

Board of Regents Meeting

Thursday, 5/5/2022

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 March 24, March 30, and April 5, 2022 Meetings

March 24, 2022 Board of Regents Minutes - Page 3

March 30, 2022 Board of Regents Minutes - Page 13

April 5, 2022 Board of Regents Minutes - Page 14

IV. Officer Reports

A. Chair's Report

B. President's Report

V. New Business

A. Consent Agenda

1. Liquidated Claims Approval - February 2022 - Luther Lee

Liquidated Claims - February 2022 - Page 15

2. Liquidated Claims Approval - March 2022 - Luther Lee

Liquidated Claims - March 2022 - Page 16

B. Action Items

1. Resolution for Authorization of Kansas Municipal Investment Pool Transactions - Luther Lee

KMIP Resolution - Page 17

KMIP Resolution.Attachment - Page 18

2. Washburn University Policies, Regulations and Procedures Manual - Section D. Classification and Compensation - Luther Lee

WUPRPM.Classification and Compensation - Page 20

3. Personnel

a. Emeriti - Jerry Farley

Emeritus - Page 22

b. Faculty/Staff Personnel Actions - JuliAnn Mazachek

4. Bachelor of Fine Arts in Studio Art - JuliAnn Mazachek

Bachelor of Fine Arts in Studio Art - Page 26

5. Academic Program Deletions - JuliAnn Mazachek

Academic Program Deletions - Page 27

6. Expenditures over \$50,000

a. EAB Student Success Collaborative (Navigate & Academic Planning Technology) - JuliAnn Mazachek

EAB Student Success Collaborative - Navigate and Academic Planning - Page 28

EAB Student Success Collaborative - Navigate & Academic Planning.Presentation - Page 30

b. New Sterilization Processing Room Remodel on the Washburn Tech Campus - Luther Lee

Sterilization Room Remodel - Page 44

c. TV Studio Replacement Equipment (Henderson 002) - Luther Lee

TV Studio - Page 45

d. Memorial Union Lounge Furniture - Luther Lee

Memorial Union Furniture - Page 46

e. BTAC Convocation Hall AV Upgrade - Luther Lee

BTAC AV Work - Page 47

f. Library Subscriptions - Luther Lee

Library periodicals - Page 48

g. Law School Building - Furniture - Luther Lee

SoL Furniture - Page 49

h. Veterans Memorial Monuments - Luther Lee

Veterans Memorial Monuments - Page 50

Veterans Memorial Monuments Attachment - Page 51

i. ESports - Luther Lee

ESports - Page 52

j. HVAC Preventative Maintenance Agreement - Luther Lee

HVAC Preventative Maintenance Agreement - Page 53

C. Information Item(s)

1. Quarterly Financial Analysis - Luther Lee

Quarterly Financial Analysis - Page 54

Quarterly Financial Analysis.Attachment - Page 55

VI. Public Comments

A. Washburn Faculty Senate - Kim Morse, outgoing Senate President; Shaun Schmidt, incoming Senate President

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. Eminentes 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 Eminentes 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 then 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 Gropitch. 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. No one 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

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 30, 2022

I. Call to Order

Chairperson Beck called the meeting to order at 3:06 p.m. via Zoom protocol.

II. Roll Call

Present via Zoom protocol were: Mr. Beck, Mrs. Buhler, Mr. Dietrick, Mrs. Parks, and Mrs. Sourk.

Mr. Hulse joined the meeting at 3:20 p.m.

III. Motion into executive session

It was moved by Regent Beck and seconded by Regent Parks to go into executive session for the purposes of discussing personnel matters of non-elected personnel and to return to open session at 3:35 p.m. Motion passed. The meeting moved into executive session at 3:07 p.m.

IV. Re-open public meeting and motion to go into executive session.

Due to some technical issues, The Board returned to open session at 3:40 p.m. It was moved by Regent Beck and seconded by Regent Sourk to go back into executive session for the purposes of discussing personnel matters of non-elected personnel and to return to open session at 4:15 p.m. Motion passed. The meeting moved into executive session at 3:43 p.m.

Regent Buhler left the meeting at 4:00 p.m.

V. Return to open session.

The meeting returned to open session at 4:15 p.m.

It was moved by Regent Dietrick and seconded by Regent Parks to adjourn the meeting. Motion passed.

The meeting adjourned at 4:15 p.m.

Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
April 5, 2022

I. Call to Order

Chairperson Beck called the meeting to order at 3:00 p.m. via Zoom protocol.

II. Roll Call

Present via Zoom protocol were: Mr. Beck, Mrs. Buhler, Mr. Dietrick, Mrs. Parks, Mr. Schmidt, and Mrs. Sourk.

III. Executive Session

It was moved by Regent Blanche and seconded by Regent Buhler to go into executive session for the purposes of discussing personnel issues of non-elected personnel and to return to open session at 3:30 p.m. Motion passed. The meeting moved into executive session at 3:02 p.m.

IV. Re-open public meeting and motion to go back into executive session.

The Chair re-opened the public meeting at 3:30 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 matters of non-elected personnel and to return to open session at 4:00 p.m. Motion passed. The meeting moved into executive session at 3:30 p.m.

Regents Buhler and Parks left the meeting at 3:48 p.m. Discussion stopped as no quorum was present. Regent Parks rejoined the meeting at 3:49 p.m. re-establishing a quorum and discussion continued. Regent Buhler rejoined the meeting at 3:50 p.m.

V. Re-open public meeting.

Open meeting re-opened at 4:01 p.m. It was moved by Regent Dietrick and seconded by Regent Buhler to adjourn the meeting. Motion passed.

The meeting adjourned 4:03 p.m.

Marc Fried
Secretary, Board of Regents

**Agenda Item No.
Washburn University Board of Regents**

SUBJECT: Liquidated Claims Approval – February 2022

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of February 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	\$3,189,442
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,973,704
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	1,188
8.	Restricted and Agency Fund	261,437
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	54,840
	Sub-Total	5,480,611
	Payroll	2,808,090
	Payroll Withholding ACH Transactions	1,853,480
	Total	\$10,142,181

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$163,404
3.	Building and Construction Fund	43,351
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	3,700
13.	Government and Research Fund	1,249
	Sub-Total	211,704
	Payroll	340,179
	Payroll Withholding ACH Transactions	120,615
	Total	\$672,498

Date

Jerry B. Farley, President

Agenda Item No.
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – March 2022

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of March 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	\$2,739,502
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,431,029
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	1,771
8.	Restricted and Agency Fund	401,978
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	68,026
	Sub-Total	5,642,306
	Payroll	2,807,044
	Payroll Withholding ACH Transactions	2,435,088
	Total	\$10,884,438

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$244,812
3.	Building and Construction Fund	26,530
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	7,121
13.	Government and Research Fund	96,995
	Sub-Total	375,458
	Payroll	343,666
	Payroll Withholding ACH Transactions	113,513
	Total	\$832,637

Date

Jerry B. Farley, President

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

SUBJECT: Resolution for Authorization of Kansas Municipal Investment Pool Transactions

DESCRIPTION:

The University periodically utilizes the State of Kansas Municipal Investment Pool (MIP) as a temporary, high-quality, high-liquidity alternative to bank deposits. Deposits to and withdrawals from the University's MIP account must be initiated and authorized by employees designated and approved by the Board.

A Board resolution is needed to designate the employees who now are authorized to initiate transactions with MIP. Due to recent changes in the Vice President of Administration & Treasurer position we are needing to add an additional staff member with authorization to these accounts. The attached resolution authorizes the Vice President for Administration & Treasurer, the Director of Budget Planning & Analysis and the Director of Accounting to initiate such transactions

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends adoption of the attached resolution.

Date

Jerry B. Farley, President

**STATE OF KANSAS
MUNICIPAL INVESTMENT POOL**

Resolution

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is 48-6030115.

2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type) Luther Lee	Name (print or type) Rhonda Thornburgh
Signature	Signature
Title Vice President for Administration & Treasurer	Title Director, Budget Planning & Analysis

Name (print or type) Marsha Stromgren	Name (print or type)
Signature	Signature
Title Director of Accounting	Title

3. Depositor Contact:

Name (print or type) Luther Lee	Email luther.lee@washburn.edu	
Title Vice President for Administration & Treasurer	Phone 785-670-1745	
Street Address Washburn University, 1700 SW College Ave	Fax 785-670-1054	
City Topeka	State Kansas	ZIP 66621

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on
May 5, 2022 _____ (date).

Municipality Name (print or type) Washburn University

Name (print or type) Shelly Buhler

Signature

Title Vice Chairman, Washburn University Board of Regents

Date May 5, 2022

Attest:

Name (print or type) Marc Fried

Signature

Title Secretary, Washburn University Board of Regents

Date May 5, 2022

Note: Original signatures are required.

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

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual -
Section D. Classification and Compensation

DESCRIPTION:

The Washburn University Policies, Regulations, and Procedures Manual identifies employee eligibility for receiving extra remuneration. Currently employee eligibility is not extended to 12-month faculty, with faculty rank, for teaching additional academic credit hour courses, while extra remuneration is available if teaching non-credit courses. This creates challenges in areas whereby 12-month faculty, with faculty rank, could otherwise provide additional coverage for a credit course when a faculty member is on medical leave, when changes are made close to the beginning of a semester, when alternative teaching assignments are not available, or other business reasons.

In an effort to provide the academic areas with flexibility in assigning additional academic credit hours, an update to the extra remuneration policy language identifying Administration as being responsible for developing and maintaining regulations and procedures for employees is requested.

FINANCIAL IMPLICATIONS:

No additional budget is requested.

RECOMMENDATION:

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

Date

Jerry B Farley, President

WUPRPM. Board Policies

C. Classification and Compensation

Revision Date: May 5, 2022

B. Classification and Compensation

6. Extra Remuneration Restrictions. The Administration shall develop and maintain regulations and procedures for providing extra remuneration to eligible employees.

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

SUBJECT: Emeriti

DESCRIPTION:

Designate Gary Bayens as Professor Emeritus; Keith Mazachek as Senior Lecturer Emeritus; JuliAnn Mazachek as Professor Emeritus.

Dr. Gary Bayens joined Washburn University in 1996 and served in several capacities. He served as the Chair of the Criminal Justice & Legal Studies department for 10 years, as the Associate Dean of the School of Applied Studies for five years, and most recently as the Dean of Washburn Institute of Technology. He is well-published having authored nearly 30 books, journal articles, and government reports. Prior to joining the WU Faculty, Dr. Bayens worked in the criminal justice field for 22 years. He is a former Special Agent of the Kansas Bureau of Investigations and Director of Juvenile Corrections and Intensive Supervised Probation. Dr. Bayens served in the U.S. Marine Corps from 1974 through 1978. He is the recipient of several honors and awards including the A. Roy Myers Excellence in Research Award, Kansas Correctional Association Leadership Award, and the Kansas Association of Law Enforcement Planners Award. In 1993, Dr. Bayens was inducted as a Washburn University Fellow.

Dr. Keith Mazachek is retiring as Senior Lecturer and Coordinator of Pre-Engineering after 23 years of service to Washburn University. Coming from industry as a practicing engineer, Keith joined the faculty in 1999 to create the engineering transfer program and to teach engineering courses. During his time at Washburn he grew the engineering program to where it averages 40 students a year. Students coming through the program appreciated Keith's ability to provide them with their engineering academics as well as share industry experiences to make their academics more relevant. Students have expressed comments that their personalized advising set them up for success at their transfer institution and made for a smooth transition to a career in industry. With the retirement of a physics professor, Keith took on the instruction of physics courses required by the nursing degree and subsequently converted that course into a well-respected Health Physics course.

Dr. JuliAnn Mazachek, Vice President for Academic Affairs and chief academic officer will retire after thirty years of service to Washburn University. Since 2016, she has provided extraordinary and visionary leadership to Washburn University's six colleges and schools and overseen the University's interdisciplinary programs, academic resources, support units, instructional programs, and academic priorities. Drawing upon best practices and technologies, she has been committed to initiatives for student success; teaching and scholarship excellence; diversity, equity and inclusion; quality and relevance of academic programs; and recruiting and retaining highly qualified faculty committed to Washburn's teaching mission. In addition, she guided the academic units through the pandemic crisis with her steady and collaborative

leadership. Dr. Mazachek has been a dedicated volunteer in the community throughout her career and has served on numerous boards and organizations.

Previously, Dr. Mazachek served as the President and CEO of the Washburn Foundation and Alumni Association for 15 years where she oversaw all aspects of the fundraising, alumni, and stewardship programs and the investment management of nearly \$200 million of gift assets. Under her leadership, the University's first capital campaign was completed raising \$145 million to support Washburn's teaching mission. The Foundation was recognized with a CASE Award for Excellence in Fundraising in 2008, 2009, and 2015.

Earlier in her career, she served as dean of the School of Business where she led early efforts for AACSB accreditation. She joined Washburn in 1992 as assistant professor of accounting. Dedicated to teaching, she received the Washburn University Ned Fleming Excellence in Teaching Award.

Dr. Mazachek has been a dedicated volunteer in the community throughout her career and has served on numerous boards and organizations.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Farley recommends the Board of Regents bestow the title "Professor Emeritus" to Dr. Gary Bayens and Dr. JuliAnn Mazachek, and "Senior Lecturer Emeritus" to Dr. Keith Mazachek.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 3. b.
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
Boyack, Andrea	Professor, School of Law, Position #000282	Leave of Absence for AY Fall 2022 to accept Visiting Professor at the University of Iowa.	None.	Salary and benefits reimbursed by the University of Iowa.	Request approval.
Vacant	Career Services Specialist, Position # 000436	Effective May 5, 2022.	\$36,258 annualized pay. Increase of \$10,504 is available for currently budgeted funds.	Position is adjusted based on position level, skills, and experience.	Request approval.
Schmidt, Cecil	Professor, Computer Information Systems, Position # 000147	Phased Retirement for 1 year beginning August 1, 2022.		Will work at 50% for AY 2023.	Request approval.
Ure, Katherine	Lecturer, School of Nursing, Position # 000254	Phased Retirement for 2 years beginning August 1, 2022.		Will work at 50% for AY 2023 and AY 2024.	Request approval.

Menninger-Corder, Mary	Lecturer, School of Nursing, Position # 000988	Phased Retirement for 2 years beginning August 1, 2022.		Will work at 50% for FY 2023 and FY 2024.	Request approval.
Hoover King, Gail	Visiting Professor, School of Business, Position #001180	Leave of Absence for AY Fall 2022.	None.	Leave is unpaid.	Request approval.
Hollwedel, Charles	Strength and Conditioning Coach, Position #001026	Effective April 1, 2022	\$60,000 annual pay. Increase of \$12,200 is available for currently budgeted funds.	Position is adjusted based on market.	Ratification.

RECOMMENDATION:

President Farley recommends approval and appropriate ratification of these personnel actions.

Date

Jerry B. Farley, President

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

SUBJECT: Bachelor of Fine Arts in Studio Art

DESCRIPTION:

Request to create a Bachelor of Fine Arts in Studio Art degree

RATIONALE:

By deleting multiple concentrations in Studio Art (next agenda item) and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD).

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

President Farley recommends Board of Regents approval of the creation of the Bachelor of Fine Arts in Studio Art.

Date

Jerry B. Farley, President

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

SUBJECT: Academic Program Deletions

DESCRIPTION:

Request to discontinue the following programs:

Associate of Arts (A.A.) in Early Childhood Education

Minor in Fitness program

Bachelor of Fine Arts, Art, Ceramics, and Sculpture concentration

Bachelor of Fine Arts, Art, Graphic Design, and Electronic Art concentration

Bachelor of Fine Arts, Painting and Drawing concentration

Bachelor of Fine Arts, Photography concentration

Bachelor of Fine Arts, Printmaking concentration

RATIONALE:

Regarding the first two programs, inadequate student demand has led to this request. Regarding the Fine Arts concentrations, the creation of the BFA in Studio Art (previous agenda item) and the deletion of these concentrations will make the program much more flexible for students and align it with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD).

There are no students in the first two programs. The BFA students will be redirected to the new BFA in Studio Art.

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

President Farley recommends Board of Regents approval of the deletion of these programs

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. a.
Washburn University Board of Regents

SUBJECT: EAB Student Success Collaborative (Navigate & Academic Planning Technology)

DESCRIPTION:

Washburn University joined the EAB Student Success Collaborative (SSC) in Fall 2017. Partnering with EAB provided Washburn access to a nationwide network of institutions focused upon improving student academic outcomes and to the Navigate enterprise-level student success platform. Navigate provides mobile-first personalized academic pathways for students, along with relationship management, predictive insights and business intelligence tools to support Washburn's multiple student success initiatives. In 2017, it was anticipated that joining the SSC and deploying Navigate would increase the number of undergraduate students persisting and graduating on-time from Washburn University. The undergraduate on-time graduation rate has grown from 34% for the incoming cohort of 2006, to 51% for the incoming cohort of 2015. SSC membership and the Navigate platform play an important role in this institutional success.

The SSC has grown from 450 institutions in 2017, to now more than 850 in 2022, including multiple members in Kansas. The Navigate platform provides Washburn University organizational capabilities not otherwise available and that proved themselves mission critical during the COVID-19 pandemic. The capabilities and services included in this EAB program are summarized as follows:

- Navigate mobile and web applications to reach students where they are, helping them complete critical tasks and cultivate behaviors that promote academic planning and performance, financial health, career planning and campus engagement. Through proactive prompts, automated alerts, and personalized connections to institutional resources, the application keeps students on track. Key components include personalized tasks, reminders, and events; automated guidance and interventions; quick polling; integrated appointment scheduling; and advisor-student messaging.
- Academic Planning module within Navigate allows students to map their semester to semester pathway to graduation. Working with their Academic Advisor, this tool allows students to create a determined path to college success.
- One-Touch Registration allows students to accept their determined semester class schedule in an efficient manner from their mobile device.
- A secure, cloud-based student success engine helps advisors, administrators and student success specialists analyze Washburn University data to identify at risk students. The engine includes a Washburn Predictive Student Risk Model, Executive Workbooks, Definitions of Washburn's Key Academic Milestones, Faculty Based Early Alert System, and Major Explorer.
- A secure cloud-based workflow and communications tool to facilitate the coordination of support activities across the campus. The key components include Resource Appointment Scheduling and Queue Management, 2-way Communication Platform, Case Management, Centralized Advising Notes, and Resource Utilization Monitoring.

- A secure, cloud-based summary analytics dashboard to highlight key student success metrics and insights for a broad set of University administrators.
- Access to best practice sharing among all members of the collaborative to best drive increased student retention, degree completion, and graduation success.
- An assigned team of EAB employees, including a dedicated consultant and a business analyst, to lead and support project planning and initial end-user training.

RATIONALE:

Having met the First-Year Full-Time retention goals of Vision 2022 and the State of Kansas Foresight 2020, and increasing on-time graduation rates for undergraduate students the next step for Washburn University is to maintain its student success momentum. Membership in the EAB SSC and use of Navigate allows Washburn to efficiently pursue its ongoing student success goals of improving retention and on-time graduation rates. EAB SSC membership provides important organizational capabilities not otherwise available at Washburn. These additional capabilities leverage the initiatives and progress that are allowing Washburn to make significant strides on the important goal of increasing graduation rates in a shorter amount of time. Institutions across the nation are now expected to produce greater “returns on education” by graduating more students in less time, with less debt and improved post-graduate outcomes. Partnering with EAB allows Washburn to draw upon their expertise, knowledge and the Student Success Collaborative tool to accomplish these goals. Proposed Effective Date: Immediately.

FINANCIAL IMPLICATIONS:

The annual contract is \$280,925.00 and will be paid with currently budgeted resources for student success. The agreement requires a five-year commitment, June 2022 through June 2027, which totals \$1,404,625.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award for the commitment of an \$280,925 annually for five years’ access to the technology platforms through membership in EAB’s Student Success Collaborative – Campus and Mobile Program.

Date

Jerry B. Farley, President



A Comprehensive Approach to Student Success at Washburn University

Dr. JuliAnn Mazachek
Dr. Alan Bearman

May 5, 2022

WASHBURN
UNIVERSITY

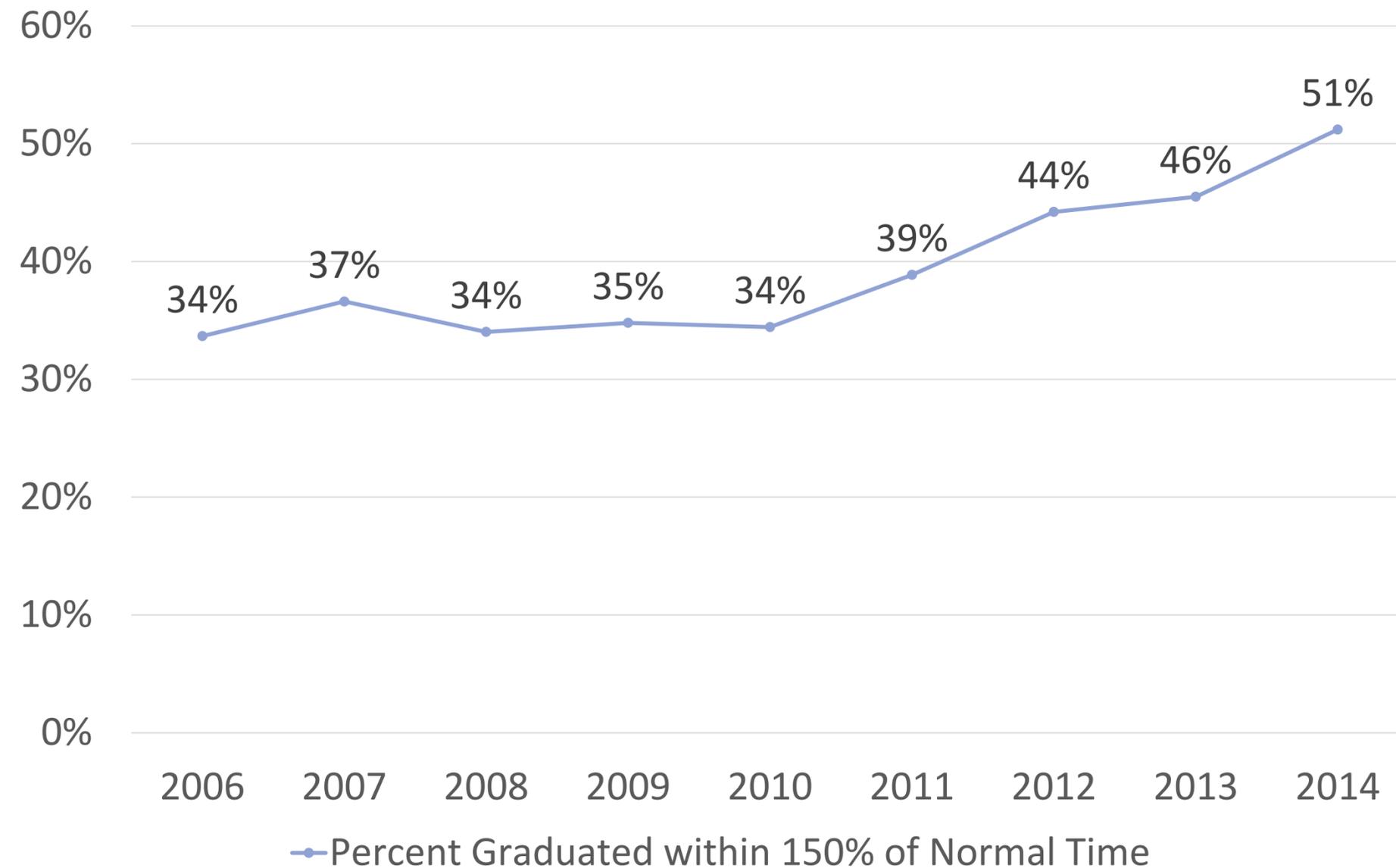
Navigate and Student Success at Washburn University

Navigate is the technology backbone of our Student Success and On-Time Graduation Initiatives

Navigate allows for a network of Coordinated Care for Washburn students



First-Time, Full-Time Freshman IPEDS Reported Graduation Rates



Student Success Initiatives at Washburn University

- Navigate
- Academic Planning
- Academic Progress Reports
- Early Alerts
- First-Generation Programming
- First-Year Experience
- Ichabod Ignite Program
- Math Pathways
- Re-Enrollment
- Title III
- Study Buddies



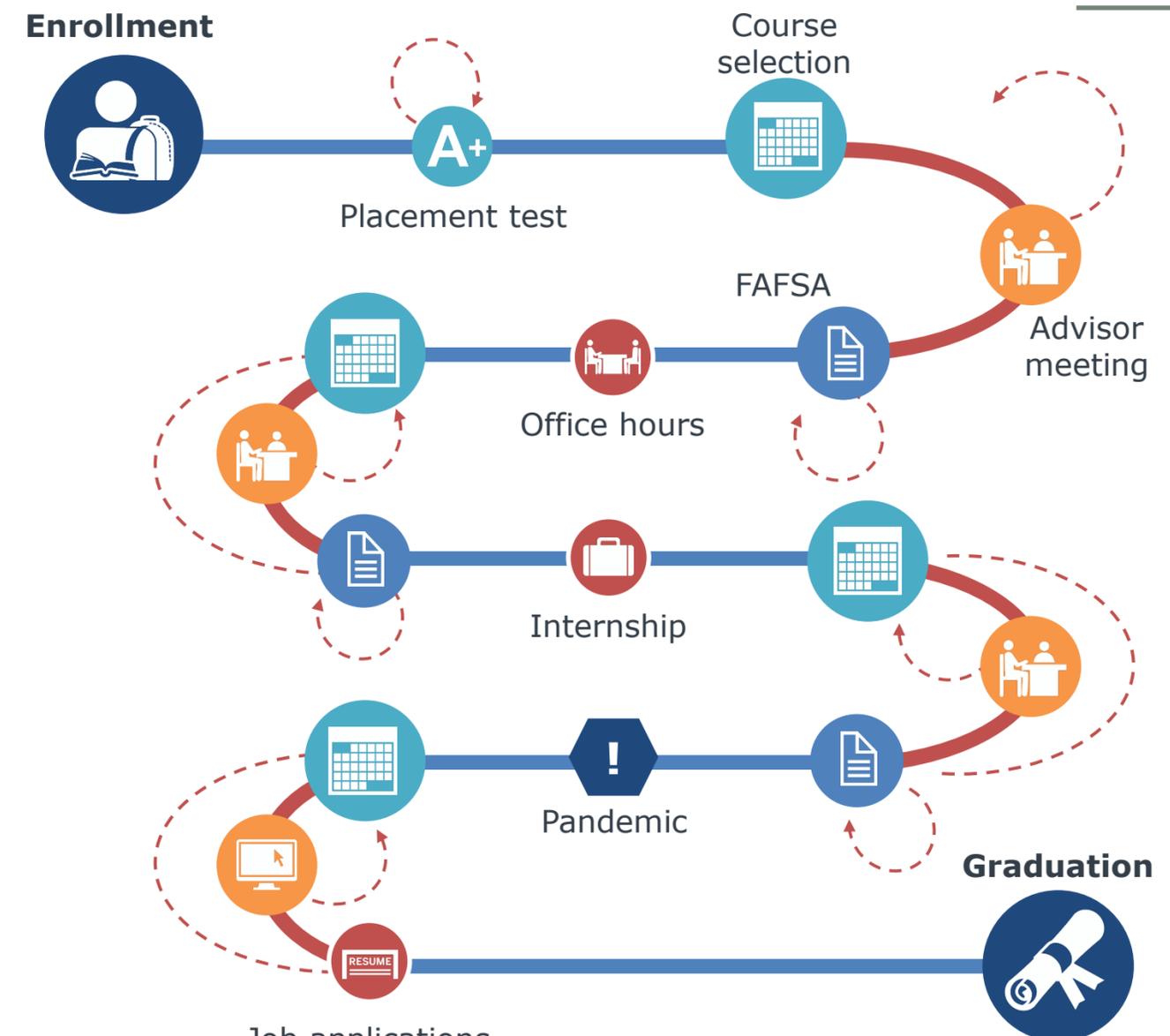
Navigate Helps Simplify the Path to On-Time Graduation

PROBLEM

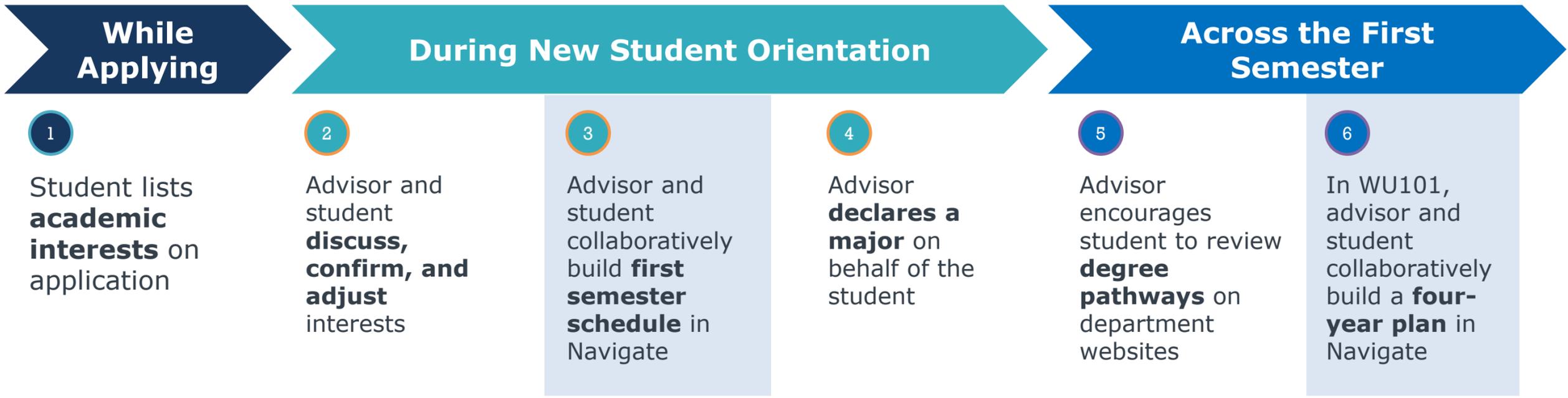
For many students, the university catalog is confusing and intimidating —simply handing them a four -year graduation plan during Orientation isn't sufficient.

SOLUTION

To graduate on time, students need an interactive, guided tool to create a **personalized path** that **evolves with them** across their time on campus.



Academic Planning/Path to Graduation Conversation Starts Immediately



Math Pathways

47%
PASSED MATH
(AY11)

73%
PASSED MATH
(AY20)

Basic/Intermediate Algebra (MA103/104)
45% Passed

Preparatory pathways for Science/ & Business students vs others

Math Prep (MA090/095)
74% Passed

Exploring Math (MA110)
66% Passed

Life/career math skills course for non-science majors

Contemp. Math (MA112)
74% Passed

Co-req Model
(81% success)

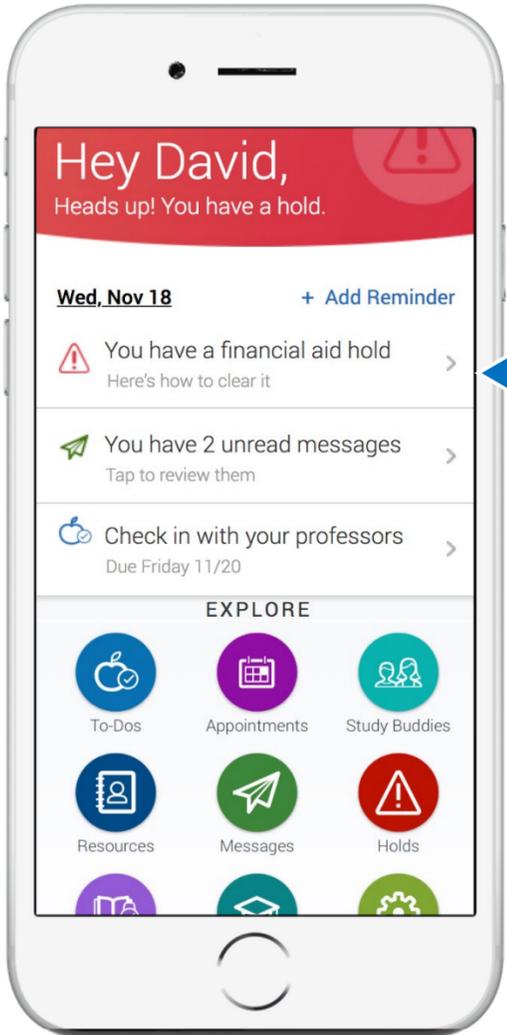
Coll. Algebra (MA116)
45% Passed

Algebra path for strictly Business/Science majors

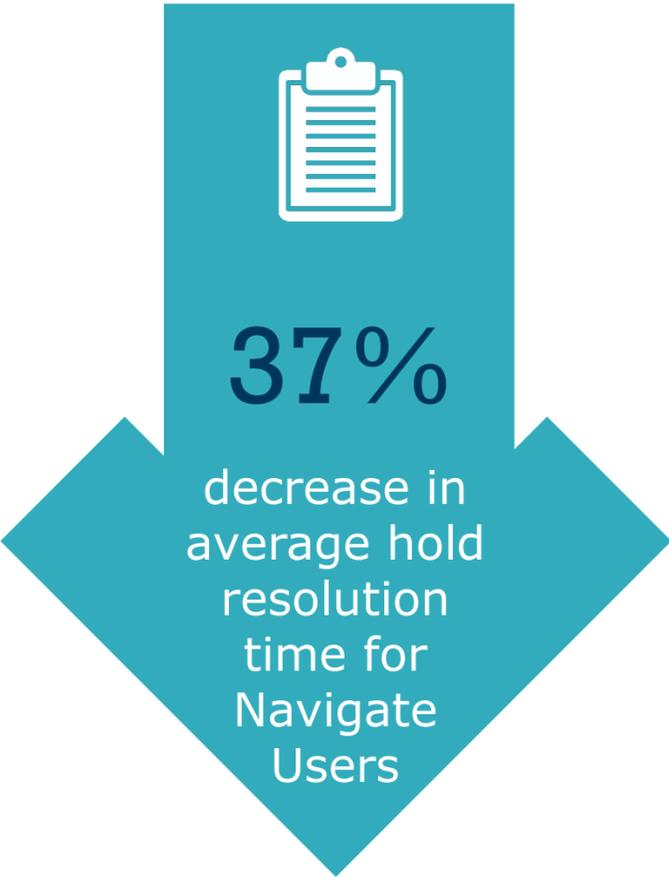
Coll. Algebra (MA116)
60% Passed



Navigate Reduces Hold Resolution Time



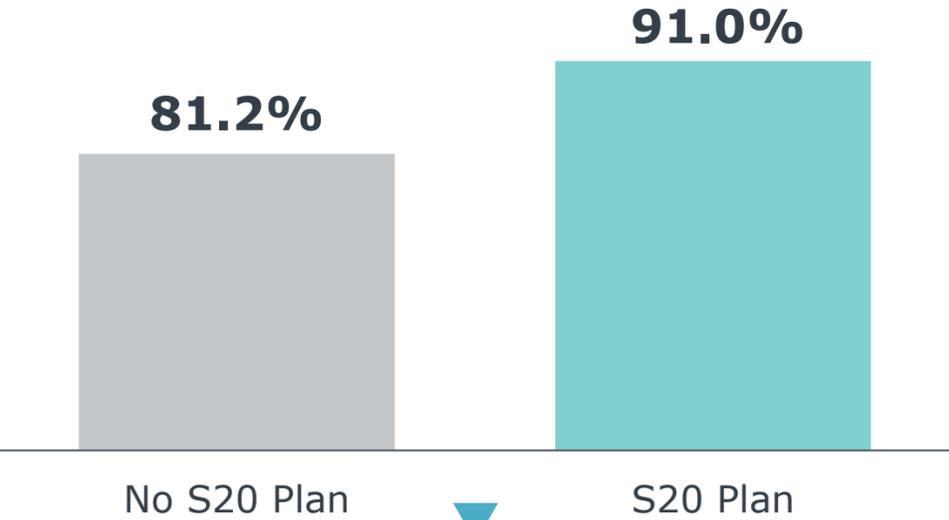
Navigate alerts students to holds on their account and provides instructions for resolving the hold



Higher Retention and Credit Loads

The Impact of Building an Academic Plan

Fall-to-Spring Retention of Freshmen and Sophomores



Spring 2020 Avg. Credit Load of Freshmen and Sophomores



\$316K

Tuition revenue saved as a result of higher retention with Navigate Academic Planning

\$97K

Additional credit revenue from increased credit load of students who planned courses in Navigate



Pandemic Response at Washburn

Leveraging Navigate during Remote Service Delivery



Student Scheduling **Virtual Meeting Locations**

Switched all locations to virtual delivery, allowing students to continue scheduling. The new URL field linked each appointment to the appropriate virtual meeting room.



Progress Reporting **Called all At -Risk Students**

Leveraged existing progress reporting to identify at-risk students and outreach via a calling campaign. Increased capacity for outreach by reassigning staff whose workload was reduced while virtual, such as Residence Life.



Ad-Hoc Alerts **Positive Alert Campaign**

In the lead up to finals, faculty inputted "Kudos" alerts. Advisors sent the positive feedback to students via a messaging campaign.



Academic Planning **New Student Orientation**

Preloaded academic plans for all incoming students and had them register for classes during their orientation advising meeting. WU's Navigate team trained all faculty advisors on Academic Planning in preparation.



Increased Appointments during Disruptive Spring 2020 Term

26%
increase in
Center for
Student Success
appointments
from S19 to S20



The screenshot displays the NAVIGATE student scheduler interface. The main window is titled 'New Appointment' and includes a sidebar with navigation icons. The 'All Filters' section shows 'What type of appointment would you like to schedule?' with radio buttons for 'Advising' (selected) and 'Change of Major'. Below this is a 'Service' section with a radio button for 'Change of Major'. A 'Pick a Date' calendar shows June 2021 with the 4th highlighted. A 'Staff' dropdown menu is visible, and a callout box highlights the 'How would you like to meet?' dropdown menu, which includes a 'By Phone' option and a search field.

Added an appointment filter within student scheduler that allows students to choose Meeting Types on the Available Times page

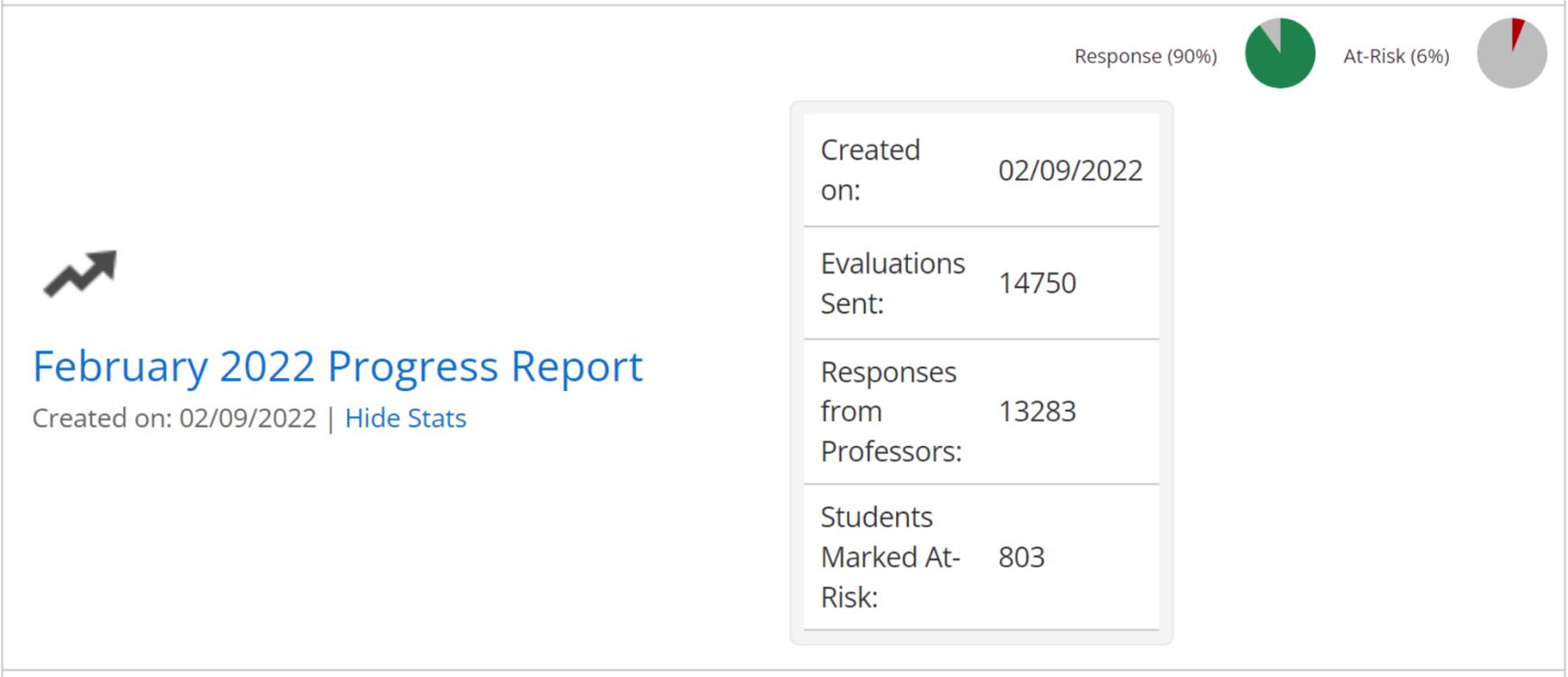


Navigate and Academic Progress Reports

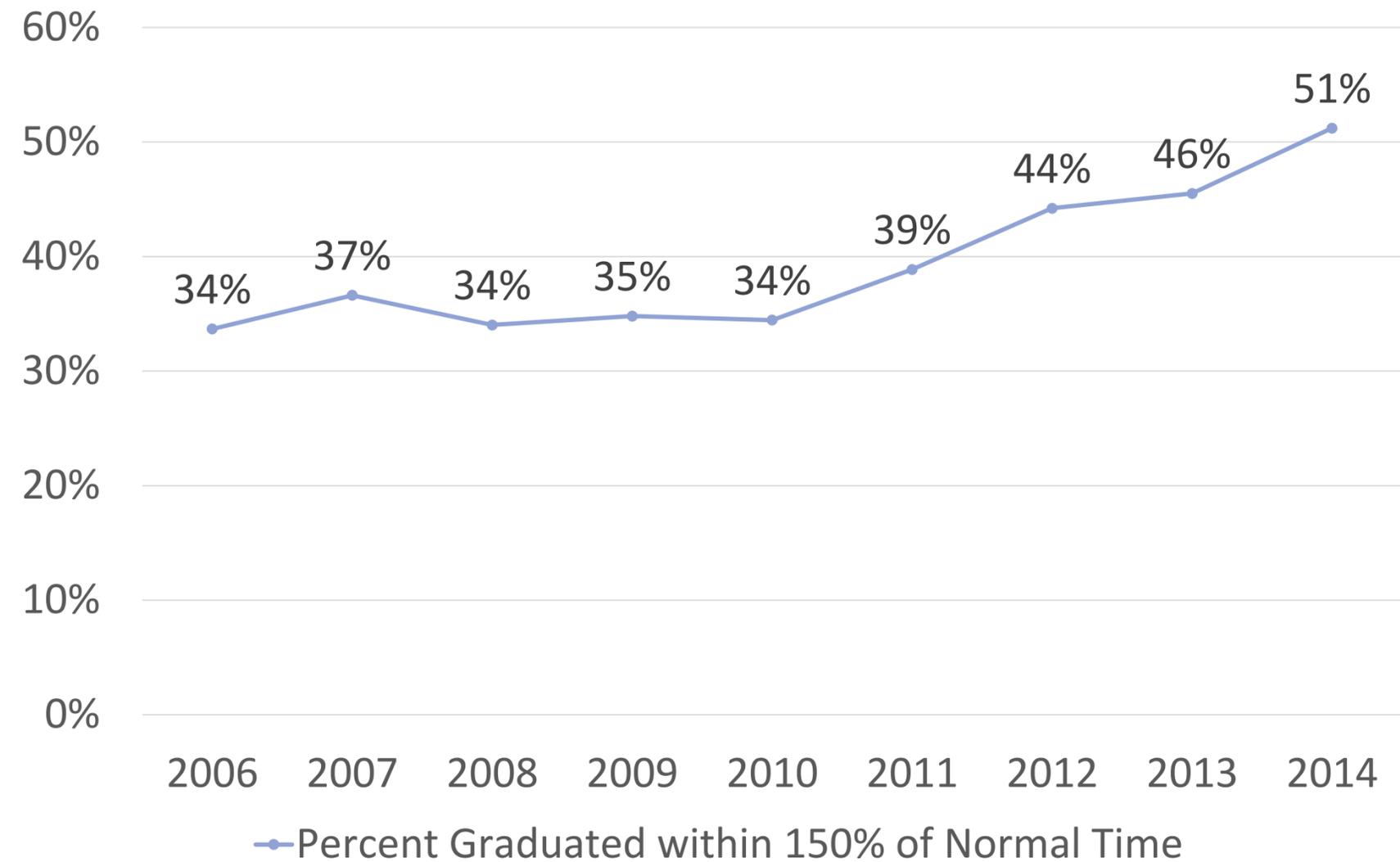
Paper Process
3 weeks to accumulate
and organize response
before outreach began

Fall 2018 Launched APR
process using Navigate,
received 61% response rate

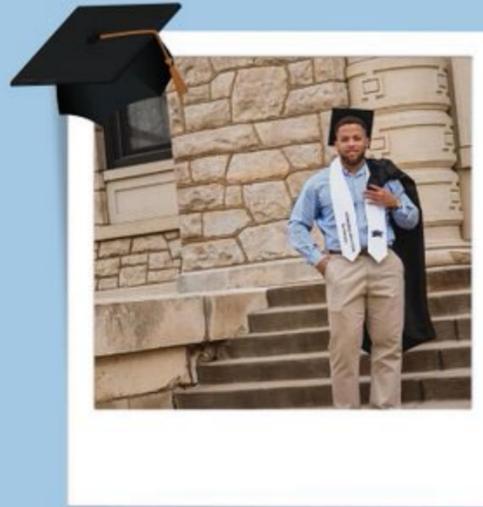
90% APR response rate
received in February 2022



First-Time, Full-Time Freshman IPEDS Reported Graduation Rates



*Congrats
First-Generation
Graduate!*



Hometown:
Topeka, KS

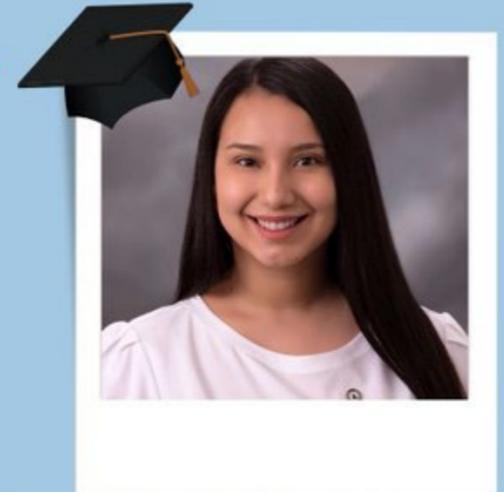
Graduating with:
Bachelor of Arts in Communication Studies

What it means to be a First-Generation graduate:
"It means everything! There is no better feeling than setting a new standard in your family."

Advice to fellow First-Generation students:
"Keep a strong mind, do not give up, and be very careful on who you take advice from."

Travis Gardenhire Jr.

*Congrats
First-Generation
Graduate!*



Hometown:
Topeka, KS

Graduating with:
Bachelor of Science in Nursing

Favorite Washburn Memory:
"The Ichabod Success Institute in the summer of 2018, before starting my first year set me up for success by allowing me to take some college classes, have mentors, learn about college, have fun, and connect with students with similar backgrounds."

Advice to fellow First-Generation students:
"You deserve to be here just like everyone else. Remember your doing great and ask for help when you need it ."

Franny Rodriguez-Bolanos



Agenda Item No. V. B. 6. b.
Washburn University Board of Regents

SUBJECT: New Sterilization Processing Room Remodel on the Washburn Tech Campus

DESCRIPTION:

The Board of Regents approved a new Sterile Processing Technical Certificate program at Washburn Institute of Technology at their September 16, 2021 meeting. This is the only Sterile Technician training/certification program in Kansas.

To facilitate this program, part of the rooms in the Healthcare Simulation Lab at the Washburn Tech Campus on Huntoon need to be remodeled. The remodel will consist of new sterilization equipment, previously approved by the Board of Regents and to have separate and distinct dirty and clean rooms to simulate an actual sterile processing environment in healthcare settings. A low-temp sterilizer will be purchased separately, as we are searching for a refurbished unit.

Washburn Tech Facilities worked with Purchasing to engage HTK to develop drawings and bid documents for the remodel project. Purchasing issued an RFP on April 12 with a closing date of April 20, 2022. The following bids were received.

VENDOR	BASE BID
KBS	\$86,699
Senne & Co.	\$99,850
Mohan Construction	\$100,500

FINANCIAL IMPLICATIONS:

The Total Project Budget of \$220,000 consists of payments to KBS (\$86,699), Sterile Processing Equipment (\$70,737 previously approved by the Board), a low-temp sterilizer (\$52,000), and contingency (\$10,564) to cover unknown items that may be found during the project. Funding will be provided through their other designated funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to KBS \$86,699 for the Sterile Processing Program Room Remodel at Washburn Tech.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. c.
Washburn University Board of Regents

SUBJECT: TV Studio Replacement Equipment (Henderson 002)

DESCRIPTION:

The Television Studio (Henderson 002) is used by the Mass Media department for classes (e.g. MM311 – TV Studio Production) and by ITS-Instructional Services for university productions (e.g. the 2020 Virtual Graduation Ceremonies, the 2020 University Convocation, and the 2021 State of the University Address). The studio was last upgraded in 2010 and the video switcher (which controls the cameras) and one of the studio cameras have failed while the other cameras are showing signs of failure.

This purchase will provide the equipment necessary to update the Television Studio and would offer similar capabilities to the equipment that is being replaced. Additionally, this purchase will add 4K video capabilities to the facility and will align the equipment with equipment that is used in professional television production facilities.

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

FINANCIAL IMPLICATIONS:

An expenditure of \$93,389.12 will be funded by FY23 Capital funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a \$93,389.12 contract to B&H Photo Video for the purchase of television studio equipment.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. d.
Washburn University Board of Regents

SUBJECT: Memorial Union Lounge Furniture

DESCRIPTION:

Pursuant to the Fiscal Year 2023 Capital funding plan approved at this March Board of Regents meeting, the University is seeking to replace furniture in the Memorial Union lounge areas. The furniture pieces in these areas are heavily utilized and have exceeded their useful life.

Washburn Facilities and Memorial Union personnel worked to identify furniture that will offer an inviting area for students to study and relax. The furniture is planned for delivery and installation during the upcoming summer/fall of 2022.

John Marshall Co. was identified as the furniture vendor of choice for this project. The vendor was able to utilize both State of Kansas and E&I Consortium contracts to achieve the best pricing available for this purchase.

VENDOR	PRICE
John Marshall Co.	\$118,532

FINANCIAL IMPLICATIONS:

The Total Project Budget of \$164,000 consists of payments to John Marshall Co. (\$118,532), and contingency (\$45,468) to cover additional furniture items or 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 John Marshall Co. in the amount of \$118,532 for the furniture purchase and installation in the Memorial Union Lounge Areas.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. e.
Washburn University Board of Regents

SUBJECT: BTAC Convocation Hall AV Upgrade

DESCRIPTION:

Convocation Hall located in Bradbury Thompson Alumni Center is a great space for a variety of events. However, the space does not have screens, projectors, or cameras which means temporary equipment needs to be set up for events that also might require rentals. The space was reviewed to determine what features would be needed in a new integrated system that would meet the needs of Washburn stakeholders now and well into the future.

FINANCIAL IMPLICATIONS:

Cytek Media Systems provided the quote using state contract 42599 for an integrated solution with local servicing for a new Audio Visual and Sound System for Convocation Hall. Total cost for the Audio Visual portion of this project is \$198,555.

An expenditure of \$198,555 will be funded from Capital Project funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of a contract to install a new integrated Audio Visual & Sound System to Cytek Media Systems in the amount of \$198,555.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. f.
Washburn University Board of Regents

SUBJECT: Library Subscriptions

DESCRIPTION:

Washburn University Libraries continue to provide equitable access to the necessary and vital resources that support the curriculum. Both print and electronic materials are provided. Washburn Library Services continue to purchase collections electronically and include research databases, online journals and books.

Teaching the Information Literacy and Technology University Student Learning Outcomes at Washburn is dependent upon access to high-quality information resources. Proficiency in Information Literacy is, in the Digital Age, a required competency for Washburn graduates. Washburn’s thoughtfully curated electronic resources insure that there is infrastructure to support the curriculum so our student population can achieve higher GPAs, higher retention and on time graduation rates and improved student learning in areas such as critical and creative thinking skills. Without these high-quality electronic resources, our student population would have to resort to generic and low-quality information found on the public web.

VENDOR	SERVICES PROVIDED	CONTRACT TERM	FY 2022 EST	FY 2023 EST.
EBSCO	Access to electronic databases & discovery tools	Year to Year	\$92,314.00	\$109,825.00
WT Cox	Purchasing agent to academic libraries for print & electronic journals	Year to Year	\$97,560.00	\$93,596.00
LYRASIS	Consortium that allow us to obtain improved pricing of electronic databases, training and grant opportunities	4 year term	\$50,678.00	\$56,230.00
INNOVATIVE INTERFACES	Provides our Integrated Library Systems	4 year term	\$79,970.00	\$86,000.00
OCLC	Bibliography utility that allows the library to maintain and share our catalog, interlibrary loan services and provide remote access to electronic resources	Year to Year	\$58,124.00	\$61,214.00

FINANCIAL IMPLICATIONS:

The library subscriptions listed above are funded from the Mabee Library operating budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of the library subscription contracts listed above.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. g.
Washburn University Board of Regents

SUBJECT: Law School Building – Furniture

DESCRIPTION:

In March 2021, the Board approved moving forward with the construction of a new Law School Building. The \$35,000,000 project budget included the direct purchase and installation of furniture for the new building.

The University pursued a modified-bid process with the support of Stantec, who served as the Interior Designer. Stantec requested and received Qualification Proposals from 4 vendors, then short-listed two vendors for pricing comparison. Through an evaluation matrix, John A Marshall Company was selected as the furniture vendor for the project. John A Marshall is based in Lenexa, KS and has local presence in Topeka.

Pricing includes the purchase and installation of the furniture. The pricing is comprised of a mix of special project pricing based off the State of Kansas, Omnia, and the NCPA consortium contracts along with several individual manufacturers’ special project pricing to verify Washburn receives the best pricing available.

<u>Vendor</u>	<u>Price</u>
John A Marshall Company	\$1,284,516.11

FINANCIAL IMPLICATIONS:

The purchase and installation of Furniture for the Law School Building Project was identified and funded as an integral component of the Board approved project budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve a \$1,284,516.11 contract to John A. Marshall Company for Furniture for the Law School Building Project.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. h.
Washburn University Board of Regents

SUBJECT: Veterans Memorial Monuments

DESCRIPTION:

Thanks to leadership gifts from a pair of veterans, Washburn University recently completed fundraising to build a new veterans memorial on campus. The memorial will replace and expand upon an existing monument in the heart of campus near Morgan Hall, at the southwest corner of 18th Street and College Avenue.

This new memorial will center around a sculpted bronze fallen soldier sculpture telling the story of Washburn University's military veterans, and a seven-foot-tall stone bearing all 47 names of those who served and died in Vietnam. The Vietnam memorial will be joined by seven additional standing stones arranged around the perimeter to commemorate each of the U.S. military's six branches of service plus one additional in recognition of the many nurses who also served in war. The site will be anchored with three flagpoles flying the American, Kansas, and POW/MIA flags, and the open-air nature of the plaza will make it a natural focal point on campus for veteran and memorial activities.

Washburn Facilities engaged Falk Architects, a local Topeka architecture firm, to support the design efforts and produce bidding documents. Requests for proposals were posted by the Purchasing Department on February 22nd and proposals were received on March 3rd. One proposal was received from Hutton Monuments. Hutton's pricing includes a portion of the price to be discounted as a donation to the project.

<u>Vendor</u>	<u>Base Bid</u>	<u>Donation</u>	<u>Total Bid</u>
Hutton Monuments	\$169,900	\$32,000	\$137,900

FINANCIAL IMPLICATIONS:

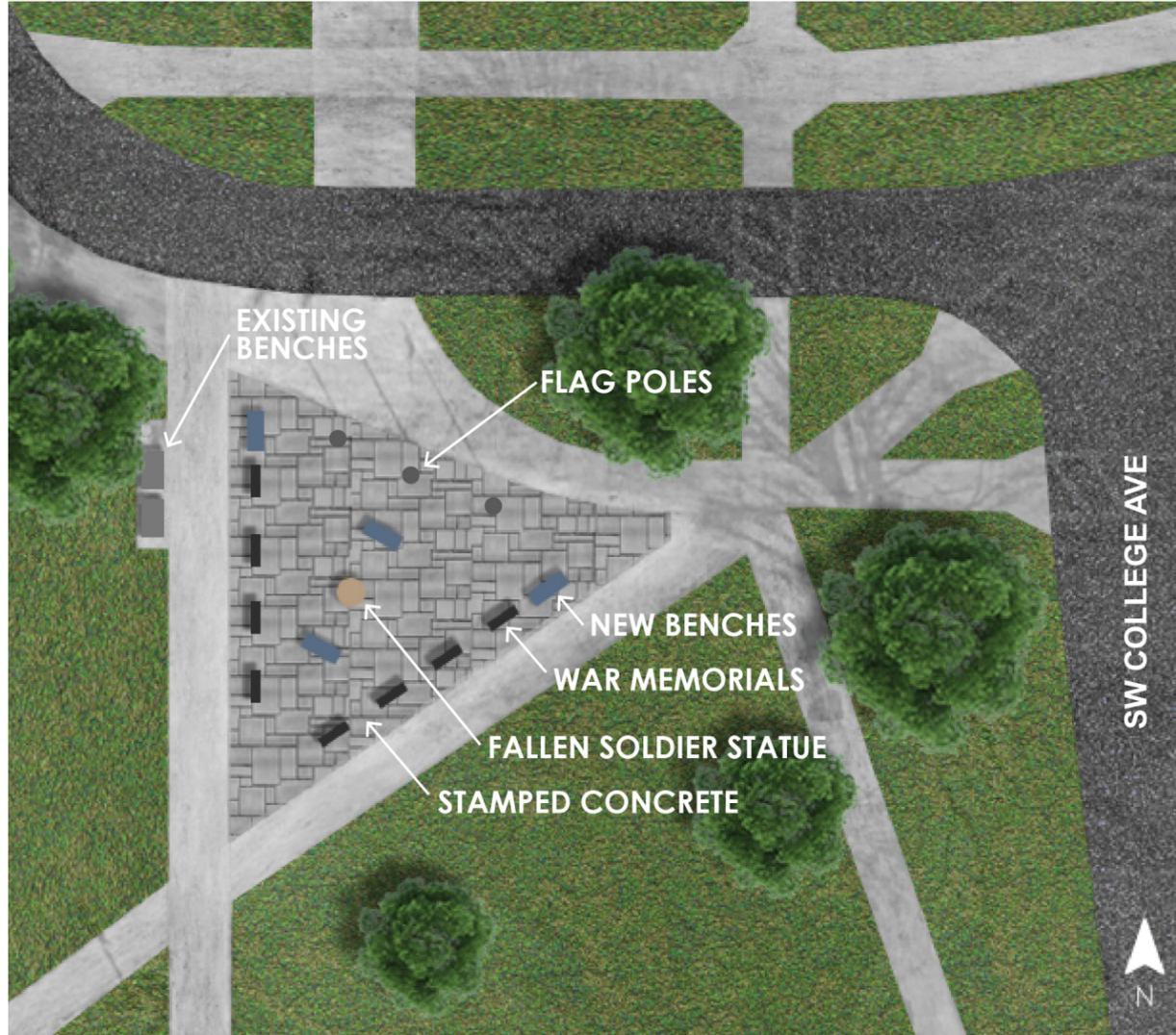
Hutton provided the lowest responsive cost and can meet the specified terms and conditions. The Total Project Budget of \$200,000 consists of payments to Hutton (\$137,900), concrete patio work (\$20,000), electrical work (\$15,000), accessories (\$15,000) and a contingency (\$12,100) to cover unknown items that may be found during the project. The project is funded by private contributions.

RECOMMENDATION:

President Farley recommends the Board of Regents award of the contract to Hutton Monuments in the amount of \$137,900 for the purchase of the monuments.

Date

Jerry B. Farley, President



Agenda Item No. V. B. 6. i.
Washburn University Board of Regents

SUBJECT: ESPORTS

DESCRIPTION:

Washburn University has the opportunity to develop a student gaming club and esports team. These programs are growing in popularity and have proven successful in recruiting students. This program involves Esports and gaming in a central location on campus with 24 stations that have high end PCs at each station for action packed gaming.

Washburn bid the opportunity to work with one of the leading consultants to make sure that we have all the right pieces to make this program successful. That consulting fee was \$25,000. We also bid and the Board approved purchase of the computers to ensure delivery for the Fall due to supply chain challenges, that expense is \$68,930. The total amount for our Esports computers, software, support and furniture is \$185,899, all funded from the MOE funds.

Below are the additional pieces (software, support and furniture) for development of our Esports program for this Fall:

DESCRIPTION OF ITEM	DOLLAR AMOUNT
Installation for PC's	\$4,850.00
Gaming Hardware Consoles & TV's	\$6,656.00
Furniture & Installation	\$24,083.00
LAN & Game Management	\$18,100.00
Support & Help Desk	\$26,340.00
Esport Supply Academy	\$11,940.00
TOTAL	\$91,969.00

FINANCIAL IMPLICATIONS:

The funding for \$91,969.00 of remaining items will come from MOE funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of \$91,969.00 to Esports Supply.

Date

Jerry B. Farley, President

Agenda Item No. V. B. 6. j.
Washburn University Board of Regents

SUBJECT: HVAC Preventative Maintenance Agreement

DESCRIPTION:

Washburn University Facilities continues to provide preventative and repair maintenance to all buildings and systems throughout the campuses to ensure long equipment life and low total cost of ownership. This effort is achieved through the skilled Washburn Facilities employees and partnerships with local contractors.

Among the agreements in place to support these efforts, this preventative maintenance agreement covers several pieces of HVAC equipment such as chillers, condensers, roof top units, cooling towers, etc. Per the agreement, maintenance inspections are performed in Spring prior to starting the cooling season and again during the summer to verify proper operation. McElroy's Mechanical Contractors has supported Washburn's maintenance efforts for many years and held this three-year agreement previously. McElroy's knows Washburn's equipment thoroughly and has performed well.

McElroy's provided a proposal to extend the agreement another three years. The cost per year has increased approximately 7% from the previous agreement. The annual cost averages \$18,949 for a total three-year cost of \$56,847.

FINANCIAL IMPLICATIONS:

The HVAC preventative maintenance agreement (\$56,847) is budgeted and funded through the Facilities' operating budget.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award of the Preventative Maintenance Agreement to McElroy's Mechanical Contractors.

Date

Jerry B. Farley, President

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

SUBJECT: Quarterly Financial Analysis

DESCRIPTION:

Presented herewith are *Statements of Revenues and Expenditures* for the nine months ended March 31, 2022, for the following activities.

- Combined Operating Funds
- Washburn University General Fund
- Washburn Institute of Technology General Fund
- Residential Living
- Business and Auxiliary Services

A Coronavirus Aid, Relief, and Economic Security (CARES) Act and Higher Education Emergency Relief Fund (HEERF) grant summary is also included.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

This item is presented for information only. No action is required.

**Washburn University, Washburn Institute of Technology,
Residential Living, and Business and Auxiliary Services
Operating Funds
Combined Statements of Revenues and Expenditures
For the nine months ended March 31, 2022 and 2021**

	FY 2021-22		Year-to-Date Actual	FY 2020-21
	Budget			Year-to-Date
	Amount	% of Total		Actual
Revenues:				
Tuition and fees	\$ 53,819,105	50.7%	\$ 49,627,227	\$ 49,649,844
Sales tax	19,829,693	18.7%	17,504,129	16,906,907
State appropriations	20,852,223	19.7%	23,184,965	18,433,277
Residential Living	4,071,922	3.8%	4,295,916	3,278,063
Business and Auxiliary Services	3,479,300	3.3%	3,161,517	2,567,878
Other	4,033,447	3.8%	1,310,058	2,329,597
	106,085,690	100.0%	99,083,811	93,165,566
Expenditures:				
Salaries, wages and benefits	74,189,007	69.9%	52,072,129	51,993,229
Scholarships	7,584,107	7.1%	6,565,206	7,024,094
Debt service	4,881,751	4.6%	3,661,313	4,078,570
Utilities	3,609,946	3.4%	2,179,856	1,873,337
Supplies and materials	3,255,766	3.1%	1,756,322	1,443,900
Professional services	3,567,283	3.4%	2,607,325	2,302,184
Computer hardware, software and maint.	2,330,617	2.2%	2,232,183	1,614,950
Travel	1,641,830	1.5%	546,186	164,035
Memberships and subscriptions	1,334,673	1.3%	1,249,771	1,220,668
Other	3,690,710	3.5%	3,993,798	3,413,314
	106,085,690	100.0%	76,864,089	75,128,279
Change in Net Position	\$ -		\$ 22,219,722	\$ 18,037,286

Washburn University
General Fund
Statements of Revenues and Expenditures
For the nine months ended March 31, 2022 and 2021

	FY 2021-22		Year-to-Date Actual	FY 2020-21 Year-to-Date Actual
	Budget			
	Amount	% of Total		
Revenues:				
Tuition and fees	\$ 50,001,935	58.1%	\$ 46,282,611	\$ 46,656,245
Sales tax	19,829,693	23.1%	17,504,129	16,906,907
State appropriations	12,445,988	14.5%	14,053,987	12,445,987
KTWU	2,448,824	2.8%	867,891	1,754,114
Endowment Income	410,685	0.5%	227,423	243,772
Other	863,928	1.0%	85,001	164,366
Total revenues	86,001,053	100.0%	79,021,042	78,171,391
Expenditures:				
Salaries, wages and benefits	63,421,024	73.7%	44,986,677	45,152,338
Scholarships	7,395,423	8.6%	6,391,459	6,842,472
Professional services	3,213,143	3.7%	2,498,769	2,197,063
Utilities	2,123,349	2.5%	1,360,177	1,095,001
Supplies and materials	2,171,286	2.5%	1,021,982	801,168
Computer hardware, software and maint.	2,109,342	2.5%	2,111,563	1,538,118
Travel	1,574,755	1.8%	533,108	162,572
Memberships and subscriptions	1,334,673	1.6%	1,249,771	1,220,668
Other	2,658,058	3.1%	3,188,156	2,714,462
Total expenditures	86,001,053	100.0%	63,341,662	61,723,862
Change in Net Position	\$ -		\$ 15,679,380	\$ 16,447,529

Sales Tax				
	FY 2021-22		Year-to-Date Actual	FY 2020-21 Year-to-Date Actual
	Budget			
	Amount	% of Total		
General Fund	\$ 19,829,693	88.7%	\$ 17,504,129	\$ 16,906,907
Debt Retirement and Construction Fund	2,536,150	11.3%	1,902,113	1,386,900
Smoothing Fund	-	0.0%	-	-
Total	\$ 22,365,843	100.0%	\$ 19,406,242	\$ 18,293,807

Washburn Institute of Technology
General Fund
Statements of Revenues and Expenditures
For the nine months ended March 31, 2022 and 2021

	FY 2021-22		Year-to-Date Actual	FY 2020-21
	Budget			Year-to-Date
	Amount	% of Total		Actual
Revenues:				
Tuition and fees	\$ 3,817,170	30.5%	\$ 3,344,616	\$ 2,993,599
State appropriations	8,406,235	67.1%	9,130,978	5,987,290
Other	310,010	2.5%	129,742	167,345
Total revenues	12,533,415	100.0%	12,605,336	9,148,234
Expenditures:				
Salaries, wages and benefits	8,967,026	71.5%	6,029,012	5,877,624
Supplies and materials	921,775	7.4%	667,396	586,673
Utilities	471,229	3.8%	344,096	280,907
Professional services	354,140	2.8%	108,556	105,121
Repair and maintenance	196,850	1.6%	146,469	186,201
Computer hardware, software and maint.	145,450	1.2%	54,045	24,456
Space and equipment rental	126,425	1.0%	126,167	90,381
Insurance premiums	205,000	1.6%	125,441	140,471
Travel	67,075	0.5%	13,077	1,463
Other	1,078,445	8.6%	356,184	344,356
Total expenditures	12,533,415	100.0%	7,970,444	7,637,652
Change in Net Position	\$ -		\$ 4,634,893	\$ 1,510,582

Washburn University
Residential Living
Statements of Revenues and Expenditures
For the nine months ended March 31, 2022 and 2021

	FY 2021-22		Year-to-Date Actual	FY 2020-21
	Budget			Year-to-Date
	Amount	% of Total		Actual
Revenues:				
Room rental	\$ 4,071,922	100.0%	\$ 3,448,301	\$ 3,189,182
HEERF grant (Lost Revenue/student refunds)	-	0.0%	792,966	79,021
Other	-	0.0%	54,649	9,860
Total revenues	4,071,922	100.0%	4,295,916	3,278,063
Expenditures:				
Debt service	1,821,712	44.7%	1,366,284	1,910,685
Utilities	744,765	18.3%	326,803	343,536
Salaries, wages and benefits	705,993	17.3%	423,038	357,927
Repair and maintenance	179,339	4.4%	210,826	200,179
Scholarships	188,684	4.6%	173,747	181,623
Insurance	70,270	1.7%	83,992	70,366
Supplies and materials	114,345	2.8%	34,801	37,174
Other	246,814	6.1%	70,416	84,664
Total expenditures	4,071,922	100.0%	2,689,907	3,186,153
Change in Net Position	\$ -		\$ 1,606,009	\$ 91,910

Change in Net Position without HEERF Lost Revenue transfer in: \$ 813,043

	Room Rental			
	FY 2021-22		Year-to-Date Actual	FY 2020-21
	Budget			Year-to-Date
	Amount	% of Total		Actual
Living Learning Center	\$ 988,904	24.3%	\$ 901,459	\$ 892,056
Washburn Village	1,269,282	31.2%	1,018,173	899,952
Lincoln Hall	1,771,650	43.5%	1,474,466	1,361,588
Phi Delta Theta	42,086	1.0%	54,203	35,586
	\$ 4,071,922	100.0%	\$ 3,448,301	\$ 3,189,182

Washburn University
Business and Auxiliary Services
(Memorial Union, Ichabod Shop, Dining, and Vending)
Statements of Revenues and Expenditures
For the nine months ended March 31, 2022 and 2021

	FY 2021-22		Year-to-Date Actual	FY 2020-21
	Budget			Year-to-Date
	Amount	% of Total		Actual
Revenues:				
Ichabod Shop	\$ 2,253,500	64.8%	\$ 1,966,962	\$ 1,765,672
Tuition	760,000	21.8%	570,000	532,500
Dining	357,500	10.3%	197,455	171,883
HEERF grant Lost Revenue	-	0.0%	261,291	51,530
Other	108,300	3.1%	165,809	46,293
Total revenues	<u>3,479,300</u>	<u>100.0%</u>	<u>3,161,517</u>	<u>2,567,878</u>
Expenditures:				
Cost of goods sold	1,473,400	42.3%	1,573,238	1,331,425
Salaries, wages and benefits	1,094,964	31.5%	633,402	605,340
Debt service	195,637	5.6%	106,483	204,442
Utilities	270,603	7.8%	148,781	153,892
Repair and maintenance	120,830	3.5%	90,616	92,268
Computer hardware, software and maint.	75,825	2.2%	66,576	52,376
Supplies and materials	48,360	1.4%	32,144	18,885
Other	199,681	5.7%	210,838	121,984
Total expenditures	<u>3,479,300</u>	<u>100.0%</u>	<u>2,862,077</u>	<u>2,580,612</u>
Change in Net Position	<u>\$ -</u>		<u>\$ 299,440</u>	<u>\$ (12,734)</u>
Change in Net Position without HEERF Lost Revenue transfer in::			38,149	

**Washburn University and Washburn Institute of Technology
Coronavirus Aid, Relief, and Economic Security (CARES) Act
Inception-to-March 31, 2022**

General Intent	HEERF I		HEERF II		HEERF III		Strengthening People and Revitalizing Kansas (SPARKS)		Strengthening Institutions Program (HEERF I, II, and III)		Total
	Emergency Student Aid, Costs with a Direct Nexus to COVID, Etc.	4/29/20 to 1/16/2022 5/11/20 to 5/19/2022	Emergency Student Aid, Costs with a Direct Nexus to COVID, Lost Revenue, Etc.	4/29/20 to 1/16/2022 5/11/20 to 5/19/2022	Emergency Student Aid, Costs with a Direct Nexus to COVID, Lost Revenue, Etc.	4/29/20 to 1/16/2022 5/11/20 to 5/19/2022	Reopening Costs, Personnel, PPP, Testing & Tracing, Technology, Etc.	3/01/2020 to 3/01/2021	Lost Revenue, Distance Education, Training, Etc.	5/29/2020 to 3/07/2022	
Grant Awards	\$ 4,500,174	\$ 8,024,016	\$ 14,273,294	\$ 2,828,201	\$ 1,183,507	\$ 30,809,192					
Expenditures:											
Emergency Student Aid	\$ 2,250,087	\$ 2,250,087	\$ 7,207,148	\$ -	\$ -	\$ 11,707,322					
Lost Revenue	585,625	5,773,929	5,524,736	-	-	12,640,676		756,385			
Housing and Dining Refunds	1,166,262	-	-	-	79,021	1,422,485		177,202			
Personnel Support	-	-	-	-	1,526,737	1,526,737		-			
Technology / Distance Learning	272,593	-	-	-	495,819	768,412		-			
Public Health, PPE, Testing and Tracing	112,463	-	130,641	-	672,795	1,005,002		89,103			
Other	113,145	-	136,572	-	53,829	464,361		160,816			
Total expenditures	4,500,174	8,024,016	12,999,097	2,828,201	1,183,507	29,534,995					
Encumbrances / Commitments	-	-	1,274,197	-	-	1,274,197					
Remaining Funds	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ 0				\$ 0	