

Washburn University

Board of Regents



Shelly Buhler, Chair
Jake Fisher
Mike Padilla

John Dietrick, Vice Chair
Craig Hulse
Angel Romero

John Dicus
John Nave
Jennifer Sourk

Washburn Mission Statement

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

Washburn University Board of Regents Meeting

Kansas Room, Memorial Union

Thursday, 9/14/2023

4:00 - 6:30 PM CT

I. Call to Order

II. Roll Call

Ms. Buhler
Mr. Dicus
Mr. Dietrick
Mr. Fisher
Mr. Hulse
Mr. Nave
Mr. Padilla
Mr. Romero
Mrs. Sourk

III. Fiscal Year 2024 Revenue Neutral Rate Hearing - Luther Lee

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FY24 Revenue Neutral Rate Hearing Resolution - Page 5
FY 24 Revenue Neutral Rate Hearing Notice - Page 6

IV. Fiscal Year 2024 Public Budget Hearing - Luther Lee

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FY24 WU Public Budget Final No Page Numbers - Page 8

V. Approval of Minutes of Past Meeting(s)

A. June 15, 2023 Board of Regents Minutes

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B. July 6, 2023 Board of Regents Minutes

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VI. Officer Reports

A. Chair's Report

B. President's Report

VII. New Business

A. Consent Agenda

1. Liquidated Claims Approval - May 2023 - Luther Lee

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2. Liquidated Claims Approval - June 2023 - Luther Lee

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3. Faculty/Staff Personnel Actions - Luther Lee

Faculty Staff Personnel Action Item - Page 32

B. Action Items

- 1. Website Refresh Project with EAB - Lori Hutchinson**
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- 2. Addition to Employee Benefits - Paid Parental Leave - Cynthia Holthaus**
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- 3. Health Plan Renewal - Luther Lee**
Health Plan Renewal - Page 37
Health Plan Renewal Group Medical Insurance Monthly Premium - Full Time Employee - Page 39
Health Plan Renewal Group Medical Insurance Monthly Premium - Part Time - Page 40
Health Plan Renewal - Group Dental Insurance - Page 41
- 4. Eminentes Universitatis - Luther Lee**
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- 5. Pinegar, Smith & Associates Agreement - Cynthia Holthaus**
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- 6. Henderson Renovation Project - Design Services - Luther Lee**
Henderson Renovation Design Services - Page 44
- 7. Renewal of Casualty and Property Insurance Policies - Luther Lee**
Casualty and Property Insurance - Page 45
- 8. Stoffer Science Hall Room Renovation - Luther Lee**
Stoffer Science Room 111 Renovation - Page 47
- 9. Henderson Hybrid Technology Classroom Updates - Luther Lee**
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- 10. Ruckus Wireless Equipment for Campus - Luther Lee**
Ruckus Wireless Equipment for Campus - Page 49
- 11. TouchNet Renewal - Luther Lee**
TouchNet Renewal - Page 50
- 12. Adobe Agreement Ratification - Luther Lee**
Adobe Agreement - Page 51

VIII. Executive Session

IX. Adjournment

Washburn University Board of Regents

SUBJECT: Fiscal Year 2024 Revenue Neutral Rate Hearing

BACKGROUND:

The Board approved publication notice of the revenue neutral rate hearing at its June 15, 2023 meeting. The notice of public hearing was published in the September 1, 2023 edition of The Topeka Capital Journal.

DESCRIPTION:

Senate Bill 13 and House Bill 2104 were adopted during the 2021 Legislative Session. The Bills repealed the property tax lid law applicable to cities and counties and certain budget requirements applicable to other municipalities. They also established new notice and public hearing requirements for certain taxing subdivisions seeking to collect property taxes in excess of the subdivision’s revenue neutral rate. The Fiscal Year 2024 public budget reflects the proposed rates for Capital Outlay and Special Liability shown below.

FINANCIAL IMPLICATIONS:

The Capital Outlay rate reestablishes the statutory mill levy and is the same mill levy as the approved 2023 rate. The Special liability mill levy will be the same as the approved 2023 mill levy and allows the fund to be self-funding.

	Approved 2023 Mill Levy	2023 Collections	2024 Revenue Neutral Mill Levy	Proposed 2024 Mill Levy
Capital Outlay	3.000	3.000	2.752	3.000
Special Liability	0.450	0.451	0.414	0.450
	<u>3.450</u>	<u>3.451</u>	<u>3.166</u>	<u>3.450</u>

RECOMMENDATION:

President Mazachek recommends approval of the Fiscal Year 2024 Capital Outlay and Special Liability mill levy rates by the Board of Regents as published.

Roll Call Vote

A Roll Call Vote of the Washburn University Board of Regents to Levy a Property Tax Exceeding
the

Revenue Neutral Rate

Hearing to Exceed Revenue Neutral Rate held on September 14, 2023

Resolution No. _____

Governing Body Member	Yes	No	No Vote
Total			

I do hereby CERTIFY the above Roll Call Vote of the Washburn University Board of Regents
on this _____ day of _____, 2023.

Clerk

Resolution No. _____

A RESOLUTION OF WASHBURN UNIVERSITY, TOPEKA, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the **WASHBURN UNIVERSITY** was calculated as **3.166** mills by the **SHAWNEE** County Clerk; and

WHEREAS, the budget proposed by the Governing body of **WASHBURN UNIVERSITY** will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on **September 14, 2023** allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing body of **WASHBURN UNIVERSITY**, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE WASHBURN UNIVERSITY:

WASHBURN UNIVERSITY shall levy a property tax rate exceeding the Revenue Neutral Rate of **3.166** mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until further action is taken by the Governing Body.

ADOPTED this 14th day of September, 2023 and **SIGNED** by the Governing Body.

JULIANN MAZACHEK, PRESIDENT

SHELLY BUHLER, CHAIRPERSON

LUTHER LEE, VICE PRESIDENT FOR ADMINISTRATION AND TREASURER

NOTICE OF REVENUE NEUTRAL RATE HEARING

2024

*The governing body of
Washburn University*

will meet on September 14, 2023 at 4:00 PM at Washburn University Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to revenue neutral rate and proposed tax rate, as required by 2021 Kansas Senate Bill 13.

SUPPORTING COUNTIES

Shawnee (home county)

Capital Outlay/ Plant	2.752	Capital Outlay/ Plant	3.000
Special Liability	0.414	Special Liability	0.450
Revenue Neutral Rate*	3.166	Proposed Tax Rate	3.450

Tax Rates are expressed in mills

* Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

State of Kansas
FY 2023-2024

**NOTICE OF PUBLIC BUDGET HEARING
2023-2024 BUDGET**

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 14th day of September 2023 at 4:10 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

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

The proposed budget for FY 2023-2024 expenditures and amount of 2024 Ad Valorem Tax establish the maximum limits of the
2024 budget. Estimated Tax Rate * is subject to change depending on final assessed valuation.

BUDGET SUMMARY

	2021-2022		2022-2023		PROPOSED BUDGET 2023-2024		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2024 Tax to be Levied	Est. Tax Rate *
Current Funds - Unrestricted							
General Fund	\$ 82,741,090		\$ 87,159,159		\$ 102,712,684		
Tort Claim Fund	\$ 491,790	0.444	\$ 395,904	0.451	\$ 945,000	\$ 651,720	0.450
Auxiliary Enterprises	\$ 7,719,510		\$ 6,935,834		\$ 9,696,759		
Smoothing Fund	\$ -		\$ -		\$ 12,500,000		
Washburn Institute of Technology	\$ 10,749,224		\$ 11,587,425		\$ 16,085,206		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 13,195,889	2.959	\$ 8,193,489	3.000	\$ 8,947,551	\$ 4,344,802	3.000
Capital Outlay(Sales Tax)	\$ 890,000		\$ 890,000		\$ 250,000		
Total All Funds	\$ 115,787,502	3.403	\$ 115,161,811	3.451	\$ 151,137,200	\$ 4,996,522	3.450
Total Tax Levied	\$ 4,154,393		\$ 4,593,281		xxxxxxxxxxxxx		
Assessed Valuation	\$ 1,223,050,278		\$ 1,331,385,704		\$ 1,448,267,321		
Outstanding Indebtedness							
July 1,	2021		2022		2023		
Capital Lease	\$ 5,859,380		\$ 523,360		\$ 305,795		
Revenue Bonds	\$ 50,145,000		\$ 47,990,000		\$ 46,235,000		
Total	\$ 56,004,380		\$ 48,513,360		\$ 46,540,795		

* Tax Rates are expressed in mills.

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

Washburn University Board of Regents

SUBJECT: Fiscal Year 2024 Public Budget Hearing

BACKGROUND:

The Board approved publication of the summary public budget document and the notice of the public budget hearing at its June 15, 2023 meeting. The notice of public hearing was published in the September 1, 2023 edition of The Topeka Capital Journal.

DESCRIPTION:

Attached are the public budget documents required for the public budget hearing. The documents have estimated year end results for Fiscal Year 2023, as of June 30, 2023. Actual results for the year ended June 30, 2023, will be presented to the Board at a later date. The mill levy and property valuation amounts are based on tax information received from the Shawnee County Clerk's office. The public budget proposed for Fiscal Year 2024 differs from the Fiscal Year 2023 General Fund Budget approved by the Board on June 15, 2023, as the public budget establishes the maximum amount that can be expended in Fiscal Year 2024. The public budget amounts are set to anticipate unforeseen circumstances and provide flexibility to handle increases or decreases in various revenue/expense items. However, any expenditure of amounts in excess of the Board approved budget would require specific Board action.

FINANCIAL IMPLICATIONS:

The public budget establishes the maximum amounts that can be expended from the various funds included in the attached budget documents. The expenditure of amounts in excess of the Fiscal Year 2024 Public Budget approved by the Board would require specific Board action.

RECOMMENDATION:

President Mazachek recommends approval of the Fiscal Year 2024 public budget by the Board of Regents as published.

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

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2023-2024 and (3) the amount(s) of 2023-2024 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2023-2024 ADOPTED BUDGET		
Adopted Budget & Financial Statements	Page No.	Expenditures & Transfers	Amount of 2023-2024 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 102,712,684		
Tort Claim Liability Exp. Fund	5	945,000	\$ 651,720	
Auxiliary Expense	6	9,696,759		
Smoothing Fund	7	12,500,000		
Washburn Institute of Technology	8	16,085,206		
Total Current Funds		\$ 141,939,649	\$ 651,720	
Plant Funds:				
Capital Outlay (DR&C)	9	\$ 8,947,551	\$ 4,344,802	
Capital Outlay (Sales Tax)	10	250,000		
Total Plant Funds		\$ 9,197,551	\$ 4,344,802	
TOTAL - ALL FUNDS	xxx	\$ 151,137,200	\$ 4,996,522	
Proof of Publication	11			
Assessed Valuation		\$1,448,267,321		

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

 JULIANN MAZACHEK, PRESIDENT

Assisted by:

 SHELLY BUHLER, CHAIRPERSON

Attest: _____, 2023.

 LUTHER LEE
 VICE PRESIDENT
 FOR ADMINISTRATION AND
 TREASURER

 WASHBURN UNIVERSITY
 BOARD OF REGENTS
 GOVERNING BODY

 County Clerk

FY 2024 Public Budget

General

Illustrated within this total document, is the FY 2023-2024 budget information which was published in the Topeka Capital-Journal September 1, 2023. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Rate and Public Hearing

The Board of Regents has set Thursday, September 14, 2023 at 4:00 p.m. and 4:10 p.m. in the Washburn University Memorial Union, Kansas Room for the Rate Hearing, Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2024 amounts were completed as of July 1, 2023.

Mill Levy

The proposed 2023-2024 budget includes an estimated tax levy of 3.450 mills. This is the same as the mill levy proposed for FY 2023 but is higher than actuals. A comparison of the actual 2022-2023 mill levy with the 2023-2024 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2022-2023 Actual</u>	<u>2023-2024 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	3.000	3.000	0.000
Tort Claim	0.451	0.450	-0.001
Totals	3.451	3.450	-0.001

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$1,448,267,321 for 2023-2024 compared to \$1,330,600,273 (final) for last year, a 8.84% increase in valuation.

STATE OF KANSAS
 Budget Form MU-2
 2023-2024

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Interest Rate %	Amount of Bonds Issued	Amount Outstanding 7/1/2023	Date Due		Amount Due FY2023		Amount Due FY2024	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds 2010	6/30/2010	2.15% to 3.70%	\$13,500,000	\$0	7/1 & 1/1	7/1	\$0	\$0	\$0	\$0
2. Refunding Revenue Bonds 2014	6/30/2014	2.00% to 4.00%	\$9,655,000	\$0	7/1 & 1/1	7/1	\$0	\$0	\$0	\$0
3. Revenue Bonds, Series 2015A	6/25/2015	3.00% to 5.00%	\$20,105,000	\$17,315,000	7/1 & 1/1	7/1	\$722,568	\$0	\$722,568	\$670,000
4. Revenue Bonds, Series 2015B	6/25/2015	Variable	\$7,070,000	\$4,795,000	7/1 & 1/1	7/1	\$103,164	\$0	\$103,164	\$355,000
5. Revenue Bonds, Series 2018	10/17/2018	3.00% to 4.00%	\$10,155,000	\$8,150,000	7/1 & 1/1	7/1	\$301,100	\$405,000	\$284,900	\$425,000
6. Revenue Bonds, Series 2021-A1	5/5/2021	2.00% to 4.00%	\$10,365,000	\$10,000,000	7/1 & 1/1	7/1	\$316,856	\$365,000	\$305,906	\$380,000
7. Revenue Bonds, Series 2021-A2	5/5/2021	2.00% to 4.00%	\$3,675,000	\$3,675,000	7/1 & 1/1	7/1	\$126,888	\$0	\$126,888	\$35,000
9. Revenue Bonds, Series 2021B	5/5/2021	.25% to 3.25%	\$6,810,000	\$2,300,000	7/1 & 1/1	7/1	\$69,050	\$985,000	\$64,125	\$425,000

STATE OF KANSAS
 Budget Form MU-3
 2023-2024

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

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2023	Amount of Payments Due 2022-2023	Amount of Payments Due 2023-2024
Energy conservation improvements	6/28/2013	15 yrs	2.236%	\$ 10,000,000	\$ -	\$ 11,901,272	\$ -	\$ -	\$ -
Computer Refresh	7/19/2019	5 yrs	2.600%	\$ 1,292,460		\$ 1,359,646	\$ 271,929	\$ 271,929	\$ 271,929
Tech Computer Lease	7/6/2022	5 yrs	7.484%	\$ 40,867		\$ 49,114	\$ 33,866	\$ 9,823	\$ 9,823
Total Lease/Purchase				\$ 11,333,328	\$ -	\$ 13,310,033	\$ 305,795	\$ 281,752	\$ 281,752

* Use annual effective interest rate if available.

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2023-2024
FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - E&G	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	16,365,601	19,682,410	20,370,858
Revenues:			
Tuition & Fees	48,084,464	46,514,322	48,135,012
Endowment Income	1,033,747	215,900	419,381
Sales Tax	19,829,693	22,241,356	26,600,000
State Aid	14,160,614	14,000,000	14,000,000
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	2,949,382	4,876,029	4,924,793
Transfers - Use of Reserves	-	-	2,633,497
Revenue Sub-Total	86,057,899	87,847,607	96,712,683
Total Resources Available	102,423,500	107,530,017	117,083,541
Expenditures:			
Instruction	32,115,704	38,139,219	42,346,882
Pub. Service & Acad. Support	15,651,890	13,052,942	14,790,460
Student Services	12,198,625	12,078,868	12,957,526
Institutional Support	6,832,448	7,913,056	8,814,110
Maintenance of Plant	8,152,819	7,973,271	8,122,800
Scholarships & Fellowships	7,401,570	6,797,627	6,839,605
Other Expenses	-	483,351	860,656
Transfers	388,035	720,825	1,980,645
Contingency	-	-	6,000,000
Total Expenditures	82,741,090	87,159,159	102,712,684
Fund Balance June 30	19,682,410	20,370,858	14,370,857

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2023-2024
FUND PAGE- TORT CLAIM FUND
(FUND WITH A TAX LEVY)

Adopted Budget Tort Claim Fund	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	487,604	543,742	780,333
Revenues:			
Ad Valorem Tax	505,539	582,322	651,720
Motor Vehicle Taxes	35,717	42,122	54,108
Delinquent Taxes	6,672	8,051	10,500
Rebates	-	-	(8,691)
			-
Revenue Sub-total	547,928	632,495	707,637
Total Resources Available	1,035,532	1,176,238	1,487,970
Expenditures:			
Public Liability Insurance Prem.	223,604	249,864	365,000
Misc. Risk Management Exp.	-	500	15,000
Litigation Expense	-	145,540	340,000
Athletic Liability Expense	51,580	-	-
Insurance Deductible Payments	216,606	-	-
Contingency	-	-	225,000
Total Expenditures	491,790	395,904	945,000
Fund Balance June 30	543,742	780,333	542,970
			1,487,970
			Tax Required 651,720
			Delinquency Computation (1.27%) 8,277
			Amount of FY24 Ad Valorem Tax 643,443

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2023-2024
FUND PAGE- GENERAL FUND (AUXILIARIES)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - Auxiliaries	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	2,495,581	2,821,324	3,397,750
Revenues:			
Student Union Revenue	3,425,006	3,393,479	3,713,500
Residential Living	3,565,990	4,118,781	4,583,259
HEERF Lost Revenue	1,054,257	-	-
Revenue Sub-total	8,045,253	7,512,260	8,296,759
Total Resources Available	10,540,834	10,333,584	11,694,509
Expenditures:			
Salaries and Wages	1,447,436	1,445,025	1,664,285
Cost of Goods Sold	1,711,566	1,624,404	1,547,785
Other Expenses	1,807,119	2,342,660	2,832,492
Transfers to DRC	1,963,689	1,523,745	2,252,197
Contingency	-	-	1,400,000
Transfers to Bldg. Const. Fund	789,700	-	-
Total Expenditures	7,719,510	6,935,834	9,696,759
Fund Balance, June 30	2,821,324	3,397,750	1,997,750

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2023-2024
FUND PAGE - SMOOTHING FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Smoothing Fund	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	19,280,755	24,024,334	28,256,766
Sales Tax	4,743,579	4,232,432	2,600,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	4,743,579	4,232,432	2,600,000
Total Resources Available	24,024,334	28,256,766	30,856,766
Expenditures:			
Transfer to Bldg. Const. Fund	-	-	10,000,000
Transfer to Capital Impv. Fund	-	-	500,000
Transfer to Debt Ret. Const.	-	-	-
Transfer to General Fund	-	-	-
Contingency	-	-	2,000,000
Total Expenditures	-	-	12,500,000
Fund Balance, June 30	24,024,334	28,256,766	18,356,766

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2023-2024
Washburn Institute of Technology
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - WIT	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	5,972,871	8,272,373	8,980,852
Revenues:			
Tuition & Fees	3,673,983	3,610,349	4,295,514
Technical State Aid - Secondary	5,492,397	3,968,226	4,838,383
Technical State Aid - Post Sec	3,467,229	3,528,276	4,224,489
Technical Capital Outlay	171,351	446,311	455,365
Interest on Investments	23,815	478,144	332,000
Other Income - Indirect Reimb	-	-	-
Other Sales and Services	219,951	264,597	189,455
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	13,048,726	12,295,904	15,085,206
Total Resources Available	19,021,597	20,568,277	24,066,058
Expenditures:			
Instruction	5,879,871	6,677,667	8,098,376
Academic Support	1,011,369	919,806	1,127,411
Student Services	1,019,626	1,105,052	1,405,153
General Institutional	816,109	571,608	693,394
Facilities Service	1,740,427	1,684,133	1,869,066
Scholarships & Fellowships	-	-	340,500
Other Expenses & Transfers	281,822	629,159	1,551,306
Contingency	-	-	1,000,000
Total Expenditures	10,749,224	11,587,425	16,085,206
Fund Balance June 30	8,272,373	8,980,852	7,980,852

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2023-2024
FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND
(FUND WITH A TAX LEVY)

Adopted Budget DR&C Fund	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	1,006,271	1,464,284	1,419,690
Revenues:			
Ad Valorem Tax	3,445,739	3,667,358	4,344,802
Motor Vehicle/Other City Taxes	356,805	357,168	362,110
Sales and Other Taxes	250,000	250,000	250,000
Rebates	-	-	(59,942)
Prior Year Tax Receipts	65,897	56,801	75,000
Transfers from Other Funds/			
Debt Service Payments	4,574,455	1,523,743	2,252,197
Sales Tax & Smoothing	4,961,007	2,293,825	1,387,957
Revenue Sub-total	13,653,902	8,148,894	8,612,124
Total Resources Available	14,660,173	9,613,178	10,031,814
Expenditures:			
Bond Principal Payments	2,155,000	1,755,000	2,290,000
Bond Interest Payments	1,661,403	1,639,626	1,607,551
Lease Principal Payments	5,084,244		-
Lease Interest Payments	68,970		-
Transfers to Bldg Const Fund:			
For Capital Maintenance	2,750,055	3,590,500	2,700,000
For Equipment	1,326,447	1,208,363	1,350,000
For Parking	-	-	-
For Capital Projects	-	-	-
2018 Bond Issuance Cost	-	-	-
Other Professional Fees	149,770	-	-
Contingency	-	-	1,000,000
Total Expenditures	13,195,889	8,193,489	8,947,551
Fund Balance June 30	1,464,284	1,419,690	1,084,263
	Total Expenditures and Fund Balance		10,031,814
	Tax Required		4,344,802
	Delinquency Computation (1.27%)		55,179
	Amount of FY24 Ad Valorem Tax		4,289,623

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2023-2024
FUND PAGE - CAPITAL IMPROVEMENT FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2022	Current Year Estimate FY2023	Proposed Budget FY2024
Fund Balance, July 1	-	-	-
Sales Tax	890,000	890,000	-
Transfer from Smoothing Fund	-	-	-
Investment & Other Income	-	-	-
Additional Sales Tax	-	-	250,000
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	890,000	890,000	250,000
Total Resources Available	890,000	890,000	250,000
Expenditures:			
Capital Expenses	-	-	250,000
Transfer to DRC Fund	890,000	890,000	-
Transfer to Bldg. Const.	-	-	-
Contingency	-	-	-
Total Expenditures	890,000	890,000	250,000
Fund Balance, June 30	-	-	-

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
June 15, 2023

I. Call to Order

Chairperson Buhler called the meeting to order at 4:05 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, Ms. Buhler, Mr. Dicus, Mr. Dietrick, Mr. Padilla, Mr. Romero, and Ms. Sourk.

III. Approval of Minutes of the May 4 Meeting

Motion by Regent Dicus and second by Regent Romero to approve the Minutes of the May 4, 2023, meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chair Buhler noted the wonderful graduation ceremonies held last month and thanked everyone for their hard work. Reminder the Law School ribbon cutting will take place next month.

Ms. Buhler shared the campus is busy with the many camps taking place now. We will hear more later from the President on the impact from our Shawnee County scholarships.

On behalf of the Board of Regents, Ms. Buhler wanted to thank Regent Beck, who will be stepping down from the Board. He served on the Board of Regents for 8 years, 2 of those years as Chair. He led the university through a time of transition. His leadership has been appreciated at Washburn University as well as in our community.

B. President's Report

President Mazachek shared they will begin next month with their formal strategic planning process. It is exciting to think about the future of Washburn. Last week, leaders from Washburn convened in D.C. to meet with EAB. They led the team in conversations on the most current research in our industry.

Dr. Mazachek noted that the renovation of the Veterans Memorial is almost complete. The Facilities storage units were razed. They discovered some beautiful concrete under them which will be repurposed on campus. The Sunflower Music Festival kicks off tomorrow. The concerts are free to the public and run through June 24. The Blanche Bryden Foundation provides opportunities for students during the festival. This is a wonderful event in our community.

President Mazachek shared her appreciation for everyone involved with the Commencement ceremonies. The University graduated 750 students from Washburn and 500 from Washburn Tech. She thanked the Regents for their participation in the multiple ceremonies.

Regent John Nave arrived at 4:12pm.

President Mazachek asked Dr. Alan Bearman to give an update on the New Student Orientations on going and the impact of the Shawnee County scholarships.

Dr. Bearman shared that orientations have been at full capacity and today is the priority deadline for scholarships. We currently have 62 direct from high school applications, 71 – 1s (first time freshmen who have been out of high school for more than a year) and 11 transfer student applications that we can trace to the Shawnee County Scholarship programs. Even more exciting is it has opened doors for them to have conversations that they have not had in the past by attending high school orientations, as well as Junior and Senior Days. They are cautiously optimistic about enrollment.

President Mazachek shared she heard from several families who weren't going to come to college and now are exploring this opportunity. The going to college rate has declined in Kansas and that's why these scholarships are so important.

A question was made regarding the impact of this scholarship on current students and retention. Dr. Bearman shared that once the students complete their FAFSA, the scholarship will automatically be applied. We are currently calling students to make sure they complete their FAFSA. He stated it will be another month before those numbers come in.

President Mazachek called on Vice President Eric Grospitch to present information on campus housing.

Dr. Grospitch shared our housing numbers are up 89 new contracts compared to last year. This does not include some Greek and athletes. There have been more requests for single rooms this year, which has the potential of generating more revenue. He shared we have a new outreach to fraternity and sorority life through Navigate to help potential students understand why Greek life is different at Washburn.

President Mazachek asked Athletic Director, Loren Ferre, to provide information on our summer camps.

Mr. Ferre shared they are currently hosting multi-day camps during June and July. They have 48 different camps scheduled with 4 to 5 camps running simultaneously most days. They utilize Yager Stadium as well as our Indoor Athletic facility. About 5,000 kids of all ages come through the camps. This year they have a new tiny-tot basketball camp for kindergarten age. Every year they host a pole vault camp in which our coach has had athletes who have competed in the Olympics. In football, 38 high school teams from across the state will attend. They are anticipating 29 volleyball teams on campus. A lot of their camps are at full capacity.

C. Committee Report(s)

1. Budget and Finance

Committee Chair Dietrick deferred to later in the agenda.

2. Nominating Committee

Committee Chair Romero deferred to later in the agenda.

V. New Business

A. Consent Agenda

Motion by Regent Sourk and second by Regent Romero to approve the consent agenda. Motion passed.

1. Liquidated Claims Approval - April 2023

2. Proposed Washburn Board of Regents' Meeting Dates 2023-2024

3. Fiscal Year 2024 Public Rate and Public Budget – Publish Notices of Hearings

B. Action Items

1. Nomination of Board Officers and Special Officers

Committee Chair Romero stated the Nominating Committee met and reviewed recommendations. There is no change to the Treasurer, Secretary and Assistant Secretary positions from last year. These positions are allocated based on their staffing at Washburn. Work is in motion in which the by-laws will codify these positions.

Mr. Romero noted the current Chair and Vice Chair provided strong leadership this past year through transition and we want to give them the opportunity to build on that progress. Their recommendation is for Chair Buhler and Vice Chair Dietrick to continue to serve in these roles.

Motion by Regent Beck and second by Regent Padilla for Chair Buhler and Vice Chair Dietrick be reappointed to these positions. Motion passed.

2. Student Employee Wage Rate Policy

Vice President Lee shared an update to student wage rates policy to include what is in our FY24 budget. The committee reviewed our peer institutions and proposed a change from \$7.25/hour to \$10.00/hour, with a higher rate for positions with more responsibilities. Recommended to remove the .25 yearly increase with more focus on bolstering our starting rate. Motion by Regent Nave and second by Regent Dietrick to approve the student employee wage rate policy. Motion passed.

Regent Dietrick noted the Budget and Finance committee discussed and unanimously approved this recommendation.

3. Fiscal Year 2024 Operating Budget – Washburn University and Washburn Institute of Technology

Vice President Luther Lee recognized the hard work of his budget team putting together all the materials, to the Budget and Finance Committee for the multiple meetings they held, as well as the efforts in conducting a Budget Workshop. This allowed for good feedback for his team.

Mr. Lee shared the key priorities and focus this year are growth, people, and campus. This includes increasing scholarships, having a salary program, and accounting for increases due to inflation.

Vice President Lee noted budget assumptions include a 5% tuition increase which is in line with KBOR schools, a 4% salary program plus selected market adjustments, new scholarship initiatives, reallocation of dollars within the budget for key priorities and initiatives, implementing additional Enrollment Management and Marketing programs, as well as planning for increases due to inflation.

Vice President Lee thanked Vice President Stephenson and others who helped identify funds to reallocate for across campus needs.

Mr. Lee shared sales tax continues to trend in a positive direction, especially the past three months. The University has historically budgeted very conservatively with this revenue. Moving forward, they are planning to utilize these funds in a responsible manner but will allocate more funds for operating activities instead of capital or the smoothing fund.

Regent Dietrick thanked the Budget and Finance Committee as well as Vice President Lee and his team for all their work preparing the budget.

Motion by Regent Dietrick and second by Regent Sourk to approve the Fiscal Year 2024 operating budget for Washburn University and Washburn Institute of Technology. Motion passed.

Chair Buhler noted her appreciation of the Budget Workshop and the extra meetings which helped in understanding the budget process better.

4. General Education KBOR Framework

Vice President Laura Stephenson shared that a year ago, Kansas Board of Regents adopted a systemwide general education framework that all KBOR governed institutions will be implementing in Fall 2024. The intent is to provide a common framework to ensure students who transfer from one institution to another will have their course work transfer.

Ms. Stephenson noted Washburn had the option to adopt the change. The faculty and administration reviewed all the material, went through faculty governance, and have elected to participate and adopt.

Vice President Stephenson indicated the biggest implications for Washburn will be the need for additional lab space and additional instructors in Communications.

A question was asked about areas and exact courses that will fulfill the requirement. Ms. Stephenson conveyed we get to determine which courses fulfill that category. Washburn would implement these changes for Fall 2024.

Motion by Regent Beck and second by Regent Dietrick, to accept the new General Education KBOR framework. Motion passed.

5. Bachelor of Education in Chemistry

Vice President Stephenson requests approval to offer a Bachelor of Education in Chemistry. This program would replace a Bachelor of Arts in Chemistry with a concentration in secondary education. This will help with the shortage of science teachers in Kansas.

Motion by Regent Nave and second by Regent Romero to approve a Bachelor of Education in Chemistry. Motion passed.

6. Search Firm for Provost and School of Law Dean Search RFP

Ms. Cynthia Holthaus shared the University currently has interim positions in

the Provost and Vice President for Academic Affairs as well as Dean of the Law School. Both positions are vital to our academic enterprise.

Ms. Holthaus indicated the University issued an RFP to assist us in attracting the best candidates from a nationwide pool. The timing of the search is unique in that the Dean will answer to the new Provost. After listing the RFP request, they received responses from 8 agencies and interviewed 3 of them. They selected Anthem Executive as the best, qualified, and responsive proposal. Anthem conducts in-person interviews, they have a unique recruiting pool, and request written pre-interview questionnaires.

A question was made on how long the process will take. Dr. Mazachek shared a minimum of 5 months up to a year. We will stagger the searches so that the Provost is hired before the Dean of the Law School.

A question was also asked about the higher cost of this search. Ms. Holthaus shared the higher costs are because they are conducting two searches with one firm. Also, a question regarding the recommendation process once the individuals are selected. Once a recommendation is made for the provost position, it will then proceed to Board approval. The Dean positions are approved by the Provost and Vice President of Academic Affairs. Search committees comprised of campus wide representatives will be organized for both positions.

Motion by Regent Dietrick and second by Regent Sourk, to award the agreement with Anthem Executive for \$140,000 plus expenses to conduct searches for the Provost and Vice President of Academic Affairs and Dean of the School of Law. Motion passed.

7. Expenditures over \$100,00

a. Library Subscriptions

Vice President Lee shared that Washburn University Libraries continue to provide high quality digital services for our faculty and our students. Both print and electronic materials are provided. Funding is available in the library operating budget.

Motion by Regent Beck and second Regent Romero for the purchase of the library subscriptions. Motion passed.

b. Classroom Desk Replacement

Vice President Lee indicated we have a need to replace desk in Morgan Hall and Garvey. KI Manufacturing Company were used previously to provide identical desks in the Active Learning classrooms across campus. The funds were previously approved through the University Capital funding process. We recommend going with KI Manufacturing.

Motion by Regent Romero and second by Regent Padilla to use KI Manufacturing Company to replace the desks in Morgan Hall and Garvey. Motion passed.

c. McVicar House

Vice President Lee shared the McVicar House, located on university property at 1709 SW MacVicar, was named in honor of former long-time serving University President Peter McVicar. It will serve as university event space and the official residence for the President. The first floor will be designated for meeting and event space. It is ADA compliant, and the rear will have garage space to store University outdoor furniture as well as storage space for event equipment. The architectural design will use traditional design consistent with university buildings.

Mr. Lee thanked Tami Thiessen, representatives from the Board of Regents, the Foundation and University Facilities, for their help getting us to this point. With the Board's approval, the process will begin immediately with tree removal. This project is entirely funded by Washburn donors.

Regent Dietrick noted the Budget and Finance Committee unanimously approved the project.

Motion by Regent Dietrick and second by Regent Sourk, to approve the construction of the McVicar House at a total cost of \$3,135,000 and award the project to Thiessen Construction. Motion passed.

d. Athletic Storage Building

Vice President Lee indicated the University has removed the 2 warehouses that Facilities and Athletics used for storage. The proposal is for a new structure for Athletics to be built on the existing concrete pad south of Petro for storage.

Motion by Regent Dietrick and second by Regent Nave to approve the construction of the Athletics Storage building at a total cost of \$153,890 and award the bid to Mohan Construction. Motion passed.

e. Campus Road Repairs Project

Vice President Lee shared that this project is the second phase of our campus road repair and replacement process which began in FY 22. This project was done in phases because of the disruption when doing road repairs. It is our recommendation to the Board to approve the total cost of the project of \$125,000 and award it to Conroy Construction.

A question was asked regarding the discrepancy in the two bids. Mr. Lee shared the main item was per unit cost on developing sidewalks and

concrete curbs. One vendor was significantly higher on high quantity points.

Motion by Regent Romero and second by Regent Dietrick to approve the total cost of \$125,000 and award it to Conroy Construction. Motion passed.

C. Informational Items

- 1. Review Purchases Between \$50,000 and \$100,000**
- 2. Receive Quarterly Financial Analysis**

VI. Next Washburn Board of Regents Meeting – Board Retreat, July 26 and 27

Chair Buhler noted the September 14th Board meeting will be the public budget.

President Mazachek shared there will be a Board conference call, to be scheduled, to approve committee assignments.

Regent Terry Beck conveyed what an honor it has been to serve his alma mater. He thanked the Shawnee County Commission for appointing him. Shared his appreciation for working with Dr. Farley and Dr. Mazachek. Mr. Beck is disappointed he will not have more time to serve with Dr. Mazachek. He conveyed working on various projects with the administration, faculty, and staff were beyond excellent. He also thanked the Regents he served with over the past 8 years. He stated it was a fun experience with such a collegial bunch. He also announced his successor is Jake Fisher, an alum of undergrad and Law School.

VII. Executive Session

Chair Buhler moved that the Board recess for an executive session immediately following a 5-minute break into executive session for 15 minutes to discuss situations involving one or more Washburn employees and to protect the privacy of the employee or employees involved. Regent Nave seconded the motion. Motion passed.

The meeting moved into executive session at 5:18 pm.

The meeting reconvened at 5:33 pm.

VIII. Adjournment

Motion by Regent Beck and second by Regent Romero to adjourn the meeting. Motion passed.

Meeting adjourned at 5:34 pm.

Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
July 6, 2023

I. Call to Order

Chairperson Buhler called the telephone meeting to order at 2:02 p.m. in the Jones Trust Conference Room of Morgan Hall on the Washburn University campus.

Present by phone were: Mr. Dicus, Mr. Fisher, Mr. Hulse, Mr. Romero, and Ms. Sourk. Ms. Buhler was present in person.

II. Board of Regents Committee Assignments

Chair Buhler welcomed Regent Jake Fisher to the Board of Regents.

Ms. Buhler noted the new Committee assignments are listed in the agenda packet. The changes were adding Regent Fisher to the Audit committee, moved Regent Nave to the Nominating committee and noted that President Mazachek, as stated in our By-Laws, is an ex-officio member on all committees, as well as the Chair.

No assignments were made to the Presidential Assessment committee. The Board will re-visit with the By-Laws at a later date.

Motion by Regent Romero and second by Regent Dicus to approve the committee assignments. Motion passed.

III. Update on School of Law Building

Dr. Mazachek shared it is an honor today to announce the naming of the newest building on campus, the School of Law, after one of its most decorated alumni, Senator Robert J. Dole. The University considers naming of a building to be among the highest honors that they can bestow. This recognition is reserved for those individuals who have made exceptional contributions to Washburn, such as exemplary personal and/or professional contributions, meritorious service, or substantial financial commitments.

Former Senator Dole holds an undergraduate and law degree as well as two honorary Doctor of Law degrees from Washburn. He is a lifelong Kansan and is known for his leadership and tremendous commitment to our state. In 2018, Dole was honored with the Congressional Gold Medal, Congress' highest civilian honor.

President Mazachek recommends the Board approve of naming the newest building on Washburn University campus, at the corner of 21st and Washburn, as Robert J. Dole Hall.

Motion by Regent Hulse and second by Regent Fisher to approve the recommendation. Motion passed.

IV. Adjournment

Chair Buhler reminded the Board of the School of Law activities on July 20 and July 21, as well as the Board Retreat on July 26 and July 27.

Motion by Regent Dicus and second by Regent Romero to adjourn the meeting. Motion passed.

The meeting adjourned at 2:12pm.

Cynthia Holthaus
Assistant Secretary, Board of Regents

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – May 2023

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of May 2023.

To the best of my knowledge and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

Luther Lee, Vice President for Administration & Treasurer

WASHBURN UNIVERSITY		Total Claims
Fund #	Fund Name	
1.	General Fund	\$2,748,327
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	781,676
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	80,852
8.	Restricted and Agency Fund	686,402
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	78,676
	Sub-Total	4,375,933
	Payroll	3,120,655
	Payroll Withholding ACH Transactions	2,181,341
	Total	\$9,677,929

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$186,473
3.	Building and Construction Fund	42,129
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	24,253
13.	Government and Research Fund	69,975
	Sub-Total	322,830
	Payroll	378,290
	Payroll Withholding ACH Transactions	126,194
	Total	\$827,314

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – June 2023

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of June 2023.

To the best of my knowledge and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

Luther Lee, Vice President for Administration & Treasurer

WASHBURN UNIVERSITY		Total Claims
Fund #	Fund Name	
1.	General Fund	\$2,614,798
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	981,543
4.	Endowment Fund	-0-
5.	Student Loan Fund	350
7.	Tort Claim Fund	5,622
8.	Restricted and Agency Fund	397,065
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	35,332
	Sub-Total	4,034,710
	Payroll	3,284,472
	Payroll Withholding ACH Transactions	2,727,926
	Total	\$10,047,108

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$185,222
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	6,022
13.	Government and Research Fund	2,917
	Sub-Total	194,161
	Payroll	372,992
	Payroll Withholding ACH Transactions	122,478
	Total	\$689,631

Washburn University Board of Regents

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION: The following routine adjustment to a specific salary line must either be reported to the Board or approved by the Board.

Name	Position	Change	Financial Implications	Comments	Action
Mansfield, Roberta	Associate Dean, School of Nursing/ Professor, Position #000259	Phased Retirement for spring semester 2024, beginning January 1, through June 30, 2024	None	Will work at 50% for spring semester 2024	Request Approval

RECOMMENDATION:

President Mazachek recommends approval of this personnel action.

Washburn University Board of Regents

SUBJECT: Website Refresh Project with EAB

DESCRIPTION:

The Targeted .Edu Content Strategy (TECS) is a project designed to modernize and position Washburn's websites including Washburn University, Washburn School of Law, and Washburn Tech as a key marketing initiative. Research identifies an institution's website as the most important recruitment tool when attracting new students. TECS is a partnership between EAB and Washburn designed to drive search engine visibility, engage users, and capture qualified users on the most enrollment-critical pages of our websites.

Because Washburn is an existing partner with EAB with two other enrollment products, Enroll360 and Adult Learner Recruitment (ALR), TECS will provide full integration of inquiry generation to the enrollment campaigns and lead to a more robust recruitment environment. Utilizing the same family of products provides ease of interfacing for the best possible result, compounding our return on investment through 'speed to lead' and increased campaign conversion. EAB is the only partner uniquely positioned with the capabilities to support both in a fully integrated capacity.

Simultaneous support for redesign of all three websites (university, law, tech) allows for shared services and efficiencies which lead to cost savings and faster completion of project timelines. In addition, completion of the TECS partnership will reduce Washburn's dependency on digital advertising and avoid any necessity for a full-scale redesign which has a greater cost.

The last major website project for Washburn University began in 2017. Redesign of Washburn Tech's website began in 2019 while the Washburn School of Law last overhauled its website in 2012. Industry best practice recommends a three-to-five-year window. The total project budget will be sequenced across two fiscal years, resulting in best-in-class Search Engine Optimization, user experience, and inquiry generation of each unique website. Additionally, EAB will help us establish sustainable governance processes to enable continuous optimization of our websites by our own talented staff.

This is a sole source project. EAB's website service, TECS, uniquely uses technology designed to drive, engage, and capture users into our enrollment funnel. This service allows seamless integration of our website with our recruitment products without any manual or delayed entry due to human error. Prospective students visiting our website will be quickly placed in our recruitment campaigns and will begin seeing our ads and receive emails right away. No other known providers of website redesign focus on enrollment or integrate with our existing enrollment services.

FINANCIAL IMPLICATIONS:

\$320,000 will be funded from available general fund budget.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the Targeted .Edu Content Strategy (TECS) website project with EAB for \$320,000 with an expenditure of \$170,000 for this fiscal year.

Washburn University Board of Regents

SUBJECT: Addition to Employee Benefits – Paid Parental Leave

DESCRIPTION:

Washburn continuously reviews the employee benefit offerings to ensure we are attracting and retaining the talent needed to fulfill our mission. Recently Staff Council brought forward a recommendation, based on staff constituent feedback, for Washburn to consider providing a paid Parental Leave benefit. The recommendation included research from other universities in Kansas who offer such a benefit. As the ability to attract and retain talent in today's employment market is highly competitive, Washburn would like to add parental leave to our benefit package.

The Washburn University Policies, Regulations and Procedures Manual (WUPRPM), Policy Section E. Benefits, outlines employment benefits for Washburn faculty and staff. This parental leave benefit may be utilized by employees in a half-time or greater position. Adding this benefit supports our overall efforts to attract and retain talent in a highly competitive employment market.

FINANCIAL IMPLICATIONS:

No additional budget is requested.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve amendments to Section E. Benefits of the Washburn University Policies, Regulations, and Procedures Manual.

WUPRPM. Board Policies

E. Benefits

Revision Date: September 15, 2023

E. Benefits

10. Parental Leave. The Administration shall develop and maintain regulations and procedures providing eligible Employees with paid leave benefits for qualifying parental leave purposes.

10.1. Eligible Employees are those who are employed in a position authorized to work .5 or greater FTE.

10.1.1 Temporary, seasonal, and Student Employees are not eligible.

Washburn University Board of Regents

SUBJECT: Health Plan Renewal

DESCRIPTION:

University administrators and employees have reviewed the past utilization history of our health plans (medical, prescription and dental) provided by Blue Cross and Blue Shield of Kansas (BCBSKS). The University's medical plan is a non-grandfathered, self-funded plan and the dental plan is also self-funded.

Overall, the cost of health care services continues to rise and BCBSKS estimates our increased medical, prescription, and dental plan claims utilization will result in an overall increase of 15% for the next calendar year. Our rates are a direct result of the usage our group has experienced over the rating period.

We continuously review the health plan design to help ensure market competitiveness. We are very pleased with implementing several medical plan design changes, effective January 1, 2024, which affords us an opportunity to review our medical plan premium structures for improved market competitiveness. Specific recommended enhancements to the medical plan include:

- Changing our mail order provider from Express Scripts to Amazon
- Adding Extended Supply Network (ESN) for Retail – 90 day Fill
- Adding weight management services including office visit and/or consultations, lab and radiology services
- Offering carrier screenings prior to and during pregnancy

The employer funding reserves from last year and the change in mail order provider is expected to cover any increase in employee premiums and cost of medical plan enhancements for 2024. This offers us a rare opportunity to restructure our medical plan premiums for increased market competitiveness and plan administration efficiencies. In summary, this will be the seventh consecutive year the University has been able to hold the employee portion of the health insurance premiums flat for active employees, and the first year some employee health insurance premiums will experience a slight decrease. The cost for continuing medical plan benefits for non-active employees will increase 15% due to projected claims utilization.

The attached premium sheets identify the employee premium amounts, by plan, as well as those amounts paid by the University to continue the support of health plan premiums. The University will continue to monitor our health plan utilization and our wellness program to determine if future changes are necessary.

FINANCIAL IMPLICATIONS:

The FY24 Benefit budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

President Mazachek recommends Board of Regents approval to renew the University Health Plan for one-year, effective January 1, 2024.

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Salary > \$62,001 (Tier C)								
Employee Total	\$ 35.52	\$ 287.69	\$ 350.09	\$ 724.91	\$ 94.96	\$ 382.55	\$ 451.77	\$ 871.24
Washburn Total	674.59	1,104.18	1,093.92	1,382.21	629.40	1,036.52	1,020.49	1,285.72
Total Premium	710.11	1,391.87	1,444.01	2,107.12	724.36	1,419.07	1,472.26	2,156.96
Salary \$45,001 - \$62,000 (Tier B)								
Employee Total	\$ -	\$ 196.46	\$ 243.50	\$ 473.26	\$ 59.44	\$ 308.50	\$ 356.84	\$ 644.35
Washburn Total	710.11	1,195.41	1,200.51	1,633.87	664.92	1,110.56	1,115.42	1,512.62
Total Premium	710.11	1,391.87	1,444.01	2,107.13	724.36	1,419.06	1,472.26	2,156.97
Salary <= \$45,000 (Tier A)								
Employee Total	\$ -	\$ 115.82	\$ 145.93	\$ 246.06	\$ 59.44	\$ 227.80	\$ 259.35	\$ 417.34
Washburn Total	710.11	1,276.04	1,298.08	1,861.06	664.92	1,191.26	1,212.91	1,739.62
Total Premium	710.11	1,391.86	1,444.01	2,107.12	724.36	1,419.06	1,472.26	2,156.96

PLAN	WU High Deductible Health Plan (HDHP)			
	Single	Employee + Child/ren	Employee + Spouse	Family
HDHP - All Tiers				
Employee Total	\$ -	\$ 170.84	\$ 211.74	\$ 411.53
Washburn Total	710.11	1,221.03	1,232.27	1,695.59
Total Premium	710.11	1,391.87	1,444.01	2,107.12
With Employer Contribution to:				
Health Savings Account	\$ 50.00	\$ 75.00	\$ 75.00	\$ 100.00

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Part-time								
Employee Total	\$ 106.52	\$ 359.61	\$ 437.61	\$ 906.14	\$ 118.70	\$ 478.18	\$ 564.71	\$ 1,089.05
Washburn Total	603.59	1,032.26	1,006.40	1,200.98	605.66	940.88	907.55	1,067.91
Total Premium	710.11	1,391.87	1,444.01	2,107.12	724.36	1,419.06	1,472.26	2,156.96

PLAN	WU High Deductible Health Plan (HDHP)			
	Single	Employee + Child/ren	Employee + Spouse	Family
HDHP - Part-time				
Employee Total	\$ 92.62	\$ 312.70	\$ 380.53	\$ 787.95
Washburn Total	617.49	1,079.17	1,063.48	1,319.18
Total Premium	710.11	1,391.87	1,444.01	2,107.13

With Employer Contribution to:

Health Savings Account	\$ 25.00	\$ 37.50	\$ 37.50	\$ 50.00
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Washburn University

Group Dental Insurance Monthly Premiums as of January 1, 2024

Full-Time Employee (30+ hours per week):

PLAN	BCBS KS			
	Single	Employee + Child/ren	Employee + Spouse	Family
Dental Insurance - All Tiers				
Employee Total	\$ -	\$ 5.00	\$ 10.00	\$ 15.00
Washburn Total	35.39	75.69	65.73	106.03
Total Premium	35.39	80.69	75.73	121.03

Part-Time Employee (20-29 hours per week):

PLAN	BCBS KS			
	Single	Employee + Child/ren	Employee + Spouse	Family
Dental Insurance - All Tiers				
Employee Total	\$ -	\$ 45.30	\$ 40.34	\$ 85.64
Washburn Total	35.39	35.39	35.39	35.39
Total Premium	35.39	80.69	75.73	121.03

Washburn University Board of Regents

SUBJECT: Eminentes Universitatis

DESCRIPTION:

Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as a technical instructor, staff employee or equivalent for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. Currently, we have one employee meeting this requirement.

Ms. Donna Haverkamp began her service at Washburn University as a faculty secretary with the School of Law in July 1985. In 1988, she was promoted to the Dean’s Office where she continued academic and enrollment support. She became Student Records Administrator in 2007. Throughout that time period, Donna has demonstrated exceptional dedication, competence, and contributions to our institution. She received Washburn University outstanding service awards for the secretarial/clerical category in 2005 and the administrative/technical category in 2017. The 2021 law school graduating class selected Donna as the inaugural William O. Douglas Staff Member of the Year. She received the same award again from the 2023 graduating class. Ms. Haverkamp retired September 1, 2023.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Donna Haverkamp.

Washburn University Board of Regents

SUBJECT: Contracted Services with Pinegar, Smith & Associates, Inc.

DESCRIPTION:

Located here in Topeka close to the Capitol and being a political subdivision, it is important for Washburn University to maintain a visible presence in state government. The firm of Pinegar, Smith & Associates have assumed primary responsibility for legislative analysis and response for Washburn for the past thirteen years.

The work of their firm is exceptional and is a key factor in Washburn's financial stability and institutional success. Each year brings unique challenges and the firm works both during the session and out of session to assist Washburn. Services provided by Pinegar, Smith & Associates include monitoring legislative activity on a day-to-day basis, covering committee hearings, arranging meetings of legislators with Dr. Mazachek, monitoring the daily session for any issues of interest to Washburn, and coordinating with the Kansas Board of Regents.

In the most recent legislative session, the state had a budget surplus, a rare situation created in part by federal pandemic funds. Pinegar, Smith & Associates worked diligently to ensure Washburn was treated fairly. The following are notable accomplishments for the 2023 session:

- Ensured Washburn received student aid for financial need similar to other public universities.
- Advocated for Washburn to be appropriated funds for student success programs.
- Received demolition funds for the removal of buildings.
- Provided guidance for testimony before legislative committee hearings in response to extensive legislative data requests.

FINANCIAL IMPLICATIONS:

The annual rate for this proposal will be \$94,478.00, payable as mutually agreed between the parties. In addition, Pinegar & Smith will also bill for any reasonable out-of-pocket expenses incurred, such as postage, shipping, printing and photocopies, entertainment, lobbyist registration fees and out-of-town travel and lodging. These expenses are typically \$7,000 to \$10,000 each year. Funding for these services currently exists.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the contract submitted by Pinegar, Smith & Associates to provide to contracted legislative services for the period of August 1, 2023 to July 31, 2024.

Washburn University Board of Regents

SUBJECT: Henderson Renovation Project – Design Services

DESCRIPTION:

In December 2021, the Board approved moving forward with fund raising and beginning the formal design process for the Henderson Resource Learning Center. The initial total project budget for the renovation and update of the Henderson Learning Resources Center is \$35,000,000, with funding provided through a combination of private sources (\$15,000,000), bond proceeds (\$10,000,000), and University reserves (\$10,000,000).

Washburn published an RFP for the design services for the project. Proposals were received from eight design firms. The design firms' proposals were reviewed and ranked. The top three ranked design firms were invited to campus for interviews with a committee comprised of facilities, purchasing, and academic departments. The evaluation of the firms was based primarily on the proposed team members experience on similar projects, ability to meet the schedule, proximity to campus, preparedness for the interview, and cost of their services.

Washburn recommends GastingerWalker to be awarded the design services contract for this project. The initial estimate of design costs is \$2,484,785. This equates to 9.5% of the estimated construction cost and approximately 7.1% of the overall project budget.

FINANCIAL IMPLICATIONS:

The cost of the renovation work will be funded through previously approved project funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the design services contract for the Henderson Renovation Project to GastingerWalker in the amount of \$2,484,785.

Washburn University Board of Regents

SUBJECT: Renewal of Casualty and Property Insurance Policies

DESCRIPTION:

The property insurance market has been very volatile in the past several years, with such volatility often attributed to more frequent and severe natural disasters. That, combined with rising construction costs, has made for a challenging time in the market. For Washburn specifically, our exposure to damage by wind and hail is somewhat concentrated, with most buildings separated by only a few miles. This negative effect on premiums is only relieved by the University’s positive claims record and attention to maintenance on our buildings. Finally, the decision to move from the Midwest Higher Education Compact (MHEC) group to QBE last year was absolutely the right one, given that MHEC dissolved a year later. For this year, premium jumps of 40% have been reported by other businesses, whereas our premiums have risen 10% from last year, most of which is actually based off the market as a whole.

For the General Liability package, there is a premium increase of 9%, mostly attributable to the market in general, but there also have been some slip/trip claims that can affect premiums. IMA representatives also mentioned as a factor what they called “nuclear verdicts”, where juries that used to award amounts of \$1 million are now coming back with verdicts of \$40 million, mostly as punitive measures. These types of verdicts are changing the landscape of the Casualty markets.

There’s good news on the Cyber front, as last year Washburn’s insurer was concerned about potential vulnerability to cyber-attacks and ransomware. At the time, Washburn followed the insurer’s recommendation to sign up for Resilience’s Cyber Primary Care, which allowed the company to work with Washburn on an ongoing basis for a \$25,000 fee. Due to the strong efforts of Washburn’s IT security team and additional cyber security investments, Washburn has a much-improved risk profile this year, which resulted in a 20% rate reduction and improved terms in our Cyber renewal.

The list of renewal policies and premium proposals compared with the current year are as follows:

<u>Insurance Coverage:</u>	<u>Current</u>	<u>Renewal</u>
Property	\$ 600,977	\$ 665,000
Automobile	41,964	46,738
General Liability	69,944	75,812
Professional Liability	82,729	89,684
Foreign Travel Package	3,100	2,680
Excess Indemnity (Umbrella)	36,475	40,793
Workers Compensation	177,651	160,351
Crime (annual price, 3-year term)	9,039	8,928
Cyber	57,860	56,800
Student Healthcare Professional Liability	12,421	18,000
Broadcasters Legal Liability – KTWU	4,173	4,363

Pollution Liability (annual premium of 3-year prepaid policy)	11,236	13,250
Business Travel Accident (annual premium of 3-year prepaid policy)	4,295	7,800
Cheerleader Catastrophic Accident Insurance	3,542	3,542
IMA Brokerage Fee	<u>29,804</u>	<u>25,289</u>
TOTAL	\$1,145,210	\$1,219,030

FINANCIAL IMPLICATIONS:

Total premiums are consistent with the approved Fiscal Year 2023-2024 operating budget.

RECOMMENDATION:

President Mazachek recommends approval to purchase the casualty and property insurance policies as listed above under “Renewal”.

Washburn University Board of Regents

SUBJECT: Stoffer Science Hall Room 111 Renovation

DESCRIPTION:

Stoffer Science Hall Room 111 is a laboratory space that was not updated during the Stoffer Science Hall Remodel Project in 2008.

Facilities engaged Multistudio (formerly Gould Evans) and Latimer Sommers & Associates as the designers for the space. At the completion of design, the University issued a Request for Proposal for the renovation of the room and received three responsive bids.

<u>VENDOR</u>	<u>BASE BID</u>	<u>ALTERNATES</u>	<u>TOTAL</u>
Kelley Construction	\$109,430	\$5,960	\$115,390
Mohan Construction	\$142,983	\$6,996	\$149,979
Senne Company	\$135,200	\$6,500	\$141,700

A bid evaluation committee comprised of representatives from facilities and purchasing evaluated the bids on a variety of factors. The committee recommends award be made to Kelley Construction.

FINANCIAL IMPLICATIONS:

The cost of the renovation work will be funded through previously approved capital improvement funds identified at the March 22, 2023 Board meeting.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the renovation Stoffer Science Hall Room 111 to Kelley Construction in the amount of \$115,390.

Washburn University Board of Regents

SUBJECT: Henderson Hybrid Technology Classroom Updates

DESCRIPTION:

The Academic Affairs office formed a subcommittee to improve learning environment spaces on-campus and online. The proposal would improve the technology in physical classrooms to accommodate a hybrid instruction model that would more seamlessly connect both remote students and on-campus students simultaneously. The three classrooms selected and approved by the subcommittee would receive installed equipment to accommodate the learning environment for hybrid instruction. The rooms selected are Henderson 103, 104, and 118.

FINANCIAL IMPLICATIONS:

Cytek Media Systems provided the quotes using state contract 42599 for an integrated solution with local servicing for new learning environment technology systems for Henderson 103, 104, and 118. The total cost for the technology portion of this project is \$155,727.

An expenditure of \$155,727 will be funded from Classroom Refresh fund.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the award of contract to install new learning environment technology in Henderson classrooms to Cytek Media Systems in the amount of \$155,727.

Washburn University Board of Regents

SUBJECT: Ruckus Wireless Equipment for Campus

DESCRIPTION:

Wireless access points are at their end of life for approximately 80% of campus. We are using technology funds from 2022 and 2023 to order replacement equipment. This order will consist of 375 access points to be installed across the campus. We will install the new equipment upon receipt and plan to have these 375 access points installed by the end of summer 2024.

FINANCIAL IMPLICATIONS:

Yellow Dog Networks provided the quote using state contract TIPS 200105 for access points for the campus. The cost of the equipment is \$257,360.

Funding for the equipment is available from previously approved capital funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the contract for Yellow Dog Networks for networking equipment in the amount of \$257,360.

Washburn University Board of Regents

SUBJECT: TouchNet Renewal

DESCRIPTION:

Touchnet provides payment services including a payment gateway for student tuition payments supporting Credit, Debit, and ACH transactions. It also provides eBill, eRefund, and payment plan options. Annual maintenance costs are associated with these products. Additionally, they provide hosting services for these capabilities as well as an online Marketplace product for campus merchants to accept payments via a virtual Washburn mall. Touchnet has been doing an excellent job providing these services for many years. The recent addition of the Marketplace product pushed the total amount above the threshold that now requires Board approval.

FINANCIAL IMPLICATIONS:

Touchnet provided the quote for \$145,581 for services. Funds are available in the ITS operating budget to cover these ongoing annual costs.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the payment of \$145,581 to TouchNet.

Washburn University Board of Regents

SUBJECT: Adobe Agreement for Campus - Ratification

DESCRIPTION:

In January 2023, a Kansas Board of Regents (KBOR) panel led by Kansas University (KU) began discussions with SH International to contractually reduce the cost of Adobe per seat at the KBOR schools. The panel then worked with a committee made up of other Kansas schools to discuss and negotiate the cost for Adobe products for all participating schools. The pricing in this three-year agreement is better than our standalone agreement with Adobe.

FINANCIAL IMPLICATIONS:

Due to the effective date of the contract, the Board Chair was contacted to approve award of the Adobe Software agreement.

SH International provided the quote for the Adobe solution for all participating institutions. The total cost for a three-year agreement is \$151,794. We pay \$50,598 each year with July 2023 being the first year of a three-year contract.

RECOMMENDATION:

President Mazachek recommends the Board of Regents ratify Chair Buhler's approval to enter into a \$151,794 purchase of Adobe software from SH International.