

Washburn University Board of Regents Meeting

Kansas Room, Memorial Union

Thursday, 12/7/2023

3:30 - 5:00 PM CT

I. Call to Order

II. Roll Call

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

III. Officer Reports

A. Chair's Report

B. President's Report

IV. New Business

A. Consent Agenda

1. Approval of the Minutes of the October 19, 2023 Meeting

Board Minutes - October 19, 2023 - Page 3

2. Liquidated Claims Approval - September 2023 - Luther Lee

Liquidated Claims - September 2023 - Page 10

3. Liquidated Claims Approval - October 2023 - Luther Lee

Liquidated Claims - October 2023 - Page 11

B. Action Items

1. Sabbatical Approvals - Laura Stephenson

Academic Sabbaticals - Page 12

2. Enroll 360 Renewal - Alan Bearman

Enroll 360 Renewal - Page 14

3. Bachelor of Criminal Justice - Criminal Justice - Laura Stephenson

Bachelor of Criminal Justice - Criminal Justice - Page 16

4. Bachelor of Criminal Justice - Forensic Investigation Sciences - Laura Stephenson

Bachelor of Criminal Justice - Forensic Investigation Sciences - Page 17

5. Associate of Applied Science in Legal Studies - Laura Stephenson

Associate of Applied Science - Legal Studies - Page 18

6. Associate of Applied Science - Criminal Justice - Laura Stephenson

Associate of Applied Science - Criminal Justice New Program - Page 19

7. Associate of Applied Science - Human Services - Laura Stephenson

Associate of Applied Science - Human Services - Page 20

8. Certified Logistics Technology (CLT) - Laura Stephenson

Washburn Tech Certified Logistics Technology - New Program - Page 21

9. Recital Hall - Luther Lee

Recital Hall General Contractor - Page 22

10. 1731 Plass Construction Manager - Luther Lee

Plass Refresh Project - Page 23

11. Washburn Institute of Technology Concrete - Luther Lee

Washburn Tech Concrete Repair - Page 25

12. Pepsi Agreement Extension - Luther Lee

Pepsi Contract Extension - Page 27

C. Informational Items

1. Quarterly Financial Analysis Report - Luther Lee

Quarterly Financials for September 30, 2023 - Page 28

D. Presentations

1. Cybersecurity Program - John Haverty

CyberSecurity Program - Page 33

V. Executive Session

VI. Next Meeting Date

A. Board of Regents Meeting - February 1, 2024

VII. Adjournment

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
October 19, 2023

I. Call to Order

Chairperson Buhler called the meeting to order at 3:31 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Ms. Buhler, Mr. Dietrick, Mr. Fisher, *Mr. Nave, Mr. Romero, and Ms. Sourk.

III. Approval of Minutes of the September 14 meeting.

It was moved by Regent Romero and seconded by Regent Fisher to approve the Minutes of the September 14 meeting. Motion passed.

IV. Officer Reports

A. Chair's Report

Chair Buhler shared congratulations to Regent Dicus on being reappointed to the regents by KBOR. Regent Dicus is attending a KBOR meeting today.

Ms. Buhler noted several Athletics highlights. The Washburn women's soccer team is ranked higher than ever before after coming in at No. 8 in the latest poll. For the first time in program history, Washburn men's tennis has a national champion with Tim Hammes and Santiago Rendon winning the ITA Cup Doubles Championship.

Regent Buhler reminded everyone that next week is Homecoming plus another special event, the Inauguration, which will be held on Friday at 3:00 pm in Lee Arena and is open to the public.

*Regent Nave arrived at 3:34 pm.

B. President's Report

President Mazachek introduced Dr. Alan Bearman, Vice President Strategic Enrollment Management, to give an update on the exciting enrollment news.

Dr. Bearman recognized his team and credited their hard work for the current enrollment success. A slide presentation was made showing our combined enrollment numbers at Washburn and Washburn Tech. After a steady decline in enrolment in the past several years, the University saw an increase this year in head count as well as FTE.

Vice President Bearman noted the retention rate is slightly improved and moving in a positive direction. The University experienced the largest incoming class in several years. The Graduate and Law School enrollment has been consistently steady as well.

Dr. Bearman thanked the Board of Regents for making big investments in providing resources through EAB and the support for new scholarships. He also recognized the positive collaboration with Washburn's Public Relations team with new marketing efforts such as billboards and a robust social media push. It has been a campus-wide effort that led to successful enrollment.

Dr. Mazachek thanked Dr. Bearman and the entire enrollment team for their hard work. She shared the University held a wonderful celebration for faculty and staff to thank everyone for their contributions to our students.

President Mazachek noted the copy of the annual report at the Regent's seats. This is the first annual report published in over a decade. Dr. Mazachek thanked the University PR team and especially recognized the work of Lori Hutchinson and Ernie Webb in producing the brochure.

Dr. Mazachek reported the Strategic Plan continues to develop and move forward. The Task Force has held several community input forums and has received good feedback. They will meet with the Board after this meeting to share updates and receive further input. The Task Force is on target to bring the Strategic Plan to the December Board meeting.

President Mazachek shared a safety message went out to campus this week. It was a reminder that we are very proactive on our campus and have strong leadership in our Police department. If you see something, please report it to Washburn Police.

Dr. Mazachek asked Eric Grospitch, Vice President of Student Life, to share details for Homecoming. Dr. Grospitch noted Homecoming is a week-long celebration, and the theme is Boots, Bods, and Bling. Events kick off on Tuesday night with candidates being announced at the Rising Stars Variety Show in Washburn A and B. Other events include Scorch on the Porch on the Union lawn on Wednesday, and Yell Like Hell on Thursday evening in Lee Arena. Friday is the Presidential Inauguration at 3:00pm in Lee Arena. A big change this year, the University will not host a parade due to lack of student interest the past couple of years. Instead, the students are holding a large tailgate event on the lawn. Currently, 18 new student organizations have signed up for the event along with the Alumni tailgate. There will be performances from several entertainers and a student DJ. The halftime ceremony is

moving to a first and second place runner up and an overall Top Bod winner. The Washburn Alumni and Foundation will host the annual Pancake Feed, 8:00–10:00 am, in the Bradbury Thompson Alumni Center.

President Mazachek shared the University held a very successful Tilford Conference in October. This diversity conference hosted approximately 550 participants. The President noted the great work by Kelly Erby, Danielle Dempsey-Swopes and their teams leading this effort.

Finally, several searches on campus are progressing. The Provost search is getting ready for zoom interviews, the Law School Dean search was launched last week, and the Dean of Washburn Tech search will host finalists on campus next month.

Vice Chair Dietrick thanked the President for the monthly update she sends to the Board.

C. Committee Report(s)

1. Audit Committee

Regent Craig Hulse shared the Audit Committee met briefly and received the audit report from Kaleb Lilly from RubinBrown. There were no major changes from last year. The final draft will be provided to the University in the next couple of weeks.

V. New Business

A. Consent Agenda

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

1. Liquidated Claims Approval – July 2023

2. Liquidated Claims Approval – August 2023

B. Action Items

1. Academic Programs

a. Additional Certification for Engineering Drafting and Design Program

Dr. Laura Stephenson, Interim Provost and Vice President for Academic Affairs, presented this item. The Engineering Drafting and Design program at Washburn Tech is proposing adding a Certificate A to the already existing Certificate C. Based on recommendations from the industry advisory board

and student interest, the Engineering Drafting and Design would offer a Certificate A for 24 credits in addition to the existing Certificate C. This addition will allow students to enter the industry faster but still go on for additional instruction.

Tara Lindahl, Assistant Dean for Academic Services at Washburn Tech, answered questions from the regents regarding certificate designations and the maximum number of students allowed in the program, which is currently 16. Ms. Lindahl shared the University is looking at ways to expand which would require more space and another instructor.

Motion by Regent Hulse seconded by Regent Romero to approve the additional Certification. Motion passed.

2. Eminentes Universitatis

Vice President for Administration and Treasurer Luther Lee presented the next 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 on Lou Olsen.

Mr. Lee shared that Ms. Olsen began her career at Washburn in the Registrar's Office as a Clerk II in 1984, and then transferred in 1986 to the Personnel Office which is now our Human Resources office. Ms. Olsen has received several Outstanding Service awards and is an active supporter of Washburn athletics. She and her husband received the Honorary Ichabod Award in 2022 for their dedication to Washburn.

It was moved by Regent Sourk and seconded by Regent Dietrick to approve bestowing the status of Eminentes Universitatis to Lou Olsen.

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

Cynthia Holthaus, Chief of Staff, presented this item. The University is always reviewing their policies and procedures for best practices. The policy before you would help the University recruit and retain talent in a timelier manner. The language of our current policy still includes Board approval for Vice President and President positions. The search firm we engaged shared in their expertise the Vice President level searches are increasingly competitive. The uncertainty of whether they will be approved could make them reluctant to accept a position at Washburn.

Ms. Holthaus shared the Board will continue to be involved with the Vice President hires through the interview process and have the opportunity to give input to the President.

Motion by Regent Dietrick and seconded by Regent Nave to approve amending this policy. Motion passed.

4. Fiscal Year 2023 External Audit Report

Vice President Luther Lee noted, as Regent Hulse mentioned earlier, Kaleb Lily from RubinBrown shared with the Audit Committee there were no findings on the financial statement audit. The report is a draft and will be finalized in the next couple of weeks. Mr. Lily does not anticipate any major changes. The University will have a chance to review it before final approval. Mr. Lee recognized the hard work of his team, especially Debbie White and Marsha Stromgren, in assisting the auditors.

Debbie White, Assistant Vice President of Finance, presented the Fiscal Year 2023 financials. Ms. White shared that we ended FY23 in a positive financial position. A slide presentation showed the financial highlights. The only notable changes this year was the addition of GASB 96 which is the accounting for subscriptions.

No action was taken on this item.

5. Henderson Renovation Project – Construction Manager at Risk

Vice President Luther Lee presented the item. In December 2021, the Board approved moving forward with fund raising and beginning the formal design process for the Henderson Resource Learning Center. The next step is selecting a construction manager at risk (CMAR). Mr. Lee invited Eric Just, Assistant Vice President of Facilities Services, to explain CMAR.

Mr. Just noted that a CMAR provides the best value for a heavy renovation project. A contract is awarded early in the project and the company provides cost estimates, detailed project scheduling, phase planning, and input on design development. The University plans to engage a CMAR immediately after approval. The anticipated length of construction is 18 months.

Mr. Lee shared the University received proposals from five CMAR firms. The proposals were reviewed and ranked. The top four firms were invited to campus for interviews. Washburn University recommends McCownGordon be awarded the CMAR contract for this project.

A question was raised about the location of this firm. Mr. Just shared this company has locations in Manhattan and Kansas City.

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

6. Plass Refresh Project – Design Services

Vice President Lee presented this item. The Board previously approved capital funds to refresh the 1731 Plass Building for relocation of the University Library into the vacated Law Building. The objective is to refresh this building and upgrade restrooms, classrooms, and offices in preparation for the University's main Library, the Center for Student Success and Retention, Honors, Leadership Institute, LinC, Career Services, the Writing Center, and the Mathematics Lab to be located at this building.

Mr. Lee shared an RFP for the design services was issued. Proposals were received and reviewed from seven design firms. Several factors were considered including experience, price, and team qualifications. Washburn recommends Schwerdt Design Group to be awarded the contract.

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

7. Audio Visual Upgrade for Conference Room at Washburn Tech

Vice President Luther Lee presented the next item. The conference center at Washburn Tech is frequently used by internal and external groups. The equipment in this space is from varying periods of time and in need of an upgrade. Cytek Media Systems provided the quote using state contract 42599. Washburn recommends awarding the contract to Cytek Media Systems for \$121,006.

Regent Dietrick inquired about how the use of the State contract works. Mr. Lee shared the RFP issued by the State outlines specific items used and costs. If awarded to Cytek Media, the University can piggyback off these contracts and move quicker with the purchasing process.

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

8. McVicar House Sewer Line Relocation

Vice President Lee presented this item. At the June 2023 Board of Regents meeting, the Board approved the construction of a new president's residence, the McVicar House. The project is progressing well. During the planning, it was discovered however that the garage will sit over the top of the existing city sewer line. The city requires that the sewer line be relocated prior to approving the garage for construction. The contractor selected to build the McVicar House, Thiessen Design, has worked with the city to determine their needs and provided a change order request of \$124,603 to install the new sewer line.

Regent Dietrick asked if this change should have been discovered sooner. Eric Just shared that there was a change in the original design to move the house back further on the lot to allow more entry room, thus causing the garage to be located over the sewer line.

Motion by Regent Hulse and seconded by Regent Dietrick. Motion passed.

VI. Next Meeting Date

A. Board of Regents Meeting – Strategic Planning – October 19, 2023

B. Washburn Board of Regents Meeting – Thursday, December 7, 2023

VIII. Adjournment

Motion by Regent Sourk and seconded by Regent Nave to adjourn the meeting. Motion passed.

The meeting adjourned at 4:28 pm.

Marc Fried
Secretary, Board of Regents

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – September 2023

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

Fund #	Fund Name	Total Claims
1.	General Fund	\$4,104,263
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,305,518
4.	Endowment Fund	-0-
5.	Student Loan Fund	300
7.	Tort Claim Fund	849
8.	Restricted and Agency Fund	628,758
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	11,985
	Sub-Total	6,051,673
	Payroll	3,365,253
	Payroll Withholding ACH Transactions	2,328,402
	Total	\$11,745,328

WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$301,900
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	5,229
13.	Government and Research Fund	4,060
	Sub-Total	311,189
	Payroll	387,049
	Payroll Withholding ACH Transactions	146,087
	Total	\$844,325

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – October 2023

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

Fund #	Fund Name	Total Claims
1.	General Fund	\$4,356,764
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	478,137
4.	Endowment Fund	-0-
5.	Student Loan Fund	300
7.	Tort Claim Fund	388,848
8.	Restricted and Agency Fund	439,800
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	22,465
	Sub-Total	5,686,314
	Payroll	3,457,951
	Payroll Withholding ACH Transactions	2,574,343
	Total	\$11,718,608

WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$257,163
3.	Building and Construction Fund	4,234
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	2,913
13.	Government and Research Fund	1,385
	Sub-Total	265,695
	Payroll	398,637
	Payroll Withholding ACH Transactions	134,668
	Total	\$799,000

Washburn University Board of Regents

SUBJECT: Academic Sabbaticals 2024-2025

DESCRIPTION:

The Vice President for Academic Affairs and the Academic Sabbatical Committee solicit and review academic sabbatical proposals. The following individuals are recommended for Academic Sabbaticals in the 2024-2025 academic year:

Faculty	Department	Length
Paul Byrne	Business	Semester
Lisa Douglass	Education	Semester
Andy Farkas	English	Semester
Kim Harrison	Social Work	Semester
Michael McGuire	Psychology	Semester
Kim Morse	History	Semester
Laura Murphy	Sociology/Anthropology	Semester
Matt Nyquist	Mass Media	Semester
Mary Sundal	Sociology/Anthropology	Semester
Corey Zwikstra	English	Semester
Rory Bahadur	School of Law	Semester
Gillian Chadwick	School of Law	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. (4% of 293 is 11.72.) The School of Law awards up to two sabbaticals in a particular academic year.

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 an 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 Mazachek recommends the Board of Regents approve offering Academic Sabbaticals for the 2024-2025 academic year to the above individuals.

Washburn University Board of Regents

SUBJECT: Undergraduate Enrollment Services: EAB Enroll 360 Renewal

DESCRIPTION:

Washburn University currently contracts with EAB for Enroll 360, a suite of Undergraduate Enrollment Services, to improve our position in an increasingly competitive and sophisticated marketplace for recruiting students. This renewal presents Washburn with an opportunity to expand the scope of the current partnership initiated in March 2021 to better match other universities and secure substantial early renewal discounts by extending the partnership for 2025-2027.

The EAB Enroll 360 partnership provides significant recruiting advantages to the institution because we are working collaboratively to connect with new students, and then to help them choose to pursue their studies at Washburn. Nationally and locally, institutions using Enroll 360 are outperforming other institutions in the enrollment of new undergraduate students and this renewed contract allows us to move forward in achieving our strategic enrollment goals.

- This plan doubles the Sophomore/Junior campaign (called Cultivate) from 25,000 names to 50,000, which is anticipated to double inquiries to WU from 2,500 to 5,000 per year, starting in January 2024.
- This Cultivate volume expansion will further saturate existing markets and also expands into Washburn’s next out of state markets – with plenty of growth opportunities in both.
- EAB will sponsor/discount this Cultivate expansion by covering 100% of the program cost this cycle. Washburn would only incur incremental costs to purchase additional names.
- The expansion in scope includes a Cappex Inquiry subscription for students who have inquired to Washburn – 2,000 per year, and this is prorated for 1,000 inquiries for a late start for this cycle.
- Immediately expand our scope of services to add the decision survey, add the Cappex partnership, and double the Cultivate volumes for 2024.
- To further improve yield, this also includes the Decision Survey Marketing campaign to Freshman admits for 2024 only. During this time the Washburn team will develop the skill set necessary to maximize yield going into the future without assistance of EAB.
- Includes an EAB Yield Planning Summit with training on this new Decision IQ campaign to help the Washburn team develop the necessary skills to further boost yield rates.

FINANCIAL IMPLICATIONS:

Renewal of the EAB Undergraduate Enrollment Services contract, Enroll 360 through 2027, with all the services described above at a total investment of \$1,335,146, using the General Fund budget during the following years as outlined below:

Fiscal Year 2024 \$55,656 (in addition to previously approved EAB contract payment)
Fiscal Year 2025 \$367,820
Fiscal Year 2026 \$426,510
Fiscal Year 2027 \$485,160

Renewal at this time offers Washburn significant discounts and avoidance of the forthcoming price increases going into effect at EAB in 2024.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the renewal of EAB Enroll 360 suite of services through 2027 at a total cost of \$1,335,146.

Washburn University Board of Regents

SUBJECT: New Program: Bachelor of Criminal Justice - Criminal Justice

DESCRIPTION:

The proposed Bachelor of Criminal Justice degree in Criminal Justice provides students with a generalist foundation in criminal justice that includes content related to law enforcement, corrections, security administration, and forensic investigations. Students will complete 60 hours of criminal justice coursework comprised of 36 hours of core courses, including at least one internship, and 24 hours of electives that students can select from across a wide variety of topics (e.g., juvenile justice, homicide, human trafficking). Students will also complete coursework from outside the criminal justice department that is complementary and will prepare them for success in their future careers.

Currently, criminal justice students must select a specific emphasis area which limits the type of coursework they are exposed to. Students have demonstrated an interest in a generalist criminal justice program that leads to a BCJ, rather than having to select an emphasis area. It is expected that students will be drawn to the flexible and generalist nature of this program, which will prepare them for careers in a wide variety of criminal justice areas.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATIONS:

President Mazachek recommends the Board of Regents approve the addition of the Bachelor of Criminal Justice - Criminal Justice program.

Washburn University Board of Regents

SUBJECT: New Program: Bachelor of Criminal Justice - Forensic Investigation Sciences

DESCRIPTION:

The proposed Bachelor of Criminal Justice in Forensic Investigation Sciences prepares students for forensic investigation careers at KBI, FBI, and other similar entities. The degree includes 66 credit hours of criminal justice coursework, 24 credit hours of STEM coursework from biology, chemistry, physics, and mathematics, and additional general education coursework.

The coursework for the Bachelor of Criminal Justice in Forensic Investigation Sciences complies with the requirements for accreditation as outlined by the American Academy of Forensic Sciences' Forensic Science Education Programs Accreditation Commission (FEPAC), and with National Institute of Standards and Technology's OSAC Standards (the Organization of Scientific Area Committees for Forensic Science).

Discussions with the criminal justice and forensic science advisory board members and potential employers indicated a need for a pathway that provides students with forensic investigation experience, along with strong laboratory skills. An increasing number of students are expressing interest in careers with the KBI and FBI, and this program adds the necessary STEM and laboratory components to make graduates competitive in the job market.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Bachelor of Criminal Justice - Forensic Investigation Sciences program.

Washburn University Board of Regents

SUBJECT: New Program: Associate of Applied Science/Legal Studies

DESCRIPTION:

The proposed Associate of Applied Science in Legal Studies equips students with the professional skills needed to work in the legal profession as a paralegal, legal assistant, or related position. The 63-credit hour degree includes 39 credit hours of legal studies coursework, and additional complementary and general education coursework. Completion of the proposed AAS in Legal Studies will prepare students to complete a Bachelor of Legal Studies degree in the future.

The new Kansas Board of Regent system-wide general education framework adds 8 hours of general education requirements to A.A. and A.S. degrees. Offering an AAS degree in Legal Studies allows students to take more discipline-specific courses to amplify their career-readiness and keeps Washburn University competitive with other institutions who are already offering AAS degrees for their students.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Associate of Applied Science/Legal Studies program.

Washburn University Board of Regents

SUBJECT: New Program: Associate of Applied Science/Criminal Justice

DESCRIPTION:

The proposed Associate of Applied Science in Criminal Justice equips students with the professional skills needed to work in a wide variety of criminal justice areas. The 63-credit hour degree includes 39 credit hours of criminal justice coursework, and additional complementary and general education coursework. Completion of the proposed AAS in Criminal Justice will prepare students to complete a Bachelor of Criminal Justice degree in the future.

The new Kansas Board of Regent system-wide general education framework adds 8 hours of general education requirements to A.A. and A.S. degrees. Offering an AAS degree in Criminal Justice allows students to take more discipline-specific courses to amplify their career-readiness and keeps Washburn University competitive with other institutions who are already offering AAS degrees for their students.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of Associate of Applied Science/Criminal Justice program.

Washburn University Board of Regents

SUBJECT: New Program: Associate of Applied Science/Human Services

DESCRIPTION:

The proposed Associate of Applied Science in Human Services is well suited for students who seek employment as behavioral health/mental health or addiction technicians. The 60 credit hour degree focuses on the development of professional skills relevant to these employment areas, and includes 24 hours of human services coursework, including an internship, and additional complementary and general education coursework. Completion of the AAS in Human Services prepares students to complete a Bachelor of Applied Science degree, should they wish to further their education.

The Bureau of Labor Statistics projects that employment for the applicable fields of "psychiatric technicians" and "social and human service assistants" will grow by 9 percent from 2022 to 2032, a rate that is "much faster than average for all occupations." Additionally, Community Mental Health Centers in Kansas are transitioning to become Certified Community Behavioral Health Clinics, and it is anticipated that the need for students trained as behavioral health and addiction technicians will increase.

Further, the new Kansas Board of Regent system-wide general education framework adds 8 hours of general education requirements to A.A. and A.S. degrees. Offering an AAS degree in Human Services allows students to take more discipline-specific courses to amplify their career-readiness and keeps Washburn University competitive with other institutions who are already offering AAS degrees for their students.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Associate of Applied Science/ Human Services program.

Washburn University Board of Regents

SUBJECT: Certified Logistics Technology (CLT) - New Stand-Alone Parent Program (SAPP) for Spring 2024

DESCRIPTION:

Certified Logistics Technology (CLT) will be offered as a new 15-credit certificate within the Manufacturing division and in conjunction with Manufacturing Institute. In collaboration with the Manufacturing Institute (MI), over the past five years, Washburn Tech has trained more than 400 Certified Production Technicians for individuals transitioning from military service. Leveraging this successful collaboration, Washburn Tech received an invitation from MI to pioneer a fresh pathway aimed at service members exiting the military. Recognizing the familiarity and interest that military members have in entering the logistics field post-separation, the MI, which presently conducts an in-person program in Texas, seeks to extend its program nationwide through Washburn Tech. In addition to our military students, additional manufacturing partners have shown interest in this new program, including Mars-Wrigley and Reser's.

This program will also feature a dedicated program manager tasked with overseeing student recruitment and placement processes. The program manager will assume the role of a bridge between the Manufacturing Institute, program partners such as the U.S. Army Soldier for Life Transition Assistance Program, regional installation transition programs, community organizations, educational institutions, and industry collaborators. Their pivotal responsibilities encompass ensuring the attainment of program objectives, fulfilling goals, and meeting stipulated criteria. This will encompass managing various aspects including candidate sourcing, evaluating applicants, providing assistance in student placements, and maintaining a comprehensive system for tracking relevant data.

The CLT will be 15 credits, supervised by a program coordinator, and provided primarily online. This program is designed to be financially self-sustaining. Operating in an online format, the instructor for this program will work remotely. There will be no need for physical facilities or equipment. Instructional materials and credentials will be charged to the student as part of their enrollment fees.

FINANCIAL IMPLICATIONS:

The initial startup cost for FY24 (Spring 2024) is \$120,990 and funded by tuition and program fees. Ongoing program expenses will continue to be covered in full by tuition and fees.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Certified Logistics Technology (CLT) program.

Washburn University Board of Regents

SUBJECT: Recital Hall General Contractor

DESCRIPTION:

In October 2020, the Board approved proceeding with the design services of a new Recital Hall as an addition on the North side of Garvey Fine Arts Center. Schwerdt Design Group (SDG) is the architect on the project and developed the design during 2021.

SDG produced construction drawings and specifications that Washburn utilized in a Request for Proposal published in October 2023. Bids were received from four contractors as follows:

<u>VENDOR</u>	<u>BASE BID</u>	<u>LOCATION</u>
Crossland Construction	\$ 6,637,000	Kansas City/Topeka
Senne Company	\$ 6,957,000	Topeka
Icon Structures	\$ 7,039,000	Wichita
MCP Build	\$ 10,051,000	Topeka

A bid evaluation committee evaluated the bids on a variety of factors. The committee recommends the award be made to Crossland Construction.

The cost of the project exceeds the original estimate presented in October 2020. During that time, the construction industry has incurred significant cost increases. This increase from the earlier estimate is comparable to cost increases seen in the market for construction projects during this period.

FINANCIAL IMPLICATIONS:

The total project cost including design, construction and contingency will not exceed \$8,000,000. The cost of the project is funded through private gifts (\$5,000,000) and University Reserves (\$3,000,000).

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the Recital Hall General Contractor award to Crossland Construction in the amount of \$ 6,637,000, and total project cost not to exceed \$8,000,000.

Washburn University Board of Regents

SUBJECT: 1731 Plass Refresh Project Phase One – Construction Manager

DESCRIPTION:

In March 2023, the Board approved the capital project to refresh the 1731 Plass Building for the relocation of the University Library into the vacated law building. This is a multi-year project to be completed and funded in phases. The capital funds were combined with University reserve funds to provide a total budget of \$5,500,000 for the first phase. In October 2023, the Board approved the design services contract for the Plass refresh to Schwerdt Design Group (SDG) as the project design team.

In order to meet the July 1, 2024 deadline, Washburn decided to engage a Construction Manager (CM) to work on a cost-plus basis as a member of the project team. This would allow work to start as soon as the design of different areas is complete, moving the project forward as other areas are designed.

During design, the CM provides pre-construction services which include cost estimates, constructability reviews, detailed project scheduling, and phase planning. The CM will be provided with the full construction budget for the project and will be responsible for managing the budget to complete the project on schedule. As the design progresses, the CM will engage trade contractors to perform the construction of the project. This method will allow construction to start as soon as possible to achieve as much of the work as possible with the cost and schedule available.

Washburn issued an RFP for the Construction Manager (CM) firm for the project.

<u>VENDOR</u>	<u>LOCATION</u>
BA Green	Lawrence
Crossland	Kansas City/Topeka
KBS	Topeka
Mohan Construction	Topeka
Senne Company	Topeka

The CM firms’ proposals were reviewed and ranked. The evaluation of the firms was based primarily on the team members and subcontract team being proposed, their experience on similar projects, their proposal response showing experience providing creative solutions to project challenges, and the markup of their services.

Washburn recommends Senne Company of Topeka, KS to be awarded the CM contract for this project. Senne will be issued the \$2,800,000 construction budget for the project. Senne proposes a markup of 4% markup for self-performed work, subcontractor work, and material/equipment purchases on this project. Additional work beyond the construction budget may be issued to Senne out of the project’s contingency.

FINANCIAL IMPLICATIONS:

The current estimated breakdown of costs is \$440,000 for design services (SDG), \$2,800,000 for construction (Senne), and \$ 2,260,000 for additional items such as audio visual, information technology, furniture, and contingency. The cost of the construction will be funded through a previously approved capital project and University reserve funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the Construction Management contract in the amount of \$2,800,00 for the Plass Refresh Project to Senne Company, and total project budget of \$5,500,000 for phase one.

Washburn University Board of Regents

SUBJECT: Washburn Tech Concrete Repairs

DESCRIPTION:

This project is to repair and replace areas of concrete on the Washburn Tech Huntoon Campus beginning FY24 and continuing into FY25.

To maximize the available budget, the bid documents include repairs to five key areas of concrete shown on the campus map attached, along with unit prices for miscellaneous repairs of pavement by square yard, curb and gutter by linear foot, lane striping by linear foot, and other factors. This will allow for the work to be performed with the available budget. Additional repairs will be pursued with future capital funds.

Requests for proposals were posted September 26, 2023, and one proposal was received on or before October 11, 2023. The following contractor submitted a proposal:

<u>VENDOR</u>	<u>BASE BID</u>	<u>LOCATION</u>
Bettis Asphalt & Construction	\$196,474	Topeka, KS

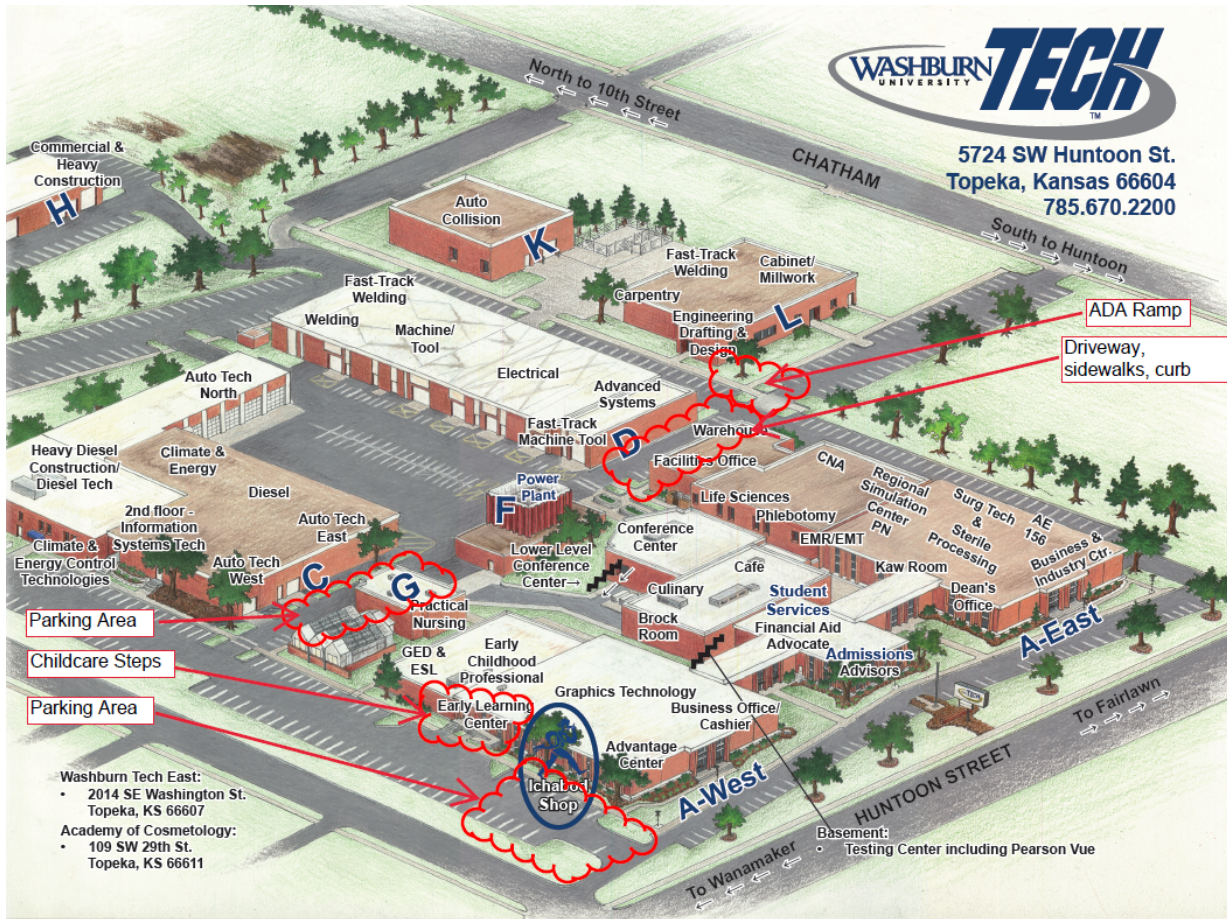
Bettis's pricing was compared against recently completed projects on campus and found to be reasonable for the work requested. Bettis is a reputable local company who performs quality work.

FINANCIAL IMPLICATIONS:

The total project budget of \$300,000 is funded from FY24 & FY25 capital project budgets. Work issued to Bettis will be adjusted if FY25 funding is reallocated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve Bettis Asphalt & Construction as the vendor for this project.



Washburn University Board of Regents

SUBJECT: Pepsi Contract Extension - Exclusive Pouring Rights Agreement

DESCRIPTION:

Washburn signed the initial contract with Pepsi to provide exclusive pouring rights on campus over 35 years ago. This contract has been bid and extended several times and the current contract runs through June 30, 2024. Based on a variety of factors including previous bid history, market conditions and positive experience with the current contractor, Washburn elected to enter into negotiations for an extension and did not issue a new RFP.

This new contract proposal provides increased financial, product and equipment support to Athletics, Washburn Tech, Auxiliary Services as well as funding for student scholarships and recycling initiatives.

FINANCIAL IMPLICATIONS:

Washburn will receive total financial and economic support from Pepsi, estimated to be approximately \$1,000,000 in kind and cash, for the five-year term of the extension.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approval of a 5-year agreement with LinPepCo for campus exclusive pouring rights.

**Washburn University, Washburn Institute of Technology,
Residential Living, and Business and Auxiliary Services
Operating Funds
Combined Statements of Revenues and Expenditures
For the three months ended September 30, 2023 and 2022**

	FY 2023-24		Year-to-Date Actual	FY 2022-23	Year-to-Date Actual	% change from prior year
	Budget			Year-to-Date Actual		
	Amount	% of Total				
Revenues:						
Tuition and fees	\$ 53,380,526	44.6%	\$ 28,251,497	\$ 25,823,770	9.40%	
Sales tax	26,600,000	22.2%	6,416,278	6,490,801	-1.15%	
State appropriations	23,518,237	19.6%	10,935,317	9,464,901	15.54%	
Residential Living	4,583,259	3.8%	2,470,256	2,117,374	16.67%	
Business and Auxiliary Services	3,713,500	3.1%	1,347,521	1,192,864	12.97%	
Other	7,902,955	6.6%	2,058,353	760,715	170.58%	
Total revenues	119,698,477	100.0%	51,479,222	45,850,424	12.28%	
Expenditures:						
Salaries, wages and benefits	80,118,272	66.9%	18,056,182	16,211,182	11.38%	
Scholarships	9,777,176	8.2%	4,815,661	3,328,395	44.68%	
Debt service	4,169,480	3.5%	1,042,370	916,639	13.72%	
Utilities	3,442,102	2.9%	593,011	563,032	5.32%	
Supplies and materials	3,291,322	2.7%	854,179	686,786	24.37%	
Professional services	3,409,878	2.8%	1,182,806	1,316,139	-10.13%	
Computer hardware, software and maint.	2,472,217	2.1%	1,966,331	1,587,269	23.88%	
Travel	1,731,483	1.4%	180,031	174,830	2.97%	
Memberships and subscriptions	1,491,867	1.2%	1,100,114	1,412,706	-22.13%	
Other	9,794,680	8.2%	2,810,336	2,863,867	-1.87%	
Total expenditures	119,698,477	100.0%	32,601,022	29,060,845	12.18%	
Change in Net Position	\$ -		\$ 18,878,200	\$ 16,789,579	12.44%	

Washburn University
General Fund
Statements of Revenues and Expenditures
For the three months ended September 30, 2023 and 2022

	FY 2023-24		Year-to-Date Actual	FY 2022-23		% change from prior year
	Budget			Year-to-Date	Year-to-Date	
	Amount	% of Total		Actual	Actual	
Revenues:						
Tuition and fees	\$ 49,085,012	51.0%	\$ 26,576,222	\$ 24,134,232	10.00%	
Sales tax	26,600,000	27.6%	6,416,278	6,490,801	-1.15%	
State appropriations	14,000,000	14.5%	7,000,000	7,000,000	0.00%	
KTWU	4,025,820	4.2%	504,564	458,142	10.13%	
Endowment Income	410,424	0.4%	-	-	-100.00%	
Other	2,195,256	2.3%	579,391	152,529	329.68%	
Total revenues	96,316,512	100.0%	41,076,455	38,235,704	7.22%	
Expenditures:						
Salaries, wages and benefits	68,288,937	70.9%	15,594,414	13,975,507	11.58%	
Scholarships	9,465,107	9.8%	4,644,162	3,178,710	46.10%	
Professional services	3,192,638	3.3%	1,070,791	1,236,411	-13.40%	
Utilities	2,051,132	2.1%	392,189	362,329	8.24%	
Supplies and materials	2,032,142	2.1%	498,970	376,467	32.54%	
Computer hardware, software and maint.	2,179,206	2.3%	1,882,689	1,496,897	25.77%	
Travel	1,644,608	1.7%	156,134	153,238	1.89%	
Memberships and subscriptions	1,491,867	1.5%	1,100,114	1,412,706	-22.13%	
Other	5,970,875	6.2%	1,403,499	1,612,298	-34.12%	
Total expenditures	96,316,512	100.0%	26,742,961	23,804,563	12.34%	
Change in Net Position	\$ -		\$ 14,333,494	\$ 14,431,141	-0.68%	

**Washburn Institute of Technology
General Fund
Statements of Revenues and Expenditures
For the three months ended September 30, 2023 and 2022**

	FY 2023-24		Year-to-Date Actual	FY 2022-23	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
Revenues:					
Tuition and fees	\$ 4,295,514	28.5%	\$ 1,675,275	\$ 1,689,538	-0.84%
State appropriations	9,518,237	63.1%	3,935,317	2,464,901	59.65%
Other	1,271,455	8.4%	974,397	150,044	549.41%
Total revenues	15,085,206	100.0%	6,584,989	4,304,482	52.98%
Expenditures:					
Salaries, wages and benefits	10,110,228	67.0%	2,049,221	1,889,769	8.44%
Supplies and materials	1,109,250	7.4%	316,744	282,482	12.13%
Utilities	558,229	3.7%	88,481	92,637	-4.49%
Professional services	217,240	1.4%	112,015	79,728	40.50%
Repair and maintenance	178,850	1.2%	35,647	98,920	-63.96%
Computer hardware, software and maint.	205,676	1.4%	28,233	34,319	-17.73%
Space and equipment rental	100,475	0.7%	46,169	48,874	-5.53%
Insurance premiums	205,000	1.4%	22,476	-	-
Travel	86,875	0.6%	23,897	21,593	10.67%
Other	2,313,383	15.3%	732,284	794,384	-7.82%
Total expenditures	15,085,206	100.0%	3,455,168	3,342,705	3.36%
Change in Net Position	\$ -		\$ 3,129,821	\$ 961,777	225.42%

Washburn University
Residential Living
Statements of Revenues and Expenditures
For the three months ended September 30, 2023 and 2022

	FY 2023-24		Year-to-Date Actual	FY 2022-23		% change from prior year	
	Budget			Year-to-Date Actual	Year-to-Date Actual		% change from prior year
	Amount	% of Total					
Revenues:							
Room rental	\$ 4,412,779	96.3%	\$ 2,436,632	\$ 2,061,495		18.20%	
Other	170,480	3.7%	33,624	55,879		-39.83%	
Total revenues	4,583,259	100.0%	2,470,256	2,117,374		16.67%	
Expenditures:							
Debt service	1,950,320	42.6%	487,580	345,442		41.15%	
Utilities	569,868	12.4%	75,897	74,100		2.42%	
Salaries, wages and benefits	676,221	14.8%	190,048	142,477		33.39%	
Repair and maintenance	179,339	3.9%	121,001	134,217		-9.85%	
Scholarships	312,069	6.8%	171,499	149,686		14.57%	
Insurance	70,270	1.5%	-	-		-	
Supplies and materials	105,370	2.3%	25,210	16,088		56.70%	
Other	719,802	15.7%	27,485	28,309		-2.91%	
Total expenditures	4,583,259	100.0%	1,098,720	890,317		23.41%	
Change in Net Position	\$ -		\$ 1,371,537	\$ 1,227,057		11.77%	

Washburn University
Business and Auxiliary Services
(Memorial Union, Ichabod Shop, Dining, and Vending)
Statements of Revenues and Expenditures
For the three months ended September 30, 2023 and 2022

	FY 2023-24		Year-to-Date Actual	FY 2022-23		% change from prior year
	Budget			Year-to-Date Actual		
	Amount	% of Total				
Revenues:						
Ichabod Shop	\$ 2,238,000	60.3%	\$ 1,022,468	\$ 917,805		11.40%
Internal Operating Transfer	950,000	25.6%	237,500	190,000		25.00%
Dining	414,000	11.1%	44,575	40,308		10.59%
Other	111,500	3.0%	42,979	44,752		-3.96%
Total revenues	3,713,500	100.0%	1,347,521	1,192,864		12.97%
Expenditures:						
Cost of goods sold	1,548,285	41.7%	685,226	499,319		37.23%
Salaries, wages and benefits	1,042,886	28.1%	222,500	203,430		9.37%
Debt service	301,877	8.1%	75,469	35,494		112.62%
Utilities	262,873	7.1%	36,445	33,967		7.30%
Repair and maintenance	156,909	4.2%	75,418	39,832		89.34%
Computer hardware, software and maint.	87,335	2.4%	55,409	56,053		-1.15%
Supplies and materials	44,560	1.2%	13,256	11,749		12.82%
Other	268,775	7.2%	140,451	143,417		-2.07%
Total expenditures	3,713,500	100.0%	1,304,174	1,023,261		27.45%
Change in Net Position	\$ -		\$ 43,348	\$ 169,604		-74.44%



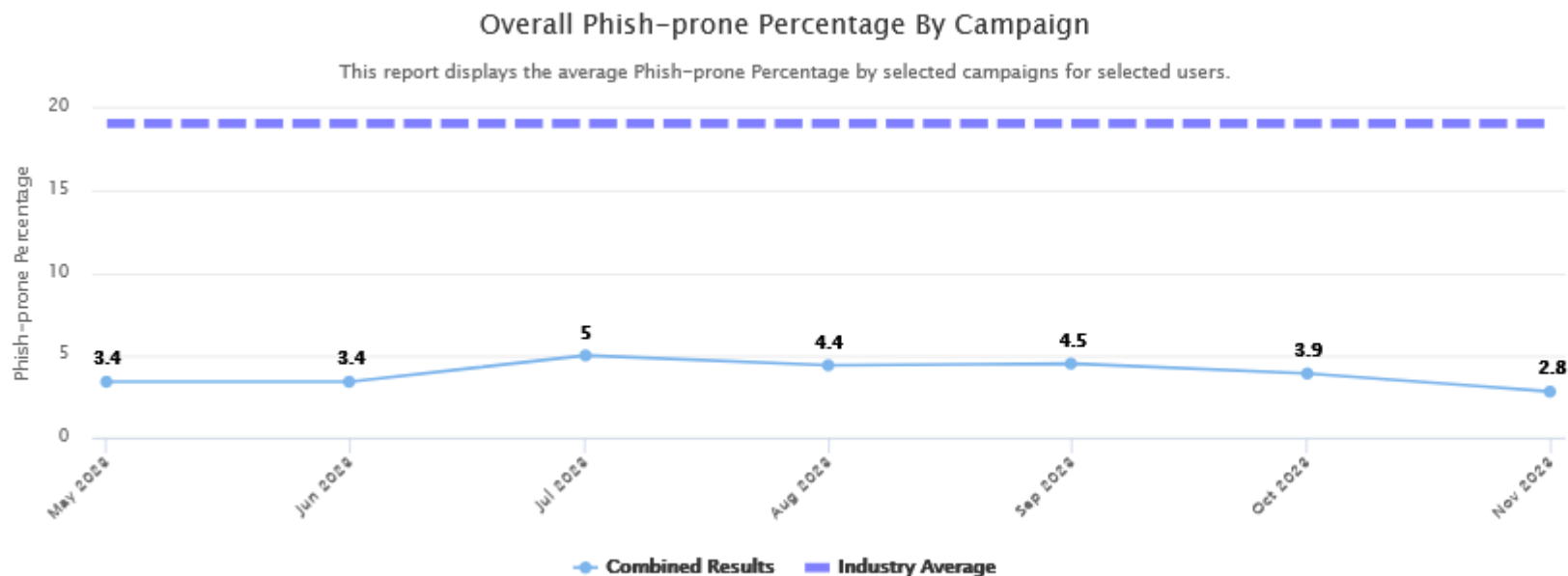
Washburn's CyberSecurity Program

Annual Update Dec 2023



Information Security Program: Security Awareness Training

- Overall Phish-prone % by phishing campaign (monthly, fac/staff, if failed – auto-enrolled in additional training)



Industry Benchmark Data ?

Account Average Phish-prone %	4.5%
Last Campaign Phish-prone %	3.4%
Industry Phish-prone %	19.1%

Industry: Education

Organization Size: Medium (250-10)

Program Maturity: 90 Day

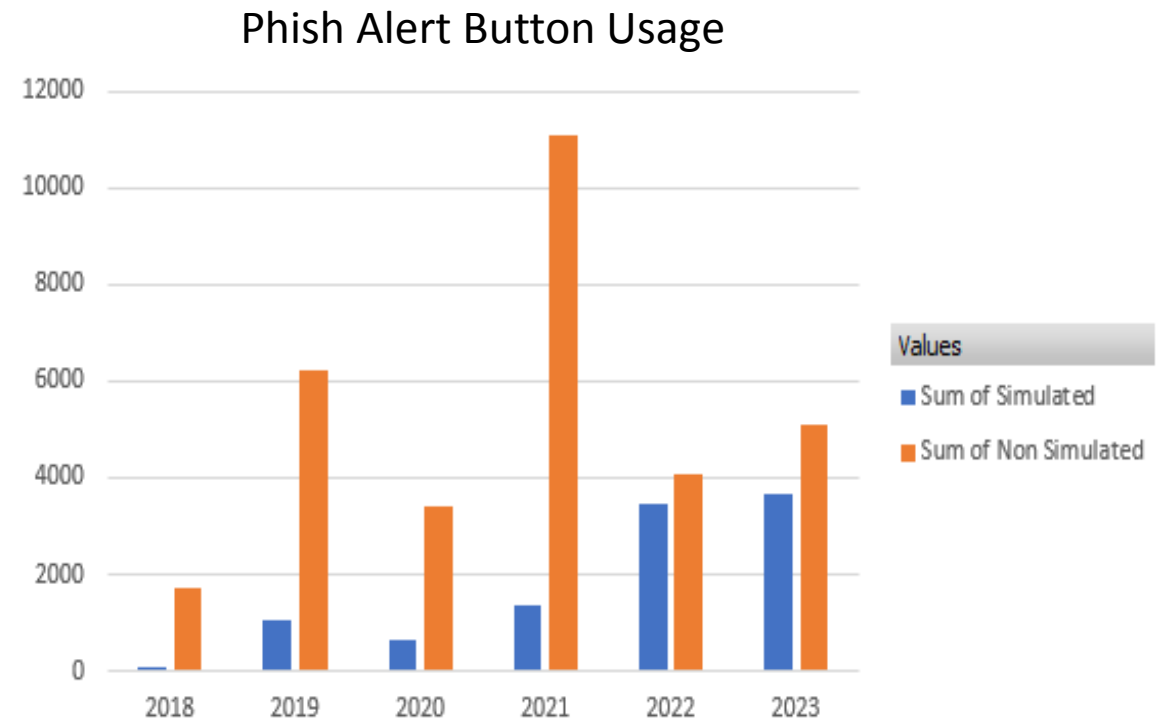
Information Security Program: Security Awareness Training – Compliance

Number of Faculty/Staff (total 1,441) who have completed their assignments

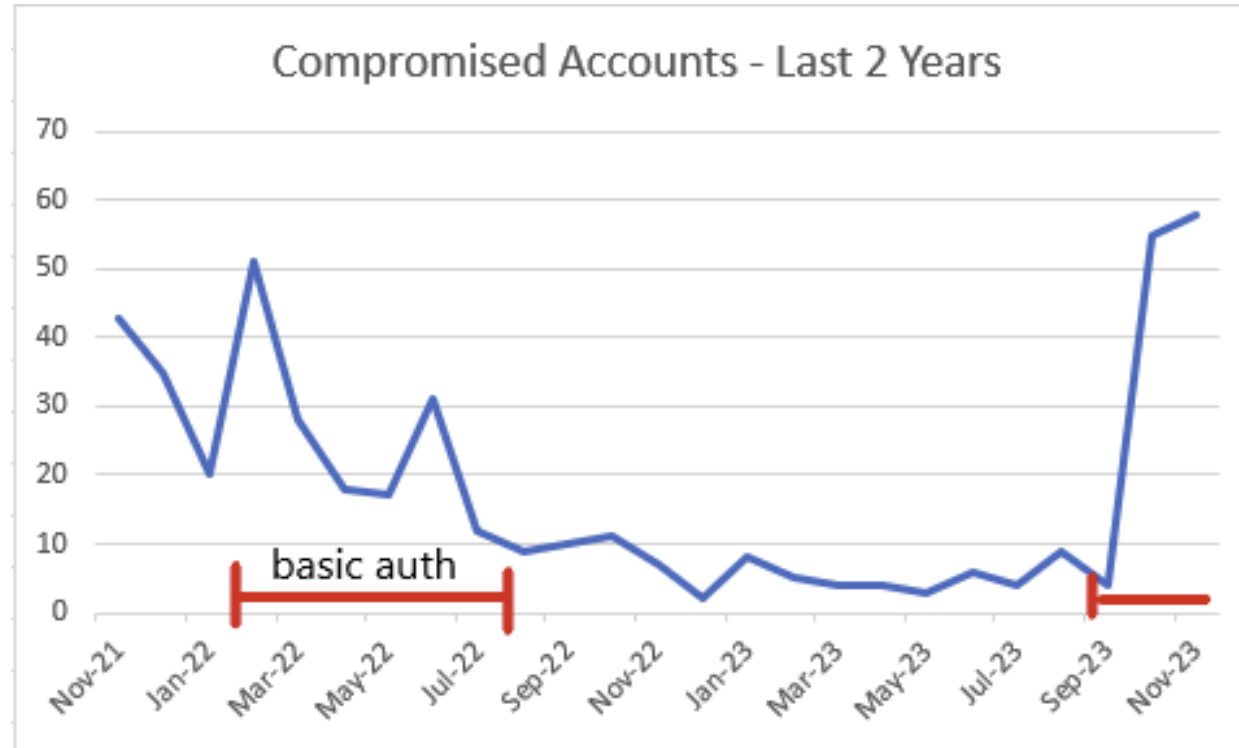


Information Security Program: Security Awareness Training - Phish Alert Button

- Usage – since March 2018:
 - 41,966 emails reported
 - 10,309 simulated
 - 31,657 non-simulated
- Takeaways:
 - Steady increase of non-simulated reporting
 - Due to increased reminders



Information Security Program: Compromised Account Trending



Information Security Program: MFA Roadmap

WU MFA Roadmap



Service Provider Arrangements

- All procurement and renewals require Higher Education Community Vendor Assessment Toolkit (HECVAT) and security assessment overview
- HECVAT, vendor artifacts sharepoint created
- Adjusting security assessment requirement and documenting due to vendor pushback and incomplete assessments
- PCI Compliance Assessment complete – addressing gaps on-track by Spring 2024

Risk Assessment/Risk Management/Results of Testing: Vulnerability Management Program

- Pentest Items
 - No CRITICALs!
 - Three HIGHs (Resolved)
 - Six MODERATES (remediation underway)
 - Eight LOWs (remediation underway)
- Monthly patching Cycle
 - Weekly Vulnerability Scanning
 - 0-day response time

Security Events and How ITS Responded

- Incidents
 - June 2023 – NSC & MoveIT
 - Tangentially related: TIAA/PBI

Recommendations for changes

- State Funding Plans FY24
 - Network Core Replacement
 - Email/Cloud App Security and Data Leak Prevention (DLP)
 - Student MFA (Duo)
 - Cold or Hot Site For Disaster Recovery/Business Continuity
- Tech Requests FY25 and on
 - Network Security Monitoring (Zeek/Corelight/Sophos Network Detection and Response (NDR))
 - Security Information and Event Management (SIEM)/ Security Orchestration, Automation and Response (SOAR)
 - WAF
 - Managed Detection and Response
 - Managed Network Honeypots
 - Security Awareness Training for Students
- Ransomware and DR TTXs
 - ITS Internal and Cabinet
 - Improve current processes/policies/procedures
- Additional staff
 - Help with administering/deploying/managing new initiatives



Questions?