

Washburn University Board of Regents Meeting

Memorial Union, Kansas Room

Thursday, 5/4/2023

3:00 - 4:00 PM CT

I. Call to Order

II. Roll Call

Mr. Beck
Ms. Buhler
Mr. Dicus
Mr. Dietrick
Mr. Hulse
Mr. Nave
Mr. Padilla
Mr. Romero
Mrs. Sourk

III. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the March 23 and March 24, 2023 Meetings

March 23, 2023 Board Minutes - Page 3

March 24, 2023 Board Minutes - Page 12

IV. Officer Reports

A. Chair's Report

B. President's Report

C. Committee Report(s) - Budget and Finance - John Dietrick

V. New Business

A. Consent Agenda

1. Liquidated Claims Approval - February 2023 - Luther Lee

Liquidated Claims - February 2023 - Page 13

2. Liquidated Claims Approval - March 2023 - Luther Lee

Liquidated Claims - March 2023 - Page 14

3. Personnel - Laura Stephenson

Faculty/Staff Personnel Actions - Page 15

B. Action Items

1. Personnel

a. Emeriti - Laura Stephenson

Emeriti - Page 16

b. Eminentes Universitatis - Luther Lee

Eminentes Universitatis - Page 18

2. Expenditures over \$50,000 - Luther Lee

a. New Softball Locker Room

Softball Locker Room - Page 20

b. Campus Portal

Campus Portal - Page 21

c. 1731 Plass Education Department Remodel

1731 Plass Education Department Remodel - Page 22

d. 1731 Plass Fire Alarm Upgrade

1731 Plass Fire Alarm Upgrade - Page 23

e. Stoffer Science Building Automation System Upgrade

Stoffer Science Building Automation System Upgrade - Page 24

3. Washburn University New Scholarship Initiative - JuliAnn Mazachek

Washburn University New Scholarship Initiative - Page 25

C. Purchases

Purchases Between \$50,000 and \$100,000 (Informational Item) - Page 26

VI. Next Washburn Board of Regents Meeting - Thursday, June 15, 2023 (4:00 - 6:00 PM)

**WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 23, 2023**

I. Call to Order

Chairperson Buhler called the meeting to order at 3:02 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, Ms. Buhler, Mr. Dicus, Mr. Dietrick, Mr. Hulse, Mr. Nave, Mr. Padilla, Mr. Romero and Mrs. Sourk.

III. Approval of Minutes of the February 2 and March 2, 2023 meetings

Motion by Regent Romero and second by Regent Dicus to approve the Minutes of the February 2 and March 2, 2023 meetings. Motion passed.

IV. Officer Reports

A. Chair's Report

Ms. Buhler announced the Board participated in a budget workshop with the administrative team to kick off the budget process. Two more meetings are scheduled with the Budget and Finance committee.

Chair Buhler said the AGB (Association of Governing Boards) conference is coming up for the board members and some of the administration team. Ms. Buhler is looking forward to learning more information to bring back to Washburn.

B. President's Report

President Mazachek stated her appreciation that all of the board members were in attendance because today is so important with the approvals for promotion and tenure.

Dr. Mazachek informed the Board that the bill to reset the districts for the City of Topeka appointees to the Board passed in the House and will be voted on in the Senate today and is expected to pass.

President Mazachek then presented her Campus of the Future plan, outlining plans for remodeling, construction and tearing down buildings to provide a better learning and teaching experience at Washburn. Dr. Mazachek noted that several years before, Washburn went through exercises with an architectural firm that led to what is being presented today.

Dr. Mazachek stated the plan is conceptual and more conversations will be necessary. She is planning a series of town halls on campus in April for students, faculty and staff to provide input.

President Mazachek advised she expects it will take seven years to complete this plan.

V. **New Business**

A. **Consent Agenda**

It was moved by Regent Sourk and seconded by Regent Dietrick to approve the Consent Agenda. Motion passed.

1. **Liquidated Claims Approval – January 2023**

2. **Faculty/Staff Personnel Actions**

Unpaid leave of absence for academic year Fall 2023 granted to Burke Griggs, School of Law;

3. **Washburn University Policy, Regulations, and Procedures Manual – Section D. Classification and Compensation Policy**

Changes to the Washburn University Policy, Regulations, and Procedures Manual – Section D. Classification and Compensation Policy;

4. **Washburn University Policy, Regulations, and Procedures Manual – Section A. Alcoholic Liquor and Cereal Malt Beverage - pulled**

Changes to the Washburn University Policy, Regulations, and Procedures Manual – Section A. Alcoholic Liquor and Cereal Malt Beverage; and,

5. **Washburn University Policy, Regulations, and Procedures Manual – Section A. Behavioral Assessment**

Changes to the Washburn University Policy, Regulations, and Procedures Manual – Section A. Behavioral Assessment.

B. **Action Items**

1. **Emeriti**

Interim Vice-President for Academic Affairs Laura Stephenson presented the item. Dr. Stephenson stated this and the next item are some of the most exciting items each year to recognize our faculty. Interim Vice-President Stephenson told the Board emeritus status is a way to recognize the years of service by faculty who are retiring. Faculty recommended for emeritus status are: Karen

Barron – English; Susan Maendele – Nursing; Cecil Schmidt – Computer Information Sciences; and Sharon Sullivan – Theater and Women’s and Gender Studies. Motion by Regent Beck and second by Regent Padilla to award emeritus status to the recommended faculty. Motion passed.

2. Tenure and Promotion Recommendations

Interim Vice-President for Academic Affairs Laura Stephenson presented the item. Tenure and promotion is a lengthy process beginning at the department level starting with an evaluation of teaching, research and service. Dr. Stephenson noted these are some of the most important decisions made at the University.

Dr. Stephenson presented the following faculty as recommended for tenure and promotion to Associate Professor are Sheri Cook-Cunningham – music; Andy Farkas – English; Kristen Grimmer – Mass Media; Rick Hine – Philosophy; Jason Miller – Anthropology; Matthew Nyquist – Mass Media; Kwok-Pong “Bobby” Tso – Art; Stacy Conner – Family and Human Services; Beth O’Neill – Social Work; Michelle Watson – Criminal Justice; and Akhadian Harnowo – Business. Law school faculty recommended for tenure and promotion to Professor are Michelle Ewert, Marsha Griggs and Thomas Sneed.

Interim Vice-President Stephenson presented the following faculty as recommended for promotion to Professor are Seid Adem – Chemistry; Kara Kendall-Morwick – English; Michael McGuire – Psychology; Melanie Worsley – Criminal Justice; and Pamela Schmidt – Business.

Motion by Regent Sourk and second by Regent Nave to award tenure and/or grant promotion to the recommended faculty. Motion passed.

3. Faculty Senate Constitution Revision

Interim Vice-President for Academic Affairs Laura Stephenson presented the item. Faculty Senate is representative body for faculty and is the foundation of the shared governance process at Washburn. Bylaws for the Faculty Senate require approval by Board for changes in the document. Dr. Stephenson introduced Dr. Erin Grant, Associate Professor Criminal Justice, to present.

Dr. Grant noted that no significant changes have been made to the bylaws since created in 2005. Dr. Grant advised that the review process began in 2017, was slowed by COVID, but then started up again. Some highlights of the proposed changes include adding representation for faculty that don’t have a home in any particular department and improved processes for transitioning new members on to Senate to ensure proper representation.

In response to a question if other changes are coming, Dr. Stephenson indicated there might be some changes if the faculty handbook changes. Motion by Regent Beck and second by Regent Romero to approve the recommended changes to the Faculty Senate Constitution and revoke the previous language. Motion passed.

4. Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries

Dr. Mazachek presented and advised the Board that Dr. Alan Bearman has been working in interim role as Executive Director Enrollment Management since October 2022, while maintaining duties as Dean of Student Success, a position he has held since 2010. Dr. Bearman has done a great job in managing both roles. President Mazachek is recommending that the interim label be removed and the two separate duties be joined into one position for a more holistic approach to students, from when they first contact Washburn about interest in attending through education attainment. Motion by Regent Dietrick and second by Regent Beck to approve Dr. Bearman being appointed to the newly created position of Vice-President for Strategic Enrollment Management and Dean of Student Success and Libraries. Motion passed.

Responding to a question about where Dr. Bearman's office will be located, Dr. Mazachek indicated that is being evaluated.

5. Washburn University Policies, Regulations, and Procedures Manual – Section B. Recruitment and Employment

Vice-President for Administration and Treasurer Luther Lee presented the item. Mr. Lee noted that it is more difficult to hire and retain employees. While Washburn has been making changes to improve circumstances to hire and retain employees, so are our competitors. Vice-President Lee advised that recently west coast employers contacted our employees to work for them but the employees would be allowed to maintain their residence in Topeka. Current policy requires Board approval if a salary is more than 10% difference in budget. Mr. Lee said that the proposed change would allow President to make all hiring decisions except for President and Vice-Presidents. This change would allow Washburn to respond in a more timely fashion when in the best interests of Washburn.

In response to a question about Board oversight, Mr. Lee noted that is being done by President. Vice-President Lee also noted that changes in salary would be evaluated through human resources and other administrative channels. Mr. Lee added the Board would still establish salary programs through the budget, and the proposal would allow for changes in the middle of the year.

Responding to a question about how the budget will work differently, President Mazachek answered that the budget will still have one pool of money for salaries and the University would continue to be obligated to stay within that pool. Motion by Regent Sourk and second by Regent Hulse to approve the amendment to the Board policies regarding Board approval for hiring of the President and Vice-Presidents. Motion passed.

Regent Hulse exits the meeting at 3:54 p.m.

6. Capital Projects and Equipment from the Debt Retirement and

Construction Fund and Washburn Tech Capital Outlay

Vice-President for Administration and Treasurer Luther Lee presented the item and told the board this is the annual capital projects approval. Mr. Lee noted the University undertakes this annual capital project process so projects can be scheduled in advance. The projects are fully funded from the previous years' funding received through the 3 mil fund for capital projects. Vice-President Lee informed the Board that an extensive process is followed by a committee to vet the requested projects to determine priorities and selection, considering such factors as health, safety and urgent need. Mr. Lee said that the items will be bid according to university rules and procedures, and if any such bid exceeds \$100k, that item will come to the Board for approval. The total amount of the capital, equipment, technology and Washburn Tech capital projects total \$5,361,863.

Motion by Regent Beck and second by Regent Dietrick to approve the proposed capital projects, equipment and technology purchases and Washburn Tech capital outlay. Motion passed.

7. Veterans Memorial Monuments

Vice-President for Administration and Treasurer Luther Lee presented the item. Mr. Lee noted that at the May 5, 2022, Board meeting, the Board approved a new Veterans Memorial Project at an anticipated budget of \$200,000. Final project costs came in at \$261,838, with a number of factors leading to the cost increase. Vice-President Lee advised the additional costs, along with the original \$200,000 budget, will be covered by private funds. Motion by Regent Dietrick and second by Regent Padilla to approve the additional \$61,838 for the Veterans Memorial Project. Motion passed.

8. Demolition of Facilities Buildings #1 and #2

Vice-President for Administration and Treasurer Luther Lee presented the item. Mr. Lee noted these buildings were referenced in Dr. Mazachek's Campus of the Future presentation. A Request for Proposal was issued and only one bid was received, due in part because the project included a June 30, 2023, deadline for completion. Vice-President Lee said in order to meet the deadline, the contract needed to be completed before today's meeting. Mr. Lee did contact the Board chair prior to entering into the agreement. Washburn now seeks ratification of the contract. Motion by Regent Dicus and second by Regent Nave to ratify the contract for demolition of the facilities buildings. Motion passed.

9. Facilities Services Building

Vice-President for Administration and Treasurer Luther Lee presented the item. Vice-President Lee reminded the Board that they approved a \$6,000,000 project to for a new facilities building on the west side of campus. Due to a variety of

factors, including delays in getting the project started, the administration is seeking to suspend the project for two years and also asking the contractor to remove the fencing currently around the project site. Motion by Regent Padilla and second by Regent Dietrick to approve the suspension of the project and removal of the project site fencing. Motion passed.

10. Athletic Vans

Vice-President for Administration and Treasurer Luther Lee presented the item for purchase of vans for the athletic department to address rising transportation costs. Mr. Lee advised that a Request for Proposal was issued and sent to 14 local dealerships, but only one response was received. Motion by Regent Dietrick and second by Regent Beck to approve the purchase of the vans for the athletic department. Motion passed.

11. Student Activity Fee Increase

Vice-President for Student Life Eric Grospitch referenced Dr. Mazachek's focus on improving the student experience and invited Shayden Haynes and Quinn Leffingwell, the President and Vice-President, respectively, of the Washburn Student Government Association, to present the item. Ms. Haynes expressed the need for more money for student organizations. The recommendation would raise student fees by the same percentage as any annual tuition increase, but limited to no more than three percent in one year.

Mr. Leffingwell advised that the students fees fund certain activities as well as student organizations and WSGA. Mr. Leffingwell added increases in costs for Chartwells and clothing items are factors for needing an increase in student fees. Ms. Haynes said that this proposal is a more sustainable solution than periodically coming back for one time increases.

Ms. Haynes noted that each year WSGA conducts annual review with student organizations about what their needs are and if the organizations are using funds sufficiently.

In response to a question about if this proposal is acceptable to student organizations, Ms. Haynes said there very strong support, and the three percent cap on any annual increase helped ensure there would not be too big of an increase in one year for students. Ms. Haynes noted that the three percent cap was based on the average of tuition increases over the past seven years.

Responding to a comment that student fees are much lower than other institutions, Ms. Haynes added that students concerned about raising too much money, so that is why the three percent cap was welcomed. Motion by Regent Sourk and second by Regent Romero to approve the Student Activity Fee increase. Motion passed.

12. Academic Bridge Strategic Plan

Interim Vice-President for Academic Affairs Laura Stephenson presented the item, noting that the last strategic plan expired in 2022. Because of the presidential transition that delayed the development of a campus wide strategic plan, academics moved forward a short term academic bridge strategic plan. Dr. Stephenson advised that the plan is for next three years, but President Mazachek is planning on starting the campus-wide strategic planning process next fall so likely not to last three years.

In response to a question about review and reporting process for progress on plan, Dr. Stephenson stated because this is not a long-term plan, the review and assessment would be part of transitioning this plan into the campus-wide strategic plan to be developed. Motion by Regent Beck and second by Regent Nave to approve the Academic Bridge Strategic Plan. Motion passed.

13. Transition the Gerontology Minor to a Gerontology Certificate

Interim Vice-President for Academic Affairs Laura Stephenson presented the item. Dr. Stephenson said the proposal recognizes a long standing program in human services, but by replacing the minor with a certificate, students who have already earned their degree can come back to get the certificate. The certificate program is also available to current students as well. Motion by Regent Padilla and second by Regent Sourk to approve replacing the gerontology minor with the gerontology certificate program. Motion passed.

14. Addition of four programs in Public Health: Bachelor of Health Science with public health emphasis; Public Health Minor; Public Health Certificate; and Advanced Public Health Certificate

Interim Vice-President for Academic Affairs Laura Stephenson presented the item. Dr. Stephenson informed the Board that the Kansas Department of Health and Environment has been in contact with Washburn about the need for more education needed in these areas and offered their locations for student internships. Interim Vice-President Stephenson said that these programs will help students meet competencies for national exams as well as other courses already available at Washburn. Motion by Regent Beck and second by Regent Nave to approve the addition of the programs. Motion passed.

15. Great TEXTS Certificate Program

Interim Vice-President for Academic Affairs Laura Stephenson presented the item. The TEXTS program offers transformational experiential and team taught studies. Dr. Stephenson said the intent of the program is to help students examine the great texts across different disciplines on campus. Dr. Stephenson advised the Board a private donor has provided the funds to obtain the texts, create a library for resources. Interim Vice-President Stephenson noted that the current cohort of students is 12. Dr. Stephenson advised the Board Liberal Arts has been traditionally for more privileged individuals and this program provides an opening to other areas and many in the cohort are first generation students.

In response to a question about the sustainability of the program in that the donor is giving funds for just three years, Dr. Stephenson answered if the program is successful, the donor will continue to fund the program. Motion by Regent Romero and second by Regent Beck to approve the TEXTS program. Motion passed.

C. Information Item(s)

1. Quarterly Financial Analysis

Vice-President for Administration and Treasurer Luther Lee presented the information to the Board.

2. Completion of Strategic Plan for Learner Success (2018-2022)

President Mazachek provided information to the Board summarizing the results from the prior strategic plan in preparation for beginning the next strategic plan.

3. Report of Purchases Between \$50,000 and \$100,000

D. Presentation(s)

1. Washburn Student Government Association Presentation

Outgoing WSGA President Shayden Haynes and WSGA Vice-President Quinn Leffingwell reported on the accomplishment of WSGA during their term in office.

Motion by Regent Beck and second by Regent Nave to adjourn the meeting.

Meeting adjourned 4:38.



Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 24, 2023

I. Call to Order

Chairperson Buhler called the Board of Regents Phone meeting to order at 3:00 p.m. in Room 200A of Morgan Hall on the Washburn University campus.

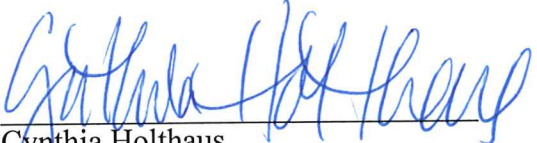
II. Roll Call

Present were: Mr. Beck, Ms. Buhler, Mr. Dicus, Mr. Dietrick, Mr. Nave, and Mr. Romero.

III.

Chair Buhler called the meeting to order at 3:00 p.m. Vice President Stephenson first apologized and explained that one promotion was omitted from the Promotion and Tenure agenda item at yesterday's board meeting. She recommends that Dr. Ian Smith be promoted to full professor. John Dicus moved to approve and John Nave second. Approved.

Regents Nave move to adjourn, second by Regent Dicus. Meeting adjourned at 3:06 p.m.


Cynthia Holthaus
Assistant Secretary, Board of Regents

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – February 2023

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of February 2023.

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	\$2,929,429
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,287,393
4.	Endowment Fund	-0-
5.	Student Loan Fund	350
7.	Tort Claim Fund	605
8.	Restricted and Agency Fund	390,328
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	9,592
	Sub-Total	4,617,697
	Payroll	3,027,257
	Payroll Withholding ACH Transactions	2,404,004
	Total	\$10,048,958

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$220,208
3.	Building and Construction Fund	30,361
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	1,500
13.	Government and Research Fund	88,315
	Sub-Total	340,384
	Payroll	381,320
	Payroll Withholding ACH Transactions	143,344
	Total	\$865,048

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – March 2023

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of March 2023.

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	\$2,806,254
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,055,265
4.	Endowment Fund	-0-
5.	Student Loan Fund	2,000
7.	Tort Claim Fund	1,014
8.	Restricted and Agency Fund	555,530
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	53,108
	Sub-Total	4,473,171
	Payroll	3,017,216
	Payroll Withholding ACH Transactions	2,789,651
	Total	\$10,280,038

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$264,684
3.	Building and Construction Fund	2,482
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	1,788
13.	Government and Research Fund	5,718
	Sub-Total	274,672
	Payroll	371,097
	Payroll Withholding ACH Transactions	110,766
	Total	\$756,535

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: Faculty/Staff Personnel Actions

DESCRIPTION: The following routine adjustments to specific salary lines must either be reported to the Board or approved by the Board.

Name	Position	Change	Financial Implications	Comments	Action
Boncella, Robert	MBA Director and Professor of Management, Business, Position #000146	Extend Phased Retirement for 1 year ending June 30, 2024 to facilitate launch of new Bachelor of Data Analytics program - extraordinary circumstance.		Will work at 67% for FY 2024	Request Approval

RECOMMENDATION:

President Mazachek recommends approval of this personnel action.

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: Emeriti

DESCRIPTION:

Designate Jalen O'Neil Lowry as Associate Dean Emeritus and designate Martin E. Wisneski as Law Library Assistant Director Emeritus.

Jalen O'Neil Lowry has served Washburn University School of Law as a full-time member of the faculty for 26 years. After graduating from Washburn Law in 1987 she served as an adjunct professor while clerking for Chief Justice Miller of the Kansas Supreme Court. Prof. O'Neil Lowry joined the faculty full time in 1990, teaching Civil Procedure, Criminal Law, Bioethics, Transactional Drafting, and Legal Research, Analysis, and Writing. In 2001 she temporarily left teaching upon the birth of her son, David Lowry, (who will be a Washburn graduate himself this May), rejoining the faculty in 2008. In 2011, Prof. O'Neil Lowry was appointed Associate Dean for Student Affairs. She was named an Alumni Fellow in 2018, and is a lifetime member of the Washburn University Alumni Association.

Martin E. Wisneski began his service as the Associate Director and Head of Technical Services to the Washburn University Law Library and School of Law in the fall of 1986 and he will be retiring in late summer 2023 during his 37th year. His initial projects included organizing and cataloging significant portions of the library's collection and streamlining materials processing. In 2013, Wisneski assumed responsibility for the law library's budget and bill-paying activities. He was project coordinator during the 1988-1992 law school building addition and remodel. Wisneski has been, for more than 25 years, the individual primarily responsible for maintaining content on the law school's website, working with law school staff and faculty to ensure that website visitors have access to timely and accurate information. Wisneski was website manager for the American Association of Law Libraries Technical Services Special Interest Section from 2003-2018. He maintained and posted Kansas Supreme Court and Court of Appeals opinions on the Kansas Judicial Branch website from 1996-2008. In the late 1990s Wisneski developed websites to archive Kansas Attorney General opinions and Tenth Circuit Court of Appeals opinions and has continued to post content to these sites. He was treasurer for the Brown Foundation for Educational Equity, Excellence, and Research. Wisneski worked closely with playwright Marcia Cebulka to create a website for her Brown v. Board 50th anniversary play "Now Let Me Fly," and has distributed over 5,000 copies of the Easier Youth and Youth versions to teachers and organizations around the world.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President JuliAnn Mazachek recommends Board of Regents designate Jalen O’Neil Lowry as Associate Dean Emeritus and designate Martin E. Wisneski as Law Library Assistant Director Emeritus.

Date

JuliAnn Mazachek, President

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. At this time, we have five employees meeting these requirements.

Ms. Jeannie Cornelius, Director of Academic Advising, has faithfully served Washburn University for almost 37-years. In 1986, she first joined Washburn as an Administrative Assistant in Biology. Over the next 16-years, Ms. Cornelius used her educational benefits to earn a Bachelor of Arts degree in communication. As a working adult who earned her degree over time, she developed an empathy for students who question their ability and/or the stamina necessary to complete their post-secondary education. In her role as an academic advisor, she has played a transformative role at Washburn—both in the individual lives of her students and in creating a proactive model of academic advising at our institution. Academic Advising has changed much in the past decade and Ms. Cornelius has been at the forefront of creating innovative programs to help at-risk students succeed. She will retire June 30, 2023.

Ms. Rugena Hall, Assistant to the President, retired with nearly 29 years of service to Washburn University. She began her career at Washburn in 1994 in the Vice President of Academic Affairs office for six years. Since 2001, she has served the President’s Office with the final title of Assistant to the President. She provided indispensable support to the President, managing his calendar among other important tasks. Ms. Hall greatly enjoyed supervising and working with student employees in the President’s Office, remaining in contact with many to this day. She also had the pleasure of serving on several University committees and planning many University events. Ms. Hall earned her degree from Washburn University, utilizing the staff benefit to take classes while working here. Ms. Hall retired in January, 2023.

Ms. Donna McMurry, Office Coordinator, will retire with close to 19 years of service to Washburn University, exclusively in the School of Law. She has served as a valuable resource to the Dean’s Office and is known for her collaborative and inclusive approach and unwavering commitment to the values and mission of Washburn. She received the Washburn University Staff Administrative Support Outstanding Service Award in 2016 and 2022. She was also named Staff Person of the Year for the law school on multiple occasions. Ms. McMurry’s professionalism, integrity, and passion for work make her an exemplary representative of the School of Law. Ms. McMurry will retire May 13, 2023.

Ms. Sue Palmer, Executive Assistant, retired with nearly 32 years of service to Washburn University. She began her career as an Office Specialist within the President’s Office and through staff changes, her role grew to Executive Secretary, then to her final title of Executive

Assistant the last ten years. Ms. Palmer provided support to the Board of Regents and was responsible for much of the day-to-day operations while also supporting all members of the President’s Office, including the President as the transcriber of his dictated speeches and communications. She served as a resource for all members of the office, keeping excellent records for the Board and office. Ms. Palmer retired March, 2023.

Mr. Eric Showalter, Auto Collision Instructors, Washburn Institute of Technology, retired after 15 years of service. He is nationally recognized as a Pro-level III training instructor in areas of structural, non-structural, refinish, estimator and aluminum by the Inter-Industry Conference on Auto Collision (I-CAR). In addition to his industry expertise in the classroom, he also believed in serving his community. What started out as a casual conversation to provide students more opportunities for hands-on skill development led to the launch of the National Auto Body Council (NABC) Recycled Rides program at Washburn Tech in 2011. Mr. Showalter led the collaboration with area vendors, technicians, shop owners, shop managers, students and staff to present the first vehicle on November 22, 2011. The program has gifted 33 cars to deserving families, the most of any Recycled Rides program in the United States. Mr. Showalter will retire July 31, 2023.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Jeannie Cornelius, Rugena Hall, Donna McMurry Sue Palmer, and Eric Showalter.

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: New Softball Locker Room

DESCRIPTION:

The Softball Locker Room Request for Proposal was issued September 21, 2021. The result was closure of the bid with no awardee. Washburn Purchasing re-issued a new Request for Proposal this spring. This project is needed to further enhance the Gahnstrom Softball Field Complex and provide dedicated locker room space for the softball team at the field. We anticipate the new facility will increase softball recruitment opportunities for our softball student athletes.

Washburn received six bids and selected Senne Company who had the best overall bid and agreed to completion in 120 days from notification.

<u>VENDOR</u>	<u>BASE BID</u>
Infinity Company	\$869,483
Kelly Construction	\$744,600
Loyd Construction	\$699,500
Mohan Construction	\$726,400
Multicon Construction	\$912,750
Senne Company	\$676,000

FINANCIAL IMPLICATIONS:

The cost of the new Softball Locker Room will be funded by \$175,000 from University Reserves and the remaining \$501,000 from private donor support.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the construction of the Softball Locker Room and award construction to Senne Construction in the amount of \$676,000.

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: Campus Portal

DESCRIPTION:

The campus portal used by Washburn will be at end-of-life in June 2024. This portal is used by faculty, staff, and students to access important information for Washburn such as registering for courses, entering time sheets, advising students, or updating emergency contact information.

Specifications were developed for the portal and issued for bid. We received bids from three vendors with one vendor providing two options. A committee of 15 people led by our ITS department reviewed the proposals and evaluated 2 of the 3 vendors. Each gave a one hour presentation of how their portal worked and how they might interface with Banner. The committee decided Ellucian would provide the best experience and interface well with Banner.

VENDOR

Ellucian
ExLibras
Pathify

BASE BID

\$212,054 (\$42,410.80 average per year)
\$244,973 (\$48,944.60 average per year)
\$173,387 (\$57,795.67 average per year)

FINANCIAL IMPLICATIONS:

The annual cost of implementing the new portal from hosting, development of site, training, and go live will average \$42,410.80 for a total of \$212,054 over five years. The platform will be funded through the ITS general budget.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve contracting with Ellucian for the replacement of campus portal hosting and implementation for \$42,410.80 per year over five years.

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: 1731 Plass Education Department Remodel

DESCRIPTION:

At the March 23, 2023 Board of Regents meeting, the Board approved the 1731 Plass Renovation Project in the amount of \$300,000. This portion of the Plass remodel will renovate the current Law Clinic area for the Department of Education to allow the department to move from its current location in Carnegie Hall. They plan to move into the newly renovated area in July, 2023 and be prepared for the fall academic term.

A Request for Proposal was issued and Washburn received two bids. Senne was chosen because of our previous positive work history and the fact their bid price includes an affirmation of project completion.

<u>VENDOR</u>	<u>BASE BID</u>
Builder Bee	\$166,800
Senne Company	\$128,400

FINANCIAL IMPLICATIONS:

The cost of the renovation will be \$128,400 and will be funded through previously approved capital improvement funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the renovation of the former law clinic at 1731 Plass for future use by the Department of Education to Senne Company in the amount of \$128,400.

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: 1731 Plass Fire Alarm Upgrade

DESCRIPTION:

An upgrade and replacement for the fire alarm at 1731 Plass was approved by the Board of Regents during the March 23, 2023 meeting as part of the capital projects and equipment budget. The approved cost of upgrade and replacement is \$600,000.

Replacing the building's fire alarm system is critical as the current system has had failures with no options for repair. The University determined that Johnson Controls qualifies as a sole source vendor for this upgrade. Using this vendor will allow the University to have continuity with the existing fire alarm system.

FINANCIAL IMPLICATIONS:

The cost of the upgrade and replacement will be \$446,967.86 and will be funded through previously approved capital improvement funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the 1731 Plass Fire Alarm Upgrade to Johnson Controls in the amount of \$446,967.86.

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: Stoffer Science Building Automation System Upgrade

DESCRIPTION:

Stoffer Science Building Automation System Upgrade was approved by the Board of Regents during the March 23, 2023 meeting as part of the capital projects and equipment budget. The cost of \$388,000 was approved for this system upgrade.

This is a continuation of Building Automation System (BAS) upgrades in all buildings on campus. Facilities coordinated with Purchasing to qualify Trane as the sole source vendor for this work. This project will enhance connectivity to better monitor and control the BAS systems across campus.

FINANCIAL IMPLICATIONS:

The total project is \$351,918 and will be funded through previously approved capital improvement funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the Stoffer Science Building Automation System Upgrade to Trane in the amount of \$351,918.

Date

JuliAnn Mazachek

Washburn University Board of Regents

SUBJECT: Washburn University New Scholarship Initiative

DESCRIPTION:

PLACE HOLDER

FINANCIAL IMPLICATIONS:

RECOMMENDATION:

Date

JuliAnn Mazachek, President

Washburn University Board of Regents

SUBJECT: Purchases Between \$50,000 and \$100,000

DESCRIPTION:

Listed below is a summary of purchases that are between \$50,000 and \$100,000 that were made between March 1, 2023 and March 31, 2023.

PO#	VENDOR	AMOUNT	PRODUCT	FUNDING
P0043579	GovConnection Inc.	\$81,622.98	Software renewal	ITS funding
P0043586	Meridian Roofing Solutions	\$52,215.00	Roof for Building G - WIT	Capital Outlay Fund

RECCOMENDATION:

This is presented for information only. No actions is required.

Date

JuliAnn Mazachek, President