

Washburn University Board of Regents Meeting

Kansas Room, Memorial Union

Thursday, 2/6/2025

2:00 - 3:00 PM CT

I. Call to Order

II. Roll Call

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

III. Officer Reports

A. Chair's Report

B. President's Report

1. Career Engagement Presentation

2. Faculty Senate Report

IV. New Business

A. Consent Agenda

1. Approval of Minutes of the December 7, 2024 Meeting

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2. Liquidated Claims Approval - November 2024

Liquidated Claims - November 2024.docx - Page 12

3. Liquidated Claims Approval - December 2024

Liquidated Claims - December 2024.docx - Page 13

4. Recital Hall Multimedia Equipment Ratification

Recital Hall Multimedia Technology Ratification - Page 14

B. Action Items

1. Academic Sabbaticals 2025-2026 - John Fritch

Sabbatical Approval - Page 15

2. Eminentes Universitatis - Luther Lee

Eminentes Universitatis - Page 17

3. Washburn Institute of Technology AAS in Para Education - John Fritch

AAS Para Education - Page 18

4. Washburn Tech Manufacturing Institute-Design Services - Luther Lee

Washburn Tech Manufacturing Institute - Design Services - Page 19

- 5. Washburn Tech Manufacturing Institute-Construction Manager at Risk - Luther Lee**
Washburn Tech Manufacturing Institute - Construction Manager at Risk - Page 20
- 6. Broadcast Agreement with Walz Tetrick - Lori Hutchinson**
Broadcast Agreement with Walz Tetrick - Page 22
- 7. Resolution Authorizing the Offering for Sale of Revenue Bonds - Luther Lee**
Resolution Authorizing the Offering for Sale of Revenue Bonds - Page 23
- 8. Washburn University Policies, Regulations, and Procedures Manual - Section R. Purchasing and Financial Obligations - Luther Lee**
WUPRPM Section R Purching and Financial Obligations - Page 25
WUPRPM Section R - Policy - Page 26
Current and Proposed Policy Workflow - Page 31
- 9. Naming of the School of Business and the School of Nursing**
School Naming - Page 34

V. Next Meeting Date

- A. Board of Regent Meeting - March 13, 2025**

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
December 5, 2024

I. Call to Order

Chairperson 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 Jeffrey
Regent Nave
Regent Padilla
Regent Romero
Regent Sourk

III. Officer Reports

A. Chair's Report

Chair Dietrick welcomed everyone and stated it will be a long meeting but there are many important issues, and it will be an exciting meeting.

B. President's Report

President Mazachek noted the volleyball team was participating in the NCAA tournament and won their first match today.

Dr. Mazachek informed the Board 29 students from Washburn Tech were inducted into the National Technical Honor Society.

President Mazachek was excited seeing Washburn involved throughout the community, with the toy build at Washburn Tech, the Giving Tree, the CASA Tour of Homes and on Saturday, Washburn will be participating in the Miracle on Kansas Avenue parade.

Dr. Mazachek reminded everyone about the graduation ceremonies occurring at the end of next week for both Washburn University and Washburn Tech.

President Mazachek asked John Haverty, CIO, for his annual update on Cybersecurity

1. Cybersecurity Report – John Haverty

Chief Information Officer Haverty provided information steps taken to improve Washburn’s cybersecurity processes. Washburn provides training and over half of the employees completed the training. Information Technology Services (ITS) is working on processes to increase participation.

Mr. Haverty stated another process is using a Phish Alert button. Employees and students use these to report suspected phishing emails. ITS also performs some simulated phishing emails as a test.

CIO Haverty noted other steps taken by ITS include requiring all students and faculty to enroll in Duo requiring a dual step process to login, and tabletop exercises in ITS to improve current processes and locate gaps needing to be addressed.

Mr. Haverty said all purchases go through HECVAT Higher education community vendor assessment toolkit.

CIO Haverty advised the Board ITS conducted penetration testing – or Pentest – to test Washburn’s systems. No critical issues found. He added Washburn started doing a Pentest for 6 years, which was before our higher ed colleagues at KBOR began performing those tests.

Mr. Haverty added ITS is looking to add a second position to oversee security.

In response to a question about having a cold or hot recovery spot, CIO Haverty advised Washburn has a back up for system at the Wichita State University computer center, but ITS is looking for another location as an additional back site.

IV. New Business

A. Consent Agenda

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

1. Approval of the Minutes of the October 17, 2024 meeting

- 2. Approval of the Minutes of the November 19, 2024 Special Board Meeting**
- 3. Liquidated Claims Approval – September, 2024**
- 4. Liquidated Claims Approval – October, 2024**
- 5. Faculty Staff Personnel Action**
- 6. Inactivation of Washburn Tech Certificate Programs**
- 7. Barbri Bar Review Preparation Program**
- 8. Renewal and Extension of Topeka Neighborhood Revitalization Plan**
- 9. Printing and Bulk Mail**
- 10. Cybersecurity Monitoring**
- 11. KTWU Tower Lighting**
- 12. KTWU High Definition Video Server**

B. Action Items

1. Revision of Bylaws of the Board of Regents – Second Reading

Chair Dietrick presented the item. Mr. Dietrick stated the Board has had discussions at a retreat with a presentation by the Association for Governing Boards and then a committee was created to work on these changes. Chair Dietrick noted the bylaws were first approved in 1941 and the last comprehensive review of the bylaws occurred in 1982. The committee, made up of Regents Dietrick, Sourk, Buhler and Romero, worked with the President and other staff on the changes. Chair Dietrick advised the current bylaws contain information that is not appropriate for bylaws, such as policy language. Mr. Dietrick said the proposed revision only addresses powers and responsibilities of the Board members, as well as committee structure.

Motion by Regent Sourk and second by Regent Romero to adopt the revised bylaws. Motion passed.

2. Board Committee Charters

Chair Dietrick presented the item. The working group addressing the bylaws also addressed the issue of committees for the board, creating four committees to assist the Board and board meetings be more effective. Additionally, the workgroup developed charters for each committee. Mr. Dietrick listed the four committees:

Finance and Capital Strategies; Compliance, Audit and Risk; Academic and Student Affairs; and Executive and Governance. The Executive and Governance Committee will be made up of the chairpersons of the other three committees and the Board Chair. The bylaws and the new committees are effective as of today, but no meetings will occur until after the new year.

Motion by Regent Romero and seconded by Regent Nave to approve the committee charters. Motion passed.

3. Board Committee Assignments

Chair Dietrick presented the item and read the list of proposed appointments for each of the new committees.

Finance and Capital Strategies – Jennifer Sourk (Chair), Shelly Buhler, John Dicus, Jake Fisher

Compliance, Audit and Risk – Angel Romero (Chair), John Dietrick, Linda Jeffrey, John Nave

Academic and Student Affairs – Shelly Buhler (Chair), Jake Fisher, Linda Jeffrey, John Nave

Executive and Governance - John Dietrick (Chair), Shelly Buhler, Angel Romero, Jennifer Sourk

Mr. Dietrick added each of the Regents had been contacted and agreed to accept the appointments. These appointments begin today and run through June 30, 2025.

Motion by Regent Jeffrey and seconded by Regent Dicus to approve the Board Committee appointments. Motion passed.

4. Washburn University Policies, Regulations, and Procedures – Section DD. Academic Affairs

Presented by Chief of Staff Cynthia Holthaus. Ms. Holthaus advised this item is to replace the policy language from the Bylaws but at a higher level of language. Chief of Staff Holthaus added the one difference for this policy than others is the board retains authority to approve any changes to the Termination of Tenured faculty process. Ms. Holthaus noted one comment repeatedly received is about the phrase “moral and luster”. Moral was the intended word, and not morale, and Luster means distinguished.

Motion by Regent Sourk and seconded by Regent Buhler to approve the new Board Policy Section DD – Academic Affairs. Motion passed.

5. Faculty Tenure Termination Procedure

Presented by Chief of Staff Holthaus, who advised the Board an ad hoc faculty handbook committee was created to address a number of items in the handbook including the termination procedure. Ms. Holthaus noted in 2017, Dr. Mazachek made it a standing committee. At that time, work began in earnest on this item. The committee included the Provost, General Counsel, Chief of Staff, Deans, and faculty, sometimes meeting 2x/month. Chief of Staff Holthaus stated work on the revisions was paused while the process was implemented all the way through the appeal to the Board. Once that process was completed, persons involved in that process provided input and recommendations regarding the procedure. Ms. Holthaus informed the court the process being presented is a process that will ensure consistency and due process. It has been through faculty affairs and faculty senate and the general faculty approved it unanimously. Chief of Staff Holthaus explained to the Board about the two attachments. The first is the actual language being approved. The 2d is the entire procedure to provide context.

Motion by Regent Sourk and second by Regent Romero to approve the revised Faculty Tenure Termination Procedure. Motion passed.

6. Faculty Senate Constitution Amendment

Presented by Provost Fritch. Dr. Fritch advised there are two proposed amendments to the constitution. One is a minor language correction to help with an inconsistency in the document. The second change is to add certain items to be included in items required to be taken to the general faculty for approval.

Responding to a question about process, Dr. Fritch stated the amendment went through both Faculty Senate and General Faculty.

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

7. Washburn University Policies, Regulations, and Procedures Manual – Section E. Benefits

Presented by Vice President Luther Lee. Mr. Lee advised the Board this item is to add additional day off. Vice President Lee stated a review was performed of time off benefits and pay with KBOR institutions, this is a floating day benefit that the KBOR institutions offer that Washburn does not. Mr. Lee noted the floating day off expires at the end of each fiscal year if not used and will not be paid out if an employee leaves employment.

Regent Dietrick commented this type of benefit is common.

Regent Romero commented he was glad to see Washburn continuing to improve benefits for employees.

Motion by Regent Jeffrey and seconded by Regent Padilla. Motion passed.

8. New Program – Medical Dosimetry, MS

Presented by Provost Fritch. Dr. Fritch stated this program is important for three reasons: 1) it reaffirms the strategic platform relating to health industry programs; 2) it addresses local and national needs and Washburn was contacted by a national agency to consider adding this degree; and 3) this is a graduate program and will be the first Masters of Science degree. Provost Fritch recognized Mark Kohls and Zach Frank for their work to reach potential students and employers.

Answering a question about hiring a director a year and half before having students, Dr. Fritch said the year and a half will be used to build the program and obtain accreditation.

Regent Dietrick commented a survey indicated 93% of our graduates said they would return to Washburn to get this degree.

Motion by Regent Padilla and seconded by Regent Romero to approve the new Medical Dosimetry program. Motion passed.

9. New Program – Middle Grades Math, BEd

Presented by Provost Fritch. Dr. Fritch informed the Board of the critical need for teachers teaching middle school math in Kansas and across the country. Provost Fritch advised the state is creating a new licensure program to address the need and this is a fill in program until the State Department of Education approves their own plan.

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

10. New Program – Washburn Institute of Technology AAS Degrees

Presented by Provost Fritch. This item will allow certain programs offering Certificate B & C certificates to offer Associate of Applied Science (AAS) degrees as well at Washburn Tech. Dr. Fritch noted KBOR had previously not allowed Washburn Tech to offer associate degrees although other Tech programs

in Kansas allowed to offer the AAS degrees. KBOR recognized inequity in their restriction, so they removed the obstructions to Washburn Tech offering the AAS. Provost Fritch stated this allows Washburn Tech students to get AAS degrees without having to transfer to Washburn University for the AAS degree and then return to Washburn Tech for other training. Dr. Fritch said this will also allow Tech students to transfer to University with an AAS degree to complete their four year bachelor's degree.

Regent Dietrick commented he likes seeing new pathways for students.

Regent Nave commented he sees this as an opportunity to open conversations in the labor community and he will be pushing this because it will open opportunities for persons in our community and will help change their lives.

Motion by Regent Padilla and second by Regent Sourk to approve creating the AAS degree for all the programs listed in the agenda item. Motion passed.

Provost Fritch commented this is a significant achievement, and the hiring of Scott Smathers as Dean of Washburn Tech was very helpful with his prior work at KBOR to get Washburn Tech to this point.

11. Bradbury Thompson Alumni Center Renovation

Presented by Vice President Luther Lee. Mr. Lee stated this is to remodel portions of the Bradbury Thompson Alumni Center (BTAC) to allow moving of the Foundation staff from the building on MacVicar to the BTAC so that the alumni association and foundation employees can be located in one building. Vice President Lee noted RFP responses were received from five vendors. Mr. Lee advised Crossland Construction is the recommended vendor. Budgeted costs for the total project are \$300,000 and will be funded by previously approved capital funds. Vice President Lee said the cost for Crossland is \$148,000.

Motion by Regent Jeffrey and second by Regent Fisher to approve the hiring of Crossland Construction for the BTAC remodeling project. Motion passed.

12. Henderson Renovation Project Update

Presented by Vice President Luther Lee. Mr. Lee invited Assistant Vice President for Facilities Services Eric Just to present on the topic and acknowledged the work of Mr. Just and his team on doing the hard work to get us to this point.

Mr. Just stated in December 2021, the Board approved the beginning of fundraising and planning for this project. At the October 2023 meeting, the Board approved the hiring of a Construction Manager at Risk. Assistant Vice President

Just said Washburn worked with GastingerWalker for the last year on design to develop construction documents and then presented them to McCownGordon, the CMAR. McCownGordon then received bids from subcontractors to establish the Guaranteed Maximum Price of \$42.5M. Funds for the project will come from private donations, University reserves, bonds to be issued in 2025 and state funds for demolition.

Motion by Regent Dicus and second by Regent Sourk to approve the plans and associated project budget of \$42,500,000. Motion passed.

13. Real Estate Purchase

Presented by Vice President Luther Lee. Mr. Lee stated this is an exciting item. Vice President Lee noted there has been increase in manufacturing facilities in and around Shawnee County and Northeast Kansas, and Washburn Tech needs to be part of this growth. Mr. Lee advised Washburn was approached about purchasing a vacant retail building in North Topeka which could help Washburn Tech locate a manufacturing training center. The building is the former K-Mart building on NW Tyler Street and Highway 24. The lot is eight acres, the building is over 91,000 square feet and there are over 400 parking spaces for the building. Vice President Lee told the Board Washburn was able to perform structural and utility inspections and an environmental inspection is scheduled before closing on the building would occur.

Mr. Lee advised the purchase price is \$2,000,000 and the closing date is scheduled for December 31, 2024. President Mazachek, after conferring with the Board Chair, entered into a purchase agreement for the building prior to today to allow processes to begin so the December 31 closing date could be met.

Regent Padilla commented the project will be transformational for that part of the city and is pleased Washburn is being involved in all parts of the city.

Motion by Regent Padilla and second by Regent Buhler to ratify the sales contract to purchase to former K-Mart building in North Topeka. Motion passed.

V. Next Meeting Date

A. Board of Regents Meeting – February 6, 2025

VI. Executive Session

Motion by Regent Dietrick and second by Regent Padilla that the regular session of this meeting be recessed immediately following a 5 minute break into executive session for 15 minutes for consultation with 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 a complaint made by a student. The open meeting shall resume at 5:15 in this same room. Motion passed.

Moved into executive session.

Regular session resumed at 5:15. Motion by Regent Dietrick and seconded by Regent Nave to go back into executive session for 10 minutes the same reason and justification as stated in the previous motion to return to the regular session at 5:25. Motion passed.

Moved into executive session.

Regular session resumed at 5:25. Regent Sourk states the Board acknowledges receipt of the complaint and no further action will be taken.

VII. Adjournment

Motion by Regent Nave and second by Regent Romero to adjourn the meeting. Motion passed. The meeting adjourned at 5:28 p.m.

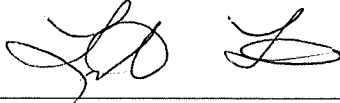
Marc Fried
Secretary, Board of Regents

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – November 2024

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of November 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	\$3,644,397
2.	Debt Retirement & Construction Fund	2,572
3.	Building and Construction Fund	1,985,952
4.	Endowment Fund	-0-
5.	Student Loan Fund	500
7.	Tort Claim Fund	358,438
8.	Restricted and Agency Fund	427,950
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	276,907
	Sub-Total	6,696,716
	Payroll	4,026,025
	Payroll Withholding and ACH Transactions	1,940,455
	Total	\$12,663,196

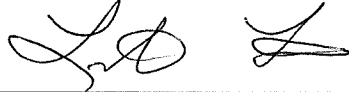
WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$233,045
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	42,354
13.	Government and Research Fund	8,373
	Sub-Total	283,772
	Payroll	521,623
	Payroll Withholding and ACH Transactions	172,219
	Total	\$977,614

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – December 2024

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of December 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		
Fund #	Fund Name	Total Claims
1.	General Fund	\$2,266,924
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,057,616
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	25,000
8.	Restricted and Agency Fund	633,842
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	279,417
	Sub-Total	5,262,799
	Payroll	3,651,940
	Payroll Withholding and ACH Transactions	2,360,874
	Total	\$11,275,613

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$244,270
3.	Building and Construction Fund	330,453
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	14,122
13.	Government and Research Fund	53,873
	Sub-Total	642,718
	Payroll	424,795
	Payroll Withholding and ACH Transactions	2,067,224
	Total	\$3,134,737

Washburn University Board of Regents

SUBJECT: Recital Hall Multimedia Equipment - Ratification

DESCRIPTION:

In October 2020, the Board approved the construction of a recital hall. The building is currently under construction with anticipated completion in April 2025. One of the essential elements of the building is the audio-visual equipment that supports the performances and events held in the new space.

The project team worked with Cytek Media Solutions, a preferred provider of audio-visual solutions, to design the system and select the equipment, completing this effort in late November. Cytek has provided a proposal based upon its competitive bid contract with the State of Kansas.

The University has a positive history of working with Cytek, including a recent successful project at Dole Hall Law School. The proposed equipment includes, but is not limited to, display screens, projectors, projection screens, microphones, speakers, mixers, control panels, etc. To meet the anticipated completion date, based on the lead time and installation of the equipment, the University consulted with the Board Chair and requested his support to purchase this equipment.

FINANCIAL IMPLICATIONS:

The Board Chair was contacted and approved the expedited contract totaling \$250,465. The Chair of the Board has authority to approve such purchases and seeks ratification by the Board of Regents.

The purchase and installation of multimedia equipment for the Recital Hall was included as part of the Recital Hall project with an approved budget of \$8,000,000.

RECOMMENDATION:

President Mazachek recommends the Board of Regents ratify the \$250,645 contract with Cytek Media Systems for the purchase and installation of multimedia equipment in Recital Hall.

Washburn University Board of Regents

SUBJECT: Academic Sabbaticals 2025-2026

DESCRIPTION:

The Office of Academic Affairs and the Academic Sabbatical Committee solicit and review academic sabbatical proposals. The following individuals are recommended for Academic Sabbaticals in the 2025-2026 academic year:

<u>Faculty</u>	<u>Department</u>	<u>Length</u>
Regina Cassell	Mass Media	One semester
Dennis Etzel	English	One semester
Tom Hickman	School of Business	One semester
Lindsey Ibanez	Sociology and Anthropology	Two semesters
Wonjae Lee	Art	One semester
Jason Miller	Sociology and Anthropology	Two semesters
David Price	School of Business	One semester
Courney Sullivan	Modern Languages	One semester
Michelle Ewert	School of Law	One semester
Patricia Judd	School of Law	One semester

The maximum number of sabbaticals granted in a particular year shall be equal to 4% of the full-time eligible faculty, excluding the Law faculty. For the 2025-2026 academic year, Washburn University may award a maximum of twelve sabbaticals. There were eight applications for academic sabbatical, and eight were recommended.

The number of sabbaticals that may be granted to Law faculty shall be determined by the Dean and the VPAA based on the School of Law budget and the needs of the Law School, normally up to two each year. There were two applications in the School of Law, and two were recommended.

These recommendations are based on the quality of the projects as reflected in their individual proposals. The proposed projects are of value to the applicants' discipline and will enable them to produce or make substantial progress toward producing significant scholarly work or will substantially enhance their teaching effectiveness by increasing their body of knowledge or skills.

Sabbatical Guidelines:

Only full-time faculty members who have been considered full-time teaching faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching. A faculty member taking Academic Sabbatical Leave shall have a leave for

one semester at full pay or choose to have a leave for a full year at one-half pay of the salary budgeted for his/her position for the academic year of the sabbatical. Grants normally will be made only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President JuliAnn Mazachek recommends that the Washburn Board of Regents approve Academic Sabbaticals for the 2025-2026 academic year to the above individuals.

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.

Linda Mathews has worked at Washburn University for a cumulative total of 35 years. She began working at Washburn in 1978 in the Financial Aid Office supporting the director and department for 10 years. She then left and returned to Washburn in July 2000 to provide administrative support to what is now known as University Mail and Printing Services (UMAPS). Since then, she has served as the point of contact in UMAPS for all incoming projects by providing project intake, cost estimates, customer service, and departmental billing. During her career at Washburn, Ms. Mathews has assisted with Move In Day, Memorial Union events such as Late Night Breakfast, Career and Internship Expo, and has served in various roles for Staff Council and the NetWurk group. Ms. Mathews will retire on February 28, 2025.

Kathryn Stroebele began working for Kaw Area Technical School (KATS) in 1993. She continued her role when KATS later became part of Washburn Institute of Technology in 2008. Ms. Stroebele served in various leadership roles at Washburn Tech including Associate Director of Student Services, Associate Dean of Student Services, and Director, Student Transitions. She was dedicated to meeting students where they were and going above and beyond to support their growth and development. She encouraged female students to explore nontraditional career fields and helped identify and address student needs, such as through the Care Closet. Ms. Stroebele was able to open pathways for students to continue their education at Washburn University, highlighting her belief in education as a gateway to success. Ms. Stroebele retired in July 2023.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Linda Mathews and Kathryn Stroebele.

Washburn University Board of Regents

SUBJECT: Washburn Institute of Technology Associate of Applied Science (AAS) in Para Education

DESCRIPTION:

Washburn Institute of Technology looks to expand its Associate of Applied Science (AAS) offerings to include an AAS in Para Education. This degree will be offered in partnership with Topeka Center for Advanced Learning and Careers (TCALC), and in addition to meeting a need for para educators in the community, it provides high school students the opportunity to earn an AAS in Para Education while still in high school. For this program, junior and senior high school students will complete 60 credit hours of dual-credit coursework that will prepare them to immediately work as a para educator upon graduation and prepare them to enter a baccalaureate degree program that leads to teaching licensure. Additionally, students will complete an apprenticeship in the USD 501 School District.

The addition of this degree program provides a pathway for students to not only earn an AAS degree while in high school, but it also creates a pathway for the transfer of 60+ credit hours to the University towards the completion of a baccalaureate degree in education. This new program was created in partnership with the Washburn University Department of Education to ensure a smooth transfer of credits and would be effective Fall 2025.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President JuliAnn Mazachek recommends that the Washburn Board of Regents approve the addition of the Association of Applied Science in Para Education.

Washburn University Board of Regents

SUBJECT: Washburn Tech Manufacturing Institute – Design Services

DESCRIPTION:

In December 2024, the Board approved finalizing the purchase of the building at 2240 NW Tyler Street in North Topeka that was formerly a K-Mart store. The University plans to renovate the approximately 90,000 square foot building to become the new Washburn Tech Manufacturing Institute in North Topeka.

The current plan is to develop approximately half of the building to create space for the Manufacturing Training Center and Cosmetology programs with completion by the fall semester of 2026. The remaining portion of the building will be utilized for University storage and empty shell space for future build-out.

In late 2022, Washburn University submitted a grant application for funds related to creating a Manufacturing Training Center at Washburn Tech. Washburn Tech was awarded an ARPA grant in the amount of \$1,843,594. The grant requires Washburn to match those funds through non-State funding. Additionally, Washburn Tech has received further State funding of \$3,000,000 to support this project.

Washburn issued an RFP for Design Services. Proposals were received from five design firms. The design firms' proposals were reviewed and ranked. The evaluation of the firms was based primarily on the team members being proposed, their experience on similar projects, their ability to meet the schedule, and the cost of their services. Washburn recommends HTK Architects, Topeka, Kansas to be awarded the design services contract for this project. HTK's proposed fee for the initial phase of the project is \$421,950.

FINANCIAL IMPLICATIONS:

The current budget for the total project is \$11,130,000 with \$4,843,594 from State funds, \$4,286,406 from Washburn Tech Reserves and \$2,000,000 from private gifts.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the selection of HTK Architects as the Design Firm.

Washburn University Board of Regents

SUBJECT: Washburn Tech Manufacturing Institute – Construction Manager at Risk

DESCRIPTION:

In December 2024, the Board approved finalizing the purchase of the building at 2240 NW Tyler Street in North Topeka that was formerly a K-Mart store. The University plans to renovate the approximately 90,000 square foot building to become the new Washburn Tech Manufacturing Institute in North Topeka.

The current plan is to develop approximately half of the building to create space for the Manufacturing Training Center and Cosmetology programs with a completion by the fall semester of 2026. The remaining portion of the building will be utilized for University storage and empty shell space for future build-out.

In late 2022, Washburn University submitted a grant application for funds related to creating a Manufacturing Training Center at Washburn Tech. Washburn Tech was awarded an ARPA grant in the amount of \$1,843,594. The grant requires Washburn to match those funds through non-State funding. Additionally, Washburn Tech has received further State funding of \$3,000,000 to support this project.

Washburn issued an RFP for Construction Management of the project. Proposals were received for Construction Management at Risk from seven firms. The evaluation of the firms was based primarily on the team members being proposed, their experience on similar projects, their ability to meet the schedule, and the cost of their services.

Washburn recommends MCP Build, Topeka, Kansas to be awarded the construction management at risk contract for this project. MCP Build’s proposed fee for this project is 1.75%.

Manufacturing Institute

Design Services	\$ 450,000
Construction	\$8,000,000
Furniture	\$ 150,000
Audio-Visual	\$ 50,000
Abatement	\$ 200,000
Soft Costs & Contingency	<u>\$ 150,000</u>
Total Project	\$9,000,000

Cosmetology

Design Services	\$ 80,000
Construction	\$1,600,000
Furniture	\$ 200,000
Audio-Visual	\$ 50,000
Soft Costs & Contingency	<u>\$ 200,000</u>
Total Project	\$2,130,000

FINANCIAL IMPLICATIONS:

The current budget for the total project is \$11,130,000 with \$4,843,594 from State funds, \$4,286,406 from Washburn Tech Reserves and \$2,000,000 from private gifts.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the updated Project Budget of \$11,130,000 for the Washburn Tech North Project and MCP Build as the Construction Manager at Risk.

Washburn University Board of Regents

SUBJECT: Broadcast Agreement with Walz Tetrick

DESCRIPTION:

Washburn, as part of our strategic enrollment plan, seeks to increase our market share in the Kansas City area. Our first priority is introducing ourselves to that area and increase our awareness rating. We utilize Walz Tetrick Advertising to supplement our enrollment marketing and have engaged with their agency for our rebranding and other initiatives. Because they are familiar with Washburn, we have a current relationship, and they are located in Kansas City, we requested their recommendation for an awareness campaign.

They outlined a recommendation for communication strategy to increase our awareness in the Kansas City metro area. With a target audience of prospective students and their influencers, they proposed a campaign that would run from February 27 through June 13, 2025. Their proposed communication strategy includes connected TV (digital and streaming television), broadcast TV, streaming audio (podcast), broadcast radio, digital display and video, and Google search channels.

The key part of increasing the name recognition of Washburn is broadcast TV, which is still the most effective and efficient platform for mass reach and awareness. Walz Tetrick proposes purchasing commercial flights to run during the NCAA basketball tournament with a guaranteed performance reach. This will complement and run simultaneously with other components of the awareness campaign to reach each viewer five times during the designated time period. Along with all proposed communication channels, we are confident this plan will result in more name recognition of Washburn, which sets the stage for our enrollment plan for the Kansas City metro area. The awareness campaign is the first step and then supports our enrollment strategy to increase the number of applicants who visit and enroll at Washburn.

FINANCIAL IMPLICATIONS:

An expenditure of \$183,750 from University reserves.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the expenditure of \$183,750 to Walz Tetrick Advertising.

Washburn University Board of Regents

SUBJECT: Resolution Authorizing the Offering for Sale of Revenue Bonds

DESCRIPTION:

Project Financing Bonds

In December 2021, the Board approved moving forward with the renovation of the Henderson Learning Resources Center, to be renamed Advisors Excel Hall. The initial project budget of \$35,000,000 included costs for design and construction of the renovation.

In September 2023, the Board approved the selection of Gastinger Walker as the design firm for the project. In October 2023, the Board approved the selection of McCown Gordon as the Construction Manager at Risk for the project.

In March 2024, the Board approved a Resolution Declaring an Intent to Issue Revenue Bonds for the project, preserving the ability to reimburse any project expenditures from the proceeds of bonds, if necessary.

In December 2024, the Board approved an increase of \$7,500,000 to the initial budget due to inflationary pressures, along with scope items that were not initially envisioned in the project but provide for an improved educational building benefiting the students, staff, and faculty. The approved project budget was increased to \$42,500,000.

The University engaged bond counsel, financial consultants and municipal bond advisors to assist with the bond issuance. The University also began the process of accessing the capital markets to secure \$15 million in funding dedicated to the project. After approval of the authorization to offer the bonds for sale is obtained, the University will seek final authorization of bond documents at the March 13, 2025, Board Meeting.

Refunding Bonds

The University has identified an opportunity to achieve interest cost savings associated with refinancing certain outstanding bonds. To realize an economic efficiency related to issuance costs, the University will offer its refunding bonds for sale contemporaneously with the bonds to finance the Henderson Learning Resources Center/Advisors Excel Hall project. The issuance of the refunding bonds is predicated on the University achieving a 3% present value savings of the principal of the refunded bonds.

FINANCIAL IMPLICATIONS:

The bonds will be issued and the interest rates, bond features (such as call provisions) and the debt service amounts will be set at the time of execution of the bond purchase agreement. The Board will authorize the execution of the bond purchase agreement, subject to certain economic parameters, in connection with its consideration of the Bond Resolution at its March 13, 2025 meeting.

RECOMMENDATION:

Dr. Mazachek recommends the Board adopt the Bond Resolution which will ratify the execution of the bond purchase agreement, establish all the terms and details of the bonds and authorize University administration to do and cause to be done any and all acts and things necessary or proper for carrying out the transaction contemplated by the Bond Resolution.

Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual
Section R. Purchasing and Financial Obligations

DESCRIPTION:

Our current policy for Purchasing and Financial Obligations was last updated in December of 2022 only for the Board pre-approval limit. The overall policy has not had a major review or update since November 2005. We started this process a few months ago and wanted to make sure our Purchasing processes were reviewed and if necessary, propose some changes to make sure we were strategic and efficient in our operations, in line with market conditions and our peers. Employees from departments who often use this process were involved with the review and provided feedback. We want to make sure we are utilizing our purchasing department in a way that supports strategic initiatives and helps us continue to be a good steward of our resources and awarding work.

We are recommending the following changes to Section R:

- Current policy states expenditures in the amount of \$5,000 - \$9,999 require informal bids/quotes. Recommend increasing these amounts to \$10,000 - \$49,999.
- Current policy states expenditures in the amount of \$10,000 - \$49,999 require the issuance of a formal RFP. Recommend increasing these amounts to \$50,000 - \$149,999.
- Current policy states expenditures exceeding \$100,000 require issuance of a formal RFP plus approval by the Board of Regents. Recommend increasing this amount to \$150,000.
- Additionally, there is no set limit for change order increases tied to previously approved projects. A project whose change order cost exceeds the Board approved amount by greater than \$150,000 or 10% of the approved budget shall be submitted for Board approval of the new project budget amount. We have also proposed clarifying and expanding the list of institutionally required purchases.
- The effective date for these revisions will be February 6, 2025.

The corresponding regulations and procedures will be updated once this policy change is approved.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends approval of this policy change.

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R. Purchasing and Financial Obligations

1. Purpose.

1.1 Policies. This statement sets forth the policies applicable to the purchase of goods and services with funds administered by the University; and other contractual arrangements involving the University in financial obligations of any kind.

1.2 Establishment of Regulations. The Administration shall establish regulations and procedures governing purchasing and other financial obligations consistent with Board policies, applicable laws and regulations, and sound and equitable business and accounting practices. All financial transactions are subject to Board policies regarding conflict of interest.

2. Definitions.

2.1 “Competitively Bid” is a formal process managed by the Purchasing Department which involves multiple vendors submitting bids for a product, service, or material that a business needs.

2.2 “Competitively Sourced” is a process that involves asking multiple suppliers for quotes on goods or services to ensure that the best value is obtained. Washburn will designate three (3) as the number of quotes required.

2.3 “Institutional Required Purchases” means purchases required for the general operation of the University. These include, but are not limited to university benefits, university legal services as approved by General Counsel, official contract/agreements for international recruitment, athletic conference or NCAA required contracts, centralized software/hardware, Public Broadcasting Services, accreditation fees, approved institutional memberships, temporary or intermittent services, and other unique specialized services in the best interest of the University.

2.4 “Project” is a purchase with a total scope of work that accumulates to \$100,000.00 or more. Scope of work is identified during the annual Capital Equipment and Technology request process.

32. Financial Commitments.

32.1 Advance Approval Required. University purchases and other agreements shall be approved in advance. Any purchase or obligation requiring an expenditure of \$150,000 or more **annually** must be approved by the Board in advance of incurring the obligation. Approval of all other financial obligations shall be by signature of the President, the Vice President for Administration and Treasurer (VPAT), or VPAT designee.

32.2 Exceptions. The Board recognizes it is in the best interests of the University to make exceptions to the above policy; therefore, the Administration is authorized to make the following types of transactions.

32.2.1 Payments for utilities services, licensing fees, institutional required purchases, and purchases of products for the purpose of re-selling in one of the two University retail sales departments, Bookstore or Dining Services, may be made without prior Board approval even when the amount exceeds \$1500,000.

32.2.2 Certain financial transactions, such as procurement card or small dollar purchases, may be made without advance approval through a purchase order or other contract form. The VPAT shall maintain a system to accomplish such transactions. The system shall limit the types and the dollar amount of the transactions.

3.2.3 Projects which have been previously approved by the Board under \$1 million do not need the individual purchases within the project to be presented and approved by the Board separately, regardless of the purchase amounts, if the project stays within the Board approved project budget. Projects over \$1 million will only require approval for the project designer and the prime construction contractor. All purchases shall follow University regulations and procedures.

3.2.3.1 Projects whose costs exceed the Board approved amount by greater than \$1500,000 or 10% of the approved budget shall be submitted for Board approval of the new Project Budget amount.

43. Competitive Bidding.

43.1 Requirement Limit. Any purchase reasonably expected to be \$~~10,000~~ to \$49,999 shall be competitively sourced while those expected to be \$50,000 or more shall be competitively bid through a formal process managed by the Purchasing Department. This requirement may be waived by the VPAT or VPAT designee when:

- There is an emergency, unforeseen and immediate need;
- ~~There is an emergency need;~~
- There is only one known source for the purchase;
- Where negotiation would render a more favorable outcome;
- The product is for resale;
- The product or service requires compatibility with existing systems/equipment;
- Products or services available through current contracts established by the State of Kansas or governmental agencies; or
- Products or services available on contracts established by competitive process by purchasing cooperatives/consortiums;
- ~~The vendor's product or service has a current contract price with the State of Kansas; or,~~
- ~~The price of product or service from the vendor was competitively bid by an educationally related organization of which the University is a member.~~

43.2 Additional Requirement. The VPAT or VPAT designee shall have authority to require competitive bids for purchases of any dollar amount~~less than \$10,000~~.

43.3 Contract Award. Any contract awarded will be to a responsible vendor who submits the best, qualified, and responsive bid and/or proposal as determined by the University. In the event that the qualified responsive bids are comparable, the University shall give preference to business with a physical place of business in Shawnee County, Kansas. Conformity with specifications, terms of delivery, and other related conditions will be taken into consideration.

43.4 Right to Reject. The University shall maintain the right to reject any and all bids.

54. Vendor Grievance.

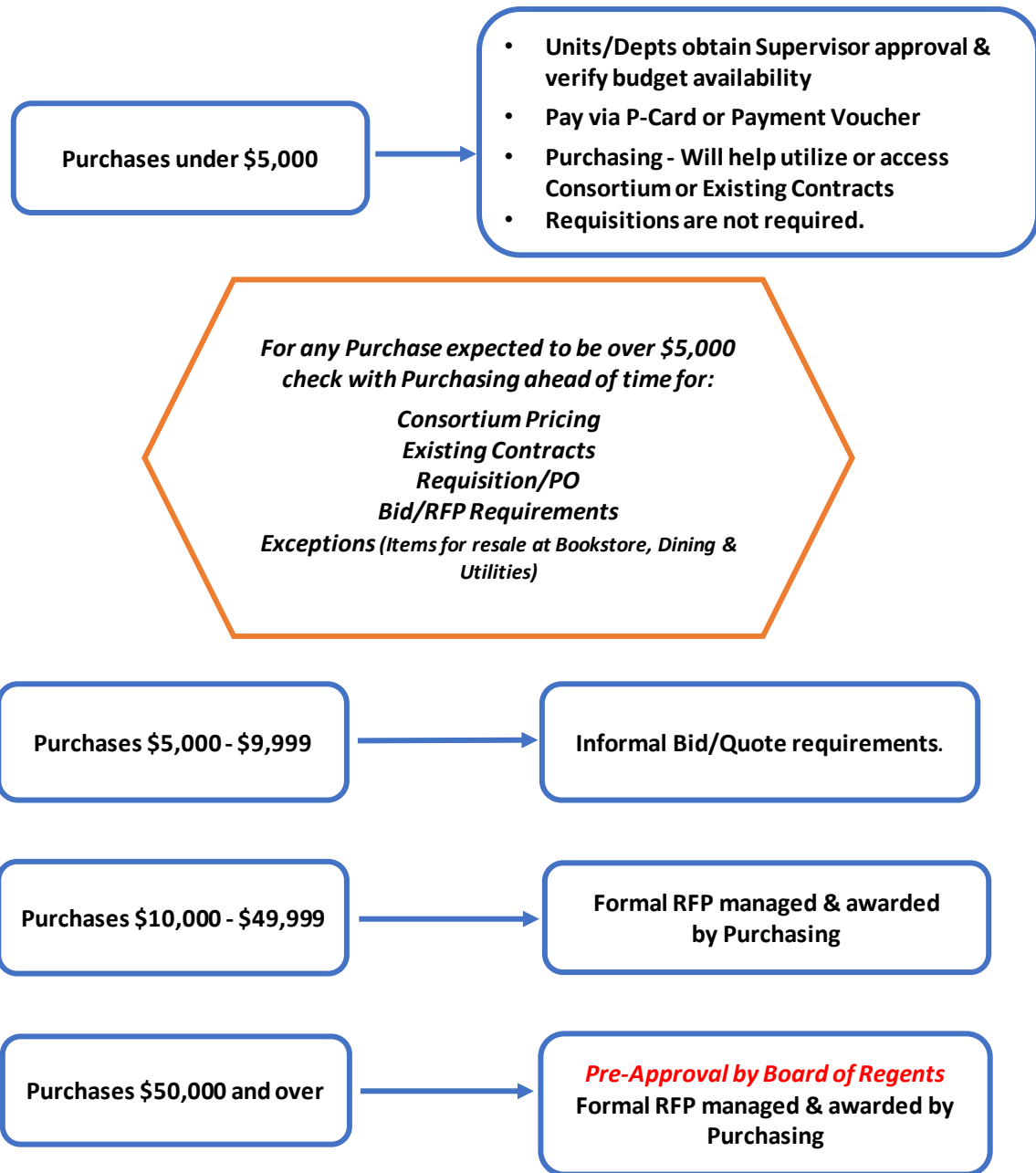
54.1 Appeal Process. The University shall have in effect a formal procedure for a vendor to raise a grievance with the University concerning a bid solicitation or award. The procedure shall include a process of appeal to the VPAT when the vendor believes the decision is arbitrary and capricious, or not supported by the evidence.

54.2 Vice President's Decision Final. The decision of the VPAT shall be final and the vendor shall be deemed to have exhausted its administrative remedies.

65. Employee or Individual Restriction. Purchases by the University for Employees or other individuals for personal or private use are prohibited.

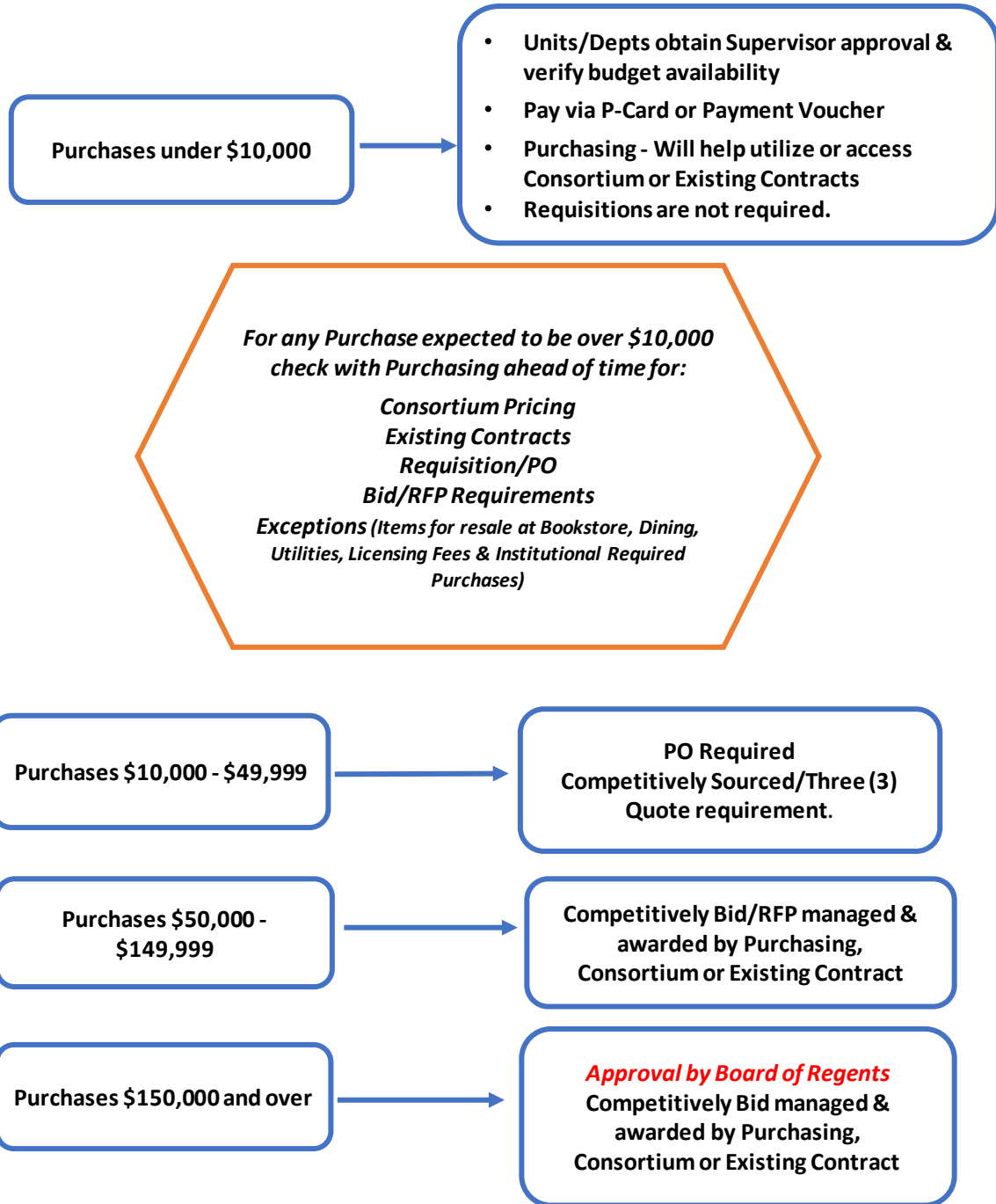
76. Employee Responsibility. Each Employee is responsible for following University policies, regulations, and procedures. Failure to do so shall subject the Employee to disciplinary action.

Current Policy Workflow



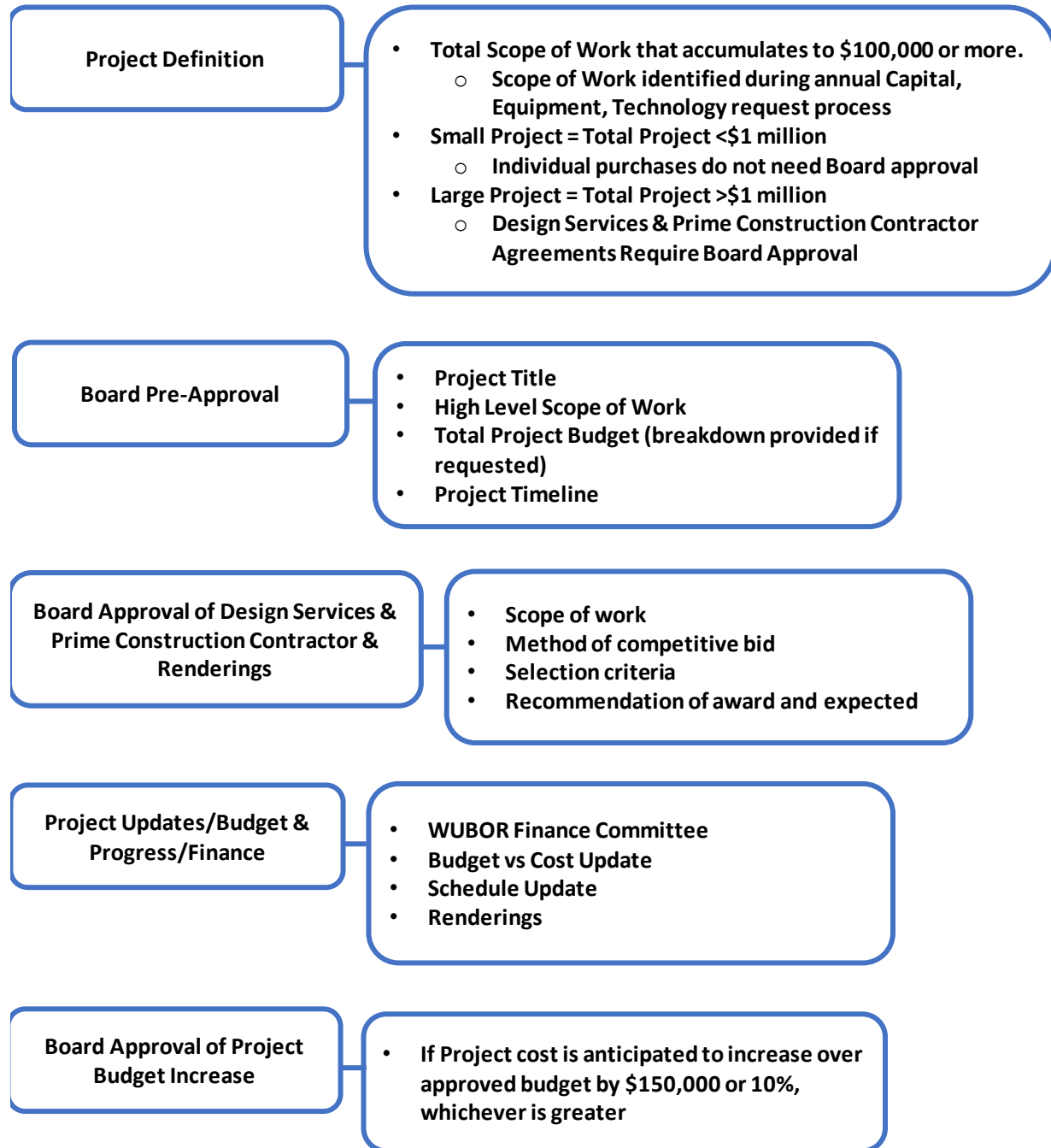
12/2022Policy

Proposed Policy Workflow



11/2024 Proposed Policy

Proposed Project Workflow



•Follow all WUPRPM Purchasing guidelines for all corresponding purchases

Washburn University Board of Regents

SUBJECT: Naming of the School of Business and the School of Nursing

DESCRIPTION:

The Board of Regents approves the naming of colleges, schools, buildings, and other physical facilities within the Washburn University and Washburn Tech campuses. We consider the naming of these academic programs and campus spaces to be among the highest honors Washburn can bestow. To preserve the integrity of this significant honor, it has been Washburn's and the Board of Regents' intent this recognition be reserved for those individuals or organizations who have made exceptional contributions to Washburn through exemplary personal and/or professional contributions, meritorious service, or substantial financial commitments. Naming requests are brought forward to the Board of Regents by the President of Washburn.

Greg and Ronda Brenneman are making a substantial, transformative financial commitment to Washburn University, the largest in Washburn's 160-year history. The gift will benefit three primary areas: the new Integrated Healthcare Building, the School of Business and the School of Nursing. In recognition of their significant commitment, the University requests to honor the Brennemans by naming the School of Business as the "Gregory D. and Ronda K. Brenneman School of Business" and by naming the School of Nursing as the "Harmony J. Hines School of Nursing" in honor of Ronda's late sister.

Greg Brenneman, a native of Hesston, KS, holds a B.B.A. in Accounting/Finance from Washburn University, an M.B.A. with distinction from Harvard Business School, and was awarded an honorary doctor of commerce from Washburn in 1999. Ronda (Doole) Brenneman, raised in Topeka and a graduate of Topeka West High School, received a bachelor's in education from Washburn in 1984 and went on to be a teacher. Greg currently serves as Chairman of CCMP and is a member of the firm's Investment Committee. He is also chairman of the Baylor College of Medicine Board of Trustees, chairman of the board of BGIS, lead director of The Home Depot and on the board of Baker Hughes. He has previously served as chairman, CEO or president for Continental Airlines, Burger King and PwC Consulting. He is also the founder of Turnworks, Inc., his personal investment firm that focuses on corporate turnarounds. Greg and Ronda met while attending Washburn and married shortly after graduation.

Harmony (Doole) Hines, Ronda's late sister, was raised in Topeka, graduated from Topeka West High School, and earned a BSN degree from Washburn University School of Nursing. Harmony worked as a nurse at Memorial Hospital in Topeka prior to a 13-year career with Menninger Clinic. Following the closure of Menninger's in Topeka, she began her career with Midland Care Connection of Topeka where she served as Vice President of Quality and Compliance. For more than 17 years, she helped drive Midland's strategic initiatives while ensuring the highest quality of care. Harmony passed away on February 12, 2018, following her courageous battle against cancer.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board approve naming the School of Business as the "Gregory D. and Ronda K. Brenneman School of Business" and the School of Nursing as the "Harmony J. Hines School of Nursing".