

Board of Regents Meeting
Memorial Union, Kansas Room
Wednesday, 9/26/2018
4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

Mr. Beck
Mayor De La Isla
Mr. Hoferer
Mr. Klausman
Mr. McGivern
Mrs. Parks
Mr. Sneed
Mrs. Sourk
Mrs. Van Etten

III. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the July 26, 2018 Meeting

July 26, 2018 Board of Regents Minutes - Page 3

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Audit Committee - Bill Sneed

V. New Business

A. Consent Agenda

1. Liquidated Claims Approval - July 2018 - Jim Martin

Liquidated Claims - July - Page 9

2. Liquidated Claims Approval - August 2018 - Jim Martin

Liquidated Claims - August - Page 10

3. Faculty/Staff Personnel Actions - JuliAnn Mazachek

Faculty Staff Personnel Actions - Page 11

B. Action Items

1. Renewal of Insurance Policies - Jim Martin

Casualty Insurance Renewal - Page 13

2. Health Plan Renewal - Jim Martin

Health Plan Renewal - Page 15

3. A RESOLUTION AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF REVENUE BONDS OF WASHBURN UNIVERSITY OF TOPEKA, SHAWNEE COUNTY, KANSAS; MAKING CERTAIN COVENANTS AND AGREEMENTS

**TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF AND
AUTHORIZING CERTAIN - Jim Martin**

Bond Item - Page 17

4. 2018 Winter Closing Schedule - Jim Martin

Winter Closing - Page 19

**5. Washburn Tech Academy of Cosmetology - Student Consumable Supplies - Jim
Martin**

Cosmetology Supplies Ratification - Page 20

**6. Mabee Library Immersive Classrooms and Math Emporium Project - #C19008 -
JuliAnn Mazachek**

Mabee Immersive Classroom - Math Emporium Project - Page 21

C. Information Item(s)

1. Freshman Residence Hall Requirement Proposal - Eric Grospitch

Freshman Residence Hall Requirement - Page 22

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

Purchases \$25000-50000 - Page 24

3. Washburn University Website Update - Patrick Early

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
July 26, 2018

I. Call to Order

Chairperson Hoferer called the meeting to order at 4:00 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, Ms. De La Isla, Mr. Hoferer, *Mr. Klausman, Mr. McGivern, Mrs. Parks, Mr. Sneed, Mrs. Sourk and Mrs. Van Etten.

* Participated via telephone conference call.

III. FY 2019 Public Budget Hearing

The Public Budget Hearing was opened by the Board Chair at 4:02 p.m. No one registered to speak or asked to speak. It was moved by Regent Sneed and seconded by Regent De La Isla to close the public sessions. Motion passed.

IV. Approval of Minutes of Past Meetings

A. Approval of the Minutes of the June 21, 2018 Meeting

It was moved by Regent Sourk and seconded by Regent Parks to approve the Minutes of the June 21, 2018 meeting. Motion passed.

V. Officer Reports

A. Chair's Report

Chairperson Hoferer thanked former Regent Brent Boles for his service while serving on the Board of Regents, then welcomed Regent Klausman to the Board as he starts his new term.

Chairperson Hoferer thanked Regent McGivern for his service and guidance as he served as the previous chair of the Board.

The Board Chair asked that Board members use their cell phones as little as possible during meetings and that he appreciates their paying attention during the meeting.

The Board Chair presented his slate of appointments to the various board committees for the 2018-2019 year for approval by the Board. Those appointments are as follows:

Budget/Finance Committee: Regents McGivern (Chair), Beck, De La Isla, Parks and Sneed;

Auditing Committee: Regents Sneed (Chair), Beck, Klausman, Sourk and Van Etten;

Presidential Assessment Committee: Regents Parks (Chair), McGivern and Van Etten; and,

Nominating Committee: Regents Sourk (Chair), Beck, McGivern and Parks.

It was moved by Regent Sneed and seconded by Regent McGivern to approve the committee appointments. Motion passed.

B. President's Report

President Farley introduced Eugene Williams, Director of KTWU, to introduce volunteers who have been recognized. Williams introduced Kathy Woods who is the KTWU volunteer coordinator, saying she does a great job. He said this is the first time people at KTWU have been recognized by PBS. Kathy Woods then introduced Wayne Stander, who has been volunteering at KTWU for over 30 years. He has been on the auction steering committee and does accounting during fund raising. Another person who has been a long time volunteer is John Duff, who has been coming since the 70s, over 40 years, to help the production group.

Dr. Farley said KTWU won another emmy award for the Washburn Holiday Vespers in the special events category. This was recorded live last December.

President Farley said Humanities Kansas awarded slightly less than \$10,000 to Washburn University in support of "The Map of Kansas Literature". Dr. Kerry Wynn, Associate Professor of History, is the project director. This program was started by Professor Emeritus Tom Averill in 2006.

Dr. Farley reported that science camps of about 60 students were on campus for two one-week sessions. The camps are funded by the Department of Transportation in cooperation with our Department of Education and are facilitated by Washburn faculty, student volunteers and KDOT employees. Workshops promote hands on work.

President Farley also reported on the Total Percussion Camp, saying students in grades 7–12 brush up on their music and performance skills. This culminated with a concert held on a Saturday for family and friends.

Dr. Farley said nearly 50 students from Washburn Tech Skills USA program traveled to Louisville, Kentucky to compete in the National Leadership and Skills Conference. He said there were over 6,500 competitors in over 100 categories. Washburn Tech had three national champions, one silver and three bronze in the nation. 22 students of the 47 attending finished in top five in the country.

VI. New Business

A. Consent Agenda

It was moved by Regent De La Isla and seconded by Regent Parks to approve the Consent Agenda. Motion passed. As approved by action of the Board:

- 1. Liquidated Claims Approval**
- 2. Faculty/Staff Personnel Actions**

Increase in annual salary: to David Wingerson, Coordinator, Sunflower Music Festival effective July 1, 2018 to \$25,000, and to Michael Brassel, Faculty Employment Coordinator effective July 16, 2018 to \$50,000; effective August 1, 2018 hire for vacant positions: Simulation Lab Coordinator at an annual salary of \$62,000, Marketing Coordinator at an annual salary of \$41,000, and Fast-Track Welding Instructor at an annual salary of \$45,000.

B. Actions Items

- 1. Proposed Washburn University Board of Regents' Meeting Dates for 2018-2019**

President Farley presented the item. He indicated that he tried to find dates that the majority of regents could attend. It was moved by Regent Beck and seconded by Regent McGivern to approve the meeting dates for the 2018-2019 fiscal year. Motion passed.

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

President Farley presented the item. The contract is a one-year contract for lobbying services, both in the state capital and federal legislature. John Pinegar and Doug Smith are well respected at the State Capitol and amongst their peers. John Pinegar was elected co-chair of the Kansas Higher Education lobbyists for the second time. In response to a question about the rate in the contract, President Farley indicated that the fee is the same as last year. It was moved by Regent Parks and seconded by Regent Beck to approve the contract for lobbying services. Motion passed.

- 3. Indoor Practice Facility**

Vice President for Administration and Treasurer Jim Martin presented the item. Martin introduced Greg Schwerdt of Schwerdt Design Group to give an update on the facility. He said work is being done on the details of the plans including narrowing in on costs and still staying within budget. Key ingredients were changing the site plan to save Presidential trees on the southwest side. If authorized to move forward with construction documents, they should be able to bid in December and present a contract to approve in February.

Schwerdt then introduced Curt Katterhenry of the DLR Group. Katterhenry discussed a number of design changes that will improve the functionality of the facility. Estimates based on the new design details result in about a 1% difference or \$207,000 higher than original estimate. The increase is due to a couple of factors: 1 – added more detail which allows for a more accurate estimate, and 2 – now have received responses back from the City on code requirements, which includes a sprinkler system that accounts for most of the increase. In response as to why a sprinkler system has been added, Katterhenry explained that the City wanted it included. Katterhenry did add that the sprinkler system will probably help keep the insurance costs lower. Air conditioning will be listed as an alternative but infrastructure will be included so air conditioning can be added later.

Vice President Martin advised the Board that the current total estimated cost is \$20.6 million. He further stated that the funding model remains the same, including \$4 million from reserves, \$6 million from donations, and that the donation funding met its goal today.

Dr. Farley advised the Board that if both this item and the following item on the issuance of bonds are approved by Board, the architect will be released to prepare construction documents.

The Board Chair said because of their passion and hard work which led to the project moving forward, he suggested that Regents McGivern and Sneed be allowed to make the motion and second to approve the item. It was moved by Regent McGivern and seconded by Regent Sneed to authorize bids to be let for construction of the Indoor Practice facility upon receiving donor commitments of \$6,000,000 and completion of bond financing of \$10,000,000. Motion passed.

4. Issuance of Revenue Bonds to Finance the Indoor Practice Facility

Vice President for Administration and Treasurer Jim Martin presented the item. He said Washburn has reviewed various options for financing. Twenty entities were solicited to make bids, with eight actually submitting bids. Review of the bids led to the recommendation to select Raymond James to be Underwriter. Gilmore Bell is bond counsel and will prepare the bond resolution. If approved by the Board, work will move forward to issue \$10,000,000 in bonds in September. We are hoping for less than a 4% interest rate and anticipate they will be twenty-year bonds. He said an item will come to the Board in September to ratify the bond issuance.

In response to a question, Vice President Martin advised that Washburn's A1 rating was confirmed this past spring. Martin noted that although the outlook overall for higher education bonds is negative, that does not apply to Washburn. In response to a question about the issuance being \$10,000,000 plus other costs, Martin answered that other costs are bond counsel fees around \$35,000, underwriting fees around \$200,000, and a few miscellaneous costs. In response to another question about how quick this will occur, Martin advised that the bonds will be priced about mid-September. The Resolution was considered and discussed by the Board. It was moved by Regent De La Isla and seconded by Regent Parks to approve the Resolution Authorizing the Offering for Sale of Revenue Bonds of Washburn University. Motion passed unanimously.

5. Washburn University Proposed Consensual and Familial Relationships Board Policy

Vice President for Academic Affairs JuliAnn Mazachek presented the item. She said Washburn University is committed to an environment of mutual respect and trust. Washburn does recognize that opportunities exist for persons to use their position to create conflict in certain situations. She said a committee of faculty and staff developed the policy language and the proposed language was put through a vigorous review process across campus. The policy has very broad and strong support from the stakeholders. In response to a question about the definition of consensual relationship, Dr. Mazachek referenced the Board to the first paragraph where the definition is set out. Dr. Mazachek further noted that Washburn is ahead of the game on this issue, as most of the Kansas Board of Regents' institutions are just now taking up this same issue. It was moved by Regent De La Isla and seconded by Regent McGivern to approve the Consensual and Familial Relationships Board Policy. Motion passed.

C. Information Item(s)

1. Renewal of Topeka Neighborhood Revitalization Plan

University Counsel Marc Fried introduced Bill Fiander of the Topeka Planning Department to present on the Topeka Neighborhood Revitalization Plan. Fiander is seeking feedback as the term of the current program is expiring and he anticipates coming back in the fall to ask for Washburn's participation in the renewed program.

2. Topeka Science Cafe

Vice President for Academic Affairs JuliAnn Mazachek introduced Dr. Brian Thomas, Professor of Physics and Astronomy, who initiated the formation of the Topeka Science Café. Dr. Thomas presented on the Topeka Science Café

VII. Executive Session

It was moved by Chairperson Hoferer and seconded by Regent De La Isla to recess the regular meeting and go into executive session to discuss personnel issues involving non-elected personnel and to return to regular session at 5:20 p.m. Motion passed.

The Board reconvened in open session and the Board Chair called the regular meeting back into order at 5:22 p.m.

It was moved and seconded to adjourn. Motion passed.

The meeting adjourned at 5:23 p.m..

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – July 2018

DESCRIPTION: Attached is the list of claims processed for the month of July, 2018 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 26, 2018 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	\$ 2,981,980
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	866,982
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,150
7.	Tort Claim Fund	120,119
8.	Restricted and Agency Fund	255,455
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	233,227
	Sub-Total	4,458,913
	Payroll	2,862,660
	Payroll Withholding ACH Transactions	2,722,190
	Total	\$10,043,763

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$125,734
3.	Building and Construction Fund	6,887
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	12,422
13.	Government and Research Fund	55,979
	Sub-Total	201,022
	Payroll	326,689
	Payroll Withholding ACH Transactions	163,154
	Total	\$690,865

 Date

 Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – August 2018

DESCRIPTION: Attached is the list of claims processed for the month of August, 2018 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 26, 2018 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	\$ 8,883,886
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,118,444
4.	Endowment Fund	-0-
5.	Student Loan Fund	35,625
7.	Tort Claim Fund	8,702
8.	Restricted and Agency Fund	515,785
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	130,492
	Sub-Total	10,692,934
	Payroll	2,963,820
	Payroll Withholding ACH Transactions	2,543,196
	Total	\$16,199,950

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$168,796
3.	Building and Construction Fund	112,238
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	288
13.	Government and Research Fund	73,693
	Sub-Total	355,015
	Payroll	376,279
	Payroll Withholding ACH Transactions	177,892
	Total	\$909,186

 Date

 Jerry B. Farley, President

Agenda Item No. V. A. 3.
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
Jeffrey Stromgren	000508 - Head Coach - Golf	Effective September 1, 2018	\$37,898 annual salary. Increase of \$10,000 will be covered with available FY 19 budgeted funds.	Position change from .50 FTE to .75 FTE. Change based on needs of the job.	Request approval
Vacant	000762 – Comm. Specialist Supervisor (University Police)	Effective September 27, 2018	\$32,240 annual salary. Increase of \$6,167 will be covered with available FY 19 budgeted funds.	Position change from Communications Specialist. Change based on market salary.	Request approval
Vacant	NEW – Academic Advisor – School of Applied Studies	Effective September 27, 2018	\$39,000 annual salary. Increase of \$4,000 will be covered with available FY 19 budgeted funds.	Increase based on competitive market salary for required skills and responsibilities.	Request approval
Vacant	K00010 – Admin. Specialist, Washburn Tech	Effective September 27, 2018	\$26,998 annual salary. Increase of \$2,954 will be covered with available FY 19 budgeted funds.	Increase based on competitive market salary for required skills and responsibilities.	Request approval
Vacant	NEW – Visiting Professor, School of Business	Effective January 1, 2019	\$70,000 FY19 salary. Funding will be covered by endowed funds, with no effect on FY19 budget.	Position addition based on the needs of the school.	Request approval
Jane Hanni	000980 – Assistant Curator of Education – The Mulvane	Effective October 1, 2018	\$40,000 annual salary. Increase of \$4,361 will be covered with available FY19 budgeted funds.	Change is based on review and update of position responsibilities.	Request approval

Vacant	K00130 – Adult Ed Instructor – ESL, Washburn Tech	Effective September 27, 2018	\$35,000 annual salary. Increase of \$6,000 will be covered with available grant funds.	Increase based on competitive market salary for required skills and responsibilities.	Request approval
Vacant	NEW – Clinic Attorney, School of Law	Effective January 1, 2019	\$75,000 annual salary will be covered with available FY19 budget.	Position addition based on the needs of the school.	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, 2018.

Workers Compensation constitutes the highest premium of all the University property and casualty insurance policies. The 2018-19 experience modification factor, at .63, is at an all-time low, as we continue to strive for decreased frequency and severity of claims.

Washburn University has added a new app called AlertTraveler. It is a resource for all study abroad student participants, as well as all faculty and staff traveling internationally through WU programs. AlertTraveler is a proactive risk management tool that provides travelers with intelligence information to enable them to make informed decisions while abroad; real-time safety and security alerts based on the travel itinerary or geographic location; info for accessing emergency services, U.S. embassies or consulates in the region; and an instant check-in feature allowing travelers to report their well-being back to the University in the event of an incident. All students are required to use this app when studying abroad.

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

Insurance Coverage	Last Year	Renewal
Crime	\$ 8,590	\$ 8,590
Automobile	45,081	47,393
General Liability	64,686	66,799
Educators Legal Liability	55,809	56,294
Workers Compensation	223,150	210,655
Excess Indemnity (Umbrella)	28,865	28,904
Foreign Liability	5,886	4,956
Pollution Liability (annual premium of 3yr prepaid policy)	9,509	9,509
Student Healthcare Professional Liability	20,932	21,868
Broadcasters Legal Liability – KTWU	3,673	3,673
IMA Brokerage Fee	60,000	60,000
Sports Accident Insurance	99,985	99,985
Cheerleader Catastrophic Accident Insurance	714	861
TOTAL	\$626,880	\$619,487

FINANCIAL IMPLICATIONS:

Total premiums are consistent with the FY'19 budget.

RECOMMENDATION:

President Farley recommends approval to purchase insurance policies as listed.

Date

Jerry B. Farley, President

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

SUBJECT: Health Plan Renewal

DESCRIPTION:

A request for proposal was issued on June 15, 2018 for medical, dental and prescription drug insurance coverage to help assess and ensure the competitiveness of the benefit plan design, cost and access. University administrators and employees from the Employee Benefits Committee completed an extensive review of the responses from the insurance companies. Of the companies responding to the proposal, Blue Cross and Blue Shield of Kansas (BCBSKS) provided the most competitive plan benefits and pricing for the medical, dental and prescription drug insurance plans over a multi-year period.

The medical plan administration expense will reduce, beginning in 2019, and be guaranteed for three (3) years. This will provide an estimated savings of \$1,038,049 over the next three (3) years. The dental plan administration expense will reduce by 63%, beginning in 2019, and provide an estimated \$40,380 in savings per year. The stop loss premium for the medical plan will reduce for the next two (2) years and provide an estimated savings of \$93,570 per year. Prescription drug rebates, paid to Washburn, will increase to 100% compared to the current 90%, for the next three (3) years. The University's medical (non-grandfathered), dental and prescription drug plans will remain self-insured.

The plan design changes and premium pricing changes implemented last year were an important factor in managing our claims utilization this year. As such, an overall change in premium funding for the current medical, dental and prescription drug benefits plans will not be necessary for 2019. The only modification to the medical plan premium will be an update to the University's six-tier premium schedule to reflect a 1.5% increase in salary levels which defines the tier. 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

Enhancements to the medical plan beginning January 1, 2019 will include:

- Re-introduction of a \$300 lab/x-ray rider
- Introduction of a High Deductible Health Plan (HDHP) as a third medical plan option. A Health Savings Account (HSA) will be available for HDHP plan members.

The dental plan will remain 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 sheets identify 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.

BCBSKS recognizes the accomplishments of our wellness program and has committed to provide is with additional support over the next three (3) years.

FINANCIAL IMPLICATIONS:

The FY19 Benefit budget contains sufficient funds to cover the University's portion of plan health care costs.

RECOMMENDATION:

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

Date

Jerry B. Farley, President

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

SUBJECT: Authorization of Issuance of Revenue Bonds

BACKGROUND:

A plan to build and finance an indoor practice facility was approved by the Washburn University Board of Regents in its December 2017 Board meeting. In December 2017, with the hiring of a municipal bond adviser and bond counsel, the University also began the process of accessing the capital markets to secure \$10 million in funding dedicated to the construction of an approximately \$20 million indoor practice facility. In July 2018, the Washburn University Board of Regents appointed Raymond James as bond underwriter (the “underwriter”), authorized University administration to coordinate the sale of \$10 million of bonds and authorized University administration to execute a bond purchase agreement subject to certain specified limitations.

In July 2018 the Board also approved a resolution authorizing Administration, together with bond counsel, the municipal advisor and the underwriter, to proceed with the sale of the revenue bonds and authorize the Chair or President to execute a bond purchase agreement with the underwriter in a form approved by bond counsel and the University’s counsel; subject to the following parameters: (a) principal amount not to exceed \$10,000,000, plus reserves, capitalized interest, associated financing costs and adjustments for original issue discount; and (b) a true interest cost (“TIC”) of not to exceed 4.75%. At the Board’s next meeting after execution of the bond purchase agreement, the Board would consider the adoption of a Bond Resolution, to be prepared by bond counsel and approved as to form by University counsel, which would ratify the execution of the bond purchase agreement and establish all of the terms and details of the financing. Such Bond Resolution would also authorize and direct the Board Chair and Secretary and any other proper official of the University to execute and deliver any and all agreements, documents and instruments, including additions and deletions, and to do and cause to be done any and all acts and things necessary or proper for carrying out the transaction contemplated by the Bond Resolution.

FINANCIAL IMPLICATIONS:

The bonds will be issued and the interest rates, bond features (such as call provisions) and the debt service amounts will be set at the time of execution of the bond purchase agreement (currently expected to be September 25, 2018). In July 2018 the TIC (Total Interest Cost) for the bond issue was estimated by Raymond James to be 3.38%. Interest rates have gone up modestly since this initial estimate was prepared. Annual debt service was estimated in July 2018 by Raymond James for the bond issue to be approximately \$710,000 for 20 years. This also will likely increase by the time bonds are issued.

RECOMMENDATION:

Dr. Farley recommends the Board adopt the Bond Resolution which will ratify the execution of the bond purchase agreement, establish all of the terms and details of the bonds and authorize University administration to do and cause to be done any and all acts and things necessary or proper for carrying out the transaction contemplated by the Bond Resolution.

Date

Jerry B. Farley, President

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

SUBJECT: 2018 Winter Closing Schedule

DESCRIPTION:

Each year, except for essential services and emergencies, all University operations are closed between Christmas Day and New Year's Day to allow employees to spend time with their families. Two of the days are paid holidays when there are three working days during the closed period; three are paid holidays when there are four working days. Employees wishing to be paid for the remaining day must use earned personal leave.

This year, Christmas Day falls on Tuesday, and under current policy, the University will be open for business on Monday, December 24. Normal business operations will be very limited on that day, as it is the only day during the week the University would be open. It is therefore recommended the University be closed for business on Monday, December 24, 2018 and that this day be considered a holiday.

FINANCIAL IMPLICATIONS:

It is estimated there will be a cost of less than \$5,000 for the limited number of essential personnel required to work the holiday. This expenditure is within the current budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the closing of the University and additional holiday on December 24, 2018.

Date

Jerry B. Farley, President

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

SUBJECT: Washburn Tech Academy of Cosmetology - Student Consumable Supplies

DESCRIPTION:

The Washburn Tech Academy of Cosmetology maintains three different cohorts of students. Each student in the Cosmetology program is billed for a consumable supply fee (kit fee), and then Washburn Tech purchases these supplies for the students so that each student receives the same materials. A total of seventy-seven new students began the program in August 2018. This large purchase is driven by enrollment.

Pivot Point	\$54,790
-------------	----------

FINANCIAL IMPLICATIONS:

The Cosmetology kits were purchased from the General Fund in the amount of \$54,790, and were included in the FY19 Cosmetology program budget. There is corresponding revenue that is recorded in the General Fund to offset the cost of acquiring these kits. The Chair of the Board has authority to approve such purchases and seeks Board Ratification.

RECOMMENDATION:

President Farley recommends the Board of Regents ratify Chair Hoferer's approval of the purchase of Cosmetology consumable supplies, in the amount of \$54,790, to enable students in the Cosmetology program to have the necessary tools for learning.

Date

Jerry B. Farley, President

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

SUBJECT: Mabee Library Immersive Classrooms and Math Emporium Project - #C19008

DESCRIPTION:

At the June 21, 2018 Board of Regents meeting approval was given to move forward with the construction of the Mabee Library Immersive Classrooms and Math Emporium Project. Work on the project is progressing as planned. Furniture and instructional walls, along with the associated A/V hardware for the project, have been selected. The University is accessing the State of Kansas contract pricing to procure these integral components to fully outfit and complete the project.

Vendor	Cost
Kansas City Audio-Visual (A/V Nureva Wall Systems)	\$117,606
Designed Business Interiors (classroom & concourse furniture)	\$49,051
Designed Business Interior (office and tutoring space furniture)	\$17,786

FINANCIAL IMPLICATIONS:

The purchases will be made through private funds generated and received from the Washburn University Foundation.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the purchase of A/V instructional wall systems and accessories from Kansas City Audio-Visual, and the purchase of furniture from Designed Business Interiors, to complete the Mabee Library Immersive Classrooms and Math Emporium Project.

Date

Jerry B. Farley, President

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

SUBJECT: Freshman Residence Hall Requirement Proposal
Using our Tools to Enhance Student Engagement

BACKGROUND:

National data has long since shared that living on campus was “the single most consistent within-college determinate of the impact of college” (Pascarella, Terenzini; 1991, p 611). Washburn University data has shown this impact. Since the fall of 2012, those students who have lived on campus for their freshman year have averaged 6% higher GPA’s, 18% higher retention rates, and 20% higher graduation rates than those students who live off campus.

In the fall of 2016, Washburn University opened Lincoln Residence Hall to campus. This building was built as a result of the University’s focus on increasing retention rates on campus, as well as an influx of students looking for housing. This brought the total on campus housing options (including Phi Delt) to 1038 beds. This investment was an important step in increasing opportunities for student engagement.

A survey of all MIAA schools has Washburn, University of Central Oklahoma and Lincoln University as the only schools that do not have a live on requirement. All others require first time freshman (UCM requires freshman/sophomore) students to live on campus. As we continue to invest in tools to increase student success on campus, it makes logical sense that we take advantage of the tool we already have invested in, University Housing.

The importance of living on campus isn’t because of the facilities, however attractive, but it is about students making connections with others including faculty, staff and other students. The opportunity to engage in office hours with faculty, participate in an on campus job, or take advantage of other campus resources makes one more likely to connect with the university.

The ability to connect and engage with faculty is also enhanced by participation in Fraternity and Sorority Life on campus. The students who join and are actively engaged with their chapters are more likely to graduate and remain engaged with Washburn.

PROPOSAL:

The Washburn University Board of Regents strives to provide an environment in which Students may pursue their educational interests. In doing so, first time, full-time students will be expected to live on campus in the Universities housing facilities or in a Chapter facility of an approved Fraternity and Sorority Chapter.

Freshman Residency Exemption

While it is the belief of Washburn University that all first time, full time students would benefit from living on campus in a Greek Chapter facility, we understand that occasionally personal circumstances warrant a different option. All students will be allowed to request a waiver to the live on requirement; however, special consideration will be given to students under the following circumstances:

- Living with parent(s), legal guardian or immediate family member (aunt/uncle or grandparent(s))
- Resident with spouse/domestic partner or dependent child(ren)
- Is 21 years of age or older
- Current Active military or veteran status
- Medical accommodations
- Other special circumstance (financial hardship, religious exemptions)

Agenda Item No. V. C. 3.
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 Farley, President

Report of Purchases between \$25,000 and \$50,000
July 1, 2018 through September 2, 2018

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
<i>Washburn University</i>		
Classroom Furniture Facilities – Contract <i>Funding Source:</i> <ul style="list-style-type: none">• Capital Expenditure	Designed Business Interiors Inc Topeka, KS	\$49,052
Mechanical Room Repair Facilities – Competitively bid <i>Funding Source:</i> <ul style="list-style-type: none">• General Fund	Davin Electric Topeka, KS	\$28,500