Salary from \$49,882 to \$64,348	Funds available in existing FY'18 budget	Market Adjustment	Request approval
Jeffrey Schwinn	Offensive Coordinator 000503	Increase Salary from \$51,816 to \$64,770	Funds available in existing FY'18 budget	Market Adjustment	Request approval
Eric Eisenbarth	Offensive Line Coach 000504	Increase Salary from \$42,075 to \$56,801	Funds available in existing FY'18 budget	Market Adjustment	Request approval
Joshua Osborn	Assistant Coach Offense 001031	Increase Salary from \$33,681 to \$42,101	Funds available in existing FY'18 budget	Market Adjustment	Request approval
Laron Moore	Assistant Coach Defense 001059	Increase Salary from \$29,017 to \$33,651	Funds available in existing FY'18 budget	Market Adjustment	Request approval
Jia Feng	Lecturer POSN New	Correction to budget line	Transfer \$2,784.00 from CAS Adjunct fund	New hire – editorial error. Budget line should have been increased to salary offer	For Information Only

**RECOMMENDATION:**

President Farley recommends approval of these personnel actions.

\_\_\_\_\_ Date

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

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

SUBJECT: Proposed Washburn University Board of Regents' Meeting Dates for 2017-2018

DESCRIPTION:

Thursday, September 21, 2017  
Thursday, November 9, 2017  
Wednesday, December 13, 2017  
Thursday, February 8, 2018  
Thursday, April 12, 2018  
Thursday, June 21, 2018  
Thursday, July 26, 2018 (Public Budget Hearing)

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the 2017-2018 Washburn University Board of Regents' meeting dates.

\_\_\_\_\_  
Date

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

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

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

DESCRIPTION:

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

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

President Farley recommends the Board of Regents to approve the contract submitted by Pinegar, Smith & Associates to provide to aforementioned services for the period of August 1, 2017 to July 31, 2018.

\_\_\_\_\_  
Date

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



## CONTRACT FOR PROFESSIONAL SERVICES

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

The parties agree as follows:

### 1. Statement and Subject of Employment

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

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

- viii. Consultant will attend and participate, as appropriate, in University Executive Staff meetings; and,
- ix. Consultant will attend and participate in University meetings, functions, etc., as requested by the University President's office.

## **2. Term of Agreement**

The term of this Agreement shall be for a one-year period beginning August 1, 2017 through July 31, 2018 ("Agreement Term").

## **3. Consultant's Fee**

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

## **4. Costs and Other Expenses**

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

## **5. Fee in Event of Discharge**

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

## **6. Association of Others**

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

## **7. Withdrawal of Consultant**

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

## **8. Notice**

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

## **9. Favorable Outcome Not Warranted**

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

## **10. Modifications of Agreement**

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

## **11. Entirety of Agreement**

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

## **12. Law to Govern Contract**

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



**13. Confidentiality of Information**

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

**14. Nondiscrimination**

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

**15. Miscellaneous**

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

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

Pinegar, Smith & Associates, Inc.

Washburn University of Topeka

By: \_\_\_\_\_  
John D. Pinegar

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

**SUBJECT:** Tennis Complex Scoreboard Project M16010

**DESCRIPTION:**

At the February 5, 2015 Board of Regents meeting the Board approved fund raising for the planning and installation of a scoreboard for the Tennis Complex. Fundraising goals have been met and the planning and design efforts have concluded. The Athletics Department is now ready to proceed with the purchase and installation of the scoreboard, along with construction of a free standing wall to mount the scoreboard. The scoreboard will contribute to an enhanced student athlete and fan experience.

<u>CONTRACTOR</u>	<u>BID</u>
<b>Kelley Construction</b>	<b>\$75,500</b>
Mohan Construction	\$104,600

**FINANCIAL IMPLICATIONS:**

An expenditure from the Washburn University Tennis Complex Fund. Total project costs of \$130,311 to include design services, construction, and purchase of the new scoreboard will be paid using funding through the Washburn University Foundation:

- \$75,500 to Kelley Construction for general construction activities
- \$9,500 to Schwerdt Design for design services
- \$45,311 to Daktronics Scoreboards for purchase of new scoreboard.

**RECOMMENDATION:**

President Farley recommends the Board of Regents award a bid for construction for \$75,500 to Kelly Construction for the Tennis Complex Scoreboard Project.

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Date

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Jerry B. Farley, President

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

**SUBJECT:** Washburn Tech Specialized Training Equipment for Mars Chocolate NA

**DESCRIPTION:**

Washburn Tech is the training institution of choice for Mars Chocolate NA, based on a 2013 incentive agreement executed in partnership with Go Topeka, Mars Chocolate and Washburn Institute of Technology. To meet their training needs due to the continued production expansion, funds required to purchase a proprietary piece of equipment manufactured by Quality Machining Services LLC for Mars are requested.

VENDOR	AMOUNT
Quality Machining Services LLC	\$50,625

**FINANCIAL IMPLICATIONS:**

No impact to the General Fund will take place. Upon receipt of an invoice from Quality Machining Services LLC, Washburn Tech will request funds from Mars Chocolate NA, plus administrative fees to reimburse Washburn University for their role in this process.

Total costs of \$50,625 were included in the FY18 Washburn Tech Business & Industry expense budget for third party training needs.

**RECOMMENDATION:**

President Farley recommends the Board of Regents approve the purchase of this proprietary training equipment in the amount of \$50,625 to meet the training needs of Mars Chocolate NA.

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Date

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Jerry B. Farley, President