

Board of Regents Meeting

Thursday, 3/24/2022

4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

Mr. Beck
Ms. Buhler
Mr. Dietrick
Mr. Hulse
Mr. Klausman
Mr. Padilla
Mrs. Parks
Mr. Schmidt
Mrs. Sourk

III. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the February 3, 2022, March 8, 2022 and March 18, 2022 Meetings

Febr. 3, 2022 Board of Regents Minutes - Page 4

March 8, 2022 Board of Regents Minutes - Page 8

March 18, 2022 Board of Regents Minutes - Page 9

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Budget/Finance Committee

V. New Business

A. Consent Agenda

1. Liquidated Claims Approval - December 2021 - Luther Lee

Liquidated Claims - December 2021 - Page 10

2. Liquidated Claims Approval - January 2022 - Luther Lee

Liquidated Claims - January 2022 - Page 11

3. Faculty/Staff Personnel Actions - Luther Lee/JuliAnn Mazachek

Faculty Staff Personnel - Page 12

B. Action Items

1. Capital Projects and Equipment from the Debt Retirement and Construction Fund and Residential Living Reserves - Luther Lee

FY23 Capital Equip Tech DRC Fund - Page 13

FY23 Capital Requests - Page 14

FY23 Other Equipment Requests - Page 15

FY23 DRC Fund FY22 Analysis - Page 16

FY23 Technology Request - Page 17
FY23 Residential Living Request - Page 18
FY23 WIT Equip-Tech Funding - Page 19

2. Personnel

- a. Eminentes Universitatis - JuliAnn Mazachek**
Eminentes Universitatis - Page 20
- b. Emeriti - JuliAnn Mazachek**
Emeriti - Page 21
- c. Tenure and Promotion Recommendations - JuliAnn Mazachek**
Promotion and Tenure - Page 25

3. Washburn University Policies, Regulations and Procedures Manual - Section B. Recruitment and Employment - Luther Lee *WUPRPM Recruitment and Employment - Page 27*

4. Expenditures over \$50,000

- a. LLC Commons Area Furniture - Luther Lee**
LLC Furniture - Page 30
- b. Stoffer Science Research Lab Furniture - Luther Lee**
Stoffer Labs Furniture - Page 32
- c. Microsoft Campus Agreement - Luther Lee**
Microsoft Campus Agreement Renewal - Page 34
- d. School of Law Building - General Construction Contract - Luther Lee**
SoL General Construction Change Order - Page 35
- e. Washburn Intelligent Learning Platform - Luther Lee**
Intelligent Learning Platform - Page 36
- f. Vortex Edge Plus Forklift Simulators - Luther Lee**
Vortex Edge Forklift Simulators - Page 37
- g. Facilities Services New Building - Architectural Services - Luther Lee**
Facilities Services Architectural Services - Page 38
Facilities Services Architectural Services Map - Page 39
- h. Replacement of Door Access Control Locks, Lincoln Hall - Luther Lee**
Door Access Control Locks - Page 40
- i. Washburn Village Building #3 Refresh - Luther Lee**
Village Building 3 Refresh - Page 41
- j. Amatrol Simulator Program - Luther Lee**
AMATROL - Page 42
- k. New Sterilization Equipment for the New Sterile Processing Program at Washburn Institute of Technology - Luther Lee**
Sterilization Equipment for Washburn Tech - Page 43
- l. Cars for Washburn Technology Maintenance & Repair - Luther Lee**
Cars for Washburn Tech Repairs - Page 44

- m. Purchase of Computer Equipment for E-sports Program - Luther Lee/Eric Grospitch**
E-sports Computer Purchase - Page 45
- n. BTAC Fire Alarm Upgrade - Luther Lee**
BTAC Fire Alarm Upgrade - Page 46
- o. Stauffer Commons Building Automation System Upgrade - Luther Lee**
Stauffer Commons BAS Upgrade - Page 47
- p. Washburn Tech Entry Walkway Replacement - Luther Lee**
Washburn Tech Entry Walkway Replacement - Page 48
Washburn Tech Entry Walkway Replacement.Attachment - Page 49
- q. Washburn Video Server Replacement (Panopto) - Luther Lee**
Panopto - Page 50
- r. Campus Road Repairs Project - Luther Lee**
Campus Road Repairs - Page 51
Campus Road Repairs.Attachment - Page 52
- s. Immersive Virtual Tour Platform for University Website - Richard Liedtke**
Virtual Tour RFP - Page 53
- t. EAB Transfer Portal (Technology application) - JuliAnn Mazachek**
EAB Transfer portal - Page 54
- u. EAB Financial Aid Optimization, Undergraduate and Law - JuliAnn Mazachek**
EAB Financial Aid Optimization - Page 56
- v. EAB Adult Learner Recruitment, Graduate Programs - JuliAnn Mazachek**
EAB Adult Learner Recruitment - Page 58
- 5. Washburn USW Local 307L-4 Memorandum of Agreement - Luther Lee**
USW MOA FINAL - Page 60
USW MOA APPENDIX A - Page 61

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
February 3, 2022

I. Call to Order

Chairperson Beck called the meeting to order at 4:04 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. Dietrick, Mr. Hulse, Mr. Klausman, *Mrs. Parks, and Mr. Schmidt. Mr. Padilla indicated he would not be able to attend. Mrs. Sourk was not present.

* Participated via Zoom protocol.

III. Approval of Minutes of the December 9, 2021 meeting

It was moved by Regent Parks and seconded by Regent Schmidt to approve the Minutes of the December 9, 2021 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairperson Beck said Washburn held nice fall commencement ceremonies on the 16th and 17th of December, 2021. We awarded 296 Bachelors and 27 Associate Degrees; graduated a 19-year-old from the law school; and 235 from Tech.

Beck said classes began January 18th with the same COVID protocols in place.

Chair Beck stated Football, Softball and Baseball all signed players during the National Letter of Intent signing day; and that Men's and women's basketball are continuing with their play and doing well. He said the Tennis season is starting and we will be having a tournament.

Beck said Washburn hosted a track meet on January 28th and 29th, with the event including 910 athletes from 65 teams. He reported the men's cross-country team had the third highest grade point average in the country at 3.61; and the women had a higher grade point average but were ranked 28th nationally.

Beck reported the new law school building construction is progressing and on schedule.

Chair Beck said that in the Journal of the Kansas Bar, there is a nice article on law school and Dean Pratt.

Beck said today is Washburn's Day of Giving. Marshall Meek, President of the Washburn Alumni Association and Foundation, was asked to comment. Meek stated this is the fifth consecutive year and the event grows each year. There are over 50 projects around campus seeking donations. Meek further noted that there are seven hours and 48 minutes left. They are currently at \$181,762 and 763 total gifts, which puts the event significantly ahead of last year's pace at this time, which was \$144,000 and 586 gifts.

B. President's Report

President Farley introduced Abby Troutman and Shayden Hanes, President and Vice President of WSGA.

Dr. Farley said the Governor has submitted her budget for next fiscal year. There is a proposed increased amount of state aid for KBOR institutions, but is in exchange for no tuition increase. Dr. Farley stated that he has explained to the Governor that Washburn cannot exchange no tuition increase for increased state aid because state aid is much smaller for us than for KBOR institutions. The Governor's budget also includes a proposed 5% increase for state employees, which does not include faculty. President Farley stated he will be looking to have a salary program for next year's budget.

President Farley reported the Governor has also proposed to eliminate sales tax for food and food ingredients. Dr. Farley said other entities besides the State collect sales tax, such as Washburn. In 1999, Washburn went to a sales tax in order to remove the property tax. The State's sales tax rate is about 6%. Washburn's is .065%. If Washburn were to lose its sales tax, that would be a loss of \$3-4 million, which would equate to about a 10% tuition increase.

Dr. Farley said as Chairperson Beck noted, classes started this spring semester with the same COVID protocols; but with people returning from winter break, Washburn experienced a higher rate of positive tests. We normally experience around 30 positive tests in a week, but at the beginning of this semester, there were over 200 positive tests in one week. The numbers have been coming down the last couple of weeks.

President Farley indicated enrollment is the same as last Spring, which is a good sign. The numbers appear to be good for applications and admissions for next fall.

Dr. Farley reported activities are underway across campus and the theme for WUmester is "Truth".

Dr. Farley reported the Spring Career Fair will be held on February 16. He said there are many good jobs out there for our graduates.

In response to a question about having some presentation to KBOR about differences in funding, President Farley stated he has presented in the past during the August planning meeting but that didn't occur this year.

V. New Business

A. Consent Agenda

It was moved by Regent Buhler and seconded by Regent Schmidt to approve the Consent Agenda. Motion passed. As approved by action of the Board:

1. Liquidated Claims Approval – November 2021

2. Honorary Degree Candidates

Award of honorary degrees to: Kristin Rinne, Doctor of Science Sc.D.; Mark Yardley, Doctor of Commerce D.Comm; and, Cynthia Heath, Doctor of Law LL.D.

B. Action Items

1. Expenditures over \$50,000

a. Henderson Emergency Roof Repair – Ratification

Vice President for Administration and Treasurer Luther Lee presented, saying Henderson suffered damage from the wind storm a few weeks ago. Mr. Lee contacted the Board Chair for permission to go ahead with roof repair because of the timely need for repairs, so this is seeking a ratification of the expenditure. The vendor has a prior history of good work with the institution. Funds came from prior capital funding. In response to a question regarding insurance, Vice President Lee responded that the deductible is \$100,000, so there is no insurance to cover. It was moved by Regent Hulse and seconded by Regent Dietrick to ratify the expenditure for the Henderson roof repair. Motion passed.

b. Replacement of Various Door Access Control Locks

Vice President for Administration and Treasurer Luther Lee said Washburn is seeking to improve exterior access control for seven buildings to improve security and access to the buildings. The vendor has been used for several other buildings and they will integrate with our current systems. Funding will come from HERFF grant awards. It was moved by Regent Klausman and seconded by Regent Dietrick to approve the agreement for access control locks. Motion passed.

c. Washburn Institute of Technology Financial Aid Platform

Vice President for Administration and Treasurer Luther Lee said currently at Washburn Tech financial aid is processed using paper and pencil, not utilizing electronic processes like at Washburn University. This would integrate Washburn Tech into the existing platform. The vendor was the low bidder and also has experience with our current platform, Banner. Washburn has used this vendor before. This will be funded from Washburn Tech HERFF funds.

In response to a question regarding the wide range of bids, Lee responded that because the vendor has many in-house resources to handle the project, they don't have the additional costs of having to contract out portions of the project. It was moved by Regent Klausman and seconded by Regent Buhler to approve the upgrade for the financial aid platform at Washburn Tech. Motion passed.

d. Earth Moving Simulator for Commercial and Heavy Construction

Vice President for Administration and Treasurer Luther Lee reported Washburn received a grant to purchase this equipment. Lee stated Washburn only received one bid and funding is from the grant. It was moved by Regent Buhler and seconded by Regent Schmidt to approve the purchase of the simulator. Motion passed.

2. Eminentes Universitatis

Vice President for Academic Affairs JuliAnn Mazachek presented, saying this is to recognize two outstanding individuals who worked for Washburn for many years. Jo Hunt worked at the law school for 12 years. She oversaw many administrative functions of the school. Eugene Williams spent 23 years at KTWU before retiring. Williams was involved on the national level as a board member of the public broadcasting system and led KTWU through times of great change. It was moved by Regent Parks and seconded by Regent Klausman to award the title of Eminentes Universitatis to Jo Hunt and Eugene Williams. Motion passed.

Chairperson Beck asked Marshall Meek for a last check on the Day of Giving. Meek reported they were up to 794 gifts totaling over \$237,000.

It was moved by Regent Dietrick and seconded by Regent Hulse to adjourn.

The Board of Regents meeting adjourned 4:38 p.m.

/s/

Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 8, 2022

I. Call to Order

Chairperson Beck called the meeting to order at 11:03 a.m. in the Rice Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, *Mr. Dietrick, *Mr. Hulse, *Mr. Klausman, *Mr. Padilla, Mrs. Parks, *Mr. Schmidt and Mrs. Sourk. Mrs. Buhler advised she would not be able to attend.

* Participated via Zoom protocol.

III. Executive Session

It was moved by Regent Sourk and seconded by Regent Parks to go into executive session for the purposes of discussing personnel issues of non-elected personnel and to return to open session in one hour. Motion passed. The meeting moved into executive session at 11:04 a.m.

IV. Re-open public meeting

The Chair re-opened the public meeting at 12:04 p.m. It was moved by Regent Sourk and seconded by Regent Parks to adjourn the meeting. Motion passed.

Meeting adjourned 12:04 p.m.

Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 18, 2022

I. Call to Order

Chairperson Beck called the meeting to order at 11:00 a.m. in the Rice Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, *Mrs. Buhler, Mr. Dietrick, *Mr. Hulse, Mr. Klausman, Mrs. Parks, *Mr. Schmidt and Mrs. Sourk. Mr. Padilla indicated he would not be able to attend.

* Participated via Zoom protocol.

III. Motion to go into Executive Session

It was moved by Regent Sourk and seconded by Regent Parks to go into executive session for the purposes of discussing personnel issues of non-elected personnel and to return to open session in one hour. Motion passed. The meeting moved into executive session at 11:01.

IV. Re-open public meeting and Motion to back into Executive Session

The Chair re-opened the public meeting at 12:01 p.m. It was moved by Regent Sourk and seconded by Regent Parks to go back into executive session for the purposes of discussing personnel issues of non-elected personnel and to return to open session in fifteen minutes. Motion passed. The meeting moved into executive session at 12:01 p.m.

V. Re-open public meeting and Motion to back into Executive Session

The Chair re-opened the public meeting at 12:16 p.m. It was moved by Regent Sourk and seconded by Regent Parks to go back into executive session for the purposes of discussing personnel issues of non-elected personnel and to return to open session in fifteen minutes. Motion passed. The meeting moved into executive session at 12:17 p.m.

VI. Re-open public meeting

The Chair re-opened the public meeting at 12:32 p.m. It was moved by Regent Sourk and seconded by Regent Dietrick to adjourn the meeting. Motion passed.

The meeting adjourned 12:32 p.m.

Marc Fried
Secretary, Board of Regents

Agenda Item No.
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – December 2021

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of December 2021.

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		
Fund #	Fund Name	Total Claims
1.	General Fund	\$2,538,582
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,319,779
4.	Endowment Fund	-0-
5.	Student Loan Fund	350
7.	Tort Claim Fund	-0-
8.	Restricted and Agency Fund	245,253
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	71,385
Sub-Total		5,175,349
Payroll		3,079,644
Payroll Withholding ACH Transactions		8,454,649
Total		\$16,709,642

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$403,294
3.	Building and Construction Fund	59,604
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	35,583
13.	Government and Research Fund	7,249
Sub-Total		505,730
Payroll		376,101
Payroll Withholding ACH Transactions		246,817
Total		\$1,128,648

Date

Jerry B. Farley, President

Agenda Item No.
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – January 2022

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of January 2022.

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		
Fund #	Fund Name	Total Claims
1.	General Fund	\$7,969,647
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,029,904
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	2,835
8.	Restricted and Agency Fund	321,882
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	118,895
	Sub-Total	10,443,163
	Payroll	2,624,435
	Payroll Withholding ACH Transactions	1,285,925
	Total	\$14,353,523

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$94,294
3.	Building and Construction Fund	27,108
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	4,229
13.	Government and Research Fund	11,103
	Sub-Total	136,734
	Payroll	343,806
	Payroll Withholding ACH Transactions	24,720
	Total	\$505,260

Date

Jerry B. Farley, President

Agenda Item No. V. A. 3.
Washburn University Board of Regents

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION:

The following routine adjustments to specific salary lines must either be reported to the Board or approved by the Board.

Name	Position	Change	Financial Implications	Comments	Action
Vacant	Online Education Technology Specialist II, #000379	Effective March 25, 2022	\$44,491 annual salary. Increase of \$9,697 is available from currently budgeted funds.	Position is adjusted based on position level, skills, and experience.	Request approval.
Vacant	Assistant Director, Student Accommodations, #001142	Effective March 25, 2022	\$50,643 annual salary. Increase of \$9,843 is available from currently budgeted funds.	Position is adjusted based on position level, skills, and experience.	Request approval.

RECOMMENDATION:

President Farley recommends approval of these personnel actions.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 1.
Washburn University Board of Regents

SUBJECT: Capital Projects and Equipment from the Debt Retirement and Construction Fund and Residential Living Reserves

DESCRIPTION:

Each year the Board approves the lists of proposed capital maintenance, other equipment, and technology equipment from the Debt Retirement and Construction (DR&C) Fund, which were discussed in detail at the March 24, 2022 Budget and Finance Committee meeting. This year's lists are attached and will be funded from the current year (FY22) DR&C Fund revenues, Residential Living reserves and prior year's capital funding.

FINANCIAL IMPLICATIONS:

A five-year history of the DR&C Fund and the projected financial results for the DR&C Fund showing the proposed expenditures for FY23 funded by the revenues from FY22 are attached.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of the capital projects and equipment for FY23 funded by the FY22 DR&C Fund, Residential Living reserves and Washburn Tech revenues detailed in the attachments.

Date

Jerry B. Farley, President

Washburn University Capital Improvement Requests
FY22 Funding for FY23 Projects

Area	Unit	Project Name	Est Cost	Prior Capital
VPAA	Biology	Research Labs ST 209, 211, and 216 Refresh	\$ 303,455	
VPAA	VPAA	Classroom Refresh	150,000	
VPAA	Chemistry	Renovation of Analytical Chemistry Research Lab Stoffer 111	125,000	
VPAA	VPAA	Academic Offices Refresh	100,000	
VPAA	VPAA	Academic Affairs Office Space	30,000	
VPAA	SAS	Benton 111A Tricaster Project	23,000	
VPAA	Math	Updates to Mathematics & Statistics Department	16,000	
VPAA	OIP	International House Exterior Drainage Improvements	10,000	
VPAA	SOB	Technology updating/ upgrading HC103 conference room	10,000	
VPAA	Art	New carpeting for Mac Lab (AB 211)	5,000	
Total VPAA			\$ 772,455	\$ -
Athletics	Athletics	Resurface Track at Yager Stadium	\$ 70,000	
Athletics	Athletics	Paint wrought iron Fencing at Yager Stadium	30,000	
Total Athletics			\$ 100,000	\$ -
VPAT	Memorial Union	Memorial Union refresh phase III - Furniture	\$ 164,000	
VPAT	Memorial Union	Additional Funds for Refreshing Ichabod Shop & UMAPS	50,000	
VPAT	ITS	Security Camera Replacement	45,000	
VPAT	Memorial Union	Memorial Union carpet phase 1	30,000	
VPAT	Memorial Union	Memorial Union Lincoln Room - Design Only	18,000	
Total VPAT			\$ 307,000	\$ -
VPAT	FS-Campus Wide Infrastructure	Garvey Electrical Upgrade	\$ 250,000	
VPAT	FS-Campus Wide Infrastructure	Mulvane Art Galley HVAC/Humidification Replacement	200,000	
VPAT	FS-Campus Wide Infrastructure	BTAC Convocation - Upgrade AV Equipment	200,000	
VPAT	FS-Campus Wide Infrastructure	Bradbury Thompson Fire Alarm Upgrade	150,000	
VPAT	FS-Campus Wide Infrastructure	Whiting Football Locker Room HVAC Replacement	150,000	
VPAT	FS-Campus Wide Infrastructure	Campus Street Improvements Phase I	130,000	
VPAT	FS-Campus Wide Infrastructure	Roofing Replacement Fund	100,000	
VPAT	FS-Campus Wide Infrastructure	HVAC BAS Upgrades - Stauffer Commons	74,000	
VPAT	FS-Campus Wide Infrastructure	Student Rec Reseal & Repair Windows	70,000	
VPAT	FS-Campus Wide Infrastructure	White Concert Hall Lighting Upgrade	66,600	
VPAT	FS-Campus Wide Infrastructure	Parking Lot and Sidewalk Repair/Replacement - Campus Wide	55,000	
VPAT	FS-Campus Wide Infrastructure	LED Interior/Exterior Upgrade	40,000	
VPAT	FS-Campus Wide Infrastructure	New Fill for Garvey cooling tower	35,000	
VPAT	FS-Campus Wide Infrastructure	Elevator Refresh	35,000	
VPAT	FS-Campus Wide Infrastructure	Moore Bowl Seating Replacement	15,000	
VPAT	FS-Campus Wide Infrastructure	Parking Lot 4 Lighting Upgrade	-	\$ 60,000
Total Facilities Services			\$ 1,570,600	\$ 60,000
Total FY23 Capital Projects			\$ 2,750,055	\$ 60,000

Washburn University Other Equipment Requests
FY22 Funding for FY23 Requests

Area	Unit	Project Name	Est Cost
VPAA	SON	PC 220 Classroom furniture	\$ 30,000
VPAA	VPAA	Academic Equipment Maintenance and Repair	25,000
VPAA	KTWU	Network Broadcast/Internet Streaming Cameras for White Concert Hall	16,430
VPAA	Chemistry	Analytical Balances for ST 106	10,133
VPAA	Chemistry	Ultrapure Water Purification System	6,050
VPAA	Theatre	Lighting Console aka Light board to run lights in theatre	5,300
VPAA	Art	New workbenches and stools for Ceramics Studio	3,700
VPAA	Theatre	Listening Assist	3,089
Total VPAA			\$ 99,702
VPAT	Information Technology Services	TV studio equipment replacement (Henderson 002)	\$ 117,500
VPAT	Information Technology Services	Security Camera Coverage for Henderson	70,000
VPAT	Information Technology Services	Security Camera Coverage for Memorial Union	58,000
VPAT	Information Technology Services	Washburn Video server replacement	52,800
VPAT	University Police	Police Department Vehicle/Equipment Replacement Fund	25,000
VPAT	Finance Office	Finance office printer and check folder	7,000
Total VPAT			\$ 330,300
Athletics	Various Sports	Commerical Washers & Dryers	\$ 49,945
Athletics	Various Sports	Team Uniforms (baseball, MBB, WBB, Soccer, etc.)	40,000
Athletics	Football	FB Helmets & Shoulder Pads	35,000
Athletics	Football	Football Headsets	18,000
Athletics	Various Sports	Two Cannon Cameras, Lenses, etc.	3,500
Total Athletics			\$ 146,445
Facilities Services	Facilities Services	Facilities Equipment Refresh (Grounds, Custodial, Maint.)	\$ 50,000
Total Facilities Services			\$ 50,000
Total FY23 Other Equipment Projects			\$ 626,447

Debt Retirement and Construction Fund (DRC)

	FY 18	FY 19	FY 20	FY 21	Projected FY 22
REVENUE					
AdValorem & Motor Vehicle Taxes	\$ 3,407,024	\$ 3,544,376	\$ 3,605,919	\$ 3,730,428	3,855,428
Sales and Other Taxes	250,000	250,000	250,000	250,000	250,000
Transfer from Other Funds	4,476,385	5,262,776	5,340,780	4,356,307	4,579,261 *
	<u>8,133,409</u>	<u>9,057,152</u>	<u>9,196,699</u>	<u>8,336,735</u>	<u>8,684,689</u>
EXPENDITURES					
Bond Payments	3,992,553	4,792,094	4,304,668	3,958,433	3,816,404 **
Revenue Bond Issue Costs	-	-	-	125,843	-
Capital Lease Principal	620,558	634,577	648,912	663,572	277,696
Capital Lease Interest	172,860	158,841	144,506	129,847	52,895
Maintenance Projects	2,400,000	2,207,366	2,400,100	2,382,850	2,750,055
Equipment	998,774	1,148,201	1,104,957	1,080,150	1,326,447
	<u>8,184,745</u>	<u>8,941,079</u>	<u>8,603,143</u>	<u>8,340,694</u>	<u>8,223,497</u>
Net Activity	<u>\$ (51,336)</u>	<u>\$ 116,072</u>	<u>\$ 593,556</u>	<u>\$ (3,959)</u>	<u>\$ 461,192</u>
Beginning Available Net Assets	\$ (127,979)	\$ (179,315)	\$ (63,243)	\$ 530,313	526,354
Net Activity	(51,336)	116,072	593,556	(3,959)	461,192
Ending Available Net Assets	<u>\$ (179,315)</u>	<u>\$ (63,243)</u>	<u>\$ 530,313</u>	<u>\$ 526,354</u>	<u>987,546</u>

*Represents transfers of \$890,000 from Sales Tax Capital Improvement; and \$526,791, from Housing Operations, WU Village; and \$526,791 from Housing Operation, LLC (2021A-2 and 2021B) and \$768,130 from Housing Operations, Lincoln Hall; and \$141,977 from Lincoln Dining Operations (Series 2015 A & B and 2021A-2 and 2021B); and \$710,250 from Sales Tax for Indoor Athletic Facility (Series 2018); and \$685,900 for the School of Law (2021A), for a total of \$4,249,839. FY22 Includes an energy performance contract (utility savings) for \$329,422.

**Represents total debt service payments.

Bond Payments:

Series 2010	\$ 1,320,255	\$ 1,322,105	\$ 1,315,625	\$ 117,557	-
Series 2014	1,152,131	1,163,431	604,481	78,216	-
Series 2015A	1,064,618	1,138,618	1,218,368	1,134,884	722,568
Series 2015B	455,549	458,879	456,995	78,262	103,164
Series 2018	-	709,061	709,200	708,100	706,700
Series 2021 A-1				49,289	316,856
Series 2021 A-2				19,738	126,888
Series 2021				1,772,386	1,840,228
Total Bond Payments	<u>\$ 3,992,553</u>	<u>\$ 4,792,094</u>	<u>\$ 4,304,668</u>	<u>\$ 3,958,433</u>	<u>\$ 3,816,404</u>

Washburn University Technology Requests

FY22 Funding for FY23 Requests

Area	Unit	Project Name	Amount Funded
VPAT	ITS	PC Refresh Lease	\$ 275,000
VPAT	ITS	IT Infrastructure Refresh	175,382
VPAT	ITS	Technology Replacement Fund - Apple Mac Computers	109,768
VPAT	UMAPS	Software and Printer for Ichabod Service Center	34,252
Total VPAT			\$ 594,402
VPAA	SON	Video streaming from WH 359 (high-fidelity simulation lab) to classrooms (WH 358 & 357)	\$ 40,000
VPAA	Forensics	Portable X-Ray System (FORENSICS)	33,750
VPAA	ITS	Update Equipment in Benton 111 Classroom for Rusty Taylor	23,293
VPAA	Art	New iPads, Apple Pencils for adv. Dig Art courses and students	8,555
Total VPAA			\$ 105,598
Total FY23 Technology Projects			\$ 700,000

Washburn University Residential Living Requests

FY22 Funding for FY23 Requests

Area	Unit	Project Name	Amount Funded
Residential Living	Villages	Village Bldg 3 Refresh	\$ 540,000
Residential Living	LLC	LLC Common Space Furniture Refresh	247,000
Residential Living	LLC	LLC DOAS Exhaust Replacement	174,000
Residential Living	Lincoln Hall	Lincoln Hall Electronic Lock Replacement	150,000
Residential Living	Villages	Villages AC Replacement	80,000
Residential Living	All	Annual Paint Refresh	50,000
Residential Living	LLC	LED light bulb update	48,000
Residential Living	LLC	Residential Living—Main Office Refresh	22,000
Residential Living	LLC	LLC Main lobby carpet replacement	20,000
Total Residential Living			\$ 1,331,000

Funding Recommendation

Reserves	\$ 789,700
Prior Capital funds	541,300
	<u>\$ 1,331,000</u>

Funding Available

Reserves	\$ 4,097,587
Prior Capital funds	541,300
	<u>\$ 4,638,887</u>

Washburn Institute of Technology

Mar 2022

Revenue	FY23
Capital Outlay	\$ 171,351
General Fund - Capital	100,000
General Fund - Technology	113,000
	<u>\$ 384,351</u>

Expenditures	
Technology Replacement Cycle	\$ 113,000
Misc Infrastructure and Equipment	271,351
	<u>\$ 384,351</u>

Agenda Item No. V. B. 2. a.
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. At this time, we have one employee meeting these requirements.

Ms. Louise Williams, Coordinator of Institutional Research, Washburn Institute of Technology, retired after 30 years of recognized service. She was originally employed through Kaw Area Technical School and continued service with Washburn Institute of Technology. Louise served as the college’s primary data analysis and reporting representative with external regulatory agencies. Her work was recognized in 2015 from the Kansas Board of Regents (KBOR) Data Quality and Planning Award for her leadership in ensuring data-driven decision making in the state. Ms. Williams retired in January 2022.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Louise Williams.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 2. b.

Washburn University Board of Regents

SUBJECT: Emeriti

DESCRIPTION:

Designate Rick Barker as Associate Professor Emeritus; Dr. Tom Morgan as Professor Emeritus; Dr. Mary Pilgrim as Associate Professor Emeritus; Jera Roberts as Associate Professor Emeritus; Dr. Michael Mosier as Professor Emeritus; Dr. Rachel Goossen as Professor Emeritus; Myrl Duncan as Professor Emeritus; Janet Thompson Jackson as Professor Emeritus; Dr. Shirley Waugh as Associate Professor Emeritus.

Rick Barker has had a long and distinguished career at Washburn. Over the last 40 years he has been an iconic presence in the Math and Computer Information Sciences Departments. The many contributions he has made to the University over these many years are too numerous to mention. Perhaps where Rick will be remembered most is in the first programming course our majors take: CM111 Introduction to Structured Programming. When I meet former students, some who graduated decades ago, they fondly remember Rick Barker. In particular they remember how he challenged them to work hard, and learn the material thoroughly. Some thought he was demanding, some thought he was fun and interesting, but they all remember him. I know that I speak for hundreds of colleagues and former students when I say that Rick's time at Washburn has enhanced and changed their lives. I believe that Emeritus Status is a small token of the great appreciation that Washburn deservedly owes to Rick as he retires.

Dr. Tom Morgan has taught at Washburn for 34 years, since the fall of 1988. He has prepared and taught courses in Applied Percussion, Theory I, II, III, and IV, Form and Analysis, Composition, and a number of instrumental ensembles. Dr. Morgan was responsible for developing the text and implementing The Rhythmic Perception Class, which is a proficiency requirement for every music major. He has written five percussion method books, published by C. Alan Publications; The Jazz Drummer's Reading Workbook, A Sequential Approach to Fundamental Snare Drum, A Sequential Approach to Rudimental Snare Drum, 10 Sequential Rudimental Solos, and The Musical Marimbist. He has also written numerous pieces published by C. Alan Publications including snare drum and marimba solos, vibraphone solos, a woodwind quintet (composed for the WU faculty woodwind quintet that was performed at KMEA in 2020), jazz combo tunes, and a number of percussion ensemble pieces.

Dr. Mary Pilgram joined the faculty in 2007 as an Assistant Professor. In 2011, Dr. Pilgram was tenured and promoted to the rank of Associate Professor, thanks to her excellence in teaching, scholarly contributions to the areas of sexual harassment in organizational culture and death studies, and her exemplary service to our department. Dr. Pilgram served the Washburn community with distinction in several key positions, including Communication Studies Department Chair, Program Director for the Master's in Communication and Leadership, and as primary point person for training and assessment of the Oral Communication USLO. As the Communication Studies Department Internship coordinator, she established a network of dozens of area organizations and private businesses with whom our students continue to intern to this day.

Jera Roberts will retire from Washburn University as an associate professor on May 31st, 2022. She started her educational tenure in the Radiologic Technology Program in May 1983, after teaching in the Radiology Program through Stormont Vail Hospital. During her time at Washburn, Jera served as the Radiological Technology Program Director and also the chair of the Allied Health Department for 8 years. Prior to teaching, she worked as a staff technologist in the areas of general radiology, mammography and interventional. Jera also worked as a staff technologist at urgent care facilities for 20 years, noting it was important to display clinical skill and academic knowledge to enrolled students. She served the Joint Review Committee on Education in Radiologic Technology as an accreditation reviewer in hospital and college settings. Jera's philosophy has been "making a difference, one patient at a time".

Dr. Michael Mosier is a Professor in the Department of Mathematics & Statistics. He earned his BS in Mathematics Education and his MS in Mathematics from Emporia State University, and his PhD in Statistics from Colorado State University. Mike began teaching at Washburn as an Assistant Professor in the Mathematics & Statistics Department in 2001. He was tenured and promoted to Associate Professor in 2005 and then promoted to Professor in 2010. Dr. Mosier has 48 peer-reviewed publications and has given 18 professional presentations. He is the co-founder and Director of Biostatistics for EMB Statistical Solutions, LLC, a data management and statistical contract resource organization. He has served on the editorial board of the Drug Information Journal and serves as instructor for the DIA Clinical Statistics for Nonstatisticians and Advanced Clinical Statistics for Nonstatisticians training courses.

Dr. Rachel Goossen, who received her PhD from the University of Kansas in 1993, began teaching in the Department of History at Washburn University in 2007. Over her fifteen-year tenure at Washburn, she has assembled a significant record of achievements in teaching, notably including oversight of students in our History/Secondary Education track; of research, for which she has received significant grants and which has been published and presented in a range of public forums; and of service to the department, the university, the discipline, and the community. These achievements are detailed in the accompanying c.v. and letter of recommendation.

Myrl Duncan will retire as Professor of Law from the School of Law after forty-five years of service to Washburn University. He joined the law faculty as a Visiting Assistant Professor in 1977. He joined the tenure-track faculty and was later promoted to Professor of Law, with tenure, in 1985. Before joining Washburn Law, Professor Duncan was a Research Attorney for Hon. J. Richard Foth, Kansas Supreme Court and Kansas Court of Appeals. Professor Duncan's teaching at Washburn focused on Property, Environmental Law, Natural Resources, Civil Rights, Federal Indian Law, and Research and Writing/Legal Analysis. He published articles on Property, Natural Resources, Land Use Planning, and Civil Rights. From 1999 to 2022, Professor Duncan served as Faculty Advisor to the Washburn Law Journal. He also served as Chair of the Law Library Building Committee from 1988-92. Professor Duncan contributed to the legal profession and community by serving on the Kansas Board of Law Examiners (1986-93), the Brown v. Board of Education Reopening Litigation Team (1979-1985), the Kansas ACLU (1979-82), the Board of Directors for the Kansas Land Trust (1997-Present), the Board of Directors for the Sunflower Music Festival (2006-Present) and the Board of Directors for the Kansas Natural Resource Council (1983-91). The title Emeritus Professor is recommended in recognition of Myrl Duncan's long and distinguished career, including his significant contributions to the School of Law and to Washburn University.

Janet Thompson Jackson will retire as Professor of Law from the School of Law after eighteen years of service to Washburn University. She joined the law faculty as an Associate Professor in 2004, and was promoted to Professor of Law, with tenure, in 2010. Before joining Washburn Law, Professor Jackson was a Clinical Fellow at the University of Baltimore School of Law and an Adjunct Professor at University of the District of Columbia, David A. Clarke School of Law. She served as Executive Director for a nonprofit organization, Families Forward, Inc., in Washington D.C. Professor Jackson practiced law with two firms, Cole, Raywid and Braverman, LLP, Washington D.C., and Buchanan Ingersoll PC, Pittsburgh, PA. Her teaching at Washburn focused on Clinical Legal Education (Business and Nonprofit Law and Practice), Property Law, Race and the Law, Entrepreneurial Law, and Nonprofit Law. While at Washburn, Professor Jackson taught internationally at University of Utrecht, University of Amsterdam, University of Groningen (Netherlands), and Free University, Tbilisi (Georgia). She published articles on wellness in legal education and the legal profession, the intersection of entrepreneurship and low-income communities, the intersection of property law and low-income communities, and entrepreneurship and global clinical legal education. She further contributed to the academy, the legal profession and to the community through her roles as Co-President of the Clinical Legal Education Association, co-chair of the Transactional Clinics Committee of the Association of American Law Schools, and as host of KTWU's I've Got Issues. From 2011 to 2018 Professor Jackson served as Interim Co-Director of the Washburn Law Clinic. She further accepted leadership roles as the Faculty Administrator and Supervisor, Third Year Anywhere Externship; Chair, Diversity Committee (2015-2018); and Chair, Faculty Recruitment Committee (2015-2017). The title Emeritus Professor is recommended in recognition of Janet Thompson Jackson's long and distinguished career, including her significant contributions to the School of Law and to Washburn University.

Dr Shirley Waugh obtained her BSN from the University of Kansas in 1981, her MSN from Washburn University in 2009 and her PhD in Nursing from the University of Kansas in 2015. Dr. Waugh began teaching as an adjunct in the School of Nursing (SON) fall of 2009. She worked as an adjunct from 2009–2015. She taught medical/surgical clinical, cardiac dysrhythmia in the classroom, helped in seminar classes and simulations. She began as a full-time faculty member in the SON, fall 2015. She has taught our first medical/surgical class and practicum, evidence-based nursing at both the graduate and undergraduate levels. Dr. Waugh has assisted countless undergraduate students with their Honors projects and many DNP students with their projects. Dr. Waugh served as chair of SON Honors and the Undergraduate Education Committees; and has worked on countless other SON committees. She has served on University Program Review and IRB committees for many years and has served on the CTCL advisory board.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title “Professor Emeritus” to Dr. Tom Morgan, Dr. Michael Mosier, Dr. Rachel Goossen, Myrl Duncan, and Janet Thompson Jackson, and “Associate Professor Emeritus” to Rick Barker, Dr. Mary Pilgrim, Jera Roberts, and Dr. Shirley Waugh.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 2. c.
Washburn University Board of Regents

SUBJECT: Tenure and Promotion Recommendations

DESCRIPTION:

After consultation with the appointed and elected committees and the respective deans, the following faculty are recommended for tenure and promotion:

Amber Dickinson	College/Poli Sci	Promotion to Associate Professor
Chris Jones	College/Philo-Relig	Promotion to Associate Professor
Laura Murphy	College/Sociology	Promotion to Associate Professor
Julie Noonan	College/Theater	Promotion to Associate Professor
Holly O'Neill	College/Chemistry	Promotion to Associate Professor
Tom Seddon	College/Music	Promotion to Associate Professor
Rhonda Peterson-Dealey	SAS/Social Work	Promotion to Associate Professor
Tonya Ricklefs	SAS/Social Work	Promotion to Associate Professor
Gillian Chadwick	School of Law	Promotion to Professor
Burke Griggs	School of Law	Promotion to Professor
Lara Rivera	School of Nursing	Promotion to Associate Professor

The following are recommended for promotion to noted ranks and were previously granted tenure:

Karen Camarda	College/Physics	Promotion to Professor
Takrima Sadikot	College/Biology	Promotion to Professor
Vanessa Steinroetter	College/English	Promotion to Professor
Liviu Florea	School of Business	Promotion to Professor
Tom Hickman	School of Business	Promotion to Professor
Paul Wagner	College/Biology	Promotion to Associate Professor
Tracy Wagner	College/Biology	Promotion to Associate Professor

Promotion and tenure petitions and recommendations are on file in the Academic Affairs Office and available to the Board.

FINANCIAL IMPLICATIONS:

Additional salaries for promotional increases totaling \$70,800 will be included in the fiscal year 2022-2023 budget.

RECOMMENDATION:

President Farley recommends approval of awarding promotion and tenure to the faculty listed above.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 3.
Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual -
Section B. Recruitment and Employment

DESCRIPTION:

The internal and external approval processes for obtaining grant funding and/or other externally sponsored funding for faculty and staff positions is stringent. Once those types of funding sources are approved, the time to fill the position(s) can be critical in order to satisfy grant and/or externally sponsored funding requirements. To ensure the University complies with such timing requirements, the need to proceed with immediate recruitment and employment is imperative.

Our current policy requires appointment approval by the Board for any new exempt (faculty or staff) position. To expedite the process for new fully funded grant and/or externally sponsored exempt (faculty or staff) positions, it would be beneficial to allow for those types of positions to be included as an informational item in the next appropriate Board agenda instead of seeking appointment approval by the Board. As such, it would be advantageous to include a provision in the Policy allowing fully funded grant and/or other externally sponsored positions to be included as an informational item in the next appropriate Board agenda instead of following the regular Board approval process.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents approve amendments to Section B. of the Washburn University Policies, Regulations, and Procedures Manual.

Date

Jerry B Farley, President

WUPRPM. Board Policies
B. Recruitment and Employment
Revision Date: March 25, 2022

B. Recruitment and Employment

1. Purpose. To set forth policies regarding the recruitment and employment of individuals to fill University Positions.

2. Establishment of Regulations. The Administration shall establish regulations and procedures for a formal process for filling vacant Positions consistent with Board policies, applicable laws and regulations, and fair and equitable practices. There also shall be a formal process for termination from University employment.

3. Student Priority. Student workers shall be utilized to the maximum extent reasonable in filling work assignments requiring little or no work experience.

4. Age Requirement. Individuals who are under 18 years of age shall not be employed by the University except as Student Employees.

5. Appointment Process. The Administration shall have authority to employ individuals to work full or part-time in whatever capacity necessary to fulfill the mission of the University.

5.1 Board Approval Requirement. Approval by the Board shall be required for the appointment of a new Employee, except for those fully funded by grant and/or other externally sponsored positions, when the:

- Employment is to a new exempt staff or faculty Position;
- Proposed annual basic salary exceeds the budgeted amount for the Position in the then Fiscal Year Salary Supplement by more than 10%; or,
- Appointment is that of President or Vice President.

5.2 Grant funded or other externally sponsored positions. Due to the internal and external approval processes for fully funded grant and/or other externally sponsored positions additional approval by the Board prior to hire is not necessary. Instead the hiring for those types of grant funded and/or other externally sponsored positions will be included as an informational item in the next appropriate Board agenda.

5.3 Other Appointments. For other Positions, final approval of employment shall be by the President or President's designee(s).

5.4 Employment Contracts. Employment contracts shall be issued on a Fiscal Year basis or portion thereof as appropriate.

5.4.1 Contracts shall not be issued until after the Board has approved:

- The Salary Supplement for the applicable Fiscal Year; or,
- An employment by specific action.

Agenda Item No. V. B. 4. a.
Washburn University Board of Regents

SUBJECT: LLC Commons Area Furniture

DESCRIPTION:

Pursuant to the Fiscal Year 2023 Residential Living Project funding plan approved at this March Board of Regents meeting, the University is seeking to replace furniture in the Living Learning Center common areas. The furniture in these areas is mostly original to the initial building construction in 2001.

Washburn Facilities and Residential Living personnel worked to identify a furniture that will offer an inviting area for students to study and relax. The furniture is planned for delivery during the upcoming summer of 2022.

John Marshall Co. was identified as the furniture vendor of choice for this project. The vendor was able to utilize State of Kansas # 44171 for this purchase, which has been competitively bid.

VENDOR

PRICE

John Marshall Co.

\$ 195,102

FINANCIAL IMPLICATIONS:

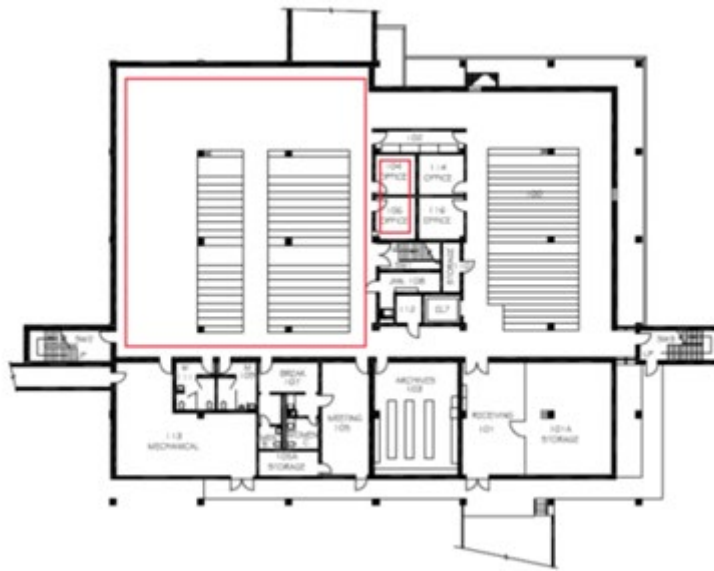
The Total Project Budget of \$247,000 consists of payments to John Marshall Co. (\$195,102), and contingency (\$51,898) to cover additional furniture items or unknown items that may be found during the project. Funding will be provided through the Residential Living Reserves.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to John Marshall Co. in the amount of \$195,102 for the furniture purchase and installation in the LLC Common Areas.

Date

Jerry B. Farley, President



Agenda Item No. V. B. 4. b.
Washburn University Board of Regents

SUBJECT: Stoffer Science Research Lab Furniture

DESCRIPTION:

Pursuant to the FY23 capital funding approved at this March Board of Regents meeting, the University is pursuing a refresh of Stoffer Science research labs 209, 211, and 216. These labs were not refreshed during the Stoffer Science 2008 Remodel and are mostly original to the building. The refresh consists of the lab tables and countertops, lab sinks, wall cabinets, and the fixtures that serve the lab stations.

Wynn-Jones was identified as the furniture vendor of choice for this project due to their ability to provide all aspects of the lab furniture and their ability to install. The vendor is on State of Kansas contract #50626 which provides competitive pricing for this purchase.

VENDOR

PRICE

Wynn-Jones

\$120,235

FINANCIAL IMPLICATIONS:

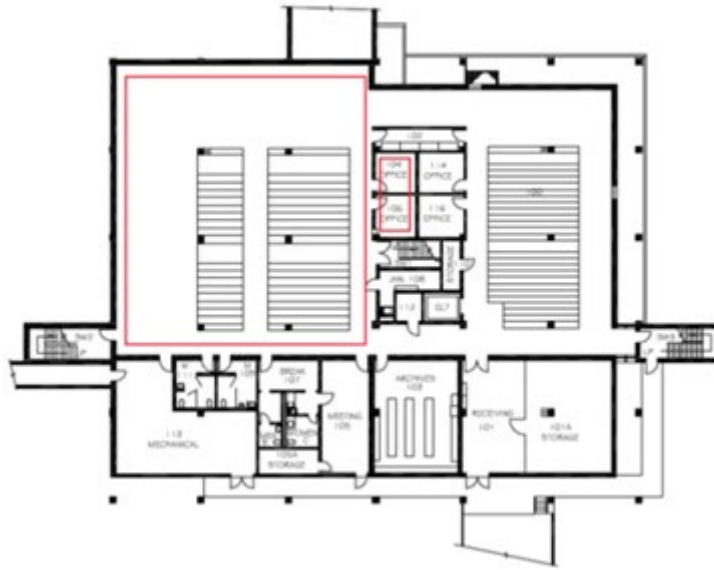
The Total Project Budget of \$303,465 consists of payments to Wynn-Jones (\$120,235), demo (\$11,500), electrical (\$9,500), plumbing (\$18,000), miscellaneous and contingency (\$144,230) to cover unknown items that may be found during the project. Funding will be provided through capital funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Wynn-Jones in the amount of \$120,235 for the furniture purchase and installation in the Stoffer Science Research Labs.

Date

Jerry B. Farley, President



Agenda Item No. V. B. 4. c.
Washburn University Board of Regents

SUBJECT: Microsoft Campus Agreement

DESCRIPTION:

The Microsoft Campus Agreement provides the Microsoft Operating System for desktops, laptops, and servers; Microsoft Office for faculty and staff computers; and the ability for faculty, staff, and students to install Microsoft Office on their home computers (as part of our Office 365 subscription). The agreement covers both Washburn University and Washburn Institute of Technology and is available through Connection Public Sector Solutions at a cost of \$82,994. This represents an \$3,503 or 4.41% increase from the current contract.

The purchase will be awarded to Connection utilizing E&I Cooperative Services Contract #CNR-01483. E&I is the largest and most experienced member-owned, non-profit purchasing cooperative serving the needs of education.

FINANCIAL IMPLICATIONS:

An expenditure of \$82,994 will be funded from the Fiscal Year 2021-22 Information Technology Services operating budget.

RECOMMENATION:

President Farley recommends the Board of Regents approve the award of a contract to Connection in the amount of \$82,994 for purchase of the Microsoft Campus Agreement.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. d.
Washburn University Board of Regents

SUBJECT: School of Law Building – General Construction Contract

DESCRIPTION:

At its March 2021 meeting, the Board of Regents approved the general construction contract to MCP Build of \$25,406,957 for the new School of Law Building. The project has progressed well and is on schedule for completion by the end of the year. Several scope changes are incorporated into the change order and are listed below:

Description	Reason	Cost
Custom FRP Cornice Color	To match other exterior colors	\$8,438
Storm Detention Structures	Unforeseen existing conditions	\$3,477
Modified Door Hardware	Selected better hardware	\$2,204
Millwork Changes	Supply chain issues	\$29,895
Parking Lot Lighting	To tie into existing circuit	\$2,263
Additional Library Carriages	Provide full shelving	\$39,987
Add Digital Locks to Lockers	Design Intent not in contract	\$79,150
Change Video Management System	Provides campus upgrade	\$43,726

Total \$209,140

FINANCIAL IMPLICATIONS:

The change order of \$209,140 would be issued to MCP Build and funded through the project contingency. Current total contingency has a balance of \$2,590,320 prior to the change order.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the change order to MCP Build in the amount of \$209,140 for additional work related to the School of Law Building project.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. e.
Washburn University Board of Regents

SUBJECT: Washburn Intelligent Learning Platform

DESCRIPTION:

A critical component of online learning is the integration of data between Washburn's student information system (Banner) and our online learning platform (D2L). The tool that has traditionally performed this task is going out of support by the vendor and must be replaced with their new, modern, and fuller featured tool. This tool synchronizes courses, enrollments and grades between the two environments.

This is a sole source purchase as Ellucian is the only vendor providing this software integration.

FINANCIAL IMPLICATIONS:

Implementation fees are \$3,050 and are already funded through the technology budget.

Ongoing hosting fees for 27 months (to align with our D2L contract) are \$70,363. Funding for these fees is already a part of the ITS operating budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a \$73,413 contract to Ellucian to acquire and implement the new Intelligent Learning Platform software.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. f.
Washburn University Board of Regents

SUBJECT: Vortex Edge Plus Forklift Simulators

DESCRIPTION:

Washburn Institute of Technology was awarded a Jobs and Innovative Industry Skills Training (JIIST) Grant from the Kansas Department of Commerce in the amount of \$58,920 to purchase three (3) Forklift simulators and an Instructor Operator Station. Washburn Institute of Technology will provide matching funds in the amount of \$58,920 through support for instructor salary and benefits.

The Vortex Edge Plus Forklift simulator is designed to go beyond minimum training requirements. Students can prepare for certification and learn advanced exercises with this equipment. The simulator will be used in the Industrial Production Technician program at Washburn Institute of Technology.

VENDOR	BASE BID
Aidex	\$67,350
Sim-Log	\$69,189

FINANCIAL IMPLICATIONS:

Pursuant to Board approval at their March 24th meeting, funds will be provided by a JIIST grant award from the Kansas Department of Commerce for 58,920 and the remaining funding (\$8,430) will be provided through MOE.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a \$67,350 contract to Aidex to supply the Vortex Edge Plus Forklift Simulators.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. g.
Washburn University Board of Regents

SUBJECT: Facilities Services New Building - Architectural Services

DESCRIPTION:

In July 2021, Washburn University Alumni Association and Foundation announced a gift of \$10.2 million from anonymous donors. One of the projects benefiting from this gift is the relocation of the Facilities Services warehouses located east of Yager Stadium to allow for the creation of an outdoor event plaza located West of Petro Allied Health Center and East of College Avenue.

Preliminary planning efforts have been performed to identify a new location for the Facilities Services warehouse building. The warehouses serve as the hub of operation for the bulk of the services Facilities provides to campus which highlights the need to remain on campus versus moving to an off-campus location. The location identified for the new building is at the west edge of parking lot 7 on the west edge of campus. A campus map showing the location is attached for reference.

Washburn Facilities engaged Architect One, a local Topeka architecture firm, to support the planning efforts. Facilities has requested a full design services proposal from Architect One to perform design, preparation of construction documents, bidding and negotiation, and construction administration. Architect One's proposal for total architect fees, including sub-consultant engineering fees is \$231,000, representing approximately 7.5% of the initial estimated construction costs. As construction costs have continued to rise, the percentage of design costs to construction costs will decline.

FINANCIAL IMPLICATIONS:

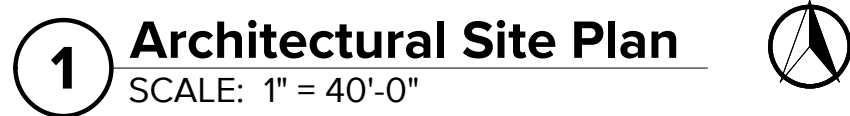
The project is funded by University and private contributions.

RECOMMENDATION:

President Farley recommends the Board of Regents award the design services contract to Architect One in the amount of \$231,000 for the new Facilities Services building.

Date

Jerry B. Farley, President

REVISION:

SHEET TITLE

WASHBURN UNIVERSITY

SHEET NUMBER

A001

Agenda Item No. V. B. 4. h.
Washburn University Board of Regents

SUBJECT: Replacement of Door Access Control Locks, Lincoln Hall

DESCRIPTION:

This project will replace 84 electronic door locks at Lincoln Hall. The current lock system, over the past year, has experienced a high rate of failure, which is expected to continue over time as the locks have reached end of life. Locks will be similar to the install just completed for the LLC but hard-wired, Sargent IN220 POE Mortise Lockset with Keypad / Key Override and Deadbolt. Cards and software to control the lock system will not change as the new locks will directly integrate into our current software-controlled system that can react to the environment in real time.

VENDOR	BASE BID
CBS Door & Hardware, LLC	\$145,471.45
Envision Technology Group KC	\$158,156.00
DH Pace Control Service Company	\$187,822.83

FINANCIAL IMPLICATIONS:

Annual software maintenance costs will not increase.

Recommended vendor is *CBS Door & Hardware, LLC*, Bid of \$145,471.45

Contingency at 5% is \$7,274.

Total Project Cost \$152,745.00

Pursuant to Board approval, project funds will be provided by the Residential Living Reserves.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of \$152,745 contract to CBS Door & Hardware, LLC to supply Door Access Control Locks for Lincoln Hall.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. i.
Washburn University Board of Regents

SUBJECT: Washburn Village Building #3 Refresh

DESCRIPTION:

Pursuant to the Fiscal Year 2023 Residential Living Capital funding plan approved at this March Board of Regents meeting, the University is seeking to refresh Washburn Village Building #3 interiors, similar to the work that was performed on buildings #1, #2, and #4 in previous years. The refresh consists of new flooring, countertops, sinks, appliances, wall paint, and lighting.

Washburn Facilities will coordinate the purchase of light fixtures, kitchen faucets, and bathroom faucets to verify consistency of materials in the buildings. The project is planned for Summer 2023.

Requests for proposals were posted by the Purchasing Department on February 7th and proposals were received on March 3rd. The following contractors submitted bids:

<u>Vendor</u>	<u>Base Bid</u>	<u>Location</u>
Bob Florence Contractors	\$455,800	Topeka, KS
Kelley Construction	\$456,650	Topeka, KS
L&L Construction	\$461,989	Atchison, KS
Mohan Construction	\$471,390	Topeka, KS

FINANCIAL IMPLICATIONS:

Bob Florence Contractors provided the lowest responsive cost and can meet the specified terms and conditions. Bob Florence Contractors successfully completed previous Village building refresh projects, so the University has recent and favorable experience with the firm. The Total Project Budget of \$540,000 consists of payments to Bob Florence Contractors (\$455,800), Washburn materials purchases (\$40,000), and a contingency (\$44,200) to cover unknown items that may be found during the project. Funding will be provided by Residential Living Reserves.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Bob Florence Contractors in the amount of \$455,800 for the Washburn Village Building #3 Refresh project.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. j.
Washburn University Board of Regents

SUBJECT: Amatrol Simulator Program

DESCRIPTION:

Five of the Industrial Production Technician (IPT) courses in the Amatrol suite are also offered in the current Advanced Systems Technology (AST) program at Washburn Institute of Technology. The requested simulators/trainers are portable versions of the current equipment and are extensions of an existing program at a different campus.

These portable trainers will be used at the Topeka Correctional Facility and Washburn Tech East in support of the Industrial Process Technology Program. This will allow Washburn Institute of Technology to maintain matching curriculum and labs across all campuses.

VENDOR

PRICE

Aidex

\$102,613.75

FINANCIAL IMPLICATIONS:

Pursuant to Board approval, \$102,613.75 will be provided by Maintenance of Effort (MOE) funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a \$102,613.75 contract to Aidex to supply the Amatrol Simulator program.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. k.
Washburn University Board of Regents

SUBJECT: New Sterilization Equipment for the New Sterile Processing Program at Washburn Institute of Technology

DESCRIPTION:

On September 16, 2021 the Board of Regents approved a new Sterile Processing Technical Certificate program at Washburn Institute of Technology. Currently, this is the only Sterile Technician training/certification two-year program offered in Kansas.

To facilitate this program, there are several pieces of equipment needed for program instruction. Washburn issued Request for Quote (RFQ) 22032 on February 24, 2022 for a refurbished Steam Sterilizer, Ultrasonic Cleaner, Sterilization Cabinet. We requested refurbished units as that will reduce our cost for these pieces of equipment with installation. Six vendors were solicited and two quoted for the RFQ.

VENDOR	BASE BID
Seattle Technology	\$ 70,737
Steris	\$ 99,795

FINANCIAL IMPLICATIONS:

Pursuant to Board approval, \$70,737 will be provided by Maintenance of Effort (MOE) Funds for this equipment.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a \$70,737 contract to Seattle Technology to supply Sterilization Equipment for the New Sterile Processing Program at Washburn Tech.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. I.
Washburn University Board of Regents

SUBJECT: Cars for Washburn Technology Maintenance & Repair

DESCRIPTION:

Vehicles are needed each year for the Washburn Technology Auto Service Technicians Program. The purchasing mechanism needs to be different this year than in the past. Purchasing used vehicles in the current environment happens rapidly and our current Request for Proposal (RFP) process does not allow for a less than 24-hour turn around.

To purchase used vehicles in the current market is challenging. In order to procure the needed vehicles, Washburn is proposing that we have a small committee of interested instructors and directors (Instructors at Washburn Institute of Technology, Director for Instruction at Washburn Institute of Technology, Interim Dean Washburn Institute of Technology and Director of Purchasing) to purchase 8–10 vehicles for a total of \$100,000 by going to an Auto Auction/Dealerships/other sellers and procuring vehicles that are available that day.

FINANCIAL IMPLICATIONS:

Pursuant to Board approval, \$100,000 of funds will be available from Maintenance of Effort (MOE) funds to purchase vehicles.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a \$ 100,000 to supply the Vehicles needed the Washburn Technology Auto Service Technicians Program.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. m.
Washburn University Board of Regents

SUBJECT: Purchase of Computer Equipment for E-sports Program

DESCRIPTION:

The e-sports program requires computers to provide for practice and competition with other institutions. Through a review of the space where the e-sports program will be housed, it was determined that 24 computers would be needed. The computers will contain software and access to the programs used for e-sports. We received quotes from E-sports Supply for Lenovo equipment and we also contacted Lenovo direct to get a quote going through the CDW-G contract.

VENDOR	BASE BID
E-sports Supply for Lenovo	\$ 75,206
Lenovo/CDW-G	\$ 68,930

FINANCIAL IMPLICATIONS:

Cost of equipment will be \$68,930 which includes computers, monitor, keyboard, mouse, and headset and will be funded out of Maintenance of Effort (MOE) funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the purchase of computer equipment from CDW-G for \$68,930 using state contract #17010729 from Kansas Board of Regents.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. n.
Washburn University Board of Regents

SUBJECT: Bradbury Thompson Alumni Center (BTAC) Fire Alarm Upgrade

DESCRIPTION:

Pursuant to the FY23 capital funding approved at this March Board of Regents meeting, the University is pursuing an upgrade of Bradbury Thompson Alumni Center's fire alarm system. This upgrade includes the replacement of equipment that is beyond useful life and no longer serviceable. The upgrade will provide new equipment including new control panels, integration nodes, and annunciator controls integrated into the overall system in the building.

The existing system is a Simplex brand fire alarm system and must be upgraded with Simplex equipment due to its proprietary design. Washburn Facilities has worked with Johnson Controls, the local representative for Simplex, to clarify the scope and cost of the upgrade. Johnson Controls has provided a proposal for the project:

VENDOR	PRICE
Johnson Controls Fire Protection	\$127,235

FINANCIAL IMPLICATIONS:

The Total Project Budget of \$150,000 consists of payments to Johnson Controls (\$127,235) and contingency (\$22,765) to cover unknown items that may be found during the project. Funding will be provided through the capital funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Johnson Controls Fire Protection in the amount of \$127,235 for the Fire Alarm Upgrade at the Bradbury Thompson Alumni Center.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. o.
Washburn University Board of Regents

SUBJECT: Stauffer Commons Building Automation System Upgrade

DESCRIPTION:

Pursuant to the FY23 capital funding approved at this March Board of Regents meeting, the University is pursuing an upgrade to the Stauffer Common's Building Automation System. Stauffer Commons is equipped with an obsolete system that's components are beginning to fail and unable to be replaced. The system is creating times of temperature and humidity fluctuations in the space. An upgrade of the system is being requested to improve the control of the HVAC systems, which will improve the indoor air quality in Stauffer Commons.

Facilities Services currently operates two building automation systems on campus. In recent years, Facilities has been seeking to upgrade buildings to the Trane system for several reasons, including the efficiency of operating one system and the availability of replacement parts and service. Facilities coordinated with Purchasing to qualify Trane as the sole source vendor for this work. This project will add sensors and controls to the HVAC equipment at Stauffer Commons, improving the indoor air quality for the occupants.

VENDOR	PRICE
TRANE	\$74,000

FINANCIAL IMPLICATIONS:

The total project is budgeted at \$74,000 consisting of payments to Trane (\$74,000). The project is funded through capital funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to Trane in the amount of \$74,000 for the Building Automation System Upgrade.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. p.
Washburn University Board of Regents

SUBJECT: Washburn Tech Entry Walkway Replacement

DESCRIPTION:

The main concrete walkway that leads to the “A” Buildings at Washburn Tech from the bus drop-off has been deteriorating over the past few years. The attached map shows the walkway location. The walkway has reached a point that it is unsafe for the campus students and visitors.

Washburn Tech and Washburn Facilities worked with Bartlett & West Engineers to develop a replacement design for the walkway. The new design is not as wide as the original walkway, and removed the planters that occupied the center of the walkway. These changes lessen the replacement cost. The work is expected to occur during Summer 2022.

Specifications were developed for the walkway replacement package and posted by Washburn Purchasing on February 18, 2022. One bid was received for the RFP on March 2, 2022.

<u>Vendor</u>	<u>Base Bid</u>	<u>Alternate</u>
Bettis Construction	\$53,700	\$1,600

Washburn Tech intends to accept the bid alternate, which adds some additional concrete at the bus drop-off location.

FINANCIAL IMPLICATIONS:

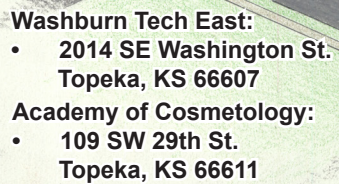
The Total Project Budget of \$65,000 consists of payments to Bettis Construction (\$55,300), Bartlett & West (\$5,000), concrete testing (\$2,500), and contingency (\$2,200). Funding will be provided from annual state and institutional capital outlay funds and, if needed, reserve funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to Bettis Construction in the amount of \$55,300 for the Entry Walkway Replacement.

Date

Jerry B. Farley, President



Agenda Item No. V. B. 4. q.
Washburn University Board of Regents

SUBJECT: Washburn Video Server Replacement (Panopto)

DESCRIPTION:

In March 2021, Ensemble Video (Ensemble), the product that Washburn University/Washburn Institute of Technology has used to meet its video server needs for the past decade, was acquired by Panopto. Since that time, Ensemble has announced a sunset date for their product in September 2022. As of the sunset date, Ensemble products will no longer receive support or updates as the support and development teams will be moved over to their respective Panopto product teams.

Information Technology Services (ITS) has examined Panopto's key benefits for students, conducted a needs assessment survey of Washburn faculty and staff, compared Panopto's capabilities with those provided by Ensemble, and developed a server replacement timeline.

Panopto is a sole source provider for their migration capabilities, link redirect service, and knowledge of Washburn's video streaming server usage.

FINANCIAL IMPLICATIONS:

Year one, at a cost of \$48,500 (which includes content migration costs) will be funded by a Capital Equipment request with following years funded through the Information Technology Services Budget.

Funding for additional years will be a part of the ITS operating budget at the cost of \$37,000 (year two), \$38,500 (year three) and price increases limited to 5% in year four and 5% in year five (as optional renewal dates).

RECOMMENDATION:

President Farley recommends the Board of Regents approve the replacement of the video server with Panopto for \$124,000 (three-year contract) with price increases limited to 5% in year four, and 5% in year five (optional renewal dates).

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. r.
Washburn University Board of Regents

SUBJECT: Campus Road Repairs Project

DESCRIPTION:

Pursuant to the Fiscal Year 2023 capital funding plan approved at this March 2022 Board of Regents meeting, the University is seeking to repair portions of Durow Drive and Jewell Avenue. The repairs are focused on the cracking located on Durow south of the Student Wellness and Recreation Center and on Jewell east of KTWU. See the attached campus map for reference.

Washburn Facilities Services engaged Bartlett & West under previous capital funds for the development of design and construction documents for the project. In order to maximize the available budget, the bid documents were developed to obtain unit price cost structures, requesting pavement replacement by square yard, curb and gutter by linear foot, etc. This will allow the most work to be performed with the available budget. Additional repairs will be pursued with future capital funds.

Requests for proposals were posted by the Purchasing Department on February 17th and proposals were received on March 3rd. The following contractors submitted bids:

<u>Vendor</u>	<u>Quantity of Work</u>	<u>Location</u>
Conroy Concrete Construction	785 Square Yards*	Topeka, KS
Bettis Asphalt	287 Square Yards*	Topeka, KS

*This quantity of work is representative of the unit pricing proposed. Additional work including striping, curb & gutter replacement, seeding and sod are also included in the project.

FINANCIAL IMPLICATIONS:

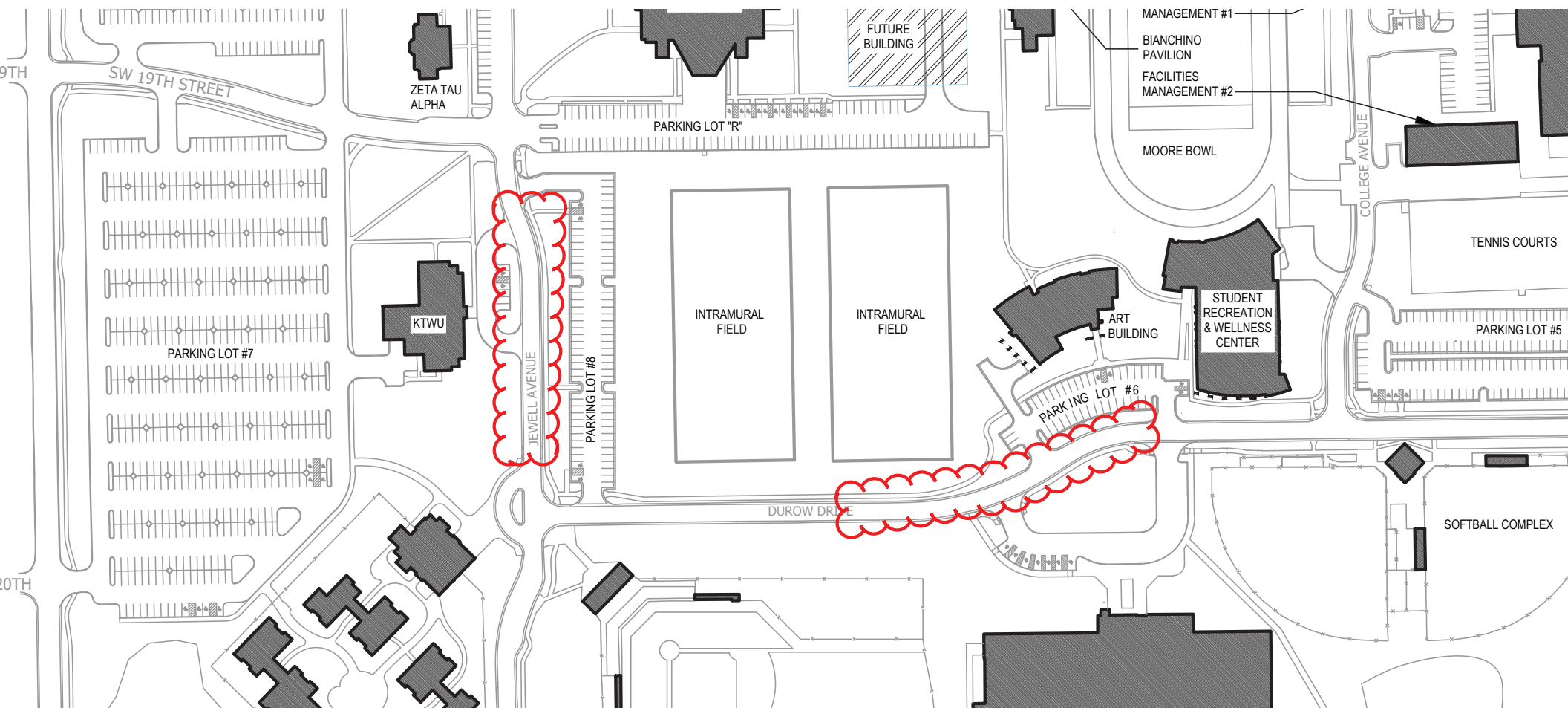
Conroy Concrete provided the lowest responsive proposal and can meet the specified terms and conditions. The University has recent and favorable experience with Conroy Concrete. The Total Project Budget of \$130,000 consists of expected payments Conroy Concrete (\$108,910), geotechnical testing (\$10,000), and contingency (\$11,090) for unknown items found during the project. Funding will be provided by capital project funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of a contract to Conroy Concrete in the amount of \$108,910 for the Campus Road Repairs Project.

Date

Jerry B. Farley, President



Agenda Item No. V. B. 4. s. Washburn University Board of Regents

SUBJECT: Immersive Virtual Tour Platform for University Website

BACKGROUND:

Immersive digital virtual tour platforms are a necessity in today's higher education landscape. Prospective students, alumni and other outside constituents can benefit by connecting with the university through a much more interactive and exciting lens. Prior to the pandemic, immersive digital programming was primarily driven by the need to expand a university's footprint beyond normal territorial constraints. Now, with current visitation and matriculation disruptions in higher education, universities throughout the country have invested in having virtual capabilities on their websites.

DESCRIPTION:

In exploring virtual options for Washburn, four vendors were solicited for Request for Proposal (RFP). Four vendors submitted proposals, however only three met the minimum requirements outlined by the committee. The remaining vendors gave zoom product demos to the committee. After the demonstrations, committee members were tasked with providing feedback to support why they ranked them in the order from top to bottom. The five-year cost for each vendor is shown below.

Campus Tours:	\$98,745
EAB:	\$189,081
Student Bridge:	\$183,959

The committee recommends Campus Tours. The design interface, analytics functionality, production service collaboration, easy-of-use, and uniqueness of the product were some of the key areas highlighted in the committee feedback.

FINANCIAL IMPLICATIONS:

The contract is for a five-year period for a total of \$98,745. The initial set-up fee and each year of five years of licensing will be paid using one-time Maintenance of Effort funds which must be spent by June 1, 2022.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a five-year contract to Campus Tours for \$98,745 beginning on June 1, 2022.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. t.
Washburn University Board of Regents

SUBJECT: EAB Transfer Portal (Technology application)

DESCRIPTION:

Washburn needs a modern application that will allow prospective students, admission counselors, high school counselors, etc., to compare coursework being presented for transfer and national credit exam scores against Washburn equivalent courses and requirements for Advanced Placement/International Baccalaureate/College Level Examination Program (AP/IB/CLEP) exam credit. Additionally, prospective students need to see how their transfer work may apply to Washburn programs and then be presented with the opportunity to apply for admission.

The proposed software application is EAB's Transfer Portal. The Transfer Portal integrates with our current Banner Student Information System and Degree Works degree audit system. The Transfer Portal can serve as an entry point for prospective transfer students. Prospective students can enter their previously earned credit from other institutions from across the country and credit earned on national tests. The system then evaluates the credit presented for transfer against existing transfer credit tables in the Banner Student Information System, compares it against academic programs stored in the Degree Works degree audit system, and offers Washburn program options to students. Students can evaluate their transfer credit with up to three academic programs at one time. The Portal will provide the Admissions Office with follow-up contact information and provide Washburn with a list of any courses submitted that did not have a current Washburn course equivalency on file so that the courses may be evaluated.

RATIONALE:

Washburn needs an intuitive, user-friendly product that will allow us to better compete for the transfer student population. The existing web product used for self-evaluation of transfer credit, is not user friendly and considered difficult to navigate. Additionally, the proposed software includes the following features not found in our current self-service transfer credit software: Mechanism for capturing new courses for articulation; Best-fit major recommendations; Major and Career exploration; Customizable checklist of deadlines and admissions related events; Admissions dashboard to enable proactive, customized outreach; Ability to export data to CRM.

FINANCIAL IMPLICATIONS:

The Transfer Portal contract for implementation and annual fees for the period April 2022 through March 2027 is as follows:

\$25,000 Implementation
\$65,000 Year One Fees
\$68,250 Year Two Fees
\$71,663 Year Three Fees
\$75,246 Year Four Fees
\$79,008 Year Five Fees

Implementation and Year One Fees of \$90,000 to be paid from Maintenance of Effort funds (MOE). Remaining years to be paid with regularly budgeted funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to EAB for \$384,167 implementation and five years of annual fees for the Transfer Portal.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. u.
Washburn University Board of Regents

SUBJECT: EAB Financial Aid Optimization, Undergraduate and Law

DESCRIPTION:

EAB's Financial Aid Optimization engagement and monitoring platform is developed to ensure Washburn's strategic aid policy is aligned with institutional mission, goals, and recruitment strategies. The process includes three primary phases: historical analysis to model maximized net tuition revenue; policy consultation by financial aid experts to marry the optimization results with institutional priorities; and a dashboard to monitor the new policy and incoming cohort, allowing for real time adjustments through the admissions cycle.

To optimize net tuition revenue, EAB utilizes logistical regression analysis to determine the estimated probability of enrollment for each student. They then test every possible award each student could receive to estimate that student's probability of enrollment, and from the range of estimated probabilities, determine the point at which net tuition revenue is maximized. This leads us to an understanding of where aid should be increased or reduced.

This detailed analysis feeds into a live simulation model, allowing Washburn to explore tradeoffs of policy changes. Strategic enrollment management requires a balance of conflicting goals to match the incoming class with institutional needs: incoming class size in headcount, cohort preparedness and profile, and overall tuition revenue. This simulation allows Washburn to see the impact of these forces each year and plan for the next years' class and aid policies accordingly. EAB produces policy recommendations as part of this engagement.

Lastly, EAB provides a monitoring dashboard for Washburn to monitor admits and aid policy results while the class is being admitted, allowing the team to easily see how they are tracking compared to goals and providing the information needed to adjust course quickly.

RATIONALE:

Financial aid strategy is a key lever for attracting prospective students to Washburn University. In addition to federal financial aid and WU Foundation funding, Washburn's general fund budget includes more than \$7 million for undergraduate and law school scholarships. Washburn needs a robust and targeted model to effectively develop and deploy scholarship strategy to prospective students in a competitive environment, while meeting conflicting institutional goals for headcount, cohort profile, and revenue.

FINANCIAL IMPLICATIONS:

This contract is for undergraduate and law school financial aid optimization engagements as follows:

Law School:

FY22 - \$47,500

FY23 - \$48,000

FY24 - \$49,500 (with option to opt out before FY24)

Undergraduate:

FY22 – no additional cost

FY23 - \$85,000

FY24 - \$88,000

Note: The engagement each year is to influence the following fall's class. For example, FY23 engagement would be performed during the 2022-23 school year to influence enrollment for the Fall 2023 incoming class.

Total cost of the contract is \$318,000. Undergraduate services plus Law School years FY22 and FY23 to be paid from Maintenance of Effort (MOE) funds, totaling \$268,500. Law School FY24 to be paid from regularly budgeted funds, with an option to opt out.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to EAB for Undergraduate and Law Financial Aid Optimization for \$318,000.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 4. v. Washburn University Board of Regents

SUBJECT: EAB Adult Learner Recruitment, Graduate Programs

DESCRIPTION:

EAB's Adult Learner Recruitment division specializes in drawing the attention of prospective graduate and adult learners. This population is notoriously difficult to identify and engage and no two prospects have the same journey to enrollment. They shop secretly and often only apply to a single institution, which renders the idea of the marketing funnel obsolete as the institution may have no opportunity to nurture a prospect in the traditional sense. EAB's team multiplies Washburn's efforts by prioritizing areas for growth or optimization, organizing Washburn's internal team to support recruitment and admission efforts in a competitive landscape, driving our program opportunities to prospective students in the optimal places to capture attention, and engaging and communicating with prospects at scale.

The graduate marketplace has become complex and noisy with many large national programs offering inexpensive, quick, and flexible options. While undergraduate student populations generally still attend institutions relatively nearby, graduate populations do not abide by the same geographical restrictions. The good news here is that Washburn's graduate programs are delivered to students in more than 40 states, but it also means that programs must be designed to compete among similar programs across the country. EAB's experts in the graduate marketplace consult with Washburn program leaders to advise on program elements such as tuition, program length, delivery methods, concentrations, and even course design and term lengths. Programs must be highly relevant within the marketplace to attract students.

Because prospective students do so much silent research before identifying themselves, the University website's content and marketability is more important than ever. EAB's team analyzes and provides detailed recommendations on search engine optimization (SEO), user experience, and content. A cross functional Washburn team including academics, Information Technology Services (ITS) web team, marketing, and communications have been redesigning all academic program web pages over the past year, and this redesign is nearly complete.

Washburn's graduate program admissions structure is decentralized, meaning the academic program offices each recruit and admit their own students. The increasing complexity of recruiting and admitting graduate students has limited the functionality of this model, which puts the viability of graduate programming at risk. EAB's recruitment team multiplies Washburn's efforts in this area, allowing for consistent and timely communication with prospective students at a scale that the University isn't currently staffed to support.

Recruitment efforts by EAB's team have included several channels, the two most effective of which have been communication with Washburn alumni and current students and paid search. EAB also continues communication for weeks, months, and longer with prospects who show interest but aren't yet ready to commit to enrollment. This ongoing communication produces targeted and relevant messaging to each individual prospect, allowing the student to commit to Washburn when they are ready. This type of ongoing communication is labor and talent intensive and Washburn is currently not structured to engage effectively at this scale.

RATIONALE:

Washburn's graduate programs, excluding the law school, generate approximately \$4.5 million in tuition annually and have opportunities for growth. Competition in graduate education makes it increasingly important to offer relevant and well-designed programs, maintain an optimized and informative website, and identify, communicate with, and admit prospective students at scale. This investment will protect the Washburn's current market position and tuition revenue and drive additional future graduate market share and incremental tuition revenue.

Our combined efforts thus far have resulted in 28 directly identifiable enrollments for the 2021-22 year, which will result in approximately \$470,000 in tuition.

FINANCIAL IMPLICATIONS:

This engagement is for EAB Graduate Recruitment as follows:

FY21,22: \$371,478.30

FY23: \$182,553

FY24: \$188,039

FY25: \$193,691

Amounts for FY23-25 include postage estimates paid directly to USPS, which may vary.

Total cost of the contract is \$935,761.30. FY21 and 22 amounts to be paid from Maintenance of Effort funds (MOE), totaling \$371,478.30. FY23 – FY25 to be paid from regularly budgeted funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to EAB for Graduate Recruitment for \$935,761.30.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 5.
Washburn University Board of Regents

SUBJECT: Washburn USW Local 307L-4 Memorandum of Agreement

BACKGROUND:

The current Memorandum of Agreement (MOA) between Washburn University and the United Steel Workers Local 307L-4 expired on January 31, 2022, with an agreed upon contract extension until March 24th or until such time as the new MOA is ratified by both parties. Representatives of the University and the United Steel Workers met several times in December, January and February to negotiate a new MOA.

The proposed revisions to the MOA will be voted on and ratified by the membership of USW 307L-4 on March 22, 2022. The proposed new MOA will expire January 31, 2023.

DESCRIPTION:

There were substantial changes to Appendix A Job Classification and Wage Rates, attached. While the University continues to recognize the hard work and persistent efforts of the collective bargaining unit to support the Washburn University mission and programming efforts, there continues to be challenges with recruiting and retaining talent.

Wages paid to the collective bargaining unit are negotiated separately from wages and raises for other areas of Washburn. The last pay increase received by the collective bargaining unit was effective January 27, 2019. The university is proposing a \$1,000 one-time stipend for collective bargaining unit employees active as of March 20, 2022 and an increase in compensation, retroactive to January 23, 2022 (beginning of the pay period) for one (1) year.

Other areas addressed in the MOA in addition to the Job Classifications and Wage Rates in Appendix A, include: 1) unpaid leave of absence and union business time; 2) increase in shift differential pay from \$.20/hour to \$1.00/hour; 3) offering of cold weather coats; 4) managing a suspended driver's license; and 5) utilization of outside services.

FINANCIAL IMPLICATIONS:

Funds for the rate adjustments to current bargaining unit members were set aside from the current year's budget and reallocations within the department's operating funds. An additional \$184,395 is requested for FY 23 in order to fully fund the change in job classification, wage rates and benefits which will remain in effect for one (1) year.

RECOMMENDATION:

President Farley recommends the Board approve the new USW Local 307L-4 Memorandum of Agreement.

Date

Jerry B. Farley, President

APPENDIX A: JOB CLASSIFICATION AND WAGE RATES

Job classification and wage rates shall be in accordance with Appendix "A" of this Agreement.

Classification	Wage Rate
Auto Shop Mechanic	\$20.00
Carpenter	\$20.00
Custodian	\$12.00
Sr. Custodian	\$12.50
Electrician	\$28.00
Landscape Technician	\$13.50
Sr. Landscape Technician	\$14.00
Sr. Landscape Technician - Athletics	\$14.00
HVAC Mechanic	\$30.00
Maintenance Technician	\$16.50
Sr. Maintenance Technician	\$19.00
Painter	\$20.00
Plumber	\$28.00

No wage opener until January 31, 2023