

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
May 6, 2021

I. Call to Order

Chairperson Beck called the meeting to order at 4:00 p.m. virtually via Zoom format.

II. Roll Call

Present virtually were: Mr. Beck, Ms. Buhler, Mr. Hoferer, Mr. Klausman, Mrs. Parks, Mrs. Sourk and Mrs. Van Etten. Mr. Hulse and Mr. Padilla were not present.

III. Approval of Minutes of the March 25, 2021 meeting

It was moved by Regent Hoferer and seconded by Regent Klausman to approve the Minutes of the March 25, 2021 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chair Beck said that we just held a graduation ceremony outdoors for the 2020 graduates.

He reported Spring athletics are going well - Men's and Women's Tennis are competing in regionals, and Track and Field conference championships are May 7-9.

Beck said the Washburn Debate team performed vi Zoom and came in 5th place at the national forensic championships.

He reported Washburn Tech and United Way of Greater Topeka have another recycled rides event coming up, and Tech is also hosting a car show next Friday (May 14).

B. President's Report

President Farley said this is the end of finals week, and many people are walking around with great relief. Dr. Farley thanked Dr. Grospitch and said much of the credit for the success this spring is due to Dr. Grospitch leading a team of executive officers and other directors working on addressing issues of COVID. No Washburn students were admitted to hospitals. Some students were quarantined in one residence hall that were checked on routinely by nursing staff and meals provided to them while they were able to attend classes remotely.

Dr. Farley told the Regents a retirees event was held yesterday in Washburn A & B. The longest term of service by one person was 47 years. There was a good turnout and food was not served in boxes.

President Farley reported that Marshall Meek, President of the Alumni Association and Foundation, held a meeting with the Foundation Trustees on Friday and Saturday. People were excited to be participating and helping the University.

Dr. Farley said this past Monday night, the beginning of finals week, Washburn normally sponsors a midnight breakfast, but this year the event was held outside on the lawn east of the Memorial Union as a breakfast for dinner event from 7:00–9:00 p.m. Servers were faculty and staff. There was a good turnout from the students.

President Farley disclosed Dr. Pam Foster has asked to retire as of July 1. She has been with the University for seven years as the Equal Opportunity Director and Title IX Coordinator, and has done a great job for Washburn during her term. Many changes made by legislatures and courts to which she has had to adjust. Mr. Meek is chairing the search committee to fill her position. Dr. Farley thanked Dr. Foster for her service.

Dr. Farley said Washburn University holds its United Way campaign in the spring so it does not conflict with internal fundraising. He indicated Washburn met its goal and raised more money this year than in the last several years. He said Marc Fried serves on the United Way Board and serves as a liaison for Washburn.

Dr. Farley reported that Students Services is working on a project to provide additional mental health services to veterans on campus. Washburn entered into an agreement with the Veterans Administration to help with these services for veteran students.

President Farley said two Honorary Degree recipients (Gilbert Galle and Robert Meinershagen) will be present this weekend for the 2021 graduation ceremony; and one (Pedro Irigonegaray) will be present at the law school graduation next week. A fourth (Elizabeth Farnsworth) is not able to attend this Saturday.

Dr. Farley reported the Legislature is winding down this week. A number of things are coming out of committee. Messrs. Pinegar and Smith have been doing good work for the University in following the several items that have impact on higher education. Vice President for Administration and Treasurer Chris Kuwitsky and Vice President for Academic Affairs Juliann Mazachek have been working with them on many of these issues. There have been some late nights as requests for information were received late in the evening due at 8:00 a.m. the next morning.

President Farley said a Maintenance of Effort clause exists in many federal laws to keep states from using federal money to replace state money. This has come up in the context of the relief funds available for higher education which would require the state budget to increase the allocation to higher education in order to receive the full allocation of funds from the federal government.

Dr. Farley said another program from the Legislature is the Kansas Promise Scholarship. For students who want to take a particular technical education program, scholarship

money will be made available. Executive Director of Enrollment Management Richard Liedtke along with his team including Andy Vogel, are working hard to ensure all students who are eligible will be able to take advantage of the program.

President Farley reported the Concealed Carry law was modified during this legislative session. Washburn addressed this a few years ago when it was first applied to higher education, but the minimum age to carry concealed was 21. Now the law has changed to a minimum age to 18 years old, which can have a bigger impact in residence halls. Staff is reviewing how this will impact Washburn and the next steps to take.

C. Committee Report(s)

1. Audit Committee

Committee Chairperson Sourk said the Committee convened at 3:00 p.m. today. The final single audit report is now finalized. This couldn't be completed in the fall because the auditors were waiting on guidance from the Federal Government. The Committee recommended acceptance by the full board.

V. New Business

A. Consent Agenda

There were no requests to remove any items from the consent agenda item. It was moved by Regent Parks and seconded by Regent Sourk to approve the Consent Agenda. Motion passed. As approved by action of the Board:

1. Liquidated Claims Approval – March 2021

2. WUPRPM Policy Revision – Section E. Benefits

The addition of technical instructors to the list of employees eligible to be awarded the title Eminentes Universitatis;

3. Faculty/Staff Personnel

Phased Retirement beginning August 1, 2021 granted to: Rick Barker, Associate Professor, Computer Information Sciences, for one year; Timothy Fry, Associate Professor, Education, for one year; Linda Elrod, Distinguished Professor, Law, for three years; and Myrl Duncan, Professor, Law, for one year.

B. Action Items

1. Acceptance of FY 2019-2020 Single Audit Report

Chairperson Beck referenced the recommendation from the Audit Committee. Kaleb Lilly of Rubin Brown presented. They are issuing an unmodified opinion. There are two minor issues that were noted in the fall and no new issues were uncovered.

In response to a question if these items will be ongoing, Lilly stated that Executive Director of Enrollment Management Richard Liedtke has addressed the issues, and both were a timing issue. Dr. Liedtke then stated the first issue was a timing issue and has been corrected. The second issue was a coding issue and there is now a system in place to check coding entered. Chairperson Beck announced the Committee recommendation serves as a motion and he seconded to accept the FY2019-2020 Single Audit Report. Motion passed.

2. Personnel

a. Eminentes Universitatis

Vice President for Administration and Treasurer Chris Kuwitzky presented the item. He said this is the annual consideration of designation for some employees who are leaving Washburn. Washburn had determined ten employees meet the standards for the designation. It was moved by Regent Klausman and seconded by Regent Buhler to grant the status of Eminentes Universitatis for the designate employees. Motion passed.

b. Emeriti

Vice President for Academic Affairs Juliann Mazachek presented the item. She said this is the annual consideration of granting emeritus status to long time faculty members. The Administration has identified six faculty members, with a combined 165 years of service, have met the standards for this designation. Two of the faculty are current and/or former deans. It was moved by Regent Sourk and seconded by Regent Van Etten to grant the status of Emeritus for the designated faculty. Motion passed.

c. Tenure and Promotion Recommendations

Vice President for Academic Affairs Juliann Mazachek presented the item. She said this is an important meeting for faculty. These faculty are being presented for tenure and some also for promotion. This process helps to drive continued quality of teaching for Washburn students. Faculty are reviewed for teaching, scholarship and service. The review process goes through a committee, their respective Deans, the Vice President for Academic Affairs and finally President Farley. All members being offered today have passed this rigorous process and are being recommended by their peers and the administration. It was moved by Regent Van Etten and seconded by Regent Buhler to grant tenure and promotions to the designated faculty. Motion passed.

3. Expenditures over \$50,000

a. Fire Alarm Device Testing

Vice President for Administration and Treasurer Chris Kuwitzky said the City of Topeka requires annual testing of the fire alarms. There are 6,300 alarms across campus. This item is coming to the Board for first time because this is the first

time doing this on a multiyear basis, so the cost is above the \$50,000 threshold. The cost is for three years.

It was moved by Regent Sourk and seconded by Regent Hoferer to consolidate all items over \$50,000 and vote on all at the end. Chairperson Beck directed Mr. Kuwitzky to present on all of the items before a vote is taken.

b. White Concert Hall Stage Lift Repair

Vice President for Administration and Treasurer Chris Kuwitzky said the stage lift failed many years ago and hydraulic lift elements failed. This created much difficulty to move items from basement to stage and back as needed. This will now be a different process that should survive the moisture issues. It involves proprietary software so is a sole source contract.

c. Replacement of Living Learning Center Door Access Control Locks

Vice President for Administration and Treasurer Chris Kuwitzky said the current locks were installed when the LLC was built in 2001. Acquisition of locks for suites and laundry room. They will be controlled remotely so it will be easier for staff to change. Three vendors qualified under the state contract, and Washburn has prior experience with this vendor.

d. Washburn Village Building #4 Refresh

Vice President for Administration and Treasurer Chris Kuwitzky said this is part of multiyear process. The selected vendor also performed the refresh for buildings 1 and 2.

e. Parking Lot Lighting Upgrades

Vice President for Administration and Treasurer Chris Kuwitzky said this upgrade is for light safety matters for parking lots of 7 and 9. Only one bid was received and Washburn has had favorable experience with this vendor previously.

f. Mabee Library – West Basement Furniture

Vice President for Administration and Treasurer Chris Kuwitzky said this was discussed in the March capital projects presentation. Some book stacks will be moved to create more space to be used by students. An error failed to list a second vendor that also bid, but was approximately \$5,000 higher, and current vendor was deemed best bidder.

g. Mulvane Art Building Automation System Upgrade

Vice President for Administration and Treasurer Chris Kuwitzky reported the current system is failing, and is difficult to maintain. It is difficult to control air temperature and moisture content which is problematic for a number of items

kept in that building. Washburn has Trane systems in other buildings making it easier for our staff to use, so Trane was selected as a sole source. CARES/HERFF funds will be used because this improves air handling.

h. Criminal Justice Decision Simulator

Vice President for Administration and Treasurer Chris Kuwitzky said this simulates real life situations for students to learn to address before they have to encounter them on the job.

i. Tech Kitchen Construction

Vice President for Administration and Treasurer Chris Kuwitzky said Items 3i and 3j are related. The current cooler system is failing. This is being addressed by changing the placement of the freezer to allow for more room in the culinary kitchen training area.

j. Walk-In Cooler/Freezer Equipment Replacement

Vice President for Administration and Treasurer Chris Kuwitzky said this replaces the existing failing cooler/freezer and places it at the exterior of the building so provides more space in the kitchen for the students.

k. Athletics Strength and Conditioning Center Flooring

Vice President for Administration and Treasurer Chris Kuwitzky said the existing Strength Center flooring is 12 years old and failing. The price is 17% off MSRP. This item is funded in part from capital funds not expended in previous years plus private donations.

l. Radiologic Technology Clinical Lab X-Ray Equipment

Vice President for Administration and Treasurer Chris Kuwitzky said the Board previously approved construction for the lab area last year. This is a sole source to match the equipment already in the lab area and is funded by grant funds.

m. Watermark Software Suite Renewal

Vice President for Academic Affairs Juliann Mazachek said this software is used for academic assessment. The first part of this suite was purchased in 2018 to help conduct academic assessment. Faculty were able to use apps to gather and review data to allow for better information to assess programs. For the next Higher Learning Commission (“*HLC*”) review, instead of printing out thousands of pages of documents, they will be able to log in directly to our system. Washburn then purchased another tool from Watermark for reporting of program level outcomes on an annual basis. The last platform assisted students in completing surveys and getting notifications about classes. Dr. Mazachek said we found that Wastermark’s products have been beneficial for faculty and staff.

Watermark has its own 24/7 service so there is very little use of ITS resources. The agreement is for five years and the first year cost is \$68,000.

The Chair asks if any one wishes to remove any item for consideration. No one asked for removal. In response to the question if Washburn can exit the contract before the five years is up, Dr. Mazachek answered, yes but would be difficult because it would take more than one year for Washburn to switch over to a different system. It was moved by Regent Parks and seconded by Regent Hoferer to approve all expenditures over \$50,000 in item 3a through 3m. Motion passed.

4. Academic Programs

a. Bachelor of Science in Athletic Training

Vice President for Academic Affairs Juliann Mazachek said this program phased out after a 2015 determination that a certificate for training should become a Master's instead of Bachelors. The department researched and determined that this program be ceased at Washburn and will not be going forward with a Master's program. The department has ensured that students continuing at Washburn will be able to move to other Kansas Board of Regents (KBoR) institutions to earn their Masters. The last graduation of students in the program was in 2020. It was moved by Regent Sourk and seconded by Regent Klausman to approve discontinuation of Bachelor of Science in Athletic Training program. Motion approved.

b. Bachelor of Arts in German

c. Minor in German

Vice President for Academic Affairs Juliann Mazachek indicated that items 4.b and c are together. There has been low enrollment over a period of time with only one new major in the last three years. German classes have accounted for over one-half of all low enrollment courses in the Department of Modern Languages.

Vice President Mazachek responded to a question about the professor, saying the professor left two or three years ago and a replacement was not hired because of low enrollment. We kept offering the program to see if interest would increase but it did not. It was moved by Regent Van Etten and seconded by Regent Hoferer to approve discontinuation of the Bachelor of Arts in German program in item b and the Minor in German in item c. Motion passed.

d. Master's of Liberal Studies

Vice President for Academic Affairs Juliann Mazachek said this program was first available 2008. By 2016, only three persons enrolled. The HLC requires graduate courses only be continued if a majority of students are part of a graduate program and not undergraduate program. Nationally, this program is difficult to maintain without the undergraduate connection. Answering a question about students enrolled in the program, Dr. Mazachek stated that no students are

currently enrolled. It was moved by Regent Van Etten and seconded by Regent Parks to discontinue the Master's of Liberal Studies program. Motion passed.

e. Bachelor of Arts in Musical Theatre

Vice President for Academic Affairs Juliann Mazachek said the Board approved the concentration in 2019. After careful review, this academic program is different than other programs and so should be elevated to a level of a bachelor's program and appears differently on a transcript. It responds also to industry expectations for what this type. The concentration will be discontinued if this is approved. It was moved by Regent Parks and seconded by Regent Buhler to approve the Bachelor of Arts in Musical Theatre and discontinue the concentration in the same program. Motion passed.

f. B.Ed. in Speech and Theatre

Vice President for Academic Affairs Juliann Mazachek said this prepares students for licensure in speech, debate, theatre, forensics and radio/television in secondary education. No new courses are being created for this. It was moved by Regent Sourk and seconded by Regent Parks to approve the Bachelor of Education in Speech and Theatre. Motion passed.

C. Information Item(s)

1. Quarterly Financial Analysis

Vice President for Administration and Treasurer Chris Kuwitzky presented the Quarterly Financial Analysis.

President Farley added that today is the last day of finals and this is the end of the spring semester. If asked at the end of last spring semester what this year would look like, he would have been very pessimistic. But he said faculty stepped up to be prepared to start on time in August and spring has gone even better. This would not have happened without much extra work by folks on campus and is a great achievement for the University including the Deans and Dr. Mazachek. Chairperson Beck agrees that the administration, faculty and staff exercised great skill in continuing to provide a quality education product. Congratulations to everybody. Regent Buhler also offered her thanks for all that was done and the extra efforts.

It was moved and seconded to adjourn. Motion passed. The meeting was adjourned by the Chair at 5:25 p.m.

/s/

Marc Fried
Secretary, Board of Regents