Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
President Dr. Amy Morrison

Board Chair Update Bob Malte

Trustees Activities Update Trustees

Foundation Liaison Update Laura Wildfong

Financial Summary Bruce Riveland

Federation of Teachers Greg Bem

Federation of Classified Staff Heidi Davis

Administration Executive Cabinet

**Action Items**

| Item 1095: Board Goals for 2021-2022 | Bob Malte |
| Item 1096, Resolution 131: Recognition of Anne Hamilton | Bob Malte |
| Item 1097: Transforming Lives Nomination | Dr. Ruby Hayden, Leslie Shattuck |
| Item 1098: Updated Board Meeting Date | Dr. Amy Morrison |
| Item 1099: COVID Policy | Dr. Ruby Hayden |
| Item 1100: COVID Policy | Meena Park |
| Item 1101: Vaccine Incentive Day | Meena Park |

**Executive Session**

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110, which may include:

1. To evaluate the performance of a public employee(s)
2. To discuss with legal counsel representing the agency litigation matters
3. To discuss and consider real estate acquisition
4. To plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or review the proposals made in the negotiations or proceedings while in progress.

Action from the Executive Session may be taken in Regular Session, if necessary, as a result of items discussed in the Executive Session.

**Adjournment**
The retreat session was called to order at 3:10 p.m.

Chair Hamilton called the roll; all trustees were present. Trustee Jones announced that she is retiring from the Board of Trustees. The Board and President Morrison offered their sincere gratitude for Trustee Jones’ service and best wishes for future goals. Chair Hamilton also reminded the Board that this meeting is the last meeting for Trustee Mitsunaga, who is also retiring from the Board today at the end of his eleven-year tenure on the Board.

Discussion ensued regarding the newly open position for a Labor trustee.

Chair Hamilton opened the discussion on the Board evaluations. The trustees agreed their focus was on areas of improvement, reviewing each area of the evaluations with this focus in mind. Trustee Malte asked about potential future conversations about forward-thinking planning on courses and programs; President Morrison agreed, and also responded that discussions related to new programs were ongoing. Additionally, trustees raised concerns that they had been less engaged with the legislature or with advocacy than they might have been, although they also acknowledged that COVID restrictions impacted this significantly. Additional growth in engagement with ACT and other trustee learning opportunities was also identified, as well as interaction with the community. Discussion ensued regarding the college’s response to community needs. Chair Hamilton also called out the need for the trustees to participate in professional development as a group. Trustee Wildfong pointed out the opportunity to engage with ACCT might be a way for the Board to improve in that area.

The Board reviewed their goals for the 2021-2022 year, and updated strategies as relevant. President Morrison clarified that our priorities are the Mission Fulfillment Plan, accreditation, ctcLink work, and navigating the twists and turns with COVID.

President Morrison opened discussion on ACCT membership. The trustees agreed to try membership for a year, and report back next year regarding their impressions related to the effectiveness of membership. Trustee Wildfong agreed to be a liaison on that project if needed.

President Morrison requested feedback from the Trustees regarding particular areas of the college that they’d like to explore in their study sessions this year. Ideas included hearing more about:

- Current BAS programs
- Other BAS programs for future
- COVID impacts (i.e. changes to childcare services, etc.)
- Programs with underserved audiences (ASL, BEDA, etc.)
• Hearing more about our DSJ curriculum
• Reaching out to underserved communities with an EDI perspective
• Reports on disaggregated data
• Understanding failure to persist and discussing outreach for students

President Morrison asked for the Board’s guidance on the Transforming Lives process. Discussion ensued regarding the Transforming Lives Award process and messaging.

Elsa Gossett shared that the new Board of Trustees website has been published and is now live. The website includes some updates related to Board policy chapter one, and we will continue to update the site as new information is available.

President Morrison shared that we will try to hold a Board Retirement celebration this coming December to celebrate longtime trustees Don Mukai and Bruce Reid, and now recently retired trustees Darrell Mitsunaga and Lynette Jones.

Executive Director for Equity, Diversity, and Inclusion (EDI) Robert Britten presented on the new SBCTC EDI allocations and provisos. Discussion ensued regarding funding and training options, and assessment of progress.

Director Copeland presented regarding the results of our Hanover Research DEI survey, including plans to address identified issues, and continued analysis and development of the EDI strategic plan.

President Morrison presented regarding follow-up from the KPD Task Force. President Morrison is recommending that we no longer hire off-duty KPD officers, and use the monies saved to hire a fourth campus security officer. The trustees understood course of action.

The discussion on the Annual EDI Study Focus was tabled until October to allow for additional time.

Vice President Ames presented on plans for fall quarter, including updates for fall quarter program and course delivery.

Vice President Hayden reported on current enrollment trends for fall quarter. VP Hayden also shared regarding the grant we just received that will allow us to hire a full-time counselor in student services.

Director Copeland also shared that we received a brand new IREPO grant for 1.4 million each year that is designed to improve online learning and will allow us to hire several new positions.

CIO Chris McLain shared about LionsLink and the implementation cycle. LWTech is approaching our go-live date this winter, and therefore all college employees are working hard to prepare for the rolling outages to services as go-live approaches.

The retreat adjourned at 5:40 p.m.
The Board of Trustees meeting was called to order at 5:45 p.m.

Chair Hamilton read the LWTech Land Acknowledgment.

Roll Call

Board of Trustees:
Anne Hamilton (Chair) Laura Wildfong
Bob Malte (Vice Chair) Darrell Mitsunaga Derek Edwards

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison Cathy Copeland Elisabeth Sorensen
Dr. Suzanne Ames Chris McLain Meena Park
Dr. Ruby Hayden Leslie Shattuck Elsa Gossett

Associated Student Government (ASG) Student Report:
ASG Representatives submitted a written report (please see attached).

President Morrison shared:
- HR has been incredibly busy as LWTech has hired more than 90 new employees since January 2021.

Discussion ensued regarding the vaccination requirements and exemptions process.

Board Chair: Chair Hamilton had no update.

Trustee Updates: Trustees did not have any updates.

Foundation Update: Trustee Wildfong reported that the Foundation has set up a Save The Date for this year’s Bright Futures Benefit Week on November 1st through 5th. The Benefit Week is a pivot from the on-campus Benefit Breakfast; there will be three days of videos and focused online presentations. The Foundation also did scholarship reviews all summer and is almost ready to hand out almost $100,000 in student scholarships, thanks in large part to the success of last year’s Bright Futures Benefit Week.

Financial Summary: Vice President Riveland provided a written financial report.

Executive Cabinet:
Reports from Executive Cabinet were included in the meeting packet. Trustees did not have any additional questions for Cabinet members.

Actions:
Item 1093: Resolution 130
Trustee Mitsunaga abstained. Trustee Wildfong moved, Trustee Malte seconded. The motion was approved. Chair Hamilton read the Resolution into the record.
Trustee Mitsunaga thanked the Board, President Morrison, and the Executive Cabinet members for a truly collegial Board experience. The trustees and President Morrison offered sincere thanks and well wishes to Trustee Mitsunaga.

**Item 1094: Supplemental Title IX Policy revision**
Trustee Malte moved to approve; Trustee Mitsunaga seconded. The motion was approved.

**Chair Hamilton adjourned the meeting at 6:12 p.m.**

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
It has been rewarding serving as student leaders

Our experience as student leaders is most visible in bringing attention and awareness to the online suggestion box. ASG wanted to hear from the student body to get a sense of what students need and how the student government can help. With these suggestions, ASG was able to start conversations with appropriate faculty, have internal conversations and communicate with the students regarding their concerns. We have adopted some of the goals from last year but are still early in the process of making some of these items a reality. We have been working towards producing a podcast to interview students and faculty. ASG has been working toward expanding Daily Eating Necessities, or DEN, to help students experiencing food insecurity. ASG is committed to providing menstrual products to students in bathrooms. In addition to these projects, we have been serving our fellow students by learning about student government and our individual roles. We have been fostering a strong network with LWTech faculty and have reached out to local community leaders to ensure a supportive and influential environment.

Student Programs Hiring Season

This summer we filled the remaining open spots on the ASG Executive Board. Lauren Korda as the Vice President, and Sruthi Kesiraju as the Records Officer.

Student Program training

September has been and will be dedicated to training. As a team, we are getting to know each other better, learning about student government, brainstorming ideas, solidifying goals, and prioritizing our approach.

Funding Requests

The ASG Executive Board affirmatively voted to direct $16,000 to improve E128 furniture for professional staff and improve student desk spacing and physical distancing for Covid-19 recovery.

Events supported by ASG

- **No Events from summer quarter**

Projects

- Produce Student Voice of LWTech podcast
- Provide menstrual products for students in the bathrooms
- Expand DEN to provide fresh food and nutritious shelf stable options
- Provide an online report of student suggestions and the actions taken by ASG
- Craft a newsletter that will be delivered once a week aimed at informing students of ASG happenings
- Host ASG day, a quarterly event for students to interact with the Executive board

Student Programs Events and Activities

No events or activities from summer quarter

Upcoming Student Programs September Events

September

15, 16  
New Student Orientation  
TRIO, and Disability Student Services  
Online Resources  
Workforce Development and Financial Aid  
Academic Advising

27, 28  
Welcome Back Table

Student Programs Online

LWTech.edu/ASG
LWTech.edu/CampusLife
LWTech.edu/RISE
LWTech.edu/Admissions/Veteran-Services
LWTech.edu/StudentPrograms
Attached are the following financial reports:

1. Statement of Revenue and Expenditures by Fund Source
2. Statement of Revenue and Expenditures and Fund Balance
3. Budget Status – Operating Budget by Fund Source

Summary Report:

- The College is two months into the fiscal year (16%). At this early point, some mild concerns arise as fall quarter enrollments were down approximately 9% from last summer and further below target. Fall Quarter enrollments also are reflecting a downward trend, down approximately 3.7% from the prior year. This will impact tuition collection for the year. At this time, we are monitoring enrollments for Fall Quarter and the status of tuition revenue in September. A large percentage of the initial drop in enrollment are in programs that pay less in enrollment. College may not need to be prepared to react to lower tuition and the impact on the operating budget.

- For year to date, revenues total approximately $5.3 million, down a fraction from the prior year. Expenditures total approximately $5.6 million and are up the prior year. The increase is due to hiring staff as we return to in-person operations.

- For all funds, expenditures exceed revenues by approximately $312,609. For the general and self-supporting funds, expenditures exceed revenues by approximately $213,000. This pattern is common for summer quarter when enrollment is very small.

- As of August 31, the College has a total fund balance for all funds of approximately $8.8 million. As of August 31, the general operating reserve totals approximately $8.7 million. This amount reflects income from federal COVID-19 grant in the amount of $1.5 million which can only be used for Covid related expenses and are earmarked for purposes including more modern information technology infrastructure to support online learning and address a 2020 accreditation recommendation.

- For the general fund budget, expenditures total approximately $4.0 million. Tuition revenue is slightly down from the prior year which reflects the decrease in enrollment.

- For self-supporting fund activities, expenditures total approximately $452,000 while revenues total approximately $581,000. As of August 31, expenditures exceed revenues by approximately $130,000.
## REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
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<td>2,768,261</td>
<td>19,069,512</td>
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<td>149</td>
<td>Tuition</td>
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<tr>
<td>149</td>
<td>Other/Investment</td>
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<td>310,882</td>
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<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
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<td>162,754</td>
<td>(162,754)</td>
<td>14.48%</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,121,170</td>
<td>162,325</td>
<td>958,845</td>
<td>14.48%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>1,192</td>
<td>1,192</td>
<td>(1,192)</td>
<td></td>
</tr>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>110,274</td>
<td>110,274</td>
<td></td>
<td></td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>849,917</td>
<td>59,204</td>
<td>790,713</td>
<td>6.97%</td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>411,326</td>
<td>411,326</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>36,190,907</strong></td>
<td><strong>5,256,637</strong></td>
<td><strong>30,934,270</strong></td>
<td><strong>14.52%</strong></td>
</tr>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>40,000</td>
<td>0</td>
<td>40,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>3,296</td>
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<td>840</td>
<td>Agency</td>
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<td>77,842</td>
<td>(77,842)</td>
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<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>290,000</strong></td>
<td><strong>81,138</strong></td>
<td><strong>208,862</strong></td>
<td><strong>27.98%</strong></td>
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<td></td>
<td><strong>Total Revenues</strong></td>
<td><strong>36,480,907</strong></td>
<td><strong>5,337,775</strong></td>
<td><strong>31,143,132</strong></td>
<td><strong>14.63%</strong></td>
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</table>

*Moved to Fund 148

## EXPENDITURES

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<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
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<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
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<td>4,099,880</td>
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<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
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<td>437,759</td>
<td>3,073,619</td>
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<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>1,331,588</td>
<td>179,210</td>
<td>(179,210)</td>
<td>6.66%</td>
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<td>522</td>
<td>Student Activities</td>
<td>1,121,170</td>
<td>88,680</td>
<td>1,032,490</td>
<td>11.22%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>1,192</td>
<td>1,192</td>
<td></td>
<td></td>
</tr>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>110,274</td>
<td>(248)</td>
<td>110,026</td>
<td></td>
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<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>849,917</td>
<td>90,325</td>
<td>759,592</td>
<td>14.63%</td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>411,326</td>
<td>750,036</td>
<td>(750,036)</td>
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<td><strong>Subtotal</strong></td>
<td><strong>35,895,729</strong></td>
<td><strong>81,138</strong></td>
<td><strong>30,784,591</strong></td>
<td><strong>15.72%</strong></td>
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<td>440</td>
<td>Central Stores</td>
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<td>36,497</td>
<td>8.76%</td>
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<td>1.05%</td>
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<td>840</td>
<td>Agency</td>
<td>0</td>
<td>0</td>
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<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>290,000</strong></td>
<td><strong>6,118</strong></td>
<td><strong>283,882</strong></td>
<td><strong>2.11%</strong></td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>36,185,729</strong></td>
<td><strong>5,650,384</strong></td>
<td><strong>30,535,345</strong></td>
<td><strong>15.61%</strong></td>
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<td></td>
<td><strong>Total Revenue Over(under) Expend</strong></td>
<td><strong>295,178</strong></td>
<td><strong>312,609</strong></td>
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<td></td>
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</table>

*Moved to Fund 148
### LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

**Statement of Revenue and Expenditures and Fund Balance**

**thru month ended August 31, 2021**

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>8/31/2021 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>149 Tuition</td>
<td>173,237 999,917 1,331,619</td>
<td>(158,466)</td>
<td></td>
</tr>
<tr>
<td>Other/Investment</td>
<td>0 0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>173,237 999,917 1,331,619</td>
<td>(158,466)</td>
<td></td>
</tr>
<tr>
<td>148 Local Dedicated Fund</td>
<td>3,042,258 581,385 437,759</td>
<td>3,185,884</td>
<td></td>
</tr>
<tr>
<td>145 Grants &amp; Contracts</td>
<td>4,564,059 234,538 432,121</td>
<td>4,366,476</td>
<td></td>
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<tr>
<td>146 Grants &amp; Contracts</td>
<td>776,693 (71,784) (252,911)</td>
<td>957,820</td>
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</tr>
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<td>522 Student Activities</td>
<td>1,579,160 162,325 88,680</td>
<td>1,652,806</td>
<td></td>
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<tr>
<td>524 Bookstore</td>
<td>375,611 1,192 (1,375)</td>
<td>378,179</td>
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</tr>
<tr>
<td>528 Facilities/Safety</td>
<td>1,037 110,274 (248)</td>
<td>111,559</td>
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<tr>
<td>569 Food Service</td>
<td>338 0 0</td>
<td>338</td>
<td></td>
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<tr>
<td>570 Enterprise Activities</td>
<td>(458,957) 59,204 90,325</td>
<td>(490,078)</td>
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<td><strong>846,849,850 Financial Aid</strong></td>
<td>883,299 411,326 750,036</td>
<td>544,588</td>
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<td><strong>Total Operating</strong></td>
<td>10,936,736 2,488,377 2,876,006</td>
<td>10,549,107</td>
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<td>440 Central Stores</td>
<td>7,710 0 3,503</td>
<td>4,206</td>
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<td>448 Printing/Copying</td>
<td>312,862 3,290 2,615</td>
<td>313,543</td>
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<tr>
<td>840 Agency</td>
<td>34,154 77,842 111,996</td>
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<td><strong>Subtotal</strong></td>
<td>394,725 81,138 6,118</td>
<td>429,745</td>
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<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>11,291,462 5,337,775 5,650,384</td>
<td>10,978,853</td>
<td></td>
</tr>
</tbody>
</table>

| **Total All Operating Funds** | 11,291,462 5,337,775 5,650,384 | 10,978,853 |

| **Total All Funds** | 11,291,462 5,337,775 5,650,384 | 10,978,853 |

- **General Operating Reserve**: 8,794,849, 8,669,463; **% of Operating Budget as of 08/31/2021**: 24.87%
- **General Operating Reserve**: 5,228,121, 15%

Source: BA1203/1204; GA 1332;
<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/incumbere</th>
</tr>
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<tbody>
<tr>
<td>Salaries</td>
<td>$20,055,528</td>
<td>$20,055,528</td>
<td>$2,372,140</td>
<td>$17,500,000</td>
<td>$183,388 99.09%</td>
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<tr>
<td>Benefits</td>
<td>$7,457,179</td>
<td>$7,457,179</td>
<td>$912,364</td>
<td>$6,475,000</td>
<td>$69,815 99.06%</td>
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<tr>
<td>Goods &amp; Services</td>
<td>$3,576,637</td>
<td>$3,576,637</td>
<td>$707,054</td>
<td>$701,973</td>
<td>$2,167,610 39.40%</td>
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<tr>
<td>Equipment</td>
<td>$350,510</td>
<td>$350,510</td>
<td>$49,138</td>
<td>$20,060</td>
<td>$281,313 19.74%</td>
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<tr>
<td>Travel</td>
<td>$71,050</td>
<td>$71,050</td>
<td>$1,243</td>
<td>$14,492</td>
<td>$55,315 22.15%</td>
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<tr>
<td>Grants, Client Services</td>
<td>$801,080</td>
<td>$801,080</td>
<td>$61,784</td>
<td>-</td>
<td>$739,296 7.71%</td>
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<tr>
<td>HS Academy Transfer</td>
<td>(1,758,432)</td>
<td>(1,758,432)</td>
<td>0</td>
<td>-</td>
<td>(1,758,432) 0.00%</td>
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<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(305,659)</td>
<td>(305,659)</td>
<td>(3,844)</td>
<td>-</td>
<td>(301,815) 1.26%</td>
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<td>Total Expenditures</td>
<td>$30,247,893</td>
<td>$30,247,893</td>
<td>$4,099,880</td>
<td>$24,711,525</td>
<td>$1,436,488 95.25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/incumbere</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Allocations</td>
<td>$21,658,724</td>
<td>$21,837,773</td>
<td>$2,768,261</td>
<td>-</td>
<td>$19,069,512 12.68%</td>
</tr>
<tr>
<td>Tuition</td>
<td>$7,756,479</td>
<td>$7,756,479</td>
<td>$999,917</td>
<td>-</td>
<td>$6,756,562 12.89%</td>
</tr>
<tr>
<td>Investment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>310,882</td>
<td>310,882</td>
<td>0</td>
<td>-</td>
<td>310,882 0.00%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$29,726,085</td>
<td>$29,905,134</td>
<td>$3,768,177</td>
<td>-</td>
<td>$26,136,957 12.60%</td>
</tr>
</tbody>
</table>

Revenue Over (Under) Expenditures $ (521,808) $(342,759) $(331,703)
### Self Supporting Fund 148 Expenditure Category

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget to Date</th>
<th>Actual Expended</th>
<th>Projected</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,325,664</td>
<td>$227,184</td>
<td>$1,100,000</td>
<td>(1,520)</td>
<td>100.11%</td>
</tr>
<tr>
<td>Benefits</td>
<td>516,370</td>
<td>80,100</td>
<td>429,000</td>
<td>7,270</td>
<td>98.59%</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>1,666,524</td>
<td>108,293</td>
<td>923,837</td>
<td>634,393</td>
<td>61.93%</td>
</tr>
<tr>
<td>Equipment</td>
<td>19,500</td>
<td>35,885</td>
<td>34,716</td>
<td>(51,102)</td>
<td>362.06%</td>
</tr>
<tr>
<td>Travel</td>
<td>4,300</td>
<td>106</td>
<td>-</td>
<td>4,194</td>
<td>2.47%</td>
</tr>
<tr>
<td>Grant/Client Services</td>
<td>0</td>
<td>190</td>
<td>-</td>
<td>(190)</td>
<td></td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(20,980)</td>
<td>-</td>
<td>-</td>
<td>(20,980)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$3,511,378</td>
<td>$451,759</td>
<td>$2,487,554</td>
<td>$572,065</td>
<td>83.71%</td>
</tr>
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</table>

### Revenue Category

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inst. Program Fees</td>
<td>$1,437,876</td>
<td>$197,410</td>
<td>$1,240,466</td>
<td>13.73%</td>
</tr>
<tr>
<td>Inst. Ancillary Rev.</td>
<td>537,322</td>
<td>53,761</td>
<td>483,561</td>
<td>10.01%</td>
</tr>
<tr>
<td>Testing</td>
<td>25,700</td>
<td>3,820</td>
<td>21,880</td>
<td>14.86%</td>
</tr>
<tr>
<td>Other Fees &amp; Income</td>
<td>2,313,788</td>
<td>326,394</td>
<td>1,987,394</td>
<td>14.11%</td>
</tr>
<tr>
<td>Excess Enrollment Tuition &amp; Fees</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$4,314,686</td>
<td>$581,385</td>
<td>$3,733,301</td>
<td>13.47%</td>
</tr>
</tbody>
</table>

| Total Revenue over Expend.  | $803,308        | $129,626       |           |            |
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 2021
Submitted by: Robert Britten
Department: Equity, Diversity, and Inclusion

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
Robert Britten represented the EDI department during Opening Week, presenting on the LWTech EDI Framework and giving an overview of the guiding principles of EDI at LWTech. Robert, with Dr. Sharon Raz, also presented an all-college session on the new Cultural Humility College-wide Learning Outcome during Opening Week activities.

The EDI team met with Library faculty to approve materials in the Library’s new EDI resource section.

The EDI department completed an initial framework of their EDI Strategic Plan that outlines action steps they are taking over the next several months.

☒ Use data to assess the effectiveness of policies
With assistance from Research and Grants, the Hanover EDI Survey results were launched in Tableau for all-college access.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities
The EDI team strengthened ties to our LWTech community, meeting with new City of Redmond Director of DEI, Cecilia Vazquez, to talk about DEI educational opportunities and partnerships, as well as with the Human Resources Director for Lake Washington School District, Joy Ross, to assist in strengthening partnerships between LWSD and LWTech.

☒ Key conferences and events
The Faculty and Staff of Color Conference (FSOCC) originally scheduled for October 2021 was cancelled, due to COVID complications. However, we have hopes of holding the
conference in 2022 and the FSOCC planning committee continues to meet and plan for future events.

- **Actively participate and engage in community activities**
  The EDI department is involved with the planning committee for FSOCC to facilitate the 2022 conference arrangements.

  Robert also continues to serve on the Equity and Diversity Officers Commission (DEO), the Diversity & Equity in Hiring & Professional Development (DEHPD), as well as task force activities with Formerly Justice Involved Students and Higher Ed in Prisons.

**Other Departmental Activities/Highlights**

We recently hired and onboarded a new EDI Coordinator, Rita Magalhaes, and will look forward to introducing her to the Board at a future Board meeting.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 11, 2021
Submitted by: Elisabeth Sorensen
Department: Foundation

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support

Mark your calendars for the 2021 LWTech Foundation’s Bright Futures Benefit WEEK scheduled for Monday, November 1 through Friday, November 5.

Bright Futures Benefit WEEK is a pivot from our high-energy, on-campus fundraising breakfast event to an online campaign to raise critical funds for student scholarships, program support and the student emergency fund while protecting the health and safety of our community. Bright Futures Benefit WEEK will feature three days of inspiring videos, student and donor testimonials to our large base of business and community leaders and donors/supporters. Supporting our hardworking, highly motivated students with scholarships with tuition, books, equipment and supplies as well as a student emergency fund to assist students with critical funding in crisis situations is particularly important as we continue to navigate the public health crisis.

☒ Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development

The Foundation will purchase two Midmark sterilization units ($11,200) and one digital sensor ($10,000) for LWTech’s Dental Hygiene Program. This equipment is essential to updating the dental hygiene lab.

The Foundation was pleased to fund Breakfast for LWTech employees on Monday and Tuesday of LWTech’s Opening Week.

The Foundation was pleased to purchase 40 books to create an Engineering Lending Library for students in LWTech’s Engineering Transfer Program.
Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

The Foundation hosted the Third Annual Retirees Gathering Luncheon via zoom on Thursday, September 23. The event was attended (virtually) by 15 retirees.

Elisabeth Sorensen and President Morrison attended a memorial service for generous donor Linda Tjossem on Saturday, September 25, 2021.
Executive Cabinet Report to Board of Trustees

Board Meeting Date:  October 11, 2021
Submitted by:  Meena Park
Department:  Human Resources/Payroll

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention

HR Advisory Welcome/New Employee Welcome/Years of Service Celebration
In line with the Opening Week theme of ‘Doing What We Do Best’, the HR team, with the help of the HR Advisory Committee members, did what we do best by welcoming our new and returning employees to campus - finally! Welcome Back gift bags as well as ‘Virtual Hug’ cards were available for employees to send to one another. We also celebrated our dedicated employees during the Years of Service Celebration in 5-year increments as well as welcomed new employees for the 2021-22 academic year.

New Employee Onboarding/Faculty Orientation
In collaboration with Engagement and Learning, Human Resources held two well attended Onboarding sessions for new employees during in-service week.

☒ Support the college in the implementation of LionsLink
As Pillar Leads, Cabinet Representative, and Subject Matter Experts, the HR and Payroll departments continue to be heavily involved in LionsLink. As we transition from configuration and data validation to implementation, we will be focusing on preparing for and communicating business impacts as well as developing customized end user training for employees and supervisors.

Board Goal 3: Build community connections for the College.
Key conferences and events

Meena Park continues to participate in weekly HRMC and OFM HR Directors Zoom meetings to keep abreast of ever evolving HR rules and regulations, especially as it relates to the Vaccine Mandate.

Other Departmental Activities/Highlights

COVID-19 Mandate
A COVID-19 Vaccination Policy has been drafted, vetted through the Policy Review Committee, and is scheduled for College Council review on October 6, 2021.

Additionally, HR/Payroll has been busy rolling out the vaccine attestation and verification process.

The administration team has met with the various union groups to discuss the impacts of the vaccine mandate. An MOU has been signed with the faculty union and we are in the process of drafting MOU language for both the Classified and IUOE union groups.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/11/21
Submitted by: Suzy Ames
Department: Instruction

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals

- Lake Washington Institute of Technology has been ranked #11 for the Best Affordable Supply Chain Management Degree: https://universityhq.org/best-colleges/rankings/most-affordable-supply-chain-management-schools/#rankings

  And Miguel Gonzales Garcia, one of our recent BAS TLSCM program graduate, has been admitted to the graduate program in Supply Chain Management at the Massachusetts Institute of Technology.

- Stories From Our Lives: LWTech English Language Students in Words and Images, Volume 1

  Available now is a publication which represents a collaboration between English Language Learners and Art students facilitated by Sue Wozniak, one of LWTech’s librarians. Sue worked with David Fox, ELL instructor, and Jason Sobottka, Art Instructor and Humanities Department Chair, to gather student work. David shared stories from his upper level ELL classes over 2 quarters. Moved by the stories, Sue then sought help creating illustrations by art students. In Jason’s drawing class, he assigned a story to each student to interpret and create a visual representation. All of the contributing students agreed to share their work with the college in an open source publication. The book is available as a shareable ebook with print copies also available in the library.
• Three of LWTech’s Early Childhood Education students who were Early Achiever grant recipients were featured in the Washington State Department of Children, Youth & Families Professional Development Newsletter (July 2021, Early Achievers Scholarship: Stories of Success).
  (https://content.govdelivery.com/accounts/WADEL/bulletins/2d1ca71)
• Rebecca Talbot-Bluechel, FT Nursing faculty, received the Bronze Presidential Volunteer Award from the White House for hours served volunteering during the pandemic. She is part of the King County Public Health Reserve Corps. Rebecca helped pilot the drive-through COVID vaccine sites when they were first being built around King County. She volunteered in smaller Public Health clinics around King County and at larger sites like Showare. She put in 100+ hours in volunteer work last year, which merited a bronze service award.
• AUTO faculty will be attending a professional development event on electric vehicles organized by former Dean, now FT faculty member, Michael Richmond. Our program will be enlarged to include curriculum in maintenance and repair of EVs
• CSNT added a second cohort for Fall
• BAS-D (Design) is offering Hyflex teaching mode for Fall with a low equipment cost model using mostly existing equipment in E207. If it works, it will be an alternative to fixed in place classroom infrastructure, or for irregular configurations like industrial shops.
• GAME has made a permanent switch to hybrid instruction based on our success offering remote learning during the pandemic
• GAME BAS graduates exhibited their playable video games at PAX over Labor Day weekend. Other GAME student volunteers helped staff our booth.
• Larry Paolicelli is now Chair of GAME AAS. Phil Trumbo is still FT faculty in the department.
• Four faculty were nominated for Instructional Excellence Award:
  o Alexandra Vaschillo, CSD
  o Desiree Retallick, Certified Nursing Assisting
  o Wendi Nancarrow-Carter, English
  o William Guilford, Math

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support LWTeck Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support

• Cathy Zupke, Engineering faculty, built a Book Lending Library offering students a collection of rare engineering books that can be checked out from Cathy’s office. Cathy brought the idea to build a Lending Library for Engineering students to the Foundation last year. The Foundation provided her with up to $6,000 to purchase these books. So far, Cathy has purchased over 40 books with these funds. Cathy included a sticker in each book recognizing the Foundation for support.
Dental Hygiene Program received $25,000 from Foundation for a renovation and expansion project. Funding for new equipment was provided for two Midmark sterilization units and a digital sensor that are vital for successful diagnostics and treatment in the Dental Clinic.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 11, 2021
Submitted by: Chris McLain
Department: Information Technology Services

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

- **Ensure the College is prepared for retraining demands post-COVID**
  Information Technology has been busy with campus reopening preparation. Our team has been busy refreshing classroom computers with the latest software and preparing them for return to campus activity. LWTech recently completed a purchase requisition for the replacement of all our aging core network switching equipment. This project is expected to begin in November and wrap up in December (supply chain contingent).

- **Support the college in the implementation of LionsLink**
  Our Project Management team has been working tirelessly on ctcLink conversion activities. We have finished our 3rd data conversion cycle and are preparing to enter our 4th, and final, full cycle. October will bring deadlines for many of our SMEs to complete massive amounts of training. More information about where we stand as a college with this project and be found at [www.lwtech.edu/lionslink](http://www.lwtech.edu/lionslink).
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 11, 2021  
Submitted by: Leslie Shattuck  
Department: Marketing and Communications

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

Public Relations:

The Marketing and Communications team (team) spent September supporting several departments across the college. The following is an update of the top-level projects they worked on. At the time of this report, there are currently 80 active projects in the department.

The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. The college received coverage in the following media outlets and/or is working on the following media pitches:

Media Coverage:

American Association of Community Colleges (AACC) Magazine -- What it Feels Like to Join a Nursing Program on Campus Zero

The AACC Journal, “What it Feels Like to Join a Nursing Program on Campus Zero.”

During the month of September, the team worked on pitches/stories about:

1. The Transportation, Logistics, and Supply Chain Management Program ranking #11 in the country for the Best Affordable Supply Chain Management Degree

Upcoming Pitches:

- Economic Recovery Community Consortium
- IREPO grant

Social Media
The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted Fall Quarter registration, Workforce Development Initiatives, and the following programs: Electronics Technology, Mechanical Design Technology, Digital Gaming & Interactive Media, Applied Management–Entrepreneurship, Baking Arts, Biology DTA/MRP, Fitness Specialist/Personal Trainer, Funeral Service Education and Human Resource Management.

☐ Key conferences and events

☐ Actively participate and engage in community activities

Other Departmental Activities/Highlights

**Equity, Diversity, and Inclusion Work**
The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. The team continued to make updates to the Diversity page on the website.

**Website**
The team worked on several updates and large projects to the freshen the website, including refreshing the homepage, and updating several program and department pages.

**LionsLink Powered by ctcLink**
The team continued its work to support the LionsLink project management team. The team created and worked on communications plans, timelines, visual and website branding, and supporting the work of students and other departments as the college prepares for its deployment of ctcLink in February.

**Campus Banners**
The team created and installed new campus banners at the entrance and along the road through campus.

**President’s Office Support**
The team provided communications support to the President’s office.

**Opening Week Support**
The team support Instruction in preparation for Opening Week activities on campus.

**Student and Staff Stories**
The team continued to identify and interview students, faculty, and alumni for a variety of outreach purposes, including PR outreach, printed and online materials.

**Foundation Support**
The team continued to support the work of the Foundation, including working on the upcoming Annual Report and Bright Futures Benefit Week.

**Digisign Updates**
The team continued to update on-campus digisign monitors, including making sure they are viewable on the website.

**Programs and Department Support**
The team worked on several marketing projects for various programs throughout the college. These included brochures, banners, and flyers, just to name a few.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 11, 2021
Submitted by: Cathy Copeland
Department: Research & Grants

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
   The team continues support new metrics related to mission fulfillment. This process will include work from the Institutional Planning & Effectiveness Committee (IPEC) and the team will also assist with the coordination of departmental-level planning through IPEC.

☒ With the president, annually develop performance goals and evaluate the president’s progress towards the identified goals and the development and implementation of college initiatives
   The team supports the president’s goals through survey and assessment work such as administering the annual Employee Satisfaction Survey.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
   The team supported the launch of a Diversity, Equity, and Inclusion survey in May 2021 and is supporting Executive Cabinet and the Office of Equity, Diversity and Inclusion in using survey results and campus data to create programs and trainings on campus.

☒ Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals
   Support of student achievement and workforce development is summarized under Goal 2: Evaluate and support resource development initiatives.

☒ Ensure the College is prepared for retraining demands post-COVID
   Support of retraining demands post-COVID is summarized under Goal 2: Evaluate and support resource development initiatives.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
   The team administered the 2021 Employee Satisfaction Survey and supported the Diversity, Equity, and Inclusion survey as well. The team also worked with Human Resources this summer to review data/discuss how this data can be used to support recruitment, development, and retention.
☐ Use data to assess the effectiveness of policies
The Research & Grants team supports this work through dashboard development and assessment. The primary on-campus tool for college faculty and staff is Tableau Community Dashboards and the team launched, in collaboration with IT and Student Services, new dashboards to support Program Review and Selective Admissions. The team provided trainings during In-Service Week in September.

☐ Support the college in the implementation of LionsLink
The team will serve as reporting leads for the LionsLink (ctcLink) transition and is assisting with data validation and conversion for grants on campus.

Board Goal 2: Evaluate and support resource development initiatives.

☐ Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support
The team created a data dashboard for foundation use in tracking scholarship recipient data.

☐ Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development
Grant work necessitates public-private partnerships and work related to this goal is summarized below.

☐ Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development
New programs for 2021-22 include the following:

National Science Foundation (NSF): LWTech launched a new grant to expand Open Educational Resources (OER) in Electronics Technology and Welding (ATE 2100136) with $365,000 in new funding from NSF. LWTech currently leads an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brings together applied baccalaureate faculty in computer science (DUE 1700629 funded at $866,882); the consortium is pursuing additional funding to continue this work.

Institutional Resilience and Expanded Postsecondary Opportunity Grants Program (IREPO): LWTech – in a collaboration with the four other technical colleges in WA – received $2.7M in August 2021 to support financial aid and remote education in technical education programs. Positions supported by this program include the following: an Instructional Designer; an eLearning Coordinator; a Database Developer;

Higher Education Emergency Relief Fund
The team supported applications for funding developed under the 'Coronavirus Aid, Relief, and Economic Security' Act (CARES); Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and, the American Rescue Plan Act (ARP Act) passed by Congress. Total allocations in institutional funding to the college across all three funding acts exceeds $5M. The team will continue supporting reporting related to these funds including quarterly and annual reporting.

Mental Health Counseling and Services Pilot Program Grant
This grant will provide nearly $250,000 over the next two years and will primarily pay for the faculty counselor’s salary, CARE team training, and another round of the healthy minds
survey. This will allow us to, at least for 2 years, use the funds allocated for counseling for other urgent needs like another navigator in the advising office.

**Overall Support & LionsLink Support**
The team continues to support current grant programs such developing flipped classrooms through College Spark funding. The team is working is supporting data conversions related to grants and implementation of new grant-related processes as part of the ctcLink/LionsLink conversion.

**Board Goal 3: Build community connections for the College.**

☒ **Actively participate and engage in community activities**
The team is preparing for in-service professional development training sessions and will continue to offer Tableau Community Dashboard trainings.

**Other Departmental Activities/Highlights**
The team looks forward to continuing work with the Applied Research Committee. Other research-related work includes: gathering Research Ethics learning materials for LWTech students (Public Health) and researching Institutional Review Board (IRB) training materials for RPC members (Research Ethics subcommittee).
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 11, 2021
Submitted by: Ruby Hayden
Department: Student Services

Board Goal 1: Provide strong leadership and direction for the College.

- Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals

The enrollment services office has completed the Fall cycle of selection admission programs at the college:

<table>
<thead>
<tr>
<th>BAS PROGRAM</th>
<th>Number APPLIED</th>
<th>Denied by LWTech</th>
<th>Admission Offered to Student</th>
<th>Student Accepted Offer of Admission</th>
<th>Student Declined Offer of Admission</th>
<th>REGISTERED</th>
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<tbody>
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<td>8</td>
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<td></td>
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<td>5</td>
<td>19</td>
<td>18</td>
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<td></td>
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<td>(2 dropped classes)</td>
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<td></td>
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<td>2</td>
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<td>1</td>
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<td>25</td>
<td>3</td>
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<td>(1 dropped)</td>
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Ensure the College is prepared for retraining demands post-COVID

TRIO and The Learning Lab has a new location in T217! See a great picture of the new space below. TRIO released its 2020-21 report and although a tough year, we still had over 2500 hours of tutoring! The most requested classes for tutoring was English followed closely by Math and Science (Bio & Chem). A survey on tutoring showed that 90.9% of respondents said that tutoring appointments “…were helpful and improved my knowledge of the subject”

Board Goal 3: Build community connections for the College.

Active participate and engage in community activities

Student Programs spent September training our new ASG and Lions CREW (Creating Resources for Equity and Wellness) team. Training was focused on team building, community development, stress management, leadership, identity development, and event management. Trainers included on campus facilitators, Dr. Sheila Walton and GG Flint; and off campus facilitators: Dr. Jonathan Brown (inclusive community building), Jerod Grant (identity development from Cultures Connecting), and Dr. Bevyn Rowland (stress management). The team is currently helping new students integrate back to an in-person experience with our quarterly Welcome Back tabling.

Other Departmental Activities/Highlights

Employment Resource Center

The Employment Resource Center (ERC) has strategically relocated from W207 to a more visible space in W201E which is located between the Admissions/Registration Office and the Cashier's Office where students currently access several student access services. Current and potential students, alumni, and visitors to the college will now be able to easily find the ERC and can access career services including assistance with resume/cover letter writing, interviewing skills, LinkedIn, job search, and career exploration, which aligns with Guided Pathways related to career decisions. Whether the student is in high school programs, English Language Learner courses, a short certificate program or taking one of our Associate or Bachelor degree programs, they are all encouraged to use the ERC services before, during, and after graduation. While the ERC is located in W201E, they offer a combination of in-person and virtual appointments to meet students' needs. For more information, please contact the Employment Resource Center at (425) 739-8113, job.placement@lwtech.edu, or stop in to see us at W201E on Tuesday and Wednesdays!
Preface from the Board of Trustees

The Board of Trustees, in our role of providing leadership through policy governance of the college, fully supports Dr. Morrison’s and LWTech’s commitment to equity, diversity, and inclusion, as the college strives to become an antiracist college. We believe this work aligns clearly with the vision of the State Board for Community and Technical Colleges, and its work to lead our system with racial equity.

As part of this work, the Trustees will continue in 2021-2022 to support Dr. Morrison, Executive Cabinet, and LWTech’s students, faculty, and staff as they work to fulfill the three Mission Fulfillment Goals of the college, which are:

- **Goal 1:** Address and dismantle structural racism (CT: Student Achievement, College Community)
- **Goal 2:** Continue implementation of Guided Pathways (CT: Pathways, Student Achievement)
- **Goal 3:** Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery (CT: Pathways, College Community, External Engagement)

The Trustees also recognize that the work of the college continues during the COVID pandemic which may be more challenging for the leadership of the college, and the students, faculty, and staff. We will continue to support Dr. Morrison and the college community as they return to campus as a vaccinated college, and recognize the incredible work, dedication, planning, and support members of the college community provides students and each other.

**Goal 1: Provide strong leadership and direction for the College.**

**Strategy:** Evaluate implementation of the College’s current Mission Fulfillment plan

**Tactic:** Briefing on Mission Fulfillment plan (years two and three); Review wrap up reports

**Mission, Core Theme:** Mission Fulfillment

**Board Meeting Date:** Ongoing

**Strategy:** With the president, annually develop performance goals and evaluate the president’s progress towards the identified goals and the development and implementation of college initiatives

**Tactic:** Accept president’s annual goals and evaluation; Mid-year summary on progress towards annual goals

**Mission, Core Theme:** College Community

**Board Meeting Date:** October 2021; February 2022; May 2022

**Strategy:** Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion

**Tactic:** Policy review calendar; Annual enrollment and completion reports
**Mission, Core Theme:** Student Achievement and Student Pathways  
**Board Meeting Date:** Ongoing

**Strategy:** Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments  
**Tactic:** Policy review calendar; Annual diversity report

**Mission, Core Theme:** Student Achievement  
**Board Meeting Date:** Ongoing

**Strategy:** Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals; ensure the College is prepared for retraining demands post-COVID  
**Tactic:** Policy review calendar; Programmatic updates

**Mission, Core Theme:** Student Pathways  
**Board Meeting Date:** Ongoing

**Strategy:** Evaluate and approve policies that support diverse faculty and staff recruitment, development, and retention  
**Tactic:** Policy review calendar; Annual professional development update

**Mission, Core Theme:** College Community  
**Board Meeting Date:** Ongoing

**Strategy:** Use data to assess the effectiveness of policies  
**Tactic:** Policy review calendar; Annual Report, core theme dashboard

**Mission, Core Theme:** Mission Fulfillment  
**Board Meeting Date:** Ongoing

**Strategy:** Support the college in the implementation of LionsLink  
**Tactic:** Receive regular updates from the president, SBCTC, and ACT

**Mission, Core Theme:** College Community  
**Board Meeting Date:** Ongoing

**Goal 2: Evaluate and support resource development initiatives**

**Strategy:** Support LWTech Foundation efforts to increase revenue available for scholarships, programs, faculty and staff professional development, and college support  
**Tactic:** Foundation Update

**Mission, Core Theme:** External Engagement  
**Board Meeting Date:** Ongoing

**Strategy:** Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development  
**Tactic:** Board reports as opportunities come forward

**Mission, Core Theme:** External Engagement  
**Board Meeting Date:** When appropriate

**Strategy:** Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development  
**Tactic:** Annual grant updates
Mission, Core Theme: External Engagement
Board Meeting Date: Ongoing

Goal 3: Build community connections for the College

Strategy: Support the College’s outreach initiatives
Tactic: Support open house executive briefing

Mission, Core Theme: External Engagement
Board Meeting Date: February 2022

Strategy: Participate in key conferences and events, such as ACT and legislative functions
Tactic: Attend ACT and meetings with legislators as schedules permit

Mission, Core Theme: External Engagement
Board Meeting Date: Throughout the year

Strategy: In coordination with the president, actively participate and engage in community activities
Tactic: Join the president for appropriate community activities

Mission, Core Theme: External Engagement
Board Meeting Date: Throughout the year
Lake Washington Institute of Technology
In Recognition of Anne Hamilton

RESOLUTION NO. 131
Request for Approval

Situation
Anne Hamilton served as the Chair of the LWTech Board of Trustees for the 2020-2021 academic year. Trustee Hamilton’s enthusiasm, energetic advocacy and commitment, and unwavering support were of great service to LWTech, its students, and the community, particularly during the continuing COVID-19 pandemic. In addition, her steady and experienced direction provided stability and continuity to the college as the Board prepared for the retirement of a long-time trustee.

The Board of Trustees wishes to acknowledge and appreciate Trustee Hamilton’s leadership and dedication to LWTech as Chair of the Board during the 2020-2021 academic year.

Recommendation
That the Board of Trustees approve Resolution No. 126 recognizing Board of Trustees member Anne Hamilton.
WHEREAS, Anne Hamilton has faithfully served as a dedicated and valued trustee of Lake Washington Institute of Technology since her appointment in 2013; and

WHEREAS, Anne Hamilton provided support, commitment, and leadership during her term as Chair from 2020-2021; and

WHEREAS, Lake Washington Institute of Technology students, faculty, and administration have been the benefactors of Anne Hamilton’s outstanding and continued efforts and advocacy as a board member;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Lake Washington Institute of Technology, District 26, recognizes and expresses its deep appreciation for Anne Hamilton’s leadership and commitment to the college, staff and faculty.

ADOPTED by the Board of Trustees at the October 11, 2021 board meeting.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DISTRICT 26 BOARD OF TRUSTEES

____________________________________________
Robert Malte, Chair

____________________________________________
Laura Wildfong, Vice-Chair

____________________________________________
John Suk, Trustee

Attest: _________________________________
Dr. Amy Morrison, President
Secretary of the Board
Lake Washington Institute of Technology
Transforming Lives Award – LWTech Nominee

**Situation**

The Washington Association of College Trustees (ACT) is sponsoring a Transforming Lives Award event scheduled for January 2022. Every college nominates an exemplary student who persisted through hardships and benefited from the state’s community and technical college system.

**Recommendation**

That the Board of Trustees select one of the two students nominated by the internal LWTech process for the Transforming Lives Award.
Transforming Lives Nominations 2021-2022

Student A

Student A is an immigrant from Ukraine with hopes of going into a medical profession. She came to LWTech wanting to go right into a program but found her English language skills were not strong enough even though she had completed the highest level of English language courses at another college. This is when she started in Spring 2015 as an IBEST student. She worked her way through the academic and C.N.A. classes of the Health Sciences AAS-T and was then accepted in the BAS in public health. While she was a student, she suffered from postpartum depression and took a one-year break from her studies. However, she did return and graduated Magna Cum Laude in Spring 2021.

Student A also presented at the Spring 2021 research symposium on “Postpartum Depression Disorder: A Hidden Epidemic?” This was an important topic to her both personally as well as related to how she wants to help other women in her future career. While at LWTech she was an Opportunity Grant student, used tutoring services in the Learning Lab, and participated in multiple Employment Resource Center events. Currently, Student A volunteers at Perinatal Support WA, a hotline for individuals to call regarding pregnancy and depression. In addition to her interest in supporting individuals needing this specific help, she is also a current community partner at the Department of Health and reaches out to the Slavic community regarding vaccination.

Student B

Student B began at LWTech in fall 2020 after fleeing with her two young children an emotionally, physically, and financially abusive marriage. While living with family members, she was determined to create stability for herself and her children by completing her degree. She transferred to LWTech to see if her dream of helping others would become a reality. She sought resources through our WFD programs as a displaced homemaker and began in our Behavior Healthcare program, completing a full course load each quarter last year and maintaining a 3.4 GPA all while navigating court appointments, long-term housing stability, and providing consistency for her children.

In addition to dedicating herself to her studies, Student B has sought to increase her skills outside of school. In June, she completed training and successfully passed a written and oral exam to become a Peer Counselor through the WA State Health Care Authority. The Alliance for CPC’s (Certified Peer Counselors) has asked Student B to co-facilitate a support group for Latinas that focuses on mental health support and resources for women fleeing abusive partnerships. She looks forward to finishing her bachelor’s degree this spring quarter and entering the work force.
Lake Washington Institute of Technology
Change in Board Meeting Dates
Request for Approval

The Secretary would like to propose modifying the Board meeting dates by cancelling the February 28th, 2022 Board Meeting, and rescheduling that meeting for April 18th, 2022, from 2 p.m. to 5 p.m.

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<td>February 28, 2022</td>
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<tr>
<td>April 18, 2022</td>
<td>2 p.m. to 5 p.m.</td>
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**Recommendation**: That the Board accept the modified meeting dates.
New Policy – Student Vaccination Policy

Situation
Pursuant to the Higher Education Proclamations 12-14.1 and 20-12.5 issued by Governor Jay Inslee on August 27, 2021, Lake Washington Institute of Technology will operate as a Fully Vaccinated Campus. Therefore, a new Student Vaccination Policy is required and being brought forward to the Board of Trustees.

As part of this process, the college reviewed the policy through its internal structure to make recommendations regarding:
  • Accuracy of information
  • Removal of procedures from policy where appropriate
  • Edits to improve clarity and ease of understanding

The proposed policy was reviewed by Executive Cabinet, the Policy Review Committee, and College Council.

Recommendation: That the Board of Trustees vote to adopt the Student Vaccination Policy.
Vaccination Policy – Students

All students who participate in on-campus courses, activities, or other operations at Lake Washington Institute of Technology locations must be fully vaccinated against COVID-19 subject to any legal medical or religious exemptions. Students only taking online courses and using virtual services are not required to verify their vaccination status.

Student employees are subject to the requirements set forth by the Human Resources office for all employees.

The LWTech Student Services Division will develop and maintain procedures to enforce this policy.
New Policy – LWTech Fully Vaccinated Campus Policy

Situation
Pursuant to the Higher Education Proclamations 12-14.1 and 20-12.5 issued by Governor Jay Inslee on August 27, 2021, Lake Washington Institute of Technology will operate as a Fully Vaccinated Campus during the period of time the proclamation remains in effect. Therefore, a new Fully Vaccinated Campus Policy is required and being brought forward to the Board of Trustees.

As part of this process, the college reviewed the policy through its internal structure to make recommendations regarding:

• Accuracy of information
• Removal of procedures from policy where appropriate
• Edits to improve clarity and ease of understanding

The proposed policy was reviewed by Executive Cabinet, the Policy Review Committee, and College Council.

Recommendation: That the Board of Trustees vote to adopt the LWTech Fully Vaccinated Campus Policy.
Lake Washington Institute of Technology Fully Vaccinated Campus Policy

Pursuant to the Higher Education Proclamations 12-14.1 and 20-12.5 issued by Governor Jay Inslee, Lake Washington Institute of Technology will operate as a Fully Vaccinated Campus.

LWTech will require all staff (including student employees), faculty, volunteers, and contractors/vendors who participate in operations or other activities in person to be fully vaccinated against COVID-19, subject to any medical exemptions required by law and any religious exemptions provided, as a qualification of fitness for continued employment. Employees who refuse will be subject to non-disciplinary dismissal from employment for failing to meet the qualifications of the job. The process for Academic and Classified employees are set forth in their respective bargaining agreements.

For purposes of this policy, a person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine authorized for emergency use by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose COVID-19 vaccine authorized for emergency use by the FDA (e.g., Johnson & Johnson (J&J)/Janssen).

For purposes of this policy, LWTech considers a person fully vaccinated against COVID-19 two weeks after they have received all recommended doses of a COVID-19 vaccine that is listed for emergency use by the World Health Organization (WHO).
Lake Washington Institute of Technology
Vaccination Incentive Leave Provision

Request for Approval

Situation

The COVID-19 pandemic continues to impact our employees in numerous ways. Pursuant to the Higher Education Proclamations 12-14.1 and 20-12.5 issued by Governor Jay Inslee on August 27, 2021, Lake Washington Institute of Technology will operate as a Fully Vaccinated Campus. This proclamation requires every employee on campus to be fully vaccinated, unless they have filed for and received an exemption and accommodation.

We would like to temporarily increase the number of personal days awarded to eligible employees to acknowledge the reality of ongoing and extraordinary COVID-19 impacts.

Recommendation

As a temporary measure in response to continuing efforts to manage the impact of the COVID-19 pandemic, it is recommended that the Board of Trustees grant one (1) pro-rated personal leave day for eligible employees.

1. In addition to personal leave granted by existing policies and/or Collective Bargaining Agreements, the college hereby grants one (1) pro-rated personal leave day after October 19, 2021 and available through June 30, 2022, to be used in accordance with college leave procedures.