

Board of Regents Meeting

Thursday, 9/15/2022

4:00 - 6:00 PM CT

I. Call to Order

II. Roll Call

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

III. Fiscal Year 2023 Revenue Neutral Rate Hearing - Luther Lee

FY23 Revenue Neutral Rate Hearing Item - Page 3

FY23 Revenue Neutral Rate Hearing.Roll Call - Page 4

FY23 Revenue Neutral Rate Hearing.Resolution - Page 5

IV. Fiscal Year 2023 Public Budget Hearing - Luther Lee

FY23 Public Budget Hearing - Page 6

FY23 Public Budget Final - Page 7

V. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the June 23, 2022 and August 18, 2022 Meetings

June 23, 2022 Board of Regents Minutes - Page 19

August 18, 2022 Board of Regents Minutes - Page 28

VI. Officer Reports

A. Chair's Report

B. President's Report

VII. New Business

A. Consent Agenda

1. Liquidated Claims Approval - June 2022 - Luther Lee

Liquidated Claims - June 2022 - Page 32

2. Liquidated Claims Approval - July 2022 - Luther Lee

Liquidated Claims - July 2022 - Page 33

3. Faculty/Staff Personnel Actions - Luther Lee

Faculty Staff Actions - Page 34

B. Action Items

1. Health Plan Renewal - Luther Lee

Health Plan Renewal - Page 35

Health Plan Renewal.Group Medical Insurance Monthly Premium - Full-Time (30 or more hours per week) - Page 37

Health Plan Renewal.Group Medical Insurance Monthly Premium - Part-Time (20-29

hours per week) - Page 38

Health Plan Renewal.Group Dental Insurance Monthly Premiums - Page 39

2. Renewal of Casualty Insurance Policies - Luther Lee

Renewal of Casualty Insurance Policies 2022-23 - Page 40

Renewal of Casualty Insurance Policies.Attachment Proposal - Page 42

3. Expenditures over \$50,000

a. Intercollegiate Sports Accident Insurance - Ratification - Luther Lee

Intercollegiate Sports Accident Insurance - RATIFICATION - Page 57

b. Bradbury Thompson Alumni Center Infrastructure - Luther Lee

BTAC Infrastructure Refresh - Page 58

c. Mulvane Art Building - HVAC Remodel Project - Luther Lee

Mulvane Art Museum HVAC Remodel Project - Page 59

Mulvane Art Museum.Evaluation Report 08-22-22 - Page 61

d. Replacement of Yager Stadium Sneed Track Re-Surfacing Project C23011

Yager Stadium Track Resurfacing - Page 79

e. Washburn Institute of Technology Mannequins - Luther Lee

091522.Washburn Tech Mannequins - Page 80

f. Diesel Engines for Diesel Technology Program - Luther Lee

Washburn Tech Diesel Engines - Page 81

g. Washburn Tech - Building G HVAC Units Change Order - Luther Lee

Washburn Tech Building G HVAC Units Change Order - Page 82

h. Washburn Tech - Sterile Processing Remodel Change Order - Luther Lee

Washburn Tech Sterile Processing Remodel Change Order - Page 83

i. New Law School Dole Plaza Sculpture - Luther Lee

Dole Plaza Sculpture - Page 84

j. Hanover Research Engagement Renewal - Laura Stephenson

Hanover Research Renewal - Page 86

Hanover Research Action Plan Washburn University - 2022-2023 v4 - Page 88

k. Undergraduate Enrollment Services - Richard Liedtke

Undergraduate Enrollment Services - Page 93

C. Presentations

1. Engaging Our Students: Weeks of Welcome and Beyond - Eric Grospitch

Engaging Our Students Presentation - Page 94

VIII. Executive Session

**Agenda Item No. III.
Washburn University Board of Regents**

SUBJECT: Fiscal Year 2023 Revenue Neutral Rate Hearing

BACKGROUND:

The Board approved publication notice of the revenue neutral rate hearing at its June 23, 2022 meeting. The notice of public hearing was published in the September 4, 2022 edition of The Topeka Capital Journal.

DESCRIPTION:

Senate Bill 13 and House Bill 2104 were adopted during the 2021 Legislative Session. The Bills repealed the property tax lid law applicable to cities and counties and certain budget requirements applicable to other municipalities. They also established new notice and public hearing requirements for certain taxing subdivisions seeking to collect property taxes in excess of the subdivision’s revenue neutral rate. The Fiscal Year 2023 public budget reflects the proposed rates for Capital Outlay and Special Liability shown below.

FINANCIAL IMPLICATIONS:

The Capital Outlay rate reestablishes the statutory mill levy and is the same mill levy as the approved 2022 rate. The Special liability mill levy will be the same as the approved 2022 mill levy and allows the fund to be self-funding.

	Approved 2022 Mill Levy	2022 Collections	2023 Revenue Neutral Mill Levy	Proposed 2023 Mill Levy
Capital Outlay	3.000	2.959	2.714	3.000
Special Liability	0.450	0.444	0.408	0.450
	<u>3.450</u>	<u>3.403</u>	<u>3.122</u>	<u>3.450</u>

RECOMMENDATION:

President Farley recommends approval of the Fiscal Year 2023 Capital Outlay and Special Liability mill levy rates by the Board of Regents as published.

Date

Jerry B. Farley, President

Roll Call Vote

A Roll Call Vote of the Washburn University Board of Regents To Levy a Property Tax
Exceeding the

Revenue Neutral Rate

Hearing to Exceed Revenue Neutral Rate held on September 15, 2022
Resolution / Ordinance No. 2022-09-15

Governing Body Member	Yes	No	No Vote
TOTAL			

I do hereby CERTIFY the above Roll Call Vote of the Washburn University Board of Regents _____
on this _____ day of _____, 2022.

Clerk

Resolution No. 2022-09-15

A RESOLUTION OF WASHBURN UNIVERSITY, TOPEKA, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the **WASHBURN UNIVERSITY** was calculated as **3.122** mills by the **SHAWNEE** County Clerk; and

WHEREAS, the budget proposed by the Governing Body of **WASHBURN UNIVERSITY** will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on **September 15, 2022** allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of **WASHBURN UNIVERSITY**, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE WASHBURN UNIVERSITY:

WASHBURN UNIVERSITY shall levy a property tax rate exceeding the Revenue Neutral Rate of **3.122** mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 15th day of September, 2022 and **SIGNED** by the Governing Body.


JERRY B. FARLEY, PRESIDENT

SHELLY BUHLER, CHAIRPERSON

LUTHER LEE, VICE PRESIDENT FOR ADMINISTRATION AND TREASURER

Agenda Item No. IV.
Washburn University Board of Regents

SUBJECT: Fiscal Year 2023 Public Budget Hearing

BACKGROUND:

The Board approved publication of the summary public budget document and the notice of the public budget hearing at its June 23, 2022 meeting. The notice of public hearing was published in the September 4, 2022 edition of The Topeka Capital Journal.

DESCRIPTION:

Attached are the public budget documents required for the public budget hearing. The documents have estimated year end results for Fiscal Year 2022, as of June 30, 2022. Actual results for the year ended June 30, 2022, will be presented to the Board at a later date. The mill levy and property valuation amounts are based on tax information received from the Shawnee County Clerk's office. The public budget proposed for Fiscal Year 2023 differs from the Fiscal Year 2023 General Fund Budget approved by the Board on June 23, 2022, as the public budget establishes the maximum amount that can be expended in Fiscal Year 2023. The public budget amounts are set to anticipate unforeseen circumstances and provide flexibility to handle increases or decreases in various revenue/expense items. However, any expenditure of amounts in excess of the Board approved budget would require specific Board action.

FINANCIAL IMPLICATIONS:

The public budget establishes the maximum amounts that can be expended from the various funds included in the attached budget documents. The expenditure of amounts in excess of the Fiscal Year 2023 Public Budget approved by the Board would require specific Board action.

RECOMMENDATION:

President Farley recommends approval of the Fiscal Year 2023 public budget by the Board of Regents as published.

Date

Jerry B. Farley, President

CERTIFICATE
TO THE CLERK OF SHAWNEE COUNTY, STATE OF KANSAS
We, the undersigned, duly elected, qualified and acting officers of
WASHBURN UNIVERSITY

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2022-2023 and (3) the amount(s) of 2022-2023 tax to be levied are within statutory limitations.

TABLE OF CONTENTS:		2022-2023 ADOPTED BUDGET		
Adopted Budget & Financial Statements	Page No.	Expenditures & Transfers	Amount of 2022-2023 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness MU-2	3			
Statement of Lease Purchase MU-3	3a			
Current Funds Unrestricted:				
General Fund	4	\$ 97,373,130		
Tort Claim Liability Exp. Fund	5	945,000	\$ 599,124	
Auxiliary Expense	6	9,139,670		
Smoothing Fund	7	12,500,000		
Washburn Institute of Technology	8	15,447,410		
Total Current Funds		\$ 135,405,210	\$ 599,124	
Plant Funds:				
Capital Outlay (DR&C)	9	\$ 9,288,044	\$ 3,994,157	
Capital Outlay (Sales Tax)	10	1,640,000		
Total Plant Funds		\$ 10,928,044	\$ 3,994,157	
TOTAL - ALL FUNDS	xxx	\$ 146,333,254	\$ 4,593,281	
Proof of Publication	11			
Assessed Valuation \$1,331,385,704				

Municipal Accounting Use Only
Received
Reviewed by
Follow-up: Yes No

JERRY B. FARLEY, PRESIDENT

Assisted by:

SHELLY BUHLER, CHAIRPERSON

Attest: _____, 2022.

County Clerk

LUTHER LEE
VICE PRESIDENT
FOR ADMINISTRATION AND
TREASURER

WASHBURN UNIVERSITY
BOARD OF REGENTS
GOVERNING BODY

FY 2023 Public Budget

General

Illustrated within this total document, is the FY 2022-2023 budget information which was published in the Topeka Capital-Journal September 4, 2022. The budget package includes the General Fund, Debt Retirement and Construction Fund, Employee Benefit Contribution Fund, Tort Claim Liability Fund, Sales Tax Capital Improvement Fund, Smoothing Fund, and Washburn Institute of Technology.

Rate and Public Hearing

The Board of Regents has set Thursday, September 15, 2022 at 4:00 p.m. and 4:10 p.m. in the Washburn University Memorial Union, Kansas Room for the Rate Hearing, Public Hearing and for final adoption of the budget. Any other items coming before the Regents will follow the Public Hearing.

Update

The ad valorem tax amounts and assessed valuations were finalized on July 1st when received from the County Clerk's office. The estimated FY 2023 amounts were completed as of July 01, 2022.

Mill Levy

The proposed 2022-2023 budget includes an estimated tax levy of 3.450 mills. This is the same as the mill levy proposed for FY 2022 but is higher than actuals. A comparison of the actual 2021-2022 mill levy with the 2022-2023 proposed mill levy follows:

Washburn University Mill Levy Comparisons by Fund

<u>Fund</u>	<u>2021-2022 Actual</u>	<u>2022-2023 Proposed</u>	<u>Difference</u>
Debt Retirement & Const.	2.959	3.000	0.041
Tort Claim	0.444	0.450	0.006
Totals	3.403	3.450	0.047

Data on assessed valuations, Neighborhood Recovery Act tax reductions, and Machinery and Equipment 100% Estimate HB2044 Sec2 were provided by the County Clerk as of July 1. Property valuations are \$1,331,385,704 for 2022-2023 compared to \$1,221,260,674 (final) for last year, a 9.02% increase in valuation.

STATE OF KANSAS
 Budget Form MU-2
 2022-2023

STATEMENT OF INDEBTEDNESS

Purpose of Bonds	Date of Issue	Int. Rate %	Amount of Bonds Issued	Amount Outstand. 7/1/2022	Date Due		Amount Due FY2022		Amount Due FY2023	
					Int.	Prin.	Int.	Prin.	Int.	Prin.
1. Refunding Revenue Bonds 2010	6/30/2010	2.15% to 3.70%	\$13,500,000	\$0	7/1 & 1/1	7/1	\$0	\$0	\$0	\$0
2. Refunding Revenue Bonds 2014	6/30/2014	2.00% to 4.00%	\$9,655,000	\$0	7/1 & 1/1	7/1	\$0	\$0	\$0	\$0
3. Revenue Bonds, Series 2015A	6/25/2015	3.00% to 5.00%	\$20,105,000	\$17,315,000	7/1 & 1/1	7/1	\$722,568	\$0	\$722,568	\$0
4. Revenue Bonds, Series 2015B	6/25/2015	Variable	\$7,070,000	\$4,795,000	7/1 & 1/1	7/1	\$103,164	\$0	\$103,164	\$0
5. Revenue Bonds, Series 2018	10/17/2018	3.00% to 4.00%	\$10,155,000	\$8,555,000	7/1 & 1/1	7/1	\$316,700	\$390,000	\$301,100	\$405,000
6. Revenue Bonds, Series 2021-A1	5/5/2021	2.00% to 4.00%	\$10,365,000	\$10,365,000	7/1 & 1/1	7/1	\$316,856	\$0	\$316,856	\$365,000
7. Revenue Bonds, Series 2021-A2	5/5/2021	2.00% to 4.00%	\$3,675,000	\$3,675,000	7/1 & 1/1	7/1	\$126,888	\$0	\$126,888	\$0
9. Revenue Bonds, Series 2021B	5/5/2021	.25% to 3.25%	\$6,810,000	\$3,285,000	7/1 & 1/1	7/1	\$75,228	\$1,765,000	\$69,050	\$985,000

STATEMENT OF CONDITIONAL LEASE, LEASE-
 PURCHASE AND CERTIFICATE OF PARTICIPATION

Item/Service Purchased	Date of Contract	Term of Contract	Int * Rate %	Cash Cost	Other Charges In Contract	Amount of Payments For Contract	Amount Outstanding 7/1/2022	Amount of Payments Due 2021-2022	Amount of Payments Due 2022-2023
Energy conservation improvements	6/28/2013	15 yrs	2.236%	\$ 10,000,000	\$ -	\$ 11,901,272	\$ -	\$ 793,418	\$ -
Computer Refresh	7/19/2019	5 yrs	2.600%	\$ 1,292,460		\$ 1,359,646	\$ 523,360	\$ 271,929	\$ 271,929
Total Lease/Purchase				\$ 11,292,460	\$ -	\$ 13,260,918	\$ 523,360	\$ 1,065,347	\$ 271,929

* Use annual effective interest rate if available.

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2022-2023
FUND PAGE- GENERAL FUND (EDUCATIONAL & GENERAL)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - E&G	Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1	17,523,790	16,365,576	20,451,359
Revenues:			
Tuition & Fees	47,589,585	48,891,062	48,925,090
Endowment Income	1,069,879	327,792	419,381
Sales Tax	18,495,748	19,829,693	22,241,356
State Aid	12,445,987	14,053,987	14,000,000
Transfer - Smoothing Fund/Benefit	-	-	-
Other Income	2,904,231	3,298,475	3,341,095
Transfers - Use of Reserves	-	-	2,446,208
Revenue Sub-Total	82,505,431	86,401,009	91,373,130
Total Resources Available	100,029,220	102,766,586	111,824,489
Expenditures:			
Instruction	33,523,377	35,880,251	42,328,996
Pub. Service & Acad. Support	14,625,345	12,628,622	14,458,136
Student Services	10,815,412	11,112,172	11,828,091
Institutional Support	6,097,930	7,175,527	7,460,260
Maintenance of Plant	7,212,678	7,812,537	7,954,446
Scholarships & Fellowships	7,087,371	7,174,293	4,597,005
Other Expenses	56,684	290,661	765,551
Transfers	4,244,846	241,164	1,980,645
Contingency	-	-	6,000,000
Total Expenditures	83,663,644	82,315,227	97,373,130
Fund Balance June 30	16,365,576	20,451,359	14,451,359

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2022-2023
FUND PAGE- TORT CLAIM FUND
(FUND WITH A TAX LEVY)

Adopted Budget Tort Claim Fund		Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1		552,360	487,604	558,825
Revenues:				
Ad Valorem Tax		343,769	520,621	599,124
Motor Vehicle Taxes		37,415	35,717	55,047
Delinquent Taxes		7,843	6,672	10,500
Rebates		-	-	(7,602)
				-
Revenue Sub-total		389,027	563,011	657,068
Total Resources Available		941,386	1,050,615	1,215,893
Expenditures:				
Public Liability Insurance Prem.		258,349	223,604	225,000
Misc. Risk Management Exp.		-	-	15,000
Litigation Expense		-	-	200,000
Athletic Liability Expense		53,120	51,580	60,000
Insurance Deductible Payments		142,313	216,606	220,000
Contingency		-	-	225,000
Total Expenditures		453,783	491,790	945,000
Fund Balance June 30		487,604	558,825	270,893
Total Expenditures and Fund Balance				1,215,893
Tax Required				599,124
Delinquency Computation (1.24%)				7,429
Amount of FY23 Ad Valorem Tax				591,694

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2022-2023
FUND PAGE- GENERAL FUND (AUXILIARIES)
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - Auxiliaries	Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1	3,088,333	2,495,581	2,839,258
Revenues:			
Student Union Revenue	3,133,464	3,425,006	3,575,800
Residential Living	3,302,770	3,565,990	4,163,870
HEERF Lost Revenue	-	1,054,257	-
Revenue Sub-total	6,436,234	8,045,253	7,739,670
Total Resources Available	9,524,567	10,540,834	10,578,928
Expenditures:			
Salaries and Wages	1,248,839	1,337,702	1,600,695
Cost of Goods Sold	1,530,116	1,711,566	1,576,810
Other Expenses	1,644,653	1,898,919	3,038,422
Transfers to DRC	1,958,589	1,963,688	1,523,743
Contingency	-	-	1,400,000
Transfers to Bldg. Const. Fund	646,789	789,700	-
Total Expenditures	7,028,986	7,701,576	9,139,670
Fund Balance, June 30	2,495,581	2,839,258	1,439,258

WASHBURN UNIVERSITY
PUBLIC BUDGET - FY 2022-2023
FUND PAGE - SMOOTHING FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Smoothing Fund	Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1	14,658,189	19,280,755	24,024,334
Sales Tax	4,622,566	4,743,579	2,600,000
Transfer from General Fund	-	-	-
Investment & Other Income	-	-	-
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	4,622,566	4,743,579	2,600,000
Total Resources Available	19,280,755	24,024,334	26,624,334
Expenditures:			
Transfer to Bldg. Const. Fund	-	-	10,000,000
Transfer to Capital Impv. Fund	-	-	500,000
Transfer to Debt Ret. Const.	-	-	-
Transfer to General Fund	-	-	-
Contingency	-	-	2,000,000
Total Expenditures	-	-	12,500,000
Fund Balance, June 30	19,280,755	24,024,334	14,124,334

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2022-2023
Washburn Institute of Technology
(FUND WITH NO TAX LEVY)

Adopted Budget General Fund - WIT	Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1	5,006,269	5,972,871	8,301,373
Revenues:			
Tuition & Fees	3,354,478	3,822,829	3,895,875
Technical State Aid - Secondary	4,690,075	5,492,397	5,492,397
Technical State Aid - Post Sec	3,355,183	3,467,229	3,691,770
Technical Capital Outlay	176,315	171,351	422,413
Interest on Investments	1,840	23,815	5,500
Other Income - Indirect Reimb	-	-	-
Other Sales and Services	191,761	219,951	189,455
Transfers - Use of Reserves	-	-	750,000
Revenue Sub-Total	11,769,652	13,197,572	14,447,410
Total Resources Available	16,775,921	19,170,443	22,748,783
Expenditures:			
Instruction	5,752,260	6,264,681	7,670,291
Academic Support	901,725	815,594	1,336,028
Student Services	1,023,201	976,928	1,229,354
General Institutional	818,848	752,497	737,321
Facilities Service	1,503,341	1,737,247	1,759,061
Other Expenses & Transfers	803,674	322,123	1,715,355
Contingency	-	-	1,000,000
Total Expenditures	10,803,050	10,869,070	15,447,410
Fund Balance June 30	5,972,871	8,301,373	7,301,373

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2022-2023
FUND PAGE- DEBT RETIREMENT & CONSTRUCTION FUND
(FUND WITH A TAX LEVY)

Adopted Budget DR&C Fund	Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1	530,313	1,006,271	1,464,285
Revenues:			
Ad Valorem Tax	3,285,367	3,445,739	3,994,157
Motor Vehicle/Other City Taxes	368,422	356,805	368,388
Sales and Other Taxes	250,000	250,000	250,000
Rebates	-	-	(50,681)
Prior Year Tax Receipts	76,639	65,897	75,000
Transfers from Other Funds/			
Debt Service Payments	4,351,207	4,574,455	3,801,700
Sales Tax & Smoothing	-	4,956,199	-
Revenue Sub-total	8,331,635	13,649,095	8,438,564
Total Resources Available	8,861,948	14,655,366	9,902,849
Expenditures:			
Bond Principal Payments	2,140,000	2,155,000	1,755,000
Bond Interest Payments	1,417,202	1,657,588	1,639,626
Lease Principal Payments	648,912	5,084,244	678,562
Lease Interest Payments	144,506	67,976	114,856
Transfers to Bldg Const Fund:			
For Capital Maintenance	2,400,100	2,750,055	2,750,000
For Equipment	1,104,957	1,326,447	1,350,000
For Parking	-	-	-
For Capital Projects	-	-	-
2018 Bond Issuance Cost	-	-	-
Other Professional Fees	-	149,770	
Contingency	-	-	1,000,000
Total Expenditures	7,855,677	13,191,081	9,288,044
Fund Balance June 30	1,006,271	1,464,285	614,805
			9,902,849
			3,994,157
			49,528
			3,944,629

WASHBURN UNIVERSITY
 PUBLIC BUDGET - FY 2022-2023
FUND PAGE - CAPITAL IMPROVEMENT FUND
(FUND WITH NO TAX LEVY)

Adopted Budget Capital Improve. (Sales Tax)	Prior Year Actual FY2021	Current Year Estimate FY2022	Proposed Budget FY2023
Fund Balance, July 1	-	-	-
Sales Tax	890,000	890,000	890,000
Transfer from Smoothing Fund	-	-	500,000
Investment & Other Income	-	-	-
Additional Sales Tax	-	-	250,000
Transfer from Bldg. Const.	-	-	-
Revenue Sub-total	890,000	890,000	1,640,000
Total Resources Available	890,000	890,000	1,640,000
Expenditures:			
Capital Expenses	-	-	250,000
Transfer to DRC Fund	890,000	890,000	890,000
Transfer to Bldg. Const.	-	-	-
Contingency	-	-	500,000
Total Expenditures	890,000	890,000	1,640,000
Fund Balance, June 30	-	-	-

NOTICE OF REVENUE NEUTRAL RATE HEARING

2023

The governing body of

Washburn University

will meet on September 15, 2022 at 4:00 PM at Washburn University Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to revenue neutral rate and proposed tax rate, as required by 2021 Kansas Senate Bill 13.

SUPPORTING COUNTIES

Shawnee (home county)

Capital Outlay/ Plant	2.959	Capital Outlay/ Plant	3.000
Special Liability	0.444	Special Liability	0.450
Revenue Neutral Rate*	3.403	Proposed Tax Rate	3.450

Tax Rates are expressed in mills

* Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

State of Kansas
FY 2022-2023

**NOTICE OF PUBLIC BUDGET HEARING
2022-2023 BUDGET**

The governing body of WASHBURN UNIVERSITY, Shawnee County will meet on the 15th day of September 2022 at 4:10 P.M., at Washburn University, Memorial Union, Kansas Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at the Treasurer's Office, Bradbury Thompson Alumni Center, Suite 200, and will be available at this hearing.

The proposed budget for FY 2022-2023 expenditures and amount of 2023 Ad Valorem Tax establish the maximum limits of the 2023 budget. Estimated Tax Rate * is subject to change depending on final assessed valuation.

BUDGET SUMMARY

	2020-2021		2021-2022		PROPOSED BUDGET 2022-2023		
	Expenditures & Transfers	Actual Tax Rate*	Est. Expend. & Transfers	Actual Tax Rate*	Expenditures & Transfers	Amount of 2023 Tax to be Levied	Est. Tax Rate *
Current Funds - Unrestricted							
General Fund	\$ 83,663,644		\$ 82,315,227		\$ 97,373,130		
Tort Claim Fund	\$ 453,783	0.296	\$ 491,790	0.444	\$ 945,000	\$ 599,124	0.450
Auxiliary Enterprises	\$ 7,028,986		\$ 7,701,576		\$ 9,139,670		
Smoothing Fund	\$ -		\$ -		\$ 12,500,000		
Washburn Institute of Technology	\$ 10,803,050		\$ 10,869,070		\$ 15,447,410		
Plant Funds:							
Capital Outlay(DR&C)**	\$ 7,855,677	2.953	\$ 13,191,081	2.959	\$ 9,288,044	\$ 3,994,157	3.000
Capital Outlay(Sales Tax)	\$ 890,000		\$ 890,000		\$ 1,640,000		
Total All Funds	\$ 110,695,139	3.249	\$ 115,458,744	3.403	\$ 146,333,254	\$ 4,593,281	3.450
Total Tax Levied	\$ 3,822,731		\$ 4,154,393		xxxxxxxxxxxxx		
Assessed Valuation	\$ 1,178,540,833		\$ 1,223,050,278		\$ 1,331,385,704		
Outstanding Indebtedness							
July 1,	2020		2021		2022		
Capital Lease	\$ 6,522,951		\$ 5,859,380		\$ 523,360		
Revenue Bonds	\$ 41,775,000		\$ 50,145,000		\$ 47,990,000		
Total	\$ 48,297,951		\$ 56,004,380		\$ 48,513,360		

* Tax Rates are expressed in mills.

** The mill rate for the Capital Outlay (DR&C) fund is no more than 3 mills.

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
June 23, 2022

I. Call to Order

Chairperson Beck called the meeting to order at 4:01 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

Present were: Mr. Beck, *Mrs. Buhler, Mr. Dietrick, Mr. Klausman, *Mr. Schmidt and Mrs. Sourk.

* Participated via teleconference call.

III. Fiscal Year 2023 Public Rate and Public Budget – Publish Notices of Hearings

It was moved by Regent Klausman and seconded by Regent Sourk to approve publishing the required notices of the Fiscal 2023 Public Rate and Public Budget hearings. Motion passed.

IV. Approval of Minutes of the May 5, 2022 and May 26, 2022 meetings

It was moved by Regent Dietrick and seconded by Regent Klausman to approve the Minutes of the May 5, 2022 and amended May 26, 2022 meetings. Motion passed.

V. Election of Officers and Special Officers

Board Chair Terry Beck introduced this item. The Board Nominating Committee, consisting of Regents Buhler, Dietrick and Beck, met and presented nominations for 2022-2023 for approval: Board Chair – Shelly Buhler; Board Vice Chair – John Dietrick; Board Secretary – Marc Fried; Treasurer – Luther Lee; and Assistant Secretary to the Board – Cynthia Holthaus. It was moved by Regent Klausman and seconded by Regent Beck to approve. Motion passed.

VI. Officer Reports

A. Chair's Report

Board Chair Terry Beck reported the campus and regents have been busy. Regrettably, Regent Klausman's term ends June 30. This is his second appointment to the Board and he has served Washburn well. We all thank Jim for his service.

Chair Beck talked about former Regent Blanche Parks. Mrs. Parks served on the Board of Regents for 29 years, since July of 1993, but recently moved out of her senatorial district and so had to resign from the Board. Mrs. Parks has contributed so much and has been on the Board longer than President Farley has been here.

Beck talked about Dr. Farley and his retirement. He said he can't say much more than has already been said. President Farley has turned this institution from a commuter institution to an outstanding four-year institution.

Chair Beck discussed the presidential search. He said RFPs have been received. The Board will meet to review and determine which firm to hire.

Beck indicated the Regents have been soliciting input from both inside and outside the institution for persons to appoint to the search committee. They will ask the search firm to assist before making any final determinations. After that, prospective members will be contacted to get started. Director of Public Relations Patrick Early will be setting up a link for the search on the Washburn webpage.

Beck said Washburn Volleyball player Faith Rottinghaus received an award as MIAA female athlete of the year.

He reported the NCAA has released standings for overall points and that Washburn ranked 21st out of 320 DII programs, one of our best athletic seasons. Washburn placed 12 of 14 teams in NCAA post-season competitions.

Beck said Washburn recently received a \$1.4 million grant from upward bound to help Topeka High students attending Washburn.

Beck said this will be his final meeting as chair and he has enjoyed the experience. He hopes he did a good job to repay Washburn for what it has done for him.

B. President's Report

President Farley thanked Chair Beck for his kind words, and congratulated Regent Klausman for completing his third term on the board.

Dr. Farley reported:

- David Paiswater, an Instructor at Washburn Tech for 17 years in carpentry, was honored during the Skills USA recognition. There is a piece of his work at the president's residence.
- Mike Strohschein has been named Dean at Washburn Tech.
- Val Vandersluis has been selected as Director at KTWU. President Farley said he first got to know her during his second year as President when she was chair of staff council. She had been serving as interim director at KTWU.
- Matt Arterburn has been named the interim Dean for the College of Arts and Sciences. He is a biology professor.

President Farley indicated campus is very active right now because of the athletic camps. There were 1,900 students for camps just a few years ago. Another 800 are expected tomorrow from eight high schools for a camp sponsored by the Kansas City Chiefs.

Dr. Farley said this week is the Sunflower Music Festival. It is the 35th year being on Washburn's campus. It brings people from all over the world to participate.

Dr. Farley said we are hosting New Student Orientation sessions for students planning on attending Washburn. All sessions planned have been held and were successful.

President Farley thanked Board Chair Beck for his work as chair, particularly as everyone worked through the pandemic.

C. Committee Report(s)

1. Audit Committee

Board Chair Beck reported. He said the Audit Committee received their annual presentation from Rubin Brown to explain the process to be followed and changes that will occur due to changes in legal requirements.

2. Budget/Finance Committee

Committee Chair Klausman reported. He said the Budget/Finance Committee met earlier and received the Fiscal Year 2023 budget presented by Vice President for Administration and Treasurer Luther Lee. The Committee voted to recommend approval of the budget.

VII. New Business

A. Consent Agenda

It was moved by Regent Sourk and seconded by Regent Dietrick to approve the Consent Agenda with the exception of item VII.A.3. which was moved to Action Items. Motion passed.

As approved by action of the Board:

- 1. Liquidated Claims Approval – April 2022**
- 2. Liquidated Claims Approval – May 2022**

- 4. Amendments to Section O. Sponsored Projects of the Washburn University Policies, Regulations and Procedures Manual**

Vice President for Administration and Treasurer Luther Lee presented the item. He said grant positions receive benefits for non-benefit employees and we need to update for grant compliance purposes.

B. Action Items

Item VII.A.3. **Proposed Washburn University Board of Regents' Meeting Dates for 2022-2023** was moved from the Consent Agenda. Seeking approval with the exception of a date change from March 16 to a meeting March 23 (March 16 the Washburn campus will be on spring break). It was moved by Regent Klausman and seconded by Regent Buhler to approve the item. Motion passed.

1. Fiscal Year 2023 Operating Budget – Washburn University and Washburn Institute of Technology

Vice President for Administration and Treasurer Luther Lee presented the item, covering the Strategic Budget plan. Lee also presented the general fund budget assumptions for both Washburn and Washburn Tech. It was moved by Regent Klausman and seconded by Regent Sourk to approve. Motion passed.

2. Emeritus

Interim Vice President for Academic Affairs Laura Stephenson presented the item. This item is to recognize faculty for their service prior to their retirement - Russell Smith, professor of economics and Associate Dean of the School of Business. It was moved by Regent Klausman and seconded by Regent Dietrick to approve the item. Motion passed.

Board Chair Beck thanked Dr. Stephenson for her willingness to serve in the interim position.

3. Eminentes Universitatis

Vice President for Administration and Treasurer Luther Lee presented the item. This item is for staff who earned recognition for service to Washburn - Chris Ashely, painter, been here since 1999, retired in 2022; Jim Fosdick retiring from ITS and elected employee of the year; Steven Green, Technical instructor and started carpentry program at Washburn Tech; and Wendy Stafford, administrative specialist in registrar's office in 1999 and transferred to Biology in 2006. It was moved by Regent Sourk and seconded by Regent Dietrick to approve the item. Motion passed.

4. WUPRPM Alcohol Policy

Vice President for Administration and Treasurer Luther Lee presented the item recommending to update Washburn's alcohol policy to permit the sale of alcohol at athletic events and to update areas to provide alcohol in the new law school building. It was moved by Regent Klausman and seconded by Regent Dietrick to approve the item. Motion passed.

5. Presidential Search Firm RFP - Ratification

University Counsel and Board Secretary Marc Fried presented the item for ratification by the full Board. Fried noted the Board, at its May 26 meeting, voted to contact directly certain search firms without issuing an RFP. Fried confused the threshold amount for requiring an RFP. Upon discovery of the error, he contacted the Board Chair who advised to proceed with the issuance of an RFP to keep the process moving. This item is to ratify the decision to issue the RFP for presidential search firms. It was moved by Regent Dietrick and seconded by Regent Schmidt to ratify approval of the item. Motion passed.

6. Expenditures over \$50,000

a. Contracted Services with Pinegar, Smith & Associates, Inc.

President Farley presented the item. He said John Pinegar and Doug Smith have done a phenomenal job for Washburn and understanding the legislative process to help Washburn with legislators and others in the Statehouse. They made sure Washburn was always part of the discussions this spring when much federal money was being allocated. It was moved by Regent Sourk and seconded by Regent Dietrick to approve the item. Motion passed.

b. Property Insurance Renewal

Vice President for Administration and Treasurer Luther Lee introduced the item. New insurance and also changing dates of insurance to be October 1 to September 30. He asked Mark Wilkerson and Brett Taylor from IMA to present. They reviewed coverages and determined to contact others to leverage for best coverage. QBE and MHEC were contacted. Both provided quotes.

QBE involves a reduction in rates for the first time in several years. Valuation of property was looked at to insure for probable loss. The largest probable exposure is wind and hail damage to roofs. Their bid secures \$400 million per occurrence coverage and 5% reduction in premiums.

MHEC responded with a 15% increase and said they probably will get an additional bump as last year. Washburn's history and size bode well for being away from MHEC. MHEC is likely to lose another 1/3 of membership on July 1, so would greatly increase premiums to their remaining members. MHEC was a great experience for Washburn in the beginning, but by expanding our footprint, we have greatly increased losses compared to premium rates. Washburn having only \$10,000 of claims in last 12 years is extraordinary.

There was a question about loss limit for MHEC. \$1 million for Washburn and \$400 million in joint coverage with others and then excess of \$160 million beyond that.

There was a question about the \$200,000 exclusion, if catastrophic event, covered to \$400 million but then will have assistance from FEMA and others. IMA looked at 1965 tornado dollars and determined costs would have been about \$90 million in today's dollars. IMA believes this is a smart move for Washburn. Dr. Farley met with the insurer.

There was a comment about responsiveness to issues last year and coming back with this proposal. IMA stated that Luther Lee, Jan Crawford and the Facilities folks did a great job with information to make QBE comfortable with risk.

There was a question about QBE taking all the risk. QBE will have re-insurance. AAA rated and no concerns about claims payment. In response to a question about Washburn buying its own re-insurance, IMA responded that is an option, but the spend would be \$150,000-200,000. It was moved by Regent Klausman and seconded by Regent Sourk to approve the item. Motion passed.

c. Law School Lexis Nexis

Vice President for Administration and Treasurer Luther Lee presented the item. This is the annual renewal for digital library service utilized by law school students and is a sole source contract with funding from School of Law operating funds. It was moved by Regent Dietrick and seconded by Regent Sourk to approve the expenditure. Motion passed.

d. Law Building Networking Equipment

Vice President for Administration and Treasurer Luther Lee presented the item. This purchase is for switches, cables and other technology items needed for new building. ITS reviewed to make sure everything is compatible with other systems on campus. Funding comes from the School of Law building fund. It was moved by Regent Klausman and seconded by Regent Buhler to approve the item. Motion passed.

e. Law Building General Construction Change Order

Vice President for Administration and Treasurer Luther Lee presented the change order item. He said there is a contingency fund set up these types of matters. Before this change order, the contingency fund balance exceeded \$2 million. This will bring the fund to just under \$2 million. The project is on schedule. It was moved by Regent Dietrick and seconded by Regent Sourk to approve the item.

Responding to a question regarding whether we can anticipate other contingencies in the future, Director of Facilities Eric Just said there will be a few more purchases, such as signage, and likely to have some coordination

issues. He feels comfortable the project will be within budget and the remaining contingency. Motion passed.

f. Track Outdoor Throwing Area Regrade

Vice President for Administration and Treasurer Luther Lee presented the item. This is established as part of the development of the indoor athletic facility. The current area is dangerous for collection of equipment because of the slope. Equipment has already been purchased. An RFP was issued and only one response was received. Funding is from Capital Projects Fund. The only item after this will be fencing which will be less than \$20,000. It was moved by Regent Klausman and seconded by Regent Schmidt to approved the item. Motion passed.

g. Football Locker Room Replacement of HVAC Unit

Vice President for Administration and Treasurer Luther Lee presented the item. Lee said the current equipment utilized is beyond its useful life. An RFP was issued and we received three responses. Funding will be from previous Capital Funds Budget. It was moved by Regent Sourk and seconded by Regent Dietrick to approve the item. Motion passed.

h. Facilities Services Building – Construction Manager at Risk

Vice President for Administration and Treasurer Luther Lee presented the item. A portion of an anonymous gift in 2021 was for relocation of the facilities buildings outside of Petro Allied Health Center. Due to the current market conditions, at risk seemed the best alternative. An RFP was issued and Washburn received eight bids. These were reviewed by a committee and narrowed to three.

VP Lee introduced Scott Gales of Architect One to discuss the project in more detail. Gales said the concept plan is about 27,500 sq. ft. and a secondary space of 5,000 sq. ft. This brings multiple locations into one space. The inside will be wide open, so easily repurposed if deemed appropriate later on. They are looking to have exterior finishes to be consistent with the rest of the campus.

Responding to a question if this action includes take down of the existing buildings, Gales responded this is just for the new facilities building.

In response to a question about the 60 parking spaces lost, Gales said some other spaces were worked back in. Parking for the building would be to the west so independent of student traffic. It was moved by Regent Dietrick and seconded by Regent Sourk to approve the item. Motion passed.

i. Washburn Tech HVAC Replacement – Building G

Vice President for Administration and Treasurer Luther Lee presented the item. He said the current equipment is almost 60 years old. An RFP was issued and Washburn received three responses. Funding is within the Washburn Tech Capital Budget. Asked about why another company didn't bid on this, Lee said he did not know. It was moved by Regent Klausman and seconded by Regent Schmidt to approve the item. Motion passed.

j. White Concert Hall Stage Lift Preparation

Vice President for Administration and Treasurer Luther Lee presented the item, saying this item is Capital Budget approved. An RFP was issued but no responses were received. Washburn contacted Senne company who offered a quote for this work. Funding is from the Capital Budget and Foundation.

In response to a question about if getting a fair price, Vice President Lee said Washburn has a good partnership with company and will work with the vendor during the project to see if cost savings can be identified.

It was moved by Regent Buhler and seconded by Regent Dietrick to approve the item. Motion passed.

k. Living Learning Center DOAS Unit Replacement

Vice President for Administration and Treasurer Luther Lee presented the item. VP Lee said the cooling function has failed and is no longer reliable, and new coolant is also needed. An RFP was issued and Washburn received three responses. Funding is from residential living reserves. It was moved by Regent Sourk and seconded by Regent Dietrick. Motion passed.

l. Apple Computer Refresh

Vice President for Administration and Treasurer Luther Lee presented the item. He said ITS has scheduled to replace a portion of Apple computers on an annual basis. Pricing is from a previous consortium bid. In response to a question about why not lease the computers, Lee stated the inventory for Apple computers is smaller than for Lenovo, so leasing is not as advantageous. It was moved by Regent Klausman and seconded by Regent Sourk to approve the item. Motion passed.

VIII. Information Item(s)

A. Impact of change to Topeka Senatorial Districts

A presentation was made by Marc Fried, who advised the change in districts created four State Senatorial districts in the city of Topeka and Kansas Statute says three appointees to the Washburn Board are to come from each of the three districts. The

Board will need to consider proposing legislation to change the statutes in light of the redistricting. Fried noted that districts 19 and 20 are significantly larger than the 18th and 3rd districts. Fried suggested the Board could consider keeping the same three districts as the new 3rd district has by far the lowest number of residents. A suggestion was made to consider the third appointee coming from either the 18th or the 3rd district. Another comment was made that whatever action taken should be to ensure no residents from either the 18th or 3rd districts are disenfranchised.

IX. Executive Session

It was moved and seconded to go into executive session to discuss personnel matters and contractual matters until 6:00 p.m. The Board went into executive session at 5:32 p.m.

The meeting reopened at 6:01 p.m. It was moved by Board Chair Terry Beck and seconded by Regent Dietrick to approve the transition and retirement agreement as it appears in the budget. Motion passed.

It was moved by Regent Klausman and seconded by Regent Sourk to approve scheduling a special board meeting on June 30, 2022 at 4:00 p.m., location to be determined.

Regent Schmidt explained the timeline for ESU. They started in December 2021 and finished in June 2022. Six months overall and five months after hiring a search firm. This is consistent with all searches that the Kansas Board of Regents has done. There was a question about how an interim is selected, which was by the Board. An interim was active at the university, had CEO skills and was an alum; however, not from academia.

It was moved and seconded to adjourn. The meeting adjourned 6:07 p.m.

Marc Fried
Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
August 18, 2022

I. Call to Order

Chairperson Buhler called the meeting to order at 4:02 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. Dietrick, Mr. Hulse, *Mr. Padilla, Mr. Romero, *Mr. Schmidt and Mrs. Sourk.

* Participated via Zoom protocol.

III. Approval of Minutes of the July 28, 2022 meeting

It was moved by Regent Beck and seconded by Regent Dietrick to approve the Minutes of the July 28, 2022 meeting with one correction. The final word in Item VI.D. should be “President”, not “Chair”. Motion passed.

IV. Introduction of Witt Kieffer

V. Executive Session

Chairperson Buhler moved (at 4:10 p.m.) to recess into executive session until 4:20 p.m. to discuss personnel issues of non-elected personnel. Regent Beck seconded. The Board recessed into executive session. The Board reconvened in open session at 4:19 p.m.

VI. Discussion and Potential Action Items

A. Approval of Agreement for Interim President

Regent Beck moved to approve Marshall Meek as Interim President, Regent Sourk seconded. Motion was approved. The Board offered its Congratulations to Meek.

B. Appointment of Additional Presidential Search Committee Members

Chairperson Buhler started the discussion of additional search committee members, there are three potential additions to round out the group. These will be the final additions to the search committee. Dr. Bobbe Mansfield, Angela Valdivia, and Allison Sadler. There are twenty-nine members who have graciously agreed to serve, good representations of our community. Regent Sourk questioned the need for additional committee members – whether it would be a barrier. There was

discussion about the number of committee members and whether it is difficult to manage a large group. There were comments in support of additional members, noting the importance of including all campus constituents and groups being properly represented.

Chairperson Buhler moved and Regent Hulse seconded to approve the addition of the three new search committee members. Motion was approved with one regent dissenting. Chairperson Buhler thanked the committee members for being willing to serve.

VII. Presentation and Discussion with WittKieffer

Zachary Smith and Sandra Chu of WittKieffer introduced themselves and explained the process of developing the presidential profile. Through listening sessions, talking to constituents across campus, they are learning about the institution and gathering input on the hopes and dreams for the future of Washburn University. They will then consolidate the information into a leadership profile to share with candidates, which will include a job description, background information on the institution, its programs, and points of pride.

After Labor Day, they plan to launch into market. They will do broad outreach to candidates, sometimes contacting 2,000 to 3,000 people. They have conversations to see if candidates are aligned with the opportunity. The latter part of October, the search committee will review the candidates. It will be a four-hour meeting where they will narrow the list to the top ten to twelve candidates, then conduct a series of first round interviews with the committee. At the end of that day, the search committee will decide who to forward to the Board. Next is a series of interviews with the Board. The Board will then decide who they select. WittKieffer will conduct reference checks, media checks, and other work behind the scenes during that time.

Finalists will interview in early December, wrap up before winter holidays. For a start date, January 1 is unlikely; WittKieffer will emphasize to candidates that we want them to start as soon as they are able. They expect an average of sixty applicants and noted that a quality pool, not a large size of pool, is most important.

They noted that our campus has a solid financial footing. It is a beautiful campus with a great community. It is always difficult to follow a long serving president. The campus is excited about the future so it is a good story and it is a great opportunity for someone.

Zach Smith explained that a closed or confidential search makes a difference for sitting presidents who are applying. He's done both open and closed. An open search can put people in a compromising position if they don't get the job. A closed search will have a different candidate pool, likely a greater number of seasoned president applicants.

The Regents asked if there were glaring concerns that arose in the listening sessions. Smith said enrollment was noted but that is a national challenge, so not a concern. Similar concerns on campuses, people want more money. There is the dynamic around a 25-year president as people might be hesitant to follow as it takes special skills to honor history and move forward.

Regent Padilla said he looks forward to increasing and growing collaboration. He said it is important to make sure candidates have a feel for the city of Topeka and a desire to engage as much as they can with the city.

The Regents then gave feedback as to professional and personal qualities of candidates, the preferred and required priorities in 1-2 and in 3-5 years, and points of pride.

- Address enrollment aggressively.
- Relationship with faculty senate.
- Intergovernmental relations, with city and with the legislative. Capable and qualified to present to those entities.
- Highlight law school, new law building.
- Candidates who has been innovative.
- Risk tolerance, experience with calculated risk.
- Washburn has a long history of being inclusive, from its founding to the current faculty, staff, and students.
- Washburn has been innovative, like at Tech, and needs to continue, which would add to financial stability.
- Brand and market Washburn.
- Be an actively engaged member of Washburn and the Topeka community and be a leader of higher education.
- The person should reflect personality of campus and students.
- Opportunity for growth in minority populations. Inclusion in lots of different things. Hone in on discrete populations.
- Appreciation and drive to see Tech expand.
- Sell Washburn to the state.
- Recruiting students who aren't traditionally coming to Washburn. A third of students in Kansas don't attend any institution. It takes need-based scholarships. First generation students need continuum. Acknowledge the increase in Hispanic births. Seventy-five percent of the population in Kansas lives in cities, it's no longer a rural state.

- Opening the door wider for opportunities to students in Topeka.

Chairperson Buhler reminded everyone of the Witt Kieffer email address and encouraged people to submit their feedback.

Buhler thanked Regent Schmidt for his service on the Board as this is likely his last meeting.

It was moved by Regent Dietrick and seconded by Regent Sourk to adjourn. The meeting adjourned at 5:00 p.m.

Cynthia Holthaus
Assistant Secretary, Board of Regents

**Agenda Item No.
Washburn University Board of Regents**

SUBJECT: Liquidated Claims Approval – June 2022

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of June 2022.

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	\$3,190,868
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	2,049,841
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	3,545
8.	Restricted and Agency Fund	350,153
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	296,953
	Sub-Total	5,891,360
	Payroll	3,045,994
	Payroll Withholding ACH Transactions	539,579
	Total	\$9,476,933

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$267,128
3.	Building and Construction Fund	252,544
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	43,308
13.	Government and Research Fund	64,075
	Sub-Total	627,055
	Payroll	355,290
	Payroll Withholding ACH Transactions	219,719
	Total	\$1,202,064

Date

Jerry B. Farley, President

**Agenda Item No.
Washburn University Board of Regents**

SUBJECT: Liquidated Claims Approval – July 2022

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of July 2022.

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	\$4,571,720
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,627,889
4.	Endowment Fund	-0-
5.	Student Loan Fund	2,500
7.	Tort Claim Fund	73,022
8.	Restricted and Agency Fund	384,123
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	33,818
	Sub-Total	6,693,072
		Payroll
		3,272,943
	Payroll Withholding ACH Transactions	2,654,012
	Total	\$12,620,027

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$308,764
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	59,194
13.	Government and Research Fund	3,081
	Sub-Total	371,039
		Payroll
		380,541
	Payroll Withholding ACH Transactions	125,569
	Total	\$877,149

Date

Jerry B. Farley, President

Agenda Item No. VII. A. 3.
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
Vacant	User Services Administrator, Position # 001207	Effective September 15, 2022	\$58,682 annual pay. Increase of \$11,302 is available from currently budgeted funds.	Position is adjusted based on position level, skills, and experience.	Request approval.

RECOMMENDATION:

President Farley recommends approval of this personnel action.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 1.
Washburn University Board of Regents

SUBJECT: Health Plan Renewal

DESCRIPTION:

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

Overall, the cost of health care services continues to rise and BCBSKS estimates our increased medical and dental plan utilization will result in an overall increase of approximately 17% over the next year. Our rates are a direct result of the usage our group has experienced over the rating period. In an effort to moderate the amount of medical premium increases, changes in the medical plan benefits are being recommended for the plan year beginning January 1, 2023. Specific recommendations include:

- removing the Base and Buy-up medical co-insurance maximum (\$2,000/\$6,000) while retaining the maximum out of pocket limit (\$6,350/\$12,700);
- eliminating the 4th quarter carryover provision; and
- retaining the current medical six-tier premium salary levels into 2023.

The employer funding reserves from last year is expected to fully cover an increase in utilization for this upcoming year. Therefore, an overall change in employee premium funding for the current medical, prescription, and dental plan benefits is not recommended for the plan year beginning January 1, 2023. This will be the sixth consecutive year the University has been able to hold the employee portion of the health insurance premiums flat. Married couples, who both work at the University and are benefit eligible, will continue to have the opportunity to cover a dependent child/ren. In those circumstances, the married individual in the higher premium tier will continue to be the primary insurance for covering child/ren.

The attached premium sheets identify the employee premium amounts, by plan, as well as those amounts paid by the University to continue the support of health plan premiums.

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

FINANCIAL IMPLICATIONS:

The FY23 Benefit budget contains sufficient funds to cover the University's portion of the premiums.

RECOMMENDATION:

President Farley recommends Board of Regents approval to renew the University Health Plan for one-year, effective January 1, 2023.

Date

Jerry B. Farley, President

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Salary > \$66,361 (Tier 1)								
Employee Total	\$ 50.00	\$ 330.33	\$ 406.64	\$ 842.76	\$ 109.44	\$ 469.28	\$ 550.90	\$ 1,073.22
Washburn Total	567.49	879.99	849.02	989.52	520.44	764.69	729.33	802.40
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$57,344 - \$66,361 (Tier 2)								
Employee Total	\$ 35.52	\$ 287.69	\$ 350.09	\$ 724.91	\$ 94.96	\$ 382.55	\$ 451.77	\$ 871.24
Washburn Total	581.97	922.64	905.57	1,107.37	534.92	851.43	828.46	1,004.38
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$47,869 - \$57,343 (Tier 3)								
Employee Total	\$ -	\$ 238.76	\$ 295.24	\$ 589.23	\$ 59.44	\$ 350.83	\$ 408.54	\$ 760.23
Washburn Total	617.49	971.56	960.42	1,243.05	570.44	883.14	871.69	1,115.39
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$38,750 - \$47,868 (Tier 4)								
Employee Total	\$ -	\$ 196.46	\$ 243.50	\$ 473.26	\$ 59.44	\$ 308.50	\$ 356.84	\$ 644.35
Washburn Total	617.49	1,013.86	1,012.16	1,359.02	570.44	925.47	923.39	1,231.27
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$29,734 - \$38,749 (Tier 5)								
Employee Total	\$ -	\$ 156.56	\$ 196.07	\$ 361.98	\$ 59.44	\$ 268.57	\$ 309.46	\$ 533.17
Washburn Total	617.49	1,053.76	1,059.59	1,470.30	570.44	965.40	970.77	1,342.45
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$29,733 (Tier 6)								
Employee Total	\$ -	\$ 115.82	\$ 145.93	\$ 246.06	\$ 59.44	\$ 227.80	\$ 259.35	\$ 417.34
Washburn Total	617.49	1,094.50	1,109.73	1,586.22	570.44	1,006.17	1,020.88	1,458.28
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62

PLAN	WU High Deductible Health Plan (HDHP)			
	Single	Employee + Child/ren	Employee + Spouse	Family
HDHP - All Tiers				
Employee Total	\$ -	\$ 196.46	\$ 243.50	\$ 473.26
Washburn Total	617.49	1,013.86	1,012.16	1,359.02
Total Premium	617.49	1,210.32	1,255.66	1,832.28

With Employer Contribution to:
Health Savings Account \$ 50.00 \$ 75.00 \$ 75.00 \$ 100.00

PLAN	WU Base Plan				WU Buy-Up Plan			
	Single	Employee + Child/ren	Employee + Spouse	Family	Single	Employee + Child/ren	Employee + Spouse	Family
Salary > \$66,361 (Tier 1)								
Employee Total	\$ 333.75	\$ 770.33	\$ 831.15	\$ 1,337.52	\$ 369.66	\$ 851.63	\$ 915.57	\$ 1,474.42
Washburn Total	283.75	440.00	424.51	494.76	260.22	382.35	364.67	401.20
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$57,344 - \$66,361 (Tier 2)								
Employee Total	\$ 326.51	\$ 749.00	\$ 802.88	\$ 1,278.60	\$ 362.42	\$ 808.26	\$ 866.00	\$ 1,373.43
Washburn Total	290.99	461.32	452.79	553.69	267.46	425.71	414.23	502.19
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$47,869 - \$57,343 (Tier 3)								
Employee Total	\$ 308.75	\$ 724.54	\$ 775.45	\$ 1,210.75	\$ 344.66	\$ 792.40	\$ 844.38	\$ 1,317.92
Washburn Total	308.75	485.78	480.21	621.53	285.22	441.57	435.85	557.70
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$38,750 - \$47,868 (Tier 4)								
Employee Total	\$ 308.75	\$ 703.39	\$ 749.58	\$ 1,152.77	\$ 344.66	\$ 771.24	\$ 818.54	\$ 1,259.98
Washburn Total	308.75	506.93	506.08	679.51	285.22	462.73	461.69	615.64
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary \$29,734 - \$38,749 (Tier 5)								
Employee Total	\$ 308.75	\$ 683.44	\$ 725.87	\$ 1,097.13	\$ 344.66	\$ 751.27	\$ 794.85	\$ 1,204.39
Washburn Total	308.75	526.88	529.79	735.15	285.22	482.70	485.38	671.23
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62
Salary <=\$29,733 (Tier 6)								
Employee Total	\$ 308.75	\$ 663.07	\$ 700.80	\$ 1,039.17	\$ 344.66	\$ 730.89	\$ 769.79	\$ 1,146.48
Washburn Total	308.75	547.25	554.86	793.11	285.22	503.08	510.44	729.14
Total Premium	617.49	1,210.32	1,255.66	1,832.28	629.88	1,233.97	1,280.23	1,875.62

PLAN	WU High Deductible Health Plan (HDHP)			
	Single	Employee + Child/ren	Employee + Spouse	Family
HDHP - All Tiers				
Employee Total	\$ 308.75	\$ 703.39	\$ 749.58	\$ 1,152.77
Washburn Total	308.74	506.93	506.08	679.51
Total Premium	617.49	1,210.32	1,255.66	1,832.28

With Employer Contribution to:

Health Savings Account	\$ 25.00	\$ 37.50	\$ 37.50	\$ 50.00
------------------------	----------	----------	----------	----------

Washburn University

Group Dental Insurance Monthly Premiums as of January 1, 2023

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

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

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

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

Agenda Item No. VII. B. 2.
Washburn University Board of Regents

SUBJECT: Renewal of Casualty Insurance Policies

DESCRIPTION:

Pursuant to Board approval at its June 2022 meeting, the University property insurance was moved to QBE North America, in addition bringing property insurance in alignment with the October 1 renewal date for Casualty insurance policies.

Casualty insurance has traditionally been one of the largest drivers of increases for Washburn's coverage renewal, given the struggles within the marketplace and sizable claim verdicts across the country related to these lines of coverage. Last year IMA worked in conjunction with the Washburn University team to move to a new market provider (Philadelphia Insurance Co. [PHLY]), which resulted in a very competitive set of options. Given the favorable indication from PHLY for this renewal, IMA in tandem with our internal team elected to not go out to market again in 2022.

The Casualty package, consisting of General Liability, Abuse & Molestation, Employee Benefits Liability, Law Enforcement Liability, School & Educators Legal Liability, and Employment Practices Liability, showed a 1% increase with PHLY, along with drops of 2% for Auto and 9% for the Umbrella option. This is based on adjusted premiums (adjusted due to increased exposure during the year) compared with proposed premiums. All in all, even with an increase in Cyber coverage of almost 68% (including CPC fee), Washburn's reduction this year in Casualty coverage will be a net 3%, again based on adjusted premiums.

Workers Compensation constitutes the highest premium of all the University casualty insurance policies. Our marketing campaign confirmed United Heartland is still the most competitive option, and although our experience modification factor is still .74 this year, the premium decreased by 2%.

The increase in Cyber premium is a result of cyber market increases of more than 25 percent, especially for the Higher Education sector. AIG's renewal quote comes with some modifications that have driven the premium up from \$34,493 to \$55,216 and dropped the Ransomware limit from \$1 million to \$250,000 per occurrence. We also received a quote from an InsureTech carrier, Resilience, for the same limits. Their quote was \$57,860, which includes services from their Cyber Primary Care product. The addition of the CPC product results in a \$75,000 deductible vs. AIG's \$100,000 and no 50% co-insurance, which is required by AIG. The CPC product also allows Resilience to work with Washburn in support of their cyber security efforts. Our brokers' recommendation is to go with Resilience.

The Pollution Liability Insurance is a 3-year prepaid policy effective October 1, 2020 to 2023. The total 3-year premium is \$33,708.

The AIG Foreign Travel Insurance is a 3-year prepaid policy effective October 1, 2022 to 2025. The new 3-year premium is \$22,185. American International Group (AIG) covers faculty and students traveling abroad.

IMA's fee decreased from \$40,000 to \$29,804.25 due to PHL Y's pricing structure including commissions. IMA and Washburn have a fee-based agreement, so IMA again reduced its fee by the commission amount it will receive directly from PHL Y.

The list of renewal policies and premium proposals compared with the current year are as follows:

<u>Insurance Coverage</u>	<u>Current</u>	<u>Renewal</u>
Automobile	\$ 37,423	\$ 41,964
General Liability	61,493	69,944
Educators Legal Liability	80,584	82,729
Excess Indemnity (Umbrella)	<u>34,402</u>	<u>36,475</u>
	213,902	231,112
Workers Compensation	180,362	177,651
Crime	9,039	9,039
Cyber	34,493	31,000
Cyber Primary Care Product	-0-	26,860
Student Healthcare Professional Liability	16,437	12,401
Broadcasters Legal Liability - KTWU	3,800	4,173
Pollution Liability		
(annual premium of 3-year prepaid policy)	11,236	11,236
Foreign Travel Insurance & Business Travel Accident		
(annual premium of 3-year prepaid policy)	7,430	3,100
Business Travel Accident		4,295
Cheerleader Catastrophic Accident Insurance	3,542	3,542
IMA Brokerage Fee	<u>40,000</u>	<u>29,804</u>
TOTAL	<u>\$520,241</u>	<u>\$544,213</u>

FINANCIAL IMPLICATIONS:

Total premiums are consistent with the approved Fiscal Year 2022-23 operating budget.

RECOMMENDATION:

President Farley recommends approval to purchase the casualty insurance policies as listed above.

Date

Jerry B. Farley, President



INSURANCE PROPOSAL **WASHBURN UNIVERSITY**

September 15, 2022



ABOUT IMA

3RD LARGEST
INDEPENDENTLY OWNED BROKER
IN THE UNITED STATES

IMA Financial Group, Inc. (IMA) is one of the largest and fastest growing privately held insurance brokerage firms in the United States.

Our performance and customer loyalty speaks volumes of IMA's commitment to protecting assets and making a difference. In fact, over the past five years IMA has doubled our revenue while retaining our customers.



BUSINESS STRENGTH

Over \$450 Million
in Revenue



CARRIER RELATIONSHIPS

Over \$8 Billion in Premium
Placed Annually



EMPLOYEE OWNED

1,800+ Owners Focused
on Clients' Success



IMA FOUNDATION

Community Focused



CLIENT FOCUSED

97% Client Retention Rate



GLOBAL REACH

Clients in all 50 States +
Over 100 Countries



EXECUTIVE SUMMARY

Market Updates

- + The winds of change have shifted since the “hard market” of 2020 and 2021, mostly for loss-favorable accounts. IMA now refers to the overall P&C market as a “disciplined market” Pricing remains relatively elevated from traditional “soft markets”, but capacity remains available and markets who exited during the last two renewal cycles are re-engaging.
- + Last year we completed a targeted marketing campaign and Washburn’s Property & Casualty insurance coverage was moved to Philadelphia Insurance Co. (PHLY), who provided a very competitive set of options for your insurance last year, with an 18% overall reduction and savings of ~\$132,000 vs. the 2020 premium. Given the marketing of the account last year and the favorable indication from PHLY for this renewal, IMA in tandem with your internal team elected to not go out to market again in 2022.

Package:

- + The Package includes your General Liability, Abuse & Molestation, Employee Benefits Liability, Law Enforcement Liability, School & Educators Legal Liability, and Employment Practices Liability.
 - This has traditionally been one of the larger drivers of increases for the Washburn casualty insurance renewal, given the struggles within the marketplace and sizable claims verdicts across the county related to these lines of coverage.
 - IMA was able to negotiate a 1% renewal increase on this package of coverages, which are broken out on the next page.
 - PHLY 2022 premium is \$231,112 vs. \$229,557 adjusted premium for 2020 **(1%)**
- + Auto
 - IMA was able to negotiate a 2% rate reduction vs. your adjusted 2021 premium. PHLY 2022 premium is \$41,964 vs. \$42,605 adjusted 2021 premium **(-2%)**
- + Umbrella
 - IMA was able to negotiate a 9% decrease vs. adjusted 2021 premium. PHLY 2022 premium option is \$36,475 vs. \$40,061 in adjusted 2021 premium **(-9%)**

EXECUTIVE SUMMARY (CONTINUED)

Workers' Compensation:

- + Washburn has been with United Heartland since 2011. The Washburn 10-1-2021 Workers' Comp experience modification is .74 and was .74 in 2021.
- + 2022 premium is \$177,651 vs. \$180,499 adjusted 2020 premium **(-2%)**
 - Our marketing campaign confirmed United Heartland was still the most competitive option available for Washburn – no other markets could compete on pricing.

Cyber:

- + The entire cyber market continues to see a 25+ increase, on top of any increase that directly correlates to exposure changes. Higher education is a tough class of business, and a lot of carriers aren't interested in quoting on it anymore. Typical lack of funding to implement stronger security controls on top of the high record counts.
- + The Cyber markets provided several areas of concern around Washburn's potential vulnerability to a cyber-related attack. Specifically, they are concerned about enabled remote access protocols, which make the corporate network susceptible to website outage attacks, ransomware, and data breaches from malware and reused credentials. A recommendation was made to remove to these protocols unless necessary.
 - AIG has quoted for the renewal is showing a 60% increase vs. adjusted 2021 premium, with a total cost of **\$55,216.46**. In addition to the additional spend, there was another reduction in the capacity in your Ransomware limit from \$1,000,000 to \$250,000. They continue to apply a 50% co-insurance to this line of coverage as well, meaning Washburn is required to pay \$1 for every \$1 paid by the insurance carrier, to a maximum insurance payment of \$250,000 for all costs associated with a Ransomware loss.
 - We also received a quote from an InsureTech carrier, Resilience. Resilience is offering base pricing of \$31,000 + additional services through their Cyber Primary Care product, which comes at a cost of \$25,000. This would bring the total Resilience renewal, with surplus lines taxes, to **\$57,860**. This slight increase over the AIG policy comes with no co-insurance for Ransomware loss, which is a major advantage. Additionally, the CPC offering allows Resilience to work with Washburn on an ongoing basis, supporting their current security teams and maintaining a forward-looking posture against the evolving threat landscape in the Cyber industry. The visibility and alignment of this engagement allows to reduce the severity of potential incidents and enhance the insurance offering terms going forward. Resilience will create a prioritized roadmap, technical recommendations, and scanning results around open ports and leaked credentials are visible in real-time to Washburn via the custom platform. Essentially, Resilience will act as an extension of the Washburn's security team.



- IMA has several clients that have had difficulty with controls in the past who have utilized the CPC offering, some even recently receiving a flat renewal because of their engagement and subscription renewal. Our Cyber team have nothing but positive feedback on how the team assists our other insureds. Some of the security engineers on the Resilience team have a background with the Dept of Defense, so they are qualified to help insureds handle and improve their exposure.

Business Travel Accident:

- + IMA was asked to obtain a more comprehensive approach to cover potential medical expenses for the faculty and students who travel and study abroad.
- + IMA completed a full marketing and obtained quotes from three carriers: AIG; Chubb; and Berkley. Based on the comparison, AIG appears to provide the best balance of comprehensive coverage with a reasonable price.
- + Cost for the AIG option is \$4,295 per year.

IMA Fee:

- + On the renewal this year, there are lines of coverage including commissions. We inquired if these could be removed and provide the equivalent return in premium. Unfortunately, they would not reduce your premium equally – therefore, IMA is reducing our fee by these commissions. Presently, this totals \$30,195.75, which would reduce our \$60,000 fee to \$29,804.25. We want to continue to be an advocate of Washburn and provide this information to be completely transparent of the financials involved in this renewal.

Conclusion:

- + Washburn's Casualty adjusted premium spend for the 2021-22 policy year was \$535,568. For the 2022-23 policy term, Washburn's Casualty premium is estimated to be \$520,396.25, for a net **3% overall reduction**).



PREMIUM & RATE COMPARISON

EXPOSURE

COVERAGE	RATING BASIS	2021-2022	2022-2023	VARIANCE
General Liability	Square Footage	1,941,475	2,274,078	17%
Automobile	Per Auto	65	74	14%
Workers' Compensation	Payroll (per \$100)	\$55,523,426	\$55,565,596	0%
Umbrella	Square Footage	1,941,475	2,274,078	17%
Foreign Package	# of Travelers	173	166	-4%
Student Healthcare - Professional	Student Count	1,728	1,374	-20%
Cyber	Records	175,067	164,400	-6%

AVERAGE RATES

AVERAGE RATES	RATING BASIS	2021-2022	2022-2023	VARIANCE
General Liability	Square Footage	31.67	30.76	-3%
Automobile	Per Auto	\$576	\$567	-2%
Workers' Compensation	Payroll (per \$100)	0.32	0.32	-2%
Experience Modification Factor		0.73	0.74	1%
Umbrella	Square Footage	1.76	1.60	-9%
Foreign Package	# of Travelers	42.95	44.55	4%
Student Healthcare - Professional	Student Count	9.51	9.03	-5%



PREMIUM & RATE COMPARISON

PREMIUM				
PREMIUM	2021-2022	ADJUSTED PREMIUM (RENEWAL EXPOSURE AT EXPIRING RATE)	2022-2023	VARIANCE
Package	\$ 213,702	\$ 235,197	\$ 231,112	-2%
General Liability	\$ 61,493	\$ 71,947	\$ 69,944	-3%
Premises Liability	\$ 41,803	\$ 48,697	\$ 45,502	-7%
Sexual Abuse and Molestation	\$ 11,125	\$ 14,685	\$ 15,877	8%
Employee Benefits Liability	\$ 300	\$ 300	\$ 300	0%
Law Enforcement Professional Liability	\$ 8,265	\$ 8,265	\$ 8,265	0%
Professional Liability	\$ 80,584	\$ 80,584	\$ 82,729	3%
School & Educators Legal Liability	\$ 29,465	\$ 29,465	\$ 28,944	-2%
Employment Practices Liability	\$ 51,119	\$ 51,119	\$ 53,785	5%
Automobile	\$ 37,423	\$ 42,605	\$ 41,964	-2%
Umbrella	\$ 34,202	\$ 40,061	\$ 36,475	-9%
Workers' Compensation	\$ 180,362	\$ 180,499	\$ 177,651	-2%
Foreign Package (Faculty & Students)	\$ 7,430	\$ 7,129	\$ 3,100	
Business Travel Accident (Faculty & Students)	\$ -	\$ 4,899	\$ 4,295	
Nurses Professional (Student Healthcare)	\$ 16,437	\$ 13,070	\$ 12,401	-5%
Broadcasters Legal (3 yr term 2019-22)	\$ 3,800	\$ 4,026	\$ 4,173	4%
Cyber	\$ 32,541	\$ 32,541	\$ 31,000	-5%
CPC Fee	\$ -	\$ -	\$ 25,000	
SL taxes	\$ 1,952	\$ 1,952	\$ 1,860	
IMA FEE	\$ 40,000	\$ 60,000	\$ 29,804.25	-50%
TOTAL PREMIUM	\$ 496,224	\$ 535,568	\$520,396.25	-3%

PROGRAM SUMMARY

COVERAGE	CARRIER	POLICY TERM	LIMIT	DEDUCTIBLE / RETENTION	PREMIUM		
Property	QBE	7/1/2022 - 10/1/2023	Total Insured Values	\$667,389,892	AOP	\$25,000	\$751,989
			Per Occurrence Limit	\$400,000,000	Water Damage	\$100,000	
			Earthquake	\$25,000,000	Earthquake	\$100,000	
			Accounts Receivable	\$1,000,000	Wind and Hail	3%	
			Below Ground Water and Backup of Sewer, Drain or Sump	\$250,000	Minimum	\$400,000	
			Business Personal Property Not at a Covered Location	\$250,000			
			Debris Removal Additional Limit	\$500,000			
			Dependent Properties	\$100,000			
			Employee Theft	\$50,000			
			Fire Department Service Charge	\$50,000			
			Valuable Papers and Records	\$1,000,000			
General Liability incl EBL and Abuse & Molestation, Law Enforcement Professional Liability	PHLY	10/1/2022 - 10/1/2023	Each Occurrence	\$1,000,000	Deductible	None	\$69,944
			Personal & Advertising Injury	\$1,000,000			
			Medical Expense	\$5,000			
			General Aggregate - Including Products & Completed Operations	\$3,000,000			
			Damage to Premises Rented to You	\$100,000			
			Sexual Abuse & Molestation - Each Occurrence & Aggregate	\$1,000,000			
			Employee Benefits Liability - Per Occurrence	\$1,000,000	Retro Date	10/1/1998	
			Employee Benefits Liability - Aggregate	\$3,000,000			
			Law Enforcement Limits - Each Loss	\$1,000,000	Law Enforcement Deductible	\$1,000	
			Law Enforcement Limits - Annual Aggregate	\$1,000,000			

PROGRAM SUMMARY (CONTINUED)

COVERAGE	CARRIER	POLICY TERM	LIMIT	DEDUCTIBLE / RETENTION	PREMIUM	
Educators Legal Liability and Employers Practices Liability (EPL)	PHLY	10/1/2022 - 10/1/2023	Educators Legal Limits - Each Claim	\$6,000,000	Educators Legal Deductible	\$25,000
			Educators Legal Limits - Annual Aggregate	\$6,000,000		
			Employment Practice Liability - Each Claim	\$6,000,000	Employment Practices Deductible	\$50,000
			Employment Practice Liability - Annual Aggregate	\$6,000,000		
Automobile	PHLY	10/1/2022 - 10/1/2023	Liability - CSL	\$1,000,000	Liability Deductible	None
			Medical Payments	\$5,000	Comprehensive Deductible	Various
			Hired Car Phys Dam	\$65,000	Collision Deductible	Various
Workers' Compensation	United Heartland	10/1/2022 - 10/1/2023	Work Comp	Statutory	Deductible	\$10,000
			EL, Accident	\$1,000,000		
			EL, Disease, each employee	\$1,000,000		
			EL, Disease, aggregate	\$1,000,000		
Umbrella	PHLY	10/1/2022 - 10/1/2023	Per Occurrence	\$5,000,000	Deductible	\$10,000
			Products & Completed Operations			
			Aggregate	\$5,000,000		
			Aggregate	\$5,000,000		
			Sublimit for Law Enforcement Legal	\$2,000,000		
Foreign Package Students & Faculty	AIG	10/1/2019 - 10/1/2022	Foreign GL Master Aggregate	\$4,000,000	Deductible	None
			Foreign GL Per Occurrence	\$1,000,000		
			Foreign Auto Liability	\$1,000,000		
			Foreign Voluntary Comp	\$1,000,000		

PROGRAM SUMMARY (CONTINUED)

COVERAGE	CARRIER	POLICY TERM	LIMIT		DEDUCTIBLE / RETENTION		PREMIUM
Business Travel Accident Students & Faculty	AIG	10/1/2022 - 10/1/2023	Personal Injury Liability - Each Claim	\$1,000,000	Deductible	None	\$4,295
			Personal Injury Liability - Aggregate	\$5,000,000			
			Maximum Number of Days - Each Trip	365days			
			Employees/Chaperones	\$250,000			
			Students	\$50,000			
			Spouses of Employees/Chaperones	\$50,000			
			Children of Employees/Chaperones	\$25,000			
			Emergency Medical Evacuation	\$250,000			
			Repatriation	\$250,000			
			Political/Natural Disaster Evacuation - Per Individual	\$100,000			
			Political/Natural Disaster Evacuation - Per Event	\$1,000,000			
			Accident & Sickness Medical Expense Benefits - Pre Existing	\$500,000			
			Accident & Sickness Medical Expense Benefits - Pre Existing	\$25,000			
Max Benefit Period	52weeks						
Nurses Professional (Student Healthcare)	CNA	10/1/2022 - 10/1/2023	Personal Injury Liability - Each Claim	\$1,000,000	Deductible	None	\$12,401
			Personal Injury Liability - Aggregate	\$5,000,000			
Media Guard / Broadcasters Liability	Chubb	10/1/2022 - 10/1/2025	Media Guard Per Claim	\$1,000,000	Retention	\$5,000	\$4,173
			Media Guard Aggregate	\$3,000,000			
Pollution	Ascot	10/1/2020 - 10/1/2023	Each Incident	\$1,000,000	Deductible	\$25,000	\$-
			Coverage Aggregate	\$2,000,000			

PROGRAM SUMMARY (CONTINUED)

COVERAGE	CARRIER	POLICY TERM	LIMIT	DEDUCTIBLE / RETENTION	PREMIUM
Crime	Travelers	10/1/2020 - 10/1/2023	Employee Theft \$2,000,000	Retention \$10,000	\$-
Cyber	Resilience	10/1/2022 - 10/1/2023	Media Content \$2,000,000 Security & Privacy Liability \$2,000,000 Network Interruption \$2,000,000 Event Management \$2,000,000 Cyber Extortion \$2,000,000 Cyber Crime (Social Engineering) \$100,000 Ransomware \$250,000	Retention \$75,000 \$75,000	\$57,860
IMA Fee	\$60,000 less commissions received from above policies				\$29,804.25
TOTAL PREMIUM					\$520,396.25

YOUR IMA TEAM

More Than Just Insurance.

Building, Developing & Maintaining **Relationships.**

**Protecting Assets Is What We Do,
Making A Difference Is Who We Are.**



MARK WILKERSON
Senior Vice President
913.982.3661
mark.wilkerson@imacorp.com



BRETT TAYLOR
Account Executive
913.982.3483
brett.taylorl@imacorp.com



ALEX SPRINGER
Account Manager
913.643.2420
alex.springer@imacorp.com



BRENDA RICE
Risk Control Manager
913.912.2932
brenda.rice@imacorp.com



VICKI MCKEONE
Claims Account Executive
913.982.3475
vicki.mckeone@imacorp.com



JODI HOLT
Broker, Executive Risk Solutions
316.266.6585
jodi.holt@imacorp.com



AUTUMN STONE
Cyber Practice Specialist
316.266.6216
autumn.stone@imacorp.com



There are numerous factors contributing to our success, some of which we believe include:

EXPERIENCE

IMA has over 45 years of proven experience within the insurance brokerage industry.

EMPLOYEE OWNED

IMA is proud to be employee-owned.

MARKET CLOUT

IMA places over \$8 billion in insurance premiums annually.

REACH

IMA has relationships with insurance carriers with extensive expertise.

CLIENT SERVICE

In today's turbulent insurance market, we believe that IMA provides the right products at a competitive price and with superior service.

CLAIMS

We are your advocate. Prompt reporting, early intervention, aggressive investigation, timely settlements and excellent communication are the foundation of our Claims Management philosophy.

RISK CONTROL

IMA's Risk Control Department is staffed with experienced professionals. From strategic planning to implementation, our Risk Control services are designed around your needs.

SPECIALTY PRACTICES

IMA's industry practices are the foundation of our growth and our knowledge in these unique market segments is unequalled amongst our peers.

“**PROTECTING ASSETS IS WHAT WE DO,
MAKING A DIFFERENCE
IS WHO WE ARE.**”

- ROB COHEN, Chairman & CEO, IMA Financial Group



About IMA Financial Group

IMA Financial Group, Inc. (IMA) is an integrated financial services company specializing in risk management, insurance, employee benefits solutions and wealth management. It is the sixth-largest privately held and employee-owned insurance broker in the country and employs 1,200+ associates.

Please visit <http://imacorp.com/terms-service/> to review our full privacy and compensation disclosure statements.

“IMA'S MANAGEMENT IS EMPOWERED
TO DIRECT
THE RESOURCES OF THE COMPANY

**TO SERVE ITS
CUSTOMERS FIRST**

RATHER THAN TO MEET THE QUARTERLY
EARNINGS EXPECTATION OF WALL STREET”

- KEVIN M. STIPE, CPCU, REAGAN CONSULTING

Agenda Item No. VII. B. 3. a.
Washburn University Board of Regents

SUBJECT: Intercollegiate Sports Accident Insurance - Ratification

DESCRIPTION:

Annually the University procures sports accident insurance to cover out of pocket medical bills for its intercollegiate athletes, student coaches, managers and trainers, cheerleaders, drill teams, band members and mascots. Two years ago a Washburn committee evaluated proposals from three different insurers and concluded the best option for Washburn was to transition from a fully-insured to a self-insured retention (SIR) plan with a maximum stop-loss. At the same time, claims management moved from the Athletics Department to Mutual of Omaha, offering additional operational efficiencies and discounts on claims by the insurer.

Last year's premium was \$52,700 with a stop-loss maximum of \$180,000. (The stop-loss applies to all charges paid for two years from the date of any incident that happens during the covered claim year, and very often claims' charges come in after the end of the original claim year.) Using the same predictors based on Washburn's claims history, Mutual of Omaha has returned with a premium of \$57,300 and a stop-loss of \$210,000. The premium proposed is a fixed cost, while the Stop-Loss Maximum is based on what Washburn pays in claims and is the maximum out-of-pocket expense.

	<u>Premium</u>	<u>Stop-Loss Maximum</u>
Mutual of Omaha (A+ Rating)	\$ 57,300	\$210,000

FINANCIAL IMPLICATIONS:

The premium and claims, up to the stop-loss maximum, will be paid from the Health Fund. Due to a 9/01/22 implementation date, the Board Chair was contacted and approved the renewal of sports accident insurance from Mutual of Omaha. The Chair of the Board has authority to approve such purchases and seeks ratification by the Board of Regents.

RECOMMENDATION:

President Farley recommends the Board of Regents ratify Chairwoman Buhler's approval to purchase sports accident insurance from Mutual of Omaha as described above.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. b.
Washburn University Board of Regents

SUBJECT: Bradbury Thompson Alumni Center Infrastructure

DESCRIPTION:

Original wiring in Bradbury Thompson Center (BTAC) requires removal and replacement. Existing computing infrastructure is inadequate and end of life. Cat3/Cat5 network cabling will be replaced with Cat6 and fiber. We went out for bid to remove old wiring, update equipment, and install new wiring and equipment to meet current best practice standards. Only one vendor responded to the Request for Proposals, which was Torgeson Electric. Proposal scope and RFP response was reviewed internally. Material and Labor quoted by Torgeson is aligned with internal estimates for labor hours and materials.

FINANCIAL IMPLICATIONS:

Torgeson Electric won the bid. The total cost is \$86,000. The purchase is funded through FY22 Capital funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the award to purchase equipment from Torgeson Electric in the amount of \$86,000.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. c.
Washburn University Board of Regents

SUBJECT: Mulvane Art Building – HVAC Remodel Project

DESCRIPTION:

The Mulvane Art Museum’s current HVAC system provides individual area heat, cooling, and humidity control throughout the building’s spaces. In order to achieve this, water piping is run through walls and ceilings to provide hot water to the individual spaces, supporting heating and humidity. Over the past couple years, there have been several water leaks in the building, causing minor aesthetic damages, and narrowly avoiding major artwork damage. The damage and risk of additional damage has caused the closure of some gallery space, limiting the Mulvane’s ability to display artwork and exhibits.

Due to these recent mechanical system failures, University Facilities and Mulvane staff worked with Bartlett & West to perform an evaluation of the HVAC system and potential improvements that would eliminate the risks to the building and artwork. Major evaluation goals included the removal of water piping from the artwork spaces, and improved ability to control temperature and humidity, both of which are important for artwork longevity. Bartlett & West’s evaluation is attached and provides options that address these concerns.

It was identified that the building does not have a vapor barrier since it was built long before vapor barrier requirements were introduced in 1948. The lack of a vapor barrier allows humid air to penetrate the building during summer, and dry air to penetrate during winter. Effective and consistent control of temperature and humidity would be greatly improved by adding a vapor barrier.

New HVAC units with humidification controls can be added to the building by creating a new mechanical room in the existing areaway at the southwest corner of the building. These new units will push air to the interior spaces and eliminate any water within the building walls and ceilings.

The University recommends that a project based upon the recommendation of the Bartlett & West evaluation report be approved with the intention of completing the project prior to the beginning of the 100th year anniversary of the Mulvane Art Museum, which begins January, 2024.

FINANCIAL IMPLICATIONS:

The total project is estimated at \$1,822,750 consisting of \$1,415,000 of construction cost and \$170,000 of design costs, both based upon the evaluation report, and \$237,750 of soft costs and contingency. Project to be funded by University Reserves and Capital Funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the Mulvane Art Museum HVAC Remodel Project.

Date

Jerry B. Farley, President

DRIVING WASHBURN FORWARD, TOGETHER.

Bartlett & West



Mulvane Art Museum
HVAC Improvement Evaluation Report



Washburn University

August 22, 2022

PREFACE

Bartlett & West was requested to assess the Mulvane Art Museum and recommend general building and mechanical upgrades to eliminate the current water damage threat to artwork and building finishes which have forced a shutdown of the museum. The water damage threat is coming from leaks in piping and equipment in the mechanical piping system above the art galleries. As part of the assessment report, methods to provide a more efficient building were also evaluated. The evaluation report was prepared utilizing architectural, engineering, construction and maintenance perspectives, capitalizing on design and installation experiences. In addition to the technical expertise applied to the evaluation process, Bartlett & West applied extensive project experience on the Washburn University campus. These assets provide an evaluation report which addresses the many issues for a reliable and safe building system for Washburn University.

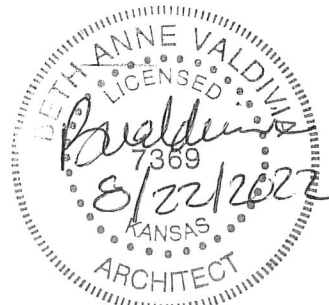
The process to create the assessment report included an in-depth review of the existing building construction and mechanical systems, acceptable building envelope improvements, acceptable mechanical improvements and their associated architectural impacts, conversations with WU facilities staff, discussions with the State Historical Society personnel, discussions with building material experts, review of past project drawings, and extensive site investigations to allow for an accurate assessment of the existing conditions. The report addresses current problems associated with the envelope and mechanical systems. Thorough analysis of the existing conditions provided opportunities to explore multiple options, evaluation of those options and the formation of the final recommendation. The final report establishes the structure to address the current building envelope and mechanical system to provide an efficient, reliable and safe system for the Mulvane Art Museum.

The Bartlett & West team is proud to have had the opportunity to apply our expertise to this evaluation report for Washburn University. We hope to continue assisting the University through the implementation of the formal design and construction of the improvements involved in this assessment report.

Kelly O. Conway, PE
Project Engineer
Bartlett & West



Beth A. Valdivia, AIA
Project Architect
Bartlett & West



EXECUTIVE SUMMARY

Washburn University retained the services of Bartlett & West to evaluate the mechanical system for the Mulvane Art Museum. Recently, there have been pipe leaks in the existing HVAC system piping creating “near misses” of the leaks damaging artwork. Without protection of the valuable artwork while on display in the museum’s galleries, the galleries cannot be utilized. It is critical that the galleries be a safe display area for the works of art and for the Mulvane Art Museum to continue its purpose to share art with the community. In addition to the integrity of the HVAC piping system, the existing building envelope does not have any vapor barrier provided, making the ability to control the space humidity difficult. The Art Museum requires both the temperature and humidity in the galleries to be maintained within a specific range to meet accreditation requirements. The artwork could be severely damaged if the space temperature and humidity levels in the galleries are allowed to vary outside of these ranges or if the temperature or humidity within the space fluctuates too rapidly.

This report investigated several improvement options to address the existing Mulvane Art Museum HVAC system and the buildings lack of vapor barrier. The following is a summary of those options total project cost (construction and design):

- Option A1: Exterior vapor barrier application. Estimate of Probable Total Project Costs: \$224,000 - \$280,000
- Option A2: Interior vapor barrier application. Estimate of Probable Total Project Costs: \$112,000 - \$168,000
- Option A3: Interior application of a vapor retarder above the attic floor joists. Estimate of Probable Total Project Costs: \$22,500 - \$39,500
- Option A4: Interior application of a vapor retarder and an attic floor surface. Estimate of Probable Total Project Costs: \$28,000 - \$45,000
- Option M1A: Provide electric heating coils in existing VAV boxes with one remote humidification unit. Estimate of Probable Total Project Costs: \$840,000 - \$952,000
- Option M1B: Provide electric heating coils in existing VAV boxes with three remote humidification units. Estimate of Probable Total Project Costs: \$1,036,000 - \$1,148,000
- Option M1C: Provide electric heating coils in existing VAV boxes with six remote humidification units. Estimate of Probable Total Project Costs: \$1,327,000 - \$1,428,000
- Option M2A: Provide electric heating coils in existing VAV boxes with three local humidification units. Estimate of Probable Total Project Cost: \$941,000 - \$1,053,000
- Option M2B: Provide electric heating coils in existing VAV boxes with six local humidification units. Estimate of Probable Total Project Cost: \$1,215,000 - \$1,310,000
- Option M3A: Provide a new VAV-AHU and add electric heating coils to the existing VAV boxes to perform all HVAC functions, (heating, cooling, dehumidification, and humidification). Estimate of Probable Total Project Cost: \$968,000 - \$1,052,000

Option M3B: Provide three new VAV-AHU and add electric heating coils to the existing VAV boxes to perform all HVAC functions, (heating, cooling, dehumidification, and humidification). Estimate of Probable Total Project Cost: \$1,260,000 - \$1,372,000

The recommended scope of work includes options **A2**, **A4** and **M3B** combined.
Total Estimate of Probable Total Project Cost: **\$1,585,000**

HISTORY

General Building History

The Mulvane Art Museum is housed in the west wing of a building that also houses the Fine Arts classrooms, offices, etc. The museum is a three-story building with an occupied basement and an unoccupied attic. The building is constructed stone and brick exterior bearing walls with concrete T-beam floor structure. The Art Museum roof is wood framed with an asphalt shingle roof. The basement level houses art education rooms, art storage spaces and a small work room.

The original building was constructed in 1924 per a gift by Joab R. Mulvane. There was a remodel of the interior space to add gallery, work and studio spaces in 1966. An expansion was also attached to the east side of Mulvane in 1966, and another in 2006 to increase exhibition space.

In 2011 an interior renovation was completed with the intent to reduce outdoor air infiltration and to stabilize temperature and humidity fluctuations. Modifications included the addition of vestibule entrances to the Mulvane entrances and the Garvey connection link.

Mechanical HVAC Systems History

In 2004 the original Museum HVAC system was replaced in its entirety. The updated HVAC system included a new cooling only air handling unit (AHU) to serve the museum spaces. The new AHU included a steam humidifier to serve the humification needs of the spaces. Additionally, variable air volume (VAV) boxes with heating water coils were provided for each control zone. The art storage areas in the basement level continue to be served by the existing dual-duct VAV boxes connected to an air handler unit system located in Garvey Fine Arts building.

In 2011 the HVAC system for the Museum was again updated to provide better humidity control in individual zones. The central humidifier in the 2004 AHU was disabled and new, duct mounted humidifiers were installed in the supply ducts of each existing VAV box.

Though there are no reference drawings documenting the design, the art storage areas in the basement level were updated sometime between 2004 and 2011. The existing dual-duct boxes were removed and replaced with fan coil units (FCUs). New humidifiers were also added to the supply duct of these FCUs in 2011.

There have been no major changes to the HVAC system or building since 2011.

In recent time there has been mineral build up and deterioration of the heating hot water and steam piping systems serving the reheat coils and the duct humidifiers at the VAV boxes within the galleries. These conditions have caused leaks in the piping which have damaged some interior finishes of the building.

BUILDING CONCERNS

Museum Concerns

Recent failures in the piping and piping specialties in the heating hot water and steam humidification systems have escalated the concern by the museum staff with the protection of any artwork displayed in the galleries and storage areas. Leaks in these piping systems have damaged existing ceiling and building finishes. Fortunately, no artwork has experienced irreparable damages during these incidents. Any water leaking from these piping systems has the potential to be catastrophic to the protection of the artwork.

While these piping systems for the HVAC systems present some undesirable risks for the museum, there is a need for the facility to have HVAC systems which can maintain room temperature and relative humidity levels within strict tolerances. Maintaining these conditions are critical for the museum to maintain its accreditation and ability to showcase the high quality of artwork which has been an expectation of the museum.

Building Envelope Concerns

The existing exterior walls of the Museum are constructed of structural masonry with the exterior face being stone and the remaining wythes brick. The existing perimeter framed walls were reviewed by Bartlett & West with Washburn University Facilities department and it was confirmed that there is no vapor barrier or insulation included in these walls. Without a vapor barrier, there is no way to control the migration of moisture through the wall. Without a vapor barrier and insulation included in the building envelope, it is much more challenging to maintain required temperature and relative humidity conditions and reduce the variances which can occur with the changes in the outdoor air conditions.

HVAC System Concerns

The existing hydronic piping system for the HVAC system is aged and leaks have developed in the steam and heating water piping. This piping is routed above the ceiling of the art galleries and other art related spaces. The potential and actual damage from these leaks has caused the museum to close the art galleries to prevent any risk of valuable artwork being damaged or destroyed.

Another concern is maintaining the necessary temperature and relative humidity levels in the art galleries within the standards and acceptable ranges determined by the American Alliance of Museums (AAM) and maintain the museum's accreditation.

There is a potential conflict with these two requirements since the leaking water and steam piping is a critical component of the HVAC systems required to maintain the temperatures and relative humidity requirements for the museum. The University and museum need a solution which accomplishes both goals.

CONCLUSION

General Building

The main goal of any modifications to the building envelope is to reduce fluctuations in temperature and humidity within the building, providing a more stable environment. To accomplish this goal, thermal insulation and a vapor barrier is highly recommended at the exterior walls and the attic floor joists. Without these items, the mechanical equipment would need to be selected with a greater capacity to accommodate the higher levels of fluctuations of temperature and humidity in the building.

HVAC System

To remove the risk of damage to artwork, the existing hydronic and steam piping systems are to be removed from above the art gallery display areas and the art storage spaces. In doing so, alternative methods to provide heating and humidity control to the interior spaces are required.

New mechanical equipment will be required to address the temperature and humidity ranges to be achieved in the art gallery and art storage areas of the building. Options for the new mechanical equipment are outlined in the Improvement Options section of this report.

IMPROVEMENT OPTIONS

General Building

Options for upgrades to the existing building envelope are listed in the options below. The building modifications associated with the different HVAC options are included in the HVAC system options. The options consider all aspects of the system as outlined in the “CONCLUSION” section of this report.

Option A1: Exterior application of a vapor retarder.

Provide a new façade for the entire building over the existing stone face with an Exterior Insulation Finish System (EIFS) that includes a Class I vapor retarder. This would provide a continuous vapor barrier and insulation system for all exterior walls.

Pros

Provides a vapor retarder without reducing the available space in the gallery areas, and limit relative humidity variances in the building.

Provides insulation that will help to maintain the temperature in the building.

Least invasive for interior walls.

Cons

High cost.

Covers the existing stone façade, extensively changing the character of the building.

All window and door jambs will need to be adjusted to match new wall thickness.

Estimate of Probable Construction Cost

\$200,000 – \$250,000

Estimate of Engineer/Architect Design Fee

\$24,000 – \$30,000

Option A2: Interior application of a vapor retarder.

Remove existing interior framed drywall walls on exterior walls. Build a double stud wall including a cavity area, vented to the attic, that would allow the masonry walls to release vapor within. Apply sheathing and a vapor barrier to the outermost/innermost stud wall with insulation in the framing and gypsum wall board for the interior finished wall surface.

Pros

Provides a vapor retarder for the building to help limit relative humidity variances in the building.

Provides insulation that will help to maintain the temperature in the building.

Retains the exterior character of the existing building.

Allows masonry to release vapor into a cavity wall which will retain the integrity of the masonry.

Cons

Vapor retarders noncontinuous since it is interrupted at floor levels.

Reduces interior space due to the additional exterior wall construction.

Very invasive option during construction.

Estimate of Probable Construction Cost

\$100,000 - \$150,000

Estimate of Engineer/Architect Design Fee

\$12,000 - \$18,000

Option A3: Interior application of a vapor retarder above attic floor joists.

Provide foil faced R-19 batt insulation with a vapor retarder between all floor joists.

Pros

Low cost.

Provides vapor retarder between unconditioned attic space and second level gallery level to limit relative humidity variances in the building.

Provides insulation that will assist in the maintenance of the temperature in the building.

Cons

Does not provide a walkable surface in the attic.

Estimate of Probable Construction Cost

\$20,000 - \$35,000

Estimate of Engineer/Architect Design Fee

\$2,500 - \$4,500

Option A4: Interior application of a vapor retarder and attic floor surface.

The current attic area does not include a walkable surface. Option would include the same improvements as A3A with the addition of a 5/8" treated OSB floor sheathing on top of the existing attic floor joists.

Pros

Provides vapor retarder between unconditioned attic space and second level gallery level to help limit relative humidity variances in the building.

Provides insulation that will assist in the maintenance of the temperature in the building.

Provides a safe, walkable surface in the attic.

Cons

High cost.

Estimate of Probable Construction Cost

\$25,000 - \$40,000

Estimate of Engineer/Architect Design Fee

\$3,000 - \$5,000

HVAC System

Options for improvements to the existing HVAC system are listed in the options below. The recommendations consider all aspects of the system as outlined in the "CONCLUSION" section of this report.

An option to provide a unit with all components in a single enclosure to accomplish all aspects of the building climate control was investigated however, physical limitations ruled out this option.

NOTE: Estimate of probable construction costs and design fees in the mechanical options below, include all necessary general construction cost to construct mechanical rooms, remove ceilings and light fixtures and replacement of ceilings and light fixtures with new.

Option M1A: Electric heating coils in existing VAV boxes with one (1) remote humidification unit.

Remove all heating water coils in VAV boxes and all duct mounted humidifiers in supply duct of these boxes. Remove all hydronic piping above ceilings of art galleries. Remove the duct mounted humidifiers from the basement storage FCUs. These FCUs shall remain to maintain temperature control in the basement storage areas.

Provide new electric heat coils in the existing VAV boxes to replace the heating water coils. Maintain the existing second floor AHU as a cooling only unit. Provide a new humidifier unit to serve the humidification systems to serve all art galleries and art storage spaces in the museum. New humidifier unit shall be

housed in a new mechanical room to be constructed in the existing areaway at the southwest corner of the building. New ductwork will be routed vertically in the southwest corner of the building up to first and second floors and horizontally above basement ceiling to the basement art storage spaces.

Alternative system to serve the basement storage areas is to provide a separate humidifier unit in a new mechanical room near the art storage rooms in the basement.

This option allows for the existing VAV-AHU and VAV boxes to maintain control zone temperature and includes for a new single wall humidistat to control all galleries.

Pros

Low cost.

Short time frame for construction.

Removes the potential for water damage from the HVAC system in the galleries.

Cons

Requires new mechanical room to be constructed.

Requires vertical duct chases to be constructed to route humidification unit ducts to Art Galleries.

Relies on the existing second floor AHU (18 years old) to serve the temperature and de-humidification needs of the art galleries.

Requires new electrical circuits to provide power to the new electric heat coils in the existing VAV boxes.

The use of a single humidification unit to serve all floors of the museum allows for only one control point (humidistat). All spaces will be controlled by this point, which may not be representative of all spaces.

Estimate of Probable Construction Cost

\$750,000 - \$850,000

Estimate of Engineer/Architect Design Fee

\$90,000 - \$102,000

Option M1B: Electric heating coils in existing VAV boxes with three (3) remote humidification units.

This option will be identical to Option M1A except that three (3) units will be provided in lieu of providing one new humidifier unit. One unit will serve each floor.

This option reuses the existing VAV-AHU and VAV boxes to maintain temperature in all control zones and includes three new wall humidistats (one of each on each floor) to control the respective floor galleries.

Pros

Medium cost.

Short downtime for construction.

Multiple control point locations (one for each of the three new humidification unit) will provide better humidity control in the gallery spaces.

Removes the potential for water damage from the HVAC system in the galleries.

Cons

Requires new mechanical room to be constructed.

Requires vertical duct chases to be created to route humidification unit ducts to art galleries.

Relies on the existing, second floor AHU (18 years old), to serve the temperature and de-humidification needs of the art galleries.

Requires new electrical circuits to provide power to the new electric heat coils in the existing VAV boxes.

Estimate of Probable Construction Cost

\$925,000 - \$1,025,000

Estimate of Engineer/Architect Design Fee

\$111,000 - \$123,000

Option M1C: Electric heating coils in existing VAV boxes with six (6) remote humidification units.

This option will be identical to Option M1A except that in lieu of providing one new humidifier unit, six (6) units will be provided, two for each floor.

This option reuses the existing VAV-AHU and VAV boxes to maintain temperature in all control zones and includes six new wall humidistats (two of each on each floor) to control the respective floor galleries.

Pros

Provides best control of individual art gallery humidity and temperature.

Multiple units reduce the area of building affected should one unit fail.

Cons

Area required to house 6 humidification units greatly restricts where the units can be installed. The areaway is too small to house 6 units. This option will require creation of two or three new mechanical room spaces.

Relies on the existing, (18 years old), second floor AHU to serve the temperature and de-humidification needs of the Art Galleries.

Requires new electrical circuits to provide power to the new electric heat coils in the existing VAV boxes.

Increased construction cost.

Estimate of Probable Construction Cost

\$1,185,000 - \$1,275,000

Estimate of Engineer/Architect Design Fee

\$142,000 - \$153,000

Option M2A: Electric heating coils in existing VAV boxes with three (3) local humidification units.

Remove all heating water coils in VAV boxes and all duct mounted humidifiers in supply duct of these boxes. Remove all hydronic piping above ceilings of art galleries.

Provide new electric heat coils in the existing VAV boxes to replace the heating water coils. Maintain the existing second floor AHU as a cooling only unit. Provide three (3) new humidifier units, (one per floor) to serve the humidification needs of all art galleries and art storage spaces on the respective floor. New humidifier units shall be located on the floor it serves inside a new mechanical space constructed to contain any possible water or condensate leaks. Containment shall include drain and drain line, moisture sensors and alarms.

This option reuses the existing VAV-AHU and VAV boxes to maintain temperature in all control zones and includes three new wall humidistats (one of each on each floor) to control the respective floor galleries.

Pros

Medium cost.

Short downtime for construction.

Multiple control point locations (one for each new humidification unit) will provide better humidity control in the gallery spaces.

Removes the potential for water damage from the HVAC system in the galleries.

Eliminates the need for vertical duct chases.

Cons

Requires mechanical rooms be created on each floor near the galleries. Space limitations may make this option invalid.

Relies on the existing, second floor AHU (18 years old) to serve the temperature and de-humidification needs of the art galleries.

Requires new electrical circuits to provide power to the new electric heat coils in the existing VAV boxes.

Potential for condensate on floor.

Estimate of Probable Construction Cost

\$840,000 - \$940,000

Estimate of Engineer/Architect Design Fee

\$101,00 - \$113,000

Option M2B: Electric heating coils in existing VAV boxes with six (6) local humidification units.

This option shall be identical to Option 2A except that in lieu of a single humidifier unit per floor, two (2) units will be provided per floor (one for each art gallery).

This option reuses the existing VAV-AHU and VAV boxes to maintain temperature in all control zones and includes six new wall humidistats (two of each on each floor) to control the respective floor galleries.

Pros

Medium cost.

Multiple control point locations (one for each new humidification unit) will provide better humidity control in the gallery spaces.

Removes the potential for water damage from the HVAC system in the galleries.

Eliminates the need for vertical duct chases.

Cons

Requires two mechanical rooms be created on each floor near the galleries. Space limitations may make this option invalid.

Relies on the existing, second floor AHU (18 years old) to serve the temperature and de-humidification needs of the art galleries.

Requires new electrical circuits to provide power to the new electric heat coils in the existing VAV boxes.

Potential for condensate on floor.

Estimate of Probable Construction Cost

\$1,085,000 - \$1,170,000

Estimate of Engineer/Architect Design Fee

\$130,000 - \$140,000

Option M3A: Remove existing second floor, cooling only VAV-AHU and all heating water coils in VAV boxes and all duct mounted humidifiers in supply duct off these boxes. Remove all hydronic piping above ceilings of art galleries.

Provide a new VAV-AHU to provide all heating, cooling, de-humidification, and humidification needs of the museum gallery and art storage spaces. The new AHU includes a DX cooling coil with an exterior condensing unit and located in a new mechanical room constructed in the existing areaway at the southwest corner of the building. New primary air ductwork will be provided and routed vertically in the southwest corner of the building to the inlets of the existing VAV boxes on first and second floors.

This option maintains existing temperature control zones and includes one (1) wall humidistat to control all floor galleries.

Pros

Provides system reliability by replacing 18 years old equipment.

Low cost.

Allows for minimal downtime as existing unit can be utilized until new unit is placed online.

Removes the potential for water damage from the HVAC system in the galleries

Provides all necessary functions of the HVAC (heating, cooling, dehumidification and humidification) into a single unit and existing VAV boxes, thereby reducing maintenance compared to utilizing separate units, one for humidification and one for cooling, heating and dehumidification.

Cons

Requires new mechanical room to be constructed.

Requires vertical duct chases to be created to route primary air ducts to art galleries.

The use of a single humidification unit to serve all floors of the Museum allows for only one control point (humidistat). All spaces will be controlled off this point which may not be representative of all spaces.

Estimate of Probable Construction Cost

\$775,000 - \$850,000

Estimate of Engineer/Architect Design Fee

\$93,000 - \$102,000

Option M3B: This option will be identical to Option M3A except that in lieu of providing one new AHU, three (3) units will be provided, one to serve each floor.

This option maintains existing temperature control zones and includes three wall humidistats, one on each floor, to control the respective floor galleries.

Pros

Provides system reliability by replacing 18 years old equipment.

Low cost.

Allows for minimal downtime as existing unit can be utilized until new units are placed online.

Removes the potential for water damage from the HVAC system in the galleries.

Multiple control point locations (one for each new AHU) will provide better temperature and humidity control in the gallery spaces.

Multiple units reduce the area of building affected should one unit fail.

Provides all necessary functions of the HVAC (heating, cooling, dehumidification and humidification) into a single unit and existing VAV boxes, thereby reducing maintenance compared to utilizing separate units, one for humidification and one for cooling, heating and dehumidification.

Cons

High initial cost.

Estimate of Probable Construction Cost

\$1,125,000 - \$1,225,000

Estimate of Engineer/Architect Design Fee

\$135,000 - \$147,000

RECOMMENDED OPTIONS

General Building

The existing solid masonry structural envelope does not include a vapor barrier nor thermal insulation. Adding these items would allow for more efficient temperature and humidity control in the building.

The recommended options for building envelope are A2 and A4, however budget limitations may make Option A3 more appropriate.

Option A2 achieves the vapor barrier and thermal insulation goals without compromising the exterior aesthetic of the existing stone masonry. The demolition and construction associated with this Option can be coordinated with the ceiling replacement required with many of the HVAC improvement options.

Option A4 achieves the vapor barrier and thermal insulation goals while providing a safe, walkable surface in the attic area. Option A3 would provide the vapor barrier and thermal insulation, however, there would be no walking surface. As the attic is accessed for maintenance only, this may be a desirable option.

HVAC Systems

It is recommended to remove all hydronic piping from above ceiling area of galleries where artwork is displayed or stored.

The recommended option is Option M3B, however budget considerations would also consider Option M3A.

Option M3B provides advantages in equipment by replacing the existing aging AHU as well as providing increased humidity control zones of the building and multiple control locations. The ability for the new VAV-AHUs and existing VAV boxes to provide heating, cooling, de-humidification and humidification in a single unit reduces the amount of maintenance required as opposed to separating these tasks into more than one unit.

Recommendation Summary Table

RECOMMENDED OPTION	CONSTRUCTION ESTIMATE	DESIGN FEE
A2	\$100,000 - \$150,000	\$12,000 - \$18,000
A4	\$25,000 - \$40,000	\$3,000 - \$5,000
M3B	\$1,125,000 - \$1,225,000	\$135,000 - \$147,000
TOTALS	\$1,250,000 - \$1,415,000	\$150,000 - \$170,000

Combined estimate of probable costs for construction & design: **\$ 1,585,000**

Agenda Item No. VII. B. 3. d.
Washburn University Board of Regents

SUBJECT: Replacement of Yager Stadium Sneed Track Re-Surfacing
Project C23011

DESCRIPTION:

Pursuant to the FY23 capital funding approved at the 2022 March Board of Regents meeting, the University is pursuing a re-surfacing of the Yager Stadium Sneed track. The current track has lasted beyond its useful life and the surface is worn through in many areas. Additionally, there are several locations that are cracked and need repaired. The work will provide repair of the cracked areas, a new top coat surfacing of the track, and newly painted lines and stripes.

Facilities worked with University Purchasing to publish an RFP for this work in May. Only one proposal was received and the cost was significantly over budget. Facilities then worked with McConnell & Associates, who has performed work on campus including the Tennis Court resurfacing, to provide a proposal using the TIPS Cooperative Purchasing Agreement.

<u>Vendor</u>	<u>Cost</u>
McConnell & Associates	\$68,950

The resurfacing work will be scheduled to occur during the Summer of 2023.

FINANCIAL IMPLICATIONS:

The Total Project Budget of \$70,000 consists of payments to McConnell & Associates (\$68,950). Funding will be provided through approved capital funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award of the contract to McConnell & Associates in the amount of \$68,950 for the Yager Stadium Sneed Track Re-Surfacing.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. e.
Washburn University Board of Regents

SUBJECT: Washburn Institute of Technology Mannequins

DESCRIPTION:

Two adult mannequins and one pediatric/child mannequin are needed for the Healthcare Technology program at Washburn Tech. These mannequins are used for all types of medical procedures practice by the students. The current mannequins are all well used, have been patched back together numerous times and the technology is no longer supported.

Two bids were received in response to an RFP.

<u>Vendor</u>	<u>Bid</u>
CAE Healthcare	\$118,846
Laerdal	\$ 97,369

FINANCIAL IMPLICATIONS:

The cost for the three mannequins is \$97,369 and will be funded with private funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the \$97,369 expenditure for the three mannequins from Laerdal.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. f.
Washburn University Board of Regents

SUBJECT: Diesel Engines for Diesel Technology Program

DESCRIPTION:

Washburn Institute of Technology was awarded a Jobs and Innovative Industry Skills Training (JIIST) Grant from the Kansas Department of Commerce in the amount of \$55,482.50 to purchase Diesel Engines and related accessories. Washburn Institute of Technology will provide matching funds in the amount of \$55,482.50 through support for instructor salary and benefits.

Kohler engines are new, liquid cooled, standard diesel engines. Training on diesel engines is a foundational component of the Diesel Technology program, in particular in the following courses: Diesel Engines I, Advanced Diesel Engines, Engine Performance. There is a limit on the number of students that can work on a single engine simultaneously. Purchasing additional engines will increase training capacity.

Only one bid was received from CK Power in response to an RFP. CK Power submitted a quotation for seven diesel engines, related tools, and factory training/support that met the quote specifications. The CK Power quote totals \$53,158.

FINANCIAL IMPLICATIONS:

Funding of \$53,158 for the seven Diesel Engines is provided by a JIIST grant award from the Kansas Department of Commerce. The remaining \$2,324.50 of grant funds will be used to purchase stands for the engines.

RECOMMENDATION:

President Farley recommends the Board of Regents approve award the purchase of engines from CK Power in the amount of \$ 53,158 for the diesel engines.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. g.
Washburn University Board of Regents

SUBJECT: Washburn Tech – Building G HVAC Units Change Order

DESCRIPTION:

At its June 2022 meeting, the Board of Regents approved the replacement of HVAC units for Building G at the Huntoon Campus. During the ordering process with Blue Dot, Washburn was notified that the specified units were discontinued by Trane. The units were discontinued due to a new Department of Energy 2023 specification that all manufacturers are required to meet. The new specification increases the minimum efficiencies for residential and commercial heating and air conditioning units.

Washburn Tech Facilities worked with Washburn Purchasing to verify the information provided by the contractor (Blue Dot). The following is the cost of the changes to the Blue Dot contract.

<u>Description</u>	<u>Reason</u>	<u>Cost</u>
Upgraded HVAC Units	Discontinued specified units	\$24,127

Blue Dot’s original price plus this added cost for the new units remains lower in price than the next lowest price from the submitted proposals during the RFP process.

FINANCIAL IMPLICATIONS:

The change order of \$24,127 would be issued to Blue Dot. Total project including removal of old equipment, purchase and installation of new equipment is estimated at \$132,684 and funded through capital outlay funds.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the change order to Blue Dot in the amount of \$24,127 for the changed HVAC units for Washburn Tech’s Building G.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. h.
Washburn University Board of Regents

SUBJECT: Washburn Tech – Sterile Processing Remodel Change Order

DESCRIPTION:

At its May 2022 meeting, the Board of Regents approved the construction contract to KBS of \$86,699 to remodel an area at the Tech Campus for the new Sterile Processing Program. The initial design provided for static simulation equipment to allow students to learn the process. During the project, it was determined that a fully functional lab would provide beneficial hands-on knowledge and experience to the students. The change to fully functional equipment requires additional infrastructure to provide the needed utilities to the equipment.

Washburn Tech Facilities worked with the architect (HTK) and KBS to identify the needed changes to the project. The following is the cost of the changes to the KBS contract.

<u>Description</u>	<u>Reason</u>	<u>Cost</u>
Added Infrastructure	Change to fully functional equipment	\$28,965.46

FINANCIAL IMPLICATIONS:

The initial project costs were funded through HERFF lost revenue funds. The change order of \$28,965.46 would be issued to KBS and funded through capital outlay funds. Total remodel project including design, equipment, and construction is currently estimated at \$210,852.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the change order to KBS in the amount of \$28,965.46 for additional scope for the Sterile Processing Remodel project.

Date

Jerry B. Farley, President

Agenda Item No. VII. B. 3. i.
Washburn University Board of Regents

SUBJECT: New Law School Dole Plaza Sculpture

DESCRIPTION:

Honoring Senator Bob Dole, Washburn Law School will erect a 10-foot-tall Stainless Steel sculpture. The sculpture will be polished, brushed and blued with a gold star at the top to symbolize Kansas. It will be mounted on a 4' x 4' x 2.5' solid grey granite base pedestal. The base pedestal will have the Kansas state motto engraved on the front and back. Two artists submitted concepts for the art piece and John Lijba was selected to create the piece. Mr. Lijba worked with the Dole family previously when he created the statue Senator Dole that is place in front of Carnegie Hall.

FINANCIAL IMPLICATIONS:

The Total Project Budget is \$205,000 and consists of \$200,000 to the Artist for creative design, materials and labor, and \$5,000 to the contractor for base and footings. Funding for this project is from private dollars raised to create Robert J. Dole Plaza behind the new law building at 21st and Washburn.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the \$205,000 expenditure for the Dole Plaza Sculpture.

Date

Jerry B. Farley, President

FINANCIAL SUMMARY - NEW LAW SCHOOL 8/30/2022					
	BUDGET	EXPENDED	ENCUMBERED	TRANFERS	BALANCE
MCP - Construction	\$25,406,957	\$19,987,193	\$6,383,246	\$963,482	\$0
Construction – Signage, Water Feature, Sculpture	\$0	\$0	\$0	\$425,000	\$425,000
Furniture & Tech FFE	\$2,800,000	\$0	\$3,025,527	\$470,148	\$244,641
Soft Costs	\$3,033,004	\$2,343,011	\$237,354	\$47,354	\$500,033
Contingency	\$3,760,039	\$0	\$0	(\$1,905,984)	\$1,854,055
Total	\$35,000,000	\$22,330,204	\$9,646,127	\$0	\$3,023,729

Agenda Item No. VII. B. 3. j.
Washburn University Board of Regents

SUBJECT: Hanover Research Engagement Renewal

DESCRIPTION:

Since 2019, Hanover Research has provided Washburn with custom and proprietary research, including data analytics, survey design, administration, analysis, peer benchmarking, and best-practice research. They design these research projects in response to Washburn's ongoing needs and special initiatives, with a flexible capacity model that can execute specific products as and when needs arise.

Hanover Research differs from other research services due to its exclusive online portal, proprietary data dashboards, and subscription model for customized research delivery.

A continued membership with Hanover Research will allow Washburn University to gather specific environmental and market data that will support decision making in many areas, including academic program and credential offerings, best practices in enrollment management, marketing and branding.

RATIONALE:

Washburn University is committed to offering programming that responds to the demand of potential students, employers, and other partners in the marketplace. Hanover Research is a critical tool in strategic, data-informed decision-making at the department, school and university levels. Projects are initiated and defined by Washburn, allowing for specific, targeted, real time information as questions and needs arise during decision-making. The Office of Academic Affairs manages the relationship with Hanover and coordinates custom projects across the University.

Hanover's structure provides research services in secondary (public information sources) and primary studies (surveys or interviews of individuals); analysis and synthesis of large datasets, with visualization into dashboard formats; and national case studies on current topics of interest in the industry. In addition to analyzing Washburn data, Hanover makes use of public data systems and sources (Bureau of Labor and Statistics, IPEDS, National Student Clearinghouse are examples) and can collect further data from individuals who have interacted with Washburn using tools like interviews and surveys. This breadth of research capacity is very difficult to replicate internally for teaching universities like Washburn University.

Washburn University has initiated dozens of research projects, a few of which are in the following areas:

- Benchmarking Analysis of multiple current academic programs: How do our programs compare to other programs in the region on factors like cost, time to degree, and admissions requirements?

- Academic Program Assessments on multiple prospective new academic programs: Washburn faculty are excited to develop new, attractive programs for students. What is the potential for these programs in the region? What is the trend for demand for the program, and what is the trend for employment?
- Non-Matriculant Study (in process): Of those students who apply for admission at Washburn and do not attend, where do they go and why?

Potential future projects may include:

- Prospective Student Survey: Querying potential students to understand preference and interests that impact student decision-making.
- Employer Needs Assessment: Identify employer’s perceptions of Washburn’s programs and positioning to inform academic and marketing plans.
- Market Positioning Analysis: Analysis of Washburn’s branding and messaging against 8-10 competitors, to highlight opportunities for differentiation and offer insight to reach audiences of interest.
- Ongoing, multiple Academic Program Benchmarking Analyses and Academic Program Assessments.

FINANCIAL IMPLICATIONS:

This is a three-year contract for two concurrent research queues with an annual cost of \$85,000, for a total contract amount of \$255,000.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the commitment of \$255,000 over three years for Hanover Research to provide customized research to Washburn University. FY23 amount due is \$85,000.

Date

Jerry B. Farley, President



RESEARCH ACTION PLAN

Prepared for Washburn University

August 2022

STRATEGIC PRIORITIES



STRATEGIC PRIORITIES



KEY QUESTIONS



POTENTIAL APPROACHES

STRATEGIC PRIORITIES	KEY QUESTIONS	POTENTIAL APPROACHES
<p>Optimizing the academic portfolio to attract enrollments and aligning the academic programs with labor market demand.</p>	<ul style="list-style-type: none"> ▶ What educational opportunities exist given demographic, industry, and competitor trends? ▶ What is the viability of launching a specific proposed academic program? ▶ What trends exist among competitor programs across a variety of factors and characteristics? ▶ How do potential employers perceive Washburn's programs? 	<ul style="list-style-type: none"> ✓ Academic Program Assessment ✓ Academic Program Benchmarking ✓ In Depth Interviews: Employer Needs Assessment ✓ Regional Needs Assessment
<p>Understand student decision-making and ensure Washburn is positioned to attract students</p>	<ul style="list-style-type: none"> ▶ What factors influence students' decisions to apply to and matriculate to Washburn – or elsewhere? ▶ How can Washburn position its programs, campus experience, and co-curricular offerings to be as attractive to students as possible? ▶ What niche and unique experiences are prospective students looking for when considering where to apply and enroll? 	<ul style="list-style-type: none"> ✓ Prospective Student Survey ✓ In-depth Interviews: Non-matriculants

STRATEGIC PRIORITIES



STRATEGIC PRIORITIES



KEY QUESTIONS



POTENTIAL APPROACHES

STRATEGIC PRIORITIES	KEY QUESTIONS	POTENTIAL APPROACHES
<p>Communicate the value of Washburn education.</p>	<ul style="list-style-type: none"> ▶ How can Washburn more effectively articulate its value proposition? ▶ What do key stakeholder groups identify as Washburn's strengths, and how can Washburn tell its compelling story? ▶ What do users experience when they navigate Washburn's website? ▶ How can Washburn increase its reputation and recognition locally and regionally? 	<ul style="list-style-type: none"> ✓ Brand Perception and Awareness Survey ✓ Market Positioning Analysis ✓ Integrated Brand Profile Analysis ✓ Website UX Interviews
<p>Enhance student engagement and assess the student experience.</p>	<ul style="list-style-type: none"> ▶ How do students feel as members of the Washburn community? ▶ What are current students satisfied or dissatisfied by? ▶ Why do students choose to leave Washburn? ▶ Where are there opportunities for Washburn to better support students – academically and socially? ▶ What are alumni's perceptions of the Washburn educational experience? 	<ul style="list-style-type: none"> ✓ Student Experience and Campus Climate Survey ✓ Dropped Student Survey ✓ In-Depth Interviews: Current Students ✓ Alumni Outcomes Survey

TENTATIVE RESEARCH AGENDA OVERVIEW: 2022-2023

Projects are defined and prioritized by Washburn. The Office of Academic Affairs coordinates with Hanover and across the university to manage priorities.

	PROJECT TITLE	TIMELINE	DESCRIPTION	GOAL
1	Academic Program Assessment	~6 weeks	Provides an in-depth assessment of a specific program's attractiveness through an analysis of market demand, saturation, employment outlook, and competing institution offerings. Hanover will conduct separate reports for data science, health science, and business programs.	Assess new program viability and positioning. Increase student enrollment and revenue through a new program offering.
2	Academic Program Benchmarking	~6 weeks	Evaluates course structure and core components of academic programs relative to peer and competitor institutions.	Ascertain comparative trends across certain characteristics and metrics in order to inform Washburn how it can best strategically position its program within the market to differentiate from the competition.
3	In-depth Interviews: Non-matriculants	~12 weeks	Gathers and assesses non-matriculated students' (students who were accepted to Washburn who ended up enrolling at competitor institutions) perspective on key topics of interest.	Identify key challenges and develop strategies to improve the application/enrollment experience.
4	In Depth Interviews: Employer Needs Assessment	~12 weeks	Gathers and assesses local employers' opinions, insights, and feedback regarding a specific program or initiative.	Identify employer's perceptions of Washburn's programs to inform marketing and positioning.
5	Prospective Student Survey	~12 weeks	Queries potential students regarding various topics including academic programming, brand awareness, educational needs, and communication preferences.	Understand prospective students' preferences and interests that impact student decision-making to inform the development of marketing strategy that highlight strengths and differentiate from the competition.
6	Market Positioning Analysis	~6 weeks	Analysis of Washburn's branding and messaging against 8-10 competitors.	Highlights opportunities for increased differentiation and how Washburn might more effectively reach audiences of interest.
7	Dropped Student Survey	~10-12 weeks	Asks dropped students to reveal the primary drivers of attrition, understand elements that contribute to student dropout, and target ways to prevent student dropout in the future.	Reduce attrition rates and improve student retention.
8	Academic Portfolio Optimizations: Undergraduate and Graduate	~6-8 weeks each	Conducts an analysis of high-growth, high-potential new program offerings, and assessment of lower growth, lower potential programs.	Calibrate program portfolio to meet market demand by identifying high-growth, high-potential program offerings to increase enrollment and revenue.
9	Regional Needs Assessment	~6 weeks	Assesses geographically-based factors such as population demographics, competitor landscape, and economic opportunity to provide insight into academic expansion.	Understand future economic trends to calibrate and optimize academic program portfolio. Increase student enrollment and revenue through a new program offering.



AradGigiPhD
ContentDirector,HigherEducation

4401 Wilson Blvd, Arlington, VA 22203
www.hanoverresearch.com

E: agig@hanoverresearch.com
P: 202-559-0050

Agenda Item No. VII. B. 3. k.
Washburn University Board of Regents

SUBJECT: Undergraduate Enrollment Services

DESCRIPTION:

In FY 2021, the Board approved the partnership with EAB Enrollment Services. This partnership provides a data driven approach in identifying stronger pools of potential high school students through name purchasing, lead generation and nurturing to application. For Fall 2022 we have experienced a 18.9% increase in our application pool from a traditional 1,850 a year to just over 2,200 this year.

Through partnership with EAB and in coordination with our Enrollment marketing and communication office, and the Admission Office, the direct from high school student population increased 5.4%. This increase of full-time enrollment growth and our current tuition rate equals \$332,304 additional revenue. The marketing and communications sent from our team, along with EAB's purchasing strategies, provided our admissions counselors with a pool of students to share the Washburn story and convince them this was the place for them.

Additionally, we are building the pipeline through EAB's name purchasing strategy. We continue to grow the junior and sophomore classes so we can begin to communicate early in the recruitment cycle.

FINANCIAL IMPLICATIONS:

Undergraduate enrollment program service fees encompass "Inquiry Generation" and "Application Generation" for Fall 2023 for \$300,000.

RECOMMENDATION:

President Farley recommends the Board of Regents approve the commitment of \$300,000 for this fiscal year.

Date

Jerry B. Farley, President



Engaging our Students

Welcome Week and Beyond





Student Life

- The mission of Washburn University Student Life is to educate students, engage the community, and enrich the Washburn experience.
- We pursue our mission through advocacy, educational programs, services and mentoring to maximize our students' potential; we will strive to empower students to navigate barriers to learning, strengthen their readiness to learn and promote an inclusive and healthy Washburn community.



Why

- **Schlossberg Marginality and Mattering**

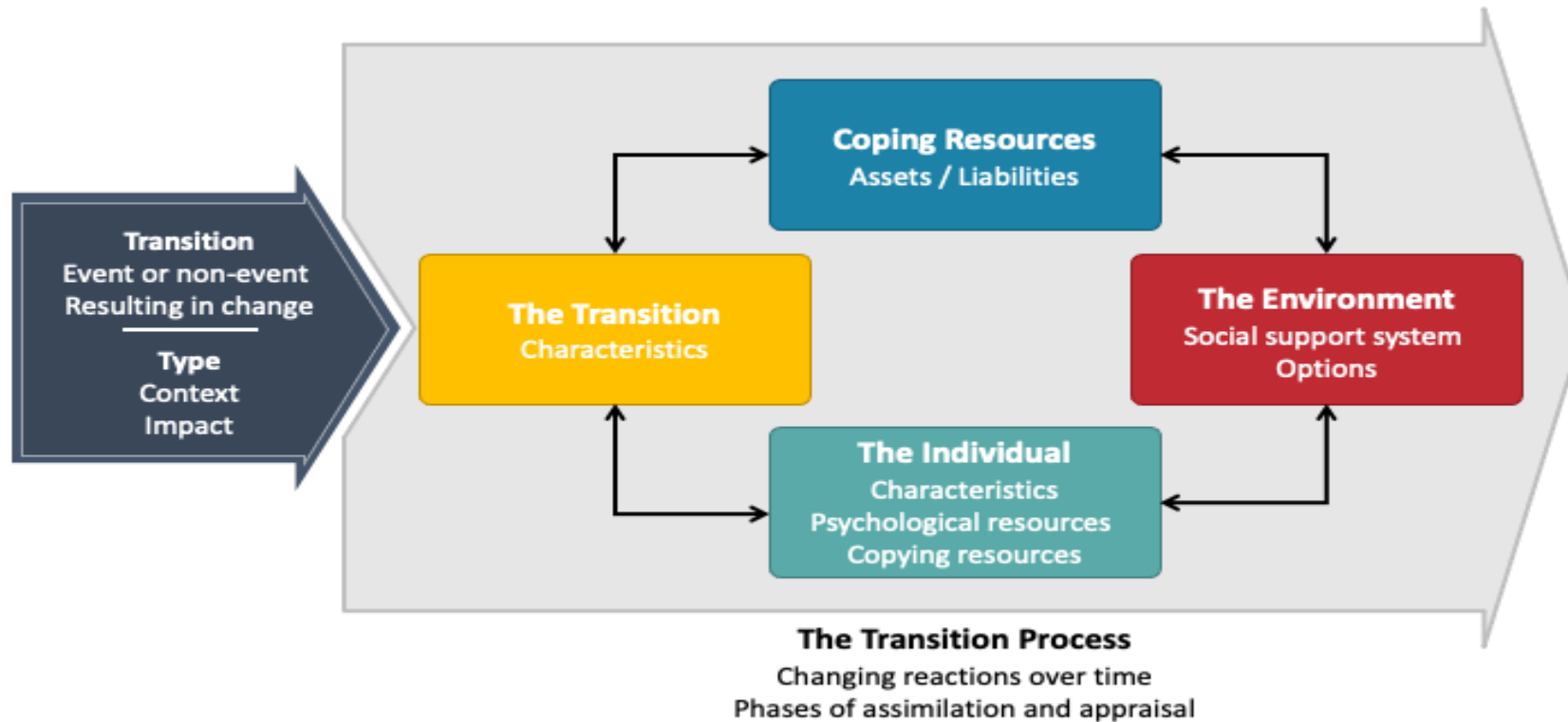
- **Marginality** – in transition people often feel marginal and that they do not matter... Every time an individual changes roles or experiences a transition, the potential for feeling marginal arises.
- **Mattering** – *"To believe that the other person cares about what we want, think, and do, or is concerned with our fate, is to matter" (Rosenberg and McCullough, 1981, p.64).*

- **Schlossberg Transition Theory**

- defined a transition as any event, or non-event that results in changed relationships, routines, assumptions, and roles.

SCHLOSSBERG TRANSITION THEORY

The Individual in Transition (Schlossberg, 1984)





Weeks of Welcome

- **New Student Orientation - Carissa Schmidtlein and EM team**
 - Seven sessions over the course of the summer
- **Title IX/EEO Training – Michelle Godinet**
- **Begins with Residence Hall move in Aug 18th**
- **Ends with Majors and Minors Fair September 28th**



Major Events

- Emotional
 - Navigate my schedule
 - Keeping it 100 / WU Bash
 - Family Weekend
 - Title IX Trainings
 - VITAL
- Intellectual
 - WU 101
 - Convocation
 - Latine/Hispanic Heritage Month
 - Majors & Minors Fair
 - Lectures
- Social
 - PlayFair
 - WU Fest
 - Headphone Disco
 - Musicians/Comedians
 - Sorority/Fraternity Recruitment
- Physical
 - Rock the Rec
 - Athletic Events and Intramurals
- Financial / Occupational
 - Career & Graduate Fair
 - Financial literacy



By the Numbers

- University Diversity and Inclusion
 - 202 Veterans Certified
 - 170 + students with housing/academic accommodations
- Career Fair
 - 140 organizations/programs (FULL)
 - 50 Health Care Career Fair (FULL)
 - 32 School Districts for Education Career Fair
- Residential Living
 - 77% occupied (up 11% from 2021)
 - WV 78%, Lincoln 85%, LLC 70%, Phi Delta Theta 54%
 - 15+ roommate conflicts
- Office of Student Involvement and Development
 - 142 student organizations on campus
 - 11 social fraternities/sororities
 - 1543 students hold multiple org memberships, 913 only belong to one



By the Numbers

- Student Health
 - 2584 patient visits
 - 2059 vaccines given (1437 Covid)
 - Hosted 6 DNP students for residency Hours
- Counseling Services
 - 31 Bodstander Intervention programs
 - 30 Class presentations on emotional wellbeing
 - 1886 counseling sessions for 320 unique students
 - 341 advocacy sessions for 56 unique students
- Student Life
 - University Behavioral Assessment Team
 - Student Conduct
 - Veterans transitions

Student Success

Center for Student Success and Retention, Dr. Alan Bearman and Team

- First Year Experience, including WU 101
- Academic Advising
- Student Success Coaching
- First Generation Initiatives
- NAVIGATE app



Questions???

Thank you for Listening

WASHBURN
UNIVERSITY