

Board of Regents Meeting

Thursday, 9/21/2017

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. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the July 27, 2017 Meeting

July 27, 2017 Board of Regents Minutes - Page 3

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Audit Committee

V. New Business

A. Consent Agenda

1. Liquidated Claims Approval - July 2017 - Jim Martin

Liquidated Claims - July - Page 7

2. Liquidated Claims Approval - August 2017 - Jim Martin

Liquidated Claims - August - Page 8

3. Faculty/Staff Personnel Actions - Jim Martin & JuliAnn Mazachek

Faculty Staff Personnel - Page 9

B. Action Items

1. Renewal of Insurance Policies

Casualty Insurance Renewal - Page 11

Insurance Premium Comparison - Page 12

2. Health Plan Renewal - Jim Martin

Health Plan Renewal - Page 13

Health Plan Renewal.Rate Schedule - Page 15

3. Vision Insurance - Jim Martin

Vision Insurance - Page 17

4. Flexible Spending Account Plan, Section 125 Administration Renewal - Jim Martin

Flexible Spending Acct Renewal - Page 18

5. Employee Assistance Program - Jim Martin

Employee Assistance Renewal - Page 19

6. Employee and Dependent Life and Accidental Death and Dismemberment, Short-Term Disability and/or Long-Term Disability Insurance and Benefits Administration System - Jim Martin

Life ADD STD LTD Insurance - Page 20

7. Brocade Network Switching Equipment - Jim Martin

Brocade Switches - Page 21

8. Addendum to 9-30-16 KanTRAIN Contract for Data Access for Research with Kansas Board of Regents - Jim Martin

KanTRAIN contract addendum - Page 22

9. Softball Field Improvements C18014 - Jim Martin

Softball Field Project - Page 23

10. Forensic Science Program Equipment Purchase of Waters High Performance Liquid Chromatography-Mass Spectrometer (HPLC-MS) - JuliAnn Mazachek

KBI Chemistry - Page 24

11. EAB Student Success Collaborative - Campus and Mobile Program - JuliAnn Mazachek

EAB Student Success - Page 25

C. Information Item(s)

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

Purchases \$25000-\$50000 - Page 27

2. Rural Law Initiatives - Shawn Leisinger

3. WU Moves Program - Roy Wohl

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
July 27, 2017

I. Call to Order

Chairperson McGivern called the meeting to order at 4:04 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

Before roll call, the Board Chair recognized Marshall Meek as the new President of the Washburn University Alumni Association and Foundation.

II. Roll Call

Present were: Mr. Beck, Mr. Boles, Mr. Hoferer, e Mr. McGivern, Mrs. Parks, Mr. Sneed, Mrs. Sourk, Mrs. Van Etten and Mr. Wolgast.

III. FY 2018 Public Budget Hearing

The Board Chair opened the Public Budget Hearing at 4:06 p.m. No one had registered to speak or asked to speak. It was moved by Regent Hoferer and seconded by Regent Parks to close the public hearing. Motion passed. The Public Budget Hearing was closed at 4:07 p.m.

IV. Approval of Minutes of the June 15, 2017 meeting

It was moved by Regent Wolgast and seconded by Regent Sneed to approve the Minutes of the June 15, 2017 meeting. Motion passed.

V. Officer Reports

A. Chair's Report

Chair presented his slate of appointments to the various board committees. Those appointments are as follows:

Nominating Committee: Regents Parks (Chair), Van Etten, Boles and Sourk;
Auditing Committee: Regents Boles (Chair), Sneed, Sourk and Wolgast;
Budget and Finance Committee: Regents Beck (Chair), Hoferer, and Sneed;
Presidential Assessment Committee: Regents Parks (Chair), Beck, Hoferer and Wolgast.

It was moved by Regent Boles and seconded by Regent Sourk to approve the committee appointments. Motion passed.

B. President's Report

President Farley reported on the following:

Athletics – Dr. Farley said beginning August 1, the University and Stormont-Vail Health will begin a new relationship. After reviewing responses to a RFP and further discussions, Stormont-Vail will provide two athletic trainers and a number of orthopedic doctors for athletic teams for both game coverage and follow up.

Washburn Police – President Farley said this is the 20th anniversary of the department becoming full-fledged police department and not just a security force. The officers will be wearing special badges during this coming year to commemorate the event. Additionally for the Washburn police, he said Matt Simpson has been named the new Captain for the Police Department, replacing Chris Enos who was selected to serve as the Director of the Police Department.

Science camp – Dr. Farley reported Washburn hosted 26 junior high students sponsored by the Kansas Transportation Department. The hope is to stimulate interest in STEM education to stimulate the students' interest in attending Washburn University.

President Farley said Washburn is partnering with AT&T, Bartlett & West and Westar for STEM education development. As part of this partnership, Washburn will be hosting a conference on campus October 30 with the keynote speaker being Mae Jemison, the first African American female to travel in space.

David Praisewater, Technical Instructor in Building Technology at Washburn Tech, and coordinator and sponsor for the SkillsUSA program at Washburn Tech and Clayton Tatro, Associate Dean of Instruction at Washburn Tech, introduced Washburn Tech students who participated at the national SkillsUSA competition: Joshua Wilhelm – silver medalist at nationals, Grace Lindman and Barbara Evans. There was also a group of students that won a gold medal in community service but they were unable to attend. In the past ten years, 15 Tech students have served as state officers and one as a national officer for SkillsUSA. Membership this year at Tech was 347 students, with 102 competing in a contest. Students won 89 state medals, 44 gold at the State competition. Everyone at nationals is a State gold medal winner. Washburn Tech finished 10th out of 289 participating institutions at national SkillsUSA. Over 1000 Tech students have participated since 2008.

Dr. Laura Stephenson, Dean of the College of Arts and Sciences, introduced Dr. Nan Sun, professor in the computer sciences department. Dr. Sun was selected as the IACIS (International Association for Computer Information Systems) 2017 Ben Bauman Award for Excellence recipient for excellence in the field and in the classroom. Dr. Stephenson said this reflects the number of students she has mentored that have won national awards. She has won the best undergraduate research award three times.

Vice President for Administration and Treasurer Jim Martin, subbing for Dean David Sollars, introduced Jerrod Walton who is an accounting student. He completed a summer internship in Kansas City and is the youngest big 4 intern in the history of Washburn. He also won a national scholarship from Price Waterhouse.

C. Committee Report(s)

There were no committee reports.

D. Treasurer's Report

There was no treasurer's report.

VI. New Business

A. Consent Agenda

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

As approved by action of the Board:

- 1. Liquidated Claims Approval – May 2017**
- 2. Liquidated Claims Approval – June 2017**
- 3. Faculty/Staff Personnel Actions**

Salary increases awarded to: Brock Luke, Defensive Coordinator, to \$65,936; Zachary Watkins, Assistant Coach Defense, to \$64,348; Jeffrey Schwinn, Offensive Coordinator, to \$64,770; Eric Eisenbarth, Offensive Line Coach, to \$56,801; Joshua Osborn, Assistant Coach Offense, to \$42,101; Laron Moore, Assistant Coach Defense, to \$33,651; and, budget line correction for Jia Feng, Lecturer.

B. Actions Items

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

President Farley said the proposed meeting dates are similar in timing to last year's schedule. The proposed dates were circulated to the regents for comment. It was moved by Regent Sourk and seconded by Regent Sneed to approve the proposed schedule. Motion passed.

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

Dr. Farley presented the item, noting that Washburn has used this firm to assist in legislative issues in the state house and in Washington D.C. The firm has a great reputation in the state house. They have worked for us for a number of

years and we have been pleased with their services. There will be no increase from last year's contract fee. It was moved by Regent Hoferer and seconded by Regent Boles to approve the contract with Pinegar, Smith & Associates, Inc, Motion passed.

3. Tennis Complex Scoreboard Project M16010

Vice President for Administration and Treasurer Jim Martin, presented the item. He said in 2015, the Board approved a site study to improve the tennis facility. The next step is to build a concrete wall to support a scoreboard. Funding in part has come from outside sources, including support from Stormont-Vail/Cotton O'Neil. In response to a question about the funding, Mr. Martin advised that this funding is separate from athletic scholarship funding. It was moved by Regent Van Etten and seconded by Regent Beck to approve the contract for the Tennis Complex Scoreboard. Motion passed.

4. Washburn Tech Specialized Training Equipment for Mars Chocolate NA

Vice President for Administration and Treasurer Jim Martin, said this equipment will be on site at Mars. Mars' continued expansion is creating a need for training. Washburn will be reimbursed by Mars and Go Topeka for the equipment and administrative costs. It was moved by Regent Boles and seconded by Regent Parks to approve the purchase of equipment. Motion passed.

C. Information Item(s)

1. Track & Field Update – Cameron Babb

Coach Babb reported on the continued development of the new Cross Country and Track and Field teams.

2. Veterans Efforts – Eric Grospitch

Vice President for Student Life, Dr. Eric Grospitch, reported on the continued efforts of Washburn to support students who are members of the military or family members of military personnel and also to celebrate the accomplishments of military personnel who are also members of the Washburn community, including faculty, staff and alumni.

It was moved and seconded to adjourn. Motion passed. The meeting adjourned at 4:58 p.m.

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – July 2017

DESCRIPTION: Attached is the list of claims processed for the month of July, 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 September 21, 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

WASHBURN UNIVERSITY		
Fund #	Fund Name	Total Claims
1.	General Fund	\$3,190,645
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	687,911
4.	Endowment Fund	-0-
5.	Student Loan Fund	918
7.	Tort Claim Fund	111,997
8.	Restricted and Agency Fund	208,639
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	119,810
	Sub-Total	4,319,920
	Payroll	2,715,835
	Payroll Withholding ACH Transactions	2,857,242
	Total	\$9,892,997

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$178,830
3.	Building and Construction Fund	19,765
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	1,448
13.	Government and Research Fund	22,668
	Sub-Total	222,711
	Payroll	318,101
	Payroll Withholding ACH Transactions	185,269
	Total	\$726,081

 Date

 Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – August 2017

DESCRIPTION: Attached is the list of claims processed for the month of August, 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 September 21, 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

WASHBURN UNIVERSITY		
Fund #	Fund Name	Total Claims
1.	General Fund	\$ 9,245,998
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	705,481
4.	Endowment Fund	-0-
5.	Student Loan Fund	30,574
7.	Tort Claim Fund	27,489
8.	Restricted and Agency Fund	262,756
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	133,214
	Sub-Total	10,405,512
	Payroll	2,526,999
	Payroll Withholding ACH Transactions	2,494,255
	Total	\$15,426,766

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$352,924
3.	Building and Construction Fund	34,489
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	3,411
13.	Government and Research Fund	73,179
	Sub-Total	464,003
	Payroll	329,682
	Payroll Withholding ACH Transactions	185,512
	Total	\$979,197

 Date

 Jerry B. Farley, President

Agenda Item No. V. 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
Catherine Hunt	Professor/ Director of Music Education .5 FTE POSN 000898	Add Interim Co-Chair of Music Department effective August 1, 2017	Increase annual part time salary to \$34,607 in FY18 Budget. \$5,623 transferred from CAS Adjunct Faculty Replacement line	One-year appointment to cover for Ann Marie Snook	Request approval
Craig Treinen	Assistant Professor/ Director of Jazz Studies 1.0 FTE POSN 000041	Add Interim Co-Chair of Music Department effective August 1, 2017	Increase annual salary to \$54,059 in FY18 Budget. \$6,945 transferred from CAS Adjunct Faculty Replacement line	One-year appointment to cover for Ann Marie Snook	Request approval
Kelly Huff	Lecturer of Music POSN 001158	Increase FTE from .75 to 1.0; salary from \$30,000 to \$40,000	Increase annual salary to \$40,000 in FY18 budget. \$10,000 transferred from CAS Adjunct Faculty Replacement line	One-year increase to cover teaching load of Interim Chairs	Request approval

Todd Staerkel	NEW	Emergency Hire –One semester, effective Sept. 1, 2017	\$20,000 to be transferred from Music Adjunct Line	An additional full-time instructor needed this semester to help cover voice instruction in the absence of Ann Marie and Lee Snook	Request approval
Andrea Clifton	NEW -We KAN Project Support Specialist 001152	New 1.0 FTE position, effective Sept. 22, 2017	Fully grant funded, multi-year	Position funded through We KAN grant through June 30, 2019	Request approval
Jody Toerber-Clark	NEW -We KAN Project Director 001153	New 1.0 FTE position, effective Sept. 22, 2017	Fully grant funded, multi-year	Position funded through We KAN grant through June 30, 2019	Request approval

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: Renewal of Insurance Policies

DESCRIPTION:

The University property insurance was renewed in July through the Midwest Higher Education Compact program. The renewal date for the remainder of the insurance coverage is October 1, 2017.

Workers Compensation constitutes the highest premium of all the University property and casualty insurance policies. The University continues to work closely with our insurance agent and workers compensation carrier to decrease the severity and frequency of claims. The 2017-18 Workers Comp experience modification factor is at .64, the lowest it has ever been.

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

Insurance Coverage	Last Year	Renewal
Crime	\$ 8,394	\$ 8,590
Automobile	48,915	50,869
General Liability	66,446	64,686
Educators Legal Liability	55,456	55,809
Workers Compensation	239,557	223,150
Excess Indemnity (Umbrella)	29,238	28,865
Foreign Liability	5,886	5,886
Pollution Liability (annual premium of 3yr prepaid policy)	8,306	9,419
Student Healthcare Professional Liability	23,363	20,917
Broadcasters Legal Liability – KTWU	3,673	3,673
IMA Brokerage Fee	60,000	60,000
Sports Accident Insurance	106,731	99,985
Cheerleader Catastrophic Accident Insurance	819	714
TOTAL	\$656,784	\$632,563

FINANCIAL IMPLICATIONS: Total premiums are consistent with the FY18 budget.

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

Date

Jerry B. Farley, President

WASHBURN UNIVERSITY and WASHBURN INSTITUTE OF TECHNOLOGY
CASUALTY INSURANCE RENEWAL 10-1-17/18

	2016 Annual Premiums	2017 Annual Premiums
Crime 10/01/17 thru 10/01/20 - Travelers		
Employee Theft - \$2,000,000	\$8,394	\$8,590
Depositors Forgery or Alteration of Checks - \$2,000,000		
Theft, Disappearance of Money & Securities - \$2,000,000		
Credit Card Forgery - \$1,000,000		
Computer & Funds Transfer Fraud - \$2,000,000		
\$25,000 deductible- Employee Dishonesty		
\$10,000 deductible- all other		
Automobile - Hanover - 68 vehicles	\$48,915	\$50,869
Bodily Injury & Property Damage Liability \$1,000,000 limit		
Physical Damage Deductible - \$2,000 on mobile units and most truck tractors and trailers		
\$500 on most private passenger vehicles and on 2009 and newer pickup trucks		
Garagekeepers Legal Liability \$120,000 - \$500 deductible		
General Liability - Hanover	\$58,319	\$55,371
\$1,000,000 Each Occurrence/\$3,000,000 Aggregate - \$5,000 deductible		
Employee Benefit Liability - \$1,000,000 Each Claim/\$3,000,000 Aggregate - \$5,000 deductible		
Claims Made - 01/01/1985 Retro Date		
Sexual Abuse or Molestation - \$1,-000,000 Each Occurrence/\$1,000,000 Aggregate - no deductible	\$8,127	\$9,315
Educators Legal Liability (Errors & Omissions) & Employment Practices Liability - Hanover	\$55,456	\$55,809
\$1,000,000 Limit; 1st dollar defense; \$10,000 deductible		
Claims Made - 10/01/1998 Retro Date		
Law Enforcement Professional Legal Liability		
\$1,000,000 Each Occurrence/\$1,000,000 Aggregate - \$1,000 deductible		
Excess Indemnity Policy (Umbrella) - Hanover	\$29,238	\$28,865
\$5,000,000 Limit; Excess over general liability, auto, employers liability, and educators legal liability		
Workers Compensation - United Heartland	\$239,557	\$223,150
Deductible - \$10,000; Employers Liability - \$1,000,000		
Experience Modification Factor = .64 (last year .71)		
Based on Payroll - subject to audit		
Foreign Travel Liability - ACE	\$5,886	\$5,886
\$1,000,000 Limit		
Includes Foreign Travel Assistance Services		
Pollution Legal Liability- Ironshore (Three-year prepaid policy 10-1-17 to 10-1-20)	\$8,306	\$9,419
\$1,000,000 Limit; \$25,000 Deductible		
Student Healthcare Professional Liability -	\$23,363	\$20,917
\$1,000,000 Each Claim / \$5,000,000 Aggregate		
Broadcasters Legal Liability- Chubb (3 Year Policy 10/1/16 to 10/1/19)	\$3,673	\$3,673
IMA Fee - 3 Year Agreement 10/01/17 to 10/01/20	\$60,000	\$60,000
SUBTOTAL	\$549,234	\$531,864
Sports Accident Insurance - Mutual of Omaha		
Excess over athlete's personal insurance - \$2,000 ded	\$106,731	\$99,985
Excess Accident Medical Expense - up to \$75,000; NCAA Catastrophic Insurance takes over at \$75,000		
Cheerleader Catastrophic Accident Insurance - Mutual of Omaha	\$819	\$714
TOTAL	\$656,784	\$632,563

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

SUBJECT: Health Plan Renewal

DESCRIPTION:

University administrators and employees have reviewed the past utilization history of our health plans (medical and dental) provided by Blue Cross Blue Shield of Kansas (BCBSKS). Overall, the cost of health care services continues to rise and BCBSKS estimates our medical plan utilization will increase approximately 14% over the next year. The University's medical plan is a non-grandfathered, self-funded plan and the dental plan is fully insured. Our rates are a direct result of the usage our group has experienced over the rating period and, as our utilization continues to rise, an increase in medical plan premiums is necessary.

In an effort to moderate the amount of medical premium increases, changes in the medical plan benefits are being recommended for the plan year beginning January 1, 2018. Specific changes include:

- increasing the Base and Buy-Up medical plan deductibles and co-insurance levels by \$500,
- increasing the office visit copay of \$30 to \$35,
- increasing the specialty office visit copay of \$40 to \$45, and
- eliminating the \$300 lab/x-ray rider.

Even with these plan benefit modifications, the employee's premium will increase depending on the type of plan and level of coverage (employee only, employee + child/ren, employee + spouse, family).

The University will continue a six-tier premium schedule providing income adjusted family coverage based upon salary level to assist in providing affordable family medical coverage. The University will continue to fund the employee only premium of the Base medical plan coverage for those in Tiers 4, 5 or 6. However, Tiers 1, 2 or 3 will now require a contribution for employee only coverage, ranging from \$35.52/month to \$50/month. Married couples, who both work at the University and are benefit eligible, will continue to have the opportunity to cover a dependent child/ren. In those circumstances, the married individual in the higher premium tier will be the primary insured when covering child/ren.

The dental plan will be unbundled from the medical plan and provide employees with additional benefit election flexibility. There are no recommended changes to the dental plan benefits.

The attached premium sheet shows the employee premium amounts, by plan, as well as those amounts paid by the University to continue the support of medical and dental plan premiums.

The University will continue to closely evaluate our wellness program, as well as our health plan, and look at options for future design of the plan. We will also review medical plan eligibility and determine if limits, such as the addition of a working and/or retired spouse provision or premium, would be feasible.

FINANCIAL IMPLICATIONS:

The FY' 18 Benefit Budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

President Farley recommends Board of Regents approval to renew the University Health Plan.

Date

Jerry B. Farley, President

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Dental Insurance - All Tiers								
Employee Total	\$ -	\$ 5.00	\$ 10.00	\$ 15.00				
Washburn Total	35.39	75.69	65.73	106.03				
Total Premium	35.39	80.69	75.73	121.03				
Salary > \$64,098 (Tier 1)								
Employee Total	\$ 50.00	\$ 330.33	\$ 406.64	\$ 842.76	\$ 109.44	\$ 469.28	\$ 550.90	\$ 1,073.22
Washburn Total	567.49	879.99	849.02	989.52	520.44	764.69	729.33	802.40
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$64,098 (Tier 2)								
Employee Total	\$ 42.15	\$ 287.69	\$ 350.09	\$ 724.91	\$ 101.59	\$ 382.55	\$ 451.77	\$ 871.24
Washburn Total	575.34	922.64	905.57	1,107.37	528.29	851.43	828.46	1,004.38
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$55,386 (Tier 3)								
Employee Total	\$ 35.52	\$ 238.76	\$ 295.24	\$ 589.23	\$ 94.96	\$ 350.83	\$ 408.54	\$ 760.23
Washburn Total	581.97	971.56	960.42	1,243.05	534.92	883.14	871.69	1,115.39
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$46,231 (Tier 4)								
Employee Total	\$ -	\$ 196.46	\$ 243.50	\$ 473.26	\$ 59.44	\$ 308.50	\$ 356.84	\$ 644.35
Washburn Total	617.49	1,013.86	1,012.16	1,359.02	570.44	925.47	923.39	1,231.27
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$37,424 (Tier 5)								
Employee Total	\$ -	\$ 156.56	\$ 196.07	\$ 361.98	\$ 59.44	\$ 268.57	\$ 309.46	\$ 533.17
Washburn Total	617.49	1,053.76	1,059.59	1,470.30	570.44	965.40	970.77	1,342.45
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$28,718 (Tier 6)								
Employee Total	\$ -	\$ 115.82	\$ 145.93	\$ 246.06	\$ 59.44	\$ 227.80	\$ 259.35	\$ 417.34
Washburn Total	617.49	1,094.50	1,109.73	1,586.22	570.44	1,006.17	1,020.88	1,458.28
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Dental Insurance - All Tiers								
Employee Total	\$ -	\$ 45.30	\$ 40.34	\$ 85.64				
Washburn Total	35.39	35.39	35.39	35.39				
Total Premium	35.39	80.69	75.73	121.03				
Salary > \$64,098 (Tier 1)								
Employee Total	\$ 333.75	\$ 770.33	\$ 831.15	\$ 1,337.52	\$ 369.66	\$ 851.63	\$ 915.57	\$ 1,474.42
Washburn Total	283.75	440.00	424.51	494.76	260.22	382.35	364.67	401.20
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$64,098 (Tier 2)								
Employee Total	\$ 329.82	\$ 749.00	\$ 802.88	\$ 1,278.60	\$ 365.74	\$ 808.26	\$ 866.00	\$ 1,373.43
Washburn Total	287.67	461.32	452.79	553.69	264.15	425.71	414.23	502.19
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$55,386 (Tier 3)								
Employee Total	\$ 326.51	\$ 724.54	\$ 775.45	\$ 1,210.75	\$ 362.42	\$ 792.40	\$ 844.38	\$ 1,317.92
Washburn Total	290.98	485.78	480.21	621.53	267.46	441.57	435.85	557.70
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$46,231 (Tier 4)								
Employee Total	\$ 308.75	\$ 703.39	\$ 749.58	\$ 1,152.77	\$ 344.66	\$ 771.24	\$ 818.54	\$ 1,259.98
Washburn Total	308.75	506.93	506.08	679.51	285.22	462.73	461.69	615.64
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$37,424 (Tier 5)								
Employee Total	\$ 308.75	\$ 683.44	\$ 725.87	\$ 1,097.13	\$ 344.66	\$ 751.27	\$ 794.85	\$ 1,204.39
Washburn Total	308.75	526.88	529.79	735.15	285.22	482.70	485.38	671.23
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$28,718 (Tier 6)								
Employee Total	\$ 308.75	\$ 663.07	\$ 700.80	\$ 1,039.17	\$ 344.66	\$ 730.89	\$ 769.79	\$ 1,146.48
Washburn Total	308.75	547.25	554.86	793.11	285.22	503.08	510.44	729.14
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62

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

SUBJECT: Vision Insurance

DESCRIPTION:

A request for proposal was issued on June 26, 2017 for vision insurance coverage. Vision insurance, which covers the cost of contact lenses, frames and lenses, is not currently available to benefit eligible employees or dependents. This benefit option will be voluntary for employees to elect and purchase through payroll deduction and provides a four-year rate guarantee.

Of the companies responding to the proposal, EyeMed offers a comprehensive vision insurance program for benefit eligible employees and their dependents at the most competitive rates. Benefits include an eye exam every 12 months with a \$10 in network copay, frame allowance every 24 months, contact lenses or regular lenses every 12 months. EyeMed offers a wide list of network providers in Topeka and surrounding areas.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents approve EyeMed as the Vision Insurance provider, effective January 1, 2018.

Date

Jerry B. Farley, President

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

SUBJECT: Flexible Spending Account Plan, Section 125 Administration Renewal

DESCRIPTION:

A request for proposal was issued on June 26, 2017 for Section 125, health care and dependent care flexible spending account (FSA) plan administration services. FSA plans offer eligible employees the opportunity to allocate pre-tax contributions into an account, which may be used to reimburse for qualified health care and/or dependent care expenses. FSA plan administration services includes claim adjudication, customer service and compliance.

Of the companies responding to the proposal, ASIFlex, our current FSA plan administrator since November 1, 2013, provided the most competitive response. Customer service with ASIFlex has been favorable. The renewal rate from ASIFlex will decrease for the plan year beginning January 1, 2018. The monthly participant rate will decrease from \$3.25 /month to \$2.25/month and, as we are a current client, the implementation fee will be waived. This is a five-year rate guarantee.

FINANCIAL IMPLICATIONS:

The FY18 Benefits budget contains sufficient funds to cover the University portion of administrative fees.

RECOMMENDATION:

President Farley recommends Board of Regents approval to renew ASIFlex as the University's Flexible Spending Account Plan administrator, effective January 1, 2018.

Date

Jerry B. Farley, President

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

SUBJECT: Employee Assistance Program

DESCRIPTION:

A request for proposal was issued on June 26, 2017 for a comprehensive employee assistance program (EAP). Currently, only employees who purchase the long-term disability insurance through UNUM are able to utilize a basic EAP benefit. The EAP benefit through UNUM provides online resources and telephonic assistance. Due to these eligibility and benefit plan limitations, a more comprehensive program is being sought.

Of the companies responding to the proposal, New Directions Behavioral Health (NDBH) offers a comprehensive EAP for benefit eligible employees and their dependents. Services include face-to-face sessions, online resources, and educational workshops.

FINANCIAL IMPLICATIONS:

The rate is \$1.49 per employee per month with a four-year rate guarantee. The FY18 Benefits budget contains sufficient funds to cover this expense.

RECOMMENDATION:

President Farley recommends the Board of Regents approve New Directions Behavioral Health as the Employee Assistance Program provider, effective January 1, 2018.

Date

Jerry B. Farley, President

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

SUBJECT: Employee and Dependent Life and Accidental Death and Dismemberment,
Short-Term Disability and/or Long-Term Disability Insurance and Benefits
Administration System

DESCRIPTION:

A request for proposal was issued on June 26, 2017 for basic employee group term life and accidental death and dismemberment (AD&D) insurance coverage, employee and dependent voluntary term life and/or AD&D insurance coverage, short-term disability and/or long-term disability insurance coverage.

Currently, the University covers the basic group term life and AD&D insurance premiums for benefit eligible employees through UNUM. The amount of group term life insurance is equal to one times the employee's annual base salary, rounded to the next thousand dollar increment, to a maximum of \$50,000. Basic AD&D insurance is \$150,000/per benefit eligible employee. Employees may purchase additional voluntary term life and AD&D insurance for themselves and dependents, through UNUM, via payroll deduction. Employees may also purchase short-term disability insurance through Aflac and/or long-term disability insurance through UNUM via payroll deduction.

Of the companies responding to the proposal, Principal Financial provided the most competitive overall response and pricing for basic and voluntary life, AD&D, short-term and long-term disability insurance plans. Additionally, Principal Financial is offering an online benefits administration system at a rate of \$1.25/per employee per month. The system will provide employees with an efficient and comprehensive online benefit enrollment tool and effective benefit management services. A decrease in the basic group term life insurance premium to \$.165/per \$1,000 of coverage and an AD&D premium of \$.015/per \$1,000 will provide the savings necessary to fund a benefits administration system.

FINANCIAL IMPLICATIONS:

The cost is \$1.25 per employee per month. This is a three-year rate guarantee. The FY18 Benefits budget contains sufficient funds to cover this expense.

RECOMMENDATION:

President Farley recommends the Board of Regents approve Principal Financial as the provider for the University's basic life and AD&D coverage, voluntary life and/or AD&D insurance, short-term disability and/or long-term disability insurance, and an online benefits administration system, effective January 1, 2018.

Date

Jerry B. Farley, President

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

SUBJECT: Brocade Network Switching Equipment

DESCRIPTION:

Information Technology Services is requesting approval to purchase Brocade network switches and accessories. A considerable amount of our current network switch infrastructure is antiquated and unable to support the required bandwidth and functionality of today's network demands. There is a very strong need to replace our aging switches as the workload placed on University switches by applications has begun to change significantly, making this an appropriate time to implement new switches with other capabilities like PCoIP (PC over IP), PoE (power over Ethernet), and QoS (quality of service) for VoIP (Voice over IP).

Brocade Switches/Accessories/Licensing \$108,011

This purchase is through Yellow Dog Networks utilizing the National Association of State Procurement Officials (NASPO) competitive bid contract, contract number #AR214. This competitive bid contract is approved by the State of Kansas Department of Administration Office of Procurement and Contracts in full compliance with the State's laws and procedures, including public notice requirements.

FINANCIAL IMPLICATIONS:

An expenditure of \$108,011 from FY 2018 ITS funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to Yellow Dog Networks for \$108,011 for the purchase of the Brocade switches, accessories and licenses.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 8.
Washburn University Board of Regents

SUBJECT: Addendum to 9/30/16 KanTRAIN Contract for Data Access for Research with Kansas Board of Regents

DESCRIPTION:

Washburn, following WUBOR approval, entered into a contract with the Kansas Board of Regents (KBOR) on behalf of the KanTRAIN consortium on 9/30/16 to provide limited student level education and employment data necessary to support the KanTRAIN TAACCCT grant reporting and performance requirements on employment status and program impact for Kansas TAACCCT participants.

The purpose of this Addendum to the Agreement is to enable Washburn, as the consortium lead for KanTRAIN, to add two other TAACCCT grantees –Butler Community College and Johnson County Community College—to its data collection efforts to evaluate employment and training outcomes related to other Kansas TAACCCT grantees. The scope of the KanTRAIN grant includes collaborating with KBOR and other Kansas TAACCCT grantees to utilize aggregate and/or student-level education data and information to assist in the study and evaluation of postsecondary education programs for evaluating KanTRAIN and other Kansas TAACCCT grantees’ outcomes and impact. KBOR will also share limited employment data in a manner consistent with a data sharing agreement between KBOR and the Kansas Department of Labor (KDOL) dated February 6, 2013, which authorizes the use of KDOL data for the evaluation of postsecondary education programs.

The original 9/30/16 agreement documents KBOR as a sole source for providing these data at the student level. KBOR is the only entity to possess both existing data sources, education and wage records, and therefore is uniquely qualified to perform the data match for TAACCCT institutions necessary for Washburn’s study and evaluation of the KanTRAIN program.

<u>Vendor</u>	<u>Total Amount</u>
Kansas Board of Regents addendum to original contract	\$43,000

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to the Kansas Board of Regents.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 9.
Washburn University Board of Regents

SUBJECT: Softball Field Improvements C18014

DESCRIPTION:

In the Fiscal Year 2018 Capital Program, Softball field improvements were identified and approved by The Board of Regents. This project will provide for a new NCAA compliant backstop netting system along with making needed field drainage improvements. Bid documents were prepared and distributed to local area general contractors for pricing.

Bids were received in Washburn University Purchasing from the following contractors:

<u>CONTRACTOR</u>	<u>BID</u>
XXXXXXXXXX	XXXXXXXX
XXXXXXXXXX	XXXXXXXX

FINANCIAL IMPLICATIONS:

An expenditure of \$XXXXXX from the Washburn University 2018 Capital Program

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award to XXXXX for the Softball Field Improvements Project.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 10.
Washburn University Board of Regents

SUBJECT: Forensic Science Program Equipment Purchase of Waters High Performance Liquid Chromatography-Mass Spectrometer (HPLC-MS).

DESCRIPTION:

Washburn University, through collaboration with the Kansas Bureau of Investigation (KBI), provides students with accurate hands-on experiences using quality equipment, processes and tools. The Chemistry Department has established a teaching laboratory within the Forensic Science Building where advanced laboratory courses will be held regularly and support new and existing forensic academic programs. These courses require the use of the updated, quality equipment identical to what is being used by the KBI and crime labs throughout the country.

The Chemistry Department requests the purchase of the Waters high performance liquid chromatography-ACQUITY H-Class UPLC equipped with a photo-diode detector and QDa Mass Detector. This is the same UPLC system that is actively being utilized by the KBI laboratory.

This equipment, HPLC-MS, has been a vital part of the Toxicology section of the forensic lab and is a reliable means of detecting and calculating controlled substance concentrations in bodily fluids. With the current spread of the legalization of marijuana in many states, it is now becoming a necessity to become familiar with the processes of testing in the drug chemistry section as well. The purchase of this equipment will allow Washburn to acquire the instrumentation that would provide many benefits for students, the KBI and the forensic community at large.

This new equipment will be housed in the KBI building within the Chemistry lab (room 200).

FINANCIAL IMPLICATIONS:

Funding for this equipment is within the general budget.

RECOMMENDATION:

President Farley recommends Board of Regents approval to award a contract to Waters Corporation in the amount of \$83,889 for purchase of the equipment.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 11.
Washburn University Board of Regents

SUBJECT: EAB Student Success Collaborative – Campus and Mobile Program

DESCRIPTION:

The Student Success Collaborative – Campus and Mobile Program developed by EAB is designed to transform the student experience and assist in helping more students graduate. Washburn University has significantly increased the success of its first-year students, improving its retention rate of First-Year Full-Time students from 62% to 72% in just six years. This product will allow for the efficient and effective expansion of our student success efforts and support our goal of reaching even higher levels of retention in freshman year and also in each successive year of our students' undergraduate learning experience. Success in retention results in higher numbers of students persisting in their educational journey and ultimately graduating. EAB's Student Success Collaborative currently has 450 member institutions. The EAB Campus and Mobile program provides important organizational capabilities not available to Washburn at this time. The capabilities and services included in this EAB program are summarized as follows:

- A secure, cloud-based student success engine that helps advisors, administrators and student success specialists analyze Washburn University data to identify at risk students. The engine includes a Washburn Predictive Student Risk Model, Executive Workbooks, Definitions of Washburn's Key Academic Milestones, Faculty Based Early Alert System, and Major Explorer.
- A secure cloud-based workflow and communications tools to facilitate the coordination of support activities across the campus. The key components include Resource Appointment Scheduling and Queue Management, 2-way Communication Platform, Case Management, Centralized Advising Notes, and Resource Utilization Monitoring.
- A mobile application and web applications to reach students where they are, helping them complete critical tasks and cultivate behaviors that promote academic planning and performance, financial health, career planning and campus engagement. Through proactive prompts, automated alerts, and personalized connections to institutional resources, the application keeps students on track. Key components include personalized tasks, reminders, and events; automated guidance and interventions; quick polling; integrated appointment scheduling; and advisor-student messaging.
- A secure, cloud-based summary analytics dashboard to highlight key student success metrics and insights for a broad set of University administrators.
- Access to best practice sharing among all members of the collaborative to best drive increased student retention, degree completion, and graduation success.
- An assigned team of EAB employees, including a dedicated consultant and a business analyst, to lead and provide support in project planning and initial end-user training.

RATIONALE:

Having met the First-Year Full-Time retention goals of Vision 2022 and the State of Kansas Foresight 2020, the next step for Washburn University is to begin systematically improving its retention rates each year in a student’s learning experience and ultimately increase graduation rates at Washburn University. The EAB Campus and Mobile program provides important organizational capabilities not available at Washburn. These additional capabilities further leverage the progress that has been made in these last years and allow Washburn to make significant strides on the important goal of increasing graduation rates in a shorter amount of time. Institutions across the nation are now expected to produce greater “returns on education” by graduating more students in less time, with less debt and improved post-graduate outcomes. Partnering with EAB allows Washburn to draw upon their expertise, knowledge and the Student Success Collaborative tool to accomplish these goals.

Proposed Effective Date: Immediately

FINANCIAL IMPLICATIONS:

The enhanced capabilities gained through this partnership replace from already budgeted funds current student success software platform and replace some of our current retention initiatives with enhanced and more effective initiatives highly customized to Washburn students. The average annual contract is \$197,500 and will be paid by redirecting current budgeted resources for student success. The agreement requires a five-year commitment which will total just under one million dollars.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award for the commitment of an average \$197,500 annually for five years’ access to the software through membership in EAB’s Student Success Collaborative – Campus and Mobile Program.

Date

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.

Date

Jerry B. Farley, President

Report of Purchases between \$25,000 and \$50,000
June 1, 2017 through September 7, 2017

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<u>Washburn University</u>		
Brocade Wireless Refresh IT – Contract <i>Funding Source:</i> • Capital Expenditure	Yellow Dog Networks, Inc Topeka, KS	\$33,768
Brocade Wireless IT – Contract <i>Funding Source:</i> • Capital Expenditure	Yellow Dog Networks, Inc Topeka, KS	\$48,185
Wall & Ceiling Prep for LLC Facilities Services <i>Funding Source:</i> • Capital Expenditure	J.F. McGivern Inc. Topeka, KS	\$25,732
Nimble Shelf Expansion IT - GSA Contract <i>Funding Source:</i> • Capital Expenditure	Sirius Computer Solutions Dallas, TX	\$37,639
Nimble Shelf Expansion Athletics-Contract <i>Funding Source:</i> • Capital Expenditure	Daktronics Inc Brookings, SD	\$45,611
<u>Washburn Tech</u>		
WUIT Uniforms Shirts Washburn Contract <i>Funding Source:</i> • General Fund	Similar Mode Uniforms Topeka, KS	\$35,327
Bosch Bagger(Mars Training) Sole Source <i>Funding Source:</i> • General Fund	Bosch Packaging Tech, Inc New Richmond, WI	\$26,838

Bosch Bagger(Mars Training) Sole Source	Bosch Packaging Tech, Inc New Richmond, WI	\$28,219
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Funding Source:

- General Fund

Student Kit Cosmetology Sole Source	Cosmoprof Dallas, TX	\$28,922
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Funding Source:

- General Fund