Board of Trustees Study Session and Meeting

Monday, October 10, 2022
4 p.m. to 6 p.m.
W305 Board Room
Also available on Teams

Study Session

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Board of Trustees Meeting

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General Discussion

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

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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

Associated Student Government
President
Board Chair Update
Trustees Activities Update
Foundation Liaison Update
Financial Summary
Federation of Teachers
Administration

ASG Representatives
Dr. Amy Morrison
Laura Wildfong
Trustees
Bob Malte
Bruce Riveland
Jason Sobottka
Rebecca Talbot-Bluechel
Executive Cabinet

Action Items

Item 1126: Transforming Lives Nomination
Item 1127: Rescission of COVID Policies
Item 1128, Resolution 135: Recognition of Bob Malte

Dr. Amy Morrison
Meena Park
Laura Wildfong

Adjournment
September 12, 2022 Board of Trustees Retreat and Meeting
3 p.m. to 6 p.m.
Hybrid Meeting

The retreat was called to order at 3:08 p.m.

**Roll Call**

**Board of Trustees:**
Anne Hamilton  Laura Wildfong  Lynette Jones
Bob Malte (Chair)  John Suk  John Clark
Randy Scott

**LWTech Faculty, Staff, Students, and Community Members:**
Dr. Amy Morrison  Elisabeth Sorensen  Misha Azizullaev
Dr. Ruby Hayden  Meena Park  Karan Malhotra
Tuán Đặng  Elsa Gossett  Jack Phu
Leslie Shattuck  Robert Britten  Noa Joseph-Laleh
Cathy Copeland  Sarah Chandler
Chris McLain  Sheila Walton
Bruce Riveland  Clarita Reyes

Chair Malte read the LWTech Land Acknowledgment.

ASG President Noa Joseph-Laleh introduced the ASG student team for this year, including Jack Phu, Misha Azizullaev, and Karan Malhotra, and reported on ASG activities for the months of June through August and talked through plans and goals for the coming months (see attached report).

Ross Whitehead, of Schreiber Starling Whitehead Architects, gave an update on the proposed Center for Design process, including budget requests from the SBCTC to the legislature for the next biennium.

Chair Malte welcomed and introduced new Trustee Randy Scott to the LWTech Board of Trustees. Members of the Board of Trustees as well as President Morrison also introduced themselves to Trustee Scott and welcomed him as a new member. Trustee Scott has been with the City of Kirkland Fire Department for 26 years and lives in the city of Kirkland near the college.

Chair Malte continued the retreat by opening discussion about 2022-2023 Opportunities and Challenges. Trustees were invited to share their thoughts about these topics:
- Enrollment challenges, evolving demands and continuing to attract students who want an opportunity to learn
- Changing models of instruction methodologies, and bringing in students who need learning; especially as a technical college
- Economics of the college “business”; cycles of economic up-and-downturns
- College funding; running high-cost programs with less support
- Bringing DEI into the economic factors
- College getting to know its community better; understanding the dynamics of why folks might not believe they can or should attend college
- Overcoming barriers to college enrollment
- Retaining faculty; attracting faculty/staff; how do we remain relevant as an employer?
- More community involvement by the Board or how the community engages with LWTech? How do local businesses engage with the college?
- Does the corporate community engage with the college and students?
- How do we engage the community with current and upcoming opportunities such as the Center for Design? How will the community use that space? Can we create a buzz about that?
- Kirkland cost of living and our ability of the staff/faculty/students to reflect the community we live in?
- Businesses – the college is producing entrepreneurs – how do we help promote diverse businesses and diverse business owners?
- More and better transfer degrees – making sure the degrees easily transfer, and how do we make it easier for programs to transfer and for our students to move on to continue their education
- OER – what can we do to help people produce better and less expensive educational resources? How can we inspire and support faculty for their efforts in creating OER?
- Affordability – housing, transportation, childcare, etc. Getting students to and from campus?
- How technology has affected our college/enrollment, etc.

**Director Copeland** shared the results and analysis of the 2022 Employee Satisfaction Survey. Discussion ensued related to the question of, “how well do students and staff understand the role of the board?” For future reports, she will share year-over-year responses and break those out. Director Copeland also commented regarding including salient comments to give “texture” and context to responses related to the Board and will provide an update in a future item regarding the status and responses to these updates.

**President Morrison shared:**
- COVID update: changes are coming in daily regarding the needs for the college response
- Legislative advocacy for this coming year
- New EDI Plan (more details to come)
- Trying out new flexible ways of working
- Offering flexible student options
- Accreditation visit in October
- New Mission Fulfillment Plan and strategic planning process
Executive Director of EDI Robert Britten provided an update on EDI planning and goals for the upcoming year, including an update regarding the EDI Strategic Plan that was approved and submitted to the SBCTC in July. Robert has also worked with EDIC and HR to open Affinity Groups on campus, as well as additional ways for EDIC to restructure to support the EDI Strategic Plan. Robert was also placed on the American Indian and Native Studies Board and is part of the state working group to establish relationships with indigenous communities; already, our college Coordinator Julie Ta is in communication with our indigenous connections to bring native storytellers to campus. EDI Coordinator Brian Ramos has been very intentional about developing relationships with indigenous nations in our area. Additionally, the office of EDI has reached out to Latinx communities near us; specifically, they spoke with El Centro Cultural Mexicano and began developing a partnership with them. Another very exciting partnership that has begun was with the organization iTeen, which held an iSpace Summit on the college campus over the summer. The college will have the opportunity to host that summit each summer in the future as well. The Office of EDI will be holding campus climate assessments at a rate that is more frequent than required by the state. Future opportunities include intersectionality training, indigenous path to personal decolonization (one of five opportunities from an outside consultant); and Whole Systems Leadership (partnering with HR). Executive Director Britten provided a definition of decolonization and colonization for the benefit of the Trustees and campus community.

Financial Summary: Vice President Riveland provided an update on the budget as we start the first quarter of the 2022-2023 fiscal year. Vice President Riveland provided context for budget numbers related to deficit spending, operating reserve, and tuition, highlighting the trends in lower tuition/enrollment drop. Previewing next year, summer enrollment is down 6.5% compared to 2020-2021; it is too early to tell with regard to fall, but enrollment patterns are changing, with more students waiting till the last minute to enroll. Some costs have increased; COLAs were funded by the legislature at 85%; some ctcLink costs are reducing, as well as some programs after the program viability process was completed. This will result in lower expenses. Grants will help save money on our electricity bill, and rebuild ELC; money has come from Delta Dental to refurbish the dental labs, and the Foundation has hit over $5 million for the first time. Additionally, the International department has recovered a significant number of students. The legislature also provided quite a bit of funding more than expected, although it is mostly earmarked for specific purposes and not available for general needs. The theme for the year will be returning to normal and scaling to get the following years back on track.

Chair Malte called the Board Meeting to order at 5:40 p.m.

The consent agenda was approved.

Board Chair: There were no Board Chair updates.

Trustee Updates: There were no Trustee updates.
Foundation Update: The Foundation awarded 92 scholarships for the fall quarter. The Foundation is also preparing for the upcoming Bright Futures Benefit Breakfast in November.

Action Items:
Item 1124, Resolution 135: Recognition of Dr. Lynette Jones
Chair Malte read the resolution into the record. The trustees took the opportunity to thank and praise Trustee Jones for her engagement and high standards with the college and the Board. Trustee Hamilton motioned to accept; Trustee Wildfong seconded. The motion was approved.

Item 1125: Mid-Cycle Self-Evaluation Report
Trustee Wildfong moved to approve; Trustee Suk seconded. The motion was approved.

Chair Malte adjourned the meeting at 5:53 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Executive Cabinet Report to Board of Trustees

Board Meeting Date: September 2022
Submitted by: Robert Britten
Department: Equity, Diversity, and Inclusion

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

☒ Evaluate implementation of the College's Mission Fulfillment Plan
   Executive Director Robert Britten supported the and provided input to Colleges' Mid-Cycle Report. Executive Director Britten, EDI Coordinators Brian Ramos and Julie Ta conducted a two-day training for Student Leaders on Identity. Executive Director Britten and EDI Coordinator Brian Ramos participated in New Student Orientation.

☒ Use data to assess the effectiveness of policies
   The Office of EDI and Institutional Research continues to meet weekly on the implementation of the Institutional EDI Strategic Plan.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities
   Executive Director Britten, Dr. Morrison and EDI Coordinator Brian Ramos met with Indigenous Tribal Leaders (Pamela Bond-Seamonster & Robert K. Satiacum) to discuss our Land Acknowledgement and frame ongoing conversations for the college to move beyond Land Acknowledgements. Additionally, Executive Director Britten and EDI Coordinator Brian Ramos Collaborated with our Foundation and an Indigenous Educator/Artist to provide Orange Shirts for the college to honor Orange Shirt Day in recognition of Indigenous survivors of Mission/Industrial Schools.

   Executive Director Britten met with DEI Program Manager Joseph Williams at Overlake Hospital to establish regular meetings and opportunities to partner on equity centered initiatives that could be of benefit to the college.

☒ Key conferences and events
   Executive Director Britten led a Diversity Officers Retreat in Wenatchee, WA. Executive Director Britten and EDI Coordinator Brian Ramos partnered at our Fall Welcome to update the college on the progress of the Office of EDI and things to look forward to this fiscal year.

   Executive Director Britten was selected to serve as Co-Chair elect for WA State American Indian Indigenous Studies Advisory Board. Executive Director Britten was also elected as the
President of the Diversity Officers Commission and will serve on the SBCTC Hiring Committee for Director of Student Services.

- **Actively participate and engage in community activities**
  Executive Director Britten actively serves on the WACTC American Indian Indigenous Studies Advisory Board. He serves on the Equity and Diversity Officers Commission (DEOC) as well as task force activities with Higher Ed in Prisons.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 10, 2022
Submitted by: Elisabeth Sorensen
Department: Foundation

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

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
The Foundation, in partnership with ASG, funded the purchase of shirts for faculty and staff in recognition of Orange Shirt Day observed on September 30, 2022. Orange Shirt Day honors Native American and Indigenous boarding school survivors, descendants and deceased students and was designed in recognition of the harm that the Native American and Indigenous boarding school system did to generations of Native American and Indigenous families and communities.

☒ 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 was pleased to support LWTech’s Opening Week by funding the following activities:
• Boxed lunches for Faculty and Staff on Monday, September 19
• Lattes/Coffee Drinks for Faculty and Staff at Coffee and Conversation Hour on Monday, September 19 and Tuesday, September 20

☒ Support the college in the implementation of LionsLink
To date, the Foundation has provided over $17,668.93 to support the implementation of 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
Mark your calendars!
• Bright Futures Benefit WEEK is scheduled for Tuesday, November 1 through Friday, November 4, 2022. Bright Futures Benefit WEEK will feature inspiring videos, and student testimonials/messages to raise critical funds for student scholarships, instructional program support and the student emergency fund.
• **NEW!** Bright Futures Gratitude Reception is scheduled for Tuesday, November 15 at 4:00 p.m. to 6:00 p.m. in the Chef City Grill. Our first ever Gratitude Reception is an opportunity to thank our generous Bright Futures donors. The reception will feature delicious hors d’oeuvres prepared by our talented culinary arts students.

The Foundation proudly awarded $116,850 in scholarship aid to 92 hardworking, highly motivated students for Fall Quarter 2022.

- **Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**
  On Thursday, September 22, the Foundation hosted the Fourth Annual Retirees Luncheon on campus! The event was attended by 20 LWTech retirees. This event was held virtually (zoom) in 2021 and 2020.

  On Monday, October 3, the Foundation will host a group of The Foundation was pleased to participate in the Washington State Hot Rod Hall of Fame Annual Awards Banquet on Saturday, September 24. The Washington State Hot Rod Hall of Fame awarded scholarships in the amount of $2,000 to six students enrolled LWTech automotive programs.

- **Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**
  The Foundation accepted a gift of $60,000 from the family of Paul Thomas Goodman to create the Paul Thomas Goodman Memorial Scholarship. This endowed scholarship honors the life of the late LWTech student Paul Goodman and will support students enrolled in the mechanical engineering program.

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

- **College Outreach Activities**
  Elisabeth Sorensen, Robert Britten, Executive Director of EDI, and President Amy Morrison attended the Greater Kirkland Chamber of Commerce's Diversity, Equity, and Inclusion Symposium on Thursday, July 14th. The focus of the symposium was on workforce re-entry and addressing those who come out of incarceration and are looking for hope and career opportunities. As a result of this event, the Foundation is partnering with the Greater Kirkland Chamber of Commerce to fund two scholarships in the amount of $2,500 for formerly justice involved students enrolled at LWTech.

  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: October 10, 2022
Submitted by: Meena Park
Department: Human Resources/Payroll

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

New Employee Welcome/Years of Service Celebration
In line with the Opening Week theme of ‘LWTech’s Path Forward’, we acknowledged our employees who play such a critical role in LWTech’s success and is our path forward. We welcomed our new employees and celebrated employees who have reached their milestone anniversaries!

![Figure 1 Years of Service Recipients (Note: 15 Years recipients attended remotely)](image)

After a two-year hiatus, we are excited to announce that LWTech’s internal leadership development program LEADS is back! LEADS stands for Learning • Experiencing • Achieving • Developing • Succeeding and is designed to provide professional and personal growth
opportunities for current and future leaders of the college. We have an amazing program planned for this year which includes goal setting, learning about the SBCTC system including the history of LWTech as well as the role of our Trustees, EDI, and leadership skill building sessions provided by consultants and internal experts. The nine-month program concludes with team presentations recommending solutions to a problem(s) that was offered by Cabinet.

Figure 1 (2022-23 LEADS Cohort From L to R) Tish Miller, Alysen Laakso, Nicole Cortes, Jenn Evora, Elaine Wright, Chris Davison, Kathryn Rogers, Reinhart Earhart, Dr. Amy Morrison with Tim Gracie and Marcelo Guerra Hahn attending remotely

**New Employee Onboarding/Faculty Orientation**
In collaboration with Engagement and Learning, Human Resources held a well-attended Onboarding session for new employees during in-service week which was attended by 22 full-time and adjunct faculty. Due to its success, an additional session is scheduled for September 30th.

**New Training Platform Implementation**
SBCTC has partnered with Get Inclusive, a new training vendor that delivers online compliance and prevention training, including Title IX, HIPAA, FERPA, and Hazing/Bullying Prevention courses. With the completion of integration, we plan to roll out training to our college community in the month of October.

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

Key conferences and events

The health and well-being are top of mind as we enter Fall quarter and flu season. To that end, we have scheduled the following COVID-19 Vaccine/Booster and Flu Shots Clinics for our college community:
- COVID-19 Vaccine/Booster through our partnership with [Bird’s Eye Medical](#) scheduled for Tuesday, October 11 from 10am-1pm.
- Flu Shot clinic on Tuesday, October 25th, from 12-2pm.
**Living Well @LWTech**
The Living Well committee is planning a return in Fall quarter, chaired by Corrine Ash, HR Generalist. The purpose of the committee is to assist employees by promoting a healthy lifestyle by educating, motivating, and supporting LWTech staff in taking charge of their personal health and wellness. We look forward to a robust and healthy agenda of events for the academic year!

Members of the HR/Payroll team will attend Washington State Health Care Authority’s Open Enrollment trainings scheduled for the month of October.

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**
With Governor Inslee’s emergency COVID proclamations ending on October 31st, HR is working with supervisors on transitioning employees for a November return to campus.

**Bargaining Updates**
Bargaining with the International Union of Operating Engineers (IUOE) wrapped up before the summer break and we are awaiting ratification from their members.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 10, 2022
Submitted by: Chris McLain
Department: Information Technology Services

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

☑ Ensure the College is prepared for retraining demands post-COVID
As summer came to a close the LWTech IT department, in conjunction with our vendor Diversified, completed the AV modernization of 12 classroom and learning spaces. This $500,000 project was funded by the student technology fee and federal covid relief funds. This project took nearly a full year to complete due to complications with the supply chain and academic scheduling. With the completion of this project, we now have multiple large classrooms and labs on campus equipped with the latest in learning and hybrid delivery technology. 2022/23 brings with it a new round of upgrades, which includes many of our prof-tech classrooms which haven’t seen technology upgrades in well over a decade.

☑ Support the college in the implementation of LionsLink
LWTech is nearly 8 months post go-live to date. We have made so much progress in learning how to use our new system. With any massive software implementation, there are always disruptions and hurdles on the way to stabilization and this project is no different. Many of our divisions on campus are still hard at work with learning how to operate efficiently in LionsLink. This process will take months or even years to complete before we consider optimizing our new platform. Ongoing employee support is a top priority for the LionsLink support team and Executive Cabinet.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/10/2022
Submitted by: Tuấn Đặng
Department: Instruction Support

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 Summer Institute, an Annual Faculty Retreat, was held this Sept 7-8 and was attended by Sally Heilstedt, Rhonda DeWitt, Priyanka Pant, Julie Boyd, Stacy Woodruff and 23 faculty members. This year’s focus of the summer institute was on Cultural Humility.
  - This year a total of 17 professors were nominated for Instructional Excellence Award, and we are awarding 3 of those professors this month. Each of the three will receive $1000 that can be spent within instructional related parameters. Recipients: Jennie Fredrickson (Funeral), and Sarah Mason (Welding), Gayle Shimokura (Public Health) Video of 2022 LWTech Instructional Award
  - This Fall quarter we have nearly 40 new-to-LWTech professors, all completed “Teaching @ LWTech” course! During this training, new faculty learn about LWTech specific resources, teaching and learning practices, and receive a $350 stipend upon completion. They have the opportunity to connect with one another, as well as learn about equitable teaching practices such as The 4 Connections and Transparency in Learning and Teaching, and formative assessments, and more.
  - The Diesel Program recently received almost $50,000 in equipment funding as part of being a recognized Career Launch Programs. Enrollment in the program is robust with 18 students.
  - Bachelor of Applied Sciences Human Resource Management has been approved and is launching this Fall 2022.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 10, 2022
Submitted by: Leslie Shattuck
Department: Marketing and Communications

Board Goal 3: Build community connections for the College.

College Outreach Activities
The Marketing and Communications 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 40 active projects in the department.

Public Relations:
The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college.

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 open enrollment, Workforce Development Initiatives, Career Services (new name) Programs, Outreach and Recruitment events, and the following programs: Open Doors, Mechanical Design, General Education, and the New Human Resource Management BAS.

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. Members of the team are on the Bias Response Team and are part of the Equity, Diversity, and Inclusion Plan Task Force.

Advertising Campaign
We just finished the Fall open enrollment ad campaign at the start of the quarter. Ads ran on Transit (buses), Digital Search, Digital Display (banner ads), Facebook and Instagram, and YouTube. The team is now preparing for the Winter open enrollment campaign which begins the beginning of November.

Website
The team worked on several updates and communications, including 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 continuing college communications.

Video Projects
The team is working on wrapping up several video projects that support the Outreach team, Student Services and Instructional programs. Once these projects are complete they will begin work on a series of videos that support our Running Start program.

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 departments throughout the college.

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.

Student Services Support
The team worked on several projects to support various departments within Student Services.

Instruction Support
The team worked on several projects to support the Office of Instruction.

President’s Office Support
The team provided communications support to the President’s office.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 10, 2022
Submitted by: Cathy Copeland
Department: Research & Grants

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

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
The team continues to support mission fulfillment work in preparation for the upcoming mid-cycle visit later in October. Over the summer, the team worked closely with the accreditation writing team and developed dashboards to ensure compliance with accreditation requirements. Data related to accreditation is now available at www.lwtech.edu/data.

☒ 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. As a follow-up item to the September 2022 Board of Trustees meeting, included in Figure 1 is a summary of historical responses to the statement, “The Board of Trustees is effective in carrying out its governance responsibilities at LWTECH.” Agreement rates range from a low of 24% in 2012 to a high of 69% in 2020.

☒ 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 will work with the Office of EDI to run an additional climate survey. The team is also assisting in ensuring compliance with the Senate Bills passed by legislature last year, and serves on the EDI Strategic Plan Taskforce.

- **Evaluate and approve policies that encourage workforce development, and provide pathways, from basic skills to baccalaureate programs, for students to achieve their goals**
  Support of student achievement and workforce development is largely summarized under **Goal 2: Evaluate and support resource development initiatives**. The team provided additional support for the upcoming proposal for LWTech’s building following the Center for Design.

- **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 is rebuilding data dashboard and creating new tools for the HR department to use in recruitment and retention.

- **Use data to assess the effectiveness of policies**
  The Research & Grants team supports this work through dashboard development and assessment. The team developed a new SharePoint site for viewing dashboards to create a “single-sign on feel” for access campus data.

- **Support the college in the implementation of LionsLink**
  The team continues to support campus data needs and queries following the LionsLink (ctcLink) launch last year. The team implemented a helpdesk ticket system in collaboration with IT to track data and query requests; this system will help triage and prioritize requests for new dashboards as well.

**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**
  Programs for 2022-2 include the following:

  - **National Science Foundation (NSF):** LWTech launched a new grant to expand Open Educational Resources (OER) in Electronics Technology and Welding in 2021-22 (ATE 2100136) with $365,000 in funding from NSF; the team support reporting on this grant over the summer. LWTech is finishing a final report for an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brought together 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 and submitted a request for over $9M in Summer 2022.

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. LWTech recently completed hiring the Instructional Designer and eLearning Coordinator.

Elementary and Secondary School Emergency Relief (ESSER) Funds for Dual Enrollments LWTech received $1,000,000 in American Rescue Plan Elementary and Secondary School Emergency Relief (ESSER) funds to support Running Start and dual enrollment students. Funds will be used for student fees and supplies, staff time, outreach materials, and coursework development in 2022-23.

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 totals nearly $10M. The team will continue supporting reporting related to these funds including quarterly and annual reporting. Information on LWTech’s work with these funds can be found at the LWTech HEERF Site.

Mental Health Counseling and Services Pilot Program Grant
This grant will continue in 2022-23 and will provide $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 use the funds allocated for counseling for other urgent needs like another navigator in the advising office. The department also worked with the MHCSPP grant leads to develop a data tracking and assessment system for both grant reporting and ongoing counseling program assessment and the Student Services team recently completed the fall report on the grant.

Early Learning Center
In collaboration with Congresswoman DelBene, LWTech received $1,000,000 in Community Project Funding to support the improvements to the child care center. The team also supported a successful application for $1,000,000 to the Washington State Department of Commerce’s Early Learning Facilities (ELF) grant program. The team supported the successful receipt of $2,000,000 in funding for the new center.

Dental Programs Funding
The team supports an application from the SBCTC and received $150,000 in grant funding. With additional college funds and $800,000 from Delta Dental, Instruction will support new training pathways, including evening programs, and fund renovations in the dental clinic.

Board Goal 3: Build community connections for the College.
Key conferences and events
The team will attend the upcoming mid-cycle accreditation activities and plans to also attend regional or national conferences later this year.

Actively participate and engage in community activities
The team presented at opening week and led sessions related to data access and Tableau data dashboards.

Other Departmental Activities/Highlights
The team is excited to welcome Dexter Smith to the team! He previously served as the Student Financial Business Analyst as part of the project management office for ctcLink. He offers extensive experience in Financial Aid, including the interpretation of ever-changing federal requirements and his role will support grant development and data needs on campus.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 10, 2022
Submitted by: Ruby Hayden
Department: Student Services

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

☐ Evaluate implementation of the College’s Mission Fulfillment Plan
  On August 17th and 18th the student leadership team held their annual summer retreat to
discuss assessment of prior year goals, planning for the upcoming year, and receive training
on how to remove white supremacy from our policies, procedures, and practices.

☐ Evaluate and approve policies that support anti-racism, equity, diversity, and
  inclusion in both the learning and workplace environments
  Vice President Hayden continues to be involved in the on-campus group focused on bringing
the Alternatives to Violence Program to the college. This work uses non-violent
communication methods to see the humanity in each other, even during difficult
conversations. The group met most recently for refresher training on September 12th.

☐ Evaluate and approve policies that encourage workforce development, and provides
  pathways, from basic skills to baccalaureate programs, for students to achieve their
goals
  New Student Orientation was held in both in-person and online formats September 21st and
22nd. Orientation focused on providing more than 200 students with:
  - Services, resources, programs, and activities to students new to LWTech.
  - Connections to online resources, setting students up to feel successful for at least the
first two weeks of the quarter.
  - A sense of community and engagement in LWTech Life.

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
  On September 7th, Vice President Hayden joined the Executive Director of the LWTech
Foundation in attending the Kirkland Kiwanis club meeting to thank the group for their
generous donation supporting student parents with childcare costs and to provide an update
on the new Childcare Center.
Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development

TRIO is a federal program grant funded by the U.S. Department of Education. There are two TRIO programs at LWTech, first generation and/or low-income students (SSS), and students with disabilities (SSSD). The SSSD TRIO grant serves 160 students and the SSS grant serves 140 students.

The mission of the TRIO is to increase the retention, graduation and transfer rates of eligible students. We accomplish this by providing FREE academic and supportive services such as tutoring, academic counseling, educational planning, student success workshops, financial education, FAFSA application assistance, and transfer assistance.

TRIO Projects met the numbers of students served for both SSS and SSSD in 2021-2022.

Board Goal 3: Build community connections for the College.

College Outreach Activities

On August 18th we hosted our first campus-wide, live-and-in-person preview style event since the Open House was cancelled just days before taking place in March 2020. The Fall Preview Night was an opportunity for community members to explore the academic programs and support structures at LWTech. About 70 guests joined us from all around the area for this inaugural, program-focused experience. One family drove all the way from Puyallup to learn more about the Digital Gaming program!

Actively participate and engage in community activities

Nearly all students services staff participated in the Orange Shirt activities sponsored by the office of EDI on September 29th.

Other Departmental Activities/Highlights

Office of Student Life

OSL had a busy September. 12 student leaders went through a four-week training where they learned about equity work, event planning, and leadership. They also assisted with the back-in-person New Student Orientation (NSO).

We also onboarded our new Coordinator for Student Clubs and Signature Events, Clarita Reyes.
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 2023. 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 four students nominated by the internal LWTech process for the Transforming Lives Award.
Rescission of Policies

**Situation**
The Higher Education Proclamations 12-14.1 and 20-12.5 issued by Governor Jay Inslee on August 27, 2021 will no longer be in effect as of the end of October. Lake Washington Institute of Technology passed two policies to enable operations under the Higher Education Proclamations during the period of time the proclamations remained in effect. Since the proclamations will no longer be in effect, the polices need to be rescinded.

The proposed policy rescission was reviewed by Executive Cabinet.

**Recommendation:** That the Board of Trustees vote to rescind the LWTech Fully Vaccinated Campus Policy and the Student Vaccination Policy.
Lake Washington Institute of Technology
In Recognition of Bob Malte
RESOLUTION NO. 135
Request for Approval

Situation
Bob Malte served as the Chair of the LWTech Board of Trustees for the 2021-2022 academic year. Trustee Malte’s strategic thinking, advocacy and commitment, and unwavering support were of great service to LWTech, its students, and the community. In addition, his 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 Malte’s leadership and dedication to LWTech as Chair of the Board during the 2021-2022 academic year.

Recommendation
That the Board of Trustees approve Resolution No. 135 recognizing Board of Trustees member Bob Malte.
RESOLUTION NO. 135

In Recognition of
Bob Malte

WHEREAS, Bob Malte has faithfully served as a dedicated and valued trustee of Lake Washington Institute of Technology since his appointment in 2018; and

WHEREAS, Bob Malte provided support, commitment, and strategic leadership during his term as Chair from 2021-2022; and

WHEREAS, Lake Washington Institute of Technology students, faculty, and administration have been the benefactors of Bob Malte’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 Bob Malte’s leadership and commitment to the college, staff and faculty.

ADOPTED by the Board of Trustees at the October 10, 2022 board meeting.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DISTRICT 26 BOARD OF TRUSTEES

Laura Wildfong, Chair

John Suk, Vice-Chair

Anne Hamilton, Trustee

Randy Scott, Trustee

Attest: _________________________________
Dr. Amy Morrison, President
Secretary of the Board