

Washburn University Board of Regents Meeting

Kansas Room, Memorial Union

Thursday, 10/17/2024

3:30 - 5:00 PM CT

Agenda

I. Call to Order

II. Roll Call

Regent Buhler
Regent Dicus
Regent Dietrick
Regent Fisher
Regent Jeffrey
Regent Nave
Regent Padilla
Regent Romero
Regent Sourk

III. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s)

1. Audit Committee - Regent Romero

IV. New Business

A. Consent Agenda

1. Approval of the Minutes of the September 12, 2024 Meeting

September 12, 2024 Board of Regents Minutes - Page 3

2. Liquidated Claims Approval - July 2024 - Luther Lee

Liquidated Claims - July 2024 - Page 9

3. Liquidated Claims Approval - August 2024 - Luther Lee

Liquidated Claims - August - Page 10

B. First Reading

1. Revision of ByLaws of the Board of Regents (First Reading) - JuliAnn Mazachek

Revised Bylaws - First reading - Page 11

First Restated Bylaws - Page 12

C. Action Items

1. Eminentes Universitatis - Luther Lee

Eminentes Universitatis - Page 23

2. Health Plan Renewal - Luther Lee

Health Plan Renewal - Page 24

Full-Time Medical Plan Rates - Page 26

Part-Time Medical Plan Rates - Page 27

Full-Time and Part-Time Dental Plan Rates - Page 28

3. Campus Master Plan - Luther Lee

Campus Master Plan - Page 29

4. Morgan Hall Enhancements - Luther Lee

Morgan Hall Enhancements - Page 31

5. Benton Demolition - Luther Lee

Benton Demolition - Page 32

6. Henderson Renovation - Additional Architect Expenses - Luther Lee

Henderson Renovation - Additional Architect Expenses - Page 33

7. Snow Removal - Luther Lee

Snow Removal Contractor - Page 34

V. Next Meeting Date

A. Board of Regents Meeting - December 5, 2024

VI. Executive Session

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
September 12, 2024

I. Call to Order

Chair Dietrick called the meeting to order at 3:30 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were:

Regent Buhler
Regent Dicus
Regent Dietrick
Regent Fisher
Regent Sourk

III. Fiscal Year 2024 Revenue Neutral Rate Hearing

Regent Dietrick asked Vice President Luther Lee to give an update on this item.

Regent Nave arrived at 3:34 p.m. before the Chair opened the Public Hearing.

Chair Dietrick described the process that would be followed and then declared the hearing open for public comment at 3:34 p.m. Chair Dietrick then asked if anyone present wished to speak at the open hearing. Secretary Fried announced no one had signed up to speak in advance. With no one responding to Chair Dietrick's question, he closed the hearing at 3:35 p.m.

It was moved by Regent Dicus and seconded by Regent Nave to approve the revenue neutral rate published. A roll call vote was taken, and the results were as follows:

Regent Buhler – Yes
Regent Dicus – Yes
Regent Dietrick – Yes
Regent Fisher – Yes
Regent Nave – Yes
Regent Sourk – Yes

The open meeting resumed at 3:36 p.m.

IV. Fiscal Year 2025 Public Budget Hearing

Vice President Luther Lee recapped the steps taken previously to prepare the FY2025 budget and noted it was published in the Topeka Capital Journal.

Chair Dietrick described the process that would be followed and then declared the hearing open for public comment at 3:38 p.m. Secretary Fried announced that no one had signed up to speak at the hearing. Chair Dietrick then asked if anyone present wished to speak at the hearing. No one responded. Chair Dietrick closed the public hearing at 3:39 p.m. It was moved by Regent Buhler and seconded by Regent Fisher to approve the budget as published. Motion passed.

The open meeting resumed at 3:40 p.m.

V. Reports

A. Chair's Report

Chair Dietrick shared the Board held a retreat in July. The Board heard a presentation on the campus master plan as well as the upcoming fundraising campaign. The majority of their time was spent in a strategic governance work session led by a consultant from AGB. Chair Dietrick shared they formed a working group comprised of Regent Sourk, Regent Buhler, Regent Romero, Regent Dietrick, President Mazachek, Mr. Fried, and Ms. Holthaus to update the By-Laws and restructure committees. A meeting has been scheduled for October 10 with the full Board of Regents to finalize the documents.

Chair Dietrick recognized Regent Shelly Buhler, the outgoing Chair of the Board. Regent Buhler led the Board during the national search for hiring our next President, Dr. JuliAnn Mazachek. Her calm, steady leadership helped keep the Board focused and moving in a positive direction.

B. President's Report

President Mazachek noted this is the first meeting of the school year. So many things are happening on campus. The classrooms are full, residence halls are at capacity, and the activities on campus have been well attended and full of energy. Over 500 students attended WU Fest and the Career Fair hosted over 120 employers and had the most students ever attend. The first home football game is this weekend, the volleyball team is playing on the road and our first women's golf team competition is underway. The foot traffic on campus has also changed with the remodeling of Plass. It is now home to our Library, Center for Student Success, Career Engagement, International Programs as well as First Generation. The President will hold town halls in October to share information including the campus master plan and the Modern Think Survey.

President Mazachek recognized the efforts of those who worked this past year to improve our marks and branding and noted a digital presence is important. The new design is bolder and brings together all our campuses.

The President recognized the Mulvane Art Museum celebrated 100 years this past weekend with a reception and a community party. The School of Nursing will celebrate their 50th Anniversary at the end of September.

VI. Presentations

Chair Dietrick introduced Dan Warner, Planning Division Director, for the City of Topeka. Mr. Warner shared the updated City of Topeka Neighborhood Revitalization Plan. Topeka was the first city to adopt the Neighborhood Revitalization Plan in 1995. The city has approved it 9 times since then. The current plan expires on December 31, 2024. The city will meet with all taxing entities before it expires.

VII. New Business

A. Consent Agenda

Motion by Regent Sourk and seconded by Regent Nave to approve the consent agenda. Motion passed.

- 1. Approval of the Minutes of June 13, 2024, and July 23, 2024, Meetings**
- 2. Liquidated Claims Approval – April 2024**
- 3. Liquidated Claims Approval – May 2024**
- 4. Liquidated Claims Approval – June 2024**

At 4:00 p.m. Chair Dietrick moved to go into Executive Session for 15 minutes following a 5-minute break for consultation with the general counsel which would be deemed privileged in the attorney-client relationship. The subject of this executive session will be to provide legal advice to the Board on potential legal responsibilities and/or legal consequences of litigation and contractual matters. The opening meeting shall resume at 4:20 p.m. in the same room. Regent Sourk seconded the motion. Motion passed. The executive session started at 4:05 p.m.

The open meeting resumed at 4:20 p.m.

B. Action Items

- 1. Eminentes Universitatis**

Vice President Luther Lee presented this item. Washburn University awards the Eminentes Universitatis designation to long-term employees who meet the following requirements: employed as a technical instructor, staff employee for ten years or more; retire in good standing; and service performed has been meritorious. Today, Washburn is pleased to recommend this honor be bestowed to three employees.

Debi Oshel began her service at Washburn University as a Senior Administrative Assistant for Payroll in September 2013. She diligently served all faculty, staff and student employees by assisting with the completion of payroll paperwork. Ms. Oshel was nominated twice for Employee of the Year and demonstrated exceptional dedication with her attention to detail and contributions to the institution. Ms. Oshel retired on August 20, 2024.

Margo Stewart held several different positions since starting with Washburn in 2014. She provided administrative support within the Registrar's Office, Curriculum and Instruction, and her most recent position within Facilities Services. Ms. Stewart's dedication and work ethic can only be surpassed by her joyful and energetic personality. She has been an asset for the Facilities Services department and instrumental in paying thousands of invoices. Ms. Stewart retired on August 9, 2024.

Donna Vilander began her service at Washburn University in August 1994 as an administrative assistant for Washburn's Foundation office. In 1996, she transferred to the School of Law. With her knowledge and willingness to help others, she became a resource for students, faculty and staff. She coordinated numerous Continuing Legal Education programs. In 2002, Ms. Vilander was the support staff for the then newly created Centers for Excellence. In 2018, she received the Washburn University Outstand Service Award. Ms. Vilander will retire on October 4, 2024.

The President recommends the Board of Regents bestow the status of Eminentes Universitatis to Debi Oshel, Margo Stewart, and Donna Vilander.

Motion by Regent Buhler and seconded by Regent Dicus. Motion passed.

2. Falley Field Upgrades

Vice President Luther Lee presented this item and shared the University is seeking approval of the next phase in upgrades to Falley Field. The upgrade will include replacing the current stadium lighting with new LED lighting and adding wall pads to the outfield. The recommendation is to use Musco Lighting. They provided the lighting for Yager Stadium and Gahnstrom Field and this will allow consistency in equipment and operations across campus.

Washburn recommends using Sports Graphics to provide the wall padding in the outfield. They also provided the padding at Gahnstrom Field and will help maintain consistency in appearance and maintenance.

Motion by Regent Sourk and seconded by Regent Nave. Motion passed.

3. Bennett Remodel

Vice President Luther Lee presented this item. The remodel of the Bennett Computer Center will support relocating ITS staff in this building. The renovation will reconfigure exiting office space for staff who are currently located in Morgan Hall or Henderson Resource Learning Center. Washburn issued an RFP and received bids from four contractors. The recommendation is to award the contract to Shirley Construction.

Motion by Regent Dicus and seconded by Regent Fisher. Motion passed.

4. Renewal of Casualty and Property Insurance Policies

Vice President Luther Lee presented this item and shared the University has experienced significant cost increases due to the changes in the insurance market for higher ed and property coverage.

Vice President Lee introduced Mark Wilkerson from IMA Financial, Inc. to provide further information. Mr. Wilkerson shared the current carrier is 22% higher. There are options for different deductibles and loss limits. The current policy expires October 1, 2024. IMA will need another week to finalize the proposal.

Regent Sourk moved to approve Dr. Mazachek and Vice President Lee continue negotiating with IMA up to \$1,530,979.65 for all insurance. It was seconded by Regent Dicus. Motion passed.

5. Xingmi Education, LLC Amended Contract

Provost John Fritch presented this item. The University has worked collaboratively to develop a program with Liaoning University, located in China, for a joint English Education program. Washburn has an agreement with Xingmi Education, LLC, to facilitate getting the approval from the Chinese Ministry of Education, which is a complicated process. It is recommended the Board approve the amended contract with Xingmi Education, LLC.

Provost Fritch recognized Marc Fried and Luther Lee for all their work on the contract, as well as Laura Stephenson and Danny Wade for their efforts in making sure the education offered in China meets Washburn standards.

Motion by Regent Nave and seconded by Regent Buhler. Motion passed.

VIII. Next Meeting Date

A. Board of Regent Meeting - October 17, 2024

IX. Executive Session

At 4:55 p.m. Chair Dietrick moved the regular session be recessed immediately following a 5-minute break into executive session for approximately 15 minutes. The subject of this executive session will be to discuss possible acquisition of real property to support existing and/or new academic programs. The open meeting shall resume at 5:15 p.m. Regent Sourk seconded the motion. Motion passed. The executive session started at 5:00 p.m.

VII. Adjournment

The open meeting resumed and Chair Dietrick declared the meeting adjourned at 5:16 p.m.

Marc Fried
Secretary, Board of Regents

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval –July 2024

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of July 2024.

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		Total Claims
Fund #	Fund Name	
1.	General Fund	\$3,622,478
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,173,011
4.	Endowment Fund	-0-
5.	Student Loan Fund	426
7.	Tort Claim Fund	-0-
8.	Restricted and Agency Fund	489,934
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	60,490
	Sub-Total	5,346,339
	Payroll	3,434,983
	Payroll Withholding ACH Transactions	2,263,522
	Total	\$11,044,844

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$434,172
3.	Building and Construction Fund	131,451
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	16,610
13.	Government and Research Fund	22,896
	Sub-Total	605,129
	Payroll	425,867
	Payroll Withholding ACH Transactions	144,788
	Total	\$1,175,784

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval –August 2024

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of August 2024.

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		Total Claims
Fund #	Fund Name	
1.	General Fund	\$9,961,284
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,942,168
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,350
7.	Tort Claim Fund	-0-
8.	Restricted and Agency Fund	661,923
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	530,830
	Sub-Total	14,097,555
	Payroll	3,386,840
	Payroll Withholding ACH Transactions	2,323,093
	Total	\$19,807,488

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$173,623
3.	Building and Construction Fund	208,199
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	18,062
13.	Government and Research Fund	34,200
	Sub-Total	434,084
	Payroll	430,425
	Payroll Withholding ACH Transactions	147,827
	Total	\$1,012,336

Washburn University Board of Regents

SUBJECT: Revision of Bylaws of the Board of Regents (First Reading)

DESCRIPTION:

The Bylaws of the Board of Regents of Washburn University of Topeka serve as the governing document for the Board. First adopted in 1941, there have been few amendments with the last substantive revision in 1982. After a review of other university board bylaws and informed by research from the Association of Governing Boards of Colleges and Universities on best practices for modern board governance, the Board recognized the need to revise the current Bylaws

After the Board's governance discussion at its retreat in July, the Chair and President formed a Board governance working group comprised of four Board members, the President, and two staff. The working group was charged with reviewing the Bylaws and any related governing documents and drafting language for revised Bylaws, Policies, and any other supporting governance documents deemed necessary. The working group met several times to review draft language and presented recommended draft language to the entire Board for discussion at a work session in October. Upon review of the proposed changes and the significance of the changes to both the language and format of the document, the Board determined the revision be stated as the "First Restated Bylaws of the Board of Regents."

The current Bylaws contain important language about academic affairs more appropriate for a policy document. Washburn is developing new policies addressing these topics for the Washburn University Policy, Regulation, and Procedure Manual, which will be brought to the Board for approval at a later meeting.

The proposed First Restated Bylaws are attached to this item. Washburn's current Bylaws require two readings for any Bylaw revisions; this serves as the first reading of the "First Restated Bylaws of the Board of Regents."

FIRST RESTATED BYLAWS
of the
BOARD OF REGENTS
of
WASHBURN UNIVERSITY OF TOPEKA

Originally adopted June 4, 1941, and revised and restated xxxx, 2024.

ARTICLE I. BOARD OF REGENTS

SECTION 1. POWERS.

The Board of Regents (“**Board**”) is vested with the authority to govern Washburn University of Topeka (“**Washburn**” or “**University**” or “**Washburn University**”) to carry out its mission and to set policy in accordance with the laws of the State of Kansas, more specifically Article 6, Section 2 of the Constitution of the State of Kansas and Chapter 13, Article 13a of the Kansas Statutes Annotated, as amended (“**K.S.A.**”).

SECTION 2. NUMBER OF BOARD MEMBERS.

As prescribed by the laws of the State of Kansas, the Board shall consist of nine Regents, appointed as follows: a) Three members appointed by the Mayor of the City of Topeka with approval by the Topeka City Council; b) Three members appointed by the Governor of the State of Kansas; c) One member shall be appointed by the Board of County Commissioners of Shawnee County; d) One member shall be the Mayor of the City of Topeka or a member of the Topeka City Council who is selected by the Mayor; and e) One member shall be a member of the Kansas Board of Regents as selected by the Kansas Board of Regents at its regular meeting in September. (K.S.A. 13-13a04) Additionally, the President shall serve as an ex-officio, non-voting member of the Board.

SECTION 3. TERM.

All members of the Board shall serve a term of four years (unless appointed to fill an unexpired term) and until a successor has been appointed and qualified, except for the Regent appointed by the Kansas Board of Regents, who shall serve a one-year term. (K.S.A. 13-13a05(a), (b) and 13-13a04(b)(5))

SECTION 4. RESIGNATION.

Any member of the Board may resign by submitting written notice to the Board Chair. The Board Chair shall report any such vacancy to the authority that appointed the member whose position is vacant. (K.S.A.13-13a04(b)(5))

SECTION 5. VACANCIES.

Vacancies shall be filled by the authority who appointed the member whose position is vacant by the appointment of a successor to complete the unexpired term and until a successor is appointed and qualified. (K.S.A.13-13a04(b)(5))

SECTION 6. EXPECTATION OF PARTICIPATION.

The Board shall establish a policy setting specific expectations for participation of individual Board members at Board and committee meetings, to be shared with the appointing authorities. Such a policy may include but is not limited to attendance at Board and committee meetings, fulfilling fiduciary duties, or behaving ethically. If a Board member fails to meet the expectations of the policy, the Board may vote to censure the Board member and/or provide notification to that Board member's appointing authority that the Board member is not meeting expectations as set forth in policy.

ARTICLE II. MEETINGS

SECTION 1. OPEN MEETINGS ACT.

All meetings will be held in strict compliance with the Kansas Open Meetings Act. (K.S.A. 75-4318)

SECTION 2. REGULAR MEETINGS.

Regular meetings, including the Annual Meeting, shall be held on the dates, hour, and place as determined by the Board. A schedule for all regular meetings for the fiscal year shall be established at the Annual Meeting of the previous fiscal year.

SECTION 3. ANNUAL MEETING.

Unless otherwise determined by the Board, the Annual Meeting of the Board shall normally be held at the last regularly scheduled Board meeting of each fiscal year in Topeka, Kansas.

The purpose of the Annual Meeting shall be to elect officers, set the meeting schedule for the following fiscal year and to conduct other such business as may properly come before the meeting.

SECTION 4. SPECIAL MEETINGS.

Special meetings may be called at any time by the Secretary at the request of the Board Chair, of three members of the Board, or of the President.

SECTION 5. PLACE OF MEETING.

Generally, meetings of the Board shall be in-person on one of the Washburn campuses, unless otherwise stated in the notice. The Board Chair, in consultation with the President, is authorized to direct that a meeting shall be conducted electronically, either by telephone or internet meeting services, instead of in-person. If the Board Chair elects to do so, the decision should be made as far in advance as possible from the scheduled meeting date to ensure the appropriate arrangements can be made by the administration. Any electronic meetings shall meet the conditions set out in **Section 8** below. Additionally, any Board member who is not able to attend a meeting in person may attend electronically with advance notice to the Secretary.

SECTION 6. NOTICE OF MEETINGS.

The Secretary to the Board shall transmit or cause to be transmitted to each member of the Board notice of all regular meetings of the Board at least five days prior to the meeting.

Notice of a special meeting, called as provided in **Section 4** above, shall be provided to each member of the Board in the same manner as regular meetings at least three days prior to the meeting, or as far in advance as practicable if less than three days.

SECTION 7. QUORUM.

A majority of the Board members duly appointed and qualified at any time and present shall constitute a quorum for purposes of conducting business of the University. (K.S.A.13-13a08(b)) If less than a quorum is present at any meeting, the Board members present may adjourn the meeting until a quorum is present.

SECTION 8. ELECTRONIC MEETINGS

Any meeting held by electronic means or any meeting in which one or more members of the Board attend by electronic means, attendance at such meetings shall be by telephone or internet services that allows all people participating in the meeting to hear each other simultaneously. Voice voting shall be allowed at such meetings. Participation by such platform shall be equivalent to presence in person at the meeting.

SECTION 9. EXECUTIVE SESSION.

Subject to the requirements of state law, the Board may conduct closed or executive sessions to discuss certain topics. No voting or other binding action may be taken by the Board at any such executive or closed session. (K.S.A.75-4319)

SECTION 10. RULES OF ORDER.

General parliamentary rules, as prescribed in the latest edition of Robert's Rules of Order, as modified by the rules and regulations of the Board or by these Bylaws, shall be observed in conducting meetings of the Board.

ARTICLE III. BOARD OFFICERS

SECTION 1. OFFICERS OF THE BOARD.

The officers of the Board shall be the Chair and the Vice-chair. The Board may establish additional officers of the Board as it deems necessary. All officers of the Board shall be regular Board members and serve at the pleasure of the Board.

SECTION 2. CHAIR.

The Chair of the Board shall preside at the meetings of the Board, shall have the right to vote on all questions, serve as spokesperson for the Board, and shall perform the other duties ordinarily performed by that officer. The Chair may be consulted in exceptional circumstances and asked for support by Administration to take action on such matters prior to the next scheduled Board meeting. If the Chair supports such action, the action is still subject to ratification by the full Board at the next scheduled Board meeting.

SECTION 3. VICE-CHAIR.

The Vice-chair of the Board, in the absence or disability of the Chair, shall perform all duties of the Chair of the Board. The Vice-chair shall have other duties as may be assigned by the Board or Chair from time to time. In the absence or disability of both the Chair and the Vice-chair for any meeting, the Board shall elect a Chair pro tempore at the beginning of that meeting who shall perform the duties of the Chair of the Board during the meeting.

SECTION 4. ELECTION AND TERMS.

At its annual meeting, the Board shall elect the officers of the Board to serve for one year beginning the first day of July following the annual meeting. Any officer whose term has ended shall serve until a new appointment is made. The Chair may not serve as Chair for more than two consecutive years, unless extenuating circumstances exist that justify extending the Chair's service beyond two consecutive years, as determined by the Board. The Vice-chair may be re-elected to unlimited number of consecutive years.

SECTION 5. SPECIAL ELECTIONS.

In the event of a failure for any reason to elect either or both Board officers at the annual meeting, or in case a vacancy shall occur in either of said offices for any reason, then an election may be held at any regular or special meeting, with notice of such election having been given in the notice of the call of the meeting.

SECTION 6. RESIGNATION OF BOARD OFFICERS.

Any Board officer may resign at any time by submitting a written notice to the Board Chair or Secretary. Such resignation shall take effect at the time specified therein or within 30 days of the date of receipt.

SECTION 7. REMOVAL OF BOARD OFFICERS.

Any Board officer may be removed from such office by a two-thirds majority vote of the Board members at any regular or special meeting of the Board called expressly for that purpose.

ARTICLE IV. UNIVERSITY OFFICERS

SECTION 1. OFFICERS OF THE UNIVERSITY.

The officers of the university shall be the President, Provost, Treasurer, and Secretary.

SECTION 2. PRESIDENT.

a. The President serves as the Chief Executive Officer of Washburn University, reporting directly to the Board. The President shall be appointed by the Board. On an annual basis, the Board, in consultation with the President, will define the goals for the President and evaluate the President's performance, including the progress in achieving the defined goals.

b. Role of the President. The Board defines the role of the President as follows:

1. To serve as the primary link between the Board and Washburn's day-to-day operations;
2. To provide to the Board information that is timely, accurate, and clear about key issues impacting Washburn;
3. To lead the development and execution of short- and long-term plans of Washburn;
4. To provide leadership to Washburn through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning;
5. To oversee the day-to-day operations of Washburn;
6. To serve as the primary spokesperson for Washburn to students, employees, government authorities, and the public.

c. Powers and Duties of the President. The Board delegates to the President the responsibility to implement and administer the policies governing Washburn, subject to limitations set in these Bylaws, Board policy and federal and state law. These duties include:

1. The President shall design, implement and evaluate an organizational structure for Washburn.

2. The President shall ensure the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
3. The President is authorized, to the extent permitted by law, to enter all agreements on behalf of Washburn without prior approval by the Board except for those agreements required to be presented to the Board for approval as set out in Board policy.
4. The President is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and Washburn compliance with all applicable local, state and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board policies by the President.
5. The President is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of the Washburn administration. While the President may delegate to others, the President remains ultimately responsible to the Board.
6. The President shall ensure that all Board policies are reviewed and updated at least every three years, or sooner when necessary.
7. The President shall make an annual report to the Board. The President shall give to the Board such additional reports as it may require or the welfare of the University may suggest.

d. In the case of a vacancy in the office of the President, the Board will appoint an Acting President. In the case of the inability of the President to act due to illness, injury, incapacity or disability, the Provost shall serve as the Acting President until the Board appoints an Acting President. An Acting President shall have the powers and duties of the President as described above in Article. IV. Section 2.c.

SECTION 3. PROVOST.

The Provost and Vice-president of Academic Affairs ("**Provost**") is the chief academic officer of Washburn and is responsible for advising the President on all academic matters. The Provost shall be a member of all academic committees and of the faculties of each of Washburn's schools and colleges. The Provost acts as the President's primary liaison with deans of the college(s) and school(s) and any other key academic leaders in strategic academic planning, recruiting faculty, overseeing academic appointments and promotions; guiding academic aspects of enrollment planning; ensuring academic standards for faculty and students across the University; overall planning and allocation of resources within academics; development and evaluation of academic programs; and institutional and program accreditation. The Provost is appointed by the President, subject to Board approval of the initial appointment, and will have such other duties as the President may prescribe from time to time. In case of the absence of the Provost, his or her inability to act, or the office becomes vacant, the President shall appoint an acting Provost to perform the above duties.

SECTION 4. TREASURER.

The Treasurer for the Board is the Vice-president for Finance and Administration (“*Treasurer*”), who serves as the chief accounting and financial officer of the University and is responsible for advising the President on all financial matters. The Treasurer will be responsible for assuring that the University is in compliance with applicable financial and accounting standards and has appropriate internal controls; for assuring that payments made by the University are included in the approved budget for the fiscal year, unless otherwise approved by the Board, and that restricted funds are expended in accordance with applicable limitations and restrictions; for collecting, recording, and safeguarding all funds and securities of the University, which will be deposited with such banks or trust companies as authorized by the Board; for keeping proper books of account, preparing financial reports, and providing financial reports to the Board at least annually and as requested by the President or the Board; working with the University’s independent certified public accounting firm in its preparation of the annual audit; and will have such other duties as the President may prescribe from time to time. The Vice-president for Finance and Administration (VPFA) is appointed by the President, subject to Board approval of the initial appointment. In case of the absence of the VPFA, his or her inability to act, or office becomes vacant, the President shall appoint an acting VPFA to perform the above duties.

SECTION 5. SECRETARY AND GENERAL COUNSEL.

The Secretary for the Board is the University General Counsel (“*Secretary*”). As Secretary, he or she will have custody of the seal, Charter, Bylaws, and records of the Board; act as secretary at all meetings of the Board and committees; be responsible for the maintenance of fair and accurate records of the proceedings of the Board, and their distribution to Board members, as applicable, in accordance with these Bylaws; cause notice to be given for meetings of the Board and Board committees; be responsible for the certification of documents; and will have all powers and duties incident to the office of secretary and such other powers and perform such other duties as the President or Board may prescribe from time to time.

The General Counsel serves as the chief legal officer and is responsible for advising the President and the Board on all legal matters. The General Counsel will represent Washburn University and its affiliates in its legal affairs; except for those matters where the General Counsel’s own performance of duties or status is being considered or evaluated, and subject to the right of the Board to engage independent counsel. All matters requiring legal advice or legal action by the University and its affiliates will be referred to the General Counsel who will provide legal advice or take legal action directly or through outside counsel engaged for such purpose. The General Counsel is appointed by the President, subject to Board approval of the initial appointment, and will have such other duties as the President may prescribe from time to time.

If the Secretary is absent or unavailable to act, the assistant general counsel shall be authorized to perform the duties of the Secretary, including the attesting of documents requiring the official University seal.

In the case the office shall become vacant, the President shall appoint an acting Secretary to perform above duties.

ARTICLE V. BOARD COMMITTEES

SECTION 1. STANDING AND AD HOC COMMITTEES.

The Board shall establish standing and ad hoc committees as it deems appropriate to discharge its responsibilities. Standing committees may include but are not limited to the following: Executive and Governance; Finance and Capital Strategies; Compliance, Audit and Risk; and Academic and Student Affairs. Each committee shall have a written charter setting out the purposes and primary responsibilities approved by the Board, and such rules of procedure or policy guidelines as it or the Board, as appropriate, may approve.

SECTION 2. COMMITTEE MEMBERSHIP.

a. The committees, and the Chair of each committee, shall be appointed by the Chair of the Board, in consultation with the President, subject to the approval of the Board. The Chair of each committee shall be a member of the Board and shall serve a one-year term from when appointed and shall serve until such time as a replacement is appointed. The Secretary for the Board shall serve as the Secretary for each of the committees.

b. For all committees, each committee shall consist of not less than three nor more than four appointed members of the Board. The Chair of the Board may appoint himself/herself to one or more committees. The members of such committees may be composed of members of the Board, and they shall serve at the pleasure of the Board. The President of the University shall be an ex-officio non-voting member of all such committees of the Board.

SECTION 3. QUORUM AND NOTICE OF COMMITTEE MEETINGS.

A majority of each committee shall constitute a quorum. Meetings of the committee may be called by the Chair of such committee, the President, or the Board Chair. The Secretary shall transmit or cause to be transmitted notice of a meeting to each member of the committee at least three days prior to such meeting if practicable. The place and hour of meeting shall be designated in the notice.

SECTION 4. RECOMMENDATIONS OF COMMITTEES.

Any recommendation made by a committee shall be presented to the Board by the committee chair, or any other committee member if the committee chair is unavailable, prior to any action being taken by the Board on that issue.

ARTICLE VI. CONFLICT OF INTEREST

SECTION 1. CONFLICT OF INTEREST POLICY

Board members must act in accordance with the laws relating to conflict of interest for local governmental subdivisions, K.S.A. 75-4301a, *et seq.*, and amendments thereto, these Bylaws, and Washburn's Conflict of Interest Policy for the Washburn University Board of Regents, incorporated herein and attached hereto, and marked as **Appendix A**. The Board shall adopt and revise, as appropriate, the Conflict of Interest Policy. Each provision of this Article shall apply to all Board members, with and without voting privileges, and all members of Board committees.

SECTION 2. DEFINITION

Subject to the Conflict of Interest Policy, a Board member shall be considered to have a conflict of interest if he or she, or persons or entities with which he or she is affiliated, has a direct or indirect interest that may impair or may reasonably appear to impair his or her independent, unbiased judgment in the discharge of his or her responsibilities to Washburn.

SECTION 3. VOTING

Board members shall disclose to the Board any actual, apparent, or possible conflict of interest at the earliest practical time. A Board member who has made such a disclosure shall abstain from voting and participating in the discussion on such matters, unless the Board requests information or interpretation for special reasons. The Board meeting minutes shall reflect that a disclosure was made and note the Board member's abstention from voting. A Board member who is recused may be counted for purposes of determining the presence of a quorum at the meeting but shall not be counted for purposes of determining the presence of a quorum for the requisite Board action.

SECTION 4. ANNUAL DISCLOSURE

In accordance with the Conflict of Interest Policy, every Board member shall annually complete and sign a disclosure form and update that form as promptly as possible following knowledge of conditions that may create a possible conflict of interest.

SECTION 5. COMPENSATION

Board members serve as volunteers and are not compensated for their services by Washburn or its affiliates. They may be reimbursed for transportation and other direct expenses while engaged in the discharge of their official Board duties. (K.S.A. 13-13a08)

ARTICLE VII. INDEMNIFICATION

SECTION 1. INDEMNIFICATION AGAINST EXPENSES

Washburn shall, to the extent legally permissible, indemnify each of its Board members and officers against all liabilities and expenses (including legal fees) reasonably incurred in connection with the defense of any action, suit, or other proceeding (whether civil, criminal, administrative or investigative) to which he or she has been made a party by reason of being or having been in such role, provided he or she acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of Washburn. Board members and officers shall not be entitled to indemnification for acts that are adjudicated in such action, suit or proceeding to be the result of gross negligence or willful misconduct in the performance of duty. Washburn shall also maintain directors' and officers' liability insurance coverage.

SECTION 2. ADVANCE PAYMENT OF EXPENSES

Expenses, including legal fees, reasonably incurred by any such Board member or officer in connection with the defense of any such action, suit or other proceeding may be paid from time to time by Washburn in advance of the final disposition thereof under the condition that the Board member or officer repay such advanced fees and costs if it ultimately is determined that the Board member or officer is not entitled to be indemnified by Washburn as authorized by these bylaws.

SECTION 3. ELIGIBILITY FOR INDEMNIFICATION

The Board may, at its discretion and to the extent legally permissible, indemnify any person not otherwise entitled to indemnification hereunder, who is an employee or other agent of Washburn or who serves at the request of Washburn as an employee or other agent of an organization in which Washburn has an interest, including authorizing the purchase and maintenance of insurance for such person.

SECTION 4. PERSONAL LIABILITY

Board members and officers shall not be personally liable for any debt, liability or obligation of Washburn. All persons, corporations or other entities extending credit to, contracting with or having any claim against Washburn may look only to the funds and property of Washburn for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from Washburn.

SECTION 5. MISCELLANEOUS

The foregoing rights of indemnification and advancement of expenses shall not be exclusive of any other rights to which any Board member, officer, or employee may be entitled, under any other bylaw, agreement, vote of disinterested Board members, or otherwise, and shall

continue as to a person who has ceased to be a Board member, officer, or employee and shall inure to the benefit of their heirs, executors and administrators of such a person.

ARTICLE VIII. AMENDMENTS

SECTION 1. AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board by a vote of two-thirds of the entire Board, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken.

SECTION 2. NOTATION OF DATE OF AMENDMENTS

For any sections of this Bylaws that are amended or any sections that may be added, an exponential parenthetical indicating the month and year of the amendment or addition shall be placed directly after the title of the affected section. As example, "SECTION 1. AMENDMENTS ^(11/15)".

ARTICLE IX. MISCELLANEOUS

SECTION 1. FISCAL YEAR.

The Fiscal Year of Washburn shall be from July 1 until next June 30 at midnight.

SECTION 2. SUBORDINATION TO STATE STATUTES

To the extent that any of these Bylaws may be inconsistent with Kansas Statutes, the Kansas Statutes shall apply.

Washburn University Board of Regents

SUBJECT: Eminentes Universitatis

DESCRIPTION:

Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as a technical instructor, staff employee or equivalent for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. Currently, we have two employees meeting these requirements.

Mary Schumacher began her service with Washburn as an accountant in the business office in August 2008 before being promoted to Bursar in February 2013. Ms. Schumacher received the Administrative Outstanding Service Award in 2016 and participated in several leadership programs over the years including Leadership Washburn, both as a participant and later as a facilitator. She has implemented several significant changes in the business office to not only meet federal compliance but also enhance payment options in an effort to better serve both current and former students. During the pandemic, her office was tasked with unprecedented duties as it related to modifying the disbursement of federal relief awards to students in an efficient and compliant manner. She is a 1997 graduate of Washburn and will retire on November 1, 2024.

Robert “Bob” Stoller, is retiring after a distinguished 44-year career at Washburn. Mr. Stoller joined Washburn in 1980 as a programmer/analyst in the Academic Computer Center. He has served in various IT roles over the years until his final promotion to director, application services. One of his first duties was to help the campus transition from punch cards to character-based terminals. He also configured Washburn’s first email system and sent the very first email from Washburn to a colleague at another institution. In 2001, he led the successful implementation system of the Banner ERP system. Since then, he and his team have assisted with the implementation of dozens of new software systems. Throughout his career, Mr. Stoller has served on various committees and advisory boards. Mr. Stoller will retire on November 29, 2024.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Mary Schumacher and Robert “Bob” Stoller.

Washburn University Board of Regents

SUBJECT: Health Plan Renewal

DESCRIPTION:

University administrators and employees have reviewed the past utilization history of our health plans (medical, prescription and dental) provided by Blue Cross and Blue Shield of Kansas (BCBSKS). The University's medical plan is a non-grandfathered, self-funded plan and the dental plan is also self-funded.

Overall, the cost of health care services continues to rise and BCBSKS estimates our increased medical, prescription, and dental plan claims utilization will increase 10% (\$831,346) in 2025. This increase is in addition to the 41% increase (\$3,461,000) we have experienced since 2020. Our premium rates are a direct result of the usage our group has experienced over the rating period. As we are a self-funded plan, the University maintains a health plan reserve amount large enough to pay for all claims incurred during a plan year. As of July 1, 2024, the amount was \$8,000,000, which is a decrease from the previous year of approximately 7% (\$600,000). This reserve amount is decreasing due to our increased utilization and thus we need to make plan adjustments in order to maintain adequate funding for future claims payment.

While the University has been able to hold the employee portion of the health insurance premiums relatively flat for active employees over the last seven years, with some even experiencing a slight decrease last year, we will need to implement a modest increase to most employee only medical plan coverages for 2025. There is no increase needed for the dental plan coverages for 2025. Even with the medical plan coverage increase, we continue to remain competitive in our employee insurance premium costs, as benchmarked with key competitors in our local community.

We continuously review the health plan design to help ensure market competitiveness. As such, we have noticed an increase in prescription plan utilization over the years which is well beyond the BCBSKS book of business. We are interested in working with BCBSKS to implement two new prescription benefit initiatives. The first initiative, effective January 1, 2025, will focus on reducing specialty drug expenditure via new prescriber outreach services available through the pharmacy benefit manager. The second initiative, effective January 1, 2026, will include a change to our prescription formulary plan. The benefit of implementing the second initiative in 2026 instead of 2025 is it provides participants and prescribers plenty of time to work with BCBSKS on prescription alternatives. While this change impacts a small segment of our population, it is expected to have a positive impact on our self-insurance fund.

The attached premium sheets identify the employee premium amounts, by plan, as well as those amounts paid by the University to continue the support of health plan premiums. The cost for continuing medical plan benefits for non-active employees will increase 10% due to projected claims utilization. Married couples, who both work at the University and are benefit eligible, will continue to have the opportunity to cover a dependent child/ren. In those circumstances, the married individual in the higher premium tier will continue to be the primary insurer for covering child/ren.

The University will continue to monitor our health plan utilization and our wellness program to determine if future changes are necessary.

FINANCIAL IMPLICATIONS:

The FY25 Benefit budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

President Mazachek recommends Board of Regents approval to renew the University Health Plan for one-year, effective January 1, 2025.

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Salary > \$62,001 (Tier C)								
CY 2024 Employee Total	\$ 35.52	\$ 287.69	\$ 350.09	\$ 724.91	\$ 94.96	\$ 382.55	\$ 451.77	\$ 871.24
CY 2024 Washburn Total	674.59	1,104.18	1,093.92	1,382.21	629.40	1,036.52	1,020.49	1,285.72
CY 2024 Total Premium	710.11	1,391.87	1,444.01	2,107.12	724.36	1,419.07	1,472.26	2,156.96
CY 2025 Employee Total	\$ 50.00	\$ 287.69	\$ 350.09	\$ 724.91	\$ 109.44	\$ 382.55	\$ 451.77	\$ 871.24
CY 2025 Washburn Total	731.12	1,243.37	1,238.32	1,592.92	687.36	1,178.42	1,167.72	1,501.42
CY 2025 Total Premium	781.12	1,531.06	1,588.41	2,317.83	796.80	1,560.97	1,619.49	2,372.66
Salary \$45,001 - \$62,000 (Tier B)								
CY 2024 Employee Total	\$0	\$ 196.46	\$ 243.50	\$ 473.26	\$ 59.44	\$ 308.50	\$ 356.84	\$ 644.35
CY 2024 Washburn Total	710.11	1,195.41	1,200.51	1,633.87	664.92	1,110.56	1,115.42	1,512.62
CY 2024 Total Premium	710.11	1,391.87	1,444.01	2,107.13	724.36	1,419.06	1,472.26	2,156.97
CY 2025 Employee Total	\$ 10.00	\$ 196.46	\$ 243.50	\$ 473.26	\$ 69.44	\$ 308.50	\$ 356.84	\$ 644.35
CY 2025 Washburn Total	771.12	1,334.60	1,344.91	1,844.57	727.36	1,252.47	1,262.65	1,728.31
CY 2025 Total Premium	781.12	1,531.06	1,588.41	2,317.83	796.80	1,560.97	1,619.49	2,372.66
Salary <= \$45,000 (Tier A)								
CY 2024 Employee Total	\$0	\$ 115.82	\$ 145.93	\$ 246.06	\$ 59.44	\$ 227.80	\$ 259.35	\$ 417.34
CY 2024 Washburn Total	710.11	1,276.04	1,298.08	1,861.06	664.92	1,191.26	1,212.91	1,739.62
CY 2024 Total Premium	710.11	1,391.86	1,444.01	2,107.12	724.36	1,419.06	1,472.26	2,156.96
CY 2025 Employee Total	\$ 5.00	\$ 115.82	\$ 145.93	\$ 246.06	\$ 64.44	\$ 227.80	\$ 259.35	\$ 417.34
CY 2025 Washburn Total	776.12	1,415.24	1,442.48	2,071.77	732.36	1,333.17	1,360.14	1,955.32
CY 2025 Total Premium	781.12	1,531.06	1,588.41	2,317.83	796.80	1,560.97	1,619.49	2,372.66

PLAN	WU High Deductible Health Plan (HDHP)			
	Single	Employee + Child/ren	Employee + Spouse	Family
HDHP - All Tiers				
CY 2024 Employee Total	\$0	\$ 170.84	\$ 211.74	\$ 411.53
CY 2024 Washburn Total	710.11	1,221.03	1,232.27	1,695.59
CY 2024 Total Premium	710.11	1,391.87	1,444.01	2,107.12
CY 2025 Employee Total	\$0	\$ 170.84	\$ 211.74	\$ 411.53
CY 2025 Washburn Total	781.12	1,360.22	1,376.67	1,906.30
CY 2025 Total Premium	781.12	1,531.06	1,588.41	2,317.83
With Employer Contribution to:				
Health Savings Account	\$ 50.00	\$ 75.00	\$ 75.00	\$ 100.00

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Part-time								
CY 2024 Employee Total	\$ 106.52	\$ 359.61	\$ 437.61	\$ 906.14	\$ 118.70	\$ 478.18	\$ 564.71	\$ 1,089.05
CY 2024 Washburn Total	603.59	1,032.26	1,006.40	1,200.98	605.66	940.88	907.55	1,067.91
CY 2024 Total Premium	710.11	1,391.87	1,444.01	2,107.12	724.36	1,419.06	1,472.26	2,156.96
CY 2025 Employee Total	\$ 116.52	\$ 359.61	\$ 437.61	\$ 906.14	\$ 128.70	\$ 478.18	\$ 564.71	\$ 1,089.05
CY 2025 Washburn Total	664.60	1,171.45	1,150.80	1,411.69	668.10	1,082.79	1,054.78	1,283.61
CY 2025 Total Premium	781.12	1,531.06	1,588.41	2,317.83	796.80	1,560.97	1,619.49	2,372.66

PLAN	WU High Deductible Health Plan (HDHP)			
	Single	Employee + Child/ren	Employee + Spouse	Family
HDHP - Part-time				
CY 2024 Employee Total	\$ 92.62	\$ 312.70	\$ 380.53	\$ 787.95
CY 2024 Washburn Total	617.49	1,079.17	1,063.48	1,319.18
CY 2024 Total Premium	710.11	1,391.87	1,444.01	2,107.13
CY 2025 Employee Total	\$ 92.62	\$ 312.70	\$ 380.53	\$ 787.95
CY 2025 Washburn Total	688.50	1,218.36	1,207.88	1,529.88
CY 2025 Total Premium	781.12	1,531.06	1,588.41	2,317.83

With Employer Contribution to:

Health Savings Account	\$ 25.00	\$ 37.50	\$ 37.50	\$ 50.00
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Washburn University

Group Dental Insurance Monthly Premiums as of January 1, 2025

Full-Time Employee (30+ hours per week):

PLAN	BCBS KS			
	Single	Employee + Child/ren	Employee + Spouse	Family
Dental Insurance - All Tiers				
Employee Total	\$ -	\$ 5.00	\$ 10.00	\$ 15.00
Washburn Total	35.39	75.69	65.73	106.03
Total Premium	35.39	80.69	75.73	121.03

Part-Time Employee (20-29 hours per week):

PLAN	BCBS KS			
	Single	Employee + Child/ren	Employee + Spouse	Family
Dental Insurance - All Tiers				
Employee Total	\$ -	\$ 45.30	\$ 40.34	\$ 85.64
Washburn Total	35.39	35.39	35.39	35.39
Total Premium	35.39	80.69	75.73	121.03

Washburn University Board of Regents

SUBJECT: Campus Master Plan – Thriving Together

DESCRIPTION:

The physical environment on each of Washburn campuses is an expression of the University’s overall quality, brand, and educational experience. To best steward and optimize the use of Washburn’s existing and future physical spaces of our campuses, we have engaged in a comprehensive and inclusive planning process to develop a Campus Master Plan (CMP).

The CMP provides an overall vision for the future use of campus spaces to meet Washburn’s overall strategic priorities and goals, especially for providing superior learning and working environments. Importantly, the CMP also sets forth a flexible framework to guide campus planning decisions over the next decade and beyond. Washburn will utilize the CMP to guide the future assignment of Washburn’s physical spaces and land, ensure appropriate adjacencies, consider future expansion opportunities, and develop and enhance green spaces and pathways, while preserving and enhancing the aesthetic and environmental qualities that distinguish our campuses.

Specifically, the CMP will assist the Administration and Board over time to

- Make wise use of the limited available land resources in and surrounding the campus;
- Sustain a long-range focus and understanding of the types of facilities and amounts of building space and land resources the University will require in the future;
- Focus on the best use of campus spaces ensuring long-range opportunities are not unnecessarily constrained by decisions to address immediate or short-term needs.
- Uphold flexibility in the CMP to allow for unforeseen opportunities to be accommodated.

Over the past year, Washburn University has been developing a CMP. Washburn engaged HTK to support the facilitation and creation of the plan documents. To begin the process, HTK created engagement boards that were posted in select buildings to gain insight from students, faculty and staff about favorite areas on campus, primary pathways used to traverse campus, and other comments and suggestions.

We used this stakeholder input along with plans for future academic programs to develop an initial draft of the CMP. The initial draft has evolved these last months based on feedback from presentations to the Board, Cabinet, and campus groups. The feedback was valuable in refining the plan and ensuring the CMP reflects the most important projects to meet our strategic priorities and goals and best serve students, faculty and staff. This CMP represents all that will support Washburn in thriving in the future.

The CMP is presented in two categories – “The Next Five Years” and “Beyond Five Years”. The next five years category shows active and planned projects that carry a high level of certainty in their need, scope, and funding. The beyond five years category lists important projects with longer timelines due to the need for further fundraising and detailed planning of spaces.

The CMP represents a vision of the future plan for Washburn campuses. It is a guiding plan that will remain flexible in the midst of changing enrollments, market factors, community needs, and new and unforeseen opportunities.

FINANCIAL IMPLICATIONS:

No funds are required to adopt the Campus Master Plan. Individual projects will be presented to the Board for approval through our usual process.

RECOMMENDATION:

President Mazachek recommends the Board of Regents adopt the Campus Master Plan as presented.

Washburn University Board of Regents

SUBJECT: Morgan Hall Enhancements

DESCRIPTION:

Pursuant to the FY25 Capital Project Requests, Washburn is seeking enhancements to Morgan Hall’s 1st floor to improve student engagement during visits and recruitment, along with reorganization of staff workspaces. The renovations will create a welcome desk inside the front entry of Morgan Hall near Admissions, enhance the public facing functions within Admissions, Enrollment Management, Bursar, and One-Stop, and re-align staff adjacencies to create efficiencies of the work processes. The original project scope was expanded to include a remodel to Morgan Hall Room 215 to allow the Vice President of Administration and staff to relocate to Morgan Hall.

Facilities engaged HTK Architects through their Master Services Agreement for design of the space and to produce construction documents.

The University published a Request for Proposal in September 2024. Bids were received from eight contractors as follows:

<u>Contractor</u>	<u>Location</u>	<u>Bid Amount</u>
Kelley Construction	Topeka, KS	\$614,750
BHS Construction	Manhattan, KS	\$659,400
Shirley Construction	Topeka, KS	\$667,534
Senne Company	Topeka, KS	\$692,330
Kendall Construction	Topeka, KS	\$695,388
Crossland Construction	Kansas City, MO	\$738,300
Icon Structures	Manhattan, KS	\$759,000
B&T Construction	Topeka, KS	\$856,461

The proposals were reviewed, and Kelley Construction is recommended for this project.

FINANCIAL IMPLICATIONS:

Funding for this work is provided by capital funds of \$800,000 and includes construction, design services, furniture, soft costs, and contingency.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the award of a contract to Kelley Construction for the Morgan Hall Improvements at a cost of \$614,750.

Washburn University Board of Regents

SUBJECT: Benton Hall Demolition

DESCRIPTION:

The State of Kansas has provided demolition funds to Washburn and the state universities in recent years to remove buildings that have significant deferred maintenance. After a substantial and thorough evaluation, Washburn determined it would be more beneficial to demolish Benton Hall than to renovate to address the deferred maintenance. The Mabee Building renovation project is scheduled to be completed by the end of the Spring 2025 semester. At that time, the occupants of Benton Hall will move to Mabee and this demolition will begin.

Washburn intends to restore the area where Benton currently stands into a green space and add a student-focused entertainment area, utilizing a donor gift.

Washburn published a Request for Proposal in September 2024. Bids were received from one contractor as follows:

<u>Contractor</u>	<u>Location</u>	<u>Bid Amount</u>
McPherson Wrecking	Grantville, KS	\$578,500

McPherson Wrecking’s proposal was reviewed and adequately addresses the RFP.

FINANCIAL IMPLICATIONS:

Funding for this work is provided by State demolition funds of \$1,500,000 and includes the demolition, abatement, site restoration, soft costs, and contingency.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the award of a contract to McPherson Wrecking for the demolition of Benton Hall at a cost of \$578,500.

Washburn University Board of Regents

SUBJECT: Henderson Renovation – Additional Architect Expenses

DESCRIPTION:

In December 2021, the Board approved the renovation of the Henderson Learning Resources Center with an initial project budget of \$35,000,000 which included costs for design and construction of the renovation.

In September 2023, the Board approved the selection of GastingerWalker as the design firm for the project. The design RFP established a construction cost of \$26,250,000 of the total \$35,000,000 to allow the bidders to determine the cost of their design services.

In March 2024, Washburn updated the Board that initial work by GastingerWalker and the Construction Manager At-Risk, McCownGordon, indicated there were increasing costs in the construction environment and anticipated an increase in the potential cost of the project of approximately \$5,000,000.

GastingerWalker has incurred and documented additional design services resulting from increased work and has proposed a payment for these additional design services of \$384,500 to be added to their initial design cost of \$2,347,785. The initial cost was 9.5% of the initial construction cost. The added design cost is 6.5% of the added construction cost.

FINANCIAL IMPLICATIONS:

The funding for this work is provided by the total Henderson Renovation Project budget.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the payment \$384,500 to GastingerWalker for additional design services on the Henderson Renovation Project.

Washburn University Board of Regents

SUBJECT: Snow Removal Contractor

DESCRIPTION:

Washburn University utilizes contractors to support clearing and removal of snow during winter events each year. The Facilities' warehouse space is limited, preventing adequate room to keep snow removal equipment.

Washburn sought interest from several local contractors who perform snow clearing work. The preferred contractor would have experience responding to snow events, have enough staff and equipment to handle the campus, and provide time and material pricing.

The only contractor that met the needs of campus was KC Concrete, who performed snow clearing on campus for several years and was the main snow removal contractor last year. KC Concrete provided favorable service and has set up the sand and salt storage area on the West edge of campus.

The contract with KC Concrete establishes time and material rates to be charged to Washburn during snow removal events. Depending on the quantity of snow events this year, the contract is expected to be valued at less than \$200,000.

FINANCIAL IMPLICATIONS:

Funding for this work is provided in the General Fund.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve contract to KC Concrete not-to-exceed \$200,000 for campus snow removal.