

# *Washburn University Board of Regents*



Shelly Buhler, Chair  
Jake Fisher  
Mike Padilla

John Dietrick, Vice Chair  
Craig Hulse  
Angel Romero

John Dicus  
John Nave  
Jennifer Sourk

## *Washburn Mission Statement*

*Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.*

# Washburn University Board of Regents Meeting

Kansas Room, Memorial Union

Thursday, 2/1/2024

3:30 - 5:00 PM CT

## I. Call to Order

## II. Roll Call

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

## III. Officer Reports

### A. Chair's Report

### B. President's Report

*Infinitas Presentation - Page 3*

## IV. New Business

### A. Consent Agenda

#### 1. Approval of the Minutes of the December 7, 2023 Meeting

*120723 Board Minutes - Page 29*

#### 2. Liquidated Claims Approval - November 2023 - Luther Lee

*Liquidated Claims Approval - November 2023 - Page 36*

#### 3. Liquidated Claims Approval -December 2023 - Luther Lee

*Liquidated Claims Approval - December 2023 - Page 37*

#### 4. Faculty/Staff Personnel Actions - Laura Stephenson

*Faculty Staff Personnel Action - Page 38*

### B. Action Items

#### 1. Washburn University Strategic Plan - President Mazachek

*Thriving Together - Strategic Framework, Mission, Vision, Core Values - Page 39*

*Strategic Framework Attachment - Page 40*

#### 2. Eminentes Universitatis - Luther Lee

*Eminentes Universitatis - Page 49*

#### 3. Honorary Degree Candidates - Laura Stephenson

*Honorary Degree Candidates - Page 50*

#### 4. Transition Associate of Science (AS) degrees in Allied Health to Associate of Applied Science (AAS) degrees - Laura Stephenson

*Transition AS degrees in Allied Health to AAS degrees - Page 51*

**5. Henderson Learning Resources Center - Naming of Renovated Building - Marshall Meek**

*Henderson Learning Resources Center Naming - Page 52*

**6. Recital Hall Naming - Marshall Meek**

*Recital Hall Naming - Page 53*

**7. Mabee Design Services - School of Applied Studies Relocation Project - Luther Lee**

*Mabee Design Services - School of Applied Studies Relocation Project - Page 54*

**8. Washburn Lee Arena Event Center Renovation Project - Luther Lee**

*Washburn Lee Arena Renovation Design Services - Page 55*

**9. Computer Refresh Program - Luther Lee**

*Computer Refresh Program - Page 56*

**10. Resolution for Authorization of Kansas Municipal Investment Pool Transactions - Luther Lee**

*Resolution - Page 57*

*Resolution Form for 2024 - Page 58*

**V. Next Meeting Date**

**A. Board of Regents Budget Work Session - February 1, 2024, immediately following Board Meeting**

**B. Board of Regents Meeting - March 21, 2024**

**VI. Adjournment**

# RETIREMENT PLAN ENHANCEMENTS

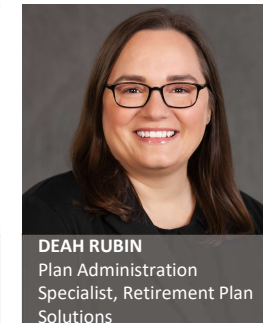
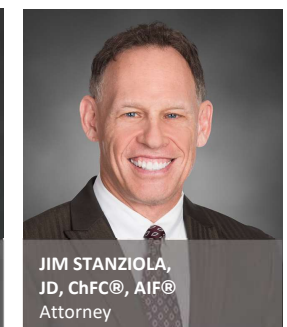
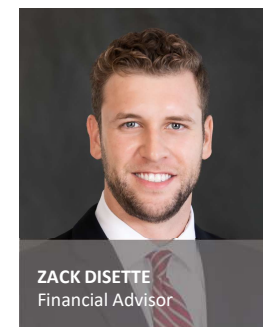
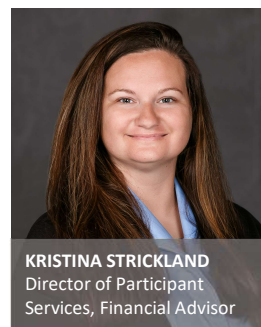
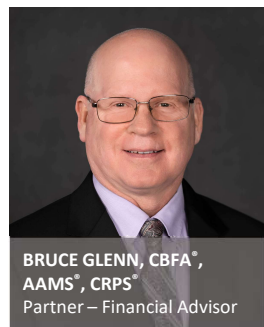
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Securities and Advisory Services offered through Commonwealth Financial Network®, Member FINRA/SIPC, a Registered Investment Adviser. Fixed insurance products and services offered through CES Insurance Agency. Rev 05/2016

- Infinitas – Who We Are
- Washburn University Plan Enhancements
  - Plan Design & Development
  - Participant Services & Education
  - Investment Selection & Monitoring
  - Vendor & Fee Management
  - Plan Operations & Regulatory Compliance
  - Fiduciary Protection
- Summary of Benefits

# OUR RETIREMENT PLAN TEAM



# HELPING PEOPLE ACROSS THE COUNTRY



**OVER 25,000**  
PARTICIPANTS SERVICED

**98%**

CLIENT RETENTION RATE

FOUNDED IN  
**1990**

**NAPA'S TOP**  
DC ADVISOR FIRM

**OVER 1 BILLION**  
IN RETIREMENT PLAN ASSETS  
UNDER ADVISEMENT

**OVER 140**  
RETIREMENT PLANS SERVED

A TOP RETIREMENT PLAN ADVISORY TEAM WITHIN  
COMMONWEALTH FINANCIAL,  
**CONTRIBUTING TO**  
**\$200 BILLION IN ASSETS**

**WINNER**  
OF THE KANSAS CITY  
FIVE STAR WEALTH  
MANAGEMENT AWARD  
**EVERY YEAR**  
**SINCE 2006**



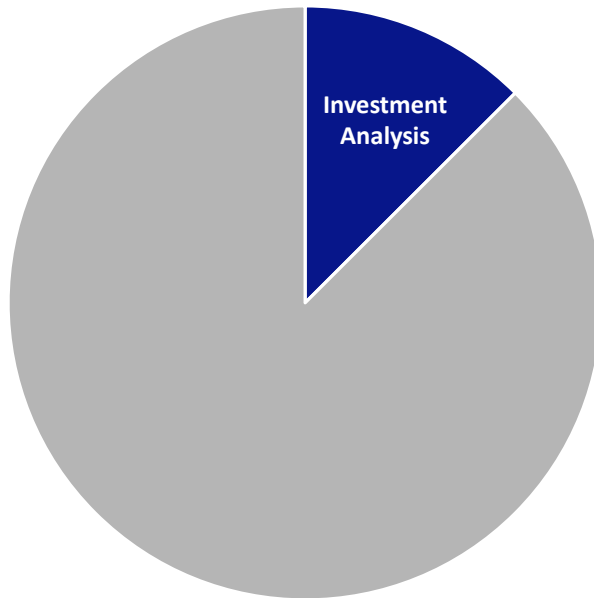
Infinitas Corporate Office  
Overland Park, KS

Commonwealth Corporate Offices  
San Diego, CA  
Boston, MA

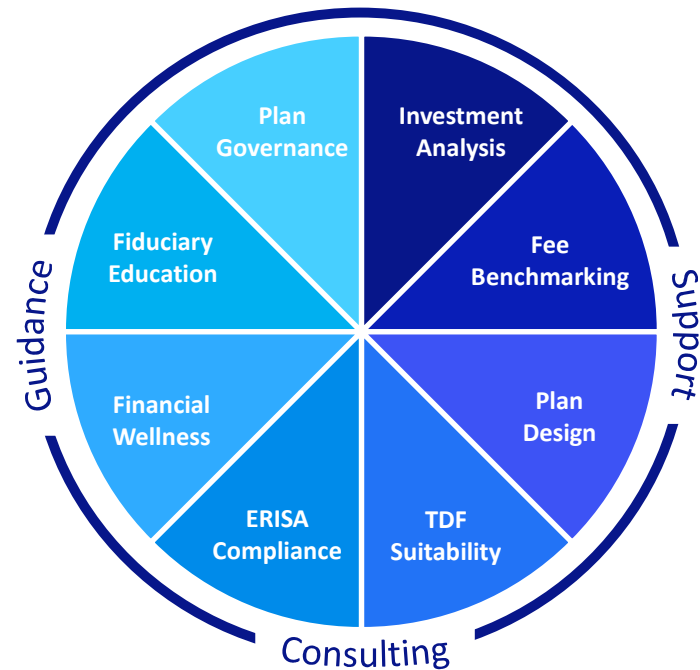
# WHAT MAKES US DIFFERENT

Driven by robust technology, processes, systems, and services, we have a unique ability to help create successful retirement plan outcomes for plan sponsors and participants alike.

## MOST ADVISORS



## INFINITAS





1 401(k)

2 403(b)

3 401(a)

4 457(b)(F)

5 Defined Benefit

6 Profit Sharing

7 ESOP

8 Solo 401(k)

9 SEP IRA

10 Simple IRA

11 Payroll Deduct IRA & Roth

12 Payroll Deduct 529 Education Savings

13 After-Tax Savings (Emergency)

14 Non-Qualified

15 HSA

16 Prevailing Wage

# OUR CLIENTS



MISSOURI VALLEY COLLEGE



# WE'RE INDEPENDENT – WORKING WITH ALL RECORDKEEPERS



ALERUS

TIAA

Vanguard

CAPITAL GROUP | AMERICAN FUNDS

Fidelity INVESTMENTS

Principal

TRANSAMERICA

EMPOWER RETIREMENT

Prudential

T.Rowe Price

KTRADE IMPROVING RETIREMENT

PAYCHEX

NEWPORT retirement services

ascensus

VOYA FINANCIAL

Lincoln Financial Group

CUNA

ADP



**LARGEST**

PRIVATELY HELD INDEPENDENT  
BROKER/DEALER IN THE COUNTRY

**40+**

YEARS OF  
ADVISOR SUPPORT

**WINNER**

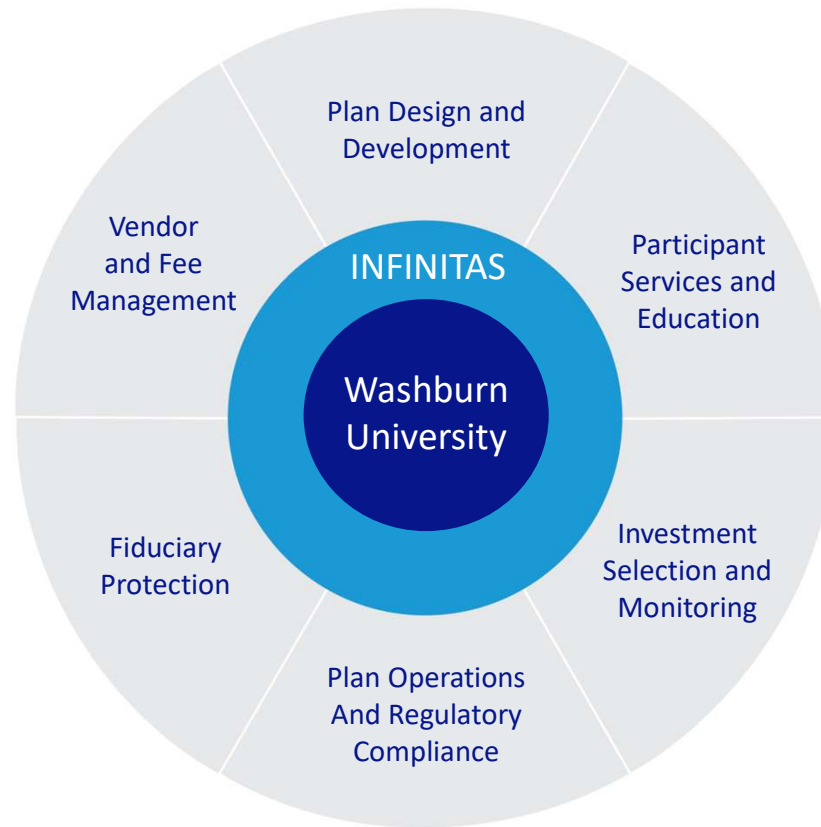
OF THE J.D. POWER AWARD  
FOR “HIGHEST IN  
INDEPENDENT ADVISOR SATISFACTION”

**FOR SEVEN**  
CONSECUTIVE YEARS.

APPROXIMATELY

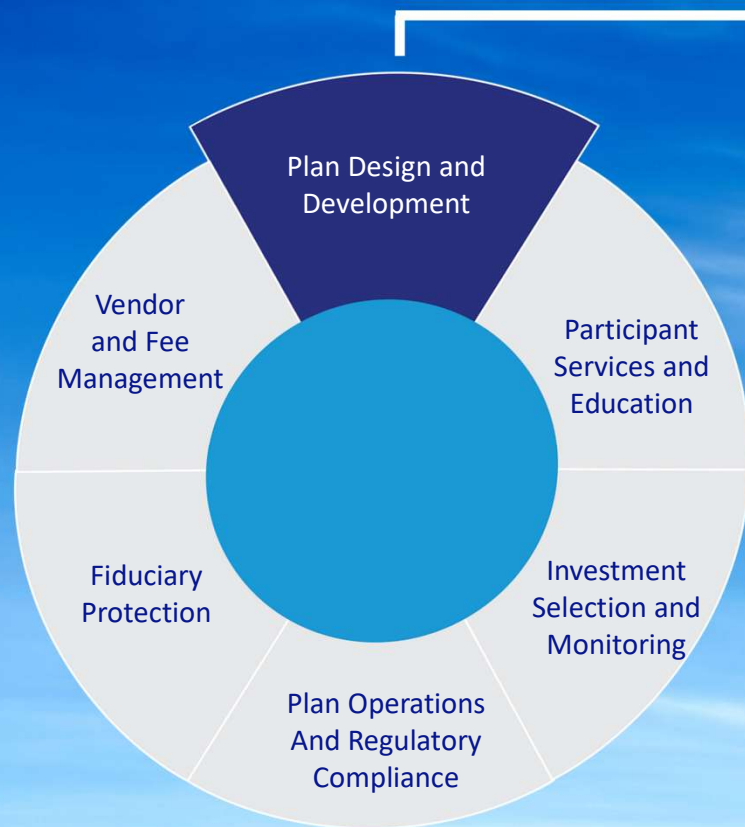
**\$200**  
BILLION  
OF TOTAL  
ASSETS

**OVER**  
2,000  
ADVISORS



## All Services Performed In-House

# PLAN DESIGN AND DEVELOPMENT



## Enhancements:

- Consolidated TSA and Defined Contribution plan into one.
  - \* Remaining plans: Defined Contribution and 457b
- Reduced the multi-vendor platform to just one – TIAA
- Upgraded to the RetireChoice Plus platform with TIAA
  - \* Omnibus account for group reporting
  - \* Mutual Funds vs. Annuity contracts
  - \* Transparent and lower pricing pricing
  - \* Automated operations



# PARTICIPANT SERVICES AND EDUCATION





Our advisors are fully licensed to give advice.

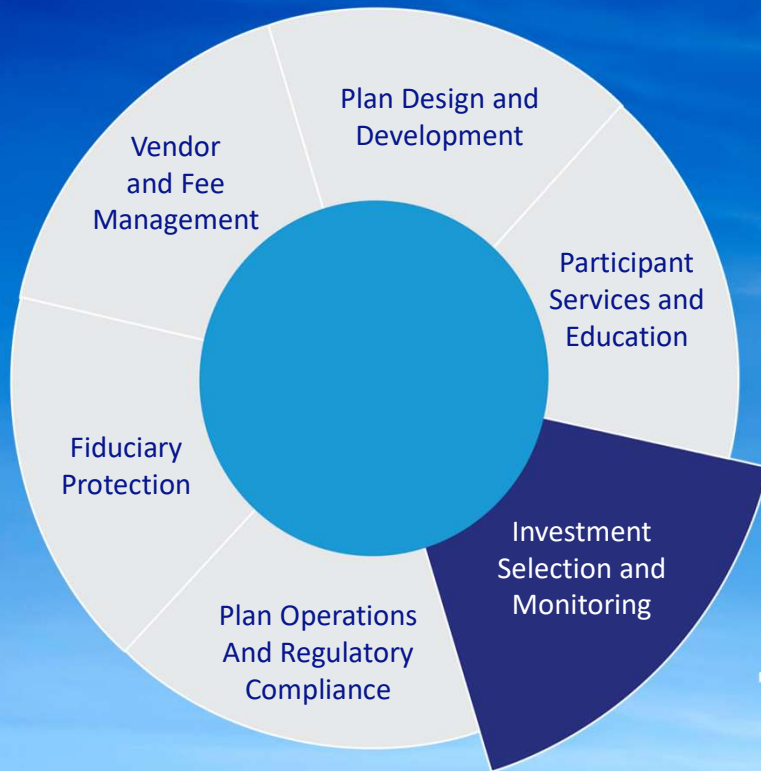
We provide your plan participants with what they value most – investment guidance to help them feel comfortable about the decisions they are making to pursue their retirement goals.

## Enhancements:

- **Rolled out a complete employee education program partnering with the existing TIAA representatives**
- **Group Education meetings**
- **1x1 individual advice consultations**

## SERVICES PROVIDED AS PART OF THE CONSULTATION

- Licensed Advisors
- Advice vs. Education
- Savings rate calculators
- Company match calculators
- Retirement planning
- Tax reduction strategies
- Investment advice and portfolio design
- Social security strategies
- Beneficiary consulting
- Website login support
- Rollovers and Roll-in assistance
- Debt reduction strategies
- Financial wellness



# INVESTMENT SELECTION AND MONITORING

### Enhancements:

- Customized Investment Policy Statement
- Implemented a new investment monitoring system using Fi360
- Created a new high-quality investment lineup
  - \* Independent lineup with multi-manager options
  - \* Removed the 10 yr. restricted payout Traditional annuity and added their liquid Traditional version
- Mutual funds with ticker symbols vs. annuity contracts
- Added RetirePlus models from TIAA – “Do it for me” approach at no extra cost
- New TIAA model performance benchmarking

# PLAN OPERATIONS AND REGULATORY COMPLIANCE

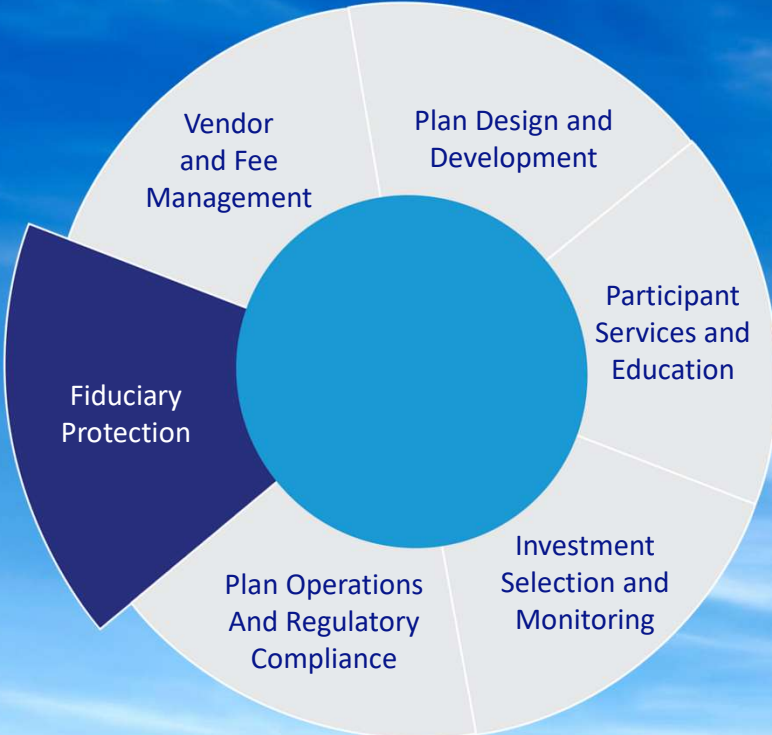


## ENHANCEMENTS:

- Compliance check
- Typed minutes for every meeting
- Terminated Employee Force outs under \$5,000 balance
- Confirmed Kansas tax-exemption status on rollovers
- Implemented TIAA's fully automated system
  - Beneficiary tracking
  - Payroll upload
  - Eligibility tracking
  - Enrollment packet distribution
  - Employee notices distribution
  - Online distributions
  - Online contribution changes
  - Online beneficiary tracking
  - Group reporting



# FIDUCIARY PROTECTION



## Enhancements:

- Added 3(21) co-fiduciary contract with Infinitas – core investment lineup
- Added 3(38) Fiduciary contract with Mesirow for the RetirePlus models

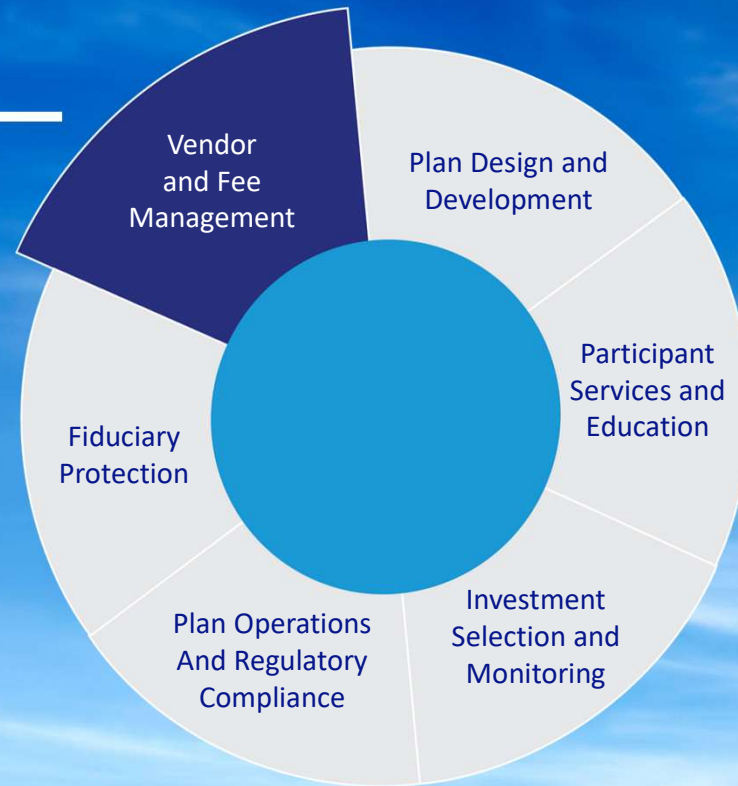
### 3(21)

Co-Fiduciary, who recommends, advises, guides, and helps make investment decisions

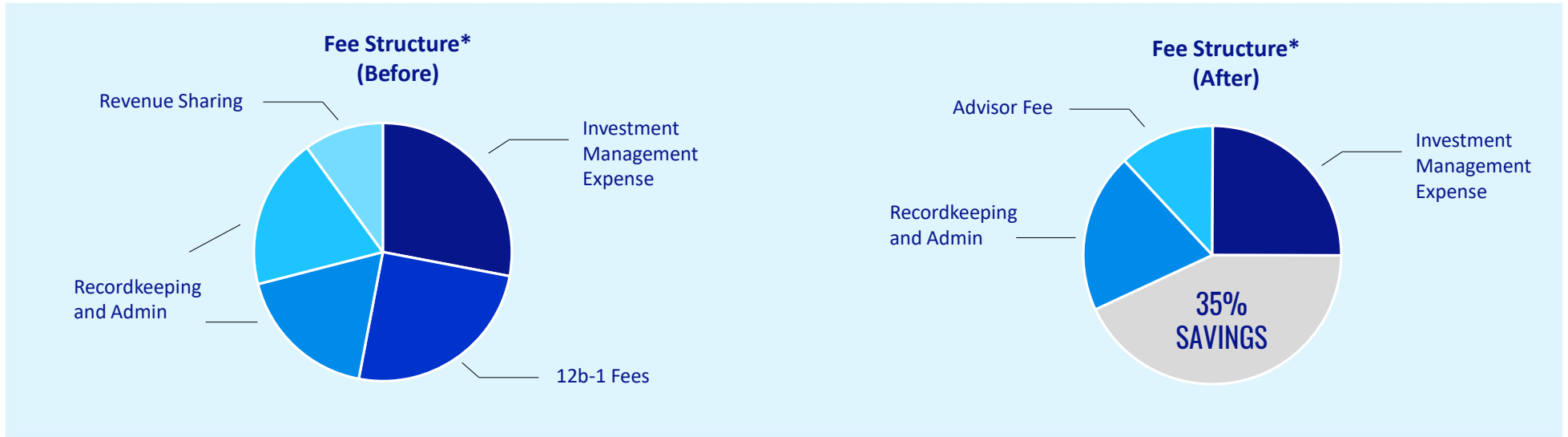
### 3(38)

Solely responsible for monitoring and making investment decisions

# VENDOR AND FEE MANAGEMENT







## Enhancements:

- Completed a fee benchmark and negotiated lower pricing with TIAA
- Lower fees by 35%
- Fully transparent fee structure

# COMPETITOR FEE ANALYSIS



<b>Washburn Unveristy</b>						
Number of participants	1233			Retirement Choice		
		TIAA GR/GRA CURRENT	TIAA GR/GRA Effective April, 2020	TIAA RC Effective 2021	Lincoln	Prudential
<b>Annual Charges for Plan Service</b>						
Advisor Education & 3(21) Fiduciary Services		0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -
Recordkeeping Asset-Based Charge			0.08%	0.065%	0.04% *	0.05%
Recordkeeping Fixed Charge		\$ -	\$ -	\$ -	\$ -	\$ -
Recordkeeping Per Participant Charge		\$ -	\$ -	\$ -	\$ -	\$ -
Administration Asset-Based Charge		0.00%	0.00%	0.00%	0.00%	0.00%
Administration Fixed Charge		\$ -	\$ -	\$ -	\$ -	\$ -
Administration Per Participant Charge		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$ -	\$ 205,210	\$ 166,733	\$ 102,605	\$ 128,256
<b>Annual Investment Expense</b>						
Weighted Investment Expense Ratio		0.463%	0.463%	0.28%	0.28%	0.28%
<b>Total</b>		\$ 1,187,655	\$ 1,187,655	\$ 718,236	\$ 718,236	\$ 718,236
<b>Estimated Revenue Offset (ie: 12b-1 &amp; sub t/a)</b>						
			\$ (487,374)	\$ (117,000)		
<b>Total Plan Cost</b>		<b>0.46%</b>	<b>0.314%</b>	<b>0.299%</b>	<b>0.32%</b>	<b>0.33%</b>
		\$ 1,187,655	\$ 806,446	\$ 767,969	\$ 820,841	\$ 846,492
<b>SAVINGS</b>			<b>32%</b>	<b>35%</b>	<b>31%</b>	<b>29%</b>

# SUMMARY

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COST SAVINGS

ENHANCED INVESTMENT LINEUP & MODELS

PLAN AND DESIGN ENHANCEMENTS

PLAN OPERAION EFFICIENCIES

FIDUCIARY PROTECTION

## INFINITAS RETIREMENT PLAN SOLUTIONS

Phone: (913)563-7300

Email: [info@infinitaskc.com](mailto:info@infinitaskc.com)

Website: [www.infinitaskc.com](http://www.infinitaskc.com)

Address: 10801 Mastin Street, Suite 370  
Overland Park, KS 66210



**WASHBURN UNIVERSITY OF TOPEKA**  
**BOARD OF REGENTS**  
**MINUTES**  
**December 7, 2023**

**I. Call to Order**

Chairperson Buhler called the meeting to order at 3:30 p.m. in the Kansas Room of the Memorial Union on the Washburn University campus.

**II. Roll Call**

Present were:

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

**III. Officer Reports**

**A. Chair's Report**

Chair Buhler thanked everyone for an amazing and historic year!

**B. President's Report**

President Mazachek shared the women's soccer team beat Adelphi University in the semi-finals and the team is officially in the Division II National Championship. They will play on Saturday at 11:00 am central. Win or lose, what an amazing year they had, and the University will celebrate them next week.

President Mazachek introduced the new Dean of Washburn Tech, Scott Smathers. Washburn is thrilled he has joined our team.

President Mazachek shared an update on the provost search. The University hosted four candidates last week and the President is gathering feedback and will make a decision in the next few days.

President Mazachek provided an update on the Strategic Framework. The original plan was to bring the plan to the Board at this meeting. In November, the committee

realized they needed to expand the time to gather more information. They will hold one more session with the Board in January and will meet with faculty, staff and student leaders and plan to bring a proposal to the Board in February.

President Mazachek reported the University has launched a new NE Kansas advantage scholarship. The key reasons are that the impact the Thrive scholarship made in Shawnee county has been tremendous and other counties reached out to see if it could be offered to students in their area. It will mirror our merit scholarship already in place and will greatly impact students in our region.

President Mazachek introduced Tonya Ricklefs, President of Faculty Senate, to give an update. Dr. Ricklefs shared that she has a Washburn undergraduate degree and a Master of Social Work. She noted the faculty have been busy this semester implementing Gen Ed changes. The Faculty Senate is getting creative with acquiring feedback from faculty and students and are working closely with WSGA President, Antonio Martinez. Professor Ricklefs thanked everybody in the Senate for their hard work this semester.

President Mazachek introduced Connie Gibbons, Director of Mulvane Art Museum. Connie Gibbons has served as Director for the past 11 years. In January the museum will turn 100 years old, 1924-2024. Ms. Gibbons thanked the Board of Regents for approving and supporting the renovation of the museum. This allows them to take care of the museum as well as the storage of over 6,500 objects. It is currently closed but is slated to reopen in May 2024. The new design was the source of much pride locally.

Ms. Gibbons shared highlights of the museum such as the Blitt Gallery, the Mulvane Art Fair, special classes for students, outreach programs in the community for children and schools, partnerships across the community as well as with sister museums, and much more. The museum averages 30,000+ visitors a year.

President Mazachek reminded everyone that next week is Graduation, her favorite time of the year.

#### **IV. New Business**

##### **A. Consent Agenda**

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

- 1. Approval of the Minutes of the October 19, 2023, Meeting**
- 2. Liquidated Claims Approval – September 2023**

### **3. Liquidated Claim Approval – October 2023**

#### **B. Action Items**

##### **1. Sabbatical Approvals**

Laura Stephenson, Interim Provost and Vice President for Academic Affairs, presented this item stating that one of the important ways we can help faculty in their professional development is through academic sabbaticals. The paid sabbatical is typically a semester in length and is for the upcoming 2024-2025 academic year. Only full-time faculty who have been full-time teaching for at least six years are eligible. The maximum number of sabbaticals granted in a particular year shall be equal to 4% of the faculty. The School of Law School awards up to two sabbaticals in a particular academic year.

It was moved by Regent Romero and seconded by Regent Dietrick to approve the Academic Sabbaticals. Motion passed.

##### **2. Enroll 360 Renewal**

Alan Bearman, Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries presented the item. Dr. Bearman stated that the University has a contract with EAB for Enroll 360. This suite of services and products provides significant recruiting advantages for the institution. It provides Enrollment Management with a sophisticated database to track trends and track by schools and counties.

Dr. Bearman shared that renewing at this time offers Washburn significant discounts and avoidance of the forthcoming price increases going into effect at EAB in 2024.

It was moved by Regent Dietrick and seconded by Regent Nave approve the renewal of Enroll 360. Motion passed.

##### **3. Bachelor of Criminal Justice – Criminal Justice**

Dr. Laura Stephenson shared this is a new program proposed by the Criminal Justice Department. This program is one that will allow students to pursue a more general framework in Criminal Justice.

Dr. Zach Frank, Dean of the School of Applied Studies explained that students have been asking for this, especially those in rural areas due to the demand in the job market. This program will enhance what we already have in place.

It was moved by Regent Romero and seconded by Regent Fisher to approve this program. Motion passed.



**4. Bachelor of Criminal Justice – Forensic Investigation Sciences**

Dr. Laura Stephenson shared that this program will provide a new pathway utilizing existing faculty and courses, but will add a laboratory component and add a broad scientific basis as well as lab skills. This degree will make our graduates more appealing to the KBI.

It was moved by Regent Nave and seconded by Regent Sourk to approve the program. Motion passed.

**5. Associate of Applied Science in Legal Studies**

Dr. Laura Stephenson presented this item. This Associate of Applied Science in Legal Studies will equip students with the professional skills needed to work in the legal profession. It is a repackaging of programs in existing AA or AS degrees due to the new Gen Ed framework.

It was moved by Regent Sourk and seconded by Regent Dietrick. Motion passed.

**6. Associate of Applied Science – Criminal Justice**

Dr. Laura Stephenson noted that adding an Associate of Applied Science in Criminal Justice program will allow Washburn University to be more competitive with other programs in the state.

It was moved by Regent Nave and seconded by Regent Romero to approve the program. Motion passed.

**7. Associate of Applied Science – Human Services**

Dr. Laura Stephenson stated this program is well suited for individuals seeking employment in mental health or behavioral health. This is an area showing growth in employment opportunities. Offering an AAS degree in Human Services allows students to take more discipline-specific courses.

It was moved by Regent Fisher and seconded by Regent Nave to approve the program. Motion passed.

**8. Certified Logistics Technology (CLT)**

Dr. Laura Stephenson shared this is a new 15-credit certificate within the Manufacturing division and in conjunction with the Manufacturing Institute. They will work with the military to help transition into careers outside of the military. The program will be supervised by a program coordinator and will be provided primarily online.

It was moved by Regent Romero and seconded by Regent Sourk to approve this program. Motion passed.

## **9. Recital Hall**

Vice President Luther Lee presented this item. He stated in October 2020, the Board approved proceeding with the design services of a new Recital Hall as an addition on the north side of Garvey Fine Arts Center. Schwerdt Design Group is the architect on the project. They developed a general design to use when issuing the RFP. A bid evaluation committee evaluated the four proposals on a variety of factors and recommended to the Board it be awarded to Crossland Construction. Due to construction cost increases, this estimate is higher than the one we received a few years ago. The total project will not exceed \$8 million and will be funded with \$5 million from private and \$3 million from University reserves.

It was moved by Regent Buhler and seconded by Regent Sourk to award the bid to Crossland Construction. Motion passed.

## **10. 1731 Plass Construction Manager**

Vice President Luther Lee stated that in March 2023, the Board approved the capital project to refresh the 1731 Plass Building for the relocation of the University Library. This is a multi-year project to be completed and funded in phases.

Eric Just, Assistant Vice President of Facilities Services noted this is the first phase of the interior refresh. Next will be the building mechanical upgrade and then the overall grand master plan with new façade. When Schwerdt Design Group started creating the design, they quickly realized the need for new restrooms, new interior finishes, new doors, and an upgrade to existing IT. To meet the July 1, 2024, deadline, Washburn decided to engage a Construction Manager to work on a cost-plan basis. Washburn issued an RFP for the Construction Manager firm for the project. Washburn recommends Senne Company of Topeka, Kansas. This request for approval of \$5.5 million will cover phase one.

It was moved by Regent Romero and seconded by Regent Fisher to approve Senne Company for this project. Motion passed.

## **11. Washburn Institute of Technology Concrete**

Vice President Luther Lee stated this project is to repair and replace areas of concrete on the Washburn Tech campus beginning in FY 24 and continuing into FY 25. The University received one bid from Bettis Asphalt and Construction.

Their pricing was compared against recently completed projects on campus and found to be reasonable for the work requested.

It was moved by Regent Sourk and seconded by Regent Dicus to award the project to Bettis Asphalt and Construction. Motion passed.

## **12. Pepsi Agreement Extension**

Vice President Luther Lee presented this item. Washburn began a relationship over 35 years ago with Pepsi. This initial contract has been bid and extended several times. The current contract runs through June 30, 2024. Several key factors for requesting an extension to this contract are the positive experience with Pepsi, the card readers they provide to campus, the giveaways at athletic events and Pepsi donations at campus events which total approximately \$1 million.

It was moved by Regent Dicus and seconded by Regent Romero to approve the extended contract to Pepsi. Motion passed.

## **C. Informational Items**

### **1. Quarterly Financial Analysis Report**

## **D. Presentations**

### **1. CyberSecurity Program**

John Haverty, Chief Information Officer, ITS, presented a PowerPoint update. The University provides training for all employees in security awareness. The University had a 63% completion rate last year. They are discussing ways to improve this percentage and are working with supervisors.

Mr. Haverty stated there has been a huge increase in compromised accounts in the past two months, especially student accounts. The University will use state funding for phased deployment of multi factor authentication, implement more tabletop exercises, provide security assessment with all vendors, and risk management assessments.

Recommendations for changes include a second position for security.

## **VI. Executive Session**

Chair Buhler moved the Board recess for an executive session for 30 minutes after a 5-minute recess to clear the room.

Regent Sourk seconded the motion. Motion passed.

The meeting moved into executive session at 5:05 p.m.

The meeting was reconvened at 5:40 p.m., executive session ended and returned to open session. Chair Buhler moved that the Board go back into executive session for 5 minutes for the same reasons and justification as before. Regent Sourk seconded the motion. Motion passed at 5:40 p.m. At 5:48 p.m. the executive session ended and returned to the open session.

**VII. Next Washburn Board of Regents Meeting – Thursday, February 1, 2024**

**VIII. Adjournment**

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

The meeting adjourned at 5:50 pm.

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Marc Fried  
Secretary, Board of Regents

## Washburn University Board of Regents

**SUBJECT:** Liquidated Claims Approval – November 2023

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

To the best of my knowledge and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

\_\_\_\_\_  
Luther Lee, Vice President for Administration & Treasurer

### WASHBURN UNIVERSITY

Fund #	Fund Name	Total Claims
1.	General Fund	\$2,418,811
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,094,212
4.	Endowment Fund	-0-
5.	Student Loan Fund	6,500
7.	Tort Claim Fund	-0-
8.	Restricted and Agency Fund	250,676
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	25,847
	Sub-Total	3,796,046
	Payroll	3,457,178
	Payroll Withholding ACH Transactions	3,340,863
	<b>Total</b>	<b>\$10,594,087</b>

### WASHBURN INSTITUTE OF TECHNOLOGY

1.	General Fund	\$176,191
3.	Building and Construction Fund	9,560
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	8,909
13.	Government and Research Fund	8,296
	Sub-Total	202,956
	Payroll	404,302
	Payroll Withholding ACH Transactions	251,306
	<b>Total</b>	<b>\$858,564</b>

## Washburn University Board of Regents

**SUBJECT:** Liquidated Claims Approval –December 2023

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

To the best of my knowledge and belief, I certify that the liquidated claims submitted in this transmittal are in compliance with all applicable laws and University policies.

  
 \_\_\_\_\_  
 Luther Lee, Vice President for Administration & Treasurer

<b>WASHBURN UNIVERSITY</b>		<b>Total Claims</b>
<b>Fund #</b>	<b>Fund Name</b>	
1.	General Fund	\$3,128,119
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	952,050
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,000
7.	Tort Claim Fund	-0-
8.	Restricted and Agency Fund	441,922
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	19,946
	Sub-Total	4,543,037
	Payroll	3,860,116
	Payroll Withholding ACH Transactions	2,686,930
	<b>Total</b>	<b>\$11,090,083</b>

<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>		
1.	General Fund	\$241,970
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	8,592
13.	Government and Research Fund	106,526
	Sub-Total	357,088
	Payroll	448,889
	Payroll Withholding ACH Transactions	154,720
	<b>Total</b>	<b>\$960,697</b>

## Washburn University Board of Regents

**SUBJECT:** Faculty/Staff Personnel Actions

**DESCRIPTION:** The following are faculty personnel actions that have been reviewed through our usual procedures.

Name	Position	Change	Financial Implications	Comments	Action
Siebert, Bradley	Assistant Professor, English, Position #000072	Phased Retirement for 1 year beginning August 1, 2024	None	Will work at 50% for AY25	Request approval
Ball, Jennifer	Professor, Economics/Assoc. Provost Accreditation and Corrections Education, Position #000574	Phased Retirement for 5 years beginning July 1, 2024	None	Will work at 50% for duration to stay for next HLC site visit and reaccreditation and to serve as our academic officer liaison and lead Corrections programs	Request approval
Fritch, John	Provost and Vice President of Academic Affairs, Professor, Position #001325	Hire beginning February 15, 2024	Annual salary within approved budget	Tenure upon hire. Administrative position	Request approval

**RECOMMENDATION:**

President Mazachek recommends approval of this personnel action.

## **Washburn University Board of Regents**

**SUBJECT:** Thriving Together – Strategic Framework, Mission, Vision, Core Values

**DESCRIPTION:**

Washburn University's last comprehensive strategic plan was approved in 2018 and an academic bridge strategic plan approved in 2022. In July 2023, Washburn engaged AGB to assist with our strategic planning process, which began with a Board of Regents retreat. Regents, along with the President's Cabinet, began the process with a SWOT analysis and initial brainstorming about mission, vision, values, priorities, and initiatives.

Throughout the fall semester and continuing through January of this year, the strategic framework was refined. The University, with the assistance of an AGB team of consultants, held sessions with regents, campus-wide forums, and numerous sessions with other University constituent groups to gather feedback at each stage of developing the draft plan. A task force met at least weekly to consider input received, and revise and refine the plan and language.

Additionally, the timing of this strategic planning effort has been especially beneficial given the changing higher education environment, the vision for the community and the State of Kansas, and our key leadership transitions. We reviewed, and revised, Washburn's mission, vision, and core values as part of this process. These statements were all part of the input sessions and had significant interest, comments, and suggestions. Through several revisions, we arrived at statements that have incredible support from all Washburn – University and Tech - stakeholders on and off campus.

The strategic framework presented for approval encompasses priorities, objectives, and initiatives intended to help us move Washburn – University and Tech - forward over these next few years. Individual units and areas of Washburn will use this framework to drive their plans, ideas and actions, focusing efforts and resources to make progress in these areas. These priorities, objectives, and initiative areas are intended to be the guideposts for defining the most important work we will do at Washburn. Each year, we will review our environment and opportunities to determine the most important initiative areas for the following year. We anticipate another comprehensive review and revision of the strategic framework in 2027.

**FINANCIAL IMPLICATIONS:**

None

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents approve Thriving Together, the mission, vision, values, and strategic framework for Washburn.

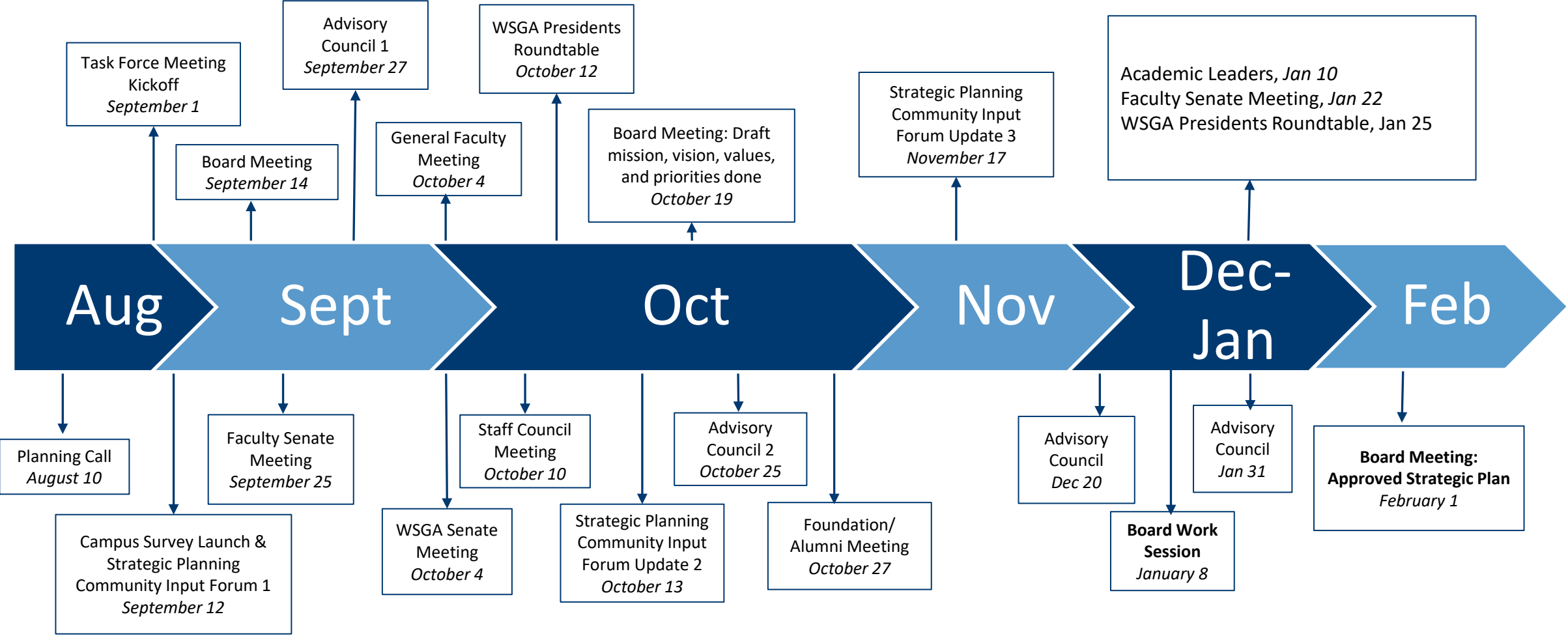




# WASHBURN

**Thriving Together: Washburn's Strategic Framework**  
**Board of Regents**  
**February 1, 2024**

# Project Timeline and Deliverables



# ***Thriving Together: Strategic Framework FY24 to FY28***

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## **Draft Strategy Statements**

### **Draft Motto**

“Non nobis solum”

### **Draft Mission Statement**

“Washburn creates educational pathways to success for everyone”

### **Draft Vision Statement**

“A premier community of higher learning focused on life and careers”

### **Draft Values Statement**

“Creating positive IMPACT”

# Mission Statement

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**“Washburn creates educational pathways to success for everyone”**

## Mission Terminology

- 1. Educational** – Rigorous and intellectually stimulating. Washburn will provide learners with quality opportunities to learn from expert faculty, engage in critical thinking, and explore new ideas. Curriculum content includes skill development for life and career readiness.
- 2. Pathways** – A variety of options for learners to pursue their educational, civic, and career goals. This includes two-year and four-year degrees, Masters and Doctorate degrees, continuing education, technical certificates, diplomas, and apprenticeships. Pathways also means learners will have the flexibility to choose the path that best meets their individual needs and interests, including inter-university and K-12 partnerships.
- 3. Success** – As determined by each learner’s unique perspective, dreams, and journey.
- 4. Everyone** – People of all backgrounds and life experiences.

# Vision Statement

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**“A premier community of higher learning focused on life and careers”**

## Vision Terminology

1. **Premier** – Providing/Demonstrating outstanding academic quality, teaching excellence, learner success, and community engagement; qualifying as an Employer of Choice
2. **Community of Higher Learning** – A supportive and collaborative environment where learners, faculty, and staff can come together to learn from each other and to grow intellectually.
3. **Focused on Life and Careers** – Committed to preparing learners for success in both their personal and professional lives. This includes providing learners with the knowledge, critical thinking and problem-solving skills, and civic values to develop to their full potential as individuals, citizens, and professionals.

# Value Statement

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## “Inspiring positive IMPACT”

### Value Terminology

*The positive effect that Washburn has on its learners, faculty, staff, community, and the world. It extends into all aspects of Washburn’s operations, and is measured by Washburn’s success in*

<b>I</b> nclusion	<i>Creating a welcoming and supportive environment for all learners, faculty, staff, and visitors, regardless of their background or identity.</i>
<b>M</b> odernization	<i>Ensuring financial stability while developing new ideas, methods, and technologies that improve teaching and learning, scholarship, and the lives of others.</i>
<b>P</b> artnership	<i>Fostering collaboration among learners, faculty, staff, and external partners to solve problems and achieve common goals.</i>
<b>A</b> chievement	<i>Demonstrating excellence by providing high-quality teaching and learning, conducting meaningful scholarship, and producing graduates who are prepared to make a difference in the world.</i>
<b>C</b> ommunity	<i>Becoming a valued community asset and an Employer of Choice.</i>
<b>T</b> ransformation	<i>Helping learners to develop knowledge, skills, and values.</i>

# Priority 1: Expand Learner Success Opportunities and Pathways

Outcome Measures – Total Number of Learners, Overall Graduation Rates, Total Number of Graduates

Objectives	Initiatives
<p><b>A. Enhance current and develop new and innovative academic pathways and programs</b></p>	<ul style="list-style-type: none"> <li>i. Optimize academic portfolio of program offerings to attract learners and prepare graduates for success</li> <li>ii. Increase number of experiential learning opportunities beyond the classroom</li> <li>iii. Meet the needs of adult learners in the community we serve</li> </ul>
<p><b>B. Increase number of Northeast Kansans who participate in post-secondary education</b></p>	<ul style="list-style-type: none"> <li>i. Expand outreach and opportunities to Northeast Kansas to make post-secondary education a possibility for more learners</li> <li>ii. Increase post-secondary attending rates of Northeast Kansans at Washburn</li> <li>iii. Increase number of pathways with Kansas post-secondary institutions</li> </ul>
<p><b>C. Enable equitable opportunities</b></p>	<ul style="list-style-type: none"> <li>i. Increase academic success of all Washburn learners</li> <li>ii. Grow the number of learners from underrepresented groups</li> <li>iii. Increase the number of students served in targeted learning populations (first generation, military, corrections, concurrent enrollment program, and high school)</li> </ul>



# Priority 2: Enhance our Environment to Learn, Work, and Thrive

Outcome Measures – Employee Engagement Progress, Learner Engagement Progress, Campus Enhancement Progress

Objectives	Initiatives
<p><b>A. Optimize campuses to offer superior learning and working environments</b></p>	<ul style="list-style-type: none"> <li>i. Develop a master plan for all campuses to 2030 and beyond</li> <li>ii. Emphasize development of gathering spaces for learners, faculty, and staff to learn, work, and build community</li> <li>iii. Execute the planned and funded building and renovation projects</li> </ul>
<p><b>B. Enhance work environment in order to become an Employer of Choice</b></p>	<ul style="list-style-type: none"> <li>i. Evaluate, develop and maintain competitive compensation and benefits for all employees</li> <li>ii. Enhance training, orientation, and ongoing professional development for all employees</li> <li>iii. Evaluate and improve key operational processes</li> </ul>
<p><b>C. Foster an engaging and energetic environment of vibrancy, belonging, and safety</b></p>	<ul style="list-style-type: none"> <li>i. Optimize engagement opportunities for all learners with academic, athletic, organizational, and community activities</li> <li>ii. Develop programs and activities to enhance a culture of wellness and belonging for all</li> <li>iii. Foster safety on campus and engage city and county partners to improve safety in our surrounding community and on routes to campus</li> </ul>



# Priority 3: Accelerate Collaborative Partnerships to Grow the Community

Outcome Measure – Net Promoter Score, Partnership Measure, Curriculum Developed with Partnership

Objectives	Initiatives
<p><b>A. Fortify interdependent relationship among Washburn, Topeka, and Shawnee County</b></p>	<ul style="list-style-type: none"> <li>i. Tell Washburn’s story in our community and across the state to increase awareness and support of Washburn and its educational cultural opportunities</li> <li>ii. Promote Washburn in Topeka and Shawnee County, leveraging our partnership and programs to further develop a thriving college-town environment</li> <li>iii. Support success of the community’s strategic plan - Momentum 2027</li> </ul>
<p><b>B. Expand collaboration with education, business, industry, and government to serve the needs of learners and employers</b></p>	<ul style="list-style-type: none"> <li>i. Further develop and formalize effective advisory boards with employers and leaders to inform and support curriculum and programs</li> <li>ii. Expand apprenticeship and internship opportunities for learners with regional employers</li> <li>iii. Implement a best-practices, career-engagement model to provide comprehensive career services for learners and employers</li> </ul>
<p><b>C. Implement new state-of-the-art programs to support industry needs and enable economic growth</b></p>	<ul style="list-style-type: none"> <li>i. Collaborate and strengthen partnerships with K-12 schools in our community to support students in their learning journeys and paths to careers</li> <li>ii. Develop interprofessional health-related educational programs and opportunities</li> <li>iii. Create programs anticipating regional and state needs in manufacturing and aviation</li> </ul>



## Washburn University Board of Regents

**SUBJECT:** Eminentes Universitatis

**DESCRIPTION:**

Washburn University awards the “Eminentes Universitatis” designation to long-term employees who meet the following requirements: employed as a technical instructor, staff employee or equivalent for a period of ten years or more; retire in good standing; and service performed must be judged to have been meritorious. Currently, we have one employee meeting this requirement.

Mr. Johnny “Kent” McAnally began his service at Washburn University as the Director of Career Services in September 2006. Since his arrival, Kent has demonstrated exceptional dedication, competence, and contributions to our institution. Through annual career fairs, Kent has engaged over 20,000 students directly with potential employers, as well as creating specific career fairs for Health Care and Education over the years. He transitioned our campus career services to one that provides engaging virtual mock interviews for our students, better preparing them for a contemporary job search, as well as access to national jobs through a partnership with Handshake. A leader in the Kansas Career Services community, Kent received the Chairperson of the Year Award in 2014, the Larry Hannah Career Services Director of the Year in 2017 and the Brad Barackman Bridge Award in 2023. Mr. McAnally retired January 3, 2024.

**FINANCIAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Johnny “Kent” McAnally.

**Washburn University Board of Regents**

**SUBJECT:** Honorary Degree Candidates

PLACEHOLDER

## **Washburn University Board of Regents**

**SUBJECT:** Transition Associate of Science (AS) degrees in Allied Health to Associate of Applied Science (AAS) degrees effective Fall 2024.

**DESCRIPTION:**

This proposal revises the allied health associate of science degrees in health information technology, occupational therapy assistant, physical therapist assistant, radiologic technology, and respiratory therapy from Associate of Science to an Associate of Applied Science degrees. Without this change, the credit hours required for these programs would be close to 90 credit hours, which would put Washburn at a competitive disadvantage with other schools already offering AAS degrees. The AAS degrees require students to complete 15 credit hours of general education and will position students to continue their education to earn a bachelor's degree.

This transition will allow Washburn to remain competitive with other institutions who are already offering AAS degrees in allied health areas.

**FINANCIAL IMPLICATIONS:**

No additional costs are anticipated.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents approve to transition Associate of Science (AS) degrees in Allied Health to Associate of Applied Science (AAS) degrees effective Fall 2024.

## **Washburn University Board of Regents**

**SUBJECT:** Henderson Learning Resources Center – Naming of Renovated Building

**DESCRIPTION:**

Washburn is in the planning stages of a \$35,000,000 renovation to Henderson Learning Resources Center – a building that opened in 1971 and was honorarily named for former Washburn President John Henderson.

The funding plan for the project includes the use of university reserves, debt and private support as previously approved by the Regents.

For a renovation of this size and scope, it is Washburn’s standard practice to include the opportunity to rename an existing building as a means to attract major investments from donors.

Last April, Advisors Excel made a significant financial commitment to the project that exceeded the threshold for naming recognition that Washburn uses for naming buildings. The gift also generated significant momentum in the fundraising efforts for the renovation.

As such, we ask the board to rename Henderson Learning Resources Center as “Advisors Excel Hall” effective at the commencement of the renovation project.

Recognition for Former President John Henderson will be displayed within the building at the completion of the renovation.

**FINANCIAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents approve the naming of Henderson Learning Resources Center to “Advisors Excel Hall.”

## Washburn University Board of Regents

**SUBJECT:** Recital Hall Naming

**DESCRIPTION:**

Washburn is preparing to break ground on a new Recital Hall north of White Concert Hall on 17<sup>th</sup> street. The \$7,000,000 budget for the project was previously approved by the Board of Regents in December of 2023.

The funding plan for the Recital Hall includes \$5,000,000 in private funding. In November of 2023 the Foundation received a gift from Washburn Alumnus James Hurd that pushed the fundraising campaign beyond its goal.

The size of the gift exceeded the threshold for naming recognition that Washburn uses for naming buildings.

As such, we ask the board to name the Recital Hall “Dr. James Hurd Recital Hall.”

**FINANCIAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents formally name the new Recital Hall “Dr. James Hurd Recital Hall.”

## **Washburn University Board of Regents**

**SUBJECT:** Mabee Design Services - School of Applied Studies Relocation Project

**DESCRIPTION:**

In late 2022, Washburn University was awarded an ARPA grant in the amount of \$3,000,000 from the Kansas Department of Commerce to use for a healthcare related capital project. Washburn proposed a remodel and refresh of the current Mabee Library Building to become the new home for the School of Applied Studies (SAS), which currently reside in Benton Hall. Offices and classrooms will be added within the existing building's footprint. Once SAS is relocated, Benton Hall is planned for demolition and removal.

Washburn developed and published an RFP for the design services of the project. Proposals were received for the package from seven design firms. The design firms' proposals were reviewed and ranked. The evaluation of the firms was based primarily on the team members being proposed, their experience on similar projects, their ability to meet the schedule, and the cost of their services.

Washburn recommends HTK, Topeka, Kansas to be awarded the design services contract for this project. HTK's proposed fee for this project is \$163,700.

**FINANCIAL IMPLICATIONS:**

The current estimate for the project is \$3,500,000. \$3,000,000 is provided by the State ARPA fund and the remainder will come from University reserves.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents approve the design services contract for the Mabee Design Services for the School of Applied Studies Relocation Project to HTK in the amount of \$163,700.

## **Washburn University Board of Regents**

**SUBJECT:** Washburn Lee Arena Event Center Renovation Project – Design Services

**DESCRIPTION:**

Lee Arena is the space where Washburn hosts celebrations like Commencement and athletic events. Washburn University is planning a renovation of the current Lee Arena to provide a more inviting space for athletic and campus events, along with creating additional usable space within the arena. The project is being funded through private and university funds.

The project's objective is to refresh the arena by replacing the existing bleachers and seats, the playing and surrounding flooring, painting the walls and ceiling, and adding additional Washburn branding through the space. Additionally, the project plans to add a center court scoreboard, create open-air skybox seating, and add a space adjacent to the court that can serve as a VIP room during games and a student study area during school days. The project is planned to extend over 18 months, phasing work around activities within the arena.

Washburn developed and published an RFP for the design services of the project. Proposals were received for the package from four design firms. The design firms' proposals were reviewed and ranked. The evaluation of the firms was based primarily on the team members being proposed, their experience on similar projects, their ability to meet the schedule, and the cost of their services.

Washburn recommends SDG (Schwerdt Design Group) of Topeka, Kansas be awarded the design services contract for this project. SDG's proposed fee for this project is \$297,500.

**FINANCIAL IMPLICATIONS:**

The project is estimated at \$6 million to \$8 million, depending on its design and fundraising. The funding will be from private funds and University reserves with final budget to be approved at a future meeting of the Board after plans are finalized.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents approve the design services contract for the Washburn Lee Arena Event Center Renovation Project to SDG in the amount of \$297,500.



## Washburn University Board of Regents

**SUBJECT:** Computer Refresh Program

**DESCRIPTION:**

Washburn University requests approval to enter a lease to own computer systems agreement for various departments of the Washburn University campus. This will place the University on a 5-year computer replacement/refresh cycle and keep desktop and laptop systems current, operational, and consistent across campus.

The order from Lenovo will total \$1,952,955. The lease through Lenovo Financial will have an annual payment of \$390,591 over the five-year term. At completion of the lease, title of all computers will transfer to the University for \$1 each.

- 125 Classroom Mediation Workstations
- 465 Standard Desktop Computers
- 785 Standard Laptop Computers
- 42 Computational Desktop Workstations
- 85 Computational Laptop Workstations
- 30 All-in-One Computers for Math Lab
- 800 24" Monitors for Faculty/Staff Machines
- 785 Docking Stations for Standard Laptop Computers
- 85 Thunderbolt Docking Stations for Computational Laptop Computers

Lenovo was selected using the Kansas NASPO (National Association of State Procurement Officials).

**FINANCIAL IMPLICATIONS:**

The 5-year annual lease payments of \$390,591 will be funded from Capital Technology Funds.

**RECOMMENDATION:**

President Mazachek recommends the Board of Regents approve a Lease Agreement with Lenovo Financial for 5 years, with annual payment of \$390,591.

## **Washburn University Board of Regents**

**SUBJECT:** Resolution for Authorization of Kansas Municipal Investment Pool Transactions

**DESCRIPTION:**

The University periodically utilizes the State of Kansas Municipal Investment Pool (MIP) as a temporary, high-quality, high-liquidity alternative to bank deposits. Deposits to and withdrawals from the University's MIP account must be initiated and authorized by employees designated and approved by the Board. A Board resolution is needed to designate the employees who now are authorized to initiate transactions with MIP. Due to recent changes in the Director of Accounting and the Assistant Vice President Finance positions, we are needing to add additional staff members with authorization to these accounts. The attached resolution authorizes the Vice President for Administration & Treasurer, the Assistant Vice President Finance, the Director of Budget Planning & Analysis and the Director of Accounting to initiate such transactions.

**FINANCIAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

President Mazachek recommends adoption of the attached resolution.

**STATE OF KANSAS  
MUNICIPAL INVESTMENT POOL**

**Resolution**

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is 486030115.

2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type) Luther Lee	Name (print or type) Debbie A. White
Signature	Signature
Title Vice President for Administration and Treasurer	Title Assistant Vice President Finance
Name (print or type) Rhonda Thornburgh	Name (print or type) Alex Deters
Signature	Signature
Title Director, Budget Planning & Analysis	Title Director of Accounting

3. Depositor Contact:

Name (print or type) Luther Lee	Email luther.lee@washburn.edu
Title Vice President for Administration and Treasurer	Phone 785-670-1745
Street Address Washburn University, 1700 SW College Ave	Fax 785-670-1054
City Topeka	State Kansas <input type="checkbox"/> ZIP 66621

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on  
February 1, 2024 \_\_\_\_\_ (date).

Municipality Name (print or type) Washburn University

Name (print or type) Shelly Buhler

Signature

Title Chair, Washburn University Board of Regents

Date February 1, 2024

Attest:

Name (print or type) Marc Fried

Signature

Title Secretary, Washburn University Board of Regents

Date February 1, 2024

**Note: Original signatures are required.**