

**WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 24, 2022**

I. Call to Order

Chairperson Beck called the meeting to order at 4:00 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. Klausman, Mrs. Parks, *Mr. Schmidt and Mrs. Sourk.

**Signifies attended by phone*

III. Approval of Minutes of the February 3, 2022; March 8, 2022; and March 18, 2022 meetings

It was moved by Regent Dietrick and seconded by Regent Buhler to approve the Minutes of the February 3, 2022; March 8, 2022; and March 18, 2022 meetings. Motion passed.

IV. Officer Reports

A. Chair's Report

Chairperson Beck told the Board, being a child of 60s and 70s, he recalled the Joni Mitchell line “you don’t know what you’ve got ‘til it’s gone.” Washburn is losing two top administrators. First, Dr. JuliAnn Mazachek, who has served many roles at Washburn, most recently as Vice-President for Academic Affairs is leaving. She handled matters in a thorough and professional manner. Washburn’s loss is Midwestern State’s gain. Thank you for your service. Washburn is also losing Dean Carla Pratt from the law school. Her tenure has been shorter than Dr. Mazachek’s but still impactful. She has been innovative, including the 3rd year anywhere program, which will be copied by others. She also worked to close out the fundraising for the new law school.

B. President's Report

President Farley told the Regents he is also appreciative of Dr Mazachek and what she has done, they have worked together on many things over the years. She will do a great job in her new position.

Dr. Farley said Dean Pratt has had some great ideas that have been put into place. One idea was to step in to help students from a law school closing in Florida that brought

students to Washburn and helped them complete their law school studies. She will also do a great job in her new position.

Dr. Farley then introduced Dr. Zach Frank as the new Dean of the School of Applied Studies. Frank previously served as Associate Dean of the School of Applied Studies and led the Physical Therapy program. Dr. Frank has been at Washburn for ten years.

President Farley then introduced Dr. Mike Strohschein. Strohschein has been filling in as interim Dean for Washburn Tech since January. He has been at Washburn Tech for one year. A search committee for a permanent Dean will be starting its work soon.

Dr. Farley reported that one of our colleagues, Dr. Eric Grospitch, Vice President for Student Life, received an award in Baltimore earlier this week. He was recognized as a pillar in his industry. The award was from the National Association for Student Personnel Administrators (“NASPA”).

President Farley said this was the student government election period. 34 senators represent the student body, including the president and vice-president of the WSGA. The results of the election will be announced tomorrow.

C. Committee Report(s)

1. Budget/Finance Committee

Committee chair Jim Klausman reported. The committee discussed several items, including the capital projects, that are on the agenda. The committee did recommend approval of the capital budget.

V. New Business

A. Consent Agenda

It was moved by Regent Parks and seconded by Regent Sourk to approve the Consent Agenda. Motion passed.

As approved by action of the Board:

- 1. Liquidated Claims Approval – December 2021**
- 2. Liquidated Claims Approval – January 2022**
- 3. Faculty/Staff Personnel Actions**

Recruit for open positions effective March 25, 2022: Online Education Technology Specialist II at an annual salary of \$44,491, and Assistant Director, Student Accommodations at an annual salary of \$50,643.

B. Action Items

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

Vice President for Administration and Treasurer Luther Lee presented the item. He noted that capital projects and equipment items were discussed in great detail in the earlier Budget and Finance Committee. Lee stated this is the annual process to approve capital projects for the next year. All of the projects are funded by capital funds from the previous years. The HERFF funds for residential living reserve helped cover capital and technology upgrades for residential living so capital funds can be used for other projects. This goes through a detailed submission and review process. This is a total of over \$4.4 Million dollars, including almost \$3 Million specifically for capital improvement projects from the Debt Retirement and Construction Fund and another \$1.3 Million from Residential Living Reserves. It was moved by Regent Klausman and seconded by Regent Parks to approve the expenditures. Motion passed.

2. Personnel

a. Eminentia Universitatis

Vice President for Academic affairs JuliAnn Mazachek presented the item. Louise Williams has been a part of Washburn Tech since even before it was Washburn Tech. Williams was originally employed by the Kaw Area Technical School and has worked at KATC and Washburn Tech for 30 years. Her work was recognized by the Kansas Board of Regents in 2015 when she received their Data Quality and Planning Award. It was moved by Regent Buhler and seconded by Regent Sourk to award Eminentia Universitatis status to Louise Williams. Motion passed.

b. Emeriti

Vice President for Academic affairs JuliAnn Mazachek presented the item. Dr. Mazachek stated this is especially bittersweet as these awardees have touched many students' lives and have been a part of the fabric of Washburn for many years. Vice President Mazachek requested special notice for Professor Mryl Duncan who has been at the Washburn School of Law for 45 years. It was moved by Regent Dietrick and seconded by Regent Parks to award Emeriti status to Rick Barker, Dr. Tom Morgan, Dr. Mary Pilgrim, Jera Roberts, Dr. Michael Mosier, Dr. Rachel Goossen, Mryl Duncan, Janet Jackson, and Dr. Shirley Waugh. Motion passed.

c. Tenure and Promotion Recommendations

Vice President for Academic affairs JuliAnn Mazachek presented the item. She said the awarding of Emeriti status reminds us of how long tenured faculty are around to teach, which is so important when considering faculty

members for tenure and promotion. Granting this status is a reminder of how important quality teaching is for our students. Review is performed by their department, their dean, a campus-wide committee, the Vice President for Academic Affairs and the President. The review process for promotion from Associate Professor to full Professor follows the same process. It was moved by Regent Klausman and seconded by Regent Buhler to award tenure and promotion status to the individuals recommended. Motion passed.

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

Vice President for Administration and Treasurer Luther Lee presented the item. This proposed change is to Section B of the policies. The proposal goes to positions funded by grants and other outside funding sources due to the uncertain nature of funding of these positions. This change would allow a more timely hiring of employees related to the starting time of the grant. They would be presented as information items at the next Board meeting.

In response to a question about the time from when the grant starts and when we employ individuals, Mr. Lee stated many times the grant has started before Washburn receives notice and then there is a short time to complete the grant, so this allows for hiring of essential persons for the grant without waiting for the next board meeting.

Responding to a question about the types of positions covered by this policy, Vice President for Academic Affairs Dr. Juliann Mazachek stated these are mostly staff positions supporting projects. Regarding a question about what are “externally funded” positions, Dr. Mazachek stated that some funds come from the outside but are not considered grants. Dr. Mazachek than gave the corrections partnership as an example. In response to a question as to how many of these come up in a year, Vice President Mazachek stated there can be up to 20–25 such positions. It was moved by Regent Buhler and seconded by Regent Dietrick to approve the policy change. Motion passed.

4. Expenditures over \$50,000

Chairman Beck asked Vice President for Administration and Treasurer Luther Lee to present on all the items and then the Board would take up a vote at the end. Vice President Lee presented. Lee thanked Kathy Plaum, Eric Just, John Haverty and others for their help to work through all of these items. He said the Board will hear about state Maintenance of Effort (MOE) which was a state grant, providing funds for both for Washburn and Washburn Tech. The limitation on these funds is that they must be spent by June 30, 2022. He said another obstacle is the supply chain issues and needing to order some items earlier in order to have for the beginning of the next academic year. Vice President Lee will present on items a. through r., except for item m. which will be presented by Vice President for Student Life Eric Grospitch. Dr. Mazachek and Dr. Liedtke will present items s through v.

a. LLC Commons Area Furniture

This item is to replace common area furniture in the Living Learning Center. The furniture is original to the building 20 years ago. This purchase utilizes a State bidding vendor and payment is from the Residential Living capital funds.

In response to a general question about why contingency funds vary so much between each item, Vice President Lee said the contingency amount will depend on the type of item as well as the project cost. Eric Just, Director of Facilities, added that some projects the bids came in lower so more contingency funds were available. Answering a question about how vendors are selected for one project but not awarded another, Mr. Just stated that each bid is considered separately for the best vendor for that project.

b. Stoffer Science Research Lab Furniture

This item is for updating lab tables and other items in labs in Stoffer and utilizes a previous state bid.

c. Microsoft Campus Agreement

This is the annual license agreement for the Microsoft suite of programs. This agreement utilizes a previous bid contract and funding is from the Information Technology Services (ITS) annual operating budget.

d. School of Law Building – General Construction Contract

This item is a change order for additional items for the School of Law. These items are mainly digital locks, library shelving and an improved video management system. Expenditures will come from the contingency but leaves plenty of funds remaining.

e. Washburn Intelligent Learning Platform

This project involves an important digital integration between our two systems - Banner and Ellucian. This is a sole source bid, and is funded from the Information Technology Services (ITS) general operating budget.

f. Vortex Edge Plus Forklift Simulators

Washburn Tech was awarded a state grant to obtain these simulators. Some funds for this project come from the state grant and the remaining comes from the Maintenance of Effort (MOE) funds.

g. Facilities Services New Building – Architectural Services

This item is to engage an architecture firm for relocation of the Facilities Services building. This is the first phase of the \$10 million pledge for this project. The edge of parking lot 7 is the targeted location for the project. Funding will be from private sources and University Reserves.

h. Replacement of Door Access Control Locks, Lincoln Hall

This item will allow for replacement of 84 locks in Lincoln Hall that are not performing well. Funding will be from the Residential Living Reserves.

i. Washburn Village Building #3 Refresh

This project involves the refreshing of floors, counters, sinks and appliances in Washburn Village Building #3. This is similar to work done and approved by the Board in other buildings in the Village. This project will be funded by Residential Living Reserves.

j. Amatrol Simulator Program

This item is the purchase of portable simulators to be used for programs at Topeka Correctional Facility and Washburn Tech East so they can have the same curriculum and lab training across all locations. This is a sole source provider and funding comes from Maintenance of Efforts (MOE) funds.

k. New Sterilization Equipment for the New Sterile Processing Program at Washburn Institute of Technology

In September, 2021, this Board approved a new sterile processing program. This item is to purchase the equipment for this program and funding is from Maintenance of Efforts (MOE) funds.

l. Cars for Washburn Technology Maintenance & Repair

Washburn Tech auto technology needs a variety of vehicles for work by students. Changes in the market are causing used vehicles to move more quickly, so this does not allow for a standard bid process to obtain vehicles . This item establishes a new process to approve the purchases to allow for better acquisition of vehicles. Expenditures will not exceed \$100,000. Funding will come from Maintenance of Effort (MOE) funds.

m. Purchase of Computer Equipment for E-sports Program

Vice President for Student Life Eric Grospitch presented the item. He said Washburn is always looking for ways to bring new students to Washburn and this is an idea to do just that. This item will allow the start up of a club program. This project involves the purchase of equipment and furniture to

create a space to host these e-sport events. Funding will come from Maintenance of Effort (MOE) funds.

n. BTAC Fire Alarm Upgrade

The fire alarm system in the Bradbury Thompson Alumni Center (BTAC) is beyond its useful life and no longer serviceable. Johnson Controls provides this system and is being hired to upgrade the current system.

o. Stauffer Commons Building Automation System Upgrade

The building automation system in Stauffer Commons is obsolete. This system controls air quality through regulating temperature and humidity. The upgrade will improve air quality in the building. This is a sole source item with Trane.

Answering a question about why just looking at Trane, Vice President Lee stated that we currently have two different air quality systems on campus and by moving this system to Trane, it will make all systems the same and easier to maintain.

p. Washburn Tech Entry Walkway Replacement

The main sidewalk where buses unload students to Washburn Tech Building A is deteriorating. This will replace the sidewalk and remove the planters currently in the middle of the sidewalk, reducing the costs of replacement.

q. Washburn Video Server Replacement (Panopto)

Ensemble is the company that has handled the Video Server needs for Washburn and Washburn Tech video servers. Ensemble has been absorbed by a new company, Panopto, and the old Ensemble systems will no longer be supported; however, their support and development teams that have done the work at Washburn are moving everything over to Panopto. This is part of a five-year plan to replace the current servers, and Panopto is a sole source provider for this equipment. Funding will come from both Capital and Information Technology Systems (ITS) operating funds. This item approves the first three years of the agreement, but renewals for years four and five will come back to Board.

r. Campus Road Repairs Project

This item is for repairs to portions of Durrow Drive and Jewell Avenue. Responding to a question about why there is such discrepancy in the volume of work, Vice President Lee responded that this was bid differently in that it was based on budget amount and then each vendor bid on the amount of concrete and labor they could provide under the budget limit.

Chairperson Beck asked the Regents before they vote on items a. through r. if any Board member wished to have an item be considered separately. No requests to take any item up individually. It was moved by Regent Sourk and seconded by Regent Parks to approve items a. through r. Motion passed.

Vice President for Academic Affairs Dr. JuliAnn Mazachek began the presentation on items s. through v. Dr. Mazachek stated this will be a presentation on enrollment along with Executive Director of Enrollment Management Dr. Richard Liedtke and also some people from EAB. Washburn has been working with EAB for several years to improve student success and increase enrollment. These items for consideration today should help improve attracting more and better students to Washburn in future years.

Vice President Mazachek stated that she imagines there are questions running through some Board members' minds as to why Washburn is spending so much money with EAB. EAB will provide information in their presentation to show the metrics establishing the successes Washburn has had and what Washburn should expect in the future. After the presentation, Vice President Mazachek and Dr. Liedtke will present the specific items. Maintenance of Effort (MOE) funds are being used to fund these items. Dr. Mazachek said we have seen increases in enrollment in areas where EAB has been involved. Dr. Mazachek then introduced Jennifer Winn from EAB.

Regent Sourk left the meeting at 5:00 p.m.

Presentation is made by EAB.

s. EAB Adult Learner Recruitment, Graduate Programs

Vice President for Academic Affairs JuliAnn Mazachek presented the item. She said the process for adult learners is very different as far as how to reach students, and when those students will ultimately choose to enroll, versus high school seniors. Much of this work is best done digitally and Washburn does not have the staffing to do the work that EAB can do in generating this information. A \$700,000 investment in this program should yield \$2.5 million in revenues, so a good rate of return. Revenues are spread over the five years of the agreement. Additionally, Washburn is working on changing modalities of undergraduate programs, so next year more targeting of adult learners in undergraduate programs can be done.

There was discussion by the Board about the cost of the program and if it is justified. Vice President Mazachek responded that this is work for which Washburn has no capacity to handle, but the adult learners is an important market for higher education moving forward, and it is important to improve Washburn's efforts in these areas as other institutions in Kansas are moving towards targeting these students as well. It was moved by Regent Klausman and seconded by Regent Buhler to approve the EAB Adult Learner Recruitment. Motion passed.

t. Immersive Virtual Tour Platform for University Website

Executive Director of Enrollment Management Richard Liedtke presented the item. Dr. Liedtke noted that digital virtual tour platforms are necessary to connect with prospective students, as well as providing benefits to alumni and other outside constituents. There were three bidders and the recommendation is to go with Campus Tours due to a number of factors, including the analytics functionality, ease-of-use and the design interface. It was moved by Regent Klausman and seconded by Regent Buhler to approve the agreement for the Immersive Virtual Tour platform. Motion passed.

u. EAB Transfer Portal (Technology application)

Executive Director of Enrollment Management Richard Liedtke presented the item. Dr. Liedtke said this system will allow transfer students and admission counselors to compare courses being presented for transfer against Washburn equivalent courses and also how their courses may apply to Washburn programs. This software integrates with our Banner and Degree Works systems. This will also generate contact information for admissions counselors to follow up with prospective transfer students.

There was discussion amongst the Board members about the amount of money being spent on these items and if there needs to be more time to understand the implications before these items should be taken up. Dr. Liedtke responded that both the transfer portal and the following financial aid optimization will allow Washburn to address students currently seeking admission for this upcoming year and allow for better strategic use of financial aid to help more students be able to attend Washburn. It was moved to approve the EAB Transfer Portal program by Regent Dietrick and seconded by Regent Parks. Motion passed.

v. EAB Financial Aid Optimization, Undergraduate and Law

Executive Director of Enrollment Management Richard Liedtke presented the item. Dr. Liedtke noted that this will help better target financial aid to prospective students and also provides analytics to help determine changes during the admission period to help change course quickly to improve success. This will also help with law school in addition to the undergraduate program. It was moved by Regent Klausman and seconded by Regent Dietrick to approve the contract with EAB for Financial Aid Optimization. Motion passed.

5. Washburn USW Local 307L-4 Memorandum of Agreement

Vice President for Administration and Treasurer Luther Lee presented the item. This agreement was approved by the United Steelworkers (USW) earlier this week. The agreement is a one-year agreement. The last increase in pay for these workers was in 2019. This agreement includes a \$1,000 stipend that was awarded to other employees but not USW workers last fall. It is believed this

will help with recruitment and retention of workers. It was moved by Regent Parks and seconded by Regent Buhler to approve the Memorandum of Agreement with USW Local 307L-4. Motion passed.

Chairperson Beck then made a motion, seconded by Regent Buhler, to go into executive session for the purpose of discussing personnel issues of non-elected personnel and to return to open session at 7:00 p.m. Motion passed. The meeting moved into executive session at 6:30 p.m.

Chairperson Beck re-opened the public meeting at 6:55 p.m. Noone other than the Board was present and no one previously in attendance at the open session was waiting in the nearby hallways. It was moved by Regent Buhler and seconded by Regent Parks to adjourn. Motion passed.

The Board meeting adjourned at 6:56 p.m.

Marc Fried
Secretary, Board of Regents