I. Call to Order  Present By: Chairperson Klausman

II. Roll Call
   
   A.  
   Mr. Bunten  
   Mr. Klausman  
   Mr. Lykins  
   Mr. Moses  
   Ms. O'Toole  
   Mrs. Parks  
   Mr. Sneed  
   Ms. Sourk  
   Mr. Storey

III. Approval of Minutes of past meeting(s)
   
   A. Minutes of September 30, 2011 meeting
   September 30, 2011 Minutes - Page 3

IV. Officer Reports
   
   A. Chair's Report  
   B. President's Report  
   C. Committee Report(s)  
   D. Treasurer's Report
     
     1. Depository Security Transactions
        Depository Security Transactions - Page 12
     2. Liquidated Claims Approval - September 2011
        Liquidated Claims Sept 2011 - Page 13

V. New Business
   
   A. Consent Agenda
     
     1. Personnel
        
        a Designate Dr. Richard Moellenberndt as Professor Emeritus and Dr. Thomas Clevenger (posthumously) and Novella Clevenger as Associate Professor Emeritus
        Professor/Associate Professor Emeritus - Page 14
        
        b Voluntary Phased Retirement: Dr. Nancie Palmer
        Phased Retirement - Nancie Palmer - Page 15
        
        c Permission to Grant Tenure
        Permission to Grant Tenure - Page 16
     
     2. Policies
a Updating the Mulvane Art Museum's Conflict of Interest Policy and Statement of Permanence
   *Mulvane Conflict Interest and Statement of Permanence - Page 17*

b Washburn University Policies, Regulations and Procedures Manual
   *Washburn University Policies, Regulations and Procedures Manual - Page 23*

B. Action Items

1. Expenditures over $50,000
   a Replace Electronic Message Board and Refurbish Sign at 19th & Washburn Avenue
      *Electronic Message Board Sign - Page 27*
   b School of Law Library Digital Collections
      *Law Library Digital Collections - Page 28*
   c Moore Bowl - Yager Stadium Sports Lighting System Project #C12037
      *Moore Bowl Lighting - Page 29*
   d HVAC Modification at Mulvane Art Museum Project #C12012
      *Mulvane HVAC Modification - Page 30*

C. Information Item(s)

1. Report of Purchases between $25,001 and $50,000
   *Purchases between $25,001 and $50,000 - Page 31*

2. Sightlines Campus Facilities Benchmarking Assessment
   *Sightlines Presentation - Page 33*
I. Call to Order

Chairperson Klausman called the meeting to order at 4:00 p.m. in the KTWU Studio on the Washburn University campus.

II. Roll Call

Present were: Mr. Bunten, Mr. Klausman, Mr. Moses, Ms. O’Toole, Ms. Sourk and Mr. Storey.

III. Approval of Minutes of the July 22 and August 19, 2011 meetings.

It was moved and seconded to approve the Minutes of the July 22 and August 19, 2011 meetings. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairperson Klausman reported that Regent Moses has been appointed Chair of the Audit Committee and that Regents Bunten and Sourk were appointed Audit Committee members; that Regent Lykins had been appointed Chair of the Budget and Finance Committee, with Regents Parks, O’Toole and Storey appointed as Budget and Finance Committee members. Chairperson Klausman reported Regent Sneed shall serve as Liaison to the Washburn Institute of Technology.

Chairperson Klausman noted Regent Parks had retired from her position with the Kansas Department on Aging, stating several Regents attended her retirement reception. He also welcomed Regent O’Toole to her first meeting of the Washburn Board of Regents and congratulated her on her appointment, stating he looked forward to working with her.

B. President's Report

President Farley welcomed Regent O’Toole to her first meeting.

Dr. Farley reported the highest enrollment in Washburn’s history at 7,303 students. He said that fall enrollment data is taken from the 20th day of the semester, which is reported to the Kansas Board of Regents, and that this year enrollment surpassed the previous record enrollment set in 2005. He said that Washburn had a six percent
increase in students coming to Washburn directly from high school, which includes over 500 students in the concurrent enrollment program from high schools in Shawnee County. President Farley reported Washburn Institute of Technology had over a 3% increase in enrollment this fall with a total of 863 students, approximately 40% percent being high school students. President Farley recognized and thanked enrollment management staff and faculty members who made calls to potential students.

President Farley announced Washburn University was awarded a grant from the United States Department of Labor to create a consortium among Washburn and six community colleges and technical schools to develop new and better workforce programs. Dr. Farley explained Washburn will be the lead institution in the consortium and will implement the Trade Adjustment Assistance Community College and Career Training Grant, TRAC-7, and will distribute the grant monies to the other schools. Dr. Farley said this is a unique grant for which Washburn Institute of Technology will work with six other schools, with each school developing and offering a signature program not otherwise available to students across the state. He said these signature programs will be available to the students of the other institutions in the consortium. He said Washburn will develop the Advanced Systems Technician Program as the signature program at Washburn Institute of Technology.

President Farley discussed the rankings of U.S. News and World Report which stated that Washburn is the top ranked Kansas public regional institution in the Midwest, followed by Pittsburg State and Emporia State; and that Washburn is tied for the eighteenth among public Midwest regional institutions. Dr. Farley explained the weighting system used in the assessment and explained that of the characteristics used in the assessment Washburn’s highest score was in academic excellence. He said the score in several other assessment factors was also very good.

Dr. Farley reported that Constitution Day occurred last week, which he explained is a requirement created several years ago by a federal statutory amendment in which all schools recognize and celebrate our Constitution. Dr. Farley reported Washburn hosted Robin Wright, a prolific writer and journalist, who spoke to students and staff on Arab Spring. He said there were other activities in celebration of Constitution Day, including court of appeals hearings.

In athletics, President Farley reported the nationally televised football game against Missouri Western on Thursday, September 29th has received great reviews. He stated the television crew had many compliments on the campus and how nice it looked.

President Farley said the Petro parking lot has been under reconstruction, and that the west two thirds is now open and the east third of the lot should be open shortly.

In addition to the increase in enrollment for fall, President Farley reported Washburn has also had record membership in Greek life this year, with several fraternities and sororities doing very well in their recruitment.
Recognizing the contribution and leadership of Special Assistant to the President, Dr. Cindy Hornberger, Dr. Farley discussed the implementation of the new Leadership Washburn program. He said current leaders were chosen for a year-long program to learn new leadership skills and build on their current skills in order to rise to higher leadership positions as other long time leaders at Washburn retire.

Regent Bunten asked if the increased enrollment numbers would affect the current fiscal year budget. Dr. Farley responded that if spring enrollment holds to the current level, the additional monies would be available to spend and as such the recommendation would be to wait to spend additional monies from the increased enrollment until spring. Dr. Farley also noted that while Washburn has record numbers in enrollment in head count, this number does not take into account total number of paid credit hours.

Regent Bunten also asked why Washburn paid fees for the televised football game. President Farley stated that Washburn is part of an agreement which provides for each school in the conference to host a televised home game, a privilege for which each institution pays a fee. Dr. Farley said the conference voted for the arrangement recognizing it was a significant opportunity worth the cost.

Regent Moses inquired as to whether the Leadership Washburn program was open to students in addition to faculty and staff, and Dr. Farley stated it was only for faculty and staff leadership development. He said students may participate in the Leadership Institute, a part of the University curriculum.

Regent Parks arrived at 4:20 p.m.

Chairperson Klausman noticed a 7.5 percent increase in Ft. Hays State University enrollment and asked if Dr. Farley could explain the reason for the increase to which Dr. Farley explained the increased enrollment is likely from the strong online program at Ft. Hays State University.

Chairperson Klausman congratulated Richard Liedtke and his staff on the admissions data.

C. Committee Report(s)

1. Audit Committee

Regent Moses reported that the Audit Committee met and had a detailed presentation by the auditors. He said an updated report was expected before the December 9 Board meeting and Vice President for Administration and Treasurer, Rick Anderson, stated a final report will be presented at the December 9 Board meeting.
Regent Moses reported the only area of significant concern in the audit was an issue involving exit counseling compliance in the financial aid office, a concern that has been resolved. Richard Liedtke, Executive Director of Enrollment Management, advised that regulations require exit counseling within thirty days of graduation. He said that at times there is a need to back date the graduation date, which results in a compliance issue of not being able to send a notification for exit counseling within thirty days of the graduation date. Mr. Liedtke explained that the concern has been resolved with the practice of notifying the financial aid office on the date of the determination of graduation.

D. Treasurer's Report

1. Liquidated Claims Approval - July 2011
2. Liquidated Claims Approval - August 2011

Regent Bunten asked for more information relating to a transaction dated July 5th for bookmarks and postcards to which Vice President of Administration and Treasurer, Rick Anderson, stated the transaction was for the purchase of marketing and promotion materials that are used to recruit potential students from across the state and the region.

It was moved and seconded to accept the Treasurer’s Report. Motion passed.

V. New Business

A. Consent Agenda

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

As approved by action of the Board:

1. Personnel Action - Administrative Staff
   $4,000 increase in salary rate for the Assistant Strength and Conditioning Coach position to $28,000;

2. Faculty/Staff Personnel Actions
   Hire David Jensen as .75 FTE Practicum Coordinator/Lecturer at an annual salary of $30,000; hire Jeremiah Ho as Visiting Associate Professor of Law at an annual salary of $80,000; an additional $500 stipend to Tracy Routson, Chair/Associate Professor of Communication for change from Interim Associate Chair to Chair; an additional $40,000 to Shirley Dinkel, Associate Professor of Nursing/Interim Director of Student Health Services for taking additional duties as Interim Director;

3. Report of Purchases between $25,001 and $50,000
   Award of contracts to: ThyssenKrupp Elevator in the amount of $43,506 to replace hydraulic lift cylinder in the Law School elevator #14; ThyssenKrupp Elevator in the amount of $29,888 to replace cylinder at Washburn Tech
Conference Center elevator; SHI-Software House International in the amount of $48,515 for Endpoint Security and Control software license renewal; ThyssenKrupp Elevator in the amount of $25,285 for campus-wide annual elevator maintenance; and, Bob Florence Contractors in the amount of $27,856 to replace ceilings and light fixtures in Morgan Hall.

B. Action Items

1. University Health Plan Renewal

President Farley discussed the nature of the health care fund as a self-insured fund. He stated that the increase recommended is modest and will assist in adding to the reserve fund while slightly decreasing the premium for dependent coverage.

Rick Anderson, Vice President for Administration and Treasurer, stated the modest recommendation for an increase coupled with the modest cost for family coverage is in response to a comparison of what is paid by Washburn employees for health coverage as compared to employees in state plans. He reported there are approximately 2.3 million dollars in reserve currently, and was approximately six to seven million dollars in claims last year. Mr. Anderson said he would like to have six months of reserves while currently there is approximately four-five months of reserves. He stated the recommendation would help bring the reserve fund up to six months of reserves.

Regent Sourk asked if the insurance was competitive for purposes of faculty recruitment. Mr. Anderson stated that most universities have similar plans and if it was not a benefit there were be a disincentive in recruitment, although he explained that the current plan is not a deterrent now but also is not a “Cadillac” plan.

President Farley added that the consultant was present and recognized his assistance over the years in analyzing this data and working to find the best plans under our circumstances. He also noted the Benefit Committee is chaired by Professor Harold Rood. He said the committee works very hard to keep Washburn competitive, noting that most faculty come to Washburn because of the institution and not for the insurance plan.

Regent Bunten discussed a similar city plan, noting it is wise to have a reserve. He asked if retired faculty and staff can continue on the plan and Dr. Farley explained that approximately twenty or so retirees continue at their own cost in an individually identified pool until they receive Medicare but that the University does not continue to pay health insurance when employees leave.

Vice President for Administration and Treasurer, Rick Anderson, said the University is looking at pharmacy plans as this is the fastest growing area in health plans, stating the administration would be looking at pharmacy
management plans that may help lower costs by guiding patients toward generic drugs and other cost savings incentives.

It was moved to approve of the renewal of the University’s Health Plans. Motion passed.

2. **Expenditures over $50,000**

   a. **LED Scorer's Table Advertising Systems for the Athletic Department**

      Vice President for Administration and Treasurer, Rick Anderson, stated this item is for replacement of the old rolling signs in Lee Arena which are over 10 years old. The cost for electronic signs has reduced since the time the rolling signs were purchased, now permitting the switch to electronic signs for advertising; increased advertising revenue is expected to recoup the cost of the signs.

      Discussion was had on the funding of the signs by revenues gained from previous years’ advertising revenue.

      It was moved to approve of the purchase. Motion passed.

   b. **Computer Purchases for Washburn Institute of Technology**

      Rick Anderson, Vice President for Administration and Treasurer, stated the Board approved at the June meeting moving forward with the purchase but that the total exceeds $50,000 and he is recommending approval.

      Discussion was had on the dedicated personnel at Washburn Institute of Technology who interact with the Information System and Services at Washburn.

      Regent Bunten asked for a status on the search for a Chief Information Officer to which Rick Anderson responded that the search committee met Thursday, September 29, and finalists will be on campus in October. Mr. Anderson said he hopes to have someone in the position in November, stating this person will coordinate strategies for both Washburn and the Washburn Institute of Technology campus.

      It was moved to approve of the purchase. Motion passed.

   c. **Welcome Center Addition/Renovation of Morgan Hall**

      Rick Anderson, Vice President for Administration and Treasurer, presented this item, stating that out of fifteen to twenty firms that submitted proposals the pool was narrowed to three which were invited to answer additional
questions. Mr. Anderson said that the process yielded the recommendation of
the search committee that Gould Evans be awarded the bid.

The Board discussed other projects the firm completed on the Washburn
campus. A motion was made to approve awarding the bid to Gould Evans.
Motion passed.

Harassment

Dr. Farley stated modest modifications to the policy were required in response to
a sexual assault on another university campus which resulted in a lawsuit. Dr.
Farley explained that in response to the situation the Department of Education has
reinforced efforts to ensure campuses’ are compliant with Title IX of the Civil
Rights Act. He noted that the law requires policies to be clear that sexual assault
and sexual violence is a type of sexual harassment.

Regent Moses inquired as to whether Washburn currently has a bullying policy.
Carol Vogel, Director of Equal Employment Opportunity, indicated Washburn
does not have such a policy. Regent Moses strongly encouraged one be
developed.

A motion was made to approve the modifications of the policy. Motion passed.

4. Renewal of Insurance Policies

Rick Anderson, Vice President of Administration and Treasurer, proposed
renewal of insurance policies and offered to answer any questions about the
proposal. There were no questions. A motion was made and seconded to approve
the renewal of insurance policies. Motion passed.

Regent Storey departed at 4:52 p.m..

C. Information Item(s)

1. School of Law Building Project Program Refinement

Rick Anderson, Vice President for Administration and Treasurer, stated that since
the July Board meeting when the Board approved moving forward with selection
of one of the three firms who participated in the charette process, phone
interviews were held and two of the firms made presentations resulting in the
selection of SHW. Mr. Anderson explained the decision to have the possibility of
either a renovation or new building project, and that a benchmarking will be done
prior to deciding on renovation or new building. In this benchmarking process,
Mr. Anderson said Washburn will be looking at other schools so that the best
decision is made on size. Mr. Anderson explained that due to the need for a benchmarking process, the cost will be more than $150,000.

Chairperson Klausman asked for a vote to increase the amount authorized for the project program refinement. Dr. Farley suggested an increase to $200,000. Regent Moses asked if the proposed increase would come from the School of Law reserve to which Mr. Anderson indicated it would, along with possibly University reserves as well.

Regent O’Toole asked if the increase was partly from the decision to visit other law schools to which Mr. Anderson indicated it was as the visits will help ensure the decision on size is the best possible.

It was moved and seconded to approve increasing the program refinement budget to $200,000. Motion passed.

2. **Title IX/Gender Equity Review Committee Report**

Carol Vogel, Director of Equal Employment Opportunity made a presentation on Title IX compliance. Ms. Vogel stated that while the last number of years the primary focus of Title IX has been with equal opportunity in athletic programs since 1976 when it was enacted, many corrections were made for women in certain athletic programs. As time progressed, Ms. Vogel explained Washburn has continued to measure University athletic programs to gauge compliance.

Ms. Vogel explained the thirteen areas that are reviewed from the perspective of an outside investigator, by using the Department of Education investigator manual. Ms. Vogel stated the two most critical areas of the review are in making sure we are meeting the interests and abilities of Washburn students. With this in mind, Ms. Vogel stated currently 60% of students are female but only 30% of student athletes are female. Ms. Vogel noted that while the raw percentages are not favorable, since Washburn has football which has a large number of athletes without a comparable large program for females, this test is not applicable as there is no good comparison.

Ms. Vogel stated that in 2003 Washburn added women’s soccer which helped the gender proportionality, further noted that Washburn has not met the second test because there has not been continuing and recent pattern. The third test is assessing the interests and abilities of the student body by utilizing various measures, including surveys, information from the Kansas State High School Activities Association and other means. This test revealed very minimal interest in track and cross country. Ms. Vogel also reported that there has been some interest in Women’s golf, as well some interest in bowling.

Instead of relying only on a survey, Ms. Vogel explained she looks at the trend in high school athletic participations which is how the determination was made to start a soccer program, further noting those statistics are not currently showing any unmet need at Washburn.
In conclusion, Ms. Vogel said there is no gender-based disparity found in the investigation. Ms. Vogel recommended Washburn continue actively monitoring all sources at our disposal for participation rates and trends.

Regent O'Toole asked what the gender ratio was from the survey to which Ms. Vogel replied the interest in track and bowling were about evenly divided among the genders with possibly slightly more women interested in bowling than the men.

Regent Sourk asked whether there were potential students not choosing Washburn because of the lack of a particular program to which Ms. Vogel responded there was an admissions counselor on the committee who did not believe Washburn had lost any students for this reason.

Regent Moses asked if the five-year cycle was recommended under the law or regulations to which Ms. Vogel stated it was not but rather Washburn began a five-year cycle of review to be proactive, stating further that the previous report to the Board indicated similar results.

The meeting was adjourned at 5:11 p.m.

/s/

Lisa R. Jones
Secretary, Board of Regents
Agenda Item No. IV. D. 1.
Washburn University Board of Regents

SUBJECT: Depository Security Transactions

DESCRIPTION:
Following is a list of the depository security transactions that have occurred.

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<tr>
<th>Bank</th>
<th>Identification Number</th>
<th>Description</th>
<th>Maturity Date</th>
<th>Action Taken</th>
<th>Amount</th>
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<td>FGRM 3857QJ</td>
<td>12-15-25</td>
<td>Added</td>
<td>$2,499,000</td>
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<td></td>
<td>38376LSD2</td>
<td>GNRM 2011-080 AD</td>
<td>2-20-39</td>
<td>Added</td>
<td>$6,500,000</td>
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<td>3137A24Y4</td>
<td>FGRM 3745PB</td>
<td>3-15-25</td>
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<td>FGRM 3845TC</td>
<td>2-15-26</td>
<td>Added</td>
<td>$10,000,000</td>
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</table>

FINANCIAL IMPLICATION:

Kansas statute requires University deposits be secured based on market value of securities. The Treasurer believes the University deposits are properly secured.

/s/

Date       Jerry B. Farley, President
Agenda Item No. IV. D. 2.
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – September 2011

DESCRIPTION: Attached is the list of claims processed for the month of September, 2011 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 November 11, 2011 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.

/s/
Rick Anderson, Vice President for Administration & Treasurer

WASHBURN UNIVERSITY

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<thead>
<tr>
<th>Fund #</th>
<th>Fund Name</th>
<th>Total Claims</th>
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<td>1.</td>
<td>General Fund</td>
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<tr>
<td>2.</td>
<td>Debt Retirement &amp; Construction Fund</td>
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<tr>
<td>3.</td>
<td>Building and Construction Fund</td>
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<tr>
<td>4.</td>
<td>Endowment Fund</td>
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<td>5.</td>
<td>Student Loan Fund</td>
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<td>7.</td>
<td>Tort Claim Fund</td>
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<td>8.</td>
<td>Restricted and Agency Fund</td>
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<td>9.</td>
<td>Plant Fund</td>
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<td>10.</td>
<td>Smoothing Fund</td>
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<td>12.</td>
<td>Capital Improvement</td>
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<tr>
<td>13.</td>
<td>Government and Research Fund</td>
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Sub-Total 6,019,482
Payroll 2,574,016
Payroll Withholding ACH Transactions 5,061,245
*Wire Transfers (Investments) -0- Total $13,654,743

WASHBURN INSTITUTE OF TECHNOLOGY

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<td>Building and Construction Fund</td>
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<td>Student Loan Fund</td>
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<td>8.</td>
<td>Restricted and Agency Fund</td>
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<td>13.</td>
<td>Government and Research Fund</td>
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Sub-Total 410,218
Payroll 197,295
Payroll Withholding ACH Transactions 103,373 Total $710,886

/s/

________________________                __________________________________
Date            Jerry B. Farley, President
Agenda Item No. V. A. 1. A.
Washburn University Board of Regents

SUBJECT:
Designate Dr. Richard Moellenberndt as Professor Emeritus and Dr. Thomas Clevenger (posthumously) and Novella Clevenger as Associate Professor Emeritus.

DESCRIPTION:
Dr. Richard Moellenberndt began his teaching career at Washburn University in 1976 as Assistant Professor of Accounting. He received tenure and promotion to Associate Professor in 1978, with promotion to Professor in 1983. He earned his B.S. from Northwest Missouri State University in 1964, M.A. from the University of Nebraska in 1968 and his Ph.D. from the University of Nebraska in 1973. In addition to teaching at Washburn, he was Assistant Professor at Wichita State University and an Instructor at the University of Nebraska. He has given 35 years of dedicated service to Washburn University serving on a variety of School and University Committees and authoring numerous scholarly and professional articles. He also led the initiative to establish the Beta Alpha Psi chapter in the School of Business.

Dr. Thomas Clevenger began his teaching career at Washburn University in 1988 as Assistant Professor of Accounting in the School of Business. He received tenure and promotion to Associate Professor in 1991. He earned his B.S. from University of Missouri in 1970, M.B.A. from Missouri State University in 1981, and D.B.A. from Memphis State University in 1987. In addition to teaching at Washburn, he was an Assistant Professor at Virginia Commonwealth University and he taught at University of Memphis as well as Southeast Missouri State University. He gave 23 years of dedicated service to Washburn University serving on a variety of School and University Committees, authoring numerous scholarly and professional articles, and was the impetus behind the creation of the Beta Gamma Sigma Washburn Chapter. He also served for several years as the advisor of the “Zetas”, Zeta Tau Alpha Sorority.

Novella Clevenger began her teaching career at Washburn University in 1988 as Assistant Professor of Accounting in the School of Business. She received tenure and promotion to Associate Professor in 1991. From 1992 to 1995 she was the M.B.A. Director at the School of Business. She earned her B.S. from Southeast Missouri State University in 1962, M.A. from Southeast Missouri State University in 1977, M.B.A. from Southeast State University in 1982, J.D. from Memphis State University in 1985, and Master in Law from College of William and Mary in 1987. In addition to teaching at Washburn, she was Assistant Professor of Accounting at Virginia Commonwealth University, Lecturer in Accounting at Christian Brothers College, Instructor of Accounting and Finance at Southeast Missouri State University and Instructor/Counselor at Missouri Institute of Business. She has given 23 years of dedicated service to Washburn University, serving on a variety of School and University committees and authoring numerous scholarly and professional articles.

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION:
President Farley recommends the Board of Regents bestow the title “Professor Emeritus” to Dr. Richard Moellenberndt and “Associate Professor Emeritus” to Dr. Thomas Clevenger (posthumously) and Novella Clevenger.

/s/

Date

Jerry B. Farley, President
SUBJECT: Voluntary Phased Retirement: Dr. Nancie Palmer

DESCRIPTION:

At its November 8, 2000 meeting, the Board of Regents approved the renewal of the voluntary phased retirement plan originally approved on February 18, 1998. Under this plan, employees meeting applicable criteria could apply for, and receive if deemed in the best interests of the University, voluntary phased retirement from the University. Under the program approved, the successful applicant would receive a reduced workload for the term of the agreement, but continue receiving employee benefits as though she or he were a full-time employee of the University. The program at Washburn University is similar to that of the state educational institutions.

Dr. Nancie Palmer, Professor of Social Work and Acting BSW Director, has requested a phased retirement program for the academic years 2012-2013, 2013-2014, and 2014-15 effective August 1, 2012 and ending at the end of the spring term in 2015. Dr. Palmer’s appointment will be at 50% for each of those years.

Phased retirement will be of benefit to the institution by permitting Dr. Palmer, with her wealth of experience as faculty member and department chair, to teach and be of assistance to the new department chair and faculty as they continue a number of program enhancements. It will also provide fiscal benefits to the university, as outlined below.

FINANCIAL IMPLICATIONS:

The total savings for the three-year phased retirement will be approximately $104,646 and will help fund the Social Work Chair position.

RECOMMENDATION:

President Farley recommends that the Board of Regents approve this voluntary phased retirement request.

/s/

_________________  __________________________
Date               Jerry B. Farley, President
SUBJECT: Permission to Grant Tenure

DESCRIPTION:

The School of Business has recommended hiring Dr. Reza Espahbodi as Professor and Dibble Professor in Accounting and Dr. Louella Moore as Professor of Accounting effective August 1, 2012. We request that they be granted tenure. This action must be taken separately because the granting of tenure at Washburn University requires an affirmative action by the Board.

Dr. Reza Espahbodi has a terminal degree and was tenured and promoted to Professor at Indiana University South Bend in 2002. He has been named as a Chancellor’s Fellow. His teaching and research experience are of the highest quality. His research includes over 40 refereed publications and presentations nationally and internationally and he has taught extensively at both the graduate and undergraduate levels during his career. Overall his exceptional record clearly demonstrates his merits for tenure and in the view of Dean Sullars is comparable to current tenured full professors in the Washburn University School of Business. The Search Committee, the Dean of the School of Business, and the VPAA all concur and recommend Reza Espahbodi for tenure. A copy of Dr. Espahbodi’s CV is available in the VPAA’s office for Board members to view.

Dr. Louella Moore has a terminal degree and was tenured and promoted to Professor at Arkansas State University in 2002. Her teaching and research experience are of the highest quality and like Professor Espahbodi are comparable to the records of our current tenured professors in the School of Business. She has received numerous awards for teaching and service. Her research record includes nearly 20 articles as well as presentations internationally and in the U.S. Overall her exceptional record clearly demonstrates her merits for tenure. The Search Committee, the Dean of the School of Business, and the VPAA all concur and recommend Louella Moore for tenure. A copy of Dr. Moore’s CV is available in the VPAA’s office for Board members to view.

FINANCIAL IMPLICATIONS:

Funding for these positions will come from School of Business positions 000211, 000217, and 000228 and will result in a leftover balance.

RECOMMENDATION:

President Farley recommends the Board approve this request.

/s/

Date ____________________________  Jerry B. Farley
Agenda Item No. V. A. 2. a.
Washburn University Board of Regents

SUBJECT: 1. Updating the Mulvane Art Museum’s Conflict of Interest Policy
          2. Updating the Mulvane Art Museum’s Statement of Permanence

DESCRIPTION:

The American Association of Museums’ staff reviewed our re-accreditation Self-Study materials and recommends that two of the Museum’s Policies be updated and approved by the Board of Regents.

1. Recommended that our Conflict of Interest Policy be updated from the 2001 version to include our new Mission Statement and to include members of the Museum’s governing body in the clause on Personal Collection and Professional Activities.

2. Recommended that our Statement of Permanence be updated from the 2001 version to reflect the current AAM expectations. The 2001 version simply stated the former Mission Statement and the AAM is now requiring additional language acknowledging the Mulvane Art Museum is a valued, integral and lasting part of the University, and the Board of Regents looks forward to its continuing service to the University and the broader community in the years to come.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends Board of Regents approve the Mulvane Art Museum’s updated Conflict of Interest Policy and Statement of Permanence.

/s/

Date ___________________________  Jerry B. Farley, President
MULVANE ART MUSEUM CODE OF ETHICS

This document was adopted by the governing body of the Mulvane Art Museum, the Washburn University Board of Regents, on November 11, 2011, as the official code of ethics of the Mulvane Art Museum.

I. Introduction

The Mulvane Art Museum at Washburn University is a regionally focused art museum with education at the core of its mission. Through its stewardship of collections, its exhibitions and its education programs, the Museum serves as an educational and cultural resource for Topeka, Kansas, and the surrounding region. While the Museum’s collections and exhibitions are focused on the Mountain-Plains Region and the State of Kansas, the Museum also collects and exhibits art from other realms. In close cooperation with the Art Department and other agencies of Washburn University, the Museum offers educational programs for persons of all ages. These programs are shaped by the conviction that art is intimately connected with everyday life and is relevant to a wide range of academic disciplines.

II. Mission statement of the Mulvane Art Museum (revised, 2011 and approved by the Vice President of Academic Affairs, 09/07/11).

The mission of the Mulvane Art Museum at Washburn University is to provide life-long learning experiences for people of all ages. We are committed to offering visual art exhibition and education programs that inspire, strengthen and sustain our local and broader communities.

GOVERNANCE

The Mulvane Art Museum is governed by its parent organization, Washburn University. The Museum director reports to the University’s Vice President for Academic Affairs, who reviews Museum operations on an annual basis. Once every five years the Museum’s mission, programs, staff collections, and exhibitions are reviewed in-depth by a committee organized by the Vice President for Academic Affairs. The long term purposes and policies of the Museum are subject to review by the University’s Board of Regents.

III. Statement of General Principles

The Collections and programs of the Mulvane Art Museum are a public trust. Proper execution of the Museum’s mission requires that its governing body, professional staff and volunteers (in short, all persons associated with the operation of the Mulvane Art Museum) adhere to a code of ethics which supports the fulfillment of this mission. All persons associated with the Museum, either in paid or volunteer positions, will be expected to adhere to this code and support it in principle and in practice. This includes the faithful execution of their duties at the Museum, avoidance of conflicts of interest at all times and avoidance of any activity or statement which reflects ill on the Museum or compromises its reputation in the community.
IV. Collections

Because the Museum is a repository of valuable objects held in public trust which relate to the history of art, all persons associated with the Mulvane Art Museum are charged with the proper care and preservation of that Collection to the extent they are able, while still providing public access to the Collection. Furthermore, Museum staff members, members of the governing body and volunteers must assure that the Museum’s Collection is properly maintained in perpetuity, so that future generations may enjoy the same rights of access and educational opportunities that current Museum visitors enjoy. Proper maintenance of the Collection includes the conservation of objects, the keeping of accurate records regarding those objects, providing security, and developing the Collection according to the published mission of the Museum. To insure that the public derives the maximum benefit from the Collection, Museum staff must provide exhibitions and educational programs designed to appeal to the widest possible audience. Procedures for the accession, deaccession, and loan of objects from the Collection are contained in the Museum’s Comprehensive Collections Management Policy. Objects will be added to the Collection only when they satisfy the mission of the Museum, and it has been determined that they were not acquired through illicit trade.

Objects will be deaccessioned only after one of the following conditions are met: (1) they needlessly duplicate objects already in the Collection; (2) they do not fit within the scope of the Collection; (3) they are of such poor quality aesthetically or in their physical condition that they lack sufficient study value to merit retention. The Museum may, at the Museum director’s discretion, lend objects from the Permanent Collection to other non-profit institutions for exhibition or other educational purposes. After consulting with the appropriate curator or curators and reviewing a facility report from the borrowing institution, the Museum director should approve a loan only if he or she is certain the loan would not jeopardize the condition or safety of the objects in question. When borrowing objects from other institutions or individuals, the Museum should maintain the same professional standards with regards to the care, handling, and protection of objects that it maintains with its own Collection. All copyright laws will be strictly observed regarding the use of objects from the Museum’s Collection for any reason. As a public trust, the Collection of the Mulvane Art Museum will be made available for research and scholarship whenever this does not endanger the objects in any way.

V. Programs

In order to fulfill its mission and to live up to the public’s expectations regarding the institution’s intellectual integrity, the Mulvane Art Museum must objectively present accurate information about the art on display in its galleries. Likewise, the Museum’s duty of objectivity and honesty must be maintained in its outreach programs as well. Exhibitions and programs must be accessible to, and appeal to, the widest possible audience. Therefore, the Museum must be attuned to the needs and interests of its constituents.

VI. Staff and Volunteer Responsibilities

The Mulvane Art Museum staff and volunteers have a duty to uphold the institution’s reputation, to protect and maintain the Museum’s property and Collections, and to conduct Museum business in accordance with the ethical guidelines set forth in this document. Mulvane staff are entitled to the same level of individual freedom as other museum professionals; nevertheless,
they must at all times remain cognizant of their status as representatives of the Mulvane Art Museum at Washburn University. The public actions of staff inevitably reflect on the Museum and the University in the eyes of the public, whether those activities are carried out strictly in the course of one’s employment or not. Therefore, staff must conduct themselves publicly in a matter consistent with the ethical standards of the Museum and must avoid any appearance of impropriety. In the course of their Museum duties, staff should act with honesty and objectivity in decision-making. Staff should remain loyal to the Museum and hold in strict confidence all information regarding Collections management, Museum personnel, donors, fund-raising, Museum security, and any other information the public would reasonable expect to remain confidential or which might bring harm to the Museum if revealed.

Because the Mulvane Art Museum is a small institution, volunteer support is vital to Museum operations. Staff should treat volunteers with the same courtesy and respect due paid staff, and provide them with the training necessary to fulfill their volunteer duties and to make the most of each volunteer opportunity. Although volunteers are not held to the same high standards of conduct as paid staff outside the performance of their Museum duties, volunteers should follow those professional standards when on duty.

A. Avoiding Conflicts of Interest

Everyone associated with the Museum (staff, volunteers, members of the governing body) shall at all times avoid activities which might place them in conflict with the purposes and policies of the Museum. Whenever a potential conflict of interest arises, it is the ethical responsibility of the person or persons concerned to disclose fully the circumstances of the conflict and resolve the situation. Museum volunteers should report to Museum staff and Museum staff should report to the Museum director. The Museum director should report to the Vice President for Academic Affairs, who, if necessary, should report to the University President or the Board of Regents. As the guardians of an important public trust, Museum staff, volunteers and governing authorities must always consider that any appearance of improper behavior on their part regarding the Museum and its Collection would reflect negatively on the Museum and the University. Service on other boards or volunteer activities for other organizations are allowable to the extent that these activities do not conflict with responsibilities to the Mulvane Art Museum.

B. Personal Collection and Professional Activities

The Mulvane Art Museum encourages the collection of art by employees and volunteers. However, in the case of Museum employees, members of the governing body of the Mulvane Art Museum, the Washburn University Board of Regents, several precautions must be observed to avoid a conflict of interest or the appearance of a conflict of interest, especially with regard to those Museum employees who are responsible for developing the Collection, namely the director and curator or curators. Apart from the relatively few transactions a private individual would presumably undertake to maintain his or her own personal collection, Museum employees shall not buy and sell art for profit on a regular basis. In the event an employee purchases or expresses the desire to purchase a piece of art that is in any way similar to the kinds of art collected by the Mulvane Art Museum, he or she must give the Museum the right of first refusal. If the employee purchases the piece prior to offering the Museum the right of first refusal, he or she shall give the Museum 90 days to respond to the request. The Museum will have the option of buying the
piece at the employee’s cost. As with other acquisitions, all decisions will be made by the Museum director after consulting with the appropriate curator or curators. In cases involving the Museum director and a potential conflict of interest, the director should either refrain from purchasing the art or fully disclose the details of the situation to the Washburn University’s Vice President for Academic Affairs and defer to him or her for a decision. Genuine personal gifts and bequests shall be exempt from the right of first refusal requirement. No gift should be accepted if the gift could be interpreted as an inducement given to influence an employee in carrying out his or her duties.

Museum professionals are often called upon to perform consulting, writing, lecturing or teaching duties. The Mulvane Art Museum encourages employees to pursue these activities as long as the activities do not place the employee in a situation that could be deemed a conflict of interest or which might in any way damage the reputation of the Mulvane Art Museum or Washburn University. Nor should these activities interfere with that person’s performance of his or her regular Museum duties.

**Mulvane Art Museum**

**Conflict of Interest and Confidentiality Statement**

I have read the Code of Ethics Policy of the Mulvane Art Museum and understand it. I am in compliance with the policy and will disclose any future potential conflict of interest in accordance with the policy.

<table>
<thead>
<tr>
<th>Signature of Board Member</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Staff Member</td>
<td>Printed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Volunteer</td>
<td>Printed Name</td>
<td>Date</td>
</tr>
</tbody>
</table>
STATEMENT OF PERMANENCE
Mulvane Art Museum
Washburn University, Topeka, Kansas

The mission of the Mulvane Art Museum at Washburn University is to provide life-long learning experiences for people of all ages. We are committed to offering visual art exhibition and education programs that inspire, strengthen and sustain our local and broader communities.

WHEREAS, the Mulvane Art Museum advances understanding of our artistic and cultural heritage by offering exhibit and education programs, and

WHEREAS, the Museum provides the opportunity for students, faculty, staff and the broader community to experience authentic and significant art and hands-on art making experiences, and

WHEREAS, the Museum furthers this mission by preserving, enhancing and providing access to its Permanent Collection for the benefit of present and future generations, and

WHEREAS, the Museum pursues this mission through the efforts of its staff, supporting and enriching the educational mission of Washburn University, and

WHEREAS, the Mulvane Art Museum, one of the oldest art museums west of the Mississippi, has been recognized as an accredited museum by the American Association of Museums since 1988 and,

WHEREAS, a Statement of Permanence from the Museum’s governing authority is expected as part of its ongoing reaccreditation process, now

NOW, THEREFORE BE IT RESOLVED that the Washburn Board of Regents hereby declares the Mulvane Art Museum a valued, integral and lasting part of the University, and looks forward to its continuing service to the University and the people of Kansas in the years to come.

It is recommended by Dr. Jerry B. Farley, President, that the following action be approved by the Washburn University Board of Regents at its meeting November 11, 2011.

_________________   _______________________________
Date     James A. Klausman, Chairman
Washburn University Board of Regents
Agenda Item No. V. A. 2. b.
Washburn University Board of Regents


DESCRIPTION:

Attached are an addition to Subject A. General Topics, and revisions to Subject B. Recruitment and Employment, and Subject Q. Moving Expenses of the Washburn University Policies, Regulations and Procedures Manual. The changes, highlighted below, update the current information found in the Policies section of the Manual.

Subject A. General Topics.

Comment: The Kansas Department of Health and Environment implemented administrative regulations pursuant to K.S.A. 65-129e establishing tuberculosis evaluation requirements for certain students entering classrooms of a postsecondary education institution in Kansas that are considered high risk for tuberculosis. The regulations implemented by the KDHE require postsecondary education institutions in Kansas to implement a tuberculosis prevention and control plan which requires the adoption of these policies and procedures to reduce the risk of tuberculosis transmission.

Subject B. Recruitment and Employment.

Comment: The requirement to search the Kansas Offender Registry has been deleted. The search of this database is routinely included in the background investigations done by the consumer reporting agency on behalf of the University for sensitive positions.

The requirement to do a background check on current employees when the employee has been charged with a crime has been deleted, since only convictions can be considered

The requirement to do a background check on an employee when being considered for a transfer or promotion has been altered by adding a statement which deletes the requirement when a background check has previously been conducted.

Subject Q. Moving Expense.

Comment: The change provides the President with more flexibility in the management of expenses related to the payment of all or a portion of moving expenses for new employees.

FINANCIAL IMPLICATIONS: None

RECOMMENDATION:

President Farley recommends the Board of Regents approve the updates to the Policies section of the Washburn University Policies, Regulations and Procedures Manual.

/s/

Date Jerry B. Farley, President
10. **Tuberculosis Control and Prevention.** The Administration shall establish regulations and procedures governing the control and prevention of tuberculosis among Students consistent with Board policies and applicable laws and regulations.

10.1 **Screening.** A system of screening shall be established, the purpose of which shall be to identify the possibility of existing tuberculosis infection or past exposure to tuberculosis.

10.1.1 **The screening shall be done on** entering Students and on Students who have traveled for 90 or more consecutive days in countries with endemic Tuberculosis.

10.2 **Restrictions.** When evidence indicates a Student may have active tuberculosis, the Administration shall prevent the Student’s physical presence in University classes or facilities until said Student is cleared by the Shawnee County Health Agency. Further, when any Student fails to follow prescribed procedures set forth in the screening process, the Administration shall impose appropriate restrictions on that Student until the Student has complied.
11. Background Checks.

11.1 General.

11.1.1 The Administration may, as it deems prudent, conduct background checks including, but not limited to, criminal background checks and Motor Vehicle Records.

11.1.2 Information about arrests, indictments, or criminal charges shall not be considered in the selection process.

11.1.3 Background checks shall be conducted confidentially so as to respect the privacy of the individual. Disclosure of background check results and information shall be made only to those individuals who have a need to know.

11.2 Criminal Background Checks.

11.2.1 A criminal background check shall be conducted on all individuals to whom an offer of temporary or regular employment in a sensitive position has been made. See Subject C, Section 4 for additional policies regarding Student employment.

11.2.2 A criminal background check of an Employee shall be conducted when the Employee:

- Discloses a potentially job-related criminal history after being hired;
- Has been reported by a credible source as having a job-related criminal history after being hired; or,
- Is being considered for Transfer or Promotion into a sensitive position and on whom a criminal background check has not previously been conducted.

11.2.3 Only convictions of criminal offenses related to the position shall be considered in the determination of employment, or continued employment of an individual.
Q. Moving Expenses

1. Purpose

1.1 Policies. This statement sets forth the policies applicable to the payment or reimbursement of moving expenses for new Employees.

1.2 Establishment of Regulations. The Administration shall establish regulations and procedures governing moving expenses consistent with Board policies, applicable laws and regulations, and sound, equitable business and accounting practices. All financial transactions are subject to Board policies regarding conflicts of interest.

2. Moving Expenses. The President or designee may authorize payment or reimbursement of moving expenses of a new Employee. The reporting of such payments or reimbursements shall be consistent with IRS regulations.
SUBJECT: Replace Electronic Message Board and Refurbish Sign at 19th & Washburn Avenue

DESCRIPTION:

The University’s electronic message board on the sign located at 19th Street and Washburn Avenue in front of the Petro Allied Health Center was installed in 2001. It is nearing the end of a normal life span and the limited graphics capability of the message board has become outdated. The need for repairs has increased since 2007. This has included the replacement of a fiber optic board, replacement of computer attachments, and service calls to repair the communication elements between the message center and the sign. Logo panels on either side of the message board are outdated and need to be replaced. The University adopted new logos in 2005 and posting the correct logo panels is needed to reinforce our brand to the public. The aluminum panels covering the sign cabinet and columns need repainting.

A new LED message center with new logos and painting of the sign is needed to maximize the advantages the sign provides in communicating events to the public. The message center is used to publicize university events and is an effective way to enhance our brand within the community.

Requests for Proposals were sent to eight vendors. Proposals were received from four vendors: Luminous Neon, Custom Neon, All Signs, and Daktronics. Specifications and requirements included installation of software for an LED message center, training, painting and replacing the crest and logo, and removal and proper disposal of the old message center.

The following proposals were received for replacing the message center with a 20 mm LED message center and refurbishing the sign:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luminous Neon, Inc.</td>
<td>$53,943</td>
</tr>
<tr>
<td>Custom Neon &amp; Vinyl Graphics, Inc.</td>
<td>$59,808</td>
</tr>
<tr>
<td>All Signs, LLC</td>
<td>$60,251</td>
</tr>
<tr>
<td>Daktronics, Inc.</td>
<td>$63,478</td>
</tr>
</tbody>
</table>

Luminous Neon, Inc. submitted the best and lowest priced proposal meeting the specifications and requirements of the Request for Proposal for providing a 20 mm LED message center with operating software, training, painting and logo replacement, and removal and disposal of the old message center.

FINANCIAL IMPLICATIONS: The project will be funded through FY12 Capital Improvement Funds (project #12036) for $37,500, with the balance coming from past and future sponsorship support.

RECOMMENDATION: President Farley recommends the Board of Regents approve an award of a contract to Luminous Neon, Inc.

/s/

Date                                      Jerry B. Farley, President
SUBJECT: School of Law Library Digital Collections

DESCRIPTION:

The School of Law Library is requesting approval to purchase additional Gale Digital Collections of the Making of Modern Law. The Law Library has previously acquired two components, Legal Treatises, 1800-1926, and U.S. Supreme Court and Briefs, 1832-1978. The additional collections are Primary Sources, 1620-1926; Primary Sources Part II, 1763-1970; and Trials, 1600-1926.

The total amount of the purchase is $88,050. Payments will be made over four years with an initial payment in December 2011 of $22,014 and subsequent payments due each September, 2012 through 2014, in the amount of $22,012.

FINANCIAL IMPLICATIONS:

Funding is available from the Law Library’s New Books and Materials Account 724000.

RECOMMENDATION:

President Farley recommends approval to purchase the digital collections from Gale Cengage Learning.

/s/

Date Jerry B. Farley, President
SUBJECT: Moore Bowl - Yager Stadium Sports Lighting System – Project #C12037

DESCRIPTION: An upgrade to the lighting at Moore Bowl – Yager Stadium is proposed. The proposed system will provide uniform lighting levels for the entire field of play that will comply with the NCAA standards of 75 foot-candles for games, plus provide a second lighting level of 50 foot-candles for practice or miscellaneous events. The improved lighting will provide the University with a place for multiple events, and improved lighting will enhance the facility usage.

The existing Light tower structures will be removed and four new poles will be installed outside the fence area tall enough to provide the needed lighting levels. This proposal includes installation of emergency egress lighting which our facility does not currently have. The project is based on completion during the spring/summer of 2012.

Several contractors were solicited to provide bids on materials, construction, installation and life cycle operating costs of multi-purpose sports lighting plans and specifications. Bids were received from the following vendors:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Electric</td>
<td>$461,942</td>
</tr>
<tr>
<td>Ace Electric</td>
<td>$462,000</td>
</tr>
<tr>
<td>Torgeson Electric</td>
<td>$470,000</td>
</tr>
<tr>
<td>Current Electric</td>
<td>$485,248</td>
</tr>
<tr>
<td>P-1 Group</td>
<td>$521,650</td>
</tr>
</tbody>
</table>

FINANCIAL IMPLICATIONS: An expenditure of $177,000 from approved FY12 Capital Improvement Funds, project #C12037 and $284,942 from future FY13 Capital Improvement Funds.

RECOMMENDATION: President Farley recommends the Board of Regents approve award of a contract to Capital Electric in the amount of $461,942 to install the Sports Lighting System as designed and proposed.

_________________________  _________________________________
Date                                Jerry B. Farley, President
SUBJECT: HVAC Modification at Mulvane Art Museum - Project #C12012

DESCRIPTION: Provide construction and installation of vestibules and new humidification system to provide year round control on each HVAC zone per design & specifications of new systems and controls. Seven Topeka area contractors were solicited to provide bids on November 1, 2011. Base bids and two alternate bids were received from six contractors. The contractors were evaluated for both lowest and best bid. The project is primarily HVAC/Mechanical work. Samco is the contractor who has both the familiarity with the campus building systems and extensive mechanical contracting expertise necessary to complete this time critical project within budget.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Alt #1</th>
<th>Alt#2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samco</td>
<td>216,300</td>
<td>11,300</td>
<td>28,000</td>
<td>$255,600</td>
</tr>
<tr>
<td>D.F. Osborne</td>
<td>207,773</td>
<td>13,201</td>
<td>18,899</td>
<td>$239,873</td>
</tr>
<tr>
<td>KBS</td>
<td>249,949</td>
<td>9,405</td>
<td>29532</td>
<td>$288,886</td>
</tr>
<tr>
<td>McPherson</td>
<td>269,700</td>
<td>12,000</td>
<td>24,000</td>
<td>$305,700</td>
</tr>
<tr>
<td>McElroys</td>
<td>275,115</td>
<td>17,702</td>
<td>29,154</td>
<td>$321,971</td>
</tr>
<tr>
<td>Mohan</td>
<td>304,840</td>
<td>14,600</td>
<td>19,140</td>
<td>$338,580</td>
</tr>
</tbody>
</table>

FINANCIAL IMPLICATIONS:

The construction contractor is funded as part of the approved FY12 Capital Improvement Funds, project #C12012 (Total Project budget $433,753).

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract, including Alternates 1 and 2, in the amount of $255,600 to the best bidder, Samco, for construction and installation of HVAC architectural modifications and humidity controls at Mulvane Art Museum.

Date Jerry B. Farley, President
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 ratification as a Consent Agenda item.

FINANCIAL IMPLICATIONS:

These expenditures are in line with current year budgets.

RECOMMENDATION:

President Farley recommends the Board of Regents ratify the attached procurements.

/s/

Date ___________________________ Jerry B. Farley, President
### Report of Purchases between $25,001 and $50,000

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Replacement</td>
<td>Hall Floor Covering</td>
<td>$28,072.50</td>
</tr>
<tr>
<td>Mabee Library</td>
<td>Topeka, KS</td>
<td></td>
</tr>
<tr>
<td>Facilities Services Project</td>
<td>Competitively Bid</td>
<td></td>
</tr>
<tr>
<td>FY 2012 Capital Improvement Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Services</td>
<td>SHW Group</td>
<td>$40,680.00</td>
</tr>
<tr>
<td>Research and Benchmarking Services for the School of Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charette Process with Architect Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Law Capital Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator Upgrade</td>
<td>ThyssenKrupp Elevator</td>
<td>$27,860.00</td>
</tr>
<tr>
<td>Henderson Learning Resource Center</td>
<td>Lenexa, KS</td>
<td></td>
</tr>
<tr>
<td>Facilities Services Project</td>
<td>FY 2012 Capital Improvement Project</td>
<td></td>
</tr>
<tr>
<td>New Exercise Equipment</td>
<td>Advanced Exercise Equipment</td>
<td>$45,227.00</td>
</tr>
<tr>
<td>Student Recreation and Wellness Center</td>
<td>Littleton, CO</td>
<td></td>
</tr>
<tr>
<td>State of Kansas Contract</td>
<td>General Funds</td>
<td></td>
</tr>
<tr>
<td>Access Control Installations for Morgan, Henderson, and Mabee. ISS and</td>
<td>D H Pace Systems</td>
<td>$30,405.00</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>Kansas City, MO</td>
<td></td>
</tr>
<tr>
<td>Sole Source Manufacturer</td>
<td>FY 2012 Capital Improvement Project</td>
<td></td>
</tr>
<tr>
<td>Infinity Quaternary Pump and Software Chemistry Department</td>
<td>Agilent Technologies</td>
<td>$30,142.85</td>
</tr>
<tr>
<td>Sole Source Purchase</td>
<td>Wilmington, DE</td>
<td></td>
</tr>
<tr>
<td>FY 2012 Capital Equipment Funding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sightlines LLC
FY11 Facilities Measurement, Benchmarking & Analysis
Washburn University

November 11, 2011
Sightlines profile

60+ professionals serving over 260 institutions in over 30 states

- 10 year old company based in Guilford, CT
- Common vocabulary and consistent methodology
  - 95% Annual retention rate
- Tracking $5.9 billion in operations budgets and $4.2 billion in capital projects
- Database of 23,500 buildings and 825 million GSF
A vocabulary for measurement
The Return on Physical Assets – ROPA\textsuperscript{SM}

The annual investment needed to insure buildings will properly perform and reach their useful life “\textit{Keep-Up Costs}”

The accumulated backlog of repair and modernization needs and the definition of resource capacity to correct them. “\textit{Catch-Up Costs}”

The effectiveness of the facilities operating budget, staffing, supervision, and energy management

The measure of service process, the maintenance quality of space and systems, and the customers opinion of service delivery

Annual Stewardship
Asset Reinvestment
Operational Effectiveness
Service

Asset Value Change
Operations Success
Aging, Dense Campus Profile

65% of space is over 25 years old. The high volume of foot traffic on campus increases operational and capital demands. Currently Washburn is the 2nd most dense campus compared to peers.

Strong Capital Investment Impact

Capital investments have helped to maintain a low backlog of need, but the trend in FY2010 and FY2011 shows limited investment. Project selection is balanced between various packages.

Improving Operational Performance

Washburn has a lower overall operating budget with less investment into materials, but maintains higher staffing and supervision levels compared to peers.

<table>
<thead>
<tr>
<th>Peer Institutions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>California University of Pennsylvania</td>
<td>California, PA</td>
</tr>
<tr>
<td>Edinboro University of Pennsylvania</td>
<td>Edinboro, PA</td>
</tr>
<tr>
<td>Indiana University-Purdue University Indianapolis</td>
<td>Indianapolis, IN</td>
</tr>
<tr>
<td>Kansas State University</td>
<td>Manhattan, KS</td>
</tr>
<tr>
<td>Keene State College</td>
<td>Keene, NH</td>
</tr>
<tr>
<td>Missouri University of Science and Technology</td>
<td>Rolla, MO</td>
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<tr>
<td>Slippery Rock University of Pennsylvania</td>
<td>Slippery Rock, PA</td>
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<tr>
<td>Southern Oregon University</td>
<td>Ashland, OR</td>
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<tr>
<td>University of Missouri – Kansas City</td>
<td>Kansas City, MO</td>
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<tr>
<td>Western Oregon University</td>
<td>Monmouth, OR</td>
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</table>
Campus age
Washburn has an older campus than peers

Gross Square Feet (GSF) by Age Category

- Under 10
- 10 to 25
- 25 to 50
- Over 50

WU Renovation Age
Peer Renovation Age
Density increases operational & capital demands
Washburn has more FTEs on campus than peers

Density = Full time equivalents of campus users (faculty, staff, students) per 100,000 gross square feet. The higher the density the greater volume of people walking the campus. This increases the wear and tear and the operational needs to maintain campus.
Higher investment on average than peers

Washburn has strong balance of project type in investment portfolio

Washburn has spent $1.98/GSF more than peers on average

Washburn's Total Project Spending
FY07-FY11

Peer's Total Project Spending
FY07-FY11
Defining stewardship investment targets

FY2011 Stewardship Targets

Replacement Value: $423M

- 3% Replacement Value: $12.7
- Life Cycle Need (Equilibrium): $5.1 + $5.9
- Functional Obsolescence (Target): $1.8 + $4.4

- Straight-Line Depreciation
- Sightlines Recommendation

- Envelope/Mechanical
- Space/Program

Enrollment Cycle Need
Total Capital Spending

Recent years show lower capital funding at Washburn University

Annual Investment by Funding Source

- **Life Cycle Need**
  - FY11 = $11M

- **Target Need**
  - FY11 = $6.2M

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Stewardship</th>
<th>Asset Reinvestment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$2.0M</td>
<td>$10.0M</td>
</tr>
<tr>
<td>2008</td>
<td>$2.0M</td>
<td>$8.0M</td>
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<tr>
<td>2009</td>
<td>$2.0M</td>
<td>$6.0M</td>
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<tr>
<td>2010</td>
<td>$2.0M</td>
<td>$4.0M</td>
</tr>
<tr>
<td>2011</td>
<td>$2.0M</td>
<td>$2.0M</td>
</tr>
</tbody>
</table>
Estimated Asset Reinvestment backlog is growing

Peer average in FY11 is $93.43/GSF

FY11 Total Gross Square Feet for Washburn University: 1.34M
Daily service and Planned Maintenance budgets

Washburn’s daily service budget decreased 10% since FY2009

Washburn University invested $0.07/GSF or $100K on average each year less than peers.
Energy costs at Washburn

Washburn has lower consumption with growing utility costs

Energy Peer Group: Grinnell College, Gustavus Adolphus College, Kansas State University, St. Louis University, University of Missouri – St. Louis, Upper Iowa University
## Operation Overview

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>FY2011</th>
<th>Peers</th>
<th>Database</th>
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<tbody>
<tr>
<td>Staffing (GSF/FTE):</td>
<td>60,822</td>
<td>74,794</td>
<td>90,832</td>
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<tr>
<td>Supervision (FTE/Super):</td>
<td>9.8</td>
<td>10.7</td>
<td>12.5</td>
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<tr>
<td>Materials ($/FTE):</td>
<td>$9,676</td>
<td>$13,516</td>
<td>$17,448</td>
</tr>
<tr>
<td>General Repair (1-5):</td>
<td>3.8</td>
<td>3.9</td>
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</table>

<table>
<thead>
<tr>
<th>Custodial</th>
<th>FY2011</th>
<th>Peers</th>
<th>Database</th>
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</thead>
<tbody>
<tr>
<td>Staffing (GSF/FTE):</td>
<td>36,438</td>
<td>38,652</td>
<td>37,376</td>
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<tr>
<td>Supervision (FTE/Super):</td>
<td>9.0</td>
<td>19.9</td>
<td>15.7</td>
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<tr>
<td>Materials ($/FTE):</td>
<td>$2,706</td>
<td>$4,984</td>
<td>$3,144</td>
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<tr>
<td>Cleanliness (1-5):</td>
<td>4.0</td>
<td>4.2</td>
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<table>
<thead>
<tr>
<th>Grounds</th>
<th>FY2011</th>
<th>Peers</th>
<th>Database</th>
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</thead>
<tbody>
<tr>
<td>Staffing (Acres/FTE):</td>
<td>33.3</td>
<td>23.1</td>
<td>20.9</td>
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<tr>
<td>Supervision (FTE/Super):</td>
<td>8.0</td>
<td>13.5</td>
<td>11.0</td>
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<tr>
<td>Materials ($/FTE):</td>
<td>$15,072</td>
<td>$7,528</td>
<td>$9,878</td>
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<tr>
<td>Grounds (1-5):</td>
<td>4.0</td>
<td>4.1</td>
<td>4.0</td>
</tr>
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</table>
Service overview

Improvements made in work order system keeps service process strong

Campus Inspection - FY2011

- Grounds
- Exterior
- Mechanical Spaces
- General Repair/Impression
- Cleanliness

0.0 1.0 2.0 3.0 4.0 5.0

Service Process - FY2011

- Organizational Structure
- Centralization of Request
- Scheduling Process
- Work Request Capabilities
- Performance Measurement

0 1 2 3 4 5

Customer Satisfaction - FY2011

- Knowledge
- Schedule
- Expectations
- Feedback
- General Satisfaction

0.0 1.0 2.0 3.0 4.0 5.0

Campus Inspection Index

<table>
<thead>
<tr>
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<th>FY2011</th>
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<tbody>
<tr>
<td>Washburn</td>
<td>79%</td>
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<tr>
<td>Peer Avg.</td>
<td>80%</td>
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<tr>
<td>Database Avg.</td>
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Service Process Index

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<th>FY2011</th>
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<td>Washburn</td>
<td>96%</td>
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<tr>
<td>Peer Avg.</td>
<td>77%</td>
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<tr>
<td>Database Avg.</td>
<td>87%</td>
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Customer Satisfaction Index

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<tr>
<td>Washburn</td>
<td>67%</td>
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<tr>
<td>Peer Avg.</td>
<td>71%</td>
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<tr>
<td>Database Avg.</td>
<td>79%</td>
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Concluding Comments

Space Profile
- The majority of space is over 25 years old, an age when major building components begin to fail requiring increased capital investment.
- A denser campus is more challenging for maintenance and custodial workers to keep up with the higher demand created from the increased volume of people.

Capital Profile
- Capital investments have helped to maintain a low backlog of need, but recent years have shown limited investment.
- With the aging campus, it is important to maintain consistent investments into campus in order to keep a low backlog.

Operational Effectiveness
- Due to the high density and age of campus, staffing at Washburn has increased demands.
- A limited operating budget including low investments in materials and planned maintenance make it more difficult for staff to complete their work.
- Investing more in planned maintenance could help to sustain the life of building components and reduce necessary investments for the future.

Service
- Continue to utilize the work order system in order to determine the areas of campus with the highest need.
- Work to improve communication with scheduling and feedback for customers. Consider hosting focus groups to figure out what is most important to Facilities customers regarding communication and feedback.
Questions and discussion