

*Washburn University
Board of Regents*



Shelly Buhler, Chair
Jake Fisher
Mike Padilla

John Dietrick, Vice Chair
Craig Hulse
Angel Romero

John Dicus
John Nave
Jennifer Sourk

Washburn Mission Statement

Washburn creates educational pathways to success for everyone.

Washburn University Board of Regents Meeting

Kansas Room, Memorial Union

Thursday, 5/2/2024

3:30 - 5:00 PM CT

I. Call to Order

II. Roll Call

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

III. Reports

A. Chair

B. President

C. Budget Committee

D. Faculty Senate

E. Washburn Student Government Association (WSGA)

IV. New Business

A. Consent Agenda

1. Approval of the Minutes of the March 21, 2024, Meeting

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2. Liquidated Claims Approval - February 2024

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3. Liquidated Claims Approval - March 2024

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4. Washburn University Policies, Regulations, and Procedures Manual - Section P. Trademark and Licensing

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B. Action Items

1. Eminentes Universitatis - Luther Lee

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2. Emeriti - John Fritch

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3. New Program - Bachelor of General Studies (BGS) - John Fritch

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- 4. New Program - Associate of Applied Science, Skilled Trades - John Fritch**
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- 5. New Program - Associate of Applied Science, Family and Human Services - Early Childhood Professional - John Fritch**
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- 6. Inactivation of the Associate of Arts, Family and Human Services - Early Childhood Professional - John Fritch**
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- 7. Inactivation of the Bachelor of Arts and Bachelor of Science, Mathematics Secondary Education: Advanced Mathematics 6-12 - John Fritch**
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- 8. D2L - Brightspace LMS Contract Renewal - Luther Lee**
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- 9. Intelligent Learning Platform Renewal - Luther Lee**
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- 10. EAB Strategic Advisory Services Contract Renewal - Cynthia Holthaus**
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- 11. Washburn Tech East 2nd Floor Buildout - Luther Lee**
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- 12. Petro Women's Locker Room Renovation - Luther Lee**
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- 13. Petro/Whiting Building Automation System Upgrade - Luther Lee**
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- 14. Fiber-Optic Backbone Infrastructure - Luther Lee**
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- 15. TouchNet Renewal - Luther Lee**
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C. Information Item(s)

- 1. Quarterly Financial Analysis - Luther Lee**
Quarterly Financials - Page 32

V. Executive Session

VI. Next Washburn Board of Regents Meeting - Thursday, June 13, 2024 (3:30 - 5:00 PM)

VII. Adjournment

WASHBURN UNIVERSITY OF TOPEKA
BOARD OF REGENTS
MINUTES
March 21, 2024

I. Call to Order

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

II. Roll Call

Present were: Regent Buhler, Regent Dicus, Regent Dietrick, Regent Fisher, Regent Nave, Regent Padilla, Regent Romero, and Regent Sourk.

III. Officer Reports

A. Chair's Report

Chair Buhler shared some of the Regents are attending the AGB Board Professionals National Conference next week in Boston which is a professional development opportunity for the Regents. One of the sessions includes a presentation by Dr. Mazachek, Regent Dietrick, and Paul Friga.

Chair Buhler noted Washburn's graduation ceremonies are six weeks away. The Regents will receive schedules soon. She also pointed out a copy of the Strategic Framework handout on the regents' table.

B. President's Report

President Mazachek noted, due to the hard work of many here today, the meeting is full of relevant items. The President introduced our newest leadership member to the Board, Provost John Fritch. He will hit the ground running today as the first presenter.

President Mazachek shared the search for the next Dean of College of Arts and Sciences is underway. An outstanding search committee has been selected to identify the best candidates.

The President stated that February and March were busy months at the State legislature. They were successful in efforts to bring money for student success, cyber security, need based aid, and funds for the new manufacturing center at Tech.

Chair Buhler added congratulations to Dean Jackson, newly hired Dean of the Law School.

IV. New Business

A. Consent Agenda

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

- 1. Approval of the Minutes of the February 2, 2024, Meeting**
- 2. Liquidated Claims Approval – January 2024**
- 3. Faculty/Staff Personnel Actions**
- 4.. Grant Tenure for New Hire**

B. Action Items

1. Tenure and Promotion Recommendations

Provost John Fritch presented this item and noted tenure is granted upon the conclusion of an incredibly rigorous process. It is a reward for excellent teaching, strong scholarship, and service to the university and community. Washburn has a thorough review process. It begins with an evaluation of the teaching of the faculty members, but it also looks at their scholarship and service.

Provost Fritch noted promotion is a mark of excellence. The five people presented have committed a large part of their careers to Washburn University and our community and are deserving of their promotions. Provost Fritch shared he is proud to recommend each of the faculty listed on the agenda item for tenure and promotion.

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

2. Emeriti

Provost John Fritch presented the faculty listed on this item to the Board for consideration as emeriti faculty. Provost Fritch noted that Linda Elrod has worked at the Law School for 50 years and has written books that are present in 35 law schools. Dr. Fritch shared how important Laura Stephenson has been to him. Dr. Stephenson's commitment to providing him with a smooth transition has been remarkable as well as her desire to see Washburn University be an even better place after she retires.

Provost Fritch noted this is an amazing group of faculty. They represent more than 300 years of teaching, scholarship, and service to the Washburn community.

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

2. Eminentes Universitatis

Vice President Luther Lee presented this item and explained that Washburn University awards the Eminentes Universitatis designation to long-term employees who meet the university requirements and service performed is judged to have been meritorious.

Chris Rhoades started at Washburn University in 2010 in the Financial Aid office. In 2012, she joined the College of Arts and Sciences. Throughout her tenure in the College, Chris has demonstrated exceptional dedication, skill and support to Washburn. Chris's hard work and commitment to continuous improvement have made a lasting impact on the College and the institution.

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

President Mazachek shared her appreciation of the faculty and staff who were just recognized. They represent pillars of the university and will leave this place better than they found it. She noted it is an honor to welcome them into retirement and into tenure as well as professor.

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

Vice President Luther Lee presented this item and thanked the committee that worked with Union leadership to develop this one-year contract extension. The proposed MOA was approved by local steel workers on January 23, 2024, and expires January 31, 2025. Noted changes were to Appendix A job classifications and wage rates as reflected on the attachment.

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

5. Honorary Degree Candidate

Provost John Fritch presented this item. The university recommends TC Broadnax, School of Business alum, be awarded an Honorary Degree at the 2024 commencement ceremonies. His name would have been brought forward at the last meeting, but he was not able to confirm his availability at that time.

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

Regent Nave commented on how deserving Mr. Broadnax is for this honor.

6. Washburn Tech Admission Changes

Provost John Fritch presented this item and stated this proposal will align Washburn Tech admissions policy with that of the Washburn University campus. Dr. Fritch thanked Dean Scott Smathers and his staff for recognizing this discrepancy and developing a proposal to rectify it.

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

7. New Program Proposal – Mathematics Secondary Education: Core Mathematics 6-12

Provost John Fritch reported this proposal results from the hard work of Chair Sarah Cook and Interim Dean Kelly Erby. The proposal is in response to State of Kansas licensure changes. The State has opened a new license which will allow individuals holding this license to teach courses up to and including Algebra, regardless of the grade level in which the course is taught. The new program will not require a new course or additional staffing.

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

8. Approve Housing and Dining Rates

Vice President Eric Grospitch presented this item and noted in the past, this has been included in the overall budget in June. This is the first time it's been separated. The room rates derive from multiple factors including operations, utilities, and capital project. This proposal includes a comparison of housing and dining rates at KBOR institutions, which are also taken into account. This year, an average room rate increase of 3.45% and an average meal plan rate increase of 3.8% is proposed.

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

9. Presidential Residence Naming

Marshall Meek, President of Washburn Alumni Association and Foundation, shared it is exciting naming this building, thanks to the generous donations of alumni. Construction is well underway on the presidential residence. During planning stages, the working name was the McVicar House. This project was funded entirely by a small group of anonymous donors. The lead gift exceeded the threshold for naming recognition that Washburn uses to name buildings. This donor prefers not to have recognition and asked for it to be named after the Ross family who have a rich history of deep Washburn ties and are tremendous supporters of the university.

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

10. Plass Building – Audio Visual Equipment

Vice President Luther Lee noted at the March 2023 meeting, the Board approved the renovation of the Plass building to house the move of the Library and Student Success areas. The current project budget includes the purchase and installation of audio-visual equipment.

Vice President Lee stated the university requested a proposal from Cytek Media Systems, a preferred provider of audio-visual equipment. The scope of the equipment includes classrooms, signage, offices, and common spaces. The recommendation is to approve the contract to Cytek Media Systems.

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

11. Capital Projects and Equipment from the Debt Retirement and Construction Fund

Vice President Luther Lee presented this item and shared each year the Board approves the list of smaller capital projects, specifically for facilities, equipment, and technology. A committee reviews the requests and determines how it fits within the strategic framework. They are then ranked and prioritized for funding. The actual award and expenditures come to the Board for approval per usual process.

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

12. Washburn Lee Arena Renovation Project-CMAR

Vice President Luther Lee presented this item and noted Washburn issued an RFP for the Construction Manager at Risk firm for the Lee Arena renovation project. The project would include replacing seating and flooring as well as adding meeting and study spaces. The floor has not been replaced since Lee Arena was built. The university received proposals from four CMAR firms. The firms were ranked based on their experience on similar projects, team members, and the cost of their service. The funding will be split between private funds and university reserves. Washburn recommends Senne Company be awarded the CMAR contract for this project.

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

13. Restroom Renovations

Vice President Luther Lee shared this project is to renovate several restrooms on campus including the Student Recreation and Wellness Center, the Education

Department in Plass north building, and the basement of Garvey Fine Arts Center. The needs for the renovations in each space are different but will benefit from performing the work with the same project team. The university received proposals from two firms and recommends Kelley Construction at a total cost of \$305,050.

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

14. Interior Design – Master Services Agreement

Vice President Luther Lee presented this item. As Washburn pursues improvements across campus, it was determined that selecting an architectural firm to support several interior remodels would provide the best efficiency and value to the university. Proposals were received from five design firms. The top three firms were interviewed and evaluated on team members, experience with similar agreements, ability to manage multiple priorities, and proposed costs.

Vice President Lee noted after the review process; it was determined that selecting two firms would better serve Washburn's needs. The recommendation is to award the interior design master services agreement to HTK and Falk Architects.

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

15. Campus Road Repairs Project Phase III

Vice President Luther Lee noted the university continues to address areas needing road repair across campus and is seeking to repair parts of Durow Drive and Mulvane Street. This is phase three of a multiple road repair project due to costs and disruptions during repairs. This work will be performed this summer and will not overlap with renovations at Lee Arena.

Vice President Lee shared the university issued an RFP to obtain competitive pricing and received bids from three vendors. Meri-crete provided the lowest proposal and can meet the terms and conditions. Funding will be provided by previously approved capital funds. The recommendation is to award the contract in the amount of \$130,500 to Meri-crete.

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

16. Policy to Meet Requirements of Kansas Fairness in Women's Sports Act

Cynthia Holthaus, Chief of Staff, presented this item. In 2023, the Kansas legislature passed the Kansas Fairness in Women's Sports Act. This policy falls into the compliance category, as the law requires us to have a policy addressing

participation in athletic events and intramurals. The proposed language puts into writing our current practice.

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

17. Resolution Declaring an Intent for Washburn University to Issue Revenue Bonds

Vice President Luther Lee presented this item. This proposal gives the university authority to secure bond financing up to \$15,000,000. This is the same process we used for the Law School and the Indoor Athletic facility.

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

C. Discussion Item(s)

1. Henderson Renovation Update

Vice President Luther Lee introduced Eric Just, Assistant Vice President of Facilities Services. Mr. Lee provided the Board with an update on the Henderson Renovation project and first thanked David Sollars, Kelly Erby and Laura Stephenson for their contributions.

Mr. Just noted in December 2021, the Board approved a renovation of Henderson Resource Center. The total project budget was \$35 million. Due to inflation and the additional meeting spaces added, the university anticipates a \$5 million increase or 15% of the original budget. The Board recently approved the hire of the architects GastingerWalker, and the construction manager at risk, McGownGordon. They have begun their pre-construction services which include designs, cost estimates, project scheduling and phase planning.

Mr. Just shared conceptual floor plans of the renovation. In addition to those spaces, they will upgrade HVAC and restrooms which is about 25-30% of the total cost. All academic units will stay, ITS will be moving out and the College of Arts and Sciences Dean's suite will be moving there.

The completion of the renovation will depend on whether it is done in phases or if it is vacated and remodeled. If vacated, they estimate 15-18 months for completion.

D. Information Item(s)

1. Quarterly Financial Analysis

Chair Buhler noted the next Board meeting will be held on May 2, 2024.

V. Executive Session

Chair Buhler moved the Board recess for an executive session for 20 minutes after a 5-minute recess to clear the room. The subject of this executive session will be to discuss situations involving one or more Washburn employees and to protect the privacy of the employee or employees involved. Regent Nave seconded the motion. Motion passed.

The meeting moved into executive session at 4:33 p.m. and ended at 4:53 p.m.

The meeting was reconvened at 4:53 p.m. Regent Sourk moved the meeting to be adjourned and was seconded by Regent Dicus. The meeting adjourned at 4:54 p.m.

Cynthia Holthaus
Assistant Secretary, Board of Regents

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval –February 2024

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of February 2024.

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		Total Claims
Fund #	Fund Name	
1.	General Fund	\$3,342,914
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	647,938
4.	Endowment Fund	-0-
5.	Student Loan Fund	-0-
7.	Tort Claim Fund	1,500
8.	Restricted and Agency Fund	367,965
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	18,641
	Sub-Total	4,378,958
	Payroll	3,495,176
	Payroll Withholding ACH Transactions	3,349,893
	Total	\$11,224,027

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$228,271
3.	Building and Construction Fund	-0-
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	4,856
13.	Government and Research Fund	64,773
	Sub-Total	297,900
	Payroll	412,807
	Payroll Withholding ACH Transactions	232,844
	Total	\$943,551

Washburn University Board of Regents

SUBJECT: Liquidated Claims Approval –March 2024

DESCRIPTION: Listed below is a summary by fund of all claims processed during the month of March 2024.

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		Total Claims
Fund #	Fund Name	
1.	General Fund	\$3,044,925
2.	Debt Retirement & Construction Fund	-0-
3.	Building and Construction Fund	1,003,810
4.	Endowment Fund	-0-
5.	Student Loan Fund	1,700
7.	Tort Claim Fund	-0-
8.	Restricted and Agency Fund	704,497
9.	Plant Fund	-0-
10.	Smoothing Fund	-0-
12.	Capital Improvement	-0-
13.	Government and Research Fund	31,650
	Sub-Total	4,786,582
	Payroll	3,436,401
	Payroll Withholding ACH Transactions	2,840,964
	Total	\$11,063,947

WASHBURN INSTITUTE OF TECHNOLOGY		
1.	General Fund	\$245,501
3.	Building and Construction Fund	89,581
5.	Student Loan Fund	-0-
8.	Restricted and Agency Fund	6,619
13.	Government and Research Fund	21,489
	Sub-Total	363,190
	Payroll	418,320
	Payroll Withholding ACH Transactions	144,095
	Total	\$925,605

Washburn University Board of Regents

SUBJECT: Washburn University Policies, Regulations, and Procedures Manual- Section P.
Trademark & Licensing

DESCRIPTION:

Washburn University is committed to being a good partner to grow our community and has made that commitment one of our Thriving Together strategic framework priorities. The projects and initiatives that support good partnerships include telling Washburn's story and promoting Washburn to develop a thriving college town environment. It is important that we maintain a strong brand to be recognizable in our community. We are undergoing a rebranding process and part of that process includes reviewing our policies and regulations that govern our trademark and licensing practices. The proposed policy amendments reflect our regular practice of streamlining policy language and removing language that is repeated in regulations. The related regulations will also be reviewed and revised to ensure our trademarks and brand are most effectively utilized in furtherance of our strategic framework.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve amendments to Section P. Trademark & Licensing of the Washburn University Policies, Regulations, and Procedures Manual.

WUPRPM. Board Policies
P. Trademark Licensing
Revision Date: May 2, 2024

P. Trademark Licensing

1. Purpose. This statement sets forth policies regarding the use of the University name and those distinctive letters, words, phrases, logos, or symbols (marks) used to distinguish the University from other organizations.

2. Establishment of Regulations. The University Administration shall establish regulations and procedures for a program for licensing the use of the University marks consistent with Board policies, applicable laws and regulations, and fair and equitable practices.

~~**3. Licensing Program Design.** The licensing program shall be designed to:~~

- ~~• Ensure the University marks are used appropriately, consistently, with high quality reproduction, and to avoid misrepresentation of the University;~~
- ~~• Allow the University to share in the benefits derived from the commercial use of its identifying marks;~~
- ~~• Establish a cooperative relationship with licensees to assist in the further development of a market of officially licensed products of the University; and,~~
- ~~• Promote a relationship by which both the University and its licensees will benefit.~~

~~**4. Licensing Program Management.** The University shall contract with a marketing company specializing in the collegiate marketplace to manage the daily administrative activities.~~

~~**5. Use Restriction.** The licensing regulations shall require the names and marks of the University be used only on products of such a nature as to reflect positively on the image of the University. Examples of impermissible use of the names and marks of the University include, but are not limited to:~~

- ~~• The promotion of alcoholic beverages, tobacco, illegal drug products or products or services deemed to be of questionable moral value; and,~~
- ~~• Any manner which may be perceived as University endorsement of political candidates, political parties, or religious beliefs or organizations or beliefs.~~

Washburn University Board of Regents

SUBJECT: Eminentes Universitatis

DESCRIPTION:

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

Linda Griffin, Application Analyst, has served Washburn University for over 36 years. Ms. Griffin joined Washburn in 1988 and was initially tasked with data entry in the legacy IBM System 38 and AS400 systems. While working with the AS400 systems, Washburn became one of the first to implement tele-registration for students. Over the years, Ms. Griffin has held several positions in ITS including Data Equipment Operator, User Support Specialist, Systems Specialist, Administrative Business Analyst, and Application Analyst. She was instrumental in the immense effort of converting from the homegrown AS400 system to the current Banner ERP system and provided support and guidance for various departments of the University as technology evolved and new systems were implemented. Most recently, Ms. Griffin provided technology support for critical business processes such as processing payroll and budget planning. Ms. Griffin will retire on June 30, 2024.

Debra Schrock joined the staff at Washburn Law on July 20, 1998, as the Managing Director of Administration for the Law Clinic (previously titled Washburn Law Clinic Coordinator). She is responsible for the day-to-day operations of the Law Clinic and has played a significant part in creating the Swearing-In Ceremony held for clinic interns. Ms. Schrock received her A.A. from Washburn University with a focus on Legal Studies. She participated in the Leadership Washburn program in 2012-2013 and earned a Service Award in 2020 for her commitment to serving students and members of our community. For the academic year 2023-2024, she received the William O. Douglas Staff Member of the Year award. This award is voted on by the 3L class, and it honors those who motivate, challenge, and inspire excellence in students. Ms. Schrock has assisted with mentoring over 1,250 law students. She will retire July 5, 2024.

Debra “Debbie” Vinning began her service at Washburn University as an Account Clerk I in the Business Office on July 20, 1981. She was promoted to an Accounting Clerk II and then moved to the Vice President for Administration and Treasurer office in 1985. She has held many roles within this Unit, beginning with Secretary III and later promoted to Administrative Secretary. Duties have been modified over these many years and her titles have included Office Specialist, Administrative Specialist, and her current title as Budget Assistant. Ms. Vinning has demonstrated exceptional dedication, attention to detail and contributions to our institution. She has served on numerous committees during her 42 years of service including United Way, Faculty/Staff Annual Giving, Data Bods, and Staff Council. Ms. Vinning will retire on May 10, 2024.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Mazachek recommends the Board of Regents bestow the status of “Eminentes Universitatis” to Linda Griffin, Debra Schrock, and Debra Vinning.

Washburn University Board of Regents

SUBJECT: Emeriti

DESCRIPTION:

Designate Dr. James E. (Jim) Smith as Professor Emeritus (posthumously).

Dr. James E. (Jim) Smith joined the faculty of the Department of Social Work at Washburn University in 2008. Jim earned a Bachelor of Arts in sociology from Hampton Institute, a Master of Social Work from Virginia Commonwealth University, a Master of Public Administration from University of La Verne, and a Ph.D. from Kansas State University. Dr. Smith retired as a U.S. Army Lt. Col. in 2003 after serving both active duty and reserve posts. Prior to joining the faculty at Washburn, Dr. Smith was a faculty member at the University of Wyoming. Known around campus for his love of airplanes and cowboy hats, he was a licensed specialist clinical social worker in Kansas, Wyoming, and North Carolina. He served on the board of directors for Valeo Behavioral Health in Topeka and many other organizations throughout his lifetime. He was the recipient of many awards during his military and social work careers and was a dedicated educator, advisor, clinical supervisor, mentor, and friend. Dr. Smith was Professor of Social Work at the time of his passing in February 2024.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

President JuliAnn Mazachek recommends Board of Regents designate Dr. James E. (Jim) Smith as Professor Emeritus.

Washburn University Board of Regents

SUBJECT: New Program: Bachelor of General Studies (BGS)

DESCRIPTION:

The proposed Bachelor of General Studies is designed to encourage students to complete a four-year degree at Washburn. There are many students who began a major program of study and then stopped out due to finances, complicated life circumstances, or because they could not pass a particular course or series of courses required for their major. In Shawnee County alone, there are 38,000 individuals who have earned some college credit but not a completed degree. These students are likely to have accumulated debt without having secured the financial and developmental benefits afforded to college graduates.

This program offers a straightforward path to timely graduation by 1) optimizing the number of electives to accommodate earned college credits that may not easily apply to another degree program and 2) providing a flexible curriculum that may be completed in person, online, or through a combination of in-person and online classes. This is a non-traditional degree that also allows greater freedom of course selection than is available in traditional major programs. Students will need to complete core university graduation requirements common to all baccalaureate degrees, including 120 total credit hours; general education requirements; 60 credit hours earned from a four-year institution; 45 credit hours of upper-division credit; residency requirements; and a minimum GPA of 2.0. Students pursuing this degree will also be required to complete an upper-division English composition course in addition to the two composition courses included as part of general education.

Admission to the General Studies program requires a minimum of 45 credit hours of college coursework earned after high school graduation and acceptance by the program coordinator. The to-be-appointed program coordinator will ensure students pursue a more traditional degree when appropriate and will consult annually with advisors in other academic units to stay abreast of requirements or other academic degree programs.

The program learning objectives will be regularly assessed using artifacts students create in an upper division composition course, similar to how the critical/creative thinking and written communication university student learning outcomes are currently assessed. This approach to assessment supports the flexible design of the degree and the population of students this degree is intended to serve. Assessing through a portfolio, for example, would not be equitable for students with large gaps in their educational career who might not have access to previous academic work. Likewise, requiring a capstone for every student may not accommodate specific needs and circumstances.

The Bachelor of General Studies degree will enable Washburn to more effectively recruit a distinct subset of returning and transfer students because it offers a straightforward roadmap to degree completion, supporting Washburn's mission to create educational pathways to success for everyone. It will also allow Washburn to compete with other universities who offer a similar

non-traditional degree option. The addition of this degree will benefit our community by increasing the number of residents who have college degrees and thereby supporting workforce development, increased income and employment opportunities, civic engagement, innovation, and entrepreneurship.

Market research indicates demand for this program in our community and region (e.g., 38,000 individuals who have earned some college credit but not a completed degree in Shawnee County), and so implementation is likely to result in new revenue. Other public institutions in the region are already offering completion programs with similar flexibility. This addition to Washburn's catalog will enable us to be more competitive in recruiting and graduating adult learners. The degree will be coordinated by the College of Arts and Sciences Deans Office. If the program grows considerably, an additional CAS academic advisor might be necessary, and would be justified by the increased revenue generated. No new classes or staff positions are anticipated because of this program addition.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Bachelor of General Studies program.

Washburn University Board of Regents

SUBJECT: New Program: Associate of Applied Science, Skilled Trades

DESCRIPTION:

The proposed Associated of Applied Science in Skilled Trades program requires course work at both Washburn Tech and Washburn University. Once completion of an approved certificate is earned at Washburn Tech, students can continue at Washburn University to earn an Associate of Applied Science degree by completing general education requirements. The degree maintains a reasonable number of credit hours and keeps the degree in line with those offered at other institutions.

Current demand exists for these programs and is expected to continue to grow. Students completing eligible certificates at Washburn Tech can begin this AAS degree program within 6 years of graduation. There are currently 52 students enrolled in the WU/ Washburn Tech articulation degree programs.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Associate of Applied Science/ Skilled Trades program.

Washburn University Board of Regents

SUBJECT: New Program: Associate of Applied Science, Family & Human Services – Early Childhood Professional

DESCRIPTION:

The proposed Associate of Applied Science in Family & Human Services – Early Childhood Professional program is designed specifically for Washburn Tech students. For those who have taken the Early Childhood Education Certificate, this program provides a pathway for completing an Associate degree.

This Associate of Applied Science degree will better meet the needs of the Washburn Tech students, as it allows them to complete the degree in 60 hours (whereas the Associate of Arts pathway would require over 70 hours). A proposal to inactivate the Associate of Arts pathway has also been submitted for consideration.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the addition of the Associate of Applied Science/Family & Human Services – Early Childhood Professional program.

Washburn University Board of Regents

SUBJECT: Inactivation of the Associate of Arts, Family & Human Services – Early Childhood Professional

DESCRIPTION:

The Associate of Arts, Family & Human Services – Early Childhood Professional is no longer the preferred degree path because of the new Associate of Applied Science, Family & Human Services – Early Childhood Professional program.

This Associate of Applied Science degree will better meet the needs of the Washburn Tech students, as it allows them to complete the degree in 60 hours (whereas the Associate of Arts pathway would require over 70 hours).

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the inactivation of the Associate of Arts, Family & Human Services – Early Childhood Professional.

Washburn University Board of Regents

SUBJECT: Inactivation of the Bachelor of Arts and Bachelor of Science, Mathematics
Secondary Education: Advanced Mathematics 6-12

DESCRIPTION:

This proposal requests to inactivate the Bachelor of Arts and Bachelor of Science, Mathematics Secondary Education: Advanced Mathematics 6-12 programs. The Department of Mathematics has been offering three degree options under this program: Bachelor of Arts, Bachelor of Science, and Bachelor of Education. The Math and Education courses were identical in all three degrees to satisfy state requirements. With the additional degree requirements for the Bachelor of Arts and Bachelor of Science, this will push these two programs well over 120 credit hours, even with the new reduced-credit General Education requirements. Because of this, the Department of Mathematics has decided to inactivate the Bachelor of Arts and Bachelor of Science programs and offer only the Bachelor of Education in Advanced Mathematics 6-12.

FINANCIAL IMPLICATIONS:

No additional costs are anticipated.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the inactivation of the Bachelor of Arts and Bachelor of Science, Mathematics Secondary Education: Advanced Mathematics 6-12.

Washburn University Board of Regents

SUBJECT: D2L - Brightspace LMS Contract Renewal

DESCRIPTION:

Washburn University requests approval to renew our contract with Desire2Learn (D2L) for an additional 5 years. Brightspace learning management system (LMS) provides powerful online tools for students, faculty, staff, and administration to thrive and succeed in creating the best educational experience possible.

Year 1 \$144,015
Year 2 \$148,336
Year 3 \$152,786
Year 4 \$157,370
Year 5 \$162,091

This purchase will be awarded to Desire2Learn utilizing a previously bid Education and Institutional Cooperative Services (E&I) contract.

FINANCIAL IMPLICATIONS:

An expenditure of \$144,015 from FY2025 Information Technology Services general budget. The total amount for the contract will be \$764,598 for five years.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the contract for \$764,598 for D2L – Brightspace, and expenditure for the first year of \$144,015.

Washburn University Board of Regents

SUBJECT: Intelligent Learning Platform Renewal

DESCRIPTION:

Intelligent Learning Platform (ILP) provides the integration between the student information system (Banner) and learning management system (Desire2Learn). The connection provides real-time data for new or changed courses, grades, student enrollments and faculty assignments. Grade data can also be transferred from D2L to Banner for final posting.

FINANCIAL IMPLICATIONS:

Ellucian provided the quote for a five-year term of \$187,338 for services. Funds are available in the ITS operating budget to cover these ongoing annual costs.

Year 1: \$33,903
Year 2: \$35,599
Year 3: \$37,379
Year 4: \$39,247
Year 5: \$41,210

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve a five-year renewal with Ellucian for \$187,338.

Washburn University Board of Regents

SUBJECT: EAB Strategic Advisory Services contract renewal

DESCRIPTION:

In 2019, Washburn University began a five-year membership with EAB Global Research Partnership. Now called EAB Strategic Advisory Services, this membership provides access to the full scope of EAB services and research. The services include leadership and staff roundtable sessions, best practice research, forecasting tools, strategic initiative support, and onsite services by their experts. The research resources cover all relevant higher education topics from business and administration to enrollment management to student experience and success. This includes access to EAB's current research bank as well as specific requests for in-depth research on a particular topic.

Washburn received a renewal offer for five years at a flat rate if we renew in advance of our current agreement expiration on June 30, 2025. This offer saves about \$60,000 over the term of the agreement versus waiting to renew using their standard renewal terms that include an acceleration over the term of the agreement. These services provide a highly valuable support system and set of tools that enable Washburn to effectively and nimbly do our best work in fulfilling our mission.

FINANCIAL IMPLICATIONS:

A five-year agreement for a total of \$517,500, with a flat rate of \$103,500 paid each year. This will be paid from the general fund.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve renewal of the agreement with EAB Strategic Advisory Services for five years with a total cost of \$517,500 and the first payment of \$103,500.

Washburn University Board of Regents

SUBJECT: Washburn Tech East 2nd Floor Buildout

DESCRIPTION:

The Washburn Tech East campus was opened in 2019. At the time of opening, only the main, first floor of the building was fully finished, leaving the second floor as a shell space for future growth of the programs offered on that campus.

Due to increased demand of programs provided by Washburn Tech, Washburn, with the Topeka Joint Economic Development Organization, intends to buildout the second floor of the Tech East campus building. The new space will include four classrooms, a student lounge, a conference room, and required facilities such as restrooms.

Washburn Tech received additional funding from the State of Kansas in FY24 that allows us to pursue this project. HTK Architects performed the original design of the Tech East campus, including a partial design of the second-floor space. Washburn re-engaged HTK to complete the design and construction documents.

The University published a Request for Proposal in April 2024. Bids were received from two contractors as follows:

<u>Contractor</u>	<u>Location</u>	<u>Bid Amount</u>
Kelley Construction	Topeka, KS	\$ 945,700
Mohan Construction	Topeka, KS	\$1,088,050

The proposals were reviewed, and Kelley Construction is recommended for this project.

FINANCIAL IMPLICATIONS:

Funding for this work is provided by the State Technical Colleges Capital Outlay Program. The total project is estimated at \$1,200,000, and includes the construction, design services, furniture, soft costs, and contingency.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the award of a contract to Kelley Construction for the Tech East 2nd Floor Buildout at a cost of \$945,700.

Washburn University Board of Regents

SUBJECT: Petro Women's Locker Room Renovation

DESCRIPTION:

After the completion of the Softball Locker Room at Gahnstrom Field, the Softball team vacated the Women's locker room in Petro which was shared by Softball, Soccer, and Volleyball. Washburn desires to perform renovations in the Petro Women's Locker Room to provide dedicated locker room space for Women's Soccer and Volleyball.

Athletics and Facilities worked through potential solutions to create individual spaces, providing lockers, restrooms, and a small team gathering space for each sport. Facilities then engaged Falk Architect under their Master Service Agreement to perform design services for the renovation.

Due to the proximity and similarity of work required for this renovation as it relates to the upcoming Arena Renovation, the University intends to issue this work as a change order to the Construction Manager at Risk (CMAR) agreement with Senne Company. Washburn has favorable fee rates established with Senne and plans to utilize project supervision that is already committed to the Lee Arena Project.

Washburn intends to have this renovation completed by the time the Fall 2024 season begins.

FINANCIAL IMPLICATIONS:

Funding for this work is provided by private funds. The total project is estimated at \$200,000, and includes the construction, design services, furniture, soft costs, and contingency.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the award of a change order to Senne Company for the Women's Locker Room Renovation under their Arena Renovation CMAR contract.

Washburn University Board of Regents

SUBJECT: Petro/Whiting Building Automation System Upgrade

DESCRIPTION:

The University is seeking to upgrade the Building Automation System (BAS) in the Petro/Whiting Building, which is part of the FY25 Capital funding plan approved at the March 21, 2024 Board meeting.

This work is a continuation of BAS upgrades in all buildings on campus due to un-supported existing software that controls our existing HVAC systems. The existing systems have an obsolete infrastructure with discontinued parts that cannot be repaired. The new system is a Trane BAS system that will communicate with our existing campus wide Trane system for better control of the exhaust system and HVAC requirements of this building.

Facilities Services currently operates two building automation systems on campus: Honeywell and Trane. In recent years, Facilities have been upgrading buildings to the Trane system for several reasons, including the efficiency of operating one system and the availability of replacement parts and service. Facilities coordinated with Purchasing to qualify Trane as the sole source vendor for this work.

<u>VENDOR</u>	<u>PRICE</u>	<u>LOCATION</u>
Trane	\$200,140	Lenexa, KS

FINANCIAL IMPLICATIONS:

Project to be funded with previously approved capital funds, for an expenditure of \$200,140.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the upgrade of the BAS system in the Petro/Whiting building at a total cost of \$200,140 to Trane.

Washburn University Board of Regents

SUBJECT: Fiber-Optic Backbone Infrastructure

DESCRIPTION:

The University is seeking to install a new fiber-optic backbone to serve the entire Washburn main campus, as approved in the FY25 capital funding plan at the March 21, 2024 Board of Regents meeting. A new fiber-optic backbone will provide a network to carry TCP/IP network service to all parts of campus and all principal buildings and secondary buildings. The backbone will be designed to survive a cut of one segment without any loss of service.

Washburn engaged ConvergeOne, a comprehensive telecommunications and data design company, to provide design and construction documents for this project. The project was broken down into three phases to allow for capital funding to support the total project.

ConvergeOne produced construction drawings and specifications that Washburn utilized in a Request for Proposal published in March 2024. Bids were received from two contractors as follows.

<u>Contractor</u>	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Location</u>
Torgeson Electric	\$400,000	\$580,000	\$256,000	Topeka, KS
AllTech	\$549,000	\$799,900	\$367,000	Topeka, KS

This project will be done in phases and completed over 3 years.

FINANCIAL IMPLICATIONS:

Funding for this work will be provided by capital funds, with the initial expenditure of \$400,000.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the award of a contract to Torgeson Electric for Fiber Backbone Infrastructure contract with a Phase I cost of \$400,000.

Washburn University Board of Regents

SUBJECT: TouchNet Renewal

DESCRIPTION:

Touchnet provides payment services including a payment gateway for student tuition payments supporting Credit, Debit, and ACH transactions. It also provides eBill, eRefund, and payment plan options. Annual maintenance costs are associated with these products. Additionally, they provide hosting services for these capabilities as well as an online Marketplace product for campus merchants to accept payments via a virtual Washburn mall. Touchnet has been doing an excellent job providing these services for many years. The recent addition of the Marketplace product pushed the total amount above the threshold that now requires Board approval.

FINANCIAL IMPLICATIONS:

Touchnet provided the quote for \$152,860 for services of one year. Funds are available in the ITS operating budget to cover these ongoing annual costs.

RECOMMENDATION:

President Mazachek recommends the Board of Regents approve the payment of \$152,860 to TouchNet.

**Washburn University, Washburn Institute of Technology,
Residential Living, and Business and Auxiliary Services
Operating Funds
Combined Statements of Revenues and Expenditures
For the nine months ended March 31, 2024 and 2023**

	FY 2023-24		Year-to-Date Actual	FY 2022-23	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
Revenues:					
Tuition and fees	\$ 53,380,526	44.6%	\$ 53,063,021	\$ 47,729,261	11.18%
Sales tax	26,600,000	22.2%	18,503,404	19,042,032	-2.83%
State appropriations	23,518,237	19.6%	25,423,151	21,942,813	15.86%
Residential Living	4,583,259	3.8%	4,758,571	4,062,709	17.13%
KTWU	2,621,992	2.2%	1,616,220	1,827,202	-11.55%
Interest income	2,082,000	1.7%	2,845,105	1,558,506	82.55%
Business and Auxiliary Services	3,713,500	3.1%	3,088,671	2,752,559	12.21%
Other	3,198,963	2.7%	625,846	641,842	-2.49%
Total revenues	119,698,477	100.0%	109,923,989	99,556,924	10.41%
Expenditures:					
Salaries, wages and benefits	80,118,272	66.9%	60,661,494	54,465,352	11.38%
Scholarships	10,117,676	8.5%	9,682,165	6,686,197	44.81%
Debt service	2,252,197	1.9%	1,689,148	1,142,809	47.81%
Utilities	3,442,102	2.9%	2,305,643	2,306,891	-0.05%
Supplies and materials	3,291,322	2.7%	2,481,966	2,159,632	14.93%
Professional services	3,409,878	2.8%	3,128,938	2,995,724	4.45%
Computer hardware, software and maint.	2,472,217	2.1%	2,280,453	2,296,243	-0.69%
Travel	1,731,483	1.4%	1,036,773	948,342	9.32%
Memberships and subscriptions	1,491,867	1.2%	1,964,486	1,749,373	12.30%
Other	11,371,463	9.5%	6,734,171	5,382,465	25.11%
Total expenditures	119,698,477	100.0%	91,965,237	80,133,028	14.77%
Change in Net Position	\$ -		\$ 17,958,752	\$ 19,423,896	-7.54%

Washburn University
General Fund
Statements of Revenues and Expenditures
For the nine months ended March 31, 2024 and 2023

	FY 2023-24		Year-to-Date Actual	FY 2022-23		% change from prior year
	Budget			Year-to-Date		
	Amount	% of Total		Actual		
Revenues:						
Tuition and fees	\$ 49,085,012	51.0%	\$ 49,770,261	\$ 44,473,495		11.91%
Sales tax	26,600,000	27.6%	18,503,404	19,042,032		-2.83%
State appropriations	14,000,000	14.5%	14,000,000	14,000,000		0.00%
KTWU	2,621,992	4.2%	1,616,220	1,827,202		-11.55%
Interest income	1,750,000	0.4%	2,163,771	1,226,568		-100.00%
Other	2,259,508	2.3%	462,563	491,651		-5.92%
Total revenues	96,316,512	100.0%	86,516,219	81,060,948		6.73%
Expenditures:						
Salaries, wages and benefits	68,288,937	70.9%	52,693,236	47,338,993		11.31%
Scholarships	9,465,107	9.8%	9,174,044	6,373,356		43.94%
Professional services	3,192,638	3.3%	2,954,999	2,801,534		5.48%
Utilities	2,051,132	2.1%	1,461,059	1,420,510		2.85%
Supplies and materials	2,032,142	2.1%	1,606,102	1,298,157		23.72%
Computer hardware, software and maint.	2,179,206	2.3%	2,138,685	2,166,995		-1.31%
Travel	1,644,608	1.7%	1,013,310	928,774		9.10%
Memberships and subscriptions	1,491,867	1.5%	1,964,486	1,749,373		12.30%
Other	5,970,875	6.2%	3,647,517	2,489,726		46.50%
Total expenditures	96,316,512	100.0%	76,653,438	66,567,418		12.34%
Change in Net Position	\$ -		\$ 9,862,781	\$ 14,493,530		-31.95%

**Washburn Institute of Technology
General Fund
Statements of Revenues and Expenditures
For the nine months ended March 31, 2024 and 2023**

	FY 2023-24		Year-to-Date Actual	FY 2022-23		% change from prior year
	Budget			Year-to-Date Actual	Year-to-Date Actual	
	Amount	% of Total				
Revenues:						
Tuition and fees	\$ 4,295,514	28.5%	\$ 3,292,760	\$ 3,255,766	1.14%	
State appropriations	9,518,237	63.1%	11,423,151	7,942,813	43.82%	
Interest income	332,000	63.1%	681,334	331,938	105.26%	
Other	939,455	8.4%	163,283	150,191	8.72%	
Total revenues	15,085,206	100.0%	15,560,528	11,680,708	33.22%	
Expenditures:						
Salaries, wages and benefits	10,110,228	67.0%	6,715,943	6,054,081	10.93%	
Supplies and materials	1,109,250	7.4%	787,993	795,451	-0.94%	
Utilities	558,229	3.7%	343,222	391,292	-12.28%	
Scholarships	340,500	0.0%	176,155	-	0.00%	
Professional services	217,240	1.4%	173,939	194,190	-10.43%	
Repair and maintenance	178,850	1.2%	135,092	129,177	4.58%	
Computer hardware, software and maint.	205,676	1.4%	70,339	54,816	28.32%	
Space and equipment rental	100,475	0.7%	88,137	134,374	-34.41%	
Insurance premiums	205,000	1.4%	22,476	105,000	-78.59%	
Travel	86,875	0.6%	23,463	19,568	19.90%	
Other	1,972,883	15.3%	484,306	302,491	60.11%	
Total expenditures	15,085,206	100.0%	9,021,065	8,180,440	10.28%	
Change in Net Position	\$ -		\$ 6,539,463	\$ 3,500,268	86.83%	

Washburn University
Residential Living
Statements of Revenues and Expenditures
For the nine months ended March 31, 2024 and 2023

	FY 2023-24		Year-to-Date Actual	FY 2022-23		% change from prior year	
	Budget			Year-to-Date Actual	Year-to-Date Actual		
	Amount	% of Total					
Revenues:							
Room rental	\$ 4,412,779	96.3%	\$ 4,606,615	\$ 3,991,574		15.41%	
Other	170,480	3.7%	151,956	71,135		113.62%	
Total revenues	4,583,259	100.0%	4,758,571	4,062,709		17.13%	
Expenditures:							
Debt service	1,950,320	42.6%	1,462,740	1,036,326		41.15%	
Utilities	569,868	12.4%	335,589	333,988		0.48%	
Salaries, wages and benefits	676,221	14.8%	552,121	428,443		28.87%	
Repair and maintenance	179,339	3.9%	355,439	386,350		-8.00%	
Scholarships	312,069	6.8%	331,966	312,841		6.11%	
Insurance	70,270	1.5%	-	-		0%	
Supplies and materials	105,370	2.3%	55,351	39,766		39.19%	
Other	719,802	15.7%	40,746	95,148		-57.18%	
Total expenditures	4,583,259	100.0%	3,133,952	2,632,862		19.03%	
Change in Net Position	\$ -		\$ 1,624,619	\$ 1,429,847		13.62%	

Washburn University
Business and Auxiliary Services
(Memorial Union, Ichabod Shop, Dining, and Vending)
Statements of Revenues and Expenditures
For the nine months ended March 31, 2024 and 2023

	FY 2023-24		Year-to-Date Actual	FY 2022-23	% change from prior year
	Budget			Year-to-Date	
	Amount	% of Total		Actual	
Revenues:					
Ichabod Shop	\$ 2,238,000	60.3%	\$ 1,964,675	\$ 1,863,524	5.43%
Dining Services	414,000	11.1%	301,987	217,610	38.77%
Internal Operating Transfer	950,000	11.1%	712,500	570,000	25.00%
Union Operations	111,500	3.0%	109,509	101,425	7.97%
Total revenues	3,713,500	100.0%	3,088,671	2,752,559	12.21%
Expenditures:					
Cost of goods sold	1,548,285	41.7%	1,587,337	1,402,041	13.22%
Salaries, wages and benefits	1,042,886	28.1%	700,194	643,835	8.75%
Debt service	301,877	8.1%	226,408	106,483	112.62%
Utilities	262,873	7.1%	165,773	161,101	2.90%
Repair and maintenance	156,909	4.2%	159,280	118,582	34.32%
Computer hardware, software and maint.	87,335	2.4%	71,429	74,432	-4.03%
Supplies and materials	44,560	1.2%	32,520	26,258	23.85%
Other	268,775	7.2%	213,841	219,576	-2.61%
Total expenditures	3,713,500	100.0%	3,156,782	2,752,308	14.70%
Change in Net Position	\$ -		\$ (68,111)	\$ 251	0.00%