

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
January 29, 2010

I. Call to Order

Vice Chair Warren called the meeting to order at 1:03 p.m. in the Blair Room of the Living Learning Center on the Washburn University campus.

II. Roll Call

Present were: Mr. Blair*, Mr. Lagerberg, Ms. Marquardt, Mrs. Parks, Mr. Roth*, Mr. Storey and Mrs. Warren.

* Chairperson Blair and Regent Roth participated via telephone conference call.

III. Approval of Minutes of the December 4, 2009 meeting as mailed.

It was moved and seconded to approve the Minutes of the December 4, 2009 meeting as mailed. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairperson Blair, participating by telephone, thanked Regent Warren for chairing today's meeting, noting that in many respects Vice Chair Warren has been serving more like a co-chair this year.

He noted today's meeting had a number of important issues and there was also the matter of the Strategic Plan draft document for consideration. With respect to the Strategic Plan, he said it has been a good process to date and thanked all of the persons involved in working on the document for their efforts.

B. President's Report

President Farley said he'd like to give an update on the Greek housing project. He said the last time the subject was discussed at a Board of Regents meeting it was to communicate about fund raising for the project. He said he would like to thank everyone at the WEA and the University community who participated in the process. He reported the University is engaged in a modified solicitation process leading to construction on the project. He said the first stage was to ask a variety of general contractors to submit materials concerning their qualifications and how they might handle the project.

Dr. Farley said the second stage was to narrow the number of contractors to three who have made on-site visits and have now taken the plans and have been asked to make value engineering suggestions where money may be saved and to provide a full response to the University February 12. He said the administration will bring the proposal to the March 12 Board meeting if the proposal is within the funds available. He said if the project as proposed does not come within the funds available, work will be done to bring down the cost to within budget. If the costs are near the funds available, then there will be some reinvigoration of fund raising efforts. He said we anticipate the project could be complete by December this year and possibly partially occupied in the Spring 2011 semester. He said completion in December would also aid in the recruitment efforts of the fraternity.

On residential living on campus, President Farley said we are up 35 students from this time last spring. He said we lost some students due to transfers, moving off campus, moving to Greek housing or graduation.

He reported the enrollment numbers for the Spring 2010 are very strong. He noted we experienced a 1.7% increase in enrollment in the Fall. For the Spring semester, it looks as though the enrollment data will settle out with an increase of 250 or more students, and an increase of 2,500-2,600 student credit hours.

Dr. Farley then asked University Counsel to provide the Board an update concerning the Memorandum of Agreement with the United Steelworkers 307L-4. University Counsel reported the United Steelworkers Local 307L-4 had ratified the proposed Memorandum of Agreement at a meeting January 26, 2010. He noted the three primary changes were the inclusion of a drug and alcohol testing program, job combinations and substituting the Washburn University Policies, Regulations and Procedures Manual with the Business and Financial Affairs Handbook.

C. Committee Report(s)

1. Audit Committee Report

a. 2008-2009 Audit Reports – BKD, LLP

Regent Lagerberg reported the Audit Committee met December 22, 2009 with representatives of BKD, Abe Cole and others. He said they discussed at length the audit report for the past year and following the discussion it was the opinion of the Audit Committee it should be accepted. He introduced Mr. Cole, who said there were two areas in the auditing process he wanted note. One was a focus on Washburn Institute of Technology. He noted it was a clean audit and management letter was issued, there were no findings and no material weaknesses. He said the management letter included some comments and suggestions. The other focus was on federal student aid and, as was the case in the other issues, there were no findings or issues that needed to be reported to the U. S. Department of Education.

2. Budget/Finance Committee Report

Regent Roth reported the Budget/Finance Committee met immediately following the last Board of Regents meeting in December. He noted all of the Budget/Finance Committee members were present as well as a number of the members of the Board of Regents. He said the discussion was focused on the condition of finances, primarily looking into the next fiscal year and what we can do to better meet those financial conditions. In the course of that discussion, he said the Committee discussed whether the grounds, maintenance and custodial functions performed on campus might be outsourced. He noted that following discussion, the Committee voted to recommend the Board direct the administration to solicit requests for proposals for the outsourcing of the University's grounds, maintenance and custodial functions. He said that a vote for such a motion would not constitute actual approval of outsourcing, but merely to determine whether savings to the institution could be achieved and how much those savings might be. He also noted the recommendation from the Committee was unanimously approved.

Regent Roth moved that the administration be directed to prepare a request for proposals for outsourcing the grounds, maintenance and custodial functions of the institution.

Vice Chair Warren said she had been informed by the Board Secretary that two individuals wished to be heard concerning the Budget/Finance Committee report: one was the representative of the United Steelworkers, Mr. Ramirez; and the other was Ms. Mary Lou Herring.

Mr. Ramirez thanked Mr. Roth for his explanation of the proposal for authorizing the administration to seek RFPs for outsourcing the grounds, maintenance and custodial functions and indicated that the Union would continue to work with the University in ways it might cut its cost in operations of those functions. He commented on his concern about the organization of the Facilities Services function and the three shifts for custodial workers. He said he appreciated the opportunity to speak and looked forward to working with the University in the future.

Ms. Herring expressed wonder if the Board of Regents have seriously considered other realistic options for balancing the budget, suggesting major areas of cost savings have been overlooked, focusing on whether any analysis of administrative salaries has been done or serious consideration for outsourcing our IT function, and suggested the institution look at its administrative costs.

Upon vote of the motion, motion carried.

D. Treasurer's Report

It was moved and seconded to accept the Treasurer's Report **1. Depository Security Transactions, 2. Liquidated Claims Approval – December 2009**. Motion passed.

V. Old Business

1. Revision to Faculty Handbook provisions on Joint Appointment of Faculty

It was moved and seconded to approve the recommended revisions to Section Three, II of the Faculty Handbook as outlined in the agenda item. Motion passed.

VI. 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

a. Faculty/Staff Personnel Actions

Hire: Sean Bird as Instructional Librarian at an annual salary of \$40,000; Michelle Canipe as Distance Education Librarian at an annual salary of \$37,000; Janice Bacon a Program Director Occupational Therapist Assistant/Lecturer at an annual salary of \$70,000; and Lara Price as Lecturer of Nursing at an annual salary of \$50,000;

Change: Jeanne Catanzaro, Assistant Professor of Nursing, to 10-month full time at an annual salary of \$62,000; Mary Pilgram, Assistant Professor of Communication to .5FTE for Spring 2010; and, Karen Fernengel, to tenure-track position 000968 at an annual salary of \$75,000;

b. Personnel Action – Administrative Staff

Change in title for John Cummings to Assistant Director, Student Recreation and Wellness Center, Intramurals and Rock Wall, at an annual salary of \$40,000 effective February 1, 2010;

c. Honorary Degree Candidates

Honorary Degrees awarded to: D. Duke Dupre, Doctor of Law; Dean Ferrell, Doctor of Humane Letters; James L. Ketcherside, Doctor of Public Service; and Jere Noe, Doctor of Commerce;

2. Expenditures

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

award of contract to ANGEL Learning Inc. for ANGEL Extension of Hosting Services in the amount of \$32,790; and,

3. Washburn University Policies, Regulations & Procedures Manual – Modified Duty

the Modified Duty section of the Washburn University Policies, Regulations and Procedures Manual as shown in the agenda item.

B. Action Items:

1. Washburn Institute of Technology – RTU Replacement

It was moved and seconded to approve the award of a contract to Samco Inc. in the amount of \$100,129 for RTU replacement on the Washburn Institute of Technology campus. Motion passed.

2. Retirement Incentive Plan

President Farley indicated the plan proposed in the agenda item is essentially that which was approved by the Board in January 2009. He projected it's possible the University could realize \$500,000 savings net replacement cost through implementation of the Retirement Incentive Program. It was moved and seconded to approve the Retirement Incentive Program as proposed in the agenda item, to become effective only if savings to be realized is \$500,000 gross savings over the next three fiscal years. Motion passed.

C. Information Items:

1. Academic Deans' Presentations

The Deans of the School of Applied Studies and the College of Arts and Sciences presented PowerPoint presentations highlighting their respective major academic units and the challenges presented.

It was moved and seconded to adjourn. The meeting adjourned at 2:45 p.m.

Kenneth P. Hackler
Secretary, Board of Regents