

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
September 16, 2021

I. Call to Order

Chairperson Beck called the meeting to order at 4:02 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, Mrs. Buhler, Mr. Dietrick, Mr. Klausman*, Mr. Padilla*, Mrs. Parks, Mr. Schmidt*. Ms. Sourk and Mr. Hulse advised they would not be present. * represents attending by phone.

III. Fiscal year 2022 Revenue Neutral Rate Hearing

Chairperson Beck noted that notice for the public hearing for the Revenue Neutral Rate stated the hearing was to begin at 4:00 pm and it is now 4:04 pm. Mr. Beck described the process that will be followed and opened the public hearing at 4:05 pm. Secretary Fried announced no one signed up in advance to speak. Chairperson Beck asked if anyone present wished to speak at the public hearing. No one responded. Mr. Beck closed the public hearing at 4:06 pm. It was moved by Regent Buhler and seconded by Regent Parks to approve the Revenue Neutral Rate. Motion passed.

IV. Fiscal Year 2022 Public Budget Hearing

As the hearing was noticed to begin at 4:15 pm and it was not yet 4:15 pm, Regent Beck stayed proceedings on this item until the noticed time and moved to the next item on the agenda.

V. Approval of Minutes of the June 24, 2021 and June 30, 2021 meetings

Chairperson Beck asks if there were any changes offered to the minutes for either the June 24 or the June 30 meeting. With no changes offered, Regent Beck requests a single motion to approve both sets of minutes. It was moved by Regent Parks and seconded by Regent Buhler to approve the Minutes of the June 24, 2021 and June 30, 2021 meetings. Motion passed.

VI. Officer Reports

A. Chair's Report

Chairperson Beck said all athletic teams are doing well. Football is 2-0. Golf had a good result in a tournament. The volleyball team is ranked third nationally.

Mr. Beck said classes are going well and in person. He noted he is auditing a class and noticing high energy on campus and is heartened by that.

B. President's Report

President Farley said normally, the first week back is welcome week with many activities for students. This year we have weeks of welcome and they have been very well attended.

Dr. Farley reported Saturday Washburn is hosting the Kansas Book Festival on our campus. It previously has been at other locations in Topeka.

President Farley explained Washburn's iRead program is where a book is selected that everyone is encouraged to read and is assigned for some classes. The author is usually invited to campus to speak, but because of the virus this year the author prepared a recorded statement that will be available on the website. The book is about the 1918 flu pandemic. It is eerily similar to what we are dealing with today. He said it is interesting to see the parallels and invites you to view the video.

Dr. Farley said many institutions have created money prizes to incentivize individuals to get vaccinated. We have approached it differently. Students, faculty and staff can participate in an education program about the vaccines, and become eligible for prizes. We hope this will encourage critical thinking about the vaccine.

IV. Revisited - Fiscal Year 2022 Public Budget Hearing

At this time, Chairperson Beck announced that it was 4:15 pm and the Board would take up item IV on the agenda, the Public Budget hearing. Mr. Beck described the process that will be followed and opened the public hearing at 4:17 pm. Secretary Fried announced no one signed up in advance to speak. Chairperson Beck asked if anyone present wished to speak at the public hearing. No one responded. Mr. Beck closed the public hearing at 4:18 pm. It was moved by Regent Buhler and seconded by Regent Parks to approve the budget as submitted. Motion passed.

VI. Officer Reports continued

B. President's Report (continued)

President Farley reported there has been good cooperation from students, faculty and staff relating to the virus. There have been no outbreaks on our campus, but we are still encouraging everyone to get vaccinated if they have not already done so. Shots are available for free in Student Health.

Dr. Farley shared that Washburn hosted the Bowtie event for students to learn about various organizations and to get involved. If students get involved in other activities, they are more likely to continue to a successful graduation.

President Farley said the Greater Topeka Partnership has partnered with Washburn to hang banners and building wraps downtown for Washburn. Two weeks ago, Washburn

participated in an event hosted by Forge at the Evergy Plaza to get students involved downtown.

Dr. Farley announced that next week will be the Whiting Society Dinner.

Dr. Farley reported we have announced a fundraising project for a new veteran's memorial at the location of the current Vietnam veterans memorial on campus.

VII. New Business

A. Consent Agenda

Regent Beck asked if there were any items that a Board member wished to pull off the consent agenda for further discussion. There were no requests so Mr. Beck asked for a motion to approve the consent agenda. It was moved by Regent Dietrick and seconded by Regent Parks to approve the consent agenda. Motion passed.

As approved by action of the Board:

- 1. Liquidated Claims Approval – June 2021**
- 2. Liquidated Claims Approval – July 2021**
- 3. Personnel**
 - a. Eminentes Universitatis**
Bestow the title of Eminentes Universitatis to Cathryn Tunnell, Lynn Wilson and Stacy Woltje;
 - b. Faculty/Staff Personnel Actions**
New position Corrections Education Coordinator at an annual salary of \$55,000; and grant leave of absence to Tiffany Dirks, Assistant Professor, Kinesiology, for FY 2021-2022;
- 4. Policies**
 - a. WUPRPM Policy Revision – Section C. Student Employment.Hourly Wage Rates**
Amendments to Section C. Student Employment.Hourly Wage Rates of the Washburn University Policies, Regulations and Procedures Manual;
 - b. WUPRPM Policy Revision – Section E. Benefits.Personal Leave and Sick Leave**
Amendments to Section E. Benefits.Personal Leave and Sick Leave of the Washburn University Policies, Regulations and Procedures Manual; and,
 - c. WUPRPM Policy Revision – Section E. Benefits.Court Leave**
Amendments to Section E. Benefits.Court Leave of the Washburn University Policies, Regulations and Procedures Manual;

B. Action Items

1. Health Plan Renewal – Plan Year 2022

Vice President for Administration and Treasurer Chris Kuwitzky presented, stating it was a pleasure to present the item because this is the fifth year in a row to present a plan with no increase in premiums for our employees. The benefits committee worked with a consultant from Blue Cross Blue Shield of Kansas for the plan being considered by the Board. There is an estimated increase of 12-14% in costs next year, but that will still be below the premiums received. It was moved by Regent Buhler and seconded by Regent Dietrick to approve the renewal of the health plan. Motion passed.

2. Property and Business Interruption Insurance Renewal Revision

Vice President for Administration and Treasurer Chris Kuwitzky reported there was both good and bad news on insurance front in the report. Starting with the bad news, Mr. Kuwitzky reported there will be an additional increase in the renewal of the property and business interruption insurance with HMEC. The Board previously approved an increase with MHEC but they came back with an additional increase since that last meeting. Washburn's insurance broker, IMA, did a market search and MHEC is still the best choice. Since the last board action, MHEC lost membership, leaving it with the same costs but fewer payers, so they increased premiums. That increase to Washburn is up by \$50,000.

Representatives from IMA, Mark Wilkerson Brett Taylor, addressed the Board. They reported that in 20 years, they had never experienced an insurer raise rates after signing a binding sheet. The members who left had bad loss experience, and then with the resulting premium increase to remaining members, other small colleges left as well. Washburn, with 0% loss ratio over past five years, received a favorable adjustment compared to others but the increase was still disappointing. IMA will begin working in January to look at different strategies for next year. However, with events such as Hurricane Ida and the California wildfires, the industry as whole will suffer significant losses. IMA will look at some non-traditional options moving forward.

In response to a question to explain MHEC, Mr. Wilkerson answered that MHEC is a consortium of public/private universities and colleges throughout Midwest mostly. Washburn joined in 2011. Wilkerson noted that the organization is about more than just insurance. It is also about education, grants, and policies. Washburn received several dividends from MHEC early on but no dividends have been paid in the last two years.

Answering another question about solvency, Wilkerson said that all carriers for MHEC insurance products are A1 Best so there is no concern right now, but if the trend continues, that may be concern. Answering a question about marketing, Wilkerson noted that MHEC structures the insurers that are in the program. In IMA's search, they targeted 12 companies. With the latest jump, Washburn is paying 8.5 cents per \$100 of insured value and the closest in the market was 12

cents per \$100 dollars. The biggest issue is that if a wind or hail issue occurs, there are many buildings in the footprint of a college campus, so there is a higher risk for a big loss. It was moved by Regent Dietrick and seconded by Regent Parks to approve the revised premium for property and business interruption insurance. Motion passed.

3. Renewal of Casualty Insurance Policies

Vice President for Administration and Treasurer Chris Kuwitzky presented the item, saying Washburn has been with Hanover for 13 years. The Philadelphia Insurance Company made a bid and it is much lower than the current premiums. Comparing with Hanover year-to-year saves almost \$100,000. Washburn did have discussions with Philadelphia that if risk experience remains the same at Washburn, Philadelphia will not raise the rates. Auto insurance is down 43%, Umbrella coverage is down over 30%, and Cyber insurance increased due to issues such as ransomware. Workers' Compensation rates will decrease by 13%.

In response to a question about if the cybersecurity premium is for all industries or just higher education, Kuwitzky reported there was an increase across all industries, but higher education is in the top five market for attacks because of the amount of sensitive information held about students, employees and donors. There is a more limited market for providers in higher education. Answering a question about the extent of coverage and deductibles, Mr. Kuwitzky responded that the coverage was very similar. It was moved by Regent Dietrick and seconded by Regent Buhler to approve the casualty insurance program. Motion passed.

4. Employee Stipend

Vice President for Administration and Treasurer Chris Kuwitzky presented, noting that during budget discussions in June, the Board approved an employee stipend for full-time employees. The administration now seeks to match the budgeted amount with reserves. In response to a question about who are eligible employees, employees who are at least half-time but not full-time will receive \$500. Employees who are full-time will receive \$1,000. Eligible employees have had to be employed as of July 1, 2021. It was moved by Regent Buhler and seconded by Regent Parks to approve the Employee stipend. Motion passed.

5. Expenditures over \$50,000

a. Replacement of AC Condenser Package – Bradbury Thompson Alumni Center

Vice President for Administration and Treasurer Chris Kuwitzky presented the item stating this project was part of capital plan approved by the Board in March. Washburn used a consortium to receive bids, of which there was one fully responsive bid, which includes equipment and installation. Washburn has recent and favorable experience with Trane. Answering a question about if this is the first replacement, Kuwitzky responded that it was. It was moved by Regent

Parks and seconded by Regent Dietrick to approve the replacement of the AC Condenser package. Motion passed.

b. Hampden Refrigeration Trainers

Vice President for Administration and Treasurer Chris Kuwitzky presented the item. He said Washburn Tech received a grant from the Kansas Department of Commerce to purchase these items, along with additional Washburn Tech general funds. It was moved by Regent Buhler and seconded by Regent Dietrick to approve the purchase of the Refrigeration Trainers. Motion passed.

c. Law School Building – Furniture, Fixtures & Equipment Design Services

Vice President for Administration and Treasurer Chris Kuwitzky presented the item. He stated the work to be performed by Stantec is outside the scope of work that was part of their contract, but the costs were part of the project budget. In response to a question, Mr. Kuwitzky reported that the project is still within the budget, but there are concerns about the supply chain. It was moved by Regent Dietrick and seconded by Regent Parks to approve the design services agreement. Motion passed.

d. Cosmetology – Student Educational Supplies

Vice President for Administration and Treasurer Chris Kuwitzky presented, explaining that Cosmetology students are required to have a kit as part of the course. Washburn Tech is able to obtain the kits at a discount and is then reimbursed by student fees for that cost. It was moved by Regent Parks and seconded by Regent Buhler to approve the purchase of the educational supplies. Motion passed.

e. Living Learning Center Fire Alarm Upgrade – FOR RATIFICATION

Vice President for Administration and Treasurer Chris Kuwitzky presented. He advised that this item and the next item are for ratification by the Board as a result of the cancellation of the July meeting. It was necessary to get the order in place in anticipation of possible supply line issues so work can be done when the building is empty over the winter break. It was moved by Regent Dietrick and seconded by Regent Buhler to ratify the purchase of the fire alarm upgrade equipment. Motion passed.

f. Athletic Charter Transportation – FOR RATIFICATION

Vice President for Administration and Treasurer Chris Kuwitzky presented. Kuwitzky advised that this bid provides for charter bus service for athletic team travel and was time sensitive because it was needed to be in place for the beginning of the fall athletic seasons. The bid presented was the lowest bid and Washburn has a favorable history with the vendor. The contract keeps costs fixed for three years with opportunity for two additional one-year terms at the

same costs. It was moved by Regent Parks and seconded by Regent Buhler to ratify the athletic transportation contract. Motion passed.

g. Athletic Vans

Vice President for Administration and Treasurer Chris Kuwitzky presented the item, saying this item addresses travel for our smaller teams. There were significant budget savings in athletics during 2020-21 so using those savings to purchase these vehicles. Answering a question regarding discussions about a 12-person van versus a 15-person van, Kuwitzky reported that the decision moved away from 15-person vans due to insurance issues. It was moved by Regent Buhler and seconded by Regent Dietrick to approve the purchase of the vans. Motion passed.

6. Academic Programs

a. New Technical Education Certificate Program – Sterile Processing Technology

Vice President for Academic Affairs JuliAnn Mazachek presented the item. She noted this will be the first of three items for Washburn Tech based on conversations with industry partners to meet their needs. This program will start in Fall 2022 and is being brought forward by their advisory board. The program is a two-year certificate program and will be the only one of its kind in Kansas. There are 480 job openings today and that number is expected to grow. The startup costs will be paid by a Perkins grant and there is a vacant faculty position that is being reassigned to this program. It was moved by Regent Buhler and seconded by Regent Parks to approve the sterile processing technology program. Motion passed.

b. New Technical Education Certificate Program – Plumbing Technology

Vice President for Academic Affairs JuliAnn Mazachek presented the item, saying this new program will start in Fall 2022. The program prepares students for licensure as a residential plumber, and is a two-year certificate program. The program will initially be taught at the Kansas Juvenile Correctional Center and then anticipated implementation at Washburn Tech East in 2023 as demand allows. Studies project a six percent increase in open jobs. Salaries are averaging \$66,000. There are no financial implications at this time as the startup costs will be covered by a Perkins grant, but if the program does expand to Washburn Tech East, there will be costs at that time. It was moved by Regent Parks and seconded by Regent Buhler to approve the plumbing technology program. Motion passed.

c. Degree Change – Associate of Science (A.S.) to Associate of Applied Science (A.A.S.) in Surgical Technology

Vice President for Academic Affairs JuliAnn Mazachek presented the item, saying this last item is a degree change. As of August, 2021, the profession

determined that employees need to have an associate degree. Washburn University offered this program but, with the change in requirement, it was determined that the best pathway for students was to have the program at Washburn Tech, which will reduce the number of hours required and get them into the job market sooner. There are no costs associated with this change. It was moved by Regent Buhler and seconded by Regent Dietrick to approve the degree change. Motion passed.

C. Information Item(s)

1. Adidas Agreement – Information Only

Vice President for Administration and Treasurer Chris Kuwitzky presented the item, noting that Washburn cumulatively spends about \$250,000 annually on equipment from Adidas through several different vendors, but no individual agreement is over \$50,000. The agreement with Adidas does not require approval by the Board but Mr. Kuwitzky believed the Board should be aware of the arrangement. The agreement provides credit to be used by the athletic department for equipment.

2. Quarterly Financial Analysis

Vice President for Administration and Treasurer Chris Kuwitzky reported on the financial condition of Washburn and Washburn Tech as of June 30, 2021. The information is not final and not audited.

3. Renewal of Topeka Neighborhood Revitalization Plan

Bill Fiander, City Planner for Topeka, provided information on the Neighborhood Revitalization Plan. He said he expects the City to approve the plan soon and then an intergovernmental agreement will be presented to Washburn for its participation in the program.

VIII. Adjournment.

It was moved by Regent Parks and seconded by Regent Buhler to adjourn the meeting. Meeting adjourned 5:28 p.m.

Marc Fried
Secretary, Board of Regents