

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
September 14, 2023

I. Call to Order

Chairperson Buhler called the meeting to order at 4:00 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

II. Roll Call

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

*Participated via Zoom protocol.

III. Fiscal Year 2024 Revenue Neutral Rate Hearing

Chairperson Buhler described the process that would be followed and then declared the hearing open for public comment at 4:02 pm. Ms. Buhler then asked if anyone present wished to speak at the open hearing. Secretary Fried announced no one had signed up to speak in advance. With no one responding to Ms. Buhler's question, she closed the hearing at 4:04 pm.

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

Regent Buhler – aye
Regent Dicus – aye
Regent Dietrick – aye
Regent Fisher – aye
Regent Nave – aye
Regent Romero – aye
Regent Sourk – aye

IV. Fiscal Year 2024 Public Budget Hearing

Chairperson Buhler described the process that would be followed and then declared the hearing open for public comment at 4:10 pm. Secretary Fried announced that no one had signed up to speak at the hearing. Ms. Buhler then asked if anyone present wished to speak at the hearing. No one responded. Ms. Buhler closed the public hearing at 4:12 pm. It was moved by Regent Dicus and seconded by Regent Nave to approve the budget as published. Motion passed.

V. Approval of Minutes of the June 15, 2023, and July 6, 2023, meetings

It was moved by Regent Romero and seconded by Regent Dietrick to approve the Minutes of the June 15, 2023, and July 6, 2023, meetings. Motion passed.

VI. Officer Reports

A. Chair's Report

Chair Buhler reported there is a lot happening on campus and in the community. In July, the University held the ribbon cutting of the new Law School and the naming Robert J. Dole Hall.

Ms. Buhler welcomed Jake Fisher to the Board and recognized Regent Romero who will be honored at the upcoming Law Alumni Awards as a "Graduate of the Last Decade." Ms. Buhler thanked Capitol Federal for their leadership gift for the enhancement of Lee Arena.

Regent Buhler reminded everyone of the Inauguration Ceremony, October 27, in Lee Arena. It is open to the public and all are welcome.

B. President's Report

President Mazachek shared the academic year is off to a great start. Thrilled to have students, faculty, and staff back on campus. In-person events have been well attended and there is lots of energy on campus. People are happy to be back together and are looking for opportunities to connect. Housing contracts are up, occupancy rate is over 90% and the University added new sections of introductory courses due to increases in enrollment. Retention rates are also increasing.

Dr. Mazachek talked about the impact of the Scholarship Program. The University presented the first ever scholarship to the queen of the Fiesta Mexicana this week. The queen and her family represent our motto well, Non Nobis Solum.

President Mazachek shared the Strategic Planning process kicked off this week with a community input forum and the launch of a campus-wide survey. Dr. Mazachek shared a slide of the timeline. The Strategic Planning team is working hard to ensure all voices are heard on campus. The first review of the plan will be in early November.

Dr. Mazachek reported Dr. Cardona, Secretary of Education, was here in Topeka recently and is excited about the programs working in our community to ensure more educators in our schools. Dr. Mazachek called on Zach Frank, Dean of the School of Applied Studies to give an update.

Dr. Frank shared the Para to Professional Teacher Program started in 2016 with a grant from KBOR. The focus was on Special Ed and STEM because of the need in both areas. In 2022 that grant was renewed. Dr. Cherry Steffen helped identify areas of need and the program had the largest group ever. Dr. Frank also recognized the collaborative efforts with Dr. Kelly Erby in the College of Arts and Sciences.

President Mazachek reported our athletic teams are in full swing. The Sorority recruitment was held last weekend and all chapters met their quota. The Kansas Book Festival will be held this weekend on campus. The I-Read event is tonight, and the book is Separate No More. The Career Fair was held yesterday. It was our largest group ever of employers and students. Forge Fest will be held tomorrow night on campus. This is a great opportunity for our students to get connected with the Topeka community. Finally, Washburn partnered with Visit Topeka and attracted the international conference, The Academy of African Business and Development. Dr. Norma Juma was instrumental in this effort.

VII. New Business

A. Consent Agenda

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

- 1. Liquidated Claims Approval – May 2023**
- 2. Liquidated Claims Approval – June 2023**
- 3. Faculty/Staff Personnel Actions**

B. Action Items

1. Website Refresh Project with EAB

Lori Hutchinson, Executive Director of Strategic Communications and Marketing, shared students' first impression of a campus is very important and is usually from an online website. The Targeted .Edu Content Strategy (TECS) is a project designed to modernize and position Washburn's websites including Washburn University, Washburn School of Law, and Washburn Tech as a key marketing initiative. Research identifies an institution's website as the most important recruitment tool when attracting new students. Washburn has partnered with EAB to refresh all three websites.

Sean Tivan, Senior Director, Agency Services with EAB, shared a presentation on the Targeted .Edu project and the services they provide. It will include a refresh of all 3 websites. Because EAB also provides Washburn's platforms for recruiting, TECS uses technology designed to drive, engage, and capture users into Washburn's

enrollment funnel. Prospective students visiting our websites will be quickly placed in our recruitment campaigns and will begin receiving our ads and emails instantly. The last major website project for Washburn University began in 2017.

Regent Dietrick shared the importance of it covering all 3 campuses for the University. Washburn's current websites are old and outdated, and the cost is very reasonable. It was moved by Regent Dietrick and seconded by Regent Fisher to approve the Targeted .Edu Content Strategy (TECS) website project with EAB. Motion passed.

2. Addition to Employee Benefits – Paid Parental Leave

Cynthia Holthaus, Chief of Staff, President's Office, shared the addition of a new employee benefit, paid parental leave. This initiative was brought forth to the President by Staff Council. The Council presented a very thorough plan in cooperation with Human Resources which included research from other universities in Kansas who offer such a benefit.

Ms. Holthaus shared this is a very important benefit that will help Washburn become an employer of choice. The leave will offer 8 weeks of paid leave for the primary caregiver and 4 weeks of paid leave for the secondary caregiver, after one year of continuous employment. An adjusted amount of leave will be offered after 6 months of employment.

It was moved by Regent Romero and seconded by Regent Dietrick to approve the new employee benefit of paid parental leave. Motion passed.

3. Health Plan Renewal

Vice President for Administration and Treasurer, Luther Lee, presented the item. Mr. Lee stated that the employee benefits committee met with Watco Benefit Group to develop the 2024 proposal. Blue Cross and Blue Shield of Kansas estimate a 15% increase in costs, but for the seventh year in a row, there will not be an increase on the employee portion of the premiums. In some cases, the premium will decrease.

Mr. Lee noted the recommended enhancements to the medical plan include changing Washburn's mail order provider to Amazon, adding Extended Supply Network for 90-day refills, adding weight management services, and offering carrier screening prior to and during pregnancy. He recognized Donna Cuevas in Human Resources for all her hard work in a short period of time to help make this recommendation possible.

Mr. Lee introduced Greg Watkins from Watco. Mr. Watkins works closely with Blue Cross as a consultant. He provided an overview of how they assisted Washburn in developing a proposal that is most beneficial to our employees.

It was moved by Regent Nave and seconded by Regent Dicus to approve the renewal of the University Health Plan for one year. Motion passed.

4. Eminentes Universitatis

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

Ms. Haverkamp began her service at the School of Law in 1985. She was promoted to the Dean's Office in 1988. She became Student Records Administrator in 2007. Donna has demonstrated exceptional dedication, competence, and contributions to our institution. She has received multiple awards from the University for her exceptional work, including two student-initiated awards in 2021 and 2023. Ms. Haverkamp retired September 1.

It was moved by Regent Fisher and seconded by Regent Romero to approve bestowing the status of Eminentes Universitatis to Donna Haverkamp. Motion passed.

5. Pinegar, Smith & Associates Agreement

Cynthia Holthaus, Chief of Staff, presented the item. For the past 13 years, Pinegar, Smith and Associates have represented Washburn University for both local and national legislation. They are incredibly respected in our community and very trustworthy. The work of their firm has been a key factor in Washburn's financial stability and institutional success.

Ms. Holthaus noted the work their firm did regarding House Bill 2092, which changed the statute that describes how regents are appointed by the Mayor. The annual rate for this proposal is \$94,478.00 plus travel and miscellaneous expenses. The President recommends the Board of Regents approve the contract submitted by Pinegar, Smith and Associates to provide legislative services for Washburn University.

It was moved by Regent Dicus and seconded by Regent Dietrick to approve the contract for legislative services submitted by Pinegar, Smith and Associates. Motion passed.

6. Henderson Renovation Project – Design Services

Vice President for Administration and Treasurer Luther Lee presented the item. In December 2021, the Board approved moving forward with fund raising and beginning the formal design process for the Henderson Resource Learning Center. The initial total project budget for the renovation and update is \$35,000,000 with funding

provided through a combination of private sources, bond proceeds, and University reserves.

Mr. Lee noted Washburn published an RFP for the design services for the project. The top three ranked firms were invited to campus for interviews. A Washburn committee comprised of facilities, purchasing and academic departments met with each firm. The evaluation of the firms was based on their experience on similar projects, ability to meet the schedule, proximity to campus, and cost services. Washburn recommends GastingerWalker to be awarded the design services contract for this project. The initial estimate of costs is \$2,484,785.

It was moved by Regent Dietrick and seconded by Regent Dicus to approve the contract for the Henderson Renovation Project to GastingerWalker. Motion passed.

Regent Sourk left the Zoom at 5:06 pm.

7. Renewal of Casualty and Property Insurance Policies

Vice President Lee presented this item. This is for renewal of casualty insurances. Mr. Lee introduced Brett Taylor and Sarah Van Ryn, representatives from IMA.

Mr. Taylor stated the property insurance market has been very volatile in the past several years. Factors such as natural disasters, rising construction costs, and an evolving risk landscape have led to conservative approaches. For Washburn, the largest concern is from convective storms such as wind and hail.

Mr. Taylor shared Washburn had been in the MHEC program since 2011, until last year. IMA was able to successfully find a preferable partner for property insurance, QBE, providing Washburn with improved pricing as well as improved deductibles. The MHEC program was dissolved in 2023.

Mr. Taylor stated for the General Liability package, there is a premium increase of 9% which is mostly due to the market. He shared good news that due to the strong efforts of Washburn's IT security team and additional cyber security investments; Washburn has a much-improved risk profile this year, which resulted in a 20% rate reduction and improved terms in the Cyber renewal.

Answering a question from Regent Romero on how Washburn earned the reductions, Mr. Taylor shared it was driven by the market. It was moved by Regent Dietrick and seconded by Regent Nave to approve the renewal of the casualty insurance policies. Motion passed.

8. Stoffer Science Hall Room Renovation

Vice President Luther Lee presented this item. The Stoffer Science Hall Room 111 is a laboratory space that was not updated during the Stoffer Science Hall Remodel

Project in 2008. The University issued an RFP for the renovation of the room and received three bids. A bid evaluation committee from the University evaluated the bids and recommended awarding the bid to Kelley Construction.

Regent Dicus asked about the bid from Kelley Construction being significantly lower than the other bids. Mr. Lee shared the team carefully vetted the bid and the University have used them in the past.

Motion by Regent Dietrick and seconded by Regent Romero to approve the renovation of Stoffer Science Hall Room 111 to Kelley Construction. Motion passed.

9. Henderson Hybrid Technology Classroom Updates

Vice President for Administration and Treasurer Luther Lee presented this item to update the technology in physical classrooms in Henderson. The proposal would accommodate a hybrid instruction model that would more seamlessly connect both remote students and on-campus students simultaneously. Cytek Media provided quotes using state contract 42599 for updating the technology in Henderson 103, 104 and 118. Mr. Lee noted that the new equipment can be removed and relocated during future renovation to Henderson.

Regent Dietrick shared Cytek Media is a reputable company and will do a great job. Motion by Regent Dicus and seconded by Regent Romero to award the contract to Cytek Media for installation of new learning environment technology in Henderson classrooms. Motion passed.

10. Ruckus Wireless Equipment for Campus

Vice President Luther Lee noted we have 650 wireless points across campus and 80% of them are at their end of life. Using technology funds from 2022 and 2023, replacement equipment would be ordered for 375 access points. Yellow Dog Networks provided the quote using a state contract.

Regent Buhler asked if this quote includes Washburn Tech. Mr. Lee shared it does not as they will be evaluated separately. Regent Nave inquired on the location of Yellow Dog Networks. Vice President Lee share they are located in Kansas City.

A motion by Regent Nave and seconded by Regent Fisher to approve the contract to Yellow Dog Networks. Motion passed.

11. TouchNet Renewal

Vice President Luther Lee presented this item. TouchNet provides payment services including a payment gateway for student tuition payments supporting credit, debit, and ACH transactions. It also provides eBill, eRefund, and payment plan options. TouchNet has been doing an excellent job providing these services for many years.

A question was asked about the length of the contract. Mr. Lee shared it is an annual contract. Motion by Regent Romero and seconded by Regent Dietrick to approve the renewal to TouchNet. Motion passed.

12. Adobe Agreement Ratification

Vice President Luther Lee noted in January 2023, a KBOR panel led by Kansas University began discussions with SH International to contractually reduce the cost of Adobe per seat. The panel then worked with a committee made up of other Kansas schools to discuss and negotiate the cost for Adobe products for all participating schools. The pricing in this three-year agreement is better than the University's standalone agreement with Adobe. Due to timing requirements for the contract, the agreement needed to be signed before the next board meeting. Mr. Lee contacted Chair Buhler for her approval to proceed with the contract.

Motion by Regent Dicus and seconded by Regent Fisher to ratify Chair Buhler's approval to purchase Adobe software from SH International. Motion passed.

VIII. Executive Session

Chair Buhler moved that the Board recess for an executive session immediately following a 5-minute break into executive session for 15 minutes for consultation with General Counsel which would be deemed privileged in the attorney-client relationship.

The subject of this executive session will be for General Counsel to provide legal advice to the Board on one or more items and the potential legal responsibilities of and/or legal consequences for such items. Regent Nave seconded the motion. Motion passed.

The meeting moved into executive session at 5:22 pm.

The meeting reconvened at 5:42 pm.

IX. Adjournment

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

Meeting Adjourned at 5:45pm.

Marc Fried
Secretary, Board of Regents