

**Board of Regents Meeting  
Agenda  
Kansas Room, Memorial Union  
Thursday, 7/24/2014  
4:00 - 6:00 PM CT**

**I. Call to Order**

**II. Roll Call**

- A.**
  - Mr. Hoferer
  - Mr. Klausman
  - Mr. McGivern
  - Mrs. Moran
  - Mrs. Parks
  - Mr. Sneed
  - Mrs. Sourk
  - Mrs. Trusdale
  - Mr. Wolgast

**III. Election of Board Secretary - Chairperson Sourk**

**IV. FY 2015 Public Budget Hearing - Chairperson Sourk/Mr. Anderson**

*FY15 Public Budget - Page 3*

*Public Budget Documents - Page 4*

**V. Approval of Minutes of Past Meeting(s)**

**A. Approval of June 12, 2014 Minutes**

*June 12, 2014 Board of Regents Minutes - Page 17*

**VI. Officer Reports**

**A. Chair's Report**

**B. President's Report**

**C. Committee Report(s)**

**D. Treasurer's Report - Mr. Anderson**

**1. Liquidated Claims Approval - May 2014**

*Liquidated Claims - May - Page 23*

**2. Liquidated Claims Approval - June 2014**

*Liquidated Claims - June - Page 24*

**VII. New Business**

**A. Consent Agenda**

**1. Personnel**

**a. Faculty/Staff Personnel Actions - Dr. Pembroke**

*Faculty/Staff Personnel - Page 25*

**b. Eminentes Universitatis - Mr. Anderson**

*Eminentes Universitatis - Page 28*

**B. Action Items**

**1. Proposed Washburn University Board of Regents' Meeting Dates for 2014-2015**

*Proposed 2014-15 Meeting Dates - Page 31*

**2. Policies**

**a. Agilent 7890-5977 GC and GC/MS Systems for Washburn University Forensic Chemical Science Program - Dr. Pembroke**

*Forensic Chemical Science Program - Page 32*

**b. Change in Faculty Handbook Language Regarding the Probationary Period and Early Petitions for Tenure - Dr. Pembroke**

*Faculty Handbook Change - Page 34*

**C. Information Item(s)**

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

*Purchases - Page 36*

**2. Heartland Visioning - Mr. Hunter**

**VIII. 6:00 p.m. Dinner**

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

SUBJECT: FY 2015 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 12, 2014 meeting. The notice of public hearing was published in the July 14, 2014 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 2014, as of June 30, 2014. (Actual FY 2014 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 2015 differs from the FY 2015 budget approved by the Board at its June 12, 2014 meeting, as the public budget establishes the maximum amount that can be expended in FY 2015. 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 2015 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 2015 budget approved by the Board on June 12, 2014 would require specific Board action.

RECOMMENDATION:

President Farley recommends approval of the public budget by the Board of Regents as presented in the attachments.

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Date

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Jerry B. Farley, President

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

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2014-2015 and (3) the amount(s) of 2014-2015 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2014-2015 ADOPTED BUDGET		
		Expenditures & Transfers	Amount of 2014-2015 Tax to be Levied	County Clerk's Use Only
Adopted Budget & Financial Statements	Page No.			
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 87,866,171		
Employee Benefits	5	-		
Tort Claim Liability Exp. Fund	6	1,010,000	\$ 328,350	
Auxiliary Expense	7	7,619,244		
Smoothing Fund	8	3,000,000		
Washburn Institute of Technology	9	10,424,540		
Total Current Funds		\$ 109,919,955	\$ 328,350	
Plant Funds:				
Capital Outlay (DR&C)	10	\$ 7,030,888	\$ 3,087,927	
Capital Outlay (Sales Tax)	11	1,640,000		
Total Plant Funds		\$ 8,670,888	\$ 3,087,927	
TOTAL - ALL FUNDS	xxx	\$ 118,590,843	\$ 3,416,277	
Proof of Publication	12			
Assessed Valuation		\$1,028,808,998		

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

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

Assisted by:

\_\_\_\_\_  
JENNIFER R. SOURK, CHAIRPERSON

Attest: \_\_\_\_\_, 2014.

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

\_\_\_\_\_  
RICK ANDERSON  
VICE PRESIDENT  
FOR ADMINISTRATION AND  
TREASURER

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

FY 2015 Public Budget

General

Illustrated within this total document, is the FY 2014-2015 budget information which was published in the Topeka Capital-Journal July 14, 2014. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Public Hearing

The Board of Regents has set Thursday, July 24, 2014 at 4:00 p.m. in the Washburn University Memorial Union, Kansas Room for the Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2014 amounts were completed as of July 01, 2014.

Mill Levy

The proposed 2014-2015 budget includes an estimated tax levy of 3.319 mills. This has changed from the mill levy proposed for FY 2014 but is the same as actual. A comparison of the actual 2013-2014 mill levy with the 2014-2015 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	3.000	3.000	0.000
Tort Claim	0.319	0.319	0.000
Totals	3.319	3.319	0.000

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$1,028,808,998 for 2014-2015 compared to \$1,026,203,325 (final) for last year, a 0.0206% increase in valuation.

STATE OF KANSAS  
 Budget Form MU-2  
 2014-2015

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Int. Rate %	Amount of Bonds Issued	Amount Outstand. 7/1/2014	Date Due		Amount Due FY2014		Amount Due FY2015	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds	9/30/2004	1.75% to 4.50%	\$14,250,000	\$0	7/1 & 1/1	7/1	\$498,590	\$760,000	\$0	\$0
2. Refunding Revenue Bonds	6/30/2010	2.00% to 3.70%	\$13,500,000	\$10,575,000	7/1 & 1/1	7/1	\$314,170	\$1,025,000	\$293,670	\$1,040,000
3. Refunding Revenue Bonds	6/30/2014	2.00% to 4.00%	\$9,655,000	\$9,655,000	7/1 & 1/1	7/1	\$0	\$0	\$271,483	\$870,000

The 2004 bonds were refunded by the 2014 bonds on July 1, 2014.

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

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2014	Amount of Payments Due 2013-2014	Amount of Payments Due 2014-2015
Energy conservation improvements	6/28/2013	15 yrs	2.236%	\$ 10,000,000	\$ -	\$ 11,901,272	\$ 9,432,488	\$ 793,418	\$ 793,418
Total Lease/Purchase				\$ 10,000,000	\$ -	\$ 11,901,272	\$ 10,000,000	\$ 793,418	\$ 793,418

\* Use annual effective interest rate if available.

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>General Fund - E&amp;G</b>	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>17,354,665</b>	<b>15,213,547</b>	<b>16,287,775</b>
Revenues:			
Tuition & Fees	44,127,640	45,263,203	47,991,558
Endowment Income	735,423	345,606	1,095,187
Sales Tax	18,251,719	18,251,719	18,251,719
State Aid	10,955,920	10,955,685	10,955,683
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	3,798,353	2,723,025	3,165,008
Transfers - Use of Reserves	-	-	2,407,016
Revenue Sub-Total	77,869,055	77,539,238	83,866,171
<b>Total Resources Available</b>	<b>95,223,720</b>	<b>92,752,785</b>	<b>100,153,946</b>
Expenditures:			
Instruction	36,212,072	37,017,226	40,425,011
Pub. Service & Acad. Support	13,794,912	13,491,126	14,662,397
Student Services	7,974,269	7,531,550	8,890,144
Institutional Support	6,449,806	6,441,577	6,491,111
Maintenance of Plant	7,247,415	7,420,223	7,908,132
Scholarships & Fellowships	3,114,515	3,246,041	2,552,337
Other Expenses	253,782	791,674	796,394
Transfers	4,963,401	525,594	2,140,645
Contingency	-	-	4,000,000
<b>Total Expenditures</b>	<b>80,010,172</b>	<b>76,465,010</b>	<b>87,866,171</b>
<b>Fund Balance June 30</b>	<b>15,213,547</b>	<b>16,287,775</b>	<b>12,287,775</b>



WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE - BENEFIT FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget Benefit Fund	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	-	-	-
Property Tax/Other Tax Revenue	-	-	-
Investment & Other Income	-	-	-
Revenue Sub-total	-	-	-
<b>Total Resources Available</b>	-	-	-
Expenditures:			
Employee Benefit Expenses/ Transfer to General Fund	-	-	-
<b>Total Expenditures</b>	-	-	-
<b>Fund Balance, June 30</b>	-	-	-

Provision for back taxes  
 Last assessment 1998

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE- TORT CLAIM FUND**  
**(FUND WITH A TAX LEVY)**

Adopted Budget Tort Claim Fund	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>1,223,556</b>	<b>1,268,548</b>	<b>1,206,511</b>
Revenues:			
Ad Valorem Tax	304,068	312,281	328,350
Motor Vehicle Taxes	34,039	32,273	30,629
Delinquent Taxes	8,462	8,462	10,500
Investment & Other Income	190	1,010	5,000
Revenue Sub-total	346,759	354,026	374,478
<b>Total Resources Available</b>	<b>1,570,315</b>	<b>1,622,575</b>	<b>1,580,989</b>
Expenditures:			
Public Liability Insurance Prem.	154,168	209,203	225,000
Misc. Risk Management Exp.	5,665	14,235	15,000
Litigation Expense	-	36,980	250,000
Athletic Liability Expense	57,645	85,511	90,000
Insurance Deductible Payments	84,289	70,135	80,000
Contingency	-	-	350,000
<b>Total Expenditures</b>	<b>301,767</b>	<b>416,064</b>	<b>1,010,000</b>
<b>Fund Balance June 30</b>	<b>1,268,548</b>	<b>1,206,511</b>	<b>570,989</b>
Total Expenditures and Fund Balance			1,580,989
Tax Required			328,350
Delinquency Computation (3.122%)			10,251
Amount of FY15 Ad Valorem Tax			318,098

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE- GENERAL FUND (AUXILIARIES)**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget <b>General Fund - Auxiliaries</b>	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>2,400,972</b>	<b>2,427,120</b>	<b>3,111,732</b>
Revenues:			
Student Union Revenue	3,804,296	3,925,888	4,217,584
Residential Living	2,829,858	2,775,473	2,801,660
Transfer from E&G	-	-	-
Revenue Sub-total	6,634,154	6,701,361	7,019,244
<b>Total Resources Available</b>	<b>9,035,126</b>	<b>9,128,481</b>	<b>10,130,976</b>
Expenditures:			
Salaries and Wages	1,356,947	1,358,765	1,151,394
Cost of Goods Sold	2,144,367	2,088,943	2,122,769
Other Expenses	1,870,267	1,296,241	2,472,281
Transfers to DRC	1,236,425	1,272,800	1,272,800
Contingency	-	-	600,000
Transfers to Bldg. Const. Fund	-	-	-
<b>Total Expenditures</b>	<b>6,608,006</b>	<b>6,016,749</b>	<b>7,619,244</b>
<b>Fund Balance, June 30</b>	<b>2,427,120</b>	<b>3,111,732</b>	<b>2,511,732</b>

WASHBURN UNIVERSITY  
 PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE - SMOOTHING FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget Smoothing Fund	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>3,626,941</b>	<b>3,631,948</b>	<b>4,031,948</b>
Sales Tax	493,887	800,000	500,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	493,887	800,000	500,000
<b>Total Resources Available</b>	<b>4,120,828</b>	<b>4,431,948</b>	<b>4,531,948</b>
Expenditures:			
Transfer to Bldg. Const. Fund	-	-	1,200,000
Transfer to Capital Impv. Fund	-	-	500,000
Transfer to Debt Ret. Const.	488,880	400,000	500,000
Transfer to General Fund	-	-	500,000
Contingency	-		300,000
<b>Total Expenditures</b>	<b>488,880</b>	<b>400,000</b>	<b>3,000,000</b>
<b>Fund Balance, June 30</b>	<b>3,631,948</b>	<b>4,031,948</b>	<b>1,531,948</b>

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND**  
**(FUND WITH A TAX LEVY)**

Adopted Budget DR&C Fund	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>630,963</b>	<b>135,896</b>	<b>43,551</b>
Revenues:			
Ad Valorem Tax	2,950,594	3,017,206	3,087,927
Motor Vehicle/Other City Taxes	322,200	305,244	288,057
Sales and Other Taxes	250,000	250,000	355,000
Investment Income	301	300	350
Parking Fees	25,038	25,038	-
Transfers from Other Funds/		-	
Debt Service Payments	2,126,425	2,942,889	2,956,218
Sales Tax & Smoothing	488,880	400,000	500,000
Revenue Sub-total	6,163,437	6,940,677	7,187,552
<b>Total Resources Available</b>	<b>6,794,400</b>	<b>7,076,573</b>	<b>7,231,103</b>
Expenditures:			
Bond Principle Payments	1,730,000	1,730,000	1,910,000
Bond Interest Payments	856,486	856,486	565,153
Lease Principle Payments	-	567,512	580,333
Lease Interest Payments		225,906	213,085
Transfers to Bldg Const Fund:			
For Capital Maintenance	2,563,891	2,199,068	1,834,500
For Equipment	1,053,208	1,000,194	1,000,000
For Parking	25,038	25,038	-
For Capital Projects	-	-	500,000
State Deferred Maint. Bond Repay.	425,625	425,625	425,625
State Deferred Bond Service Fee	4,256	3,192	2,192
Contingency	-	-	-
<b>Total Expenditures</b>	<b>6,658,504</b>	<b>7,033,021</b>	<b>7,030,888</b>
<b>Fund Balance June 30</b>	<b>135,896</b>	<b>43,551</b>	<b>200,215</b>
Total Expenditures and Fund Balance			7,231,103
Tax Required			3,087,927
Delinquency Computation (3.122%)			96,405
Amount of FY15 Ad Valorem Tax			2,991,522

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2014-2015  
**FUND PAGE - CAPITAL IMPROVEMENT FUND**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>117,966</b>	<b>117,966</b>	<b>117,966</b>
Sales Tax	890,000	890,000	890,000
Transfer from Smoothing Fund	-	-	500,000
Investment & Other Income	-	-	-
Additional Sales Tax	-	-	250,000
Transfer from Bldg. Const.	-	-	
Revenue Sub-total	890,000	890,000	1,640,000
<b>Total Resources Available</b>	<b>1,007,966</b>	<b>1,007,966</b>	<b>1,757,966</b>
Expenditures:			
Capital Expenses	-	-	250,000
Transfer to DRC Fund	890,000	890,000	890,000
Transfer to Bldg. Const.	-		
Contingency			500,000
<b>Total Expenditures</b>	<b>890,000</b>	<b>890,000</b>	<b>1,640,000</b>
<b>Fund Balance, June 30</b>	<b>117,966</b>	<b>117,966</b>	<b>117,966</b>

WASHBURN UNIVERSITY  
PUBLIC BUDGET - FY 2014-2015  
**Washburn Institute of Technology**  
**(FUND WITH NO TAX LEVY)**

Adopted Budget General Fund - WIT	Prior Year Actual FY2013	Current Year Estimate FY2014	Proposed Budget FY2015
<b>Fund Balance, July 1</b>	<b>4,163,475</b>	<b>3,885,612</b>	<b>3,304,707</b>
Revenues:			
Tuition & Fees	2,092,740	2,711,059	2,831,974
Technical State Aid - Secondary	1,914,497	2,587,436	2,839,061
Technical State Aid - Post Sec	2,839,505	2,839,505	2,839,505
Technical Capital Outlay	154,806	158,655	154,000
Interest on Investments	23,283	17,853	30,000
Special Project Aid	-	-	-
Other Sales and Services	357,296	282,677	180,000
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	7,382,127	8,597,186	9,624,540
<b>Total Resources Available</b>	<b>11,545,601</b>	<b>12,482,798</b>	<b>12,929,247</b>
Expenditures:			
Instruction	4,032,826	4,734,057	5,231,059
Academic Support	569,415	513,382	706,607
Student Services	783,599	796,907	965,407
General Institutional	188,440	278,164	366,356
Facilities Service	1,234,119	1,330,871	1,301,774
Other Expenses & Transfers	851,590	1,524,708	1,053,337
Contingency	-	-	800,000
Total Expenditures	7,659,989	9,178,090	10,424,540
<b>Fund Balance June 30</b>	<b>3,885,612</b>	<b>3,304,707</b>	<b>2,504,707</b>

NOTICE OF PUBLIC BUDGET HEARING  
 2014-2015 BUDGET

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 24th day of July 2014 at 4:00 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

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

The proposed budget for FY 2014-2015 expenditures and amount of 2015 Ad Valorem Tax establish the maximum limits of the 2015 budget. Estimated Tax Rate \* is subject to change depending on final assessed valuation.

BUDGET SUMMARY

	2012-2013		2013-2014		PROPOSED BUDGET 2014-2015		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2014 Tax to be Levied	Est. Tax Rate *
Current Funds - Unrestricted							
General Fund	\$ 80,010,172		\$ 76,465,010		\$ 87,866,171		
Employee Benefits	-		-		-		
Tort Claim Fund	\$ 301,767	0.318	\$ 416,064	0.318	\$ 1,010,000	\$ 328,350	0.319
Auxiliary Enterprises	\$ 6,608,006		\$ 6,016,749		\$ 7,619,244		
Smoothing Fund	\$ 488,880		\$ 400,000		\$ 3,000,000		
Washburn Institute of Technology	\$ 7,659,989		\$ 9,178,090		\$ 10,424,540		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 6,658,504	3.000	\$ 7,033,021	3.000	\$ 7,030,888	\$ 3,087,927	3.000
Capital Outlay(Sales Tax)	\$ 890,000		\$ 890,000		\$ 1,640,000		
Total All Funds	\$ 102,617,318	3.318	\$ 100,398,935	3.318	\$ 118,590,843	\$ 3,416,277	3.319
Total Tax Levied	\$ 3,314,371		\$ 3,314,371		xxxxxxxxxxxxx		
Assessed Valuation	\$ 998,992,682		\$ 1,026,203,325		\$ 1,028,808,998		
Outstanding Indebtedness							
July 1,	2012		2013		2014		
Capital Lease	\$ -		\$ 10,000,000		\$ 9,432,488		
Revenue Bonds	23,000,000		21,270,000		20,230,000		
Total	\$ 23,000,000		\$ 31,270,000		\$ 29,662,488		

\* Tax Rates are expressed in mills.

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



**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**June 12, 2014**

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**I. Call to Order**

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

**II. Roll Call**

Present were: Mr. Hoferer, Mr. Klausman, Mr. McGivern, Mrs. Moran, Mrs. Parks, Mr. Sneed, Mrs. Sourk, Mrs. Trusdale and Mr. Wolgast.

**III. Approval of Minutes of the May 1, 2014 meeting**

It was moved and seconded to approve the Minutes of the May 1, 2014 meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

Chairperson Sneed had no report.

**B. President's Report**

President Farley said that this morning we were signing certificates for students receiving the President's Honor Roll. Typically we have about 350 students and this year there are over 600. Students must have a 4.0 to be added.

He said he hoped that some were able to attend the Mulvane Art Fair last weekend. There was a record amount pledged by patrons which makes it worthwhile for artists to attend.

Dr. Farley said the Sunflower Music Festival is going on and last night there was a record crowd. Tonight is the Blanche Bryden program for college students. He said at the musicians' picnic on Monday, he sat with students at each table from all around the world.

He noted that Jeff Kready, grandson of a former board member, recently received a Tony award. There was a great interview with him on WIBW-TV and in the Topeka Capital Journal.

Dr. Farley stated Deborah Moore, Director of Human Resources, is retiring after almost 26 years at Washburn. He said she has been a great asset and we will miss her.

He said a case study was done on the Student Recreation and Wellness Center (SRWC) by Wellsource Inc., all about Washburn's employee wellness program. A very positive piece. Wellsource will be posting the case study on their website and it will be featured in the annual Wellness Council of America's Buyer's Guide.

Chairperson Sneed took the opportunity to thank Regent Klausman for his years of service, including two years as chair. He said Regent Klausman helped him immensely. Regent Klausman said he enjoyed the four years and working with Washburn University.

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

### **1. Budget/Finance Committee**

Regent Trusdale reported the Committee met June 10<sup>th</sup> and discussed the elements that were followed in development of the budget for both campuses. For Washburn University, she said the Legislature proposed to restore the 1.5% reduction to the State Fund Grant for FY 2014 and to abate the proposed 1.5% State Fund Grant reduction proposed for FY 2015. Sales tax revenue will essentially be flat for another year, and there were enrollment declines for FY 2014. She said certain fixed costs for continuing operations; modest increases for specific program enhancements; and additional student outreach and advertising will be funded through a combination of budget reductions and redistributions, along with a 4.6% average tuition increase (or \$11 per credit hour).

Regent Trusdale said if fall revenues increase to match the revenues set aside for salaries, an average 3% merit/market based salary program will be implemented effective January 1, 2015. If sufficient new revenues are not generated, available money will instead be used for scholarships.

For Washburn Institute of Technology, she said Washburn Tech had a 20% enrollment increase in FY 2014 and the Legislature is proposing to fully fund SB 155 for the current and next fiscal years. The budget includes a 5.6% (or \$5 per credit hour) tuition increase for post-secondary students. Because of sufficient past enrollment growth and state support, Washburn Tech will implement an average 3% merit based salary program effective July 1, 2014.

The Budget/Finance Committee proposed the Board approve the FY 2015 operating budget.

**a. FY 2015 General Fund Budget – Washburn University and Washburn Institute of Technology**

Chairman Sneed said he knows that some members were unable to attend the committee meeting. He said that Vice President Anderson can go through the presentation or the Board can proceed using the documents in Agenda. It was the consensus to proceed. There was no presentation or discussion.

It was moved and seconded to approve the FY 2015 General Fund Budget. Motion passed.

**2. Nominating Committee – Election of Officers**

Regent McGivern reported the Nominating Committee recommends Regent Sourk to serve as Chairperson and Regent Trusdale to serve as Vice-Chair for the 2015 fiscal year. It was moved and seconded to approve. Motion passed.

**D. Treasurer’s Report**

**1. Liquidated Claims Approval – April 2014**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. It was moved and seconded to accept. Motion passed.

**2. Public Budget – Publish Notice of Hearing**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. It was moved and seconded to file the proposed FY 2014-15 budget for hearing to take place at the Board of Regents meeting on July 24, 2014. Motion passed.

**3. Quarterly Report for the Nine Months Ended March 31, 2014**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. There were no questions. It was moved and seconded to accept the Quarterly Report. Motion passed.

**V. New Business**

**A. Consent Agenda**

It was moved and seconded to approve the Consent Agenda. Motion passed.

Approved by action of the Board:

**1. Personnel**

**a. Faculty/Staff Personnel Actions**

hire effective August 1, 2014: Marda Messay as Lecturer of French at an annual salary of \$35,000 and Michael O'Brien as Lecturer of Spanish at an annual salary of \$35,000; appoint Joel Bluml to Associate Vice President of Student Life at an annual salary of \$100,000; John Cummings to Associate Director of the Student Recreation and Wellness Center at an annual salary of \$50,500; and,

**2. Policies**

**a. Bulletin Boards and Posting Policy**

University Compliance Officer, Cynthia Waskowiak, presented the item to remove Section A.14.3. from the Washburn University Policies, Regulations and Procedures Manual. There were no questions.

**B. Action Items**

**1. Bond Resolution**

Vice President for Administration and Treasurer, Rick Anderson, presented the item. Chairperson Sneed commented that we can't get hard numbers until pricing and closing, so he recommends we give them a range and have the Board Chair sign under his authority. Regent Trusdale moved and Regent Sourk seconded a motion to approve. Motion passed.

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

President Farley presented the item and provided his support for continuing the services of the Pinegar, Smith & Associates firm for fiscal year 2015. It was moved and seconded to approve. Motion passed.

**3. Renewal of Property Insurance Policy**

Vice President for Administration and Treasurer, Rick Anderson, presented the item and recommended renewal of this policy. He explained the increase is related to the experience mod, bad weather in the Midwest, and the amount we're insuring went up. It was moved and seconded to approve. Motion passed.

**4. New Eastside Student Housing and Dining**

Vice President for Administration and Treasurer, Rick Anderson, said the selection committee met and recommends an architect for the design of 350 housing beds and dining. Regent Sourk commented she would like to see a new name for the building. It was moved and seconded to approve the item. Motion passed.

**5. Expenditures Greater Than \$50,000**

- a. Infrastructure Switches, Wireless Access points, Cable Drops, and Server Hardware for Washburn Institute of Technology**
- b. Information Technology Services (ITS) Equipment Replacement/Upgrade**
- c. Information Technology Services (ITS) Wireless Network Equipment**
- d. Computer System Purchases**
- e. Computer System Purchases for Washburn Institute of Technology**
- f. Microscopes for the New Teaching Lab for Washburn University Forensic Science Program**

Vice President for Administration and Treasurer, Rick Anderson, presented agenda items V.B.5.a. through f. together, explaining the first five are for computers and infrastructure for Washburn University and Washburn Institute of Technology out of the existing budget. He said that for the microscopes, some of the money for the KBI project was allocated for forensic equipment and this is this year's expenditure. There were no questions. It was moved and seconded to approve items V.B.5.a. through f. Motion passed.

**g. Athletic Video Board System for Yager Stadium**

Vice President for Administration and Treasurer, Rick Anderson, presented the item and said we were working to secure advertising and other support for funding, which happened at the end of the semester. He said we need to proceed with the contract in order to get the new scoreboard in place by the fall. Chairperson Sneed asked the Board to ratify the purchase. There were no questions. It was moved and seconded to ratify. Motion passed.

**C. Information Item(s)**

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

Award of contract to: Kelley Construction Co. in the amount of \$35,400 for locker room upgrades; Advanced Exercise Equipment in the amount of \$43,472 for treadmills with software; and, CAE Healthcare Inc. in the amount of \$49,490 for a nursing patient simulator.

## **VI. Executive Session**

Chairperson Sneed moved to recess to executive session to discuss personnel matters of nonelected personnel and reconvene in open session at 4:54 p.m. Motion was seconded. The Board recessed to executive session at 4:24 p.m.

The Board reconvened in open session at 4:54 p.m. No action was taken.

It was moved and seconded to adjourn. The meeting adjourned at 4:55 p.m.

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Cynthia Waskowiak  
Assistant Secretary, Board of Regents

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

**SUBJECT:** Liquidated Claims Approval – May 2014

**DESCRIPTION:** Attached is the list of claims processed for the month of May, 2014 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, 2014 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.

\_\_\_\_\_  
Rick Anderson, Vice President for Administration & Treasurer

**WASHBURN UNIVERSITY**

<b>Fund #</b>	<b>Fund Name</b>	<b>Total Claims</b>
1.	General Fund	\$1,346,914
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	753,993
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,500
7.	Tort Claim Fund	21,464
8.	Restricted and Agency Fund	213,559
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	324,277
	Sub-Total	2,661,707
	Payroll	3,036,699
	Payroll Withholding ACH Transactions	3,620,340
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$9,318,746</b>

**WASHBURN INSTITUTE OF TECHNOLOGY**

1.	General Fund	\$128,512
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	12,350
13.	Government and Research Fund	22,835
	Sub-Total	163,697
	Payroll	333,372
	Payroll Withholding ACH Transactions	258,276
	<b>Total</b>	<b>\$755,345</b>

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Date

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Jerry B. Farley, President

**Agenda Item No. IV. D. 2.**  
**Washburn University Board of Regents**

**SUBJECT:** Liquidated Claims Approval – June 2014

**DESCRIPTION:** Attached is the list of claims processed for the month of June, 2014 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, 2014 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.

\_\_\_\_\_  
Rick Anderson, Vice President for Administration & Treasurer

**WASHBURN UNIVERSITY**

Fund #	Fund Name	Total Claims
1.	General Fund	\$2,289,912
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,415,243
4.	Endowment Fund	-0-
5.	Student Loan Fund	500
7.	Tort Claim Fund	5,472
8.	Restricted and Agency Fund	143,482
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	177,547
	Sub-Total	4,032,156
	Payroll	2,979,424
	Payroll Withholding ACH Transactions	2,761,784
	*Wire Transfers (Investments)	-0-
	<b>Total</b>	<b>\$9,773,364</b>

**WASHBURN INSTITUTE OF TECHNOLOGY**

1.	General Fund	\$111,670
3.	Building and Construction Fund	28,029
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	22,611
13.	Government and Research Fund	55,635
	Sub-Total	217,945
	Payroll	293,290
	Payroll Withholding ACH Transactions	165,260
	<b>Total</b>	<b>\$676,495</b>

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Date

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Jerry B. Farley, President



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

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

The following routine adjustments to specific salary lines must either be reported to or approved by the Board.

Name	Position	Change	Financial Implications	Comments	Action
Gerald Bayens	Associate Dean School of Applied Studies/ Professor POSN 000324	Effective July 1, 2014	Annual salary of \$110,333 in FY15 budget	Associate Dean Dan Petersen returned to 9 month faculty position	Request approval
Phyllis Berry	Interim Chair of Criminal Justice & Legal Studies/ Professor POSN 000367	Effective August 1, 2014	Annual salary of \$68,750 with \$63,294 in POSN 000367 and \$5,456 from POSN 000370	Chair of Criminal Justice & Legal Studies took Associate Dean position	Request approval
Matt Arterburn	Assistant Dean College of Arts and Sciences/ Associate Professor POSN 000001	Effective August 1, 2014	Annual salary of \$70,993 with \$66,392 in POSN 000001 and \$4,601 from the College of Arts & Sciences Uncommitted Salaries/Wages	Position change to 10 Month Faculty	Request approval
Amy White	Simulation Coordinator/ Lecturer of Nursing POSN 000967	New hire for FY15	Annual salary of \$55,000 in FY15 budget	Title change from Assistant Professor to Simulation Coordinator/ Lecturer	Request approval
Anne Fredrickson	Lecturer of Nursing POSN 000990	New hire for FY15	Annual salary of \$72,098 in FY15 budget	Title change from Assistant Professor to Lecturer	Request approval

Kathy Ure	Mobile Health Clinic Director/ Lecturer of Nursing POSN 000254	Effective August 1, 2014	Annual salary of \$68,613 in FY15 budget	Title change from Assistant Professor to Mobile Health Clinic Director/ Lecturer	Request approval
Linda Merillat	Educational Instructional Design/ Lecturer of Nursing POSN new	New hire for FY15	Annual salary of \$68,500 with \$63,406 from POSN 000988 salary savings and \$5,094 from School of Nursing A99975	Mary Menninger-Corder in POSN 000988 on unpaid Leave of Absence for 2014-15	Request approval
Amy Memmer	Assistant Professor of Criminal Justice & Legal Studies POSN 000350	New hire for FY15	Annual salary of \$57,000 with \$54,000 in POSN 000350 and \$3,000 from POSN 000370	Late hire	Request approval
James Barraclough	Director of Undergraduate Initiatives/ Student Success Lecturer POSN 001066	Effective August 1, 2014	Annual salary of \$46,500 with \$46,350 in POSN 001066 and \$150 from Center Student Success & Retention Uncommitted Salaries/Wages	Title change; late hire.	Request approval
Nancy Maxwell	Professor of Law POSN 000293	Phased Retirement at .5 FTE for 1 year effective August 1, 2014	Will receive ½ of annual salary of \$160,834 for 1 year	Salary savings of \$80,417	Request approval

New Position	Marketing Coordinator	Under Recruitment	Funds available in Small Business Development Center (SBDC) matching grant	Position will enhance marketing for SBDC seminars and services plus serve as marketing consultant to SBDC clients	Request approval
Vacant	Washburn Institute of Technology - Technical Instructor – Mathematics – Perkins Leadership Grant. POSN will be K00119	Effective August 1, 2014	Annual salary of \$45,000.00 in FY15 budget	New Position	Request approval
Melanie Worsley	Assistant Professor of Criminal Justice & Legal Studies POSN 000899	New hire for FY15	Annual salary of \$53,000 in FY15 budget	Late hire	Information Only
Whitney Walter	PTA Clinical Coordinator/ Lecturer of Allied Health POSN 000333	New hire for FY15	Annual salary of \$62,500 in FY15 budget	Late hire	Information Only

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

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Date

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Jerry B. Farley, President

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

SUBJECT: Eminentes Universitatis

DESCRIPTION:

Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as an administrative or classified employee for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. Earlier this year the Board of Regents gave approval of Eminentes designation for ten employees. Since then seven additional employees who are eligible for the award have announced their intentions to retire this summer. The retiring employees are as follows:

**Janice Bennett –**

Janice will retire after 20 years of service to Washburn University. She is a true example of an exemplary employee. Beginning part-time in 1994 with public television station KTWU, Janice has seen her responsibilities grow in accordance with her performance and professional demeanor toward the station’s many clients and donors. As Promotion and Marketing Coordinator for KTWU, Janice is a focal contact with the community (including members, donors, sponsors and faculty) on issues of programming, schedule information, and on-line updates. She is a resource for historic information in regards to KTWU and its relationships with university departments and activities. She works with and helps coordinate many volunteer projects and personnel that are critical to the success of the television station. Janice is a true and faithful employee that many in KTWU count on for her abilities and assistance, and she never lets anyone down. Janice’s tenure at the university demonstrates that one does not have to be in a high-profile position to command respect and devotion from those around them. Her meritorious service will be an outstanding legacy for years to come.

**Ronnie Collins –**

Ronnie came to Washburn in September of 1986 as a Laborer in the Grounds Department. His retirement will be effective on July 7<sup>th</sup> at which time he will have worked at Washburn for 28 years. One Morgan Hall Administrator said that she will miss watching him mow with such precision. Ron routinely uses a “batwing” style mower with a 15 foot wide mowing deck. The sports fields and campus grounds in general have greatly benefited from Ron’s expertise for all these years and he will be dearly missed.

**Jeanne Dodge –**

Jeanne began her outstanding service to the University in November 1998, and is retiring on July 31, 2014. During the more than 15 years Jeanne has been at Washburn, she has provided exceptional service in the Payroll Office. She has worked with three different payroll systems, and was instrumental in the conversion of the payroll function to Banner. Regardless of the payroll system in use, Jeanne has always shown people a cheerful, smiling face, and she has consistently been complimented for her willingness to help resolve payroll issues. Jeanne’s drive

to do whatever it took to pay people on time (including working during Winter Break on more than one occasion) has provided a model for customer-focused service. Jeanne wishes to acknowledge and thank everyone who has made her time at Washburn enjoyable, especially those from Human Resources, Academic Affairs, VPAT and ITS, with whom she has worked closely for her entire career at Washburn.

**Sue Jarchow –**

Sue retired from Washburn University June 30, 2014 after 31 years of service. Susan began her career with Washburn in 1978 as an instructor in mathematics and computer information systems. While serving as an instructor, Sue chaired the committee to establish the Computer Systems Information major. She left the university in 1985 to work in business and further develop her computer skills and then returned to Washburn in 1990 as the Manager for Training. Susan has held many positions in Information Technology Services (ITS) over the last 24 years, providing leadership in the deployment and application of technology across the institution. She has worked in almost every aspect of technology support on campus from supporting the initial Washburn Learning Management System to the implementation of the [www.washburn.edu](http://www.washburn.edu) website in 2000. She helped establish the Technology Support Center in 2005 and served as Interim Co-Director for ITS for two years starting in 2004. In 2006, she accepted the position of Assistant Director for Application Services. In her last year with Washburn University, she was instrumental in the development of new reporting services using the Argos Reporting Platform.

**Bob Kaberline –**

Bob came to Washburn in March 1998 as a Custodian and has worked in several buildings on campus since that time. He will retire on August 15<sup>th</sup>, 2014 after 16 years of service. Bob is known across campus for his high energy, positive attitude and excellent work ethic. Bob's current assignments are the Washburn University Foundation building and the KTWU building. Maintaining these signature buildings require a special combination of cleaning skills and people skills. Bob has mastered both extremely well. One person said that Bob anticipates what needs to be done in our building, uses his initiative, and gets it done. We will miss him after he retires.

**Deborah Moore –**

Deborah has served as Director of Human Resources since 1989. She has led the department, whose primary focus is service to all University employees and applicants with recruitment, employment, compensation, benefits, labor relations, and professional development. Many of her accomplishments have had long-term impact upon the University. Her initiative led to the formal recognition of employee service through the annual Employee Recognition Ceremony. She also was instrumental in the inception of the BEST and ASPIRE training programs and the Leadership Washburn program. She actively participated in setting up the HR and Payroll modules necessary for the Banner implementation, as well as the overhaul of the policies, regulations and procedures manual. Her legacy will remain in the service standards she established in HR and the programs she helped implement for faculty and staff. Deborah was recognized as Administrative Employee of the Year in 1989 and 2012.

**Jane Stewart –**

Jane joined the University Registrar’s Office as the secretary to the University Registrar in September 1996. Jane projected an enthusiastic and cheerful presence in the office, greeting customers with a warm smile and an infectious laugh. Jane provided a listening ear and comforting presence to every Registrar’s office employee. Her extensive decoration of the lobby and her desk for every holiday, lifted the spirits of the staff and made the space comfortable and interesting for persons waiting for appointments. Jane hired, trained, and supervised student workers. She mentoring them in their first experience in a professional office environment. While putting them at ease in a new situation, she simultaneously conveyed expectations of attendance, work responsibilities, and professional conduct. Jane was the “organizer” who put into place the pieces to assure that the registration program for the 60 and over students was successful. These students specifically sought her out as a resource to navigate registration. Jane is a people person with a great talent for making the people around her feel comfortable and valued.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends Board of Regents approval to award the designation “Eminentes Universitatis” to Janice Bennett, Ronnie Collins, Jeanne Dodge, Sue Jarchow, Bob Kaberline, Deborah Moore, and Jane Stewart.

\_\_\_\_\_  
Date

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Jerry B. Farley, President

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

SUBJECT: Proposed Washburn University Board of Regents' Meeting Dates for 2014-2015

DESCRIPTION:

Thursday, September 25, 2014  
Thursday, October 30, 2014  
Thursday, December 4, 2014  
Thursday, February 5, 2015  
Thursday, March 12, 2015  
Friday, April 24, 2015  
Thursday, June 11, 2015  
Thursday, July 23, 2015 (Public Budget Hearing)

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the 2014-2015 Washburn University Board of Regents' meeting dates.

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Date

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Jerry B. Farley, President

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

SUBJECT: Agilent 7890-5977 GC and GC/MS systems for Washburn University Forensic Chemical Science Program

DESCRIPTION:

Washburn University is entering into collaboration with the Kansas Bureau of Investigation (KBI) and although the current equipment is adequate in our lab, updated equipment must be provided in order to offer students with accurate hands-on experiences using quality equipment, processes and tools when working with the KBI. KBI has several existing Agilent GC and GC/MS systems and have standardized on the Agilent system for the forensic work in trace and drugs of abuse testing. Standardizing on the Agilent system allows KBI and Washburn University to reduce software and hardware training, reduce duplication of spare parts inventory, and allow easy transfer methods and data between the systems in the labs.

The Chemistry Department is requesting approval to purchase an Agilent 7890-5977 GC/MS system. The data file format for Agilent GC/MS systems is proprietary and has remained the same over several generations of instruments. This allows for a network environment to be established where the transfer of GC/MS data files to and from our existing systems to new systems for data processing can occur. In addition KBI has developed a unique method for searching library databases based on the file structure from the Agilent data systems.

The 7890-5977 GC/MS system will allow for two GC/MS units to be connected to one Chemstation for operation. This will allow for conservation of laboratory space and reduced data system costs. Purchasing a GC-MS from a different vendor would require Washburn University faculty to be retrained on the new hardware and software and require duplication of inventory of spare parts and accessories. Hiring new technicians in the laboratory would require that they are trained on multiple platforms. Control of the separation and detection parameters are different from different vendors and would not allow faculty to directly transfer methods or compare data with KBI.

FINANCIAL IMPLICATIONS:

Funding for this equipment is through State funding of \$69,123 for forensic equipment.



RECOMMENDATION:

President Farley recommends approval to award a contract to Agilent Technologies in the amount of \$69,123 for purchase of the equipment.

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Date

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Jerry B. Farley, President

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

SUBJECT: Change in Faculty Handbook Language Regarding the Probationary Period and Early Petitions for Tenure

DESCRIPTION:

This proposal would clarify the university's policies on the mandatory year in which a faculty member must petition for tenure, and give faculty the right to petition for tenure before the mandatory year. Changes making the probationary period six years consistently throughout the faculty handbook were approved by the Faculty Senate on November 25, 2013; the proposed language reflects this change, and amends the number of years required to teach at Washburn to reflect it.

The current language in the Faculty Handbook does not address situations in which a faculty member chooses to petition for tenure prior to the mandatory year, and does not explicitly address how the mandatory year should be calculated in situations in which a faculty member negotiates for an early *mandatory year at the time of hire*. *The proposed language addresses both of these issues*. Explanatory information which has been included to clarify definitions and processes appears in italics.

*3.II.E.1. Negotiated Time. By written agreement at the time of hire, a tenure-track faculty member may be granted up to three years credit for full-time service at other institutions of higher education. The probationary period will consist of the number of negotiated years combined with the number of years at Washburn University required to complete a total of six years. The faculty member is required to petition for tenure in the last year of the probationary period. If the petitioner is unsuccessful at the end of the probationary period, the petitioner will be issued a terminal contract.*

*3.II.E.2. Petition Prior to Completion of Probationary Period. A tenure track faculty member may determine after consultation with his or her department chair and/or dean to petition for tenure prior to the completion of the six-year probationary period. An early petition may occur only one time and after all university and unit requirements for time of service have been completed, usually during the fourth or fifth year of the probationary period. If the petitioner is unsuccessful, it does not preclude the completion of the remainder of the probationary period and a subsequent application for promotion and tenure within the six-year probationary period, unless otherwise specified in the original hiring contract.*

Effective Date: Fall 2014 semester

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the proposed change in Faculty Handbook language regarding the probationary period and early petitions for tenure.

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Date

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Jerry B. Farley, President

**Agenda Item No. VII. C. 1.**  
**Washburn University Board of Regents**

SUBJECT: Report of Purchases between \$25,001 and \$50,000

BACKGROUND:

At the March 8, 2001 Board of Regents Budget and Finance Committee meeting, the administration presented an item for discussion to increase the Board expenditure approval limit from \$25,000 to \$50,000. The increase was approved by the Board of Regents at its May 9, 2001 meeting.

DESCRIPTION:

In compliance with that approval and to ensure the Board fully complies with its fiduciary responsibilities, the Board of Regents requested all items approved by the administration between \$25,001 and \$50,000 be listed each month and included for information.

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

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Date

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Jerry B. Farley, President

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

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Replace Rubber Flooring Student Recreation & Wellness Center Facilities Services solicited bids Two bids received. Award to lowest price bid. Capital Project Funding	Regents Flooring Co Lenexa, KS	\$32,600
Installation of Glass Wall Enclosure Area Mabee Library State of Kansas Contract Capital Project Funding	Designed Business Interiors Topeka, KS	\$45,335
Electrical Engineering Services Primary Electrical Distribution System Study Facilities Services Capital Project Funding	Latimer Sommers & Associates Topeka, KS	\$28,600
Football Uniforms, Shoes, and Accessories Athletic Department General Funding	Jock's Nitch Sporting Goods Topeka, KS	\$26,593