

Washburn University Board of Regents Meeting

Memorial Union, Kansas Room

Thursday, 3/23/2023

3:00 - 5:00 PM CT

I. Call to Order

II. Roll Call

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

III. Approval of Minutes of Past Meeting(s)

A. Approval of the Minutes of the February 2 and March 2, 2023 Meetings

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February 2, 2023 Board of Regents Minutes - Page 5

IV. Officer Reports

A. Chair's Report

B. President's Report

V. New Business

A. Consent Agenda

1. Liquidated Claims Approval - January 2023

Liquidated Claims - January 2023 - Page 10

2. Faculty/Staff Personnel Actions

Faculty Staff Actions - Page 11

3. Washburn University Policies, Regulations, and Procedures Manual - Section D. Classification and Compensation Policy

WUPRPM.D.Classification and Compensation - Page 12

4. Washburn University Policies, Regulations, and Procedures Manual - Section A. Alcoholic Liquor and Cereal Malt Beverage

WUPRPM.A.Res Living Alcohol - Page 14

5. Washburn University Policies, Regulations, and Procedures Manual - Section A. Behavioral Assessment

WUPRPM.A.Behavioral Assessment - Page 16

B. Action Items

1. Emeriti - Laura Stephenson

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- 2. Tenure and Promotion Recommendations - Laura Stephenson**
Tenure-Promotion - Page 20
 - 3. Faculty Senate Constitution Revision - Laura Stephenson**
Faculty Senate Constitution Revision 2023 - Page 21
Faculty Senate Constitution.Current - Page 36
 - 4. Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries - President Mazachek**
VPEM-SSL Bearman - Page 44
 - 5. Washburn University Policies, Regulations, and Procedures Manual - Section B. Recruitment and Employment - Luther Lee**
WUPRPM.B.Recruitment and Employment - Page 45
 - 6. Capital Projects and Equipment from the Debt Retirement and Construction Fund and Washburn Tech Capital Outlay - Luther Lee**
FY24 Capital Equip Tech DRC Fund - Page 47
FY24 Capital Requests - Page 48
FY24 Other Equipment Requests - Page 49
DRC Fund FY23 - Page 50
FY24 Technology Request - Page 51
FY24 WIT Equip-Tech Funding - Page 52
 - 7. Veterans Memorial Monuments - Luther Lee**
Veterans Memorial - Page 53
 - 8. Demolition of Facilities Buildings #1 and #2 - Ratification - Luther Lee**
Demolition Ratification - Page 54
 - 9. Facilities Services Building - Luther Lee**
Facilities Building - Page 55
 - 10. Athletic Vans - Luther Lee**
Athletic Vans - Page 56
 - 11. Student Activity Fee Increase - Eric Grospitch**
Student Activity Fee Increase - Page 57
 - 12. Academic Bridge Strategic Plan - Laura Stephenson**
Academic Bridge Strategic Plan - Page 58
 - 13. Transition the Gerontology Minor to a Gerontology Certificate - Laura Stephenson**
Gerontology - Page 61
 - 14. Addition of four programs in Public Health: Bachelor of Health Science with public health emphasis; Public Health Minor; Public Health Certificate; and Advanced Public Health Certificate - Laura Stephenson**
Public Health Programs - Page 62
 - 15. Great TEXTS Certificate Program - Laura Stephenson**
TEXTS - Page 63
- C. Information Item(s)**
- 1. Quarterly Financial Analysis - Luther Lee**

Quarterly Financial Analysis - Page 64

Quarterly Financial Analysis.Attach - Page 65

2. Completion of Strategic Plan for Learner Success (2018-2022) - President Mazachek
Learner Success - Page 70

3. Purchases Between \$50,000 and \$100,000 - Luther Lee
Purchases between \$50000 and \$10000 - Page 76

D. Presentation(s)

1. Washburn Student Government Association Presentation
WSGA Presentation - Page 77

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 2, 2023

I. Call to Order

Chairperson Buhler called the Board of Regents Zoom meeting to order at 4:31 p.m. in Room 200B of Morgan Hall on the Washburn University campus.

II. Roll Call

Present via Zoom protocol were: Mr. Beck, Ms. Buhler, Mr. Dietrick, Mr. Nave, Mr. Romero and Mrs. Sourk.

III.

Chairperson Buhler called the meeting to order to consider the agreement between Washburn University and Dr. JuliAnn Mazachek. She noted that negotiations went well and were a bit longer than anticipated due to researching issues thoroughly, ensuring language was correct, and the availability of those involved. She appreciates everyone's patience.

Buhler said all of the Regents have seen the draft agreement and asked if there were any legal questions necessitating an executive session. Regent Beck noted a needed edit on page 11 to insert "and" before the word "shall". Regent Sourk moved to approve the agreement as amended by Beck, and Regent Dietrick seconded. The motion was approved.

The Regents complimented and thanked all who were involved with the negotiation.

Regent Dietrick moved and Regent Nave seconded to adjourn. Motion passed.

The meeting adjourned at 4:37 p.m.

/s/

Cynthia Holthaus
Assistant Secretary, Board of Regents

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
February 2, 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: Mr. Beck, Ms. Buhler, Mr. Dicus, Mr. Dietrick, Mr. Hulse, Mr. Nave, Mr. Romero, and Mrs. Sourk.

III. Approval of Minutes of the December 8, December 13, December 14, December 20, December 26, 2022 and January 11, 2023 meetings

It was moved by Regent Dicus and seconded by Regent Romero to approve the Minutes of the December 8, December 13, December 14, December 20, December 26, 2022 and January 11, 2023 meetings. Motion passed.

IV. Officer Reports

A. Chair's Report

Ms. Buhler was honored to introduce Dr. Mazachek as the first woman President at Washburn.

Ms. Buhler thanked Marshall Meek for his service as Interim President

Chair Buhler announced that there would be a Budget and Finance Committee meeting before the next regular board meeting.

B. President's Report

Dr. Mazachek said she was truly honored to be your President. President Mazachek thanked to Board for their trust in hiring her. She also thanked the search committee for selecting the right person. Last, Dr. Mazachek thanked the faculty and staff for work done to keep Washburn moving during the process.

President Mazachek introduced Interim Director of Enrollment Management Dr. Alan Bearman and stated she was thrilled when he was appointed interim. Dr. Bearman stated a few years ago, Dr. Mazachek told him to raise graduation rates when they were at 36%. Today, the graduation rate is at 54%. Dr. Bearman stated such a rate is outstanding for an open admission institution. He further stated that he

cannot brag enough on faculty and staff for the work that was done across campus because the graduation rate does not increase by 18% over six years without everyone being involved.

Regent Padilla arrived at 4:07 p.m.

Dr. Mazachek added that the graduation rate puts us above the other Kansas regional universities even though we are open admission.

Dr. Bearman stated that enrollment management has been refining processes. Some of these changes involve having more people to work with families to proactively help them figure out how to afford attending Washburn, and having staff go to the high schools to enroll students in the Concurrent Education Program (CEP) and make sure they are aware the college credit is coming from Washburn.

Dr. Bearman noted that on April 1, an earlier than usual New Student Orientation (NSO) will be held for scholarship students to get them enrolled early. Dr. Bearman said that high school GPA is the best factor in determining student success, so the scholarship grid was adjusted to rely only on GPA.

Dr. Bearman advised that the department is working on Shawnee County as directed by the Board. Last year Washburn received a total of 406 applications to attend Washburn from Shawnee County students. This year applications from Shawnee County are at 569. Admission counselors/recruiters are going back to the schools to follow up with those applicants.

Dr. Bearman reported many more proposals are in the works to present to President Mazachek. One other new initiative will be contacting Washburn employees and the Board to send in names of prospective Ichabods and admissions and recruitment will contact them.

President Mazachek then introduced Marshall Meek, President and CEO of the Washburn University Alumni Association and Foundation to talk about the 6th annual day of giving. Mr. Meek said the event has seen growth each of last six years. Mr. Meek stated that the success of the event begins and ends with quality of projects from across campus; from adopt a turtle to international travel opportunities. Gifts today come from 40 of 50 states. At the time of his report, 654 donors had made \$190,000 of donations. Mr. Meek advised, compared to last year, the gifts were tracking a bit ahead in dollars donated and a bit behind in number of donors.

Foreshadowing for next month, Dr. Mazachek said a mid-term review is being conducted for the Higher Learning Commission (HLC) accreditation, and the Board will get a strategic review of programs and activities.

Lastly, Dr. Mazachek noted that her first two days have been full of events. The first day was opportunities to meet many people, students, faculty and staff at both Washburn and Washburn Tech. She heard high expectations from many people. The second day was spent at the legislature and she met many people who care about Washburn and want to help. President Mazachek stated she gave testimony to the

House Commerce Committee talking about how Washburn supports workforce development, supports businesses and responds to the needs of employers. Washburn Tech Dean Mike Strohschein, Small Business Development Center Director Karl Klein, and Business School lecturer Rick LeJuerne were involved with the presentation.

V. New Business

A. Consent Agenda

It was moved by Regent Beck and seconded by Regent Sourk to approve the Consent Agenda. Motion passed. As approved by action of the Board:

- 1. Liquidated Claims Approval – November 2022**
- 2. Liquidated Claims Approval – December 2022**

3. Faculty/Staff Personnel Actions

Hire: Janene Freerksen, full-time Assistant Director, Student One-Stop, effective February 1, 2023 at an annual salary of \$52,162; and full-time open position Event and Communications Specialist, Music/Theatre Department, effective February 3, 2023 at an annual salary of \$30,327.

4. Amendment to 2022-2023 Board of Regents Meeting Dates

Change the September 21, 2023 Washburn Board of Regents meeting date to Thursday, September 14, 2023.

B. Action Items

1. Washburn University Policies, Regulations, and Procedures Manual – Section E. Benefits

Vice President for Administration and Treasurer Luther Lee presented the item. This is a change recommended from the faculty diversity and inclusion committee that Juneteenth be observed as a paid holiday. It was moved by Regent Sourk and seconded by Regent Dietrick to add Juneteenth as a paid holiday. Motion passed.

2. Washburn University Policies, Regulations, and Procedures Manual – Section E. Benefits

Vice President for Administration and Treasurer Luther Lee presented the item. This change allows the employee benefit for education assistance to apply immediately when hired and not have a waiting period. It was moved by Regent Beck and seconded by Regent Romero to approve the change in the education assistance benefit. Motion passed.

3. Washburn USW Local 307L-4 Memorandum of Agreement

Vice President for Administration and Treasurer Luther Lee presented for approval the Memorandum of Agreement with United Steelworkers. Mr. Lee thanked Marc Fried, Teresa Lee, Janel Rutherford and Eric Moss for their work on this. Vice President Lee reported the Union approved the agreement last week. Mr. Lee noted that this is a one-year agreement and the salary increases should help with recruitment and retention. Vice President Lee reported there is sufficient money in the current budget for February 1 through June 30, 2023.

Answering a question about how the agreement increases the budget, Mr. Lee stated that there will be no increase to the current year's budget, but there will be a \$57,000 increase for FY'24.

It was moved by Regent Dietrick and seconded by Regent Sourk to approve the Memorandum of Agreement with United Steelworkers. Regent Nave announced he would abstain. Motion passed.

4. Master of Arts in Communication and Leadership (MACNLE) Admission Standards Revision

Vice President for Academic Affairs Laura Stephenson presented the proposal to quicken the application process for graduate programs by reducing the burden on students applying. The process is tiered so the higher the GPA, the less needs to be submitted.

Regarding a question about if the Board already took action on this item, Dr. Stephenson advised it was on last meeting's agenda but was pulled. It was moved by Regent Dicus and seconded by Regent Padilla to approve the revision to the admission process for graduate programs. Motion passed.

5. Honorary Degree Candidates

President Mazachek presented the item and reported there is an honorary degree committee that reviews the considerations. The persons being put forward have been reviewed and recommended for Honorary Degrees by the committee: Marla Luckert, School of Law, Doctor of Law L.L.D.; Blanche Parks, School of business, Doctor of Public Service D.P.S., Susan Farley, School of Applied Studies, Doctor of Humane Letters, L.H.D., and David Woods, College of Arts and Sciences, Doctor of Music D.Mus. It was moved by Regent Hulse and seconded by Regent Dietrick to award Honorary Degrees to the nominees. Motion passed.

6. President's Agreement Ratification

Marc Fried, General Counsel, reported there are some final items being reviewed and likely to have a completed agreement in next week or two. A special meeting will be called to ratify the agreement at that time.

C. Presentation(s)

1. Programs Washburn Offers at the Correctional Institutions

Vice President for Academic Affairs Laura Stephenson introduced Associate Vice President for Academic Affairs Jennifer Ball and Dean Mike Strohschein to present.

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

The meeting adjourned at 5:02 p.m.

/s/

Marc Fried
Secretary, Board of Regents

Agenda Item
Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval – January 2023

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of January 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	\$7,613,751
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	745,533
4.	Endowment Fund	-0-
5.	Student Loan Fund	8,650
7.	Tort Claim Fund	2,944
8.	Restricted and Agency Fund	375,398
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	20,374
	Sub-Total	8,766,650
	Payroll	2,817,740
	Payroll Withholding ACH Transactions	1,347,602
	Total	\$12,931,992

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$169,934
3.	Building and Construction Fund	6,924
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	7,267
13.	Government and Research Fund	32,843
	Sub-Total	216,968
	Payroll	365,305
	Payroll Withholding ACH Transactions	29,372
	Total	\$611,645

Date

JuliAnn Mazachek, President

Agenda Item
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
Griggs, Burke	Professor, School of Law, Position # 000285	Leave of Absence for AY Fall 2023	None	Leave is unpaid. Selected for Fulbright.	Request approval

RECOMMENDATION:

President Mazachek recommends approval of this personnel action.

Date

JuliAnn Mazachek, President

Agenda Item
Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual -
Section D. Classification and Compensation Policy

DESCRIPTION:

The Washburn University Policies, Regulations and Procedures Manual (WUPRPM), Policy Section D, contains language applicable to employee compensation and position classification.

The ability to attract and retain talent in today’s employment market is highly competitive. In response, Washburn has had to continuously review the compensation and structure of our positions to ensure we are attracting and retaining the talent needed to support our needs. In an effort to improve the internal review process a compensation plan for all staff, not just those who are non-exempt, has been developed.

Currently, Policy Section D. of the Washburn University Policies, Regulations and Procedures Manual (WUPRPM) identifies a compensation plan only for non-exempt staff. It also identifies how non-exempt pay should be calculated when rehiring former employees, and that exempt salaries are based on budget when that is no longer the only standard. A request to update the policy to reflect that all staff, which would include rehired non-exempt employees, are included in a compensation plan is needed.

FINANCIAL IMPLICATIONS:

No additional budget is requested.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve amendments to Section D. Classification and Compensation of the Washburn University Policies, Regulations, and Procedures Manual.

Date

JuliAnn Mazachek, President

WUPRPM. Board Policies
D. Classification and Compensation
Revision Date: March 23, 2023

D. Classification and Compensation

1.2.1 The Administration shall establish and maintain a Compensation Plan for all staff positions.

5. Determination of Pay Rate. The rates of pay for staff positions shall be determined by the approved Compensation Plan.

Agenda Item
Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual -
Section A. Alcoholic Liquor and Cereal Malt Beverage

DESCRIPTION:

The Washburn University Policies, Regulations and Procedures Manual (WUPRPM), Policy Section A. 8 contains language related to the university regulations and procedures governing the selling, serving and consumption of alcoholic liquor and cereal malt beverages on University owned or controlled property.

The policy lists specifically when alcohol may be served or consumed on campus. In the fall 2022, Student Residential Life began allowing contracted residents over the age of 21 to consume alcohol in their residence.

The request is to add an exemption for personal use of alcohol for legal aged contracted residents in Student Residential Living. This is an update of policy to match existing practice.

The Phi Delta Theta house is governed by additional policies defined by their national chapter headquarters and alcohol is not permitted.

FINANCIAL IMPLICATIONS:

No additional budget is requested.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve amendments to Section A. Alcoholic Liquor and Cereal Malt Beverage of the Washburn University Policies, Regulations, and Procedures Manual.

Date

JuliAnn Mazachek, President

WUPRPM. Board Policies

B. Benefits

Revision Date: March 23, 2023

8. Alcoholic Liquor and Cereal Malt Beverage

8.4. Exceptions.

8.4.1 Alcoholic liquor and cereal malt beverages may be served and/or consumed:

- At an event occurring in or on the non-classroom instruction areas or grounds adjacent to non-classroom instruction areas or other areas designated in these regulations;
- With the approval of the President obtained at least 15 days in advance of the event date;
- When the alcoholic liquor/cereal malt beverage is furnished by the University's dining services provider; and
- By legal aged contracted residents and live-in staff of university housing,

Agenda Item
Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual -
Section A. Behavioral Assessment

DESCRIPTION:

The Washburn University Policies, Regulations and Procedures Manual (WUPRPM), Policy Section A. 14 contains language related to the university process for behavioral assessment, specifically the creation of the University Behavioral Assessment Team.

A review of that policy states that the General Counsel and Secretary to the Board of Regents will convene the University Behavioral Assessment Team. The responsibility for convening these types of teams generally falls to the Vice President for Student Affairs or their designee. At Washburn, that designee is the Associate Vice President and Dean of Students.

The request is to remove the reference to the General Counsel and Secretary of the Board of Regents in 14.5 and replace that with Vice President for Student Life or designee.

FINANCIAL IMPLICATIONS:

No additional budget is requested.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve amendments to Section A. Behavioral Assessment of the Washburn University Policies, Regulations, and Procedures Manual.

Date

JuliAnn Mazachek, President

WUPRPM. Board Policies

B. Benefits

Revision Date: March 23, 2023

14. Behavioral Assessment

14.5. Responsibility. The Vice President for Student Life or their designee will convene the University Behavioral Assessment Team monthly, or more frequently as needed. When notified of a threat or act of violence, the University Behavioral Assessment Team will initiate a prompt review assessing the level of concern and formulate a plan in response.

Agenda Item Washburn University Board of Regents

SUBJECT: Emeriti

DESCRIPTION:

Designate Karen Baron as Senior Lecturer Emeritus; Susan Maendele as Lecturer Emeritus; Dr. Cecil Schmidt as Professor Emeritus; and Dr. Sharon Sullivan as Professor Emeritus.

Karen Barron has been a dedicated member of the English department and the Washburn community since she was hired as a lecturer in 2005. She was promoted to senior lecturer in 2019 and appointed coordinator of Community Engaged Learning in 2018. Karen has contributed significantly in all three categories: Teaching, Service, and Scholarship. She is an excellent and innovative teacher especially by incorporating CEP, technology, and inclusive pedagogies into her writing classes. She did substantial work mentoring and training faculty in community engaged learning, facilitating dozens of workshops and a series of podcasts on the topic. Finally, Karen has contributed greatly as a writer. She published a novel last year entitled *Thirst*. The book has been out for less than four months, and already she has been invited to dozens of bookstores across Kansas, Colorado, Arkansas, Massachusetts, and Oregon. She has been a valued colleague and greatly deserving of this emeritus status.

Susan Maendele earned a BSN from St. Mary's of the Plains college and a MSN from Washburn University. She formerly practiced as a RN at Stormont-Vail for over twenty years before joining the faculty at Washburn in 2011. She has served as coordinator for the Level 2 and 3 medical/surgical clinical courses. Susan has been very active in School of Nursing, serving as chair of the graduation and alumni committees, participated in the school's international programs by taking a group to Japan. She has also coordinated the school's mentoring program. Susan is a member of Sigma Theta Tau, the honor society for nurses, and her greatest passion is patient care and working with students in the clinical setting.

Dr. Cecil Schmidt came to Washburn in fall of 1994 from industry where he was a multi-divisional program manager with successful MRP2/ERP software applications. Cecil made consequential contributions to the evolving CIS curriculum. He developed Contemporary Programming Methods and Advanced Application Programming courses. In early 2000s, he started Data Mining and Computational Intelligence courses to address a new area of growth. Around 2010, Cecil created the Modeling with VBA/Excel course to support the data science program. Cecil served on numerous committees: Faculty Senate, program review, IT steering committee, and assessment. He published twenty-plus academic articles with the most significant ones being in *IEEE Software*, *Journal of Computer Information Systems*, and the *Journal of Computer Information Systems Education*. Cecil's associations with local businesses provided a unique view of where technology was going and helped connect Washburn with the private sector.

Dr. Sharon Sullivan has been a WU faculty member in Theatre and Women's and Gender Studies for over 20 years and Chair for six years. She has contributed to over 100 productions for the Washburn Theatre stage. She developed the Women's and Gender Studies minor, teaching much of the coursework. Dr. Sullivan's research is internationally recognized. She regularly presents at the United Nations Commission on the Status of Women. Sullivan's research in Human Trafficking has led her to develop recognition and prevention trainings for educators, health professionals, and law enforcement. She co-founded the Stop Trafficking and Reject Slavery (STARS) initiative and works to improve women's lives through local, national, and international advocacy. Dr. Sullivan's service to WU and Topeka has been recognized through numerous awards: Woman of Influence in Education, Peacemaker Lifetime Achievement, Student Life Commitment to Diversity, and Herrick Award for Outstanding Service.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President JuliAnn Mazachek recommends Board of Regents designate Karen Baron as Senior Lecturer Emeritus; Susan Maendele as Lecturer Emeritus; Dr. Cecil Schmidt as Professor Emeritus; and Dr. Sharon Sullivan as Professor Emeritus.

Date

JuliAnn Mazachek, President

Agenda Item Washburn University Board of Regents

SUBJECT: Tenure and Promotion Recommendations

DESCRIPTION:

After consultation with the appointed and elected committees and the respective deans, the following faculty are recommended for tenure and promotion to the rank listed below:

Sheri Cook-Cunningham	Music/CAS	Promotion to Associate Professor
Andy Farkas	English/CAS	Promotion to Associate Professor
Kristen Grimmer	Mass Media/CAS	Promotion to Associate Professor
Rik Hine	Philosophy/CAS	Promotion to Associate Professor
Jason Miller	Anthropology/CAS	Promotion to Associate Professor
Matthew Nyquist	Mass Media/CAS	Promotion to Associate Professor
Kwok-Pong "Bobby" Tso	Art/CAS	Promotion to Associate Professor
Stacy Conner	Family & Human Services/SAS	Promotion to Associate Professor
Beth O'Neill	Social Work/SAS	Promotion to Associate Professor
Michelle Watson	Criminal Justice/Legal Studies/SAS	Promotion to Associate Professor
Akhadian Harnowo	School of Business	Promotion to Associate Professor
Michelle Ewert	School of Law	Promotion to Professor
Marsha Griggs	School of Law	Promotion to Professor
Thomas Sneed	School of Law	Promotion to Professor

The following are recommended for promotion to noted ranks and were previously granted tenure:

Seid Adem	Chemistry/CAS	Promotion to Professor
Kara Kendall-Morwick	English/CAS	Promotion to Professor
Michael McGuire	Psychology/CAS	Promotion to Professor
Melanie Worsley	Criminal Justice/Legal Studies/SAS	Promotion to Professor
Pamela Schmidt	School of Business	Promotion to Professor

Promotion and tenure petitions and recommendations are on file in the Academic Affairs Office and available to the Board.

FINANCIAL IMPLICATIONS:

Additional salaries for promotional increases totaling \$122,500 will be included in the fiscal year 2023-2024 budget.

RECOMMENDATION:

President Mazachek recommends approval of awarding promotion and tenure to the faculty listed above.

Date

JuliAnn Mazachek, President

Agenda Item Washburn University Board of Regents

SUBJECT: Faculty Senate Constitution Revision

DESCRIPTION:

The Faculty Senate Constitution Task Force worked for several years to revise the Constitution. The updates clarify the charge of Faculty Senate, the relationship between Faculty Senate and General Faculty, the duties of Senate officers, and the standing committee structure and function. The revised Faculty Senate Constitution has been approved by the Faculty Senate (on Feb. 20) and the General Faculty (on March 1). The revised constitution follows. The prevision version (copy attached) was adopted by the Board of Regents on March 11, 2005. If adopted, the revised constitution would become effective with the 2023-2024 Faculty Senate.

Major changes include:

- 1) The addition of a preamble.*
- 2) Clarification of the duties of the Faculty Senate as found in Section I.B.*
- 3) The Faculty Senate will have the “final say” on most matters brought before it. In Section I.D. the relationship between Faculty Senate and General Faculty has been adjusted.*
- 4) In section II the eligibility to vote for and serve on Faculty Senate has been stated more clearly.*
- 5) Section II.A. specifies administrative reassigned time, thus clarifying eligibility to vote for Faculty Senators.*
- 6) Section II.C. creates a constituency of University-Wide Faculty that includes all eligible faculty who do not report to a Dean of the College, one of the Schools, or University Libraries.*
- 7) Section II.D. establishes that each electoral unit listed in this section be guaranteed one Faculty Senator.*
- 8) Section II.E. separates the Faculty Senate representation of the School of Law Faculty and the School of Law Librarians which is consistent with the Faculty Handbook Section I.III.B. The Faculty Handbook Language excludes the Law Librarians as Law Faculty, but allows the Law Librarians to participate as General Faculty.*
- 9) Section III.C. defines the process for the faculty census used to determine representation.*
- 10) Classes of Senators has been established in Section III.D to ensure equal turnover of Senators each year.*
- 11) In Section IV.B. the reassigned time for the Secretary of Faculty Senate has been increased to one-quarter from one-eighth.*
- 12) Constitutionally mandated duties on the officers are defined in Section IV.C. (Additional duties are defined later in the Standing Rules, see Section V.I.)*
- 13) A quorum is established for Faculty Senate in Section V.C.*
- 14) Proxy voting is clearly stated as not allowed for Faculty Senate in Section V.C. and in the respective Standing Committee descriptions in Section VI., part 5 of each.*
- 15) Requirements for publishing standing committee agendas has been moved from the same section as the Faculty Senate, Section V.F. to the respective committee*

description in Section VI., part 5 of each.

16) The requirement for publishing agendas has been lessened from six days to five days for the Faculty Senate and the subcommittees as found in Sections V.F, VI.E.5, VI.F.5, and VI.G.5. (as proposed).

17) Standing Rules are established in Section V.J. which are meant to be the operational guide for the Faculty Senate.

18) The Executive Committee is expanded to include the Chairs of the three subcommittees once elected at the start of the fall semester as found in Sections VI.D.3 and VI.D.4

19) Section VI.F.5. sets consistent voting requirements for the Academic Affairs Committee.

20) Section VI.A.3. codifies the Graduate Council as a subcommittee of the Faculty Senate with two independent charges.

The Graduate Council description is found in VI.G.

The Graduate Council as found the in the Faculty handbook will need to be removed as a separate action item.

21) In section VI, committee sections have been edited to be in a parallel presentation: Committee Name

1. Committee ownership

2. Committee charge

3. Committee composition

4. Terms of service for members

5. Constitutionally mandated rules

6. Timeline for sunset of the committee

7. Other as needed

22) In Section VI.D.5. the requirements for creation of a faculty committee or task force are codified for Faculty Senate.

23) In Section VI.E.3. the composition of the Electoral Committee is defined.

24) In section VI.F.2., the Academic Affairs Committee is given faculty oversight for curricular changes from units outside of the college or one of the schools.

25) Minor editorial changes throughout to affect a consistent style.

FINANCIAL IMPLICATIONS:

An additional one course release time for the Faculty Senate Secretary.

RECOMMENDATION:

President JuliAnn Mazachek recommends Board of Regents approval of the revised Faculty Senate Constitution.

Date

JuliAnn Mazachek

(Proposed) Faculty Senate Constitution

PREAMBLE

This Faculty Senate Constitution, as amended from time to time, provides a system for the participation of faculty in the governance of Washburn University. University governance involves collaborative relationships among the Washburn University Board of Regents (WUBOR), the University President, administrators, faculty, staff, and students, as reflected in the WUBOR By-Laws and this Constitution.

I. PURPOSE AND DUTIES OF THE FACULTY SENATE

- A. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community and is empowered by the General Faculty as confirmed by WUBOR to act on behalf of the General Faculty of Washburn University in matters described in this constitution.
- B. The duties of the Faculty Senate include, but are not limited to, the following:
 - 1. Providing a forum for the expression of Faculty opinion;
 - 2. Advocating for the general rights, privileges, and responsibilities of the Faculty;
 - 3. Exercising primary responsibility in curricular matters;
 - 4. Advising on matters of University policy including fiscal matters;
 - 5. Advising on standards and procedures for Faculty evaluation;
 - 6. Promoting and maintaining academic freedom and freedom of expression on campus;
 - 7. Overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving, or disapproving recommendations from the standing committees of the Faculty Senate.
- C. The Faculty Senate shall consider policies on University matters, including academic issues and matters that affect more than one of the Major Academic Units.
- D. As the agent of the General Faculty:
 - 1. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty.
 - 2. Any action by the Faculty Senate concerning changes in University graduation requirements or creation of new academic departments will be brought before the General Faculty for a vote.
 - 3. The Faculty Senate can choose by a majority affirmative vote to bring any action of the body before the General Faculty for consideration.
 - 4. Any action of the Faculty Senate may be challenged by not less than twenty members of the General Faculty or 500 currently enrolled students. Such challenge must be presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.

II. ELIGIBILITY AND MEMBERSHIP

- A. Eligibility to vote for Faculty Senators: Full-time faculty on an annual contract who are not serving more than half time in an administrative capacity are eligible to vote for the election of Faculty Senators. Administrative roles are defined in Section 4 of the Faculty Handbook and includes the University President. Questions of eligibility will be referred to and determined by the Electoral Committee.
- B. Eligibility to serve as a Faculty Senator: Persons specified in Section II.A. as eligible to vote are also eligible to serve, excluding faculty on authorized leave of absence or sabbatical during such period of leave. Any faculty member who is eligible to serve may put their name forward for election.
- C. Faculty who are not contractually assigned to the School of Law, School of Business, School of Applied Studies, School of Nursing, the College of Arts and Sciences, or the University Libraries shall constitute University-Wide Faculty.
- D. The School of Business, School of Applied Studies, School of Nursing, University Librarians, University-Wide Faculty, and each Division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of voting faculty, as defined in Section II.A., in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Each unit is guaranteed a minimum of at least one Faculty Senator to be elected. Representation will be based on a census conducted by the Electoral Committee as described below in Section III.
- E. The School of Law Faculty, as defined to exclude the School of Law Librarians in accordance with Faculty Handbook Section I.III.B, shall elect representatives to the Faculty Senate in proportion to the number of voting faculty, as defined in Section II.A. with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). The School of Law Librarians shall separately elect one additional representative to the Faculty Senate. Representation will be based on a census conducted by the Electoral Committee as described below in Section III.
- F. In addition, five at-large Faculty Senators will be elected by all faculty specified in Section II.A. No more than two of these at-large Senators may come from any one School, the College, University Librarians, or University-Wide Faculty.
- G. A representative from the current pool of adjunct instructors will be invited by the Executive Committee to sit on Faculty Senate as a non-voting member.
- H. The Vice President for Academic Affairs (VPAA) or their designee shall serve as a non-voting member of the Faculty Senate. The VPAA or their designee shall provide administrative support for the Faculty Senate and its standing committees.

III. ELECTIONS

- A. The Electoral Committee supervises all elections of Faculty Senators.
- B. The Electoral Committee is defined in Section VI.E.
- C. On the second Monday in February, or the first business day thereafter, a faculty census is taken of all full-time employees on a faculty contract. This census will be the final determination of representation of all Faculty Senate electoral units in the following academic year.
 - 1. The faculty census is completed by the VPAA or their designee in collaboration with other administrative offices as necessary, and delivered to the Electoral Committee within two weeks.
 - 2. The faculty census will include at minimum a listing of the names of all full-time faculty; their contractual assignment to a School, College, Division, Department, and/or other area; Washburn e-mail address; and fraction of reassigned time for administrative duties as described in Section II.A.
 - 3. The Electoral Committee will review the census of faculty, determine the eligibility of each faculty to vote and/or to serve as a Senator, and update the number of Senators for each Faculty Senate electoral unit prior to the annual elections held in April.
- D. The Electoral Committee shall maintain a division of Senators into two classes: those to be elected in even-numbered, and those to be elected in odd-numbered years. These senatorial classes shall be apportioned such that the two classes contain approximately equal numbers of Senators, and such that Senators from units are divided as evenly between the two classes as possible. Three at-large Senators shall be elected in even years, and two at-large Senators shall be elected in odd years.
- E. The Electoral Committee will conduct elections of at-large Senators. Nominations for the at-large Senators will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.
- F. Each electoral unit will decide on its own mechanism for faculty voting for their representative Senators, subject to the oversight of the Electoral Committee.
- G. Regular elections for Faculty Senate seats shall be for two-year terms. A Faculty Senator is eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate. If the Senator's first term is the result of a special election, that service will count toward the two-term limit if more than one year. No Senator shall serve more than 5 years without an absence of at least one year.
- H. Should any Faculty Senator prove unable to serve out a full term, a special election will be held to select a replacement for the remainder of the term. The election and representation (electoral unit or at large) will be the same as for the Senator who is unable to serve.

IV. OFFICERS AND LEADERSHIP

- A. In the final Faculty Senate meeting of the spring term, the newly constituted Faculty Senate will elect from among its Senators the Officers of the Faculty Senate: President, Vice President, Secretary, and Parliamentarian.
- B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the VPAA. The Secretary of the Faculty Senate shall ordinarily receive one-quarter reassigned time.
- C. Duties of Officers
 - 1. The President of the Faculty Senate shall:
 - a. Preside over meetings of the Faculty Senate;
 - b. Serve as chair of the Executive Committee;
 - c. Meet regularly with the University President and VPAA to provide feedback on issues related to the Faculty. At minimum these meetings shall occur in advance of Board of Regents meetings.
 - d. Sit on the Council of Faculty Senate Presidents of the Kansas Board of Regents;
 - e. Serve as one of the Faculty representatives to WUBOR, and be prepared to report to WUBOR on issues before the Faculty Senate;
 - f. Perform other duties as defined in the Standing Rules of the Senate.
 - 2. The Vice President of the Faculty Senate shall:
 - a. Serve as President in the case of absence or temporary incapacity of the President of the Faculty Senate;
 - b. Serve as one of the Faculty representatives to WUBOR, and shall be prepared to report to WUBOR on issues before the Faculty Senate;
 - c. Perform other duties as defined in the Standing Rules of the Senate.
 - 3. The Secretary of the Faculty Senate shall:
 - a. Maintain Faculty Senate records;
 - b. Publish agendas, minutes, agenda items, membership list, and committee assignments to the Washburn University public website;
 - c. Receive items for Faculty Senate consideration, including materials for Faculty Senate committees;
 - d. Organize meetings of the Faculty Senate;
 - e. Communicate Faculty Senate business to:
 - (i) Faculty Senators,
 - (ii) Secretary of the General Faculty,

- (iii) Secretary of the Washburn Board of Regents,
- (iv) University President,
- (v) President of the Washburn Student Government Association;
- f. Perform other duties as defined in the Standing Rules of the Senate.
- 4. The Parliamentarian of the Faculty Senate shall:
 - a. Answer procedural questions;
 - b. Serve as custodian of the Standing Rules of the Senate;
 - c. Perform other duties as defined in the Standing Rules of the Senate.
- D. In the case of vacancy of an officer position, an election will be held at the next Faculty Senate meeting.

V. MEETINGS

- A. Meetings of the Faculty Senate and its standing committees are open meetings. Speaking privileges before the Faculty Senate shall be granted to anyone recognized by the President of the Faculty Senate, or whose right to speak is supported by a majority vote of the Faculty Senate. The University President and the President of WSGA shall have the right to speak before the Faculty Senate.
- B. All actions of the Faculty Senate require the presence of a quorum, defined as at least half the elected Senators.
- C. Actions of the Faculty Senate will be taken by majority vote of Senators present except for amendments to the Senate Constitution as described in Section VII. Proxy voting shall not be allowed.
- D. Agenda items can originate with a Faculty Senator, the Executive Committee, or a member of University Executive Staff; or through the governance process of the academic units. Any member of the Faculty or person in the University community can propose agenda items to the above list to be sponsored for consideration by the Faculty Senate.
- E. Each matter considered as new business shall be presented to the Faculty Senate as an agenda item in the form of two readings that may not occur on the same date. The first presentation of the matter shall be considered its first reading. Items coming to the Faculty Senate from the Academic Affairs Committee, Graduate Council, Faculty Affairs Committee, or Electoral Committees will be taken up as second reading.
- F. Agendas for each Faculty Senate meeting will be distributed to all Faculty Senators and made available to the University community, as described above in Section IV.C.3., five days in advance of any scheduled meeting time.
- G. Minutes of all meetings of the Faculty Senate will be distributed as described above in Section IV.C.3.

- H. The University President shall have the right to non-concur with any action of the Faculty Senate, but in exercising this right shall state the reasons for non-concurrence in a letter to the Executive Committee of the Faculty Senate. WUBOR shall then be notified of the action of the Faculty Senate and the non-concurrence of the University President, along with the stated reasons for non-concurrence. A final determination of the matter shall be in the hands of WUBOR, and until such time the status quo shall prevail.
- I. Standing Rules of the Faculty Senate shall be established by the Faculty Senate and are supplementary to and subject to this Constitution.
 - 1. The Standing Rules shall be drafted by the Executive Committee and re-affirmed annually as second reading at the first Faculty Senate meeting of the fall semester.
 - 2. The Standing Rules can be revised or suspended by a majority vote of the Faculty Senate. The Standing Rules must address the following, but are not limited to:
 - a. Procedural orders for conducting meetings and carrying out the business of the Faculty Senate;
 - b. Detailed job descriptions of officers expanding upon responsibilities mandated in Section IV.C.;
 - c. Expectations of Faculty Senators;
 - d. The procedure for conducting Faculty Senate business and shared Faculty governance processes, including the curriculum and item approval processes established by units.

VI. COMMITTEES

- A. In addition to the Executive Committee, the Faculty Senate shall establish the following Faculty Senate standing committees:
 - 1. An Electoral Committee, to oversee elections of the Faculty Senate;
 - 2. An Academic Affairs Committee, to review and make recommendations on matters of undergraduate curricula and programs;
 - 3. A Graduate Council, to review and make recommendations on matters of graduate curricula and programs and to facilitate coordination between graduate programs;
 - 4. A Faculty Affairs Committee, to review and make recommendations on faculty issues.
- B. All members of these committees must come from the Faculty Senate membership, except as otherwise provided for in the committee description.
- C. At least one Faculty representative on each University Faculty Committee, as defined by the Faculty Handbook, must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary.
- D. Executive Committee

1. The Executive Committee reports to the Faculty Senate.
2. The Executive Committee oversees the operations of the Faculty Senate and acts as the Committee on Committees.
3. Executive Committee consists of the Officers of the Faculty Senate defined in Section IV.A.; and enough additional members elected to ensure that the College, each of the Schools, and either a University Librarian or University-Wide faculty are represented. Chairs of the subcommittees established in Section VI.A. are additional members of the Executive Committee once elected.
4. The Executive Committee is reconstituted each academic year. Non-ex officio members elected to ensure unit representation as described in Section VI.D.3. are elected in May by the senators representing that individual unit. Subcommittee chairs are elected by the respective subcommittee at the start of the fall semester.
5. The Executive Committee provides leadership on matters relevant to Faculty and the Faculty Senate.

When classes are not in session for the general fall and spring academic semesters, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the full Faculty Senate, with those actions being subject to the approval of the full Faculty Senate when it reconvenes.

The Executive Committee arranges meeting times and establishes agendas for each Faculty Senate meeting.

The Executive Committee, in its capacity as Committee on Committees, is empowered to create ad-hoc Faculty committees as deemed necessary, and to oversee faculty representation on Faculty committees. Ad hoc committees or task forces must be defined in terms of the following:

- a. Committee name;
- b. Committee ownership;
- c. Committee charge;
- d. Committee composition;
- e. Terms of service for members;
- f. Specified standing rules;
- g. Timeline for sunset of the committee;
- h. Other items as needed.

6. The Executive Committee is a standing committee.

E. Electoral Committee

1. The Electoral Committee reports to the Faculty Senate.

2. The Electoral Committee is charged with supervising all elections of the Faculty Senate, as specified in Section III.
The Executive Committee may also delegate other matters to this committee.
 3. The Electoral Committee shall be comprised of a Senator from the College of Arts and Sciences, the School of Applied Studies, the School of Business, the School of Law, the School of Nursing, and either a University Librarian or University-Wide Faculty.
 4. The Electoral Committee is reconstituted each academic year. Each member is appointed to a one-year term.
 5. The Electoral Committee selects its own chair.
Decisions of the Electoral Committee require the affirmative vote of a majority of members. Proxy voting shall not be allowed.
Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee five calendar days in advance of any scheduled meeting time.
 6. The Electoral Committee is a standing committee.
- F. Academic Affairs Committee
1. The Academic Affairs Committee reports to the Faculty Senate.
 2. The Academic Affairs Committee is charged with making recommendations to the Faculty Senate regarding undergraduate academic programs and policies, including:
 - a. All new undergraduate academic programs, including majors, minors, degrees, certificates, and emphasis/concentration areas;
 - b. Deletions of and major revisions to academic programs (those that fall into Sections VI.F.2.c-e. below);
 - c. Policies that redefine standing University criteria (e.g., minimum number of hours to graduate, University-wide minimum/maximum number of hours for majors/minors, General Education criteria);
 - d. Academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new University funding); and
 - e. Changes that directly affect other units, including changes to prerequisites, listing of potential electives for the major.

The primary concerns of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs.

Unless they meet the criteria for major revisions in Sections VI.F.2.c-e., the following items in Sections VI.F.2.f-j. coming from the College or one of the Schools would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate,

General Faculty, and the Washburn Board of Regents), but should be channeled through the Faculty governance process of the academic unit:

- f. Changes to minors, certificates, or the advising process
- g. New courses, course modifications, changing of course descriptions, credit hours or course numbers
- h. Deleting unused course numbers
- i. Number of credits in the major (within the University established minimum/maximum levels)
- j. Changes to prerequisites or potential electives within the unit for a major.

All undergraduate curricular changes coming from units outside of the College or one of the Schools shall be considered by the Academic Affairs Committee. Major revisions to programs as defined above in Sections VI.F.2.a-e will move forward to Faculty Senate for consideration. All other curricular changes will be considered complete after approval of a single reading before the Academic Affairs Committee. The Executive Committee may also delegate other matters to this committee.

- 3. The Academic Affairs Committee shall consist of two Senators from the College of Arts and Sciences, two Senators from the School of Applied Studies, two Senators from the School of Business, two Senators from the School of Nursing, and one Senator from the University Libraries.

The VPAA or their designee will serve as ex-officio, non-voting member.

If possible, all Faculty members of the Academic Affairs Committee should be Senators. However, if a Major Academic Unit has three or fewer Senators, the Executive Committee may ask the relevant unit(s) to elect a non-Senator to the Academic Affairs Committee to ensure adequate representation. If elections of non-Senators must be made, the minimum proportion of the Faculty members of the Academic Affairs Committee who will be Senators is two-thirds.

- 4. The Academic Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.

- 5. The committee selects its own chairperson.

Decisions of the Academic Affairs Committee require the affirmative vote of a majority of the membership. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee five calendar days in advance of any scheduled meeting time.

- 6. The Academic Affairs Committee is a standing committee.

G. Graduate Council

- 1. The Graduate Council reports to the Faculty Senate.

2. The Graduate Council has a twofold charge: a Graduate Academic Affairs charge, and a Graduate Program Coordinating charge.
 - a. The Graduate Academic Affairs charge is to make recommendation to the Faculty Senate for:
 - (i) All new graduate academic programs, including majors, dual degree programs, expedited dual degrees with undergraduate programs, and certificates;
 - (ii) New graduate academic programs or revisions to such programs that originate from units other than major academic units.
 - (iii) Deletions of and major revisions to academic programs (those that fall into Sections VI.G.2.a.iv-vi. below);
 - (iv) Policies that redefine standing University criteria (e.g., the prior completion of undergraduate work);
 - (v) Academic or programmatic changes to graduate programs requiring financial investments beyond the unit (i.e., new University funding); and
 - (vi) changes that directly affect other units, including courses accepted by units and programs included in dual and expedited degrees.

The primary concern of the Graduate Academic Affairs charge of this council is to ensure proposed programs are consistent with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the programs on other established graduate programs in the University, and financial implications of such new or revised programs.

Joint programs including the School of Law are subject to this review; all programs exclusive to the School of Law are not subject to this review but will be submitted as information items to Graduate Council and Faculty Senate.
 - b. The Graduate Program Coordinating charge includes, but is not limited to:
 - (i) Providing input into the decision process on administrative matters and procedures affecting multiple graduate programs across the campus;
 - (ii) Providing the means for faculty to collaborate, coordinate, and cooperate in ways to best support and strengthen graduate programs at Washburn University.
 - c. The Executive Committee may also delegate other matters to this council.
3. The Graduate Council voting membership will consist of the Director or their designee of each graduate program including the School of Law, and one University Librarian designated by the Dean of University Libraries.

A minimum of one member of the Graduate Council shall be a Faculty Senator. If there is not a Faculty Senator included in the membership, then the Executive Committee of the Faculty Senate shall appoint an additional member in consultation with the Chairperson of the Graduate Council.

The VPAA or their designee will serve as ex-officio, non-voting member. In support of the Graduate Council the VPAA or their designee shall at minimum:

- (i) Coordinate collaboration with Strategic Analysis, Research, and Reporting to provide the Council with appropriate data regarding graduate programs;
 - (ii) Coordinate collaboration with Enrollment Management on generating information on student recruitment, financial aid, and graduation.
4. The Graduate Council is reconstituted each academic year. Each member is appointed to a one-year term.
5. The Graduate Council selects its own chairperson annually. A majority of the members will constitute a quorum.

The Chairperson of the Graduate Council will determine to which charge each matter under consideration should be categorized and considered. This categorization may be changed by a two-thirds affirmative vote of the Graduate Council membership.

- a. When considering matters under the Graduate Academic Affairs charge:

These actions of the Graduate Council will serve as the first reading of such action for the Faculty Senate;

These actions will be forwarded to the Faculty Senate for consideration or information as prescribed above in Section VI.G.2.a.;

All actions related to these actions will require a majority affirmative vote for passage;

Proxy voting shall not be allowed for these actions;

Minutes detailing these actions will be presented to Faculty Senate for approval.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee five calendar days in advance of any scheduled meeting time.

- b. When considering matters under the Graduate Program Coordinating charge:

These actions will normally not be forwarded to Faculty Senate for consideration; however, these actions may be forwarded to Faculty Senate upon a two-thirds affirmative vote of the Graduate Council membership;

All actions related to these actions will require a two-thirds affirmative vote for passage;

Proxy voting is allowed for these actions;

For these actions, an absent member may vote in advance of a meeting by submitting their vote in writing or via University E-mail to the Chairperson of the Graduate Council;

Minutes taken regarding these actions will be presented to Faculty Senate for acceptance.

6. The Graduate Council is a standing committee.
- H. Faculty Affairs Committee
1. The Faculty Affairs Committee reports to the Faculty Senate.
 2. The primary concern of the Faculty Affairs Committee is promotion of the general welfare of Faculty members. The Faculty Affairs Committee is charged with making recommendations to the Faculty Senate regarding policies affecting University Faculty, including:
 - a. Teaching loads and extracurricular duties affecting workload,
 - b. Retirement policy,
 - c. Tenure and promotion standards,
 - d. Faculty grievance policy,
 - e. Dismissal criteria,
 - f. Salary and Faculty benefits, and
 - g. Academic Sabbatical policy.The Executive Committee may also delegate other matters to this committee.
 3. The Faculty Affairs Committee shall consist of one Senator from each Division within the College of Arts and Sciences, one Senator from the School of Business, one Senator from the School of Law, one Senator from the School of Nursing, one Senator from the School of Applied Studies, and one Senator from University-Wide Faculty. If possible, all Faculty members of the Faculty Affairs Committee should be Senators. However, if a Major Academic Unit has three or fewer Senators the Executive Committee may ask the relevant unit(s) to elect a non-Senator to the Faculty Affairs Committee to ensure adequate representation. If elections of non-Senators must be made, the minimum proportion of the Faculty members of the Academic Affairs Committee who will be Senators is two-thirds.
 4. The Faculty Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.
 5. The committee selects its own chairperson.

Decisions of the Faculty Affairs Committee require the affirmative vote of a majority of the membership. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee six calendar days in advance of any scheduled meeting time.

6. The Faculty Affairs Committee is a standing committee.

VII. AMENDMENTS

- A. Amendments to the Constitution of the Faculty Senate can be proposed by any eligible Faculty member as defined by Section II.A.

- B. Amendments to the Constitution of the Faculty Senate shall require two readings before Faculty Senate.

Approval of amendments to the Constitution of the Faculty Senate requires an affirmative two-thirds vote of Faculty Senators present and voting for passage.

- C. Amendments to the Constitution of the Faculty Senate must be brought before the General Faculty for final ratification.

Ratification of amendments to the Constitution of the Faculty Senate requires an affirmative majority vote of General Faculty present and voting for passage at a meeting of the General Faculty as defined in the Faculty Handbook.

Current Faculty Senate Constitution

Adopted by the Board of Regents - March 11, 2005

I. PURPOSE AND DUTIES OF THE FACULTY SENATE

A. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community.

B. The Faculty Senate shall consider policies on University matters including academic issues and matters which affect more than one of the Major Academic Units.

C. As the agent of the General Faculty, the duties of the Faculty Senate thus include, but are not limited to:

1. providing a forum for the expression of faculty opinion.
2. exercising primary responsibility in curricular matters, academic programs and standards, changes in graduation requirements, new degrees, new majors or academic programs, elimination of existing degrees or major programs, creation of new academic departments, and recommending changes to the faculty handbook, subject to the oversight of the University President and the Board of Regents.
3. advising the University President on matters of university policy, including budgetary policies, faculty retention, matters which affect more than one of the Major Academic Units, and standards for student admission and retention.
4. advising academic deans regarding standards and procedures for faculty evaluation.
5. working to promote and maintain academic freedom.
6. overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving or disapproving recommendations from the standing committees of the Faculty Senate.

D. To these ends, the Faculty Senate, as agent of the General Faculty, is empowered to act on behalf of the General Faculty of Washburn University in matters described in I.C. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty. Any action by the Faculty Senate concerning changes in graduation requirements, new degrees, academic majors, or programs; elimination of existing degrees or major programs; or creation of new academic departments will be brought before the General Faculty for a vote. In addition, the Faculty Senate can choose by majority vote to bring any action of the body before the General Faculty for a vote. Any action of the Faculty Senate may be challenged by the petition of not less than twenty members of the General Faculty or 10% of the students currently enrolled. Such challenge must be presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.

II. ELIGIBILITY AND MEMBERSHIP

A. Faculty Eligibility: Only full-time faculty on an annual contract are eligible to vote for and to serve on the Faculty Senate excluding those faculty serving more than half time in administrative capacities and faculty on authorized leave of absence or sabbatical during such period of leave. Any eligible faculty member may put his or her name forward for election.

B. The School of Law, School of Business, School of Applied Studies, School of Nursing, and each division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of eligible faculty in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Representation will be based on the number of faculty in each unit at the start of the spring semester.

C. In addition, five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any one School or the College.

D. The Librarians of Mabee Library/CRC shall elect one member of the Faculty Senate for every ten of their number. The Librarians of the Law Library shall also elect one member of the Faculty Senate for every ten of their number.

E. The Vice President for Academic Affairs or his or her designee shall serve as a non-voting member of the Faculty Senate.

III. ELECTIONS

A. The Senate will establish a standing Electoral Committee to supervise elections, including any necessary modifications of designated voting units to reflect changing faculty numbers.

B. Elections to the Faculty Senate will be held annually in April, with half of the membership selected in each election. Members shall serve for a term of two years.

C. The Electoral Committee will oversee elections of at-large members to the Faculty Senate. Nominations for the at-large members of the Faculty Senate will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.

D. Each electoral unit will decide on its own mechanism of voting for the Faculty Senate, subject to the oversight of the Electoral Committee.

E. Members of the Faculty Senate are eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate.

F. Should any member of the Faculty Senate prove unable to serve out a full term for any reason, a special election will be held in that member's electoral unit to select a replacement for the remainder of the term.

IV. ORGANIZATION

A. The Faculty Senate will meet each year within two weeks of elections, and at that meeting will elect from among its members the officers of the Senate: President, Vice President, Secretary, and Parliamentarian.

B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President of Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-eighth reassigned time.

C. The President and Vice President of the Faculty Senate shall serve as the faculty representatives to the Board of Regents, and shall be prepared to report to the Board on issues before the Faculty Senate.

D. The Vice President of the Faculty Senate will serve as President in the case of absence or incapacity of the President of the Faculty Senate.

E. An Executive Committee shall be established, consisting of the President, Vice President, and Secretary of the Faculty Senate, and enough additional members elected by that body from among its members to ensure that every Major Academic Unit is represented. That Executive Committee will be charged with arranging meeting times and establishing agendas for each meeting. The Executive Committee shall also serve as a Committee on Committees for the Faculty Senate.

F. Agenda items can originate with the Executive Committee or any other member of the Faculty Senate or can be proposed to the Executive Committee by any member of the faculty or University community.

G. Agendas for each Faculty Senate meeting will be distributed to all members of the Faculty Senate six days in advance of any scheduled meeting time and made available to the University community. Academic Affairs Committee agendas, Faculty Affairs agendas and Graduate Council agendas which contain items which constitute first reading for Faculty Senate will be distributed to all members of the applicable committee six calendar days in advance of any scheduled meeting time.

V. MEETINGS

A. During the course of the summer, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the full body, subject to the approval of the full Faculty Senate when it reconvenes.

B. Meetings of the Faculty Senate are open meetings. Speaking privileges before the Faculty Senate shall be granted to anyone recognized by the President of the body, or whose right to speak is supported by a majority vote of the body. The University President and the President of the Washburn Student Government Association (W.S.G.A.) shall have the right to speak before the Faculty Senate.

C. Actions of the Faculty Senate will be taken by majority vote of members present, with the exception of amendments to the Senate Constitution. All actions of the Faculty Senate, however, require the presence of a quorum, defined as at least half the elected representatives.

D. Each matter considered as new business shall be presented to the Faculty Senate as an agenda item in the form of two readings and may not occur on the same date. The first presentation of the matter shall be considered its first reading. Items coming to the Faculty Senate from the Graduate Council, Faculty Affairs, Academic Affairs, Electoral, or All-University Committees will be taken up as second reading.

E. Minutes of all meetings of the Faculty Senate will be distributed to all members, to the University President, to the Secretary of the Board of Regents, the Secretary of the General

Faculty, and to the President of W.S.G.A. by the Faculty Senate Secretary. Minutes will also be posted on the University web site by the Faculty Senate Secretary.

F. The President of the University shall have the right to non-concur with any action of the Faculty Senate, but in exercising this right, shall state the reasons for nonconcurrency in a letter to the Secretary of the Faculty Senate. The Board of Regents shall then be notified of the action of the Faculty Senate and the nonconcurrency of the University President, along with the stated reasons for nonconcurrency. A final determination of the matter shall be in the hands of the Board of Regents, and until such time the status quo shall prevail.

VI. COMMITTEES

A. In addition to the Executive Committee, the Faculty Senate will establish from its own membership the following committees: an Electoral Committee, to oversee elections of the Faculty Senate; an Academic Affairs Committee, to review and make recommendations on matters of curricula and programs; and a Faculty Affairs Committee, to review and make recommendations on faculty issues. The Graduate Council will report to the Faculty Senate and make recommendations on graduate curricula excluding those of the School of Law.

B. The Executive Committee of the Faculty Senate, in its capacity as Committee on Committees, will be empowered to create, as deemed necessary, ad-hoc committees, and to oversee faculty representation on faculty committees.

C. Faculty representatives on faculty committees, other than the Electoral, Faculty Affairs, and Academic Affairs Committees, need not be members of the Faculty Senate. At least one faculty representative on each faculty committee must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary.

D. The Faculty Affairs Committee is charged with promoting the general welfare of faculty members. While the scope of the committee is general in nature, the more prominent interests are:

1. Teaching loads and extracurricular duties
2. Retirement, tenure, and sabbatical leaves
3. Faculty grievances
4. Dismissal criteria
5. Salary and faculty benefits
6. The academic sabbatical program

Membership of the committee consists of one Faculty Senate member from each Division within the College of Arts and Sciences, one from the School of Business, one from the School of Law, one from the School of Nursing, one from the School of Applied Studies, and one member from the University libraries, each elected for a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. If possible, all faculty members of the Faculty Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or Mabee Library/CRC has only one senator, the Faculty Senate President may request the relevant unit(s) elect a non-senator to the Academic Affairs Committee or Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-

senators must be made, the minimum proportion of the faculty members of the Faculty Affairs Committee that will be senators is 2/3.

E. The Academic Affairs Committee is charged with evaluating carefully and making recommendations to the Faculty Senate regarding: (1) all new undergraduate programs (majors, degrees, certificates and emphasis/concentration areas) or major revisions (those that fall into categories 3-5 below) proposed by any Major Academic unit of the University; (2) new undergraduate academic programs or major revisions (those that fall into categories 3-4 below) to such programs that originate from units other than Major Academic Units (e.g., Interdisciplinary, Leadership, Honors program, etc.); (3) policies that redefine standing university criteria (e.g., minimum number of hours to graduate 119 vs. 124 hour degree, 6 hour vs. 12 hour minor, General Education criteria); and (4) academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new university funding). (5) Changes that directly affect other units (e.g., deleting/adding correlated courses) at the undergraduate level will be reviewed by the Academic Affairs Committee as action or informational items. The primary concern of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs. The Executive Committee may also delegate other matters to this committee. Faculty representatives on this Committee must be members of the Faculty Senate.

The following items should be channeled through the ACADEMIC UNIT's faculty governance process and would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate, General Faculty and the Washburn Board of Regents) unless at least one of the five criteria is also present:

- A. Changes to the minor
- B. New courses, course modifications, changing of course descriptions, credit hours or course numbers
- C. Deleting unused course numbers
- D. Changes to certificates
- E. Changing prerequisites
- F. Number of credits in the major (within the University established minimum/maximum levels)
- G. Changing the advising process
- H. List of potential electives within the unit for a major

The Academic Affairs Committee shall consist of two (2) Faculty Senate members from each Major Academic Unit other than the School of Law, and a Senate representative of Mabee Library/CRC. Each member will be elected to a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. Decisions of the Academic Affairs Committee require the affirmative vote of six of the nine members; six members shall constitute a quorum to conduct business. The VPAA or his/her designee will serve as an ex-officio, non-voting member. If possible, all faculty members of the Academic Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or Mabee Library/CRC has only one senator, the Faculty Senate President may ask the relevant unit(s) to elect a non-senator to the Academic Affairs Committee or Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee that will be senators is 2/3.

F. The Graduate Council voting membership will consist of one faculty member from Mabee Library and at least one faculty member from each School and the College (excluding the School of Law) with a maximum of one faculty member from each graduate program. Committee members shall be faculty who regularly teach or support graduate courses in the programs. The major academic units that offer graduate degree programs and Mabee Library will determine their own procedures for electing or appointing their representatives to the Graduate Council. Each representative will serve a two-year term. The Graduate Council will elect a Chairperson annually who will also serve as a member of the Faculty Senate. The Dean of the Office of Graduate Programs and Academic Outreach, the Vice President for Academic Affairs, and a representative from the School of Law will serve as non-voting ex-officio members of the Council. Decisions of the Graduate Council will require the affirmative vote of two-thirds of the voting members; two-thirds of the members shall constitute a quorum to conduct business. Actions taken by the Graduate Council will serve as the first reading of such action for the Faculty Senate and must be submitted to the full Faculty Senate in writing at least one week prior to a second (final) reading by the Senate.

The Graduate Council reports to the Faculty Senate and is charged with evaluating and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors,

degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. The primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusively to the School of Law are not.

The Office of Graduate Programs and Academic Outreach will collaborate with the Office of Institutional Research to provide appropriate data regarding graduate programs, respond to requests for information, and assume other administrative duties deemed appropriate by the Graduate Council, Faculty Senate, and the Vice President for Academic Affairs. The Office of Graduate Programs and Academic Outreach also will collaborate with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

G. Faculty, Presidential, and Advisory Committees will be organized as follows:

1. Faculty committees - including, but not limited to, the Research Committee, Interdisciplinary Studies Committee, Promotion and Tenure Standards Committee, Honors Advisory Board, Graduate Committee, and General Education Committee - will be structured as standing committees of the Faculty Senate, with membership consisting of faculty elected by the academic units. Students or staff might also be added to these committees at the discretion of the Faculty Senate. Faculty committees will report their actions to the Faculty Senate. The Faculty Senate has the right to receive, review, remand, approve, or disapprove recommendations from these committees. Changes to the charge or membership structure of these committees will be made by action of the Faculty Senate.
2. Other University Committees are Presidential Committees and Advisory Committees

a. Presidential Committees - including, but not limited to, the Athletic Committee, Honorary Degree Committee, Institutional Review Board, and University Facilities Planning Committee - will be selected by the President of the University, though the President may choose to consult with the Faculty Senate when selecting faculty members to serve on Presidential Committees. These committees report their actions to the University President. Changes to the charge or membership structure of these committees are made at the discretion of the University President.

b. Advisory Committees - including, but not limited to, with administrative offices advised by each committees parenthetically noted, the Electronic Technology Committee (VPAA/VPAT), Assessment Committee (VPAA/VPSL), Board of Student Publications (VPAA/VPSL), Student Financial Aid Committee (Dean of Enrollment Management), International Education Committee (Director of International Programs), Committee on Undergraduate Retention (VPAA/VPSL/Dean of Enrollment Management), Committee on Undergraduate Probation and Reinstatement (VPAA/VPSL/Dean of Enrollment Management), and the Library Committee (Dean of Mabee Library) will typically include at least one member of the Faculty Senate. Advisory Committees will report their actions by minutes both to the Secretary of the Faculty Senate and to the appropriate administrative official. Changes to the charge or membership structure of these committees would be made by the President of the University in consultation with the Faculty Senate.

H. Each Faculty Committee shall elect a chair from among its own members

VII. AMENDMENTS

A. Amendments to the Constitution of the Faculty Senate can be proposed by any eligible faculty member as defined by Article II, A.

B. Amendments to the Constitution of the Faculty Senate require a two-thirds vote of Faculty Senate members present and voting and ratification by a majority vote of the General Faculty present and voting for passage.

Changes to Faculty Senate Constitution:

24 January 2008

VI. E. Second paragraph alters the make up of the Academic Affairs Committee, establishes a quorum and specifies the number of votes required to approve items brought before the committee. (Amendment approved by vote of the General Faculty)

29 January 2015

II. B. Specifies rounding method for determining the number of faculty in a unit or area.

11 June 2015

VI. D. Second paragraph makes Faculty Affairs and Academic Affairs Committee membership clearer, and to have a contingency plan for representation in the case there are not enough senators from a Major Academic Unit or Mabee Library/Curriculum Resource Center (CRC, non-Faculty Senate members may be appointed to serve. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

VI. E. Second paragraph now allows for representatives who are not senators to be elected from an area or unit to Academic Affairs when there are not enough senators from that unit or area to serve on both the Academic Affairs and Faculty Affairs Committees. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

26 January 2017

IV. B. Add wording assigning the Secretary of the Faculty Senate one-eighth reassigned time.

27 April 2017

V.A. Delete item indicating meeting agendas must be distributed to members of Faculty Senate one week in advance of scheduled meeting and add the item as IV.G. indicating a six-day advance notification. Approved by General Faculty 27 April 2017.

Agenda Item
Washburn University Board of Regents

SUBJECT: Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries

DESCRIPTION:

The position of Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries is a newly reclassified position combining the responsibilities of two positions. Dr. Alan Bearman has served as the Dean of Student Success and Libraries since 2010 and assumed the additional responsibilities as Interim Executive Director of Enrollment Management beginning in October 2022.

This combined position is responsible for championing robust, cohesive and holistic institutional approaches to student recruitment access and success. Under the primary leadership of the President, this position will provide leadership focus on strategy and planning related to key enrollment and success initiatives and on creating a holistic experience for all students — from application for admission through education attainment. A member of the President’s executive staff, this position is expected to be a highly collaborative leader across the campus and will coordinate closely with the Vice President for Academic Affairs and her leadership team. The Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries will have professional expertise and communication skills to guide ongoing institution-wide conversation about the vision, goals, and strategy for enrollment management, student success and University library.

President Mazachek recommends Dr. Alan Bearman be named the new Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries.

FINANCIAL IMPLICATIONS:

The salary agreed upon is within the approved budget.

RECOMMENDATION:

President Mazachek recommends that the Board of Regents approve Dr. Alan Bearman to serve as Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries effective April 1, 2023.

Date

JuliAnn Mazachek, President

Agenda Item
Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual -
Section B. Recruitment and Employment

DESCRIPTION:

The Washburn University Policies, Regulations and Procedures Manual (WUPRPM) Section B contains language related to the recruitment and employment of individuals to fill University positions.

The employment market of today is highly competitive. In response, Washburn has continuously reviewed the hiring processes, compensation, and structure of our positions to ensure we are attracting and retaining the talent needed to support our needs. More than ever before, the ability to make timely decisions is imperative as we are competing with other organizations for the very best talent, including for profit organizations, who are able to efficaciously recruit and retain talent in a timely and agile manner.

Currently, Policy Section B. of the Washburn University Policies, Regulations and Procedures Manual (WUPRPM) identifies the need to obtain Board approval if compensation offered is more than 10% of a particular budget line or when appointing certain staff or faculty. Having to seek Board approval, after the President has already approved and when the salaries are within the University budget, has been limiting. In an effort to attract and retain the talent needed to advance the University, a request to remove the need for Board approval when appointing and retaining certain employees, except when appointing the President or a Vice President, is needed. There is an additional reference to employment contracts which needs to be removed from the policy as staff are no longer on contracts and faculty may be issued a contract for the upcoming Fiscal Year prior to the Board approving the next budget.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve amendments to Section B. Recruitment and Employment of the Washburn University Policies, Regulations, and Procedures Manual.

Date

JuliAnn Mazachek, President

WUPRPM. Board Policies

B. Recruitment and Employment

Revision Date: March 23, 2023

B. Recruitment and Employment

5.1. Board Approval Requirement. Approval by the Board shall be required when the appointment is that of President or Vice President.

Agenda Item
Washburn University Board of Regents

SUBJECT: Capital Projects and Equipment from the Debt Retirement and Construction Fund and Washburn Tech Capital Outlay

DESCRIPTION:

Each year the Board approves the lists of proposed capital maintenance, other equipment, and technology equipment from the Debt Retirement and Construction (DR&C) Fund. This year's lists are attached and will be funded from the current year (FY23) DR&C Fund revenues.

FINANCIAL IMPLICATIONS:

A five-year history of the DR&C Fund and the projected financial results for the DR&C Fund showing the proposed expenditures for FY24 funded by the revenues from FY23 are attached.

RECOMMENDATION:

President Mazachek recommends approval of the capital projects and equipment for FY24 funded by the FY23 DR&C Fund and Washburn Tech revenues detailed in the attachments.

Date

JuliAnn Mazachek, President

**Washburn University Capital Improvement Requests
FY23 Funding for FY24 Projects**

Building	Area	Unit	Project Name	Est Cost
Garvey	VPAA	Theatre	Electrical Outlets for Georgia Neese Gray Theatre	\$ 20,000
Campus Wide	VPAA	Academic Affairs	Classroom Refresh Fund	150,000
	Total VPAA			\$ 170,000
Petro Allied Health Center	Athletics	Athletics	New Storage Building for Athletics	\$ 175,000
Tennis Courts	Athletics	Athletics	Resurface Tennis Courts	80,500
	Total Athletics			\$ 255,500
SRWC	VPSL	SRWC	SRWC Showers	\$ 25,000
	Total VPSL			\$ 25,000
Memorial Union	VPAT	Memorial Union	Carpet phase II	\$ 100,000
	Total VPAT			\$ 100,000
1731 Plass	VPAT	FS-Campus Wide Infrastructure	1731 Plass Fire Alarm Upgrade	\$ 600,000
1731 Plass	VPAT	FS-Campus Wide Infrastructure	Refresh 1731 Plass	825,000
1731 Plass	VPAT	FS-Campus Wide Infrastructure	1731 Plass Mechanical System Upgrade DESIGN ONLY	150,000
1731 Plass	VPAT	FS-Campus Wide Infrastructure	1731 Plass Engineered Air Roof Top Unit Replacement	100,000
BTAC	VPAT	FS-Campus Wide Infrastructure	Fire Suppression System (Sprinkler) Update	10,000
Campus Wide	VPAT	FS-Campus Wide Infrastructure	Campus Jewell Street Improvements Phase II	100,000
Campus Wide	VPAT	FS-Campus Wide Infrastructure	ADA Improvements	20,000
Campus Wide	VPAT	FS-Campus Wide Infrastructure	Elevator Refresh & Repair Fund	15,000
Campus Wide	VPAT	FS-Campus Wide Infrastructure	Annual Exterior Building cleaning and Refresh	50,000
Campus Wide	VPAT	FS-Campus Wide Infrastructure	Roofing Replacement & Repairs	40,000
Garvey	VPAT	FS-Campus Wide Infrastructure	Garvey Hall Electrical Upgrade 2 of 4	250,000
Garvey	VPAT	FS-Campus Wide Infrastructure	Rita Blitt HVAC Replacement 1 of 2	250,000
Memorial Union	VPAT	FS-Campus Wide Infrastructure	LED Interior Upgrade - Finish Union & Start SRWC & Art	45,000
Petro Allied Health Center	VPAT	FS-Campus Wide Infrastructure	Domestic Hot Water Boilers	80,000
Petro Allied Health Center	VPAT	FS-Campus Wide Infrastructure	Petro east side 3 stone retaining walls reconstructed	30,000
Stoffer Science Hall	VPAT	FS-Campus Wide Infrastructure	BAS Upgrade - Phase 3 of 5	388,000
Stoffer Science Hall	VPAT	FS-Campus Wide Infrastructure	Stoffer Science Water Softner	57,000
Yager Stadium	VPAT	FS-Campus Wide Infrastructure	Seat replacement at Moore Bowl	30,000
	Total Facilities Services			\$ 3,040,000
	Total FY24 Capital Projects			\$ 3,590,500

**Washburn University Other Equipment Requests
FY23 Funding for FY24 Requests**

Area	Unit	Project Name	Est Cost
VPAA	Allied Health	New full body phantom for the Radiologic Technology Program.	\$ 50,000
VPAA	Academic Affairs	Academic Equipment Repair	25,000
VPAA	School of Nursing	Health Assessment Lab & simulation equipment replacement (Petro Room 202)	15,000
VPAA	Art	Adjustable Hydraulic Stools for Ceramics	6,600
VPAA	Kinesiology	Force Plate Hardware	15,123
VPAA	Art	3-D Printer with multiple commercial and artistic applications	8,100
Total VPAA			\$ 119,823
VPAT	Information Technology Services	Access Control Upgrade	\$ 230,000
VPAT	Information Technology Services	Security Cameras Preventative Maintenance Plan	60,000
VPAT	University Police	Police Department Vehicle/Equipment Replacement Fund	25,000
Total VPAT			\$ 315,000
VPSL	Health Services	Phlebotomy Chair	\$ 5,000
Total VPSL			\$ 5,000
Athletics	Various Sports	Team Uniforms - BB, VB, MBB, WBB, Soccer and Track & Field	\$ 40,000
Athletics	Football	Football Helmets & Shoulder Pads	35,000
Total Athletics			\$ 75,000
Facilities Services	Facilities Services	Facilities Equipment Refresh (Grounds, Custodial, Maint.)	\$ 50,000
Total Facilities Services			\$ 50,000
Total FY24 Other Equipment Projects			\$ 564,823

Debt Retirement and Construction Fund (DRC)

	FY 19	FY 20	FY 21	FY 22	Projected FY 23
REVENUE					
AdValorem & Motor Vehicle Taxes	\$ 3,544,376	\$ 3,605,919	\$ 3,730,428	3,868,441	4,141,864
Sales and Other Taxes	250,000	250,000	250,000	250,000	250,000
Bond Proceeds, Series 2018 & 2021	10,203,232	-	-	-	-
Capital Lease - Tech int portion	-	-	-	-	-
Transfer from Other Funds	5,262,776	5,340,780	4,844,348	4,554,946	3,801,701
	<u>19,260,384</u>	<u>9,196,699</u>	<u>8,824,776</u>	<u>8,673,387</u>	<u>8,193,565</u>
EXPENDITURES					
Bond Payments	4,792,094	4,304,668	3,958,433	3,816,404	3,394,627
Bond Principal Refunded	-	-	-	-	-
Revenue Bond Issue Costs	193,937	-	125,843	-	-
Capital Lease Principal	634,577	648,912	663,572	277,696	-
Capital Lease Interest	158,841	144,506	129,847	52,895	-
Maintenance Projects	2,207,366	2,400,100	2,382,850	2,750,055	3,590,500
Equipment	1,148,201	1,104,957	1,080,150	1,326,447	1,208,363
	<u>9,135,016</u>	<u>8,603,143</u>	<u>8,340,694</u>	<u>8,223,497</u>	<u>8,193,490</u>
Net Activity	<u>\$ 10,125,368</u>	<u>\$ 593,556</u>	<u>\$ 484,082</u>	<u>\$ 449,890</u>	<u>\$ 76</u>
Beginning Available Net Assets	\$ (179,315)	\$ (63,243)	530,313	1,014,395	1,464,285
Less Commitments:					
Major Capital Projects	(10,009,295)	-			
Net Activity	10,125,368	593,556	484,082	449,890	76
Ending Available Net Assets	<u>\$ (63,243)</u>	<u>\$ 530,313</u>	<u>1,014,395</u>	<u>1,464,285</u>	<u>1,464,360</u>

*Represents transfers of \$890,000 from Sales Tax Capital Improvement; and \$306,818, from Housing Operation: WU Village; and \$306,818 from Housing Operation, LLC (2021A-2 and 2021B) and \$768,130 from Housing Operation: Lincoln Hall; and \$141,977 from Lincoln Dining Operations (Series 2015 A & B and 2021A-2 and 2021B); and \$7 from Sales Tax for Indoor Athletic Facility (Series 2018); and \$681,856 for the School of Law (2021A), for a total of \$3,801,700.

**Represents total debt service payments.

Bond Payments:					
Series 2010	\$ 1,322,105	\$ 1,315,625	\$ 117,557	\$ -	
Series 2014	1,163,431	604,481	78,216	-	
Series 2015A	1,138,618	1,218,368	1,134,884	722,568	722,568
Series 2015B	458,879	456,995	78,262	103,164	103,164
Series 2018	709,061	709,200	708,100	706,700	706,100
Series 2021 A-1			49,289	316,856	681,857
Series 2021 A-2			19,738	126,888	126,888
Series 2021			1,772,386	1,840,228	1,054,050
Total Bond Payments	<u>\$ 4,792,094</u>	<u>\$ 4,304,668</u>	<u>\$ 3,958,433</u>	<u>\$ 3,816,404</u>	<u>\$ 3,394,627</u>

Washburn University Technology Requests FY23 Funding for FY24 Requests

Area	Unit	Project Name	Amount Funded
VPAT	ITS	Computer Lease Starting FY2024	\$ 164,517
VPAT	ITS	Campus Phone Install for Microsoft Teams from Skype for Business	140,000
VPAT	ITS	FY2024 Mac Replacements	109,000
VPAT	ITS	President's Large Conference Room AV Upgrade and Improvement	50,000
VPAT	ITS	Washburn Panic Buttons	27,000
VPAT	ITS	Replace remote site firewalls	6,500
VPAT	Ichabod Shop	Ichabod Shop: New Registers	36,523
VPAT	Memorial Union	Door Signage for Campus Buildings	30,000
VPAT	Memorial Union	FourWinds Replacement for Memorial Union	30,000
Total VPAT			\$ 593,540
VPSL	Student Services	Accommodations tracking - shared option with Tech	\$ 50,000
Total VPSL			\$ 50,000
Total FY24 Technology Projects			\$ 643,540

Washburn Institute of Technology

Mar 2023

Revenue	FY24
Capital Outlay	\$ 425,000
General Fund - Technology	138,000
	<u>\$ 563,000</u>

Expenditures	
Technology Replacement Cycle	\$ 138,000
Misc Infrastructure and Equipment	425,000
	<u>\$ 563,000</u>

Agenda Item
Washburn University Board of Regents

SUBJECT: Veterans Memorial Monument

DESCRIPTION:

At the May 5, 2022, the Board of Regents meeting, the Board approved a \$200,000 budget for the Veterans Memorial Project.

Upon completion of the competitive bidding process for the various components of the project, the final cost came in at \$261,838. The additional costs are attributed to inflationary pressures impacting the following items: monument shipping costs, concrete patio and electrical components.

FINANCIAL IMPLICATIONS:

Private funds are available to cover the additional project costs.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the additional \$61,838 to complete the Veterans Memorial.

Date

JuliAnn Mazachek, President

Agenda Item
Washburn University Board of Regents

SUBJECT: Demolition of Facilities Buildings #1 and #2 – Ratification

DESCRIPTION:

An RFP was issued for the demolition of Facilities buildings #1 and #2 prior to June 30, 2023. Washburn needed to schedule this work immediately upon vendor selection due to the demolition company's availability and to meet the project deadline.

Washburn received one bid for this demolition from McPherson Wrecking. That bid was for \$124,250.

FINANCIAL IMPLICATIONS:

The Board Chair was contacted regarding the situation and the need to enter into a contract for the demolition to McPherson Wrecking for \$124,250 prior to the next scheduled Board meeting. The funding for this project is part of the \$750,000 grant we received from the State for removal of buildings. The remainder of funds from this grant will be used to tear down Kuehne and West Halls in the future.

RECOMMENDATION:

President Mazachek recommends the Board of Regents ratify the Administration's entering into a contract for the \$124,250 expenditure to McPherson Wrecking for demolition services.

Date

JuliAnn Mazachek, President

Agenda Item
Washburn University Board of Regents

SUBJECT: Facilities Services Building

DESCRIPTION:

At the June 23, 2022 Board of Regents meeting, the Board approved a \$6,000,000 expenditure for a new Facilities Services Building.

Due to a variety of factors, including the delayed project timeline, the need to find an interim place for Facilities, the significant number of capital projects underway and those anticipated in the near term, it is recommended to pause this project for two years. In the interim period, the facilities storage and operations will continue its current plan to relocate to the vacant automotive repair center in the shopping center at 21st Street and Washburn Avenue where it will remain until this project is reviewed again in the future.

In 2016, the Foundation purchased the shopping center property anticipating potential need for future additional space. The proximity to campus and the number and size of buildings makes it a great asset for the University. Because the Foundation owns this property, Washburn will not pay any lease payments to store our equipment and supplies.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the two year pause in the construction of a new Facilities Services Building and direct the Construction Manager to remove the fencing around the project site.

Date

JuliAnn Mazachek

Agenda Item
Washburn University Board of Regents

SUBJECT: Athletics Vans

DESCRIPTION:

As travel costs continue to increase, Athletics is looking for ways to provide safe, reliable and cost-effective transportation for our teams. Most of our teams travel on 55-passenger buses with service provided by an outside vendor, however using a bus for smaller teams is not cost-effective. Athletics would like to purchase two 12-passenger high roof vans to transport the Men's and Women's Tennis, Golf Team and other teams when appropriate.

Requests for price quotes were sent to 14 area vehicle dealerships on March 3, 2023 and quotes were received on March 15, 2023. The following dealership submitted a bid for two 12 passenger vans:

<u>VENDOR</u>	<u>QUOTE</u>
Laird Noller Ford	\$110,838.24

FINANCIAL IMPLICATIONS:

The total cost for two 12-passenger vans from Laird Noller Ford is \$110,838.24. Funding is provided from previously established Capital Projects Fund for \$80,000 and \$30,838.24 Athletics Restricted Funds.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve \$110,838.24 for the purchase of two vans from Laird Noller Ford.

Date

JuliAnn Mazachek

Agenda Item No.
Washburn University Board of Regents

SUBJECT: Student Activity Fee Increase

DESCRIPTION:

The Washburn Student Government Association (WSGA) collects student activity fees each semester. WSGA provides funding for 150+ clubs and organizations, WU-Fest, Success Week programs, Homecoming, and many other programs and activities. In addition to supporting WSGA initiatives, the fees support Homecoming, Campus Activity Board (CAB), Student Media (*The Review* and *Kaw*), Dancing Blues, Cheer Squad, Washburn's BIG Event, and University Child Development Center.

The current fees assessed were approved in 2018 and are as follows:

Online Only Students	\$55
0-5 credit hours	\$55
6 or more credit hours	\$55

Since the return from COVID the number of clubs and organizations seeking support from WSGA has increased. In addition, programming efforts have grown significantly and many of the other primary student organizations have goals to provide for and engage more students.

WSGA is requesting that the Student Activity Fee charged to each student shall change at the same percentage rate as tuition in the proposed fiscal year, within the following parameters. In the case that tuition exceeds a 3% increase, the Student Activity Fee increase will cap at 3% and will be rounded to the nearest quarter dollar.

Annually, WSGA will review the Student Activity Fee via a subcommittee of the Allocations Committee called the Student Activity Fee Review Committee. This committee shall be composed of representatives from each of the primary organizations that receive student fee dollars in addition to the director of the Office of Student Involvement and Development and the Vice President for Student Life.

FINANCIAL IMPLICATIONS

A percentage increase each year for the activity fee matching any tuition increase for the academic year.

RECOMMENDATION

President Mazachek recommends the Board approve the proposed student activity fee increase.

Date

JuliAnn Mazachek, PhD

Agenda Item
Washburn University Board of Regents

SUBJECT: Academic Bridge Strategic Plan

DESCRIPTION:

As the Strategic Plan for Learner Success (2018-2022) was completed during the period of presidential transition, a new Academic Bridge Strategic Plan was developed to guide Washburn University's academic advancement for the next three years. Interim Vice President for Academic Affairs Dr. Laura Stephenson convened a number of stakeholder groups throughout Fall 2022 for both initial development and feedback for refinement. Among the groups: all Deans and academic unit directors, open sessions for faculty from all schools and the College of Arts and Sciences, open sessions staff from academic support areas across campus, an open session for students, and an open session for alumni and community members.

The plan identifies five key elements to Washburn's academic identity and five themes of action to guide the next three years.

The resulting plan and its identified priorities are included here. The Academic Bridge Strategic Plan also can be found at <https://www.Washburn.edu/vpaa>.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Mazachek recommends Board of Regents approval of the Academic Bridge Strategic Plan.

Date

JuliAnn Mazachek, President

Academic Bridge Strategic Plan 1/5/23

Washburn University and academics will forge a strong identity highlighting our commitment to:

- **Student Success.** We support student achievement from recruitment through graduation resulting in their successful careers and life-long learning.
- **Academic Excellence.** We are committed to a community of learning that promotes academic excellence and professional success.
- **Community and Global Engagement.** We are dedicated to serving our community and developing mutually beneficial relationships throughout Topeka, Shawnee County, and the region, as well as developing our students as global citizens.
- **Diversity, Equity, Inclusion, and Belonging.** These values are historically rooted in our open access mission. We develop and promote a diverse, inclusive, and equitable community, and foster a sense of belonging.

Five themes emerged through discussions with faculty, administrators, and staff.

I. Student Success

- A. Clarify and expand current scholarships and support for undergraduate students and develop funding opportunities for graduate students, adult learners, and part-time students
- B. Improve consistency, quality, equity, and availability of advising
- C. Expand student academic support programs
- D. Expand social support and opportunities for community-building on campus, particularly for under-represented groups
- E. Expand degree completion pathways, increasing flexibility and providing alternative academic options for students
- F. Expand basic needs support by addressing food insecurity, mental and physical well-being, housing, transportation, emergency financial support, and childcare
- G. Utilize student success data for future planning and for identifying inequities that affect student outcomes
- H. Continue progress on long-term campus and sites master planning and implementation including building renovations and relocation of academic units to better serve students and academic needs
- I. Provide services for students outside of traditional work hours
- J. Develop training and incentives for faculty and staff to improve multicultural competency and inclusive teaching

II. Program Innovation and Collaboration

- A. Expand interdisciplinary coordinated program support and development
- B. Expand alternative programming and delivery modalities
- C. Develop stackable degrees and certificates (programs that build into other degree programs)

- D. Expand the Washburn Transformational Experience (WTE) program and international programming
- E. Address community and employer needs through program development

III. Community Involvement and Engagement

- A. Promote and support meaningful student, faculty, and staff engagement with the community
- B. Assess current community involvement and engagement and create new opportunities and partnerships based on community needs
- C. Integrate community involvement and engagement into organizational structure
- D. Publicize community connections

IV. Faculty and Staff Work Environment

- A. Implement performance-based salary improvements and improve flexibility of pay structures to promote high-performing employees and organizational improvement
- B. Implement annual market analysis of salaries for all employees, including student workers and adjunct faculty, and adjust accordingly
- C. Implement annual analysis of benefits, including mental health support, and adjust accordingly
- D. Further prioritize and systematize the recruitment and retention of diverse faculty and staff
- E. Investigate and address faculty/staff (1) workload equity issues particularly around service and remote work and (2) workplace satisfaction
- F. Commit to providing childcare support for the Washburn community
- G. Expand professional development opportunities for faculty and staff
- H. Improve internal customer service

V. Modernizing Organizational Structure

- A. Consider alternative organizational structure with stronger collaboration and coordination between academic and support units, such as a provost model
- B. Develop a more coordinated approach to graduate programs
- C. Create a model to coordinate academic support programs, particularly for students that have not yet decided on a major (in some universities, this is called “University College”)
- D. Further involve faculty in decision making (shared governance) and improve communication between administration and faculty

Agenda Item
Washburn University Board of Regents

SUBJECT: Transition the Gerontology Minor to a Gerontology Certificate

DESCRIPTION:

Washburn has a long history of offering coursework in Gerontology through the Department of Human Services. This proposal replaces the current 18-credit hour Gerontology Minor with an 18-credit hour Gerontology Certificate. Transitioning to the certificate offering allows both current students and post-baccalaureate professionals looking to enhance their skills the opportunity to receive this credential.

The Department of Family and Human Services Advisory Board agrees it is extremely important for helping professionals to have education in Gerontology to meet the needs of our aging population. The certificate may be of particular interest to those in the fields of social services, home health, nursing, occupational therapy, physical therapy, psychology, exercise physiology, and social work, according to the Bureau of Labor Statistics. Each of those fields also anticipates continued job growth.

FINANCIAL IMPLICATIONS:

Because courses are already offered through the minor, no new expenses are anticipated.

RECOMMENDATION:

President Mazachek recommends Board of Regents approval of this change to replace the Gerontology minor with a Gerontology Certificate.

Date

JuliAnn Mazachek, President

Agenda Item

Washburn University Board of Regents

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

DESCRIPTION:

The need for more people training in public health is strong and growing. Since the pandemic, the job market in Public Health has expanded and is expected to continue to grow with job openings at both local and regional levels increasing. The Kansas Department of Health and Environment staff has been in contact with Washburn University Bachelor of Health Science (BHS) faculty to share their thoughts and ideas about the need for more education being made available to students aspiring to careers in public health. KDHE is partnering with Washburn University to offer a site for unpaid internships to qualified students and the BHS program already has a formal agreement in place.

There are two other universities in Kansas offering a similar bachelor's degree program. This set of new program offerings will position Washburn well as more students seek public health careers. The certificate options meet the needs of working professionals who want to enhance their skills and increase their personal marketability by adding a public health credential.

The new program offerings are:

- Bachelor of Health Science with public health emphasis (120 credit hours)
- Public Health Minor (15 credits, available to Washburn degree-seeking students)
- Public Health Certificate (15 credits; open to any student or professional) and
- Advanced Public Health Certificate (27 credit hours; must have two years of experience in public health in order to be granted admission)

Each of these programs will help students achieve Certified Public Health (CPH) competencies established by the National Board of Public Health Examiners (NBPHE). BHS faculty have identified several courses already offered at Washburn University, including courses from Family and Human Services, Communications, Political Science, and Leadership that will also help meet the CPH competencies.

FINANCIAL IMPLICATIONS:

The three newly created courses required for these programs will be taught by current faculty members and adjunct faculty.

RECOMMENDATION:

President Mazachek recommends Board of Regents approval of these new degree and credential program offerings in public health.

Date

JuliAnn Mazachek, President

Agenda Item

Washburn University Board of Regents

SUBJECT: Great TEXTS Certificate Program

DESCRIPTION:

TEXTS is Transformative, EXperiential, and Team-Taught Studies. This certificate program – 15 credits of undergraduate course work – is intended to engage Washburn students in examining significant texts and exploring big questions associated with humanistic inquiry under the mentorship of College of Arts and Sciences faculty. Every course is team taught and includes unique opportunities to pursue knowledge outside of the traditional classroom, including travel to historic and cultural sites and engagement with the local community. The program leverages the power of the liberal arts to broaden students’ perspectives on the world while developing their abilities to read closely, think critically, write effectively, and communicate with others of different perspectives. The program is available to any student pursuing any degree program. Its emphasis of big, timely, and timeless problems and questions complements all major programs by helping students to see connections between the topics they study and contemporary debates that they will confront as business, science, political, and industry leaders and as citizens in a multicultural democracy.

Historically, the benefits of a liberal arts education have been limited to students from more privileged backgrounds. Today, family and financial pressures continue to steer many students — including many of Washburn’s growing number of first-generation students — away from the study of the traditional liberal arts and toward more occupationally specific and applied majors. The Washburn University Foundation recently approached the College of Arts and Sciences about a donor interested in funding a new, interdisciplinary program to expand the number of students at Washburn who pursue courses in the humanities and who benefit from the power of the liberal arts, as Roosevelt Montás writes in *Rescuing Socrates* (2021), to inspire students to ask questions and realize their own intellectual capacity and self-worth. The program is further anticipated to cultivate Washburn’s reputation as the premier liberal arts institution in the state and region.

FINANCIAL IMPLICATIONS:

The majority of the program’s costs, which include book and tuition scholarships for every student enrolled in a Great TEXTS course; stipends to faculty to co-develop Great TEXTS courses; and funding for special experiences that will be embedded into Great TEXTS courses (e.g. travel to historic sites, etc.) will be borne by the private donor for at least the next three years. In terms of enrollments, we anticipate the program will be revenue neutral.

RECOMMENDATION:

President Mazachek recommends Board of Regents approval of the Great TEXTS Certificate Program.

Date

JuliAnn Mazachek, President

Agenda Item
Washburn University Board of Regents

SUBJECT: Quarterly Financial Analysis

DESCRIPTION:

Presented herewith are *Statements of Revenues and Expenditures* for the six months ended December 31, 2022, for the following activities.

- Combined Operating Funds
- Washburn University General Fund
- Washburn Institute of Technology General Fund
- Residential Living
- Business and Auxiliary Services

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

This item is presented for information only. No action is required.

Date

JuliAnn Mazachek, President

**Washburn University, Washburn Institute of Technology,
Residential Living, and Business and Auxiliary Services
Operating Funds
Combined Statements of Revenues and Expenditures
For the six months ended December 31, 2022 and 2021**

	FY 2022-23		Year-to-Date Actual	FY 2021-22		% change from prior year	
	Budget			Year-to-Date Actual	Year-to-Date Actual		
	Amount	% of Total					
Revenues:							
Tuition and fees	\$ 52,820,965	47.6%	\$ 45,868,922	\$ 47,712,251		-3.86%	
Sales tax	22,241,356	20.0%	12,601,936	12,403,925		1.60%	
State appropriations	23,606,580	21.3%	13,216,928	14,977,067		-11.75%	
Residential Living	4,163,870	3.8%	2,338,972	2,806,082		-16.65%	
Business and Auxiliary Services	3,575,800	3.2%	1,716,241	2,122,767		-19.15%	
Other	4,601,639	4.1%	2,181,399	785,286		177.78%	
Total revenues	111,010,210	100.0%	77,924,398	80,807,379		-3.57%	
Expenditures:							
Salaries, wages and benefits	78,560,482	70.8%	35,818,328	34,568,824		3.61%	
Scholarships	7,795,967	7.0%	3,500,692	3,405,002		2.81%	
Debt service	3,666,555	3.3%	1,833,278	2,440,875		-24.89%	
Utilities	3,388,198	3.1%	1,410,542	1,312,480		7.47%	
Supplies and materials	3,388,780	3.1%	1,446,706	1,174,921		23.13%	
Professional services	3,548,899	3.2%	2,274,395	2,046,239		11.15%	
Computer hardware, software and maint.	2,420,806	2.2%	1,862,583	1,837,531		1.36%	
Travel	1,659,855	1.5%	527,298	305,932		72.36%	
Memberships and subscriptions	1,426,956	1.3%	1,611,023	1,599,385		0.73%	
Other	5,153,712	4.6%	2,720,048	1,949,419		39.53%	
Total expenditures	111,010,210	100.0%	53,004,892	50,640,608		4.67%	
Change in Net Position	\$ -		\$ 24,919,505	\$ 30,166,771		-17.39%	

Washburn University
General Fund
Statements of Revenues and Expenditures
For the six months ended December 31, 2022 and 2021

	FY 2022-23		Year-to-Date Actual	FY 2021-22	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
Revenues:					
Tuition and fees	\$ 48,925,090	54.6%	\$ 42,927,404	\$ 44,545,708	-3.63%
Sales tax	22,241,356	24.8%	12,601,936	12,403,925	1.60%
State appropriations	14,000,000	15.6%	7,000,000	7,498,494	-6.65%
KTWU	2,600,470	2.9%	1,101,277	406,799	170.72%
Endowment Income	410,685	0.5%	-	-	
Other	1,395,529	1.6%	815,651	307,026	165.66%
Total revenues	89,573,130	100.0%	64,446,267	65,161,953	-1.10%
Expenditures:					
Salaries, wages and benefits	67,181,412	75.0%	31,132,345	29,911,690	4.08%
Scholarships	7,553,898	8.4%	3,304,896	3,315,919	-0.33%
Professional services	3,289,859	3.7%	2,137,897	1,978,534	8.05%
Utilities	1,902,232	2.1%	868,161	828,406	4.80%
Supplies and materials	2,102,190	2.3%	864,102	668,837	29.19%
Computer hardware, software and maint.	2,137,221	2.4%	1,756,825	1,755,228	0.09%
Travel	1,587,880	1.8%	514,623	298,219	72.57%
Memberships and subscriptions	1,426,956	1.6%	1,611,023	1,599,385	0.73%
Other	2,391,482	2.7%	1,923,087	1,751,833	9.78%
Total expenditures	89,573,130	100.0%	44,112,959	42,108,051	4.76%
Change in Net Position	\$ -		\$ 20,333,308	\$ 23,053,902	-11.80%

Sales Tax					
	FY 2022-23		Year-to-Date Actual	FY 2021-22	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
General Fund	\$ 22,241,356	89.8%	\$ 12,601,936	\$ 12,403,925	1.60%
Debt Retirement and Construction Fund	2,527,957	10.2%	631,989	462,300	36.71%
Total	\$ 24,769,313	100.0%	\$ 13,233,925	\$ 12,866,225	2.86%

Washburn Institute of Technology
General Fund
Statements of Revenues and Expenditures
For the six months ended December 31, 2022 and 2021

	FY 2022-23		Year-to-Date Actual	FY 2021-22	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
Revenues:					
Tuition and fees	\$ 3,895,875	28.4%	\$ 2,941,518	\$ 3,166,544	-7.11%
State appropriations	9,606,580	70.1%	6,216,928	7,478,573	-16.87%
Other	194,955	1.4%	264,471	71,460	270.10%
Total revenues	13,697,410	100.0%	9,422,917	10,716,576	-12.07%
Expenditures:					
Salaries, wages and benefits	9,616,355	70.2%	3,960,478	3,955,364	0.13%
Supplies and materials	1,107,650	8.1%	529,607	447,171	18.43%
Utilities	473,229	3.5%	243,422	209,192	16.36%
Professional services	259,040	1.9%	136,498	67,705	101.61%
Repair and maintenance	200,350	1.5%	64,600	113,345	-43.01%
Computer hardware, software and maint.	197,550	1.4%	47,235	30,383	55.46%
Space and equipment rental	143,975	1.1%	119,401	102,768	16.18%
Insurance premiums	205,000	1.5%	-	15,189	-100.00%
Travel	71,975	0.5%	12,675	7,712	64.35%
Other	1,422,286	10.4%	262,910	262,748	0.06%
Total expenditures	13,697,410	100.0%	5,376,827	5,211,578	3.17%
Change in Net Position	\$ -		\$ 4,046,091	\$ 5,504,999	-26.50%

Washburn University
Residential Living
Statements of Revenues and Expenditures
For the six months ended December 31, 2022 and 2021

	FY 2022-23		Year-to-Date Actual	FY 2021-22		% change from prior year
	Budget			Year-to-Date	Year-to-Date	
	Amount	% of Total		Actual	Actual	
Revenues:						
Room rental	\$ 4,163,870	100.0%	\$ 2,275,702	\$ 1,963,025		15.93%
HEERF grant (student refunds)	-	0.0%	-	792,966		-100.00%
Other	-	0.0%	63,271	50,091		26.31%
Total revenues	4,163,870	100.0%	2,338,972	2,806,082		-16.65%
Expenditures:						
Debt service	1,381,768	33.2%	690,884	910,856		-24.15%
Utilities	745,764	17.9%	205,074	191,629		7.02%
Salaries, wages and benefits	649,194	15.6%	294,247	278,332		5.72%
Repair and maintenance	179,339	4.3%	259,630	133,952		93.82%
Scholarships	242,069	5.8%	195,796	89,083		119.79%
Insurance	70,270	1.7%	-	-		-
Supplies and materials	130,580	3.1%	31,791	29,848		6.51%
Other	764,886	18.4%	62,215	49,219		26.40%
Total expenditures	4,163,870	100.0%	1,739,637	1,682,918		3.37%
Change in Net Position	\$ -		\$ 599,336	\$ 1,123,164		-46.64%

Change in Net Position without HEERF Lost Revenue transfer in: 330,198

Room Rental						
	FY 2022-23		Year-to-Date Actual	FY 2021-22		% change from prior year
	Budget			Year-to-Date	Year-to-Date	
	Amount	% of Total		Actual	Actual	
Living Learning Center	\$ 1,180,403	28.3%	\$ 669,612	\$ 545,327		22.79%
Washburn Village	1,170,912	28.1%	639,297	543,295		17.67%
Lincoln Hall	1,754,643	42.1%	933,775	847,445		10.19%
Phi Delta Theta	57,912	1.4%	33,018	26,959		22.47%
	\$ 4,163,870	100.0%	\$ 2,275,702	\$ 1,963,025		15.93%

Washburn University
Business and Auxiliary Services
(Memorial Union, Ichabod Shop, Dining, and Vending)
Statements of Revenues and Expenditures
For the six months ended December 31, 2022 and 2021

	FY 2022-23		Year-to-Date Actual	FY 2021-22	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
Revenues:					
Ichabod Shop	\$ 2,420,000	67.7%	\$ 1,217,797	\$ 1,269,597	-4.08%
Internal Operating Transfer	760,000	21.3%	380,000	380,000	0.00%
Dining	357,500	10.0%	91,531	115,079	-20.46%
Other	38,300	1.1%	26,913	358,091	-92.48%
Total revenues	3,575,800	100.0%	1,716,241	2,122,767	-19.15%
Expenditures:					
Cost of goods sold	1,577,310	44.1%	839,270	764,752	9.74%
Salaries, wages and benefits	1,113,520	31.1%	431,258	423,437	1.85%
Debt service	141,977	4.0%	70,988	70,989	0.00%
Utilities	266,973	7.5%	93,885	83,254	12.77%
Repair and maintenance	120,830	3.4%	81,835	57,715	41.79%
Computer hardware, software and maint.	86,035	2.4%	58,523	51,920	12.72%
Supplies and materials	48,360	1.4%	21,206	29,065	-27.04%
Other	220,795	6.2%	178,505	156,930	13.75%
Total expenditures	3,575,800	100.0%	1,775,470	1,638,061	8.39%
Change in Net Position	\$ -		\$ (59,229)	\$ 484,706	-112.22%

Change in Net Position without HEERF Lost Revenue transfer in:

223,415

Agenda Item
Washburn University Board of Regents

SUBJECT: Completion of Strategic Plan for Learner Success (2018-2022)

DESCRIPTION:

Washburn University began working under the Strategic Plan for Learner Success in December 2018. That plan outlined to guide university-wide initiatives included five high level priorities:

- Academic Excellence and Innovation
- Student Engagement
- Engaging Work Environment
- Valuable Community Partner
- Fiscal and Operational Excellence

Within each, strategic actions were identified to move the priority forward. The document is included with notations regarding relevant completed actions.

FINANCIAL IMPLICATIONS:

None

Date

JuliAnn Mazachek, President

Washburn University's
Strategic Plan for
Learner Success

Approved December, 2018

Plans or in-progress through December, 2022

- 1) Academic Excellence and Innovation – Recognized as a student-centered teaching-focused institution with faculty and staff committed to creating exceptional undergraduate and graduate learning experiences with an enduring dedication to student success and the development of graduates with the education, knowledge and skills to excel as citizens and in their careers in our ever-evolving world.

Washburn didn't only maintain academic operations during the pandemic, Pandemic period innovations. Improvements: flipped classrooms, Play posit, virtual labs.

- a. Offer quality degree programs and courses supporting and valuing continual improvement and innovation in content, learning pedagogies, and course delivery modes to meet the needs of students and the workplace.
 - i. **Reaccreditation by HLC**
 - ii. **Other program accreditation**
 - iii. **Hybrid courses**
 - iv. **WUFLEX courses for adult learners (8-week, asynchronous, online)**
 - v. **Business data analytics, Art restructure, PMHNP post cert program reorg**
 - vi. **Revisions to academic program review**
- b. Enhance academic student success by creating a graduation-focused academic environment with the resources and opportunities to support students in their unique paths, evidenced by improving graduation rates, credit hour completion rates, and time to degree for students.
 - i. **Increased graduation rate – 6-year graduation increased from 34% to 51%**
 - ii. **Participation in EAB Student Success Collaborative**
 - iii. **Use of Navigate**
 - iv. **Degree paths**
 - v. **Co-requisite courses for Math and English**
 - vi. **Implemented math pathways including co-requisite support using Math Lab and improved math placement based on degree programs.**
 - vii. **Implemented 24/7 live virtual tutoring**
- c. Create various educational pathways and distance learning opportunities for students enabling the attainment of desired skills, certifications and degree completion for all students.
 - i. **Programs with Topeka Public Schools**
 1. **Early College Academy**

- 2. Senior Academy
 - 3. TRIO/Upward Bound at Topeka High School
 - ii. Qualified CEP teacher credentials through grant-funded tuition reimbursement program
 - iii. Course offerings at correctional facilities (University and Tech)
 - iv. Tech East
 - v. Tech courses at Ft. Riley
 - vi. Military credentialing advancement initiative
 - vii. Secure Upward Bound grant (TRIO program) beginning at Topeka High
 - viii. Credit for prior learning – example of 68-W in nursing
 - ix. 8-week, online courses for gen eds
 - x. Law School third year anywhere
 - d. Ensure a thriving culture of instruction that recognizes and promotes excellence in teaching and supports the development of innovative and relevant teaching methods.
 - i. CTEL training to ensure high quality instruction in all modalities
 - ii. Promotion and tenure standards now include formal recognition of professional development in teaching
 - iii. Additional technology investment for online instruction, like Play posit
 - iv. Milo simulator
 - e. Foster opportunities and support for faculty to engage in scholarship recognizing its importance for excellence in the classroom and valuing the many forms of scholarship including pedagogy, teaching and learning.
 - i. New Director of Faculty Development
 - ii. Promotion and tenure standards updated to expand and define scholarship (CAS example)
 - iii. Write on Site meetings to promote faculty scholarship
 - iv. Implemented CAS faculty professional development fellowships to promote pedagogical and scholarly projects
- 2) Student Engagement – Embrace the importance of student involvement in activities beyond the classroom and a student’s connection to others as vital to a student’s success at Washburn. Remain student-centered by providing integrated, inclusive experiences that enrich the learning environment.
- a. Produce a vibrant campus experience, virtually and in-person, that extends the boundaries of the classroom so that everything is part of the learning experience.
 - i. Added e-sports
 - b. Continue to support student learning and leadership development by providing opportunities for engagement in a broad set of high-impact experiences on and off campus, inside and outside of classroom.

- c. Encourage civil discourse by exploring diverse views and experiences, in the context of rigorous thought, highlighting cultural experiences, and learning about various perspectives.
 - i. Opened multi-cultural intersectional learning center.**
 - ii. Number of speakers/panels/movies etc on various topics**
 - iii. Multi-cultural affinity groups / Greek organizations**
 - d. Adopt an approach to holistic student physical and mental wellness so they have safe, healthy futures as engaged, productive alumni and citizens.
 - e. Build school spirit and pride by encouraging attendance at athletic events, and fostering student-athletes' participation in non-athletic campus experiences.
- 3) Engaging Work Environment – Become a sought-after place to work because we give competitive compensation and benefits and offer a collegial culture that attracts, trains, and retains the best employees, while providing opportunities for professional development and a desirable quality of life.
- a. Enhance processes and practices to hire and retain excellent faculty and staff members who are integrated into the campus community and are committed to our mission.
 - i. Updated new faculty mentoring program**
 - ii. Improved new faculty orientation and onboarding**
 - iii. New HR software**
 - iv. Market adjustments for faculty and staff**
 - b. Implement intentional efforts to attract and retain diverse faculty and staff members.
 - i. Updated faculty hiring processes to improve diversity of applicant pools**
 - ii. Efforts to post open positions in more places.**
 - iii. Diversity statement added to EEO statement on job postings**
 - iv. Added “inclusion” as core value**
 - v. Affinity groups**
 - c. Offer opportunities and programs for faculty and staff job training and professional development.
 - i. Subscription with Academic Impressions**
 - ii. Washburn Leadership Experience – 1 cohort**
 - d. Expand communication, campus engagement, and participation between the University and Tech campuses.
 - i. CTEL sessions offered at/for Tech instructors**
 - ii. Implementation of Navigate at Washburn Tech**
 - e. Provide a work environment that supports overall health and well-being.
 - i. Added remote work option at supervisor’s approval**
 - ii. Continue employee wellness plan**
 - f. Support and model rigor of thought and respect in all interactions with students and fellow employees.
 - i. iRead book selections**

- 4) Valuable Community Partner – Provide opportunities for local and global experiences that demonstrate and communicate the value of Washburn education to Topeka so the community seeks our graduates and recognizes we are an integral part of Topeka's economy and culture.
 - a. Collaborate with businesses/non-profits to develop and enhance degree programs and partnerships that support economic growth and increase the number of educated citizens in Topeka.
 - a. **School of Business SBAF (Student business accelerator fund)**
 - b. **Washburn Tech**
 - b. Expand community-engaged learning experiences, courses, and partnerships to enhance our students' education and benefit the community partner.
 - a. **School of Nursing RENEW and BWELL programs**
 - b. **WU Moves – virtual options**
 - c. **School of Nursing – community health (KAMMCO)**
 - d. **LinC examples**
 - e. **Milo simulator**
 - c. Encourage employees to be leaders in the community, supporting efforts that positively impact students and enhance the University's reputation in the community- regionally, nationally, and internationally.
 - a. **Hansen Grant (SOL) - across northwest Kansas**
 - b. **SON RENEW and BWELL grants in local rural communities**
 - c. **Rural law initiative – serving rural communities across Kansas**
 - d. Support and enrich Topeka's quality of life and quality of place by offering diverse events, programs, and spaces for the local population.
 - a. **Mulvane programming**
 - b. **Numerous music and theatre productions**
 - c. **Lectures open to community**
 - e. Continue and enhance student outreach in Topeka and abroad.
 - a. **SOBU – expanded international business and entrepreneur experience to include South America**
 - b. **SON – Costa Rica and Puerto Rico travels with students**
 - c. **Continue to recruit and support international students**

- 5) Fiscal and Operational Excellence – Be responsible stewards of all resources – people, financial, environmental, and physical – by developing and streamlining processes and practices to more nimbly meet the evolving needs of faculty, staff and students while using resources efficiently, innovatively, and effectively.
 - a. Exercise care for, and protection of, our financial strength by being fiscally responsible with public, private, and student dollars while thoughtful of affordability and access.
 - i. **Gradual, incremental tuition increase**
 - ii. **Paid off lease early, reduced debt with federal covid money**

- b. Continuously evaluate student recruitment and retention strategies to be supportive of student success and growth in enrollment.
 - i. EAB Enrollment strategies**
 - ii. Virtual tour; website improvements, including program webpage revisions**
 - iii. Transfer portal**
- c. Maintain stable public support and obtain additional funding for capital improvements at all campuses.
 - i. State funds stable and slight increase over the past five years**
 - ii. Received state capital funds in 2022 for WU and Tech**
 - iii. Revenue neutral rate change approved so 3 mil fund stays consistent**
- d. Utilize established processes to promote available private funds and to identify desirable projects for giving opportunities.
- e. Ensure comprehensive support services for all students, particularly at-risk students, are easily accessible and contribute to an environment that encourages individual growth and success.
 - i. Financial Aid optimization project to ensure scholarship model is appropriate and create need-based model**
 - ii. Math lab, change in math advising, college algebra**
- f. Continue a responsible maintenance schedule for buildings, grounds, and technology that supports accessibility, landscaping, art, sustainability, and infrastructure.
 - i. Agreement with Westar/Evergy for electricity from wind**
 - ii. Repairs at Mulvane, BTAC, Henderson**
- g. Enhance resources to provide a physical and digital learning environment that is accessible and meets the changing needs of the 21st century learner on all campuses.
 - i. New law school building**
 - ii. Plan for Education department to move out of Carnegie Hall**
 - iii. Zero cost textbook project**
 - iv. Master space planning analysis**
 - v. Use of HEERF funds for IT infrastructure**

Agenda Item
Washburn University Board of Regents

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

DESCRIPTION:

Listed below is a summary of purchases that are between \$50,000 and \$100,000 that were made between January 1, 2023 and February 28, 2023.

PO #	VENDOR	AMOUNT	PRODUCT	FUNDING
P0043537	Elite Forms	\$62,000.00	Strength Training and Power Tracker - Washburn University	Athletics
P0043546	Virage Simulation Inc	\$65,000.00	CDL Truck Simulator - Washburn Technology	JIIIST Grant Funded
P0043559	Myers Brothers	\$53,928.00	Rotary Lifts and Installations - Washburn Technology	JIIIST Grant Funded for \$50,000 and remaining \$3,928 paid with Washburn Tech funds

RECCOMENDATION:

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

Date

JuliAnn Mazachek, President



Hanes & Leffingwell Updates

Hanes & Leffingwell Administration

Starting With the Roots

- **Budget reimbursement process**
- **3 President's Roundtable Meetings**
 - **Speakers: Ashley Massey-Lewis, Dr. Mazachek, Michelle Stubblefield, Brett Martin**

Strengthening the Stem

- Free and advertised STI testing & menstrual cups for students
- Reworked the Homecoming Award process (*The Ichabod of Honor*)
- Advocating for accessibility

A stylized illustration of a plant with a blue stem and three blue leaves with white vein details. The plant is set against a light beige circular background. A thick orange curved line arches over the plant and extends towards the top right of the slide.

Reimagining the Petals

- Success Week Policy
- Open Syllabi Policy
- Graduation Changes
- Reworked Grants & Internal Budget Process
- Minimum Wage

Thank You

- **Isaiah Collier**
- **Dr. Grospitch**
- **Luther Lee**
- **Marshall Meek**
- **Dr. Stephenson**
- **President Mazachek**

Questions?

Contact Us

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Website

<https://www.washburn.edu/student-life/wsga/index.html>

Hanes & Leffingwell Feedback Link





Thank you!