

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
October 19, 2023

I. Call to Order

Chairperson Buhler called the meeting to order at 3:31 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Ms. Buhler, Mr. Dietrick, Mr. Fisher, *Mr. Nave, Mr. Romero, and Ms. Sourk.

III. Approval of Minutes of the September 14 meeting.

It was moved by Regent Romero and seconded by Regent Fisher to approve the Minutes of the September 14 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chair Buhler shared congratulations to Regent Dicus on being reappointed to the regents by KBOR. Regent Dicus is attending a KBOR meeting today.

Ms. Buhler noted several Athletics highlights. The Washburn women's soccer team is ranked higher than ever before after coming in at No. 8 in the latest poll. For the first time in program history, Washburn men's tennis has a national champion with Tim Hammes and Santiago Rendon winning the ITA Cup Doubles Championship.

Regent Buhler reminded everyone that next week is Homecoming plus another special event, the Inauguration, which will be held on Friday at 3:00 pm in Lee Arena and is open to the public.

*Regent Nave arrived at 3:34 pm.

B. President's Report

President Mazachek introduced Dr. Alan Bearman, Vice President Strategic Enrollment Management, to give an update on the exciting enrollment news.

Dr. Bearman recognized his team and credited their hard work for the current enrollment success. A slide presentation was made showing our combined enrollment numbers at Washburn and Washburn Tech. After a steady decline in enrolment in the past several years, the University saw an increase this year in head count as well as FTE.

Vice President Bearman noted the retention rate is slightly improved and moving in a positive direction. The University experienced the largest incoming class in several years. The Graduate and Law School enrollment has been consistently steady as well.

Dr. Bearman thanked the Board of Regents for making big investments in providing resources through EAB and the support for new scholarships. He also recognized the positive collaboration with Washburn's Public Relations team with new marketing efforts such as billboards and a robust social media push. It has been a campus-wide effort that led to successful enrollment.

Dr. Mazachek thanked Dr. Bearman and the entire enrollment team for their hard work. She shared the University held a wonderful celebration for faculty and staff to thank everyone for their contributions to our students.

President Mazachek noted the copy of the annual report at the Regent's seats. This is the first annual report published in over a decade. Dr. Mazachek thanked the University PR team and especially recognized the work of Lori Hutchinson and Ernie Webb in producing the brochure.

Dr. Mazachek reported the Strategic Plan continues to develop and move forward. The Task Force has held several community input forums and has received good feedback. They will meet with the Board after this meeting to share updates and receive further input. The Task Force is on target to bring the Strategic Plan to the December Board meeting.

President Mazachek shared a safety message went out to campus this week. It was a reminder that we are very proactive on our campus and have strong leadership in our Police department. If you see something, please report it to Washburn Police.

Dr. Mazachek asked Eric Grospitch, Vice President of Student Life, to share details for Homecoming. Dr. Grospitch noted Homecoming is a week-long celebration, and the theme is Boots, Bods, and Bling. Events kick off on Tuesday night with candidates being announced at the Rising Stars Variety Show in Washburn A and B. Other events include Scorch on the Porch on the Union lawn on Wednesday, and Yell Like Hell on Thursday evening in Lee Arena. Friday is the Presidential Inauguration at 3:00pm in Lee Arena. A big change this year, the University will not host a parade due to lack of student interest the past couple of years. Instead, the students are holding a large tailgate event on the lawn. Currently, 18 new student organizations have signed up for the event along with the Alumni tailgate. There will be performances from several entertainers and a student DJ. The halftime ceremony is

moving to a first and second place runner up and an overall Top Bod winner. The Washburn Alumni and Foundation will host the annual Pancake Feed, 8:00–10:00 am, in the Bradbury Thompson Alumni Center.

President Mazachek shared the University held a very successful Tilford Conference in October. This diversity conference hosted approximately 550 participants. The President noted the great work by Kelly Erby, Danielle Dempsey-Swopes and their teams leading this effort.

Finally, several searches on campus are progressing. The Provost search is getting ready for zoom interviews, the Law School Dean search was launched last week, and the Dean of Washburn Tech search will host finalists on campus next month.

Vice Chair Dietrick thanked the President for the monthly update she sends to the Board.

C. Committee Report(s)

1. Audit Committee

Regent Craig Hulse shared the Audit Committee met briefly and received the audit report from Kaleb Lilly from RubinBrown. There were no major changes from last year. The final draft will be provided to the University in the next couple of weeks.

V. New Business

A. Consent Agenda

Motion by Regent Sourk and seconded by Regent Dietrick to approve the consent agenda. Motion passed.

1. Liquidated Claims Approval – July 2023

2. Liquidated Claims Approval – August 2023

B. Action Items

1. Academic Programs

a. Additional Certification for Engineering Drafting and Design Program

Dr. Laura Stephenson, Interim Provost and Vice President for Academic Affairs, presented this item. The Engineering Drafting and Design program at Washburn Tech is proposing adding a Certificate A to the already existing Certificate C. Based on recommendations from the industry advisory board

and student interest, the Engineering Drafting and Design would offer a Certificate A for 24 credits in addition to the existing Certificate C. This addition will allow students to enter the industry faster but still go on for additional instruction.

Tara Lindahl, Assistant Dean for Academic Services at Washburn Tech, answered questions from the regents regarding certificate designations and the maximum number of students allowed in the program, which is currently 16. Ms. Lindahl shared the University is looking at ways to expand which would require more space and another instructor.

Motion by Regent Hulse seconded by Regent Romero to approve the additional Certification. Motion passed.

2. Eminentes Universitatis

Vice President for Administration and Treasurer Luther Lee presented the next item. Washburn University awards the Eminentes Universitatis designation to long-term employees who meet the following requirements: employed as a technical instructor, staff employee for ten years or more; retire in good standing; and service performed has been meritorious. Today, Washburn is pleased to recommend this honor be bestowed on Lou Olsen.

Mr. Lee shared that Ms. Olsen began her career at Washburn in the Registrar's Office as a Clerk II in 1984, and then transferred in 1986 to the Personnel Office which is now our Human Resources office. Ms. Olsen has received several Outstanding Service awards and is an active supporter of Washburn athletics. She and her husband received the Honorary Ichabod Award in 2022 for their dedication to Washburn.

It was moved by Regent Sourk and seconded by Regent Dietrick to approve bestowing the status of Eminentes Universitatis to Lou Olsen.

3. Washburn University Policies, Regulations, and Procedures Manual – Section B. Recruitment and Employment

Cynthia Holthaus, Chief of Staff, presented this item. The University is always reviewing their policies and procedures for best practices. The policy before you would help the University recruit and retain talent in a timelier manner. The language of our current policy still includes Board approval for Vice President and President positions. The search firm we engaged shared in their expertise the Vice President level searches are increasingly competitive. The uncertainty of whether they will be approved could make them reluctant to accept a position at Washburn.

Ms. Holthaus shared the Board will continue to be involved with the Vice President hires through the interview process and have the opportunity to give input to the President.

Motion by Regent Dietrick and seconded by Regent Nave to approve amending this policy. Motion passed.

4. Fiscal Year 2023 External Audit Report

Vice President Luther Lee noted, as Regent Hulse mentioned earlier, Kaleb Lily from RubinBrown shared with the Audit Committee there were no findings on the financial statement audit. The report is a draft and will be finalized in the next couple of weeks. Mr. Lily does not anticipate any major changes. The University will have a chance to review it before final approval. Mr. Lee recognized the hard work of his team, especially Debbie White and Marsha Stromgren, in assisting the auditors.

Debbie White, Assistant Vice President of Finance, presented the Fiscal Year 2023 financials. Ms. White shared that we ended FY23 in a positive financial position. A slide presentation showed the financial highlights. The only notable changes this year was the addition of GASB 96 which is the accounting for subscriptions.

No action was taken on this item.

5. Henderson Renovation Project – Construction Manager at Risk

Vice President Luther Lee presented the item. In December 2021, the Board approved moving forward with fund raising and beginning the formal design process for the Henderson Resource Learning Center. The next step is selecting a construction manager at risk (CMAR). Mr. Lee invited Eric Just, Assistant Vice President of Facilities Services, to explain CMAR.

Mr. Just noted that a CMAR provides the best value for a heavy renovation project. A contract is awarded early in the project and the company provides cost estimates, detailed project scheduling, phase planning, and input on design development. The University plans to engage a CMAR immediately after approval. The anticipated length of construction is 18 months.

Mr. Lee shared the University received proposals from five CMAR firms. The proposals were reviewed and ranked. The top four firms were invited to campus for interviews. Washburn University recommends McCownGordon be awarded the CMAR contract for this project.

A question was raised about the location of this firm. Mr. Just shared this company has locations in Manhattan and Kansas City.

Motion by Regent Sourk and seconded by Regent Nave. Motion passed.

6. Plass Refresh Project – Design Services

Vice President Lee presented this item. The Board previously approved capital funds to refresh the 1731 Plass Building for relocation of the University Library into the vacated Law Building. The objective is to refresh this building and upgrade restrooms, classrooms, and offices in preparation for the University's main Library, the Center for Student Success and Retention, Honors, Leadership Institute, LinC, Career Services, the Writing Center, and the Mathematics Lab to be located at this building.

Mr. Lee shared an RFP for the design services was issued. Proposals were received and reviewed from seven design firms. Several factors were considered including experience, price, and team qualifications. Washburn recommends Schwerdt Design Group to be awarded the contract.

Motion by Regent Romero and seconded Regent Fisher. Motion passed.

7. Audio Visual Upgrade for Conference Room at Washburn Tech

Vice President Luther Lee presented the next item. The conference center at Washburn Tech is frequently used by internal and external groups. The equipment in this space is from varying periods of time and in need of an upgrade. Cytek Media Systems provided the quote using state contract 42599. Washburn recommends awarding the contract to Cytek Media Systems for \$121,006.

Regent Dietrick inquired about how the use of the State contract works. Mr. Lee shared the RFP issued by the State outlines specific items used and costs. If awarded to Cytek Media, the University can piggyback off these contracts and move quicker with the purchasing process.

Motion by Regent Dietrick and seconded by Regent Buhler. Motion passed.

8. McVicar House Sewer Line Relocation

Vice President Lee presented this item. At the June 2023 Board of Regents meeting, the Board approved the construction of a new president's residence, the McVicar House. The project is progressing well. During the planning, it was discovered however that the garage will sit over the top of the existing city sewer line. The city requires that the sewer line be relocated prior to approving the garage for construction. The contractor selected to build the McVicar House, Thiessen Design, has worked with the city to determine their needs and provided a change order request of \$124,603 to install the new sewer line.

Regent Dietrick asked if this change should have been discovered sooner. Eric Just shared that there was a change in the original design to move the house back further on the lot to allow more entry room, thus causing the garage to be located over the sewer line.

Motion by Regent Hulse and seconded by Regent Dietrick. Motion passed.

VI. Next Meeting Date

A. Board of Regents Meeting – Strategic Planning – October 19, 2023

B. Washburn Board of Regents Meeting – Thursday, December 7, 2023

VIII. Adjournment

Motion by Regent Sourk and seconded by Regent Nave to adjourn the meeting. Motion passed.

The meeting adjourned at 4:28 pm.

Marc Fried
Secretary, Board of Regents