

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**February 6, 2019**

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**I. Call to Order**

Chairperson Hoferer called the meeting to order at 3:59 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

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

\* Participated via telephone conference call.

**III. Approval of Minutes of the December 7, 2018 meeting**

It was moved by Regent Sneed and seconded by Regent Parks to approve the Minutes of the December 7, 2018 meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

There was no Chair's Report.

**B. President's Report**

President Farley introduced Marshall Meek, President of the Washburn University Foundation, who spoke about the Day of Giving today, on Washburn's 154<sup>th</sup> birthday. The Foundation works with campus partners to identify projects for funding. He said they currently have 25 projects, ranging from department funds to athletic scholarships. Some activities for the day are canceled because of the weather, but it has been a strong day so far. The amount given, \$134,880 by 390 donors, has already exceeded last year and there is still time to give. Dr. Farley encouraged everyone to read about the projects and make a gift. He thanked all who participate.

Dr. Farley said the MIAA office announced today that 63 Washburn student athletes were named to the league's academic honor roll with eight scholar athletes. He said to achieve Academic Honor Roll a student must have a grade point average of 3.0; for the scholar athletes, a grade point average of 3.50. This is a great attestation to the coaches in how they are working to ensure student athletes work just as hard on their courses as on the playing field.

President Farley reported on Tech East. He said 87 students began courses that are being held at the Antioch Life Center. Using that space until the building is ready signals our commitment to be involved with East Topeka. Construction should finish in May and we will use the church until then.

President Farley noted that national letter of intent signing day for Tech students will be February 21. He encourages all to come and see the event. Today is national signing day for football and we signed 28 athletes.

President Farley explained he had a busy day at the state Capitol telling legislators about Washburn. There are also two committees that have heard proposals restarting CEP and how that will be restructured, so we are following those proposals.

The mayor joined the conference call at 4:08 p.m.

Dr. Farley noted that when telling legislators about us that everyone seemed upbeat and hopeful that requested proposals will be funded.

## **V. Old Business**

### **A. Deletion of Article VI of the Bylaws – SECOND READING**

There were no questions about Article VI of the Bylaws. It was moved by Regent McGivern and seconded by Regent Sneed to approve. Motion passed.

## **VI. New Business**

### **A. Consent Agenda**

It was moved by Regent McGivern and seconded by Regent Parks to approve the Consent Agenda. Motion passed.

As approved by Action of the Board:

- 1. Liquidated Claims Approval – November 2018**
- 2. Liquidated Claims Approval – December 2018**
- 3. WUPRPM Policy Revision (Section A.3.3)**

Revise Washburn University Policy, Regulation and Procedure Manual Section A.3.3. as outlined in the agenda item.

#### **4. Faculty/Staff Personnel Actions**

Recruit for: vacant positions effective February 7, 2019 - 1) Manager of Membership at KTWU at an annual salary of \$45,000, and 2) Manager User and Network Operations in ITS at an annual salary of \$63,000; new position Senior Accountant and Insurance Manager effective April 1, 2019 at an increase in salary of \$14,375; change Melissa Lewis, Senior Administrative Assistant, from .75FTE to 1.0 FTE effective February 7, 2019 with a salary increase of \$6,713.20; and phase retirement granted to: Nancy Tate, Associate Vice President for Academic Affairs and Associate Professor, for one year beginning July 1, 2019, and Vickie Kelly, Program Coordinator MHS, Assessment Director and Associate Professor for one year beginning July 1, 2019.

#### **5. New Curricular Programs at Washburn Tech – Medical Office Specialist Certifications**

New curricular programs of Medical Scribe, Medical Office Assistant and Health Services Assistant added at Washburn Institute of Technology.

#### **6. Academic Sabbaticals 2019-2020**

Academic sabbaticals granted to: Melanie Burdick, English, August 2019-December 2019; Vanessa Steinroetter, English, January 2020-May 2020; Marguerite Perret, Art, January 2020-May 2020; Kayla Waters, Human Services, January 2020-May 2020; Gerald Bayens, Criminal Justice, August 2019-December 2019; Louella Moore, School of Business, August 2019-December 2019; Pamela Schmidt, School of Business, August 2019-December 2019; Andrea Boyack, School of Law, August 2019-May 2020; Emily Grant, School of Law, July 2019-December 2019; and, Jeffrey Jackson, School of Law, January 2020-June 2020.

### **B. Action Items**

#### **1. Roof Replacement Project for Washburn Tech’s Building F and Building K – Project Numbers CK1901, Ck1903**

Vice President for Administration and Treasurer Jim Martin presented the item. He said this will cover the heat plant and construction trades buildings. We have a contract with HTK for the design and competitively bid the project. The item requests funding for design services and for the replacement of the roof. Since the project will be done this March, the money comes from Tech’s approved 2019 construction budget. It was moved by Regent Beck and seconded by Regent Sourk to approve. Motion passed.

#### **2. Washburn University USW Local 307L-4 Memorandum of Understanding**

Vice President for Administration and Treasurer Jim Martin presented the item. The union represents 60 positions in Facilities Services. The old MOU ran out January 31. Teresa Lee, Janel Rutherford, and Rich Connell all did an excellent

job negotiating this MOU and Marc Fried was also key member of the team. We reached agreement on a number of non-monetary issues, which are listed on the agenda, and are positive for us and the bargaining unit. Mr. Martin noted there are wage increases for certain positions we have difficulty filling. It is a three-year contract at the wage level, no wage openers for three years and no wage adjustments for two years. We will need to include money to fund wages annually going forward. It was moved by Regent De La Isla and seconded by Regent Sneed to approve. Motion passed.

President Farley pointed out things went more smoothly this round than ever. He said this is a fair contract, fair decision, good for us and union as well. All those involved did well.

### **3. Indoor Practice Facility**

Vice President for Administration and Treasurer Jim Martin presented the item. The bids were opened in January from eight general contractors. The clear low bidder was Crossland. Their bid included some alternates and was still under our budget. Their company has a Billion dollars in annual revenue, is headquartered in Columbus, Kansas, and is represented here today if there are any questions. There are Schwerdt representatives here as well if questions. It was moved by Regent Sneed and seconded by Regent De La Isla to approve. Motion passed.

### **4. Construction and Materials testing for New Indoor Athletic Facility 900015**

Vice President for Administration and Treasurer Jim Martin presented the item. He said prior to beginning the project, we need to hire someone to test the soil in preparation for construction and this company has worked with us on other projects. Their work is covered under the cost structure of the indoor facility; it is not included in the number from Crossland but was included in the total budget.

Regent McGivern asked if bonds have been sold, and asked that if the project is under budget, where the rest of the money would be spent. Mr. Martin explained that bonds have been sold, and the amount under budget is about \$300,000 and we would spend less of our reserves. It was moved by Regent Parks and seconded by Regent McGivern to approve. Motion passed.

### **5. Nursing Simulation Equipment Purchase, RENEW Grant**

Vice President for Academic Affairs JuliAnn Mazachek presented the item. She said the School of Nursing was awarded a grant from the US Department of Health and Human Services to support access and delivery of health care to rural and under-served health care populations. This equipment will allow us to provide high level care to these communities through simulation learning by students. We received bids from two vendors; since they are specialized products, we did not expect more vendors to bid.

Chair Hoferer noted the Board has had the opportunity to look at these simulation manikins and they provide fantastic training. It was moved by Regent Van Etten and seconded by Regent Parks to approve. Motion passed.

**6. Washburn University Marching Band Uniforms purchase**

Vice President for Academic Affairs JuliAnn Mazachek presented the item. She said the Marching Band is an important part of our culture and it enriches the fan experience. The previous uniforms were over 30 years old. New uniforms will help us attract talent and grow the number of musicians, improve pride in the band, and improve the fan experience. Some funds have already been raised and if more are needed, regular funds will be used. These uniforms needed to be ordered by December 31 so they arrive and can be used by the fall home game, so we are asking for ratification of the Chair's approval for this purchase. It was moved by Regent De La Isla and seconded by Regent Sourk to approve. Motion passed.

**C. Information Item(s)**

Due to inclement weather, and with the consent of the Board, Information Items were deferred to the April 3, 2019 Board of Regents meeting.

- 1. KanTRAIN Grant Update**
- 2. Career Status Survey Results**

It was moved and seconded to adjourn. The meeting adjourned at 4:26 p.m.

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Cynthia Holthaus  
Assistant Secretary, Board of Regents