

Board of Regents Meeting
Memorial Union, Kansas Room
Wednesday, 7/24/2019
4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

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

III. FY 2020 Public Budget Hearing

FY20 Public Budget Hearing Item - Page 3
072419.FY20 WU BUDGET TABLES - Page 4

IV. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the June 26, 2019 Meeting

June 26, 2019 Board Meeting Minutes - Page 23

V. Officer Reports

A. Chair's Report

B. President's Report

VI. New Business

A. Consent Agenda

1. Liquidated Claims Approval May 2019 - Jim Martin

Liquidated Claims - May 2019 - Page 32

2. Liquidated Claims Approval June 2019 - Jim Martin

Liquidated Claims - June 2019 - Page 33

3. Proposed Washburn University Board of Regents' Meeting Dates for 2019-2020 - Dr. Farley

Board of Regents Meeting Dates 2019-20 - Page 34

4. Personnel

a. Posthumous Degree - Dwane Simmons - JuliAnn Mazachek

Posthumous Degree Dwane Simmons - Page 35

b. Faculty/Staff Personnel Actions - JuliAnn Mazachek/Jim Martin

Faculty/Staff Personnel Actions - Page 36

B. Action Items

1. Contracted Services with Pinegar, Smith & Associates, Inc. - Dr. Farley

PinegarSmith KItem - Page 38

PinegarSmith2019-20CONTRACT - Page 39

2. Expenditures over \$50,000

a. Computer System Purchases - Jim Martin

Computer Purchases WIT - Page 43

CDWG TECH 2019 - Page 44

**b. Memorial Union 1st Floor A & B Rooms Audio Visual Upgrade Project #900200 -
Jim Martin**

Washburn A B Audio Visual - Page 45

Agenda Item No. III.
Washburn University Board of Regents

SUBJECT: FY 2020 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 26, 2019 meeting. The notice of public hearing was published in the July 14, 2019 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 2019, as of June 30, 2019. (Actual FY 2019 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 2020 differs from the FY 2020 General Fund Budget approved by the Board on June 26, 2019, as the public budget establishes the maximum amount that can be expended in FY 2020. 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 2020 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 2020 Public Budget approved by the Board would require specific Board action.

RECOMMENDATION:

President Farley recommends approval of the FY 2020 public budget by the Board of Regents as published.

Date

Jerry B. Farley, President

WASHBURN UNIVERSITY
TABLE 1
SUMMARY OF BUDGETED REVENUES AND EXPENDITURES
Fiscal Years 2018-19 and 2019-20

	2018-19	2019-20	Difference	Increase (Decrease)
Revenues				
Tuition and Fees	\$ 53,916,242	\$ 53,095,213	\$ (821,029)	-1.52%
State Aid	11,767,826	12,304,771	536,945	4.56%
Sales Tax	19,707,818	20,969,693		
Less: Sales Tax Transferred	<u>(1,140,000)</u>	<u>(1,140,000)</u>	1,261,875	6.80%
Endowment, Unrestricted & Restricted Gift	417,378	417,378	-	0.00%
Endowment and Other Income - SOL	463,558	478,558	15,000	3.24%
Other Income	479,736	833,256	353,520	73.69%
Athletics	245,820	245,820	-	0.00%
KTWU	2,463,481	2,407,834	(55,647)	-2.26%
Reserve Funds - E&G	2,444,676	2,391,694	(52,982)	-2.17%
Sub-total E&G	<u>90,766,535</u>	<u>92,004,217</u>	<u>1,237,682</u>	<u>1.36%</u>
Auxiliary Enterprises	9,143,039	9,336,477	193,438	2.12%
Total Revenues	<u>\$ 99,909,574</u>	<u>\$ 101,340,694</u>	<u>\$ 1,431,120</u>	<u>1.43%</u>
Expenditures				
Instruction	\$ 43,474,602	\$ 43,627,169	\$ 152,567	0.35%
Academic Support	11,181,373	11,302,443	121,070	1.08%
Public Service	3,288,707	3,224,266	(64,441)	-1.96%
Student Services	10,154,084	10,345,408	191,324	1.88%
General Institutional	6,957,523	7,152,793	195,270	2.81%
Facilities Services	8,725,595	8,954,483	228,888	2.62%
Benefits	844,158	885,406	41,248	4.89%
Scholarships	4,159,848	4,531,604	371,756	8.94%
Transfers	1,980,645	1,980,645	-	0.00%
Sub-total E&G	<u>90,766,535</u>	<u>92,004,217</u>	<u>1,237,682</u>	<u>1.36%</u>
Auxiliary Enterprises	9,143,039	9,336,477	193,438	2.12%
Total Expenditures	<u>\$ 99,909,574</u>	<u>\$ 101,340,694</u>	<u>\$ 1,431,120</u>	<u>1.43%</u>

WASHBURN UNIVERSITY
 TABLE 1 SUPPLEMENT
 DETAIL OF RESERVES AND TRANSFER BUDGET AMOUNTS

Line Items	Original Budget
Use of Reserves	
Regent's Contingency	1,800,000
E&G Budgeted Unexpended	591,694
Total E&G Reserves	<u>2,391,694</u>
Auxiliary Reserves:	
Memorial Union Operations	-
Total Auxiliary Reserves	<u>-</u>
Total Use of Reserves	<u><u>2,391,694</u></u>
Mandatory Transfers	
Workstudy Grant Match	90,160
SEOG Grant Match	90,485
Total Mandatory Transfers	<u>180,645</u>
Non-Mandatory Transfers	
Regent's Contingency	1,400,000
Regent's Contingency Capital Projects	400,000
One - Time Use funds	-
Total Non-Mandatory Transfers	<u>1,800,000</u>
Total Transfers	<u><u>1,980,645</u></u>

WASHBURN UNIVERSITY
TABLE 2
BUDGETED REVENUE DETAIL FOR FY 20 -- TUITION AND FEE INCOME

Tuition and Fee Income -- \$53,095,213

	Resident	Rate	Non-Resident	Rate	Total FY20 SCH	Total FY20 \$
Undergraduate (1)	65,791	\$ 300	10,118	\$ 681	75,909	\$ 26,627,658
Concurrent Enrollment Program	6,640	\$ 150	0	\$ -	6,640	\$ 996,000
Undergraduate Nursing	8,178	\$ 364	355	\$ 759	8,533	\$ 3,246,237
Undergraduate Nursing On-line	782	\$ 455	65	\$ 455	847	\$ 385,385
Undergraduate Nursing RN to BSN	439	\$ 232	40	\$ 232	479	\$ 111,128
Undergraduate Business	5,010	\$ 386	1,074	\$ 766	6,084	\$ 2,756,544
Undergraduate Business On-line	696	\$ 474	183	\$ 474	879	\$ 416,646
Undergraduate On-line / Distance Ed	17,874	\$ 390	1,969	\$ 390	19,843	\$ 7,738,770
Online - BHS	2,682	\$ 390	348	\$ 390	3,030	\$ 1,181,700
Graduate	2,632	\$ 415	109	\$ 842	2,741	\$ 1,183,637
Graduate On-line / Distance Ed	2,448	\$ 529	222	\$ 529	2,670	\$ 1,412,430
LLM	0	\$ 1,375	144	\$ 1,375	144	\$ 198,000
Law	7,160	\$ 779	1,685	\$ 1,216	8,845	\$ 7,626,600
MBA	971	\$ 520	141	\$ 899	1,112	\$ 631,679
MBA - On-Line	300	\$ 606	114	\$ 606	414	\$ 250,884
DNP & PMHNP	1,314	\$ 657	1,017	\$ 657	2,331	\$ 1,531,467
CLS / CT / MRI and Sonography	694	\$ 405	648	\$ 405	1,342	\$ 543,510
SAS Radiation Therapy	314	\$ 368	1,332	\$ 368	1,646	\$ 605,728
TOTALS (SCH) (2)	123,925		19,564		143,489	
TOTALS (\$)						\$ 57,444,003
						Exemptions (5) \$ (3,679,559)
						Exemptions SOL \$ (600,723)
						Other Fees (3) \$ 641,492
						Total Tuition & Fees \$ 53,805,213
						Union Operations (4) \$ (710,000)
						Total \$ 53,095,213

(1) Includes Post-Graduate.
(2) See Table 2 Supplement

(3) Other Fees	FY19	FY20
Law Cont. Education	30,000	54,000
Law Application Fees	15,000	-
Music Lessons	22,000	22,000
Admissions Application Fees	163,600	163,600
Miscellaneous	401,891	401,892
Total	\$ 632,491	\$ 641,492

(4) Income reduced by amount allocated to Memorial Union operations.
This amount is already allocated as income in that area.

(5) Exemptions included WIT, Fostercare and Interstate.

WASHBURN UNIVERSITY
SUPPLEMENT TO TABLE 2
ENROLLMENT PROJECTIONS 2019-2020
SEMESTER CREDIT HOURS
NOT UPDATED

College/School	Fall 2019	Spring 2020	Summer 2020	Budget FY 20 Total	Budget FY 19 Total
College of Arts & Sciences	43,777	35,919	5,094	84,790	90,348
School of Business	5,337	4,941	663	10,941	10,707
School of Nursing	4,790	4,749	320	9,859	9,937
MBA & Macc	624	732	170	1,526	1,453
DNP & PMHNP	1,145	878	176	2,199	2,147
School of Applied Studies (2)	11,469	11,293	2,350	25,112	25,672
School of Law	4,090	4,147	825	9,062	9,605
University Total NOT UPDATED	71,232	62,659	9,598	143,489	149,869

DISTRIBUTION OF CREDIT HOURS BY CATEGORY (FOR BILLING PURPOSES) (1)

Level	Kansas Resident	Non-Resident	Total
Undergraduate	65,791	10,118	75,909
Concurrent Enrollment Program	6,640	-	6,640
Undergraduate Nursing	8,178	355	8,533
Undergraduate Nursing - On-line	782	65	847
Undergraduate Nursing - RN to BSN	439	40	479
Undergraduate SOB	5,010	1,074	6,084
Undergraduate SOB - On-line	696	183	879
Undergraduate On-line / Distance Ed	17,874	1,969	19,843
Online - BHS	2,682	348	3,030
Graduate	2,632	109	2,741
Graduate On-line / Distance Ed	2,448	222	2,670
LLM	-	144	144
Law	7,160	1,685	8,845
MBA	971	141	1,112
MBA - On-line	300	114	414
DNP & PMHNP	1,314	1,017	2,331
CLS / CT / MRI and Sonography	694	648	1,342
SAS Radiation Therapy Program	314	1,332	1,646
University Total	123,925	19,564	143,489

(1) Will not compare with the 20th day enrollment reports by resident and non-resident. Differences include:

~~WU charges summer non-residents resident rates; some non-residents receive waivers and are charged resident rates.~~

(2) Includes CLS/CT/MRI/Sonography and Radiation Therapy program hours. Regs. separately bill.
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WASHBURN UNIVERSITY
 TABLE 3
BUDGETED REVENUE DETAIL FOR FY 20 - STATE AID REVENUE

	<u>FY 2019</u>	<u>FY 2020</u>	<u>CHANGE</u>
Law School Share	\$ 1,082,631	\$ 1,082,631	\$ -
University Share	<u>\$ 10,685,195</u>	<u>\$ 11,222,140</u>	<u>\$ 536,945</u>
Total State Aid	<u><u>\$ 11,767,826</u></u>	<u><u>\$ 12,304,771</u></u>	<u><u>\$ 536,945</u></u>

WASHBURN UNIVERSITY
TABLE 4
BUDGETED REVENUE DETAIL FOR FY 20 - SALES TAX REVENUE

<u>Income - General Fund</u>	\$	19,829,693	
<hr/>			
Sales Tax Estimate FY 19			\$ 20,969,693
Less: Sales Tax Capital Improvement Fund	\$	(890,000)	
DR&C Replacement		(250,000)	
Total Deductions			<u>(1,140,000)</u>
Available for the General Fund			19,829,693
General Fund Budget FY 19			<u>18,567,818</u>
Additional Sales Tax Available for FY 20			<u>\$ 1,261,875</u>

Calculation of Smoothing Fund Minimum			
Balance for Budget Purposes:			
	FY 19		FY 20
Sales tax estimate	\$ 20,969,693	\$	20,969,693
5 year moving average	20,995,448		21,693,279
Balance Required *	<u>\$ (25,755)</u>	\$	<u>(723,586)</u>

* Actual balance of Smoothing Fund is the accumulated balance of actual collections in excess of budgeted amounts.

**WASHBURN UNIVERSITY
SUPPLEMENT TO TABLE 4
SALES TAX COLLECTIONS**

Sales Tax for the Month of:	Projected FY19-20	Estimated FY18-19	Actual FY17-18	Actual FY16-17	Actual FY15-16	Actual FY14-15
July	1,770,201	1,900,934	1,843,130	1,834,308	1,831,027	1,747,020
August	1,756,294	1,907,554	1,852,829	1,854,307	1,705,492	1,764,304
September	1,732,398	1,840,588	1,841,874	1,824,280	1,745,996	1,708,149
October	1,673,249	1,766,852	1,784,546	1,756,355	1,715,514	1,631,663
November	1,749,570	1,877,234	1,867,804	1,855,297	1,719,337	1,730,033
December	2,091,584	2,055,484	2,140,917	2,358,794	2,104,386	2,159,202
January	1,591,261	1,626,221	1,755,149	1,610,151	1,639,338	1,599,988
February	1,621,450	1,650,946	1,679,431	1,723,109	1,732,537	1,600,976
March	1,803,262	1,949,089	1,945,642	1,832,591	1,842,930	1,757,176
April	1,676,733	1,607,930	1,836,115	1,780,698	1,726,892	1,721,320
May	1,725,922	1,654,436	1,931,611	1,801,577	1,844,998	1,694,761
June	1,777,769	1,680,432	1,950,645	1,883,631	1,911,319	1,769,543
Total Fiscal Year	20,969,693	21,517,700	22,429,693	22,115,098	21,519,767	20,884,136

Note: (1) Sales taxes for the month are distributed to the University sixty (60) days later.

WASHBURN UNIVERSITY
 TABLE 5
 BUDGETED REVENUE DETAIL FOR FY 20
UNRESTRICTED ENDOWMENT AND RESTRICTED GIFT INCOME

Endowment Income - \$ 417,378

	FY 19	FY 20
University Unrestricted	\$ 91,876	\$ 91,876
WUF Unrestricted	186,802	186,802
WUF Restricted (1)	138,054	138,054
Faculty of Distinction Program (2)	646	646
TOTALS	\$ 417,378	\$ 417,378

(1) Includes \$27,000 for Alumni Center operations.

(2) Restricted for Professorship of Art.

WASHBURN UNIVERSITY
 TABLE 5 A
 BUDGETED REVENUE DETAIL FOR FY 20
ENDOWMENT AND OTHER INCOME - SCHOOL OF LAW

Endowment and Other Income - \$ 478,558

	FY 19	FY 20
WUF and LSF Private Gift Funds	412,898	412,898
Law Journal Sales	11,000	11,000
ADA Reimbursement/Sponsorships	25,000	40,000
Indirect Costs Reimbursement - JILEP Grant	14,660	14,660
TOTALS	\$ 463,558	\$ 478,558

WASHBURN UNIVERSITY
 TABLE 6
BUDGETED REVENUE DETAIL FOR FY 20 - OTHER INCOME

<u>Other Income -</u>	<u>\$ 833,256</u>		
		<u>FY 19</u>	<u>FY 20</u>
Idle Fund Investment		235,000	450,000
Indirect Cost Reimbursement		45,000	45,000
Other Miscellaneous (1)		<u>199,736</u>	<u>338,256</u>
Totals		<u><u>\$ 479,736</u></u>	<u><u>\$ 833,256</u></u>

(1) Includes \$9,500 for Alumni Center, \$12,100 for other room rentals and \$33,748 testing fees. Also includes \$10,000 for Petro rental and SRWC member dues for \$75,000.

WASHBURN UNIVERSITY
 TABLE 7
BUDGETED REVENUE DETAIL FOR FY 20 - KTWU

	<u>FY 19</u>	<u>FY 20</u>
Development General	\$ 355,000	\$ 285,000
Membership	850,000	800,000
Special Projects (Auction)	70,000	110,000
Friends of KTWU-Prior Yrs.	-	-
Sub-Total	<u>\$ 1,275,000</u>	<u>\$ 1,195,000</u>
Corp. for Public Broadcasting	\$ 756,059	\$ 781,309
USSG	28,888	28,540
Miscellaneous	235,380	235,878
Tower Leases	168,154	167,107
Sub-Total	<u>\$ 1,188,481</u>	<u>\$ 1,212,834</u>
TOTAL KTWU-TV	<u><u>\$ 2,463,481</u></u>	<u><u>\$ 2,407,834</u></u>

WASHBURN UNIVERSITY
TABLE 9
BUDGETED REVENUE DETAIL FOR FY 20 - AUXILIARY ENTERPRISES REVENUE

<u>Auxiliary Revenue</u>	<u>\$ 9,336,477</u>			
		<u>FY 19</u>		<u>FY 20</u>
<u>Kuehne</u>				
Regular Occupancy		\$ 60,575		\$ 57,395
<u>West Hall</u>				
Regular Occupancy		\$ 154,400		\$ 161,804
<u>Washburn Village</u>				
Regular Occupancy		\$ 1,289,764		\$ 1,351,914
<u>Greek Housing</u>				
Regular Occupancy		<u>\$ 75,230</u>		<u>\$ 76,990</u>
Sub-Total			\$ 1,579,969	\$ 1,648,103
<u>Living Learning Center</u>				
Regular Occupancy		\$ 1,871,076		\$ 1,842,584
Summer Conferences		\$ -		\$ -
Summer Housing		<u>\$ -</u>		<u>\$ 50,000</u>
			<u>\$ 1,871,076</u>	<u>\$ 1,892,584</u>
<u>Lincoln Hall</u>				
Regular Occupancy		\$ 1,713,694		\$ 1,795,490
Summer Conferences		\$ -		\$ -
Summer Housing		<u>\$ 40,000</u>		<u>\$ 45,000</u>
			<u>\$ 1,753,694</u>	<u>\$ 1,840,490</u>
TOTAL HOUSING			<u>\$ 5,204,739</u>	<u>\$ 5,381,177</u>
<u>Ichabod Shop</u>				
Books		\$ 1,999,500		\$ 1,986,500
Instit. Supplies		\$ 474,500		\$ 474,500
Other Income		<u>\$ 108,000</u>		<u>\$ 121,000</u>
			<u>\$ 2,582,000</u>	<u>\$ 2,582,000</u>
TOTAL ICHABOD SHOP				

WASHBURN UNIVERSITY
 TABLE 9
BUDGETED REVENUE DETAIL FOR FY 20 - AUXILIARY ENTERPRISES REVENUE

<u>Auxiliary Revenue</u>					
(Continued)					
		<u>FY 19</u>		<u>FY 20</u>	
<u>Dining Service</u>					
Cafeteria and Catering Commissions	\$	180,000		\$	180,000
Lincoln Dining	\$	340,000		\$	352,000
Vending Income		90,000		\$	90,000
TOTAL DINING SERVICE			<u>\$ 610,000</u>		<u>\$ 622,000</u>
<u>Union Operations</u>					
Rent	\$	15,000		\$	20,000
Student Fee Memberships		710,000			710,000
iCard Center		21,300			21,300
TOTAL UNION OPERATIONS			<u>\$ 746,300</u>		<u>\$ 751,300</u>
TOTAL AUXILIARY ENTERPRISES			<u>\$ 9,143,039</u>		<u>\$ 9,336,477</u>

WASHBURN UNIVERSITY
TABLE 10
ANNUAL TUITION, FEES, ROOM AND BOARD

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Tuition and Fees (*)	\$ 7,526	\$ 7,910	\$ 8,300	\$ 8,540	\$ 8,870	\$ 9,110
Percent Increase	10.09%	5.10%	4.93%	2.89%	3.86%	2.71%
Room and Board (avg) (**)	\$ 6,541	\$ 6,830	\$ 7,527	\$ 7,890	\$ 8,152	\$ 8,371
Percent Increase	5.23%	4.42%	10.20%	4.82%	3.32%	2.69%
Total	<u>\$ 14,067</u>	<u>\$ 14,740</u>	<u>\$ 15,827</u>	<u>\$ 16,430</u>	<u>\$ 17,022</u>	<u>\$ 17,481</u>

* Annual tuition and fees based on 15 hours per semester.

** Assumes an annual residence hall rate of \$4,821 (excluding the \$125 technology fee) and meal plan rate of \$3,550 for FY 2020. When the \$125 technology fee is added, the residence hall rate becomes \$4,946.

WASHBURN UNIVERSITY
TABLE 11
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 20 AND FY 19

<u>Budgetary Areas</u>	Original FY 19 Budget	Proposed FY 20 Budget
<u>Instruction</u>		
College of Arts & Sciences	\$ 11,931,621	\$ 11,989,840
School of Business (includes SBDC)	3,831,876	3,812,494
School of Nursing	3,211,475	3,084,225
School of Law	8,403,723	8,007,972
School of Applied Studies	4,188,879	4,577,247
Leadership Institute	316,444	341,444
Community Services	196,631	206,631
Forensic Center	749,324	604,716
Center for Teaching Excellence and Learning	153,387	205,446
Office of Academic Outreach	346,542	525,225
Honors	9,666	25,375
Transformational Experiences	354,582	366,102
Summer School	935,021	935,021
Instruction - Benefits	8,845,431	8,945,431
Sub-Total Instruction	\$ 43,474,602	\$ 43,627,169
<u>Academic Support</u>		
Faculty Research	\$ 48,580	\$ 48,580
Curriculum Development	23,679	23,679
Assessment Grant	10,000	10,000
Information Technology Services	3,922,111	3,928,922
University Library	1,960,625	1,925,625
Center for Student Success and Retention	954,975	934,975
Law Library	1,639,810	1,632,069
Office of International Programs	577,132	559,132
Law School Advancement	21,025	16,025
Academic Support Benefits	2,023,436	2,223,436
Sub-Total Academic Support	\$ 11,181,373	\$ 11,302,443
<u>Public Service</u>		
KTWU	\$ 2,463,481	\$ 2,407,834
Mulvane Art	235,506	226,712
Public Service Benefits	589,720	589,720
Sub-Total Public Service	\$ 3,288,707	\$ 3,224,266

WASHBURN UNIVERSITY
TABLE 11
DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 20 AND FY 19

<u>Budgetary Areas</u>	<u>FY 19 Budget</u>		<u>Proposed FY 20 Budget</u>	
<u>Student Services</u>				
Vice President for Student Life	\$	408,015	\$	435,464
Dean of Enrollment Management		1,011,761		731,637
EM Marketing and Communication		-		614,339
Admissions		955,548		662,152
Registrar		487,064		471,662
Financial Aid		517,276		479,769
Student One Stop		171,809		171,372
New Student Orientation		110,490		112,461
Health Services		329,608		335,608
Student Activities and Greek Life		194,787		214,097
Student Recreation and Wellness Center		389,466		394,707
Employee Wellness Program		90,981		93,481
Student Services		103,935		103,935
University Diversity & Inclusion		134,870		134,870
Career Services		200,768		200,768
Counseling		196,533		199,913
Athletics		3,144,572		3,182,572
Student Services Benefits		1,706,601		1,806,601
Sub-Total Student Services	\$	10,154,084	\$	10,345,408
<u>General Institutional</u>				
President's Office	\$	705,604	\$	722,604
University Counsel		202,909		212,909
Government Relations		37,858		37,858
Strategic Analysis and Reporting		309,851		309,851
VP Academic Affairs		902,381		1,109,820
Office of Sponsored Projects		73,703		73,703
Academic Scheduling and Commencement Svcs		112,964		112,964
VP Administration & Treasurer		345,566		307,346
Budget		241,171		167,621
Human Resources		351,064		372,564
Business and Auxiliary Services		109,053		102,553
Purchasing		158,282		158,282
University Scheduling		56,152		57,920
Finance		798,448		876,323
University Relations		330,368		330,368
University Mail and Printing Services		187,257		187,257
Misc. Insurance & General - VPAT		754,688		732,646
Gen. Institutional Benefits		1,280,204		1,280,204
Sub-Total Gen. Institutional	\$	6,957,523	\$	7,152,793

WASHBURN UNIVERSITY
 TABLE 11
 DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 20 AND FY 19

<u>Budgetary Areas</u>	<u>FY 19 Budget</u>	<u>Proposed FY 20 Budget</u>
<u>Facilities Services</u>		
Buildings & Grounds	\$ 1,415,675	\$ 1,443,175
Collective Bargaining Employees	1,450,046	1,518,276
Utilities	3,152,589	3,152,589
Petro Custodial Care	119,942	124,207
University Police	1,081,081	1,134,974
Facilities Services Benefits	1,506,262	1,581,262
Sub-Total Facilities Services	\$ 8,725,595	\$ 8,954,483
 <u>Other Educational and General</u>		
Staff Benefits	\$ 844,158	\$ 885,406
Scholarships	4,159,848	4,531,604
Sub-Total Other E & G	\$ 5,004,006	\$ 5,417,010
 <u>Transfers</u>		
Mandatory	\$ 180,645	\$ 180,645
Non-Mandatory	1,800,000	1,800,000
Sub-Total Transfers	\$ 1,980,645	\$ 1,980,645
TOTAL EDUCATIONAL AND GENERAL	\$ 90,766,535	\$ 92,004,217
CHANGE IN TOTAL EDUCATIONAL AND GENERAL		\$ 1,237,682

WASHBURN UNIVERSITY
 TABLE 11
 DEPARTMENTAL BUDGETED EXPENDITURES FOR FY 20 AND FY 19

<u>Budgetary Areas</u>	<u>FY 19 Budget</u>	<u>Proposed FY 20 Budget</u>
<u>Auxiliaries</u>		
Residential Living	\$ 5,204,739	\$ 5,381,177
Dining Service	212,934	212,934
Lincoln Dining Hall	361,959	373,959
Vending	3,000	3,000
Ichabod Service Center	172,380	172,380
Ichabod Shop	2,113,194	2,113,194
Ichabod Shop - Washburn Tech	275,622	275,622
Union Operations-Administration	799,211	804,211
Sub-Total Auxiliaries	<u>\$ 9,143,039</u>	<u>\$ 9,336,477</u>
	<u>\$ 99,909,574</u>	<u>\$ 101,340,694</u>
Change in Total Budget		\$ 1,431,120

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
June 26, 2019

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, Mr. Hoferer, Mr. Klausman, Mr. McGivern, Mrs. Parks, Mrs. Sourk and Mrs. Van Etten. Ms. De La Isla and Mr. Sneed were not present.

III. FY 2020 Public Budget – Publish Notice of Hearing

Chairperson Hoferer noted that the public budget would be presented at the July board meeting and so notice of the meeting needed to be published. It was moved by Regent McGivern and seconded by Regent Parks to approve publication of notice of the public hearing for the budget at the July board meeting. Motion passed unanimously.

IV. Approval of Minutes of the April 3, 2019 meeting

Chairperson asked if there were any changes to be made to the minutes of the April 3, 2019, board meeting. No changes were offered so the Chairperson declared the Minutes to stand as presented.

V. Election of Officers and Special Officers

Nominating Committee Chair Sourk reported the committee met and recommended that Chairperson Hoferer and Vice Chairperson Beck be nominated to serve a second year in their positions. It was moved by Regent Sourk and seconded by Regent Van Etten to elect Regent Hoferer as chairperson and Regent Beck as vice chairperson. Motion passed unanimously.

Regent Sourk then reported that the committee also recommended the following persons be elected for their stated special officer positions: Jim Martin as Treasurer, Marc Fried as Secretary and Cynthia Holthaus as Assistant Secretary. It was moved by Regent Sourk and seconded by Regent McGivern to elect these persons to their respective offices. Motion passed unanimously.

VI. Officer Reports

A. Chair's Report

There was no Chair's report.

B. President's Report

President Farley invited Vice President for Administration and Treasurer Jim Martin to introduce a couple of people, saying Washburn invests a lot in its facilities. Mr. Martin introduced Facilities Director Rich Connell who is retiring and moving to Texas, and the new Facilities Director Eric Just. He comes with a lot of project experience although not in higher ed. He will be working with Rich over next few weeks.

Dr. Farley asked Rich to stand up to be recognized.

President Farley introduced Zach Surrit and Jim Henry past president and vice president of Washburn's Student Government Association (WSGA). He said the current president and vice president are doing internships out of town. Zach said on behalf of the WSGA, they appreciate the support of the Board for student government activities. At the end of the year, WSGA makes a point to recognize those who support students having a role in shared governance. WSGA passed a unanimous resolution thanking the Board of Regents for their support. Zach read the statement of goals for the new president and vice president, including bringing more free textbooks for students; bringing in a big-name food provider on campus; and, a lounge for all students to use. Chairperson Hoferer thanked them for their help this past year.

Dr. Farley said Whitney Bergman, a May Biochemistry graduate and Sibberson award nominee, won a national graduate fellowship for \$8,500 from Phi Kappa Phi. He said she has been accepted into a PhD program at the University of Colorado.

President Farley reported more than 550 students qualified for the President's honor roll, including 48 student athletes. To qualify, a student must complete at least 12 hours of semester credit and earn a 4.0 gpa.

Dr. Farley said through generous gifts of alumni, \$110,000 was raised to purchase 200 new marching band uniforms.

President Farley said currently on campus is the 33rd annual Sunflower Music Festival. Musicians from all over the country and the world participating.

Dr. Farley said last week we held the grand opening of Washburn Tech East. Many people came out during the bad weather. Dr. Farley thanked Dean Coco for his work.

President Farley reported the School of Nursing was awarded a grant of \$2.4 million over four-year period. Focuses on preparing nurse practitioners in the rural communities.

Dr. Farley said emeriti faculty members Shirley Dinkel and Carolyn Szafran were at the meeting. He asked them stand to be recognized.

C. Committee Report(s)

1. Budget/Finance Committee

Chairperson Hoferer announced that the committee report would be deferred to the action item on the budget.

VII. New Business

A. Consent Agenda

It was moved by Regent Sourk and second by Regent Parks to approve the Consent Agenda. Motion passed unanimously.

As approved by action of the Board:

- 1. Liquidated Claims Approval – March 2019**
- 2. Liquidated Claims Approval – April 2019**
- 3. Emeriti**

bestow the title Lecturer Emerita to Mrs. Carolyn Szafran and Professor Emerita to Dr. Shirley Dinkel and Dr. Monica Scheibmeir.

B. Action Items

1. FY 2020 General Fund Budget – Washburn University and Washburn Institute of Technology

Vice President for Administration and Treasurer Jim Martin presented the budget item. A thorough conversation regarding the budget occurred at the Budget/Finance committee meeting on Monday, June 24. The proposed budget supports a 2.7% tuition increase. On the revenue side, Washburn is pleased to see support from the Governor and the legislature, awarding Washburn an increase of \$500,000. Sales tax collections are slightly off and the budget does not project them increasing next year. Tuition is the last and largest item of revenue. The Kansas Board of Regents' (KBOR) institutions didn't raise in-state tuition, but did increase out-of-state tuition and some fees, leading that some campuses will see a greater revenue increase than generated by our 2.7%. The KBOR institutions will also receive a larger increase in their State funds award and will be working on salary programs for their campuses.

On the costs side, the budget reflects reduced costs in several programs, KTWU and in health insurance costs. There is also some increase in costs in other areas, the largest being in salaries. It would take a 13.4% salary increase to meet the national benchmark for the faculty. This is the furthest behind the benchmark in 18 years. The program involves a 2% increase across the board and .5% funds available for market adjustments.

In response to a question if a tuition increase is the only way to raise salaries, Martin responded that other revenue streams are locked in, so the only variable now is tuition. The administration is working on revising some cost structures over time, but those will not have impact this year.

In response to a question about the sales tax projection, Martin stated that sales tax revenue this past year was about \$22 million but a significant amount was used to pay off existing bond debt.

In response to a question about the salary benchmark, Martin answered that at one point, Washburn was as close as 5% to the benchmark. Over the last 10 years, we have given five increases.

In response to a question about what programs does the 2.7% increase apply, Martin responded that the increase applies to all undergraduate and graduate except law, which is 1%. Additionally, Washburn Tech will have a 2.5% increase for post-secondary.

In response to a question if there was a salary increase budgeted last year that was scratched, Martin stated that there was a salary increase in last year's budget, but enrollment numbers didn't hit target so we had to cancel the raise, and instead gave all employees a one-time stipend.

Regent Beck stated although he does not like tuition increases he doesn't see any alternative as folks at Washburn are working hard and deserve a raise.

In response to a question if the budget included an increase in student fees, Martin answered that the student fees did not change, and that they are \$55 per semester. Budget Director Rhonda Thornburg noted that student fees go entirely to the students, none into the general fund.

Chairperson Hoferer invited Dr. Farley to comment. Dr. Farley commented that Washburn follows a different business model than other schools in the state. Washburn does not receive as much from the state as the state institution, but Washburn is grateful for what it receives and Washburn thanks them for that. All Washburn student fees go to students. Other institutions use a portion of their student fees to cover costs. President Farley stated he believed the tuition rate is reasonable. The Washburn business model makes Washburn very dependent on tuition but administration tries to keep any tuition increases modest. The goal is to keep tuition increases relatively consistent without high peaks and low valleys so parents can anticipate reasonably what costs will be. Additionally, Washburn provides much in the way of scholarship money through the good fundraising work of the Washburn Foundation. From 1999–2010, the administration worked to raise faculty salaries to get within 5% of benchmark, but has been falling behind each year thereafter. If Washburn does not work to bring salaries up, it will catch up with the University in trying to get good teachers to come to Washburn. Dr. Farley then urged the Board to approve the budget with 2.7% tuition increase.

Budget/Finance Committee Chairperson McGivern reported that when the committee met on Monday, by the end of the meeting, the committee did not have a quorum to vote to make a recommendation on the budget as presented just now. It was moved by Regent McGivern and seconded by Regent Van Etten to approve the budget as presented including the 2.7% tuition increase. Motion passed unanimously.

Committee Chairperson McGivern then stated it was important to get faculty salaries up.

2. Renewal of Property Insurance

Vice President for Administration and Treasurer Jim Martin presented the item. The property insurance premium will increase from \$194,000 to \$225,000. Washburn has a good loss record, but because of costs to others in 2018, i.e. KSU library, Hurricanes, wildfires and hail storms, and because Washburn is part of a consortium, the premium still increases. In response to a question about the deductible, Martin answered that the deductible for hail and wind damage is going from \$50,000 to \$300,000, and that the increase is market driven. It was moved by Regent Sourk and seconded by Regent Parks to approve the renewal of the property insurance. Motion passed unanimously.

3. Chartwells Contract Amendment 11

Vice President for Administration and Treasurer presented the item. Martin introduced Tony Hein and Steven Daab from Chartwells. Martin noted that currently the parties are under contract through 2025. The current contract has been amended ten previous times. The last included a \$3M contribution for construction of Lincoln Hall. While there have been issues in the past, their past year's performance was very good.

Two issues are driving this amendment. To help cover unanticipated costs due to lower beds filled, the agreement would extend for an additional five years. The second issue is to allow for bringing onto a campus a name brand food vendor, Chick-Fil-A. The process used to select the vendor was 3 different surveys with students and Chick-Fil-A was the big winner after the three surveys. Chartwell's advised this is consistent with the national trend. Chick-Fil-A is on over 300 campuses in the nation and they only install 30 locations per summer. Chartwells reserved Washburn a spot for 2020. Key components for the contract are that Chartwells will invest \$600,000 over the previous \$300,000 to construct the Chick-Fil-A location in the LLC. Chartwell's will also provide \$225,000 for an upgrade to the audio-visual system in Washburn A & B. Further, Washburn students on a Lincoln meal plan will be allowed to eat a specified number of meals at the Chick-Fil-A. Chartwells additionally will fund scholarships for students and will provide money for students with food insecurities. There is a liquidated damages for every day the Chick-Fil-A is not ready for fall 2020 semester. Chartwells estimates Chick-Fil-A will increase food sales over \$200,000. It was moved by Regent Parks and seconded by Regent McGivern to approve the contract amendment with Chartwells.

In response to a question about Washburn's obligation to Chartwells, Martin stated this agrees to maintain Chartwells as the exclusive food provider for 11 years, to 2030. If Washburn cancels the agreement early, Washburn would reimburse the balance of \$3 million from the earlier contribution. In response to a question about the balance, Martin answered that the balance amortizes down about \$300,000 per year for the balance. In response to a question about the \$200,000 building refresh, Martin responded that the refresh will occur in 2025. Motion passed unanimously.

4. Revised Memorandum of Understanding with Washburn University Foundation

University Counsel Marc Fried presented the item. The Washburn University Foundation Board reviewed the agreement in advance of their meetings in April. Their primary concern was due to some changes in the law relating to endowed funds. The Foundation recommended several changes to be in compliance, and upon review, Washburn made one change for their responsibility. The Washburn Foundation approved the revised agreement at their April Board meeting. It now needs this Board's approval. It was moved by Regent Sourk and seconded by Regent Van Etten to approve the revised Memorandum of Understanding with the Washburn University Foundation. Motion passed unanimously.

5. Expenditures above \$50,000

a. Computer Refresh Program

Vice President for Administration and Treasurer Jim Martin presented the item. The goal is to refresh computers at least every five years but Washburn has some computers that are eight to nine years old. A negotiated five-year lease with Core Vision allows Washburn to upgrade a significant amount of computers and to have benefit of ownership of all computers for faculty and staff. In response to a question about what will happen in five years, Martin stated that Washburn will have to come back either to purchase new computers directly or obtain another lease.

In response to a question about which computers would be replaced, Martin answered the newer ones won't get replaced. Additionally, the company will take the old computers and certify the destruction of hard drives. It was moved by Regent Sourk and seconded by Regent Van Etten to approve the computer refresh program. Motion passed unanimously.

b. Diagnostic Medical Sonography Equipment Purchase

Vice President for Administration and Treasurer Jim Martin presented the item. This will replace and upgrade a very important piece of teaching and outreach equipment. The administration has accumulated budget funds over two years to fund the replacement. It was moved by Regent Parks and seconded by Regent Klausman to approve the purchase. Motion passed unanimously.

c. Henderson 1st Floor Restrooms and Corridor Upgrade C20007 C20025

Vice President for Administration and Treasurer Jim Martin presented the item. This is for two projects at Henderson Learning Center. The projects involve replacing 1970s vintage restrooms with handicapped accessible restrooms and also replacing the central lounge area on the first floor. The projects are funded by capital funds and monies raised by the Foundation. It was moved by Regent Sourk and seconded by Regent Parks to approve the Henderson upgrade projects. Motion passed unanimously.

d. CourseLeaf Catalog Engagement

Vice President for Academic Affairs JuliAnn Mazachek presented the item. Mazachek first thanked the Board for approving the budget on behalf of faculty. Washburn is always looking to use fiscal and human resources better. This arrangement will streamline a very intensive manual process to develop the course catalog and also will make it more easily used digitally. It will also allow for integration of the Washburn Tech catalog, which cannot be done with our current system. This is approval of a three-year contract which will be subject to renewal each year. In response to a question about staff utilization, Mazachek responded it will actually use less staff time than the current system and will free them up for other projects. It was moved by Regent McGivern and seconded by Regent Beck to approve the agreement. Motion passed unanimously.

e. Softball Artificial Turf Project – Project #900285

Vice President for Administration and Treasurer Jim Martin presented the item. This is phase 3 of the Softball Field improvement project. It will replace the dirt infield and grass outfield with artificial turf. Three vendors responded and the vendor recommended has the greatest experience with this type of project. The total cost is just over \$671,000. It will be funded by \$500,000 of Foundation commitments, \$100,000 from Pavilion funds, and \$71,000 from reserves. It was moved by Regent Parks and seconded by Regent Beck to approve the softball artificial turf project. Motion passed unanimously.

6. Curriculum/Programs

a. Bachelor of Education, Biology Secondary Education

Vice President for Academic Affairs JuliAnn Mazachek presented the item. This comes from our review that began last year to update our academic programs to allow graduation at 120 hours. This is difficult for education majors because they basically work to a double major. With recent changes in State law, Washburn can now allow for a degree with 120 hours. It was moved by Regent Van Etten and seconded by Regent Sourk to approve this program. Motion passed unanimously.

b. Bachelor of Education, Mathematics Secondary Education

Vice President for Academic Affairs JuliAnn Mazachek presented the item. This program will prepare students to pass two state tests and will allow for exposure to increased pedagogy concepts. It was moved by Regent Beck and seconded by Regent McGivern to approve the program. Motion passed unanimously.

c. Bachelor of Musical Arts

Vice President for Academic Affairs JuliAnn Mazachek presented the item. This provides curricular rigor of other programs while allowing customization for interests of particular students. This type of program is not available anywhere else in the state. It was moved by Regent McGivern and seconded by Regent Beck to approve program. Motion passed unanimously.

d. Bachelor of Science, Forensic Biology

Vice President for Academic Affairs JuliAnn Mazachek presented the item. Mazachek said this Board a few years ago supported development of forensic program. This aims to be the only such accredited program in Kansas. The program does exceed 120 hours to get the degree but only because of accreditation requirements. No other accredited program can be done in 120 hours. The extra hours required will range from an additional four to seven hours. It was moved by Regent Parks and seconded by Regent Van Etten to approve the program.

In response to a question about the KBI building, Mazachek answered that labs at the KBI building will be used for this. This is the first big step for the forensic program. Dean Stephenson added that forensic biology and forensic chemistry were combined but they learned the programs needed to be separated. Regent Sourk stated she appreciates the expansion of the program. Motion passed unanimously.

e. Game Design Minor

Vice President for Academic Affairs JuliAnn Mazachek presented the item. This is a result of faculty having genuine interest and student demand for this program. Local students are interested in this as an education opportunity and also many job opportunities. This minor will be available in many programs as it is intended to be a multidisciplinary program. It was moved by Regent Van Etten and seconded by Regent Sourk to approve the program. Motion passed unanimously. Regent Van Etten commented that Topeka is losing students to the coast for this kind of program.

C. Information Item(s)

1. Class of 2018 Career Status Survey

Kent McAnally presented the Career Status Survey.

2. Public Comment: Craig Schurig

Mr. Schurig spoke on a proposal for addressing safety around campus. Schurig reached the four-minute time limit. It was moved by Regent Hoferer and seconded by Regent Sourk to extend his time by one minute. There was a substitute motion by Regent McGivern and seconded by Regent Klausman to extend his time by five minutes. The substitute motion passed unanimously. Schurig presented a written plan to the Board based on Rockhurst University.

President Farley and the Board thanked Bill Sneed. Sneed has been on the board for eight years, and served as chair for two years. He worked hard and was always prepared and knowledgeable. He has done a great job for Washburn.

It was moved and seconded to adjourn. Motion passed.

The meeting adjourned at 5:42 p.m.

/s/

Marc Fried
Secretary, Board of Regents

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

SUBJECT: Liquidated Claims Approval – May 2019

DESCRIPTION: Attached is the list of claims processed for the month of May, 2019 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 24, 2019 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	\$3,033,394
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	781,548
4.	Endowment Fund	-0-
5.	Student Loan Fund	49,402
7.	Tort Claim Fund	45,070
8.	Restricted and Agency Fund	411,815
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	<u>173,659</u>
	Sub-Total	4,494,888
	Payroll	3,029,460
	Payroll Withholding ACH Transactions	<u>2,069,320</u>
	Total	<u>\$9,593,668</u>

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$352,756
3.	Building and Construction Fund	3,257
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	67,724
13.	Government and Research Fund	<u>30,714</u>
	Sub-Total	454,451
	Payroll	371,785
	Payroll Withholding ACH Transactions	<u>109,425</u>
	Total	<u>\$935,661</u>

 Date

 Jerry B. Farley, President

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

SUBJECT: Liquidated Claims Approval – June 2019

DESCRIPTION: Attached is the list of claims processed for the month of June, 2019 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 24, 2019 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	\$2,481,354
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	405,209
4.	Endowment Fund	-0-
5.	Student Loan Fund	36,421
7.	Tort Claim Fund	15,651
8.	Restricted and Agency Fund	351,248
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	<u>66,663</u>
	Sub-Total	3,356,546
	Payroll	3,108,868
	Payroll Withholding ACH Transactions	<u>2,866,821</u>
	Total	<u>\$9,332,235</u>

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$241,528
3.	Building and Construction Fund	2,655
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	9,320
13.	Government and Research Fund	<u>41,246</u>
	Sub-Total	294,749
	Payroll	369,456
	Payroll Withholding ACH Transactions	<u>112,560</u>
	Total	<u>\$776,765</u>

 Date

 Jerry B. Farley, President

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

SUBJECT: Proposed Washburn University Board of Regents' Meeting Dates for 2019-2020

DESCRIPTION:

Thursday, September 19, 2019
Thursday, October 24, 2019
Thursday, December 5, 2019
Thursday, February 6, 2020
Thursday, April 9, 2020
Thursday, June 25, 2020
Thursday, July 23, 2020 (Public Budget Hearing)

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the 2019-2020 Washburn University Board of Regents' meeting dates.

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 4. a.
Washburn University Board of Regents

SUBJECT: Posthumous Degree – Dwane Simmons

DESCRIPTION:

Dwane Simmons was a senior studying public relations in the Mass Media Department within the College of Arts & Sciences and a valued member of Washburn University’s football team. Dwane died tragically in April of 2019 and will be greatly missed by the Washburn community.

Dwane was in good academic standing and achieved senior status at the time of his death, fulfilling the requirements for a posthumous degree. According to Maria Stover, Chair for the Mass Media Department, “We have no doubt that he would have been a proud graduate of Washburn University.”

Based on the recommendations from the Chair of the Mass Media Department, Dean of the College of Arts & Sciences, Vice President for Student Life, and Vice President for Academic Affairs, permission is requested to award Dwane Simmons the Bachelor of Arts degree in Mass Media with a concentration in Public Relations posthumously.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends that the Board of Regents approve this Posthumous Degree request.

Date

Jerry B. Farley, President

Agenda Item No. VI. A. 4. b.
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
New position	NEW - Behavioral Health Liaison, BWELL Grant	Effective July 1, 2019, pending grant award.	\$81,000 annual salary, paid from grant funds. No impact to the General Fund.	Position needed for grant program.	Request approval.
Klinkner, Blake	Visiting Assistant Professor, School of Law Position #001037	Effective May 1, 2019.	\$80,000 annual salary. Increase of \$8,950 was covered with available FY19 budgeted funds, and included in the FY20 budget.	Position change from 9 month to 12 month based on needs of the department.	Request ratification, following approval by Chairman Hoferer.
Boncella, Robert	MBA Director and Professor of Management, Business, Position #000146	Phased Retirement for 1 year beginning August 1, 2019		Will work at 67% for FY 2020.	Request approval.

Vacant	Systems/Network Administrator, Position # 000636	Effective July 25, 2019	\$57,000 annual salary. Increase of \$6,250 will be covered with available FY 20 budgeted funds.	Change based on market salary.	Request approval.
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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: 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, 2019 to July 31, 2020.

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, 2019 through July 31, 2020 ("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. 2. a.
Washburn University Board of Regents

SUBJECT: Computer System Purchases

DESCRIPTION:

Information Technology Services is requesting approval to purchase desktop computer systems for various departments of Washburn Institute of Technology campus. These purchases are part of our annual computer replacement cycle to keep desktop and laptop systems current and operational. The following is the purchase amount for the order from CDWG:

Washburn Institute of Technology \$76,400
 • 160 Desktop Computers

CDW-G was selected utilizing the University of Kansas Board of Regents contract.

FINANCIAL IMPLICATIONS:

The Washburn Institute of Technology purchase of \$76,400 will be funded through budgeted General funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the purchase of computer equipment for Washburn Institute of Technology in the amount of \$76,400 through CDWG.

Date

Jerry B. Farley, President

QUOTE CONFIRMATION



DEAR DON WILLIAMS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KSMC886	7/8/2019	KRZJ081	0680087	\$76,400.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
LVO M720Q I5-8400T W10H MC00075157	160	5641568	\$477.50	\$76,400.00
Mfg. Part#: 10T8S6GN00-MC00075157				
Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				

PURCHASER BILLING INFO		SUBTOTAL	\$76,400.00
Billing Address: WASHBURN UNIVERSITY OF TOPEKA INFORMATION TECHNOLOGY SERVICES 1700 SW COLLEGE AVE 215 MORGAN HALL TOPEKA, KS 66621-1101 Phone: (785) 670-1480 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$76,400.00
DELIVER TO		Please remit payments to:	
Shipping Address: WASHBURN UNIVERSITY OF TOPEKA INFORMATION TECHNOLOGY SERVICES 1700 SW COLLEGE AVE 215 MORGAN HALL TOPEKA, KS 66621-1101 Phone: (785) 670-1480 Shipping Method: DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Dave Walczak		(877) 493-1102		davewal@cdwg.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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

**SUBJECT: Memorial Union 1st Floor A & B Rooms Audio Visual Upgrade
Project #19003**

DESCRIPTION:

The Audio Visual and Sound Systems that serve this large meeting space on the 1st floor of the Memorial Union, have served the University well but are fast approaching the end of useful life. A task force was commissioned to determine what features would be needed to be included in the new integrated system, that would meet the needs of Washburn stakeholders now and well into the future. Plans and specifications were distributed to the following vendors, which provided the following pricing:

Vendor	Bid
Cytek Media Systems	\$ 232,220
SKC Communications	failed to bid
Kansas City Audio-Visual (KCAV)	non-qualifying bid

FINANCIAL IMPLICATIONS:

Cytek Media Systems provided the most complete and integrated solution with local servicing for a new Audio Visual and Sound System for the Washburn A & B meeting rooms. KCAV did not meet all required specifications.

Total expected budget for project \$325,000. Project funds were identified as \$225,000 from the Chartwells Amendment 11 that was approved by the Board in the June 26, 2019 Board of Regents Meeting and uncommitted previous years capital funds. Bartlett & West will be designing the project, then a data and electrical contract will be put out to bid.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to install a new integrated Audio Visual & Sound System to Cytek Media Systems in the amount of \$232,220.

Date

Jerry B. Farley, President