Board of Trustees Study Session and Meeting

Monday, November 14, 2022
4 p.m. to 6 p.m.
W305 Board Room
Also available on Teams

Study Session

2023 Legislative Agenda Preview
Dr. Amy Morrison

Enrollment Update
Dr. Ruby Hayden

Mid-Cycle Evaluation Visit Update
Elsa Gossett

Spotlight: FSOCC
Robert Britten

Board of Trustees Meeting

Land Acknowledgment
Laura Wildfong

We acknowledge that the LWTech campus is on the traditional land of the first people of Seattle, past and present, and we honor with gratitude the land itself, and the Coast Salish, Stillaguamish, Snoqualmie, Muckleshoot and Duwamish tribes. We acknowledge these tribes by showing respect and take an intentional step toward correcting the stories and practices that erase Indigenous people’s history and culture, and toward inviting and honoring the truth.

Roll Call
Laura Wildfong

Consent Calendar:
Laura Wildfong
- Approval of Agenda
- Minutes, October 10, 2022

General Discussion

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

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

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 1128, Resolution 135: Recognition of Bob Malte

Laura Wildfong

Adjournment
October 10, 2022 Board of Trustees Retreat and Meeting
4 p.m. to 6 p.m.
Hybrid Meeting

The study session was called to order at 4:08 p.m.

Director Elsa Gossett presented regarding the upcoming Mid-Cycle Evaluation Visit from accreditation evaluators.

Executive Director Elisabeth Sorensen provided an update on the 2022 Bright Futures Benefit WEEK taking place in early November this year. Bright Futures will be online again this year to leverage the current cost landscape for advice. Executive Director Sorensen showcased the matching grant spearheaded by Trustee Anne Hamilton and gave an update on current sponsors of the Benefit Week.

President Morrison presented the initial look at the Transforming Lives student nominees for 2022. This year there were four nominees.

Executive Director Robert Britten provided an update on Orange Shirt Day, and how we as a college can grow collectively in our understanding and appreciation of Indigenous culture. The college will celebrate Indigenous People’s Day tomorrow and will be hosting an Indigenous storyteller. The college continues to grow and develop in their relationships with local indigenous nations.

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

The consent agenda was approved.

**Roll Call**

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

**LWTech Faculty, Staff, Students, and Community Members:**
Dr. Amy Morrison  Meena Park  Marcelo Guerra Hahn  
Darcy Kipnis  Elsa Gossett  Aparna Sen  
Tuân Dăng  Robert Britten  Mike Potter  
Leslie Shattuck  Sarah Chandler  Vicki Chew  
Cathy Copeland  Sheila Walton  Alisa Shtromberg  
Chris McLain  Tisha Miller  Rebecca Talbot-Bluechel  
Bruce Riveland  Tim Gracie  Jason Sobottka  
Elisabeth Sorensen  Nicole Cortes  Priyanka Pant
President Morrison introduced the new Co-Presidents of the AFT union, Rebecca Talbot-Bluechel and Jason Sobottka. Co-Presidents Talbot-Bluechel and Sobottka gave a report on AFT activities, including foci on legislative priorities and union activities. President Morrison shared that the CTC system will be asking the legislature for full COLA funding, plus an additional 6.5% for all employees, and our union representatives will be vital partners in that lobbying.

Vice President Meena Park introduced the new LEADS cohort for 2022-2023. LEADS is LWTech’s internal leadership program. LEADS kicked off last Friday with the first session. Final project presentations will be presented on June 6th — all are invited! This year’s LEADS Cohort consists of: Tisha Miller, Nicole Cortes, Tim Gracie, Jenn Evora, Marcelo Guerra Hahn, Chris Davison, Kathryn Rogers, Reinhart Earhart, Elaine Wright, and Alysen Laakso.

ASG President Noa Joseph-Laleh reported on ASG activities for the month of September and talked through plans and goals for the coming months (see attached report).

President Morrison shared:

- We had a wonderful Opening Day and Opening Week; spoke about health and well-being, recognized Years of Service Awards
- Enrollment during the pandemic has struggled; this year the trend is going up rather than down (1.32%); 45% increase in BEdA enrollments; 30% increase in International students; 18% in Running Start students; and an increase in BAS applicants
- We continue to focus on health and wellbeing; being supportive of colleagues this fall and winter especially
  o COVID booster and flu vaccine clinic
  o Grilled cheese sandwich and soup event on campus
  o Wellness Center re-opening
- Important Legislative Session coming up!
- ACT is holding a Fall Conference on November 17-18 focused on getting everyone on the same page with the legislature; our Trustees are welcome to attend
- Trustees Suk and Wildfong and Director Gossett will be attending the ACCT conference in New York City
- Welcome officially to Trustee Scott! We look forward to working with you
- Welcome to Chair Wildfong for this year
- We will do our presentation to Trustee Malte in November
Chair Update: Chair Wildfong shared that she has been invited to be a part of the Transforming Lives Nominating Committee.

Financial Update: Vice President Riveland shared that the first quarter closes today, therefore the Trustees will get a full update next month. A few updates included growth in high-tuition enrollment areas; Federal COVID funds are winding down; heading into the first “normal” year after the pandemic, updates are positive.

Trustee Updates: There were no Trustee updates.

Foundation Update: There was no trustee liaison update for the Foundation today.

Action Items:
Item 1126: Transforming Lives Nomination
Trustee Hamilton moved to nominate Student #2; Trustee Suk seconded. The motion was approved.

Item 1127: Rescission of COVID Policies
Trustee Malte moved to approve; Trustee Scott seconded. The motion was approved.

Chair Wildfong adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Fall Fest.
To wrap up October and celebrate Halloween and the Day of the Dead ASG helped Lions CREW throw one of the biggest events of the quarter on October 31st. In the event students got an opportunity to enjoy free snacks such as freshly made popcorn, candy, and drinks. There were several activities that let students socialize and let students get to know each other better for possible the first time since quarantine. ASG helped set up video games, pumpkin painting, and a costume competition.

Incorporating Student Suggestions.
ASG wants to work further on incorporating student suggestions into our work. Currently ASG is planning to meet with different departments at school to see what can be done to improve them according to student suggestions. Specifically, ASG wants to reach out to the childcare center, financial aid office, and library to improve communication about their resources and see how we can support them.

Officer Positions in ASG.
The ASG team is still in the process of looking for a new PR officer and have opened applications and will start interviews as soon as possible. Additionally, our Finance Officer transferred to within the RISE Center, to a position he would more enjoy. Meaning, we have reopened the Finance Officer position and will shortly begin interviews for all open positions. Several students have already shown interest in both positions and they have already been contacted to speed up the hiring process and expand our Associated Student Government.

Projects.
ASG is currently trying to continue work on our podcast which will give students further insight into the different faculty members across school.

Assigning students to Tenure.
One big focus of ASG currently is to search for student representatives to join every single tenure committee. We have currently assigned students to all the second- and third-year tenure committees and are well into finding representatives for the rest of the tenure committees. Many students have already been to their first meeting and are excited to continue the process.

Student Leader Training.
On Monday October 17th the entire Office of Student team life met to expand their knowledge of the rest of their team and better understand how they can utilize each other’s skillsets to better reach the outcome needed for the team’s success. We also used this time to brainstorm ideas for Winter quarter events. Lastly, OSL spent some of this time on self-improvement specifically OSL met with Kris Lau, our school counselor to better understand the support LWTech can provide students in terms of mental health.

Upcoming Events:
- Nov 10 - Veteran’s Day Luncheon
- Nov 14 - Tree of Thanks Program
- Nov 14 - Dean’s & President’s List Recognition Reception
- Nov 16 - PTK Scholarship Application Workshop
- Nov 17 - Trans Day of Remembrance
- Nov 21 - Coffee and Conversations
- Dec 1 - Late Nights In The Library
- Dec 5 - Coffee and Conversations

Join Us Online
LWTech.edu/ASG
LWTech.edu/CampusLife
LWTech.edu/RISE
LWTech.edu/Admissions/Veteran-Services
LWTech.edu/StudentPrograms
Monthly Financial Summary – September 2022

Attached are the following financial reports:

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

Summary Report:

• The College is three months into the fiscal year (25%). At this early point, the financial picture is being looked at cautiously. Summer enrollment was down 6.6% compared to the previous year. In contrast, Fall enrollment is up 4.5%. Tuition revenues are up proportionately. At this time, the budget outlook remains neutral moving forward as we monitor enrollments.

• For year to date, revenues total approximately $12.2 million, up 16.33% from the prior year. This is due to higher revenues from the state allocation, tuition, and grants in the form of federal Covid Relief aid. Expenditures total approximately $9.6 million and are down 2.69% from the prior year. This is due to lower spending in the state allocation, tuition, and financial aid.

• For all funds, revenues exceed expenditures by approximately $2.6M. The general operating reserve totals approximately $8.5 million.

• For the general fund budget, expenditures total approximately $6.2 million and are down 5.1% from the prior year. Revenue totals approximately $7.8 million and is up 11.2% from the prior year. As of September 30, revenues exceed expenditures by over $1M.

• For self-supporting fund activities, expenditures total approximately $565,00 while revenues total approximately $1,475,000. As of September 30, revenues exceed expenditures by approximately $910,000.
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Statement of Revenue and Expenditures by Fund Source
thru month ended September 30th, 2022

FY2022-23

**REVENUES**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>% Received</th>
<th>Prior Year as of 09/30/2021</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>24,860,628</td>
<td>4,610,035</td>
<td>20,250,793</td>
<td>18.54%</td>
<td>4,365,411</td>
<td>244,623</td>
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<tr>
<td>149</td>
<td>Tuition</td>
<td>7,756,479</td>
<td>4,234,444</td>
<td>0</td>
<td>41.05%</td>
<td>2,095,972</td>
<td>888,163</td>
</tr>
<tr>
<td>149</td>
<td>Other/Investment</td>
<td>882,000</td>
<td>0</td>
<td>882,000</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,299,297</td>
<td>1,719,708</td>
<td>2,499,504</td>
<td>34.33%</td>
<td>1,124,299</td>
<td>351,583</td>
</tr>
<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>4,219,302</td>
<td>1,719,708</td>
<td>2,499,504</td>
<td>40.76%</td>
<td>559,147</td>
<td>1,160,651</td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,150,000</td>
<td>460,015</td>
<td>689,985</td>
<td>4.00%</td>
<td>370,474</td>
<td>89,541</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>80,000</td>
<td>45,495</td>
<td>34,505</td>
<td>7.24%</td>
<td>31,318</td>
<td>14,177</td>
</tr>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>234,836</td>
<td>275,164</td>
<td>-</td>
<td>247,402</td>
<td>(12,567)</td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>585,000</td>
<td>42,331</td>
<td>542,669</td>
<td>7.24%</td>
<td>144,646</td>
<td>(102,316)</td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>429,466</td>
<td>7,271,534</td>
<td>-</td>
<td>1,252,199</td>
<td>(823,733)</td>
</tr>
</tbody>
</table>

Subtotal: 52,042,906

Revenue to Date: 12,200,992

Balance: 39,841,914

% Received: 23.44%

Prior Year as of 09/30/2021: 10,390,868

Difference: 1,810,124

% Change: 17.42%

**EXPENDITURES**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>Prior Year as of 09/30/2021</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>37,338,631</td>
<td>6,181,616</td>
<td>31,157,015</td>
<td>16.56%</td>
<td>6,513,967</td>
<td>(332,350)</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated</td>
<td>2,885,472</td>
<td>565,833</td>
<td>2,319,639</td>
<td>19.61%</td>
<td>718,725</td>
<td>(152,892)</td>
</tr>
<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>4,558,232</td>
<td>1,444,228</td>
<td>3,114,004</td>
<td>31.68%</td>
<td>548,636</td>
<td>895,392</td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,517,217</td>
<td>427,125</td>
<td>1,090,092</td>
<td>28.15%</td>
<td>149,296</td>
<td>277,829</td>
</tr>
<tr>
<td>524</td>
<td>Bookstore</td>
<td>20,000</td>
<td>148,125</td>
<td>(128,125)</td>
<td>740.63%</td>
<td>(1,375)</td>
<td>149,501</td>
</tr>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>510,000</td>
<td>(248)</td>
<td>248</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>500,000</td>
<td>120,374</td>
<td>379,626</td>
<td>24.07%</td>
<td>136,498</td>
<td>(16,123)</td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>659,462</td>
<td>7,040,538</td>
<td>-</td>
<td>1,746,619</td>
<td>(1,087,157)</td>
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</tbody>
</table>

Subtotal: 55,029,552

Expended to Date: 9,546,765

Balance: 45,482,787

% Expended: 17.35%

Prior Year as of 09/30/2021: 9,812,317

Difference: 266,552

% Change: 2.71%

**Total Expenditures**

55,299,552

9,573,622

45,725,930

17.31%

9,837,972

(264,350)

-2.69%

**Total Revenue Over/under Expend**

(2,986,648)

2,670,859

687,341

**Footnote:**

*Moved to Fund 148
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures and Fund Balance
thru month ended September 30th, 2022

<table>
<thead>
<tr>
<th>Fund</th>
<th>Year-to-Date 09/30/22</th>
<th>Year-to-Date 09/30/21</th>
<th>09/30/22</th>
<th>09/30/21</th>
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<tr>
<td>Balance</td>
<td>Revenue</td>
<td>Expenditure</td>
<td>Balance</td>
<td>Balance</td>
</tr>
<tr>
<td>001 State Allocations</td>
<td>0</td>
<td>4,610,035</td>
<td>4,610,035</td>
<td>0</td>
</tr>
<tr>
<td>149 Tuition</td>
<td>(324,067)</td>
<td>3,184,135</td>
<td>1,571,582</td>
<td>1,288,486</td>
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<td>Other/Investment</td>
<td>76</td>
<td>0</td>
<td>76</td>
<td>0</td>
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<tr>
<td>149 Subtotal</td>
<td>(323,992)</td>
<td>3,184,135</td>
<td>1,571,582</td>
<td>1,288,562</td>
</tr>
<tr>
<td>148 Local Dedicated Fund</td>
<td>1,475,882</td>
<td>0</td>
<td>565,833</td>
<td>4,052,920</td>
</tr>
<tr>
<td>145 Grants &amp; Contracts</td>
<td>494,070</td>
<td>1,537,851</td>
<td>1,070,363</td>
<td>961,558</td>
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<tr>
<td>146 Grants &amp; Contracts</td>
<td>181,948</td>
<td>373,866</td>
<td>1,305,062</td>
<td>1,127,039</td>
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<tr>
<td>522 Student Activities</td>
<td>460,015</td>
<td>427,125</td>
<td>1,879,300</td>
<td>1,800,338</td>
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<tr>
<td>524 Bookstore</td>
<td>337,166</td>
<td>45,495</td>
<td>0</td>
<td>148,125</td>
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<tr>
<td>528 Facilities/Safety</td>
<td>206,914</td>
<td>234,836</td>
<td>0</td>
<td>441,749</td>
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<td>569 Food Service</td>
<td>338</td>
<td>0</td>
<td>0</td>
<td>338</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>102,908</td>
<td>42,331</td>
<td>120,374</td>
<td>23,964</td>
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<tr>
<td>846,849,50,60 Financial Aid</td>
<td>428,466</td>
<td>659,462</td>
<td>1,176,049</td>
<td>388,879</td>
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<tr>
<td>Total Operating</td>
<td>7,590,958</td>
<td>4,908,730</td>
<td>11,364,038</td>
<td>11,515,288</td>
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<tr>
<td>Subtotal</td>
<td>254,998</td>
<td>43,488</td>
<td>26,857</td>
<td>271,629</td>
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<td>Total All Operating Funds</td>
<td>7,845,956</td>
<td>5,342,218</td>
<td>11,635,667</td>
<td>11,978,802</td>
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<tr>
<td>Total All Operating Funds</td>
<td>9,573,622</td>
<td>11,635,667</td>
<td>11,978,802</td>
<td></td>
</tr>
<tr>
<td>Total All Funds</td>
<td>9,573,622</td>
<td>11,635,667</td>
<td>11,978,802</td>
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</table>

General Operating Reserve | 8,520,355 | 8,849,778 |
% of Operating Budget as of 04/30/2021 | 20.52% |
General Operating Reserve | 6,228,615 | 4,833,891 |
Target | 15% | 15% |
<table>
<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>
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<tbody>
<tr>
<td>Salaries</td>
<td>23,881,876</td>
<td>24,039,059</td>
<td>3,970,427</td>
<td>15,940,000</td>
<td>4,128,632</td>
<td>82.83%</td>
<td>3,714,253</td>
<td>6.90%</td>
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<tr>
<td>Benefits</td>
<td>8,910,573</td>
<td>8,969,640</td>
<td>1,553,928</td>
<td>5,897,800</td>
<td>1,517,912</td>
<td>83.08%</td>
<td>1,362,426</td>
<td>14.06%</td>
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<tr>
<td>Goods &amp; Services*</td>
<td>4,002,724</td>
<td>4,820,982</td>
<td>312,923</td>
<td>1,504,923</td>
<td>3,003,136</td>
<td>37.71%</td>
<td>985,163</td>
<td>-68.24%</td>
</tr>
<tr>
<td>Equipment</td>
<td>297,193</td>
<td>297,193</td>
<td>158,390</td>
<td>151,521</td>
<td>(13,718)</td>
<td>104.62%</td>
<td>268,279</td>
<td>-40.59%</td>
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<tr>
<td>Travel</td>
<td>70,730</td>
<td>70,730</td>
<td>13,312</td>
<td>37,874</td>
<td>19,544</td>
<td>72.37%</td>
<td>1,927</td>
<td>590.85%</td>
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<tr>
<td>Grants, Client Services</td>
<td>958,583</td>
<td>1,348,583</td>
<td>171,636</td>
<td>1,176,947</td>
<td>188,563</td>
<td>-9.86%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>HS Academy Transfer</td>
<td>(380,000)</td>
<td>(380,000)</td>
<td>0</td>
<td>(380,000)</td>
<td>0</td>
<td>0.00%</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(1,307,733)</td>
<td>(1,307,733)</td>
<td>0</td>
<td>(1,307,733)</td>
<td>(6,644)</td>
<td>-100.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$36,433,946</td>
<td>$37,858,454</td>
<td>$6,181,616</td>
<td>$23,532,118</td>
<td>$8,144,720</td>
<td>78.49%</td>
<td>$6,513,967</td>
<td>-5.10%</td>
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<table>
<thead>
<tr>
<th>Revenue Category</th>
<th></th>
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<tr>
<td>State Allocations</td>
<td>$23,436,320</td>
<td>$24,860,828</td>
<td>$4,610,035</td>
<td>-</td>
<td>20,250,793</td>
<td>18.54%</td>
<td>$4,365,411</td>
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<td>Tuition</td>
<td>7,756,479</td>
<td>7,756,479</td>
<td>3,184,135</td>
<td>-</td>
<td>4,572,344</td>
<td>41.05%</td>
<td>2,295,972</td>
<td>38.68%</td>
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<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>882,000</td>
<td>882,000</td>
<td>0</td>
<td>-</td>
<td>882,000</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Total Revenue</td>
<td>$32,074,799</td>
<td>$33,499,307</td>
<td>$7,794,170</td>
<td>-</td>
<td>25,705,137</td>
<td>23.27%</td>
<td>$6,661,383</td>
<td>17.01%</td>
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Revenue Over (Under) Expenditure: $ (4,359,147) $ (4,359,147) $ 1,612,554  $ 147,416
<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved to Date</th>
<th>Approved Budget</th>
<th>Adjusted to Date</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Actual Budget</th>
<th>Projected</th>
<th>Projected to Date</th>
<th>Total Encumbered</th>
<th>% Expended/Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
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<tr>
<td>Salaries</td>
<td>1,287,174</td>
<td>1,287,174</td>
<td>248,756</td>
<td>990,000</td>
<td>$48,419</td>
<td>96.24%</td>
<td>$344,555</td>
<td>$48,419</td>
<td>96.24%</td>
<td>-27.80%</td>
<td>$124,153</td>
<td>-16.72%</td>
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<tr>
<td>Benefits</td>
<td>480,244</td>
<td>480,244</td>
<td>103,399</td>
<td>386,100</td>
<td>(9,255)</td>
<td>101.93%</td>
<td>$124,153</td>
<td>$96.24%</td>
<td>-27.80%</td>
<td>-16.72%</td>
<td>$344,555</td>
<td>-16.72%</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>1,205,526</td>
<td>1,205,526</td>
<td>194,947</td>
<td>669,022</td>
<td>341,558</td>
<td>71.67%</td>
<td>$217,691</td>
<td>$217,691</td>
<td>71.67%</td>
<td>-10.45%</td>
<td>$45,453</td>
<td>-78.35%</td>
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<tr>
<td>Equipment</td>
<td>10,000</td>
<td>10,000</td>
<td>9,841</td>
<td>7,526</td>
<td>(7,367)</td>
<td>173.67%</td>
<td>$45,453</td>
<td>$45,453</td>
<td>173.67%</td>
<td>-78.35%</td>
<td>$344,555</td>
<td>-16.72%</td>
</tr>
<tr>
<td>Travel</td>
<td>8,620</td>
<td>8,620</td>
<td>8,741</td>
<td>2,213</td>
<td>(2,334)</td>
<td>127.08%</td>
<td>$684</td>
<td>$684</td>
<td>127.08%</td>
<td>-1177.41%</td>
<td>-1177.41%</td>
<td>-1177.41%</td>
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<tr>
<td>Grant/Client Services</td>
<td>0</td>
<td>-</td>
<td>150</td>
<td>(150)</td>
<td>(150)</td>
<td>(150)</td>
<td>$190</td>
<td>$190</td>
<td>(150)</td>
<td>(150)</td>
<td>-21.05%</td>
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<tr>
<td>Transfer of Charges</td>
<td>1,307,733</td>
<td>1,307,733</td>
<td>-</td>
<td>-</td>
<td>1,307,733</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$4,299,297</td>
<td>$4,299,297</td>
<td>$565,833</td>
<td>$2,054,861</td>
<td>$1,678,603</td>
<td>60.96%</td>
<td>$732,725</td>
<td>$732,725</td>
<td>60.96%</td>
<td>-22.78%</td>
<td>-</td>
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</table>

<table>
<thead>
<tr>
<th>Revenue Category</th>
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<tbody>
<tr>
<td>Inst. Program Fees</td>
<td>1,859,710</td>
<td>1,859,710</td>
<td>$824,065</td>
<td>$1,035,645</td>
<td>44.31%</td>
<td>$449,295</td>
<td>83.41%</td>
<td>$449,295</td>
<td>83.41%</td>
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<tr>
<td>Inst. Ancillary Rev.</td>
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<td>492,500</td>
<td>$56,129</td>
<td>436,371</td>
<td>11.40%</td>
<td>($62,861)</td>
<td>-189.29%</td>
<td>($62,861)</td>
<td>-189.29%</td>
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<tr>
<td>Testing</td>
<td>25,700</td>
<td>25,700</td>
<td>$2,587</td>
<td>23,113</td>
<td>10.07%</td>
<td>$5,175</td>
<td>-50.01%</td>
<td>$5,175</td>
<td>-50.01%</td>
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<tr>
<td>Other Fees &amp; Income</td>
<td>1,921,387</td>
<td>1,921,387</td>
<td>$593,101</td>
<td>1,328,286</td>
<td>30.87%</td>
<td>$732,691</td>
<td>-19.05%</td>
<td>$732,691</td>
<td>-19.05%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Excess Enrollment Tuition &amp; Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$4,299,297</td>
<td>$4,299,297</td>
<td>$1,475,882</td>
<td>$2,823,415</td>
<td>34.33%</td>
<td>$1,124,299</td>
<td>31.27%</td>
<td>$1,124,299</td>
<td>31.27%</td>
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<tr>
<td>Total Revenue over Expend.</td>
<td>$ -</td>
<td>$ -</td>
<td>$910,049</td>
<td>$391,574</td>
<td></td>
<td></td>
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</tbody>
</table>
Lake Washington Federation of Teachers Co-Presidents Rebecca Talbot-Bluechel and Jason Sobottka

Statement to the LWTech Board of Trustees

11.03.2022

This report is written to be presented to the Board of Trustees

Trustees of the Board:

Since our last introduction and report to the Board of Trustees, the LWTECH AFT 3533 has formed its Bargaining Committee with members of our union. In addition to the folks who will work to negotiate the next iteration of the faculty contract, we have volunteers who are serving as alternates to the committee and as research partners, who can look up anything that those bargaining need to complete their work.

Co-Presidents Rebecca and Jason met for their first official meeting with Vice President for Instruction Tuấn Đặng. The Co-Presidents look forward to many more productive and welcoming meetings.

The E-Board is preparing to meet, and Co-Presidents are meeting with President Amy Morrison next week.

Sincerely,

Rebecca Talbot-Bluechel and Jason Sobottka, LWTECH AFT 3533 Co-Presidents
Executive Cabinet Report to Board of Trustees

Board Meeting Date: October 2022
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 2022-23 academic year (through September 2023). 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 was present for and provided input to Colleges’ Mid-Cycle Review.

☒ Use data to assess the effectiveness of policies
  The Office of EDI, institutional Research and our EDI Taskforce continues to meet weekly on the development of the Institutional EDI Strategic Plan.

Board Goal 3: Build community connections for the College.

Executive Director Britten participated in the selection process for SBCTC Director of Student Services and was also selected to serve on an SBCTC Taskforce: Best Practices for DEI & Major project selection.

Executive Director Britten and DEI Coordinator Brian Crisanto Ramos, along with 5 other LWTech employees of color, attended the Faculty and Staff of Color Conference in Pasco. EDI Coordinator Ramos participated in an EDI Leadership Panel Discussion and Executive Director Britten served as Conference MC.

☒ College Outreach Activities
  Executive Director Britten continues to attend regular meetings of Diversity Equity Officers Commission and American Indian Indigenous Studies Advisory Board.

☒ 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 selected to serve as Co-Chair elect for WA State American Indian Indigenous Studies Advisory Board.

Executive Director Britten was elected as the President of the Diversity Officers Commission and also will serve on the SBCTC Hiring Committee for Director of Student Services.

Active participate and engage in community activities
Executive Director Britten actively serves on the WA ST. Community and Technical College American Indian Indigenous Studies Advisory Board. He serves on the Equity and Diversity Officers Commission (DEOC) 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 14, 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 has pledged to provide $1,000 annually to assist with LWTech’s Office of Equity, Diversity and Inclusion programming.

☒ 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 is pleased to support LWTech’s LEADS by funding snacks and refreshments for the 2022 – 2023 year.

☒ Support the college in the implementation of LionsLink

The Foundation provided funding snacks and goodies to support CTC Team outreach and morale activities over the Halloween holiday.

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

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

On Monday, October 3, President Morrison, Elisabeth Sorensen, Executive Director, Foundation and Priyanka Pant, Dean of Instruction, hosted Pearl Leung, Head of Community Affairs for a campus tour and potential partnership discussion. The tour was co-led by Professor Andrew Short, Professor Josh Meramore and Professor Yosefu (Yoshi) Hauge. Amazon is co-presenting sponsor of the Foundation’s Annual Bright Futures Benefit WEEK scheduled for November 1 – 4.

On Wednesday, October 5, President Morrison and Elisabeth Sorensen hosted Jolenta Coleman- Bush, Senior Program Manager, Microsoft Philanthropies for an Annual Site Tour. Microsoft is Foundation co-presenting sponsor of the Foundation’s Annual Bright Futures Benefit WEEK scheduled for November 1 – 4.

On Wednesday, October 12, Elisabeth Sorensen and Kellie Whitcomb, RDH, MSDH, Associate Dean, Dental Programs, hosted Danielle Prudden, Willamette Dental for a tour of LWTech’s Dental Hygiene and Assisting Programs. Willamette Dental is a sponsor of the 2022 LWTech Foundation’s Annual Bright Futures Benefit WEEK.

On Thursday, October 13, Elisabeth Sorensen and Molly Verschuyl, MPT, Assistant Professor and Faculty Director and Physical Therapist Assistant Program hosted Joe Banach, DTP, Clinic Director/Partner, FTG Physical Therapy and Tracy Grinna, PTA, FTG Physical Therapy for a tour of the LWTech’s Physical Therapist Program.

Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development

The Foundation accepted a generous gift of 82,000 from The Peierls Foundation. The gift will be used to support students in the following way:

$35,000 – High School Programs
$35,000 – Early Childhood Education
$12,000 – Student Scholarships

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.

Please welcome Jill Kempie, Marketing and Events Manager, to the LWTech Foundation! Jill comes to LWTech directly from the University of Rochester. We are thrilled to bring Jill’s talents to the Foundation Team and strongly believe this position will build capacity to further the Foundation’s important work to raise critical funds for student scholarships, instructional program support and the student emergency fund.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: November 14, 2022
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 2022-23 academic year (through September 2023). 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: ‘Get Cheesy With It’ Event
The HR Advisory Committee continues to work on employee recognition, appreciation, and professional development. To further LWTech’s commitment to a Community of Belonging, the committee held our annual Fall Quarter grilled cheese and tomato soup event. Staff and faculty came together to catch up and enjoy the comforts of grilled cheese sandwiches and tomato soup.

LEADS
The first 2022-23 LEADS session was held on October 7. Based on StrengthsFinder results, two teams were formed and assigned a ‘Real World Problem’ project proposed by Cabinet. This year, the teams will be addressing two themes that arose from the Employee Satisfaction Survey on Improving Communication and Employee Workload/Burnout with Cathy Copeland and Elsa Gossett serving as project leads. The teams were also assigned a Team Charter assignment to complete prior to the next meeting. Rhonda DeWitt, Manager of E Learning, facilitated a session on Goal Formulation and Dr. Morrison wrapped up the day answering questions from the cohort on her leadership journey. The next LEADS sessions is scheduled for November 4th.
Quarterly Leadership Team Meeting
The next Leadership Team meeting is scheduled for November 16th. Dr. Gerry Ebalaroza-Tunnell will be returning to continue the work of Ask, Listen, Observe, Heart, and Adapt/Acknowledge (A.L.O.H.A.) that was introduced during Fall In-Service. Dr. Gerry will be presenting ‘The Principles of Whole Systems Leadership: Built by Leaders for Leaders.’ The objective is to bring awareness of the social challenges and cultural divisions we’re experiencing and provide guidance on how to proactively interact with feedback loops, cultivate coherence, and implement dynamic responsibility.

Board Goal 3: Build community connections for the College.

Key conferences and events

Living Well @LWTech
The Living Well committee is planning a food drive campaign to support the Associate Student Government’s Daily Eating Necessities (DEN). The DEN is our on-campus Food Pantry supporting students struggling with food insecurity. Additionally, the committee will be sending out monthly wellness tips and healthy, low cost, and low effort recipes through the year.

Meena Park attended the quarterly Human Resources Management Commission meeting held on November 3rd and 4th at Tacoma Community College. Topics discussed include updates on bargaining, part-time employees, telework best practices, reclassification, and unfair labor practices.

Other Departmental Activities/Highlights

PEBB Open Enrollment
The PEBB open enrollment is currently in session, November 1-30. Remote Information Sessions are being held to provide information on plan and rate changes, assist with making changes to medical or dental plans, and add/remove dependents.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/10/2022
Submitted by: Tuấn Đăng
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

- More than 45 faculty completed the Week 3-4 Legend Progress Survey! The Legend Progress Survey is a comprehensive Early Alert system through Legend that allows faculty to assign students either Kudos (positive feedback) and/or Flags (concerns and room for improvement). The week 6 Progress Survey will be open Nov. 7-13.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: November 14, 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 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 43 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.

Media Coverage:

The Urbanist: Story about development in Totem Lake includes ELC and Center for Design - [https://www.theurbanist.org/2022/10/03/totem-lake-shoulders-kirklands-transformation-and-growth/](https://www.theurbanist.org/2022/10/03/totem-lake-shoulders-kirklands-transformation-and-growth/)

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, Office of Student Life programs Career Services programs, Outreach and Recruitment events, 2023 Open House, and the following programs: Open Doors, Mechanical Design, General Education, the new Dental Assisting Certificate, and the new Human Resource Management BAS.

Key conferences and events

- The team attended the National Council for Marketing and Public Relations (NCMPR) District 7 conference in Vancouver, WA.

- Leslie Shattuck attended Alternatives to Violence training along with members of Executive Cabinet.
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, the Equity, Diversity and Inclusion Council, and the Digital Accessibility Committee.

**Advertising Campaign**
The team worked on the Winter ad campaign. Ads will run on Digital Search, Digital Display (banner ads), Facebook and Instagram, and YouTube. The Winter open enrollment campaign 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 several video projects that support the Outreach team, Student Services and Instructional programs. The team also began planning 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.

**LWTech Foundations Support**
The team worked with the Foundation in support of its Bright Futures Benefit WEEK event.

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

Board Meeting Date: November 14, 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 and is excited to support the new Accreditation Liaison Officer (ALO). Collaborations to date include the team working closely with the ALO to develop new 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.

☒ 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 also set monthly meetings with the Office of EDI to ensure collaborative work moving forward. The team will also assist in ensuring compliance with the Senate Bills passed by legislature and serves on the Equity, Diversity and Inclusion Council.

☒ 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. The team is working collaboratively with departments across campus to

- **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. The team is support query modification and development alongside IT.

**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**
  - **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 (CRRSA); 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.

Strengthening Community Colleges (SCC) Application
LWTech led a collaborative Strengthening Community Colleges (SCC) to the Department of Labor (DOL) in collaboration with nine other community colleges and other partners, including the State Board for Community and Technical Colleges (SBCTC) and the Washington Technology Industry Association (WTIA). If funded, the consortium will receive $5,000,000 in funding to support the computer science/information technology pathway at each college. The grant will fund curriculum development, mentoring for students, and collaboration with industry.

Board Goal 3: Build community connections for the College.

Key conferences and events
The team participated in 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: November 14, 2022
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). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments

Based on the suggestion from former Student Services staff member, Tina Akinyi, LWTech has changed its honor roll procedures to remove credit thresholds to better support and celebrate part-time students who are more likely to be older, BIPOC, and/or a student with a disability.

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

- Senior Associate Director of Financial Aid and Veteran Services, Darcy Kipnis, partnered with the office of institutional research and the office of instruction to write a grant through the Washington Student Achievement Council (WSAC) to support student access, progression, and financial support at the college.
- Vice President Hayden and Director of Student Programs, Dr. Sheila Walton, have applied for $7500 to support veteran student engagement on campus through King County Councilmember Balducci’s office.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

The college has hired a new Outreach and Recruitment Coordinator, Will Smith, who started with the college in mid October. With a significant background in sales, marketing, and educational software, Will has already mastered general college presentations with our local high schools and is attending events on his own. Welcome Will!
Key conferences and events
Vice President Hayden continues to represent LWTech at quarterly meetings for the Washington State Student Services Commission (WSSSC), most recently October 20th and 21st. As part of her commitment to WSSSC she will serve the CTC system in the following ways this academic year:
- WSSSC liaison to the Admissions and Registration Council
- WSSSC representative to the Data Governance Committee
- Co-Chair Demographic Subcommittee

Actively participate and engage in community activities
Vice President Hayden has applied to be part of the Lake Washington School District committee to evaluate social studies curriculum at the K-5 level.

Other Departmental Activities/Highlights

Office of Student Life
The Office of Student Life continues to make headway into opening the Wellness Center. Cody Crosbie joined the team on October 17 and is helping move tasks along. With equipment out of service for three years, we are arranging equipment servicing so we do not incur any injuries from patrons. Activities programming from the RISE Center with Lions CREW continues to engage students, where we had high engagement of students in our past programs. The new Food Truck program is successful with over 60 participants on each food truck day; according to our partners at the Washington State Food Truck Association. Finally, we are looking forward to winter quarter beginning with new student orientation (December 19/20) and winter quarter programming partnerships with the Library, TRIO, Financial Aid, and EDI.
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.
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BOARD OF TRUSTEES

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 November 14, 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