Board of Trustees Study Session and Meeting

Monday, November 15, 2021
4:30 pm to 6:30 pm
West Building, W305 Board Room
Also available on Zoom
Meeting ID: 899 7245 1473
Passcode: 402458
Phone: 253-215-8782

Study Session

<table>
<thead>
<tr>
<th>Enrollment Update</th>
<th>Dr. Ruby Hayden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Update</td>
<td>Dr. Suzanne Ames</td>
</tr>
<tr>
<td>LionsLink Impacts Update</td>
<td>Chris McLain</td>
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<tr>
<td>LWTech Center for Design Update</td>
<td>Bruce Riveland</td>
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<td></td>
<td>Ross Whitehead</td>
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<tr>
<td>Spotlight: LWTech Career Center</td>
<td>Mary Powers</td>
</tr>
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Board of Trustees Meeting

<table>
<thead>
<tr>
<th>Roll Call</th>
<th>Bob Malte</th>
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<tbody>
<tr>
<td>Consent Calendar:</td>
<td>Bob Malte</td>
</tr>
<tr>
<td>• Approval of Agenda</td>
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<tr>
<td>• Minutes, October 11, 2021</td>
<td></td>
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</tbody>
</table>

General Discussion

Public Comments: Individuals may sign in for public comment, limited to 3 minutes each¹

| Introduction of New Employees            | Dr. Amy Morrison|

¹Public 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.
### Reports to the Board

<table>
<thead>
<tr>
<th>Report</th>
<th>Person</th>
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</thead>
<tbody>
<tr>
<td>Associated Student Government</td>
<td>ASG Representative</td>
</tr>
<tr>
<td>President</td>
<td>Dr. Amy Morrison</td>
</tr>
<tr>
<td>Board Chair Update</td>
<td>Bob Malte</td>
</tr>
<tr>
<td>Trustees Activities Update</td>
<td>Trustees</td>
</tr>
<tr>
<td>Foundation Liaison Update</td>
<td>Laura Wildfong</td>
</tr>
<tr>
<td>Financial Summary</td>
<td>Bruce Riveland</td>
</tr>
<tr>
<td>Federation of Teachers</td>
<td>Greg Bem</td>
</tr>
<tr>
<td>Federation of Classified Staff</td>
<td>Heidi Davis</td>
</tr>
<tr>
<td>Administration</td>
<td>Executive Cabinet</td>
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### Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Person</th>
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</thead>
<tbody>
<tr>
<td>Item 1102: Medical Amnesty Policy</td>
<td>Dr. Ruby Hayden</td>
</tr>
<tr>
<td>Item 1103: LWTech Master Plan Update</td>
<td>Bruce Riveland</td>
</tr>
</tbody>
</table>

### 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 study session was called to order at 4:32 p.m.

Chair Malte called the roll; all trustees were present. Chair Malte welcomed new Trustee John Suk to his first Board Meeting.

President Morrison presented the updated Board Goals for the 2021-2022 year.

Executive Director Elisabeth Sorensen presented on the 2021 Bright Futures Benefit WEEK with the LWTech Foundation.

Vice President Ruby Hayden presented regarding the new Student Vaccination attestation process, and the concurrent new Policy and current student compliance with the policy. Discussion ensued regarding details of the attestation process and the policy. Vice President Meena Park shared regarding the employee attestation, exemption, and accommodation process for employees, and gave an update on the new Employee Vaccination Policy and process, as well as the request to offer exempt employees the Vaccine Incentive Personal Day to bring them into equity with the AFT, Classified Union, and IUOE agreements.

The meeting was called to order at 5:21 p.m.

Chair Malte read the LWTech Land Acknowledgment.

Roll Call

Board of Trustees:
Anne Hamilton            Laura Wildfong
Bob Malte (Chair)        John Suk           Derek Edwards

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison        Meena Park          Vanessa Palomino
Dr. Suzanne Ames        Elsa Gossett        Robin Desilet
Dr. Ruby Hayden         Katie Stewart       Sam El Sayed
Cathy Copeland          Skye Sun            Sally Heilstedt
Chris McLain            Robert Britten      Lauren Cline
Bruce Riveland          Corrine Ash         Alisa Shtromberg
Elisabeth Sorensen      Trista Bender       Vicki Chew
                        Tish Evora            Sheila Walton
Sruthi Kesiraju          Lauren Kordas          Jack Phu
Greg Bem               Claudia Souza

**New Employee Introductions**
Six new employees were introduced to the Board, including Vanessa Palomino, Skye Sun, Samah El Sayed, Robin Desilet, Trista Bender, and Corrine Ash.

**Associated Student Government (ASG) Student Report:**
ASG President Ted Sabol-Williams gave an oral report to the Board and also submitted a written report (see attached).

**President Morrison shared:**
- Welcomed and recognized Trustee John Suk, coming to us from WTIA
  - Suk spoke to thank President Morrison, and the faculty, staff, students, and community members for the opportunity to serve the college.
- Trustee Jones will be re-appointed to the Board to complete her final year serving and will be back for the November meeting.
- Opening Week was flexible, hybrid, and mainly occurred in our newly updated auditorium in W404 (thanks to the student’s technology budget)
- Students returned to campus for Fall Quarter on Sept. 27th
- The college is working hard to continue to be as flexible as possible with schedules and time on campus and off
- We did become a vaccinated campus to comply with the governor’s mandate
- Our scheduled February 28th Board Meeting is the same day as our scheduled ctcLink Go-Live date, so we are requesting an updated date to April 18th, 2022.
- We are still paying close attention to Congress for the infrastructure bill, and other relevant bills.
- Local legislative action is beginning again; Rep. Springer and Speaker Jinkins will be visiting the college.
- President Morrison has had a very preliminary discussion with the Kirkland Parks Department regarding the usage and development of our green space.
  - Discussion ensued regarding potential plans and conversations about this green space.

**Board Chair:** Chair Malte had no update.

**Trustee Updates:** The Trustees did not have any updates.

**Foundation Update:** Trustee Wildfong thanked Executive Director Sorensen again for her presentation.
Financial Summary: Vice President Riveland gave an overview of the summer-to-fall budget reports. ABE enrollment is down significantly, while regular college enrollment is up just a little. Therefore, the impact on enrollment income is negligible. The fund balance is also quite strong, in large part due to the emergency Federal funding and our preparations for a budget cut that did not end up materializing to the degree that we expected.

Federation of Teachers:
Greg Bem reported that Andrea Westman has stepped down as President, and therefore Greg Bem has succeeded her temporarily as AFT union president at LWTech. With the exception of the vice president position that Greg previously held, the executive board is full, and continues to be an active force at the college, and a pleasure to work with.

Executive Cabinet:
Reports from Executive Cabinet were included in the meeting packet. Trustees did not have any additional questions for Cabinet members. President Morrison reported that she has reclassified two of her executive staff; Meena Park is now the Vice President of Human Resources and Leslie Shattuck has been promoted to Executive Director of Marketing and Communications.

Actions:
Item 1095: Board Goals
Trustee Hamilton moved to approve; Trustee Suk seconded. The motion was approved.

Item 1096: Resolution 131: Recognition of Anne Hamilton
Trustee Wildfong moved to approve; Trustee Suk seconded. The motion was approved. Chair Malte read the resolution into the record.

Item 1097: Transforming Lives Recognition
Vice President Hayden presented regarding the two student nominees. Discussion ensued regarding the candidate choices. Trustee Hamilton moved to approve the nomination of Student A for the Transforming Lives Award for 2021; Trustee Wildfong seconded. The motion was approved.

Item 1098: Updated Board Meeting Dates
Trustee Suk moved to approve; Trustee Wildfong seconded. The motion was approved.

Item 1099: COVID Policy for Students
Trustee Wildfong moved to approve; Trustee Hamilton seconded. The motion was approved.

Item 1100: COVID Policy for Staff
Trustee Hamilton moved to approve; Trustee Suk seconded. The motion was approved.
Item 1101: Vaccine Incentive Day
Trustee Suk moved to approve; Trustee Wildfong seconded. The motion was approved.

Chair Malte adjourned the meeting at 6:29 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Overview

- Summer and this fall have been filled with training, goal ideation, and beginning to understand our roles. We are looking forward to face-to-face meetings with the student body when we host our first ASG day, coming up on 11/9 & 11/10.
- We had a meeting with the LWTech Webmaster last week to help us understand our reach on the webpage and what we can edit. The first order of business will be to make a student suggestion box forum, to allow the students to see what has been submitted to the suggestion box and what ASG is doing to address the suggestions.
- We, as a team, are scheduling a tour of Hopelink to see the facility and schedule upcoming deliveries to the D.E.N. (Daily Eating Necessities – LWTech’s Student Food Pantry).
- ASG is also working towards producing a podcast with the goal of creating three episodes by the end of fall quarter, focused on highlighting students, faculty, and alumni making a positive impact in their communities.
- ASG officers are committed to providing students with menstrual necessity products by hosting a product drive and working with facilities to purchase dispensers the department will be happy with for next year, when it is required by the State for schools to provide these products free to the student body.
- ASG published its first weekly newsletter, that at the time of this writing 567 views happened by the student body. The newsletter covers meeting minutes and updates the student body on ASG projects and goal progress.
- Students are currently being assigned to tenure committees and shared governance committees.

Student Programs Training

- Our summer training included in person team building in W401 with the Student Programs team, our supervisors Sheila and GG, and several guest speakers. We went out to NorthWest Canopy Tours as a team to engage in lower ropes team building activities. Team members followed that training with a zip lining experience the whole team enjoyed.
- We overcame some fears and had fun going for a high ride in the tree canopy.

- Student Programs student employee team (ASG and Lions CREW) will be training with the new EDI Coordinator, Julie Ta, on 10/18 regarding Strengths Finder 2.0.

Events supported by ASG

- 9/27 & 9/28  Welcome Back Table

Projects

- Produce Student Voice of LWTech podcast
- Provide menstrual products for students in 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
- Continue publishing the 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
- Introducing the team and promoting our efforts on social media

Upcoming ASG Fall Quarter Events

- 10/25  Voter Registration Table
- 10/27 & 28  LionsLink Information Table
- 11/9 & 11/10  ASG Day
- TBD  Presidential Forum

Student Programs Online

LWTech.edu/ASG
LWTech.edu/CampusLife
LWTech.edu/RISE
LWTech.edu/Admissions/Veteran-Services
LWTech.edu/StudentPrograms
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BOARD OF TRUSTEES – November 2021
Monthly Financial Summary – September 2021

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
4. Capital Project Status

Summary Report:

• The College is three months into the fiscal year (25%). As discussed last month, there is a red flag due to declining enrollments. Summer enrollment was down 9% compared to the previous year and fall quarter enrollments are down 7.2% compared to last year. We are continuing to monitor enrollments and tuition revenue for Fall Quarter which is down approximately compared to the same period last year. The College will need to be prepared to react to lower tuition and the impact on the operating budget.

• For year to date, revenues total approximately $10.5 million, down 8.7% from the prior year. This is due to lower revenues from grants and contracts and tuition. Expenditures total approximately $9.8 million and are down 10.68% from the prior year. This is due to lower spending in grants and contracts, local funds, and student activities spending.

• For all funds, expenditures exceed revenues by approximately $687,000. The general operating reserve totals approximately $8.8 million. For the general and self-supporting funds, revenues exceed expenditures by approximately $539,00.

• For the general fund budget, expenditures total approximately $6.5 million and are up 3.7% from the prior year. Revenue total approximately $6.6 million and is down 11.2% from the prior year. As of September 30, revenues exceed expenditures by approximately $147,000.

• For self-supporting fund activities, expenditures total approximately $732,000 while revenues total approximately $1,124,000. As of September 30, revenues exceed expenditures by approximately $391,000.
## REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>% Received</th>
<th>% Prior Year as of 09/30/2020</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>21,837,773</td>
<td>4,365,411</td>
<td>17,472,362</td>
<td>19.99%</td>
<td>4,683,736</td>
<td>(318,325)</td>
<td>-6.80%</td>
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<tr>
<td>148</td>
<td>Tuition</td>
<td>7,756,479</td>
<td>2,295,972</td>
<td>5,460,507</td>
<td>29.60%</td>
<td>2,705,878</td>
<td>(459,806)</td>
<td>-16.69%</td>
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<tr>
<td>149</td>
<td>Other/Investment</td>
<td>310,882</td>
<td>0</td>
<td>310,882</td>
<td>0.00%</td>
<td>64,788</td>
<td>(64,788)</td>
<td>-144.68%</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,319,686</td>
<td>1,124,299</td>
<td>3,195,387</td>
<td>26.03%</td>
<td>1,388,307</td>
<td>(264,008)</td>
<td>-19.02%</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>3,908,420</td>
<td>559,147</td>
<td>3,349,273</td>
<td>14.31%</td>
<td>1,156,455</td>
<td>(597,308)</td>
<td>-51.65%</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,121,170</td>
<td>370,474</td>
<td>750,696</td>
<td>33.04%</td>
<td>442,677</td>
<td>(72,203)</td>
<td>-16.31%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>50,000</td>
<td>31,318</td>
<td>18,682</td>
<td>62.64%</td>
<td>28,239</td>
<td>3,079</td>
<td>10.90%</td>
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<tr>
<td>528</td>
<td>Facilities/Safety</td>
<td>999,610</td>
<td>247,402</td>
<td>742,207</td>
<td>25.00%</td>
<td>181,877</td>
<td>(98)</td>
<td>-56.26%</td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>-100%</td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>849,917</td>
<td>144,646</td>
<td>705,271</td>
<td>17.02%</td>
<td>144,530</td>
<td>116</td>
<td>0.08%</td>
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<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>8,809,000</td>
<td>1,252,199</td>
<td>7,556,801</td>
<td>14.21%</td>
<td>442,500</td>
<td>809,699</td>
<td>182.98%</td>
</tr>
</tbody>
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Subtotal: 49,952,937 | 10,390,868 | 39,562,068 | 20.80% | 11,107,111 | (963,645) | -8.68% |

### EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>% YTD as of 09/30/2020</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>30,311,779</td>
<td>6,513,967</td>
<td>23,797,812</td>
<td>21.49%</td>
<td>6,751,390</td>
<td>(237,424)</td>
<td>-3.52%</td>
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<tr>
<td>148</td>
<td>Local Dedicated</td>
<td>3,523,472</td>
<td>718,725</td>
<td>2,804,747</td>
<td>20.40%</td>
<td>1,074,826</td>
<td>(356,100)</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>3,769,149</td>
<td>548,836</td>
<td>3,220,313</td>
<td>14.56%</td>
<td>1,805,043</td>
<td>(1,256,207)</td>
<td>-69.59%</td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,331,588</td>
<td>149,296</td>
<td>1,182,292</td>
<td>11.21%</td>
<td>219,159</td>
<td>(69,863)</td>
<td>-31.88%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>35,000</td>
<td>(1,375)</td>
<td>36,375</td>
<td>-3.93%</td>
<td>(520)</td>
<td>(856)</td>
<td>164.67%</td>
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<tr>
<td>528</td>
<td>Facilities/Safety</td>
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<td>(248)</td>
<td>5,248</td>
<td>-4.97%</td>
<td>(98)</td>
<td>(150)</td>
<td>153.16%</td>
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<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>-100%</td>
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<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>804,870</td>
<td>136,498</td>
<td>668,372</td>
<td>16.98%</td>
<td>248,336</td>
<td>(111,838)</td>
<td>-45.04%</td>
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<td>8xx</td>
<td>Financial Aid</td>
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<td>1,746,619</td>
<td>7,062,381</td>
<td>19.83%</td>
<td>860,091</td>
<td>886,528</td>
<td>103.07%</td>
</tr>
</tbody>
</table>

Subtotal: 48,599,858 | 9,812,317 | 38,777,541 | 20.19% | 10,958,227 | (1,145,910) | -10.46% |

### Total Expenditures

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>% YTD as of 09/30/2020</th>
<th>Difference</th>
<th>% Change</th>
</tr>
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<tbody>
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</table>

Subtotal: 48,879,858 | 9,837,972 | 39,041,886 | 20.13% | 11,014,311 | (1,176,339) | -10.68% |

Total Revenue Over(under) Expend: 1,363,079 | 687,341 | 121,907 |
<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance 07/01/21</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>9/30/2021 Balance</th>
<th>9/30/2020 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>4,365,411</td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td></td>
<td>0</td>
<td>4,365,411</td>
<td>0</td>
<td></td>
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<tr>
<td>149 Tuition</td>
<td>173,237</td>
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<td>0</td>
<td>0</td>
<td>64,708</td>
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<td>149 Subtotal</td>
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<td>2,148,555</td>
<td>320,654</td>
<td>(1,632,924)</td>
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<td>148 Local Dedicated Fund</td>
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<td>1,127,639</td>
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<td>375,611</td>
<td>31,318</td>
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<td>528 Facilities/Safety</td>
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<td>247,402</td>
<td>(248)</td>
<td>248,688</td>
<td>1,501</td>
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<tr>
<td>569 Food Service</td>
<td>338</td>
<td>0</td>
<td>0</td>
<td>338</td>
<td>0</td>
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<tr>
<td>570 Enterprise Activities</td>
<td>(458,957)</td>
<td>144,646</td>
<td>136,483</td>
<td>(450,808)</td>
<td>(374,851)</td>
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<tr>
<td>846/848/850/860 Financial Aid</td>
<td>883,299</td>
<td>1,252,199</td>
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<td>388,879</td>
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<tr>
<td>Total Operating</td>
<td>10,936,736</td>
<td>6,025,457</td>
<td>5,446,906</td>
<td>11,515,288</td>
<td>6,662,691</td>
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<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance 07/01/21</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>9/30/2021 Balance</th>
<th>9/30/2020 Balance</th>
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<td></td>
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<td>3,788</td>
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<td>448 Printing/Copying</td>
<td>312,862</td>
<td>6,862</td>
<td>20,806</td>
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<td>444,053</td>
</tr>
<tr>
<td>840 Agency</td>
<td>34,154</td>
<td>127,582</td>
<td>927</td>
<td>160,809</td>
<td>92,066</td>
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<tr>
<td></td>
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<tr>
<td>Subtotal</td>
<td>354,725</td>
<td>134,444</td>
<td>25,655</td>
<td>463,515</td>
<td>550,036</td>
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<tr>
<td></td>
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<td></td>
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<td></td>
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<td>Total All Operating Funds</td>
<td>11,291,462</td>
<td>10,525,313</td>
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<td>11,978,802</td>
<td>7,212,727</td>
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<th>Fund</th>
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<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
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<td>8,794,849</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>General Operating Reserve</td>
<td></td>
<td></td>
<td></td>
<td>5,245,518</td>
<td>15%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Operating Reserve</td>
<td>8,794,849</td>
<td></td>
<td></td>
<td>5,245,518</td>
<td>15%</td>
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Source: BA1203/1204; GA 1332;
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<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Balance</th>
<th>Expended/Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
</tr>
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<tbody>
<tr>
<td>Salaries</td>
<td>20,055,528</td>
<td>20,104,843</td>
<td>3,714,253</td>
<td>15,940,000</td>
<td>450,590</td>
<td>97.76%</td>
<td>3,891,610</td>
<td>-4.56%</td>
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<td>Benefits</td>
<td>7,457,179</td>
<td>7,471,750</td>
<td>1,362,426</td>
<td>5,897,800</td>
<td>211,524</td>
<td>97.17%</td>
<td>1,396,515</td>
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<tr>
<td>Goods &amp; Services*</td>
<td>3,576,637</td>
<td>3,576,637</td>
<td>985,163</td>
<td>957,923</td>
<td>1,633,551</td>
<td>54.33%</td>
<td>823,901</td>
<td>19.57%</td>
</tr>
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<td>Equipment</td>
<td>350,510</td>
<td>350,510</td>
<td>268,279</td>
<td>579,354</td>
<td>(497,124)</td>
<td>241.83%</td>
<td>108,350</td>
<td>147.60%</td>
</tr>
<tr>
<td>Travel</td>
<td>71,050</td>
<td>71,050</td>
<td>1,927</td>
<td>13,447</td>
<td>55,676</td>
<td>21.64%</td>
<td>2,882</td>
<td>-33.14%</td>
</tr>
<tr>
<td>Grants, Client Services</td>
<td>801,080</td>
<td>801,080</td>
<td>188,563</td>
<td>-</td>
<td>612,517</td>
<td>23.54%</td>
<td>84,462</td>
<td>123.25%</td>
</tr>
<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)</td>
<td>0.00%</td>
<td>(9,406)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(305,659)</td>
<td>(305,659)</td>
<td>(6,644)</td>
<td>-</td>
<td>(299,015)</td>
<td>2.17%</td>
<td>(15,843)</td>
<td>-58.06%</td>
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<tr>
<td>Total Expenditures</td>
<td>$30,247,893</td>
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<td>$6,513,967</td>
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<td>$409,289</td>
<td>98.65%</td>
<td>$6,282,471</td>
<td>3.68%</td>
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<table>
<thead>
<tr>
<th>Revenue Category</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
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<tr>
<td>State Allocations</td>
<td>$21,658,724</td>
<td>$21,837,773</td>
<td>$4,365,411</td>
<td>-</td>
<td>$17,472,362</td>
<td>19.99%</td>
<td>$4,683,736</td>
<td>-6.80%</td>
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<tr>
<td>Tuition</td>
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<td>7,756,479</td>
<td>2,295,972</td>
<td>-</td>
<td>5,460,507</td>
<td>29.60%</td>
<td>2,755,878</td>
<td>-16.69%</td>
</tr>
<tr>
<td>Investment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</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</td>
<td>0.00%</td>
<td>64,768</td>
<td>-100.00%</td>
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<tr>
<td>Total Revenue</td>
<td>$29,726,085</td>
<td>$29,905,134</td>
<td>$6,661,383</td>
<td>-</td>
<td>$23,243,751</td>
<td>22.28%</td>
<td>$7,504,402</td>
<td>-11.23%</td>
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<tr>
<td>Revenue Over (Under) Expendit</td>
<td>($521,808)</td>
<td>($406,645)</td>
<td>$147,416</td>
<td>-</td>
<td>$1,221,931</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Approved Budget</td>
<td>Adjusted Budget</td>
<td>Actual to Date</td>
<td>Projected</td>
<td>Balance</td>
<td>Expended/Encumbered</td>
<td>Prior Year to Date</td>
<td>% Difference</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
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<td>---------------</td>
<td>-----------</td>
<td>---------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Salaries</td>
<td>$1,325,664</td>
<td>$1,339,877</td>
<td>$344,555</td>
<td>$990,000</td>
<td>$5,322</td>
<td>99.60%</td>
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<td>Benefits</td>
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<td>517,370</td>
<td>124,153</td>
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<td>98.62%</td>
<td>122,927</td>
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<td>Goods &amp; Services</td>
<td>1,666,524</td>
<td>1,663,405</td>
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<td>589,338</td>
<td>64.57%</td>
<td>306,519</td>
<td>-28.98%</td>
</tr>
<tr>
<td>Equipment</td>
<td>19,500</td>
<td>19,500</td>
<td>45,453</td>
<td>35,138</td>
<td>(61,091)</td>
<td>413.29%</td>
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<tr>
<td>Travel</td>
<td>4,300</td>
<td>4,300</td>
<td>684</td>
<td>-</td>
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<td>-</td>
<td>190</td>
<td>-</td>
<td>(190)</td>
<td>-</td>
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<td>Transfer of Charges</td>
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<td>(20,980)</td>
<td>-</td>
<td>-</td>
<td>(20,980)</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Total Expenditures</td>
<td>$3,511,378</td>
<td>$3,523,472</td>
<td>$732,725</td>
<td>$2,267,615</td>
<td>$523,132</td>
<td>85.15%</td>
<td>$878,512</td>
<td>-16.59%</td>
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<table>
<thead>
<tr>
<th>Revenue Category</th>
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<th>Inst. Ancillary Rev.</th>
<th>Testing</th>
<th>Other Fees &amp; Income</th>
<th>Excess Enrollment Tuition &amp; Fees</th>
<th>Total Revenue</th>
<th>% Difference</th>
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<tbody>
<tr>
<td></td>
<td>$1,437,876</td>
<td>$1,437,876</td>
<td>537,322</td>
<td>2,313,788</td>
<td>0</td>
<td>$4,314,686</td>
<td>16.03%</td>
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<td></td>
<td>$1,437,876</td>
<td>$1,437,876</td>
<td>(62,861)</td>
<td>732,691</td>
<td>0</td>
<td>$3,195,387</td>
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<td></td>
<td>$391,574</td>
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<td>20,525</td>
<td>1,586,097</td>
<td>-</td>
<td>$1,388,307</td>
<td></td>
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<tr>
<td></td>
<td>$803,308</td>
<td>$796,214</td>
<td>$391,574</td>
<td>$3,195,387</td>
<td>$1,388,307</td>
<td>$509,795</td>
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</table>

Total Revenue over Expend. $538,990
Executive Cabinet Report to Board of Trustees

Board Meeting Date: November 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
Executive Director Robert Britten, along with the EDI Coordinator Dr. Rita Magalhaes, are drafting an EDI Strategic Plan to be presented to Cabinet and Trustees in coming months.

EDI department members met with faculty to discuss and plan trainings/conversations around CRT.

EDI Department members met with Student Services EDI Coordinator to discuss student success and opportunities for collaborative engagement.

EDI department members met with Exec Director of Communications to discuss EDI communications plan and the development of a departmental EDI centered logo.

☒ Use data to assess the effectiveness of policies
The EDI department met with IR to discuss institutional data and College Spark grant opportunities.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities
Executive Director Britten met with Diversity and Equity Officers to discuss recent passage of SB 5227 and SB 5194 related to EDI mandates and reporting outcomes.

Executive Director Britten met with Pat Love, Policy Associate at SBCTC, on Re-entry and Christopher Poulos, Executive Director Statewide Reentry Council, on support services and expanding support services for students.

☒ Key conferences and events
Executive Director Britten attended Tribal Community webinar on expanding American Indian Indigenous Studies and Programs.

Executive Director Britten attended a webinar on Equity Audits: A Tool for campus Improvement.

Active participation and engagement in community activities
In October, Executive Director Britten met with the planning committee for Re-Entry to discuss challenges and opportunities to student success upon reentry.

Executive Director Britten 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.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: November 15, 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 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 Foundation committed to fund refreshments and t-shirts for LWTech’s 2021-2022 Applied Research Symposium.

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 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 secured a generous grant in the amount of $70,000 from The Peierls Foundation for High School Programs and Early Childhood Education support.

The Foundation submitted a grant application (invitation only) to The Bradley Family Foundation for $25,000 to fund 1:1 tutoring for students with disabilities and several sets of tools to create lending library for students who are not able to purchase program tools at the beginning of the academic quarter.

Board Goal 3: Build community connections for the College.

☑ College Outreach Activities

Elisabeth Sorensen continues to represent Lake Washington Institute of Technology on the Greater Kirkland Chamber of Commerce Board of Directors.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: November 15, 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 implementation of the College’s Mission Fulfillment Plan
☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention

HR Advisory Committee
The HR Advisory Committee met on November 3rd to continue the work of employee recognition, appreciation, and professional development. The committee recognizes the challenges of engaging employees with many folks working flexible schedules/remotely. At the same time, we understand the importance of employee engagement, especially now with COVID and Zoom fatigue, LionsLink ramp-up, and the winter blues experienced during this time of year. As such, the committee has decided to work on the following priorities for the academic year:

- Recognition – create a Recognition Profile that can be shared with immediate supervisors
- Appreciation events – plan appreciation events to bring employees together furthering our commitment to a Community of Belonging. The Fall Appreciation event is scheduled for December 15th and will feature Grilled Cheese and Soup!
- Professional Development – create supervisor training that engages and motivates employees

Policy Review Committee
On November 20th, Dr. Ruby Hayden proposed a Medical Amnesty policy for students. The committee reviewed and approved the policy. After further vetting with College Council, the policy will go before the Board of Trustees for approval.
Title IX Committee
The Title IX Committee will reconvene on November 8th. The committee’s mission is to ensure LWTech remains in compliance with federal, state, and local requirements related to Title IX legislation.

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 have shifted our focus to customized employee training and change management. To further support the LionsLink project team, we have scheduled monthly LionsLink meetings for both the Leadership and Classified teams. The meetings are intended to prepare employees for implementation by providing business impact information, training, as well as answering FAQs.

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.

On October 28th, Meena Park and Katie Stewart attended the Puget Sound Area Title IX Consortium meeting. Agenda topics included: review of Title IX cases, ruling on admission of evidence without cross-examination, and a discussion on training needs.

On November 5th, Meena Park will attend the quarterly Human Resources Management Commission (HRMC) meeting.

Katie Stewart, Corrine Ash, and Skye Sun will attend OFM’s Recruiting through the Great Resignation Series.

Other Departmental Activities/Highlights

Open Enrollment
The Public Employees Benefits Board (PEBB) open enrollment will run through the month of November. To help navigate the numerous changes, the Benefits team has scheduled informational zoom sessions for November 8th and 19th with additional drop in help sessions scheduled for November 16th and 22nd.

Nursing and High Demand Bargaining
Management and faculty representatives have started discussions on the use of nursing and high demand funds provided by HB2158.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 11/15/21
Submitted by: Dr. Suzanne 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

- The Social Science Department in collaboration with the Library published a new Pressbook in sociology: “Our Sociological Glossary” created by LWTech students. The project that was a part of several “Introduction to Sociology” courses engaged student ideas in contributing to course materials and became a vivid example of open pedagogy.
- LWTech’s Culinary/Baking student Yami entered the ‘Slap Ya Mama’ Louisiana seasoning contest with her culinary creation “Pan-seared Cajun Lamb Rack, potato chips, and asparagus.” The dish has been selected to be a top 10 finalist.
- Sabrina Do, a 2021 graduate from Public Health Bachelor of Applied Science program has been awarded the Exceptional Student Award from the Washington State Public Health Association. This award honors a student in public health or a related field who has shown leadership and commitment to public health in the areas of advocacy, research, academia, and community involvement.
- Nursing Department Faculty, Alexandra Overa, has been awarded the 2021 NurseThink New Educator of the Year Award. Each year, this award is presented to the educator who has less than three years of experience teaching nursing students. Lexi has been recognized for her exceptional teaching skills, passion for the role of nurse educator, and demonstrated commitment to the profession and students. The award will be officially bestowed at the OADN 2021 Town Hall and Awards Luncheon on November 20th, in Austin, TX.
- Essential Skills Office specialists Irina Litvinova and Florena Guoacide have been working hard to find ways to meet new CASAS testing requirement and have become state leaders in the successful implementation of remote eTesting. Together, they completed intake of 238 students with 80% new students and 20% former students returning after the pandemic. The complex intake process is conducted via Zoom and takes up to 3 hours for each student, with combination of individual and small group testing.
The Science department is introducing two new exciting projects into their classrooms:
  
  o **Tiny Earth Project** is an initiative developed by Dr. Jo Handelsman at Yale University. In the summer of 2021, Professor Kimberly McClure attended the Tiny Earth Partnership Initiative (TEPI) Training Program. Her goals were to learn about the Tiny Earth curriculum, share it with other Science faculty and implement the Tiny Earth research activities in her courses. Training focused on scientific teaching through backward design, research activities and resources, and creating a Tiny Earth curriculum that is inclusive, just, and equitable. This year, LWTech students in Microbiology and Majors Cell Biology will be studying and analyzing local soil samples for bacteria that are antibiotic producers.
  
  o **ISB Project.** During Summer of 2021, Associate Professor Michael Rodriguez, Adjunct Professor Rainer Stahlberg and Professor Barçın Acar completed a 40-hour training on Biological Big Data Literacy with additional 40 hours of asynchronous work. This training was part of an incubation grant received by Institute of Systems Biology (ISB) collaborating with Bellevue College and Tacoma Community College. At the end of the training, participants created a Canvas course as a repository of the course materials developed for all three courses and ISB scientists developed a databank, where students can access to analyze big data. The participants will implement the new modules within 2021-2022 as they introduce students to data literacy.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 11/15/2021
Submitted by: Chris McLain
Department: ITS

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.

☒ Support the college in the implementation of LionsLink

LWTech is heading into November prepping for our cycle 4 data validation and user acceptance testing in December. The project office is busy working through operational procedures and documentation to support LionsLink post go-live. The SBCTC project team is wrapping up the final wave of group 5 this month and will then shift their focus on deployment group 6, the largest group yet. We are aware of the challenges that lie ahead, and we are focused on completing this incredible project while taking care of our hard-working staff.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: November 15, 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 October 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 84 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:

KXRO - $1 For Mental Health Pilot Program In Colleges; $250,000 For GHC
https://www.kxro.com/1-for-mental-health-pilot-program-in-colleges-250000-for-ghc/

During the month of October, the team worked on pitches/stories about:
1. John Suk Joins The Board
2. Inside HigherEd Story featuring LWTech
3. The American Dental Education Association feature with LWTech’s Dental Hygiene program in its November newsletter, Bulletin of Dental Education (BDE).
4. Economic Recovery Community Consortium

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 and Winter quarter registration, Workforce Development Initiatives, Hispanic/Latinx Heritage Month, Indigenous Peoples’ Day, National Disability Employment Awareness Month and the following programs: Electronics Technology,
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 supported 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 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: November 15, 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. Data from this survey and following interview will support the upcoming EDI Strategic Plan. The team will attend the upcoming Guided Pathways retreat to support anti-racism work on campus as well.

☑ 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. The team will rebuild these dashboards
following LionsLink launch. Additionally, the team provided on-call support for faculty during program review this fall.

**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. The team also completed a SQL course in mid-October to prepare for LionsLink.

**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 and provided data for the Bright Futures Benefit Week.

- **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. The team also serves a liaison with Hanover Research to support their contract with LWTech.

- **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 for an additional four years.

  - **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; and, support in Marketing and IT. Partner colleges include: Bates, Bellingham, Clover Park, and Renton.

  - **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: November 15, 2021
Submitted by: Ruby Hayden
Department: Student 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).

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

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion
   Student Programs is proud to have onboarded two new staff members; Julie Ta, Coordinator of Student Equity, Diversity, and Inclusion, and Kimberly Hardy, Coordinator of Center for Veteran Student Success. Both are learning about LWTech and getting to know students and how they can support equity in their work.
☒ Support the college in the implementation of LionsLink
   The Student Services division continues to support the LionsLink project and over the month of October, multiple staff spent significant time validating data, cleaning up legacy records so they will properly convert, finishing Canvas courses, and generally preparing for the parallel testing that starts in November.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development
   Vice President Hayden continues to pursue grant funding to support the replacement of the Early Learning Center. An Early Learning Facilities grant will be submitted at the end of November and we are waiting for an RFP to be released for PSTAA funding focused on early learning.

Board Goal 3: Build community connections for the College.

☒ Key conferences and events
   • TRIO staff attended the 2021 regional NAEOP (Northwest Association of Educational Opportunity Programs) Conference on October 18th – 20th. This year’s theme was “Embracing Change & Digital Transformation”. NAEOP is one of 10 regions across the United States. NAEOP is region 10 and includes the states of Alaska, Idaho, Oregon, and
Washington. This year’s conference included a previous LWTech TRIO participant, Julia Walker, who was a recipient of the Scholastic Achievement Award.

- Vice President Hayden was the keynote speaker at the Fall 2021 Career and Employment Services Council meeting focusing on the importance of Career and Employment Services at our colleges, the toll of the past 2 years on our employees, and connection to guided pathways and equity work. She was joined by Mary Powers, LWTech Career and Employment Services Coordinator, as a co-presenter.

Other Departmental Activities/Highlights

Student Programs
Events and activities are slowly coming back to campus, with some regulars like the Tree of Thanks, Holiday Helpers, Dean’s and President’s list reception, and Late Nights in the Library. With the success of virtual programming, the department is continuing its online engagement with students, also. Finally, our first new club was chartered by ASG: the Chess Club. We are looking forward to more clubs coming back to campus as students settle in with new routines.

TRIO
The week of October 4th was National Tutoring Week which was launched by the National Tutor Association over 10 years ago. LWTech takes time to recognize tutors in TRIO, The Learning Lab, and Supplemental Instruction. This year, TRIO and The Learning Lab has 10 tutors and 3 professors. Additionally, Supplemental Instruction has 7 tutors. The Learning Lab has some limited in-person tutoring available this quarter! The TRIO team put together a virtual board for students and staff to show their appreciation. Some of the comments were: “I'm grateful that you offer the one-on-one tutoring as this allowed me the time I needed to get a better understanding on the subject.” And “It’s a great resource and I hope it continues to help students such as myself. I’ve spent many hours there and my teachers have been impressed how far ahead and I get with my schoolwork and it's because I have this place to go and just do homework and get help if needed. Thank you so much.”
New Policy – Medical Amnesty Policy

Sponsor
Dr. Ruby Hayden, Vice President of Student Services

Situation
Only in an environment free of substance abuse can Lake Washington Institute of Technology (LWTech) fulfill its mission of preparing students for today’s careers and tomorrow’s opportunities. Simultaneously, the college recognizes there may be reasons to exempt individuals from discipline who violate college policies related to drugs and/or alcohol, known as “Amnesty”. The purpose of this policy is to facilitate an educational and safety-focused response to qualifying incidents rather than a disciplinary consequence.

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 Medical Amnesty Policy.
LWTech Master Plan Updates

Sponsor
Bruce Riveland, Vice President of Administrative Services

Situation
The college is planning a proposal, due in December, to the State Board of Community and Technical Colleges (SBCTC) to secure $35 million – $40 million in the 2023 – 2025 capital budget. The college is focused on the East Building which will be 50 years old by the time construction funds are allocated. The project is for a remodel with a small expansion for new dental hygiene space. The SBCTC Capital Project Director requires major projects be included in LWTech Master Planning documents. The updated Master Plan will be filed with the SBCTC to enable acceptance of the 2023 – 2025 major project.

The proposed project was reviewed by Executive Cabinet and the Facilities Planning Council.

Recommendation: That the Board of Trustees vote to accept the updates to the LWTech Master Plan.