

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**May 26, 2022**

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**I. Call to Order**

Chairperson Beck called the meeting to order at 3:03 p.m. in the Forum Room of the Bradbury Thompson Alumni Center on the Washburn University campus.

**II. Roll Call**

Present were: Mr. Beck, Mrs. Buhler, \*Mr. Dietrick, Mr. Hulse, and \*Mr. Klausman. Mr. Padilla appeared in person at 3:06 p.m.

\* Participated via Zoom protocol.

**III. Discussion regarding hiring a search firm**

Discussion regarding how to select a search firm. Per an earlier request of the Board, a list of five search firms based on certain criteria was emailed to the Board by University Counsel Fried prior to the meeting. All five of those firms appeared on the larger list of firms from a Kansas Board of Regents list of possible firms. Discussion about if the Board should issue an RFP and if the RFP should go to all firms or just the five from the email.

Motion by Regent Klausman and second by Regent Padilla to send the RFP to just the five on the list.

Discussion on the motion occurred. Question was raised if the RFP if going only to the five or if others would have the opportunity to respond.

Regent Klausman then amended his motion to seek presentations from only the five firms. Regent Padilla seconded the amended motion.

Concern was expressed about not doing an RFP. It was suggested that using an RFP would help define the scope of what the search firm would be asked to bid. If, after interviewing the five, the Board is not satisfied, then nothing keeps the Board from then doing an RFP.

Discussion was then had about the process for doing an RFP, including the length of time to prepare, publish and receive responses to the RFP.

In response to a question about Washburn bidding procedures, Counsel Fried stated that he believed the requirements were if the amount were to be in excess of \$50,000 and that selection criteria does not require taking the lowest bid but it is a factor.

A vote was then called on the motion. Motion passed 4 -2 with Regents Hulse and Buhler voting no.

Discussion then occurred about information wanted from the search firms. The potential timeline for hiring a search firm would be the end of June.

**IV. Job description and salary**

Discussion about updating the job description and determining the salary for the position. The search firm could be helpful in finalizing these tasks.

**V. Selection of search committee**

Chair Beck asked for names to be considered for the search committee from other Board members. Regent Beck proposed he and Regent Buhler put together a proposed committee. When a question arose as to the composition of the of the committee, Regent Beck stated it was to be inclusive of the various stakeholders for Washburn. Chair Beck then stated that the Board would vote on the final composition of the committee and also select a chairperson for the committee. No objections to Regents Beck and Buhler putting together a proposed committee.

It was moved and seconded to adjourn. The meeting adjourned 3:39 p.m.

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Marc Fried  
Secretary, Board of Regents