

**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**June 15, 2023**

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**I. Call to Order**

Chairperson Buhler called the meeting to order at 4:05 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. Dicus, Mr. Dietrick, Mr. Padilla, Mr. Romero, and Ms. Sourk.

**III. Approval of Minutes of the May 4 Meeting**

Motion by Regent Dicus and second by Regent Romero to approve the Minutes of the May 4, 2023, meeting. Motion passed.

**IV. Officer Reports**

**A. Chair's Report**

Chair Buhler noted the wonderful graduation ceremonies held last month and thanked everyone for their hard work. Reminder the Law School ribbon cutting will take place next month.

Ms. Buhler shared the campus is busy with the many camps taking place now. We will hear more later from the President on the impact from our Shawnee County scholarships.

On behalf of the Board of Regents, Ms. Buhler wanted to thank Regent Beck, who will be stepping down from the Board. He served on the Board of Regents for 8 years, 2 of those years as Chair. He led the university through a time of transition. His leadership has been appreciated at Washburn University as well as in our community.

**B. President's Report**

President Mazachek shared they will begin next month with their formal strategic planning process. It is exciting to think about the future of Washburn. Last week, leaders from Washburn convened in D.C. to meet with EAB. They led the team in conversations on the most current research in our industry.

Dr. Mazachek noted that the renovation of the Veterans Memorial is almost complete. The Facilities storage units were razed. They discovered some beautiful concrete under them which will be repurposed on campus. The Sunflower Music Festival kicks off tomorrow. The concerts are free to the public and run through June 24. The Blanche Bryden Foundation provides opportunities for students during the festival. This is a wonderful event in our community.

President Mazachek shared her appreciation for everyone involved with the Commencement ceremonies. The University graduated 750 students from Washburn and 500 from Washburn Tech. She thanked the Regents for their participation in the multiple ceremonies.

Regent John Nave arrived at 4:12pm.

President Mazachek asked Dr. Alan Bearman to give an update on the New Student Orientations on going and the impact of the Shawnee County scholarships.

Dr. Bearman shared that orientations have been at full capacity and today is the priority deadline for scholarships. We currently have 62 direct from high school applications, 71 – 1s (first time freshmen who have been out of high school for more than a year) and 11 transfer student applications that we can trace to the Shawnee County Scholarship programs. Even more exciting is it has opened doors for them to have conversations that they have not had in the past by attending high school orientations, as well as Junior and Senior Days. They are cautiously optimistic about enrollment.

President Mazachek shared she heard from several families who weren't going to come to college and now are exploring this opportunity. The going to college rate has declined in Kansas and that's why these scholarships are so important.

A question was made regarding the impact of this scholarship on current students and retention. Dr. Bearman shared that once the students complete their FAFSA, the scholarship will automatically be applied. We are currently calling students to make sure they complete their FAFSA. He stated it will be another month before those numbers come in.

President Mazachek called on Vice President Eric Grospitch to present information on campus housing.

Dr. Grospitch shared our housing numbers are up 89 new contracts compared to last year. This does not include some Greek and athletes. There have been more requests for single rooms this year, which has the potential of generating more revenue. He shared we have a new outreach to fraternity and sorority life through Navigate to help potential students understand why Greek life is different at Washburn.

President Mazachek asked Athletic Director, Loren Ferre, to provide information on our summer camps.

Mr. Ferre shared they are currently hosting multi-day camps during June and July. They have 48 different camps scheduled with 4 to 5 camps running simultaneously most days. They utilize Yager Stadium as well as our Indoor Athletic facility. About 5,000 kids of all ages come through the camps. This year they have a new tiny-tot basketball camp for kindergarten age. Every year they host a pole vault camp in which our coach has had athletes who have competed in the Olympics. In football, 38 high school teams from across the state will attend. They are anticipating 29 volleyball teams on campus. A lot of their camps are at full capacity.

**C. Committee Report(s)**

**1. Budget and Finance**

Committee Chair Dietrick deferred to later in the agenda.

**2. Nominating Committee**

Committee Chair Romero deferred to later in the agenda.

**V. New Business**

**A. Consent Agenda**

Motion by Regent Sourk and second by Regent Romero to approve the consent agenda. Motion passed.

**1. Liquidated Claims Approval - April 2023**

**2. Proposed Washburn Board of Regents' Meeting Dates 2023-2024**

**3. Fiscal Year 2024 Public Rate and Public Budget – Publish Notices of Hearings**

**B. Action Items**

**1. Nomination of Board Officers and Special Officers**

Committee Chair Romero stated the Nominating Committee met and reviewed recommendations. There is no change to the Treasurer, Secretary and Assistant Secretary positions from last year. These positions are allocated based on their staffing at Washburn. Work is in motion in which the by-laws will codify these positions.

Mr. Romero noted the current Chair and Vice Chair provided strong leadership this past year through transition and we want to give them the opportunity to build on that progress. Their recommendation is for Chair Buhler and Vice Chair Dietrick to continue to serve in these roles.

Motion by Regent Beck and second by Regent Padilla for Chair Buhler and Vice Chair Dietrick be reappointed to these positions. Motion passed.

## **2. Student Employee Wage Rate Policy**

Vice President Lee shared an update to student wage rates policy to include what is in our FY24 budget. The committee reviewed our peer institutions and proposed a change from \$7.25/hour to \$10.00/hour, with a higher rate for positions with more responsibilities. Recommended to remove the .25 yearly increase with more focus on bolstering our starting rate. Motion by Regent Nave and second by Regent Dietrick to approve the student employee wage rate policy. Motion passed.

Regent Dietrick noted the Budget and Finance committee discussed and unanimously approved this recommendation.

## **3. Fiscal Year 2024 Operating Budget – Washburn University and Washburn Institute of Technology**

Vice President Luther Lee recognized the hard work of his budget team putting together all the materials, to the Budget and Finance Committee for the multiple meetings they held, as well as the efforts in conducting a Budget Workshop. This allowed for good feedback for his team.

Mr. Lee shared the key priorities and focus this year are growth, people, and campus. This includes increasing scholarships, having a salary program, and accounting for increases due to inflation.

Vice President Lee noted budget assumptions include a 5% tuition increase which is in line with KBOR schools, a 4% salary program plus selected market adjustments, new scholarship initiatives, reallocation of dollars within the budget for key priorities and initiatives, implementing additional Enrollment Management and Marketing programs, as well as planning for increases due to inflation.

Vice President Lee thanked Vice President Stephenson and others who helped identify funds to reallocate for across campus needs.

Mr. Lee shared sales tax continues to trend in a positive direction, especially the past three months. The University has historically budgeted very conservatively with this revenue. Moving forward, they are planning to utilize these funds in a responsible manner but will allocate more funds for operating activities instead of capital or the smoothing fund.

Regent Dietrick thanked the Budget and Finance Committee as well as Vice President Lee and his team for all their work preparing the budget.

Motion by Regent Dietrick and second by Regent Sourk to approve the Fiscal Year 2024 operating budget for Washburn University and Washburn Institute of Technology. Motion passed.

Chair Buhler noted her appreciation of the Budget Workshop and the extra meetings which helped in understanding the budget process better.

#### **4. General Education KBOR Framework**

Vice President Laura Stephenson shared that a year ago, Kansas Board of Regents adopted a systemwide general education framework that all KBOR governed institutions will be implementing in Fall 2024. The intent is to provide a common framework to ensure students who transfer from one institution to another will have their course work transfer.

Ms. Stephenson noted Washburn had the option to adopt the change. The faculty and administration reviewed all the material, went through faculty governance, and have elected to participate and adopt.

Vice President Stephenson indicated the biggest implications for Washburn will be the need for additional lab space and additional instructors in Communications.

A question was asked about areas and exact courses that will fulfill the requirement. Ms. Stephenson conveyed we get to determine which courses fulfill that category. Washburn would implement these changes for Fall 2024.

Motion by Regent Beck and second by Regent Dietrick, to accept the new General Education KBOR framework. Motion passed.

#### **5. Bachelor of Education in Chemistry**

Vice President Stephenson requests approval to offer a Bachelor of Education in Chemistry. This program would replace a Bachelor of Arts in Chemistry with a concentration in secondary education. This will help with the shortage of science teachers in Kansas.

Motion by Regent Nave and second by Regent Romero to approve a Bachelor of Education in Chemistry. Motion passed.

#### **6. Search Firm for Provost and School of Law Dean Search RFP**

Ms. Cynthia Holthaus shared the University currently has interim positions in

the Provost and Vice President for Academic Affairs as well as Dean of the Law School. Both positions are vital to our academic enterprise.

Ms. Holthaus indicated the University issued an RFP to assist us in attracting the best candidates from a nationwide pool. The timing of the search is unique in that the Dean will answer to the new Provost. After listing the RFP request, they received responses from 8 agencies and interviewed 3 of them. They selected Anthem Executive as the best, qualified, and responsive proposal. Anthem conducts in-person interviews, they have a unique recruiting pool, and request written pre-interview questionnaires.

A question was made on how long the process will take. Dr. Mazachek shared a minimum of 5 months up to a year. We will stagger the searches so that the Provost is hired before the Dean of the Law School.

A question was also asked about the higher cost of this search. Ms. Holthaus shared the higher costs are because they are conducting two searches with one firm. Also, a question regarding the recommendation process once the individuals are selected. Once a recommendation is made for the provost position, it will then proceed to Board approval. The Dean positions are approved by the Provost and Vice President of Academic Affairs. Search committees comprised of campus wide representatives will be organized for both positions.

Motion by Regent Dietrick and second by Regent Sourk, to award the agreement with Anthem Executive for \$140,000 plus expenses to conduct searches for the Provost and Vice President of Academic Affairs and Dean of the School of Law. Motion passed.

## **7. Expenditures over \$100,00**

### **a. Library Subscriptions**

Vice President Lee shared that Washburn University Libraries continue to provide high quality digital services for our faculty and our students. Both print and electronic materials are provided. Funding is available in the library operating budget.

Motion by Regent Beck and second Regent Romero for the purchase of the library subscriptions. Motion passed.

### **b. Classroom Desk Replacement**

Vice President Lee indicated we have a need to replace desk in Morgan Hall and Garvey. KI Manufacturing Company were used previously to provide identical desks in the Active Learning classrooms across campus. The funds were previously approved through the University Capital funding process. We recommend going with KI Manufacturing.

Motion by Regent Romero and second by Regent Padilla to use KI Manufacturing Company to replace the desks in Morgan Hall and Garvey. Motion passed.

**c. McVicar House**

Vice President Lee shared the McVicar House, located on university property at 1709 SW MacVicar, was named in honor of former long-time serving University President Peter McVicar. It will serve as university event space and the official residence for the President. The first floor will be designated for meeting and event space. It is ADA compliant, and the rear will have garage space to store University outdoor furniture as well as storage space for event equipment. The architectural design will use traditional design consistent with university buildings.

Mr. Lee thanked Tami Thiessen, representatives from the Board of Regents, the Foundation and University Facilities, for their help getting us to this point. With the Board's approval, the process will begin immediately with tree removal. This project is entirely funded by Washburn donors.

Regent Dietrick noted the Budget and Finance Committee unanimously approved the project.

Motion by Regent Dietrick and second by Regent Sourk, to approve the construction of the McVicar House at a total cost of \$3,135,000 and award the project to Thiessen Construction. Motion passed.

**d. Athletic Storage Building**

Vice President Lee indicated the University has removed the 2 warehouses that Facilities and Athletics used for storage. The proposal is for a new structure for Athletics to be built on the existing concrete pad south of Petro for storage.

Motion by Regent Dietrick and second by Regent Nave to approve the construction of the Athletics Storage building at a total cost of \$153,890 and award the bid to Mohan Construction. Motion passed.

**e. Campus Road Repairs Project**

Vice President Lee shared that this project is the second phase of our campus road repair and replacement process which began in FY 22. This project was done in phases because of the disruption when doing road repairs. It is our recommendation to the Board to approve the total cost of the project of \$125,000 and award it to Conroy Construction.

A question was asked regarding the discrepancy in the two bids. Mr. Lee shared the main item was per unit cost on developing sidewalks and

concrete curbs. One vendor was significantly higher on high quantity points.

Motion by Regent Romero and second by Regent Dietrick to approve the total cost of \$125,000 and award it to Conroy Construction. Motion passed.

### **C. Informational Items**

- 1. Review Purchases Between \$50,000 and \$100,000**
- 2. Receive Quarterly Financial Analysis**

## **VI. Next Washburn Board of Regents Meeting – Board Retreat, July 26 and 27**

Chair Buhler noted the September 14<sup>th</sup> Board meeting will be the public budget.

President Mazachek shared there will be a Board conference call, to be scheduled, to approve committee assignments.

Regent Terry Beck conveyed what an honor it has been to serve his alma mater. He thanked the Shawnee County Commission for appointing him. Shared his appreciation for working with Dr. Farley and Dr. Mazachek. Mr. Beck is disappointed he will not have more time to serve with Dr. Mazachek. He conveyed working on various projects with the administration, faculty, and staff were beyond excellent. He also thanked the Regents he served with over the past 8 years. He stated it was a fun experience with such a collegial bunch. He also announced his successor is Jake Fisher, an alum of undergrad and Law School.

## **VII. Executive Session**

Chair Buhler moved that the Board recess for an executive session immediately following a 5-minute break into executive session for 15 minutes to discuss situations involving one or more Washburn employees and to protect the privacy of the employee or employees involved. Regent Nave seconded the motion. Motion passed.

The meeting moved into executive session at 5:18 pm.

The meeting reconvened at 5:33 pm.

## **VIII. Adjournment**

Motion by Regent Beck and second by Regent Romero to adjourn the meeting. Motion passed.

Meeting adjourned at 5:34 pm.



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Marc Fried  
Secretary, Board of Regents