Study Session

LWTech Foundation Fundraising Update  Elisabeth Sorensen
Early Learning Center Update  Dr. Ruby Hayden

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 taking 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, November 14, 2022

General Discussion

Public Comments: Individuals may sign in for public comment, limited to 3 minutes each\(^1\)  Laura Wildfong

Introduction of New Employees  Dr. Amy Morrison

Reports to the Board

\(^1\)Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
Action Items

Item 1129: Anti-Hazing policy update to Student Conduct Code  Dr. Ruby Hayden

Executive Session

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

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

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

Adjournment
November 14, 2022 Board of Trustees Retreat and Meeting
4 p.m. to 6 p.m.
Hybrid Meeting

The board meeting session was called to order at 4:10 p.m.

Chair Wildfong opened the study session by reading the LWTech Land Acknowledgement. Following, Dr. Morrison ceded the floor to introduce new LWTech colleagues. Vice President Tuấn Đặng’s team began by introducing new professors and instructors, including Wendi Nancarrow-Carter, Todd Maxfield-Matsumoto, Shawn Weeks, Kimberly Alaniz, Sandy Spinrad, Nomita Yadav, and Johnny Calavitta, as well as Zainab Al Zoubaidi, the new Administrative Assistant for Engineering, Manufacturing and Transportation Technology. Dr. Ruby Hayden continued by introducing Will Smith, the new Outreach and Recruitment Coordinator, and Rachel Manier, Career Services Coordinator; Chris McLain also introduced Ryan Jenkins, the new AV Technician.

President Morrison provided a legislative platform overview as a preview to the ACT Meeting coming up next week at the Seattle Hilton Airport, including an overview of the Capital Budget Request for 2023-2024, the Operating Budget Request, and the student’s Budget Request to the legislature.

Dr. Ruby Hayden provided an update on enrollment and enrollment trends through the pandemic. LWTech is potentially reaching a plateau rather than dropping enrollment as in the last two years.

Elsa Gossett provided an update on the Mid-Cycle Accreditation process. The NWCCU will meet in January 2023 and we will receive the final results of our evaluation at that time.

Robert Britten gave an overview of the Faculty and Staff of Color Conference (FSOCC), celebrating the 25th year of the conference. Approximately 350 people attended to develop a community of support for the work they’re doing. The theme this year was “Health, Healing, and Hope.” The focus was on breaking down barriers to provide access for future employees as others had done before them. A memorial scholarship fund was created in honor of Mr. Tom Nash, who recently passed away. Resilience for Men of Color – workshop provided by Robert Britten; creating an ecosystem of support. Our EDI Coordinator Brian Crisanto Ramos was a member of the panel and did a great job.

Chair Wildfong called the Board Meeting to order at 5:20 p.m.
The consent agenda was approved.

**Roll Call**

**Board of Trustees:**

Anne Hamilton | Laura Wildfong (Chair) | Bob Malte
John Suk | Randy Scott

**LWTech Faculty, Staff, Students, and Community Members:**

Dr. Amy Morrison | Robert Britten | Wendi Nancarrow-Carter
Tuấn Đặng | Aparna Sen | Todd Maxfield-Matsumoto
Cathy Copeland | Mike Potter | Shawn Weeks
Chris McLain | Alisa Shtromberg | Sandy Spinrad
Bruce Riveland | Rebecca Talbot-Bluechel | Nomita Yadav
Elisabeth Sorensen | Priyanka Pant | Johnny Calavitta
Meena Park | Demetra Biros | Zainab Al Zoubaidi
Elsa Gossett | Kimberly Alaniz|

Co-President Rebecca Talbot-Bluechel gave a report on AFT activities. They have formed a bargaining committee and will start their bargaining process once they have completed training in interest-based bargaining. The executive board will meet in the next week and have been meeting with Vice President of Instruction Tuấn Đặng as well. AFT will provide legislative priorities as soon as available.

**President Morrison shared:**

- Thanks to Brian and Robert for their participation and leadership in FSOCC
- Recognize that many colleagues across campus have been busy supporting students and staff members; shout-out to the Grilled Cheese event
- October All-Staff; in-service focused on Tenure
- Last week, attended NWCCU Annual Conference and WACTC President’s Meeting
- OneRedmond Board Retreat
- Bright Futures Benefit Week!
- Dental Hygiene collaborations – possible legislative request
- Veteran’s Day ceremony and lunch with veteran students and faculty
- Review of ACT Agenda

**Chair Update: Chair Wildfong** shared that she was volunteered to be part of the Transforming Lives Nominating Committee. LWTech’s nominee was ranked in the top six award winners.

**Trustee Updates:** Trustee Suk shared an update on the national ACCT conference in New York City in October. General observations: inspiring to see how motivated and dedicated trustees and administration and faculty were towards the community college system. Some sessions included
Leveraging Business and Industry Partnerships to develop an internship system; Supporting Community College Entrepreneurship; Building the Bench (recruiting Millenial and Gen Z Board Members); Effective CEO Recruitment; trends with wraparound services for students with housing insecurity, and providing focus and attention on underserved students.

**Foundation Update:** Trustee Malte ceded his update to Executive Director Sorensen to provide an update on the Bright Futures Benefit WEEK. Executive Director Sorensen announced that we met the match both for the Bright Futures Scholarships and for the Student Emergency Services Grant, with many thanks to the Trustees for their matching grant.

**Financial Update:** Vice President Riveland shared good news that enrollments are up and expenses are down! Federal COVID aid is still boosting our financial picture by providing funds for students who might otherwise be dropped for non-payment, and covering the cost of durable goods. Revenue exceeds expenses by about $1 million. General operating reserve is about $8.5 million. College is focused on maintaining the upward trend.

**Action Items:**

**Item 1128, Resolution 135: Appreciation for Bob Malte**

Trustee Suk moved; Trustee Hamilton seconded. The motion was approved.

Chair Wildfong adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Attached are the following financial reports:

1. Statement of Revenue and Expenditures by Fund Source
2. Statement of Revenue and Expenditures and Fund Balance

Summary Report:

- The College is four months into the fiscal year (33%). At this early point, we are cautious regarding the financial outlook for the year. Enrollments for fall quarter are up 1.4% compared to last year. Tuition revenues are up approximately 1%. Given the enrollment trends, the budget outlook remains cautious moving forward as we now monitor enrollments for Winter Quarter.

- For year to date, revenues total approximately $14.2 million, up approximately 3% from the prior year. This is primarily due to an increase in the state allocation and in grants and contracts revenue. Expenditures total approximately $13.9 million and are down 1.44% from the prior year. This reflects lower spending in financial aid.

- For all funds, revenues exceed expenditures by approximately $263,000.

- As of October 31, the College has a total fund balance for all funds of approximately $9.8 million. As of October 31, the general operating reserve totals approximately $7 million.
## REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>Received  10/31/2021</th>
<th>Expended</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>28,541,259</td>
<td>6,708,541</td>
<td>18,823,718</td>
<td>25.28%</td>
<td>6,352,881</td>
<td>355,660</td>
<td>5.60%</td>
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<td>149</td>
<td>Tuition</td>
<td>9,052,712</td>
<td>2,518,408</td>
<td>6,534,304</td>
<td>27.82%</td>
<td>2,403,854</td>
<td>203,853</td>
<td>9.99%</td>
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<tr>
<td>149</td>
<td>Other/Investment</td>
<td></td>
<td>0</td>
<td>2,885,472</td>
<td>0.00%</td>
<td>36,401</td>
<td>(36,401)</td>
<td>-100%</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
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<td>1,497,394</td>
<td>3,080,838</td>
<td>32.85%</td>
<td>1,265,537</td>
<td>231,857</td>
<td>18.32%</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>4,556,232</td>
<td>2,114,873</td>
<td>2,443,359</td>
<td>46.40%</td>
<td>921,305</td>
<td>1,193,568</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,517,217</td>
<td>454,351</td>
<td>1,062,866</td>
<td>29.95%</td>
<td>403,237</td>
<td>51,114</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>80,000</td>
<td>60,651</td>
<td>19,349</td>
<td>75.81%</td>
<td>69,385</td>
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<td>528</td>
<td>Facilities/Safety</td>
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<td>227,871</td>
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<td>44.68%</td>
<td>268,443</td>
<td>(40,572)</td>
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<td>569</td>
<td>Food Service</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<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>155,398</td>
<td>(113,067)</td>
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<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>546,633</td>
<td>7,153,367</td>
<td>7.10%</td>
<td>1,721,659</td>
<td>(1,175,025)</td>
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<td></td>
<td><strong>Subtotal</strong></td>
<td>53,429,892</td>
<td>14,171,053</td>
<td>43,817,071</td>
<td>26.52%</td>
<td>13,687,900</td>
<td>483,153</td>
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<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td>448</td>
<td>Printing/Copying</td>
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<td>11,695</td>
<td>238,305</td>
<td>4.68%</td>
<td>10,789</td>
<td>905</td>
<td>8.39%</td>
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<td>840</td>
<td>Agency</td>
<td></td>
<td>0</td>
<td>36,809</td>
<td>(36,809)</td>
<td>135,609</td>
<td>(98,799)</td>
<td>-72.86%</td>
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<td><strong>Subtotal</strong></td>
<td>270,000</td>
<td>48,504</td>
<td>221,496</td>
<td>17.96%</td>
<td>146,398</td>
<td>(97,894)</td>
<td>-66.87%</td>
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<tr>
<td></td>
<td><strong>Total Revenues</strong></td>
<td>53,699,892</td>
<td>14,219,557</td>
<td>44,038,567</td>
<td>26.48%</td>
<td>13,834,296</td>
<td>385,259</td>
<td>2.78%</td>
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</table>

## EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>Received  10/31/2021</th>
<th>Expended</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>39,629,580</td>
<td>9,004,836</td>
<td>30,624,744</td>
<td>22.72%</td>
<td>9,302,572</td>
<td>(297,736)</td>
<td>-3.20%</td>
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<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,299,297</td>
<td>828,690</td>
<td>3,470,607</td>
<td>19.28%</td>
<td>965,348</td>
<td>(136,658)</td>
<td>-14.16%</td>
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<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>3,818,605</td>
<td>2,193,705</td>
<td>1,624,900</td>
<td>57.45%</td>
<td>1,411,665</td>
<td>782,040</td>
<td>55.40%</td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,341,000</td>
<td>497,285</td>
<td>843,715</td>
<td>37.08%</td>
<td>206,486</td>
<td>290,799</td>
<td>140.83%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>35,000</td>
<td>148,139</td>
<td>113,139</td>
<td>423.25%</td>
<td>(1,375)</td>
<td>149,515</td>
<td>19.82%</td>
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<td>528</td>
<td>Facilities/Safety</td>
<td>301,000</td>
<td>68,971</td>
<td>232,029</td>
<td>(248)</td>
<td>69,219</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td>569</td>
<td>Food Service</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>745,506</td>
<td>172,371</td>
<td>573,135</td>
<td>23.12%</td>
<td>184,957</td>
<td>(12,585)</td>
<td>-6.80%</td>
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<td>Financial Aid</td>
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<td>1,005,733</td>
<td>6,694,267</td>
<td>23.12%</td>
<td>2,052,206</td>
<td>(1,046,473)</td>
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<td><strong>Subtotal</strong></td>
<td>57,869,988</td>
<td>13,919,731</td>
<td>43,950,257</td>
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<td>14,121,610</td>
<td>(201,879)</td>
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<td>Central Stores</td>
<td>20,000</td>
<td>3,963</td>
<td>16,037</td>
<td>19.82%</td>
<td>5,111</td>
<td>(1,148)</td>
<td>-22.46%</td>
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<td>31,736</td>
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<td>-12.92%</td>
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<td>927</td>
<td>3,764</td>
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<td><strong>Subtotal</strong></td>
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<td>13.44%</td>
<td>37,775</td>
<td>(1,484)</td>
<td>-3.93%</td>
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<td><strong>Total Expenditures</strong></td>
<td>58,139,988</td>
<td>13,956,022</td>
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<td>24.00%</td>
<td>14,159,385</td>
<td>(203,363)</td>
<td>-1.44%</td>
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<td><strong>Total Revenue Over(under) Expend</strong></td>
<td>(4,440,096)</td>
<td>263,535</td>
<td>(325,087)</td>
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**Monthly Financial Statement Oct 2022 BOT**

**12/1/2022**

**LAKE WASHINGTON INSTITUTE OF TECHNOLOGY**

**Statement of Revenue and Expenditures by Fund Source**

**thru month ended October 31, 2022**

**FY2022-23**
## Statement of Revenue and Expenditures and Fund Balance

**thru month ended October 31st, 2022**

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>10/31/2022 Balance</th>
<th>10/31/2021 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td>0</td>
<td>6,708,541</td>
<td>6,708,541</td>
<td>0</td>
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<tr>
<td>149 Tuition</td>
<td>(324,067)</td>
<td>3,109,145</td>
<td>2,296,296</td>
<td>488,782</td>
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<td>Other/Investment</td>
<td>75</td>
<td>0</td>
<td>75</td>
<td>384</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td>(744,012)</td>
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<tr>
<td>148 Local Dedicated Funds</td>
<td>3,142,871</td>
<td>1,497,394</td>
<td>828,690</td>
<td>3,811,575</td>
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<tr>
<td>145 Grants &amp; Contracts</td>
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<td>2,087,214</td>
<td>1,630,365</td>
<td>950,919</td>
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<td>146 Grants &amp; Contracts</td>
<td>1,496,980</td>
<td>27,659</td>
<td>563,340</td>
<td>961,300</td>
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<td>522 Student Activities</td>
<td>1,846,410</td>
<td>454,351</td>
<td>497,285</td>
<td>1,803,476</td>
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<tr>
<td>524 Bookstore</td>
<td>337,166</td>
<td>60,651</td>
<td>148,139</td>
<td>249,678</td>
</tr>
<tr>
<td>528 Facilities/Safety</td>
<td>206,914</td>
<td>227,871</td>
<td>68,971</td>
<td>249,678</td>
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<tr>
<td>569 Food Service</td>
<td>338</td>
<td>0</td>
<td>0</td>
<td>338</td>
</tr>
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<td>570 Enterprise Activities</td>
<td>102,008</td>
<td>42,331</td>
<td>172,371</td>
<td>(28,032)</td>
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<td><strong>Total Operating</strong></td>
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<td>(743,628)</td>
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<td>846,49,50,60 Financial Aid</td>
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<td>546,633</td>
<td>1,005,733</td>
<td>947,946</td>
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<td><strong>Total All Operating Funds</strong></td>
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<td>8,639,721</td>
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<tr>
<td><strong>Total All Operating Funds</strong></td>
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<td></td>
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<td>8,639,721</td>
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<tr>
<td><strong>Total All Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td>8,639,721</td>
</tr>
</tbody>
</table>

General Operating Reserve

| General Operating Reserve | 5,683,728 | 7,007,917 |
| % of Operating Budget as of 10/31/2021 | 15.48% | 14.13% |
| General Operating Reserve Target | 6,792,057 | 15% |
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 12, 2022
Submitted by: Elisabeth Sorensen
Department: Foundation

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2022-23 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

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

The Foundation is pleased to provide $1,000 annually to assist with LWTech’s Office of Equity, Diversity and Inclusion programming as well as support with additional programming upon request (and available resources).

☑️ 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 during the holiday season.

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

- Thank you for your incredible support!!!!

- The 2022 Bright Futures Benefit WEEK held Tuesday, November 1 through Friday, November 4, was a huge success! This year, the campaign included two fabulous videos
featuring students and alumni and our first ever Bright Futures Thank You Reception on Tuesday, November 15 which was attended by over 65 donors and featured delicious hors d’oeuvres prepared by culinary arts and baking arts students.

- As a result of your generosity and leadership, we met the Bright Futures Scholarship Matching Challenge and the Bridge the Gap Student Emergency Fund Matching Challenge.

- As of November 30, the 2022 LWTech Foundation’s Annual Bright Futures Benefit WEEK has raised over $390,000 to support hardworking, highly motivated students! This is an increase of $8,000 over our 2021 fundraising efforts and exceeds our “safety” goal of $350,000.

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

The Foundation will celebrate the service of three outstanding members of the LWTech Foundation Board of Directors who are cycling off the board after two full terms of membership. These members are:

- Brenda Nunes, Broker, Keller Williams Brenda Nunes Realty
- Clara Hollin, Principal, Lincoln Financial Advisors
- John Feistner, Wells Fargo

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 Grace Reid, Interim Marketing and Events Manager, to the LWTech Foundation! Grace Reid will replace Jill Kempie who left the college for a position at UW after three weeks of employment at LWTech. (What a job market!) Grace Reid comes to LWTech with a great deal of experience in the advancement office at University of Puget Sound and is the daughter of Trustee Emeritus Bruce J. Reid. We are thrilled to bring Grace’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: December 12, 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: ‘First Ever Crock/Instant Pot’ Contest: Staff Who Eat Together, Stay Together
To further LWTech’s commitment to a Community of Belonging, the committee continues to provide opportunities for staff and faculty to come together. With Fall quarter wrapping up, we are celebrating our LWTech family with a buffet of Crock/Instant Pot dishes provided by colleagues and side dishes provided by Cabinet.

The December 2nd session focused on system thinking with a presentation from the State Board of Community and Technical Colleges (SBCTC) and LWTech Cabinet. Valerie Sundby, SBCTC’s Director of Transfer, and Christine McMullin, Student Services Policy Associate provided an overview of SBCTC’s structure, mission and vision, shared governance process, as well as legislative priorities for 2023. Additionally, LWTech’s Cabinet attended a roundtable to discuss the role of their individual divisions and how they are interrelated as part of a system in achieving our mission in supporting student success.

Living Well @LWTech
The Living Well committee, led by HR Generalist Corrine Ash, is providing ‘Weekly Wellness Tips’ focusing on Social, Meditation/Spiritual, Physical Activity, as well as a Recipe of the Week. Weekly content is provided by committee members Cody Crosbie, Katie Stewart, John
Calavitta, Elena Shirokova, Kris Lau, and Lou Blair. Additionally, the Living Well Committee kicked off Weekly Walking Wednesday to encourage folks to stretch their legs and take a break.

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

- **Key conferences and events**

  Meena Park continues to participate in weekly HRMC and OFM HR Directors meetings to keep abreast of ever evolving HR rules and regulations.

**Other Departmental Activities/Highlights**

- **Faculty Bargaining**
  Interest based bargaining with the faculty group will kick off with a training session provided by Myla Hite, Commissioner, Federal Mediation and Conciliation Services on December 6th. We look forward to another collaborative and productive bargaining session.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 12, 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 55 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: Local TV stations and Seattle Times: Weather-related communications.

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 Bright Futures Benefit Week, Winter and Spring 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, Machining Technology, BAS Applied Management – Entrepreneurship, STEM Transfer, General Education, the new Dental Assisting certificate, and the Human Resource Management BAS. The team also coordinated crisis communications during campus delays/closures and LionsLink-related disruptions.

☒ Key conferences and events
  • Leslie Shattuck, Alisa Shtromberg, and Alex Sorrels attended the SBCTC Public Information Commission meeting.

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 Campaigns
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 is currently running. The team also worked on the Running Start digital campaign, which is also currently running.

Website
The team worked accessibility planning and remediation for the website, and on several updates and communications, including several program and department pages.

Transformations Magazine
The team began work on the 2023 edition of Transformations magazine that will be out Winter quarter.

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 continued 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: December 12, 2022
Submitted by: Elsa Gossett
Department: Planning, Office of the President

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

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
This month in support of the Department Planning process Director Gossett led training sessions with two non-instructional divisions to develop assessible department-specific goals that align with the college’s Mission Fulfillment Plan.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 12, 2022
Submitted by: Cathy Copeland
Department: Research & Grants

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

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

- **Evaluate implementation of the College’s Mission Fulfillment Plan**
  The team continues to support mission fulfillment and is excited to support the new Accreditation Liaison Officer (ALO). Collaborations to date include 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](http://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; 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 dashboards 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 develop/re-build data dashboards.

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 supports query modification and development alongside IT and works alongside the ctcLink Application Services team to support trainings.

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 is working to build 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 2022-23 include the following:

*Strada Education Network – Community College Challenge*
With Green River College, Mentors in Tech, Washington Technology Industry Association and Computing for all, LWTech is a partner on a project to guide and support more students into successful technology careers. This project is one of eleven projects funded across the country and will create an employer-guided capstone course for students in the software development program and related applied science degrees. The colleges will offer a capstone course in which students pitch solutions for projects with local technology employers; employers will evaluate pitches, select teams, and provide stipends for student work; and Mentors in Tech will coordinate relationships with employers and provide guidance to student teams.

*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 supported 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 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 and is facilitating an annual Covid-19 student impact survey and resulting analyses.

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 to support 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 MHCSPPP 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 childcare 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 attended the quarterly Guided Pathways Student Success Institute in November. The team also attended the Grant Developers meeting in December.

Actively participate and engage in community activities
The team is providing one-on-one sessions on data access and Tableau data dashboards.

Other Departmental Activities/Highlights

Team members are active participants in the Applied Research Committee and support planning and preparation work for the Annual Applied Research Symposium in May 2023.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 12, 2022
Submitted by: Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with trustee goals and strategies. 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
   In support of the mission fulfillment plan, Vice President Hayden and several Student Services staff participated in the Fall Guided Pathways Student Success Institute hosted virtually by SBCTC.

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
   The LWTech Veteran’s Center was the recipient of a $7,500 sub-grant from King County due to support from Councilmember Claudia Balducci’s office.

Other Departmental Activities/Highlights

Workforce Development:
LWTech has a new Resource Coordinator, Hannah Lee, who is helping students access food assistance, housing, transportation, and other resources. Thanks to two state grants to support students in need of emergency and housing assistance, we are able to better connect students to college and community resources, as well as provide limited funding for students.

Sponsor
Dr. Ruby Hayden, Vice President of Student Services

Situation
The Board of Trustees reviews college policies annually according to its policy review calendar to ensure that policies are accurate and reflect governance strategy.

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

Pursuant to this process, revisions were proposed to Chapter 5, including:
- Bringing Student Conduct Code policy language into compliance with the recently passed House Bill 1751 “Sam’s Law” regarding Anti-Hazing Compliance.

These proposed revisions were reviewed by the Policy Review Committee and Executive Cabinet.

Recommendation: That the Board of Trustees vote to adopt the changes to the Student Conduct Code (Chapter 5).
I.  5.P.47 Student Conduct Code—Jurisdiction (WAC 495D-121-320)

A.  Policy

1.  The student conduct code shall apply to student conduct that occurs:
   a.  On college premises.
   b.  At or in connection with college sponsored activities.
   c.  Off-campus when, in the judgment of the college, it adversely affects the college community or the pursuit of its objectives.

2.  Jurisdiction extends to, but is not limited to, locations in which students engage in official college activities including, but not limited to:

3.  Foreign or domestic travel
   a.  Activities funded by the associated students
   b.  Athletic events
   c.  Training internships
   d.  Cooperative and distance education
   e.  Online education
   f.  Practicums
   g.  Supervised work experiences
   h.  Any other college-sanctioned social or club activities
   i.  Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

4.  These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

4.5.  The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct to students or student groups that occurs off-campus.

B.  Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.
II. 5.P.49 Student Conduct Code—Definitions (WAC 495D-121-330)

A. Policy

The following definitions apply for purpose of this student conduct code:

1. "Business day" means a weekday, excluding weekends and official college holidays.

2. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property the college owns, uses, or controls.

3. “Complainant” means an alleged victim of sexual misconduct.

4. "Conduct review officer" means the vice-president of student services or other college administrator the president designates to have responsibility to receive and review or refer appeals of student disciplinary actions consistent with the procedures of this code. The president can reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as reasonably necessary.

5. "Disciplinary action" means the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.

6. "Disciplinary appeal" means the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. The student conduct committee hears disciplinary appeals for a suspension in excess of ten (10) instructional days or a dismissal. The college will review appeals of all other appealable disciplinary action through brief adjudicative proceedings.

7. "Filing" means the process by which a document is officially delivered to a college official responsible to facilitate a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
   a. Hand delivery of the document to the specified college official or college official's assistant; or
   b. Sending the document by e-mail or first-class mail to the specified college official's office and college e-mail address.

   Papers required for filing are considered filed when the specified college official actually receives the papers during office hours.

8. “Hazing” means any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public institution of higher education in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.

9. "President" means the president of the college. The president is authorized to:
   a. Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
   b. Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

10. "Respondent" means the student against whom the college initiates disciplinary action.

11. "Service" means the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
   a. Hand delivery of the document to the party; or
b. Sending the document by e-mail or by certified mail or first class mail to the party’s last known address. 
Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed and deposited in the mail.

12. “Sexual misconduct” has the meaning ascribed to this term in WAC 495D-121-590(18).
13. "Student" includes all persons who take classes at or through the college, whether on a full-time or part-time basis, and whether such classes are credit courses, noncredit courses, online courses, or otherwise. People who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who were notified of their acceptance for admission are considered students for purposes of this chapter.
14. “Student conduct committee” means a college committee as described in WAC 495D-121-400.
15. "Student conduct officer" means a college administrator to whom the president or vice-president of student services designates responsibility to implement and enforce the student conduct code. The president or vice-president can reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as reasonably necessary.
16. “Student Group” is a student organization, athletic or intramural team, or living group, including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.
17. “Title IX Coordinator” means a college administrator to whom the president designates responsibility to implement and enforce the guidelines of federal Title IX legislation.

B. Procedures, Forms, and Documents

- WAC 495D-121-400
III.  5.P.93 Student Conduct Code—Hazing Prohibited (WAC 495D-121-550)

A. Policy

1. The college strictly bans hazing.

2. Hazing: any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person who attends any institution of higher education or post-secondary institution.

3. Penalties.

   A. Any student organization, association or club that knowingly permits hazing is:
      i. Liable for harm caused to people or property that result from hazing.
      ii. Denied recognition by the college as an official organization, association, or club on campus. If the organization, association, or club is a corporation (for profit or non-profit), the college may hold individual directors of the corporation individually liable for damages.

   B. A person who takes part in hazing another gives up any entitlement to state-funded grants, scholarships, or awards for a period of one year.

   C. Forfeiture of state-funded grants, scholarships, or awards may include permanent forfeiture based upon the seriousness of the violations.

   D. The student conduct code may apply to hazing violations.

   E. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

4. Sanctions for Impermissible Conduct not amounting to Hazing.

   A. Impermissible conduct associated with initiation into a student organization or club or any pastime or amusement engaged in, with respect to the organization or club, will not be tolerated.

   B. Impermissible conduct, which does not amount to hazing, may include conduct that causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

   C. Impermissible conduct not amounting to hazing is subject to any sanctions available under the student conduct code, depending upon the seriousness of the violation.

B. Procedures, Forms, and Documents

   - RCW 9A.20.021
5.P.99 Student Conduct Code – Prohibited Student Conduct (WAC 495D-121-590)

Policy

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. Academic Dishonesty: Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
   A. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
   B. Plagiarism includes taking and using as one’s own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
   C. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
   D. Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each of their faculty’s course syllabus. Further academic consequences may follow consistent with the provisions in any program handbook. Incidents of academic dishonesty may also be referred to the Student Conduct Officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

2. Other Dishonesty: Any other acts of dishonesty. Such acts include, but are not limited to:
   A. Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
   B. Tampering with an election conducted by or for college students; or
   C. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

3. Obstructive or Disruptive Conduct: Conduct, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:
   A. Any instruction, research, administration, disciplinary proceeding, or other college activity;
   B. The free flow of pedestrian or vehicular movement on college property or at a college activity;
   C. Any student’s ability to profit from the instructional program; or
   D. Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

4. Assault, Intimidation, and/or Harassment: Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person’s property. For purposes of this code, “bullying” is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.

5. Imminent Danger: Where the student presents an imminent danger to college property, or to themselves, or other students or persons in college facilities on or off campus, or to the education processes of the college.
6. Cyber Misconduct: Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another’s email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another’s email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.

7. Property Violation: Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

8. Noncompliance: Failure to comply with:
   A. The direction of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so;
   B. A college rule or policy as set forth in the Lake Washington Institute of Technology Policies and Procedures Manual which may be found in the library or online.

9. Weapons: Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, martial arts weapons, explosive device, dangerous chemicals, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
   A. Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties; or
   B. A student with a valid concealed weapons permit may store a firearm in their vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view; or
   C. The president or designee may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in advance to bringing weapons to the college, in writing, and shall be subject to such terms or conditions incorporated therein.

10. Hazing: Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

   A. Hazing is any act committed as part of
      i. a person's recruitment, initiation, pledging, admission into, or affiliation with a student group, or
      ii. any pastime or amusement engaged in with respect to such a student group;
      iii. that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.

   B. Examples of hazing include, but are not limited to:
      i. Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;
      ii. Humiliation by ritual act;
iii. Striking another person with an object or body part;
iv. Causing someone to experience excessive fatigue, or physical and/or psychological shock; or
v. Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

C. “Hazing” does not include customary athletic events or other similar contests or competitions.

D. Consent is not a valid defense against hazing.

12. Tobacco, Electronic Cigarettes, and Related Products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five (25) feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. “Related products” include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

13. Alcohol: Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, selling, or delivering any alcoholic beverage, except as permitted by law and authorized by the college president.

14. Marijuana: The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

15. Drugs: The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student’s use by a licensed practitioner. Being observably under the influence of any lawfully prescribed drug when enrolled in classes that require operation of heavy equipment or other dangerous equipment.

16. Disorderly Conduct: Conduct which is disorderly, lewd, obscene, or a breach of peace on college premises or at college sponsored activities that is not otherwise protected under the law.

17. Discriminatory Conduct: Conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; sexual orientation; gender identity; veteran’s status; or any other legally protected classification.

18. Sexual Misconduct. The term “sexual misconduct” includes sexual harassment, sexual intimidation, and sexual violence. Sexual harassment prohibited by Title IX is defined in the Supplemental Procedures to this Code. See WAC 495D-121-680 (Supplemental Title IX Student Conduct Procedures).

A. Sexual Harassment. The term “sexual harassment” means unwelcome sexual or gender based conduct, including unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently severe, persistent, or pervasive as to:

i. deny or limit the ability of a student to participate in or benefit from the college’s educational program;
ii. alter the terms or conditions of employment for a college employee(s); and/or
iii. create an intimidating, hostile, or offensive environment for other campus community members.
B. Sexual Intimidation. The term “sexual intimidation” incorporates the definition of “sexual harassment” and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

C. Sexual Violence. “Sexual Violence” is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

D. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

E. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

F. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).

G. Statutory Rape. Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

H. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

I. Dating violence, Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person

   i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

   ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:

      1. The length of the relationship;
      2. The type of relationship; and
      3. The frequency of interaction between the persons involved in the relationship

J. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

   i. fear for their safety or the safety of others; or
   ii. suffer substantial emotional distress.

K. For purposes of this code, “consent” means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual
intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

19-18. Harassment: Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental, or physical disability; age; religion; creed; genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification. See “Sexual Misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

20-19. Retaliation: Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

21-20. Misuse of Information Resources: Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
   A. Unauthorized use of such resources or opening of a file, message, or other item.
   B. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item.
   C. Unauthorized use or distribution of someone else’s password or other identification.
   D. Use of such time or resources to interfere with someone else’s work.
   E. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image.
   F. Use of such time or resources to interfere with normal operation of the college’s computing system or other electronic information resources.
   G. Use of such time or resources in violation of applicable copyright or other law.
   H. Adding to or otherwise altering the infrastructure of the college’s electronic information resources without authorization.
   I. Failure to comply with the college’s acceptable use policy.

22-21. Breach of Campus Safety: Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community. Breaching campus safety or security, includes but is not limited to:
   A. Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; propping open of exterior doors; or unauthorized entry onto or into college property.
   B. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits or triggering false alarms or other emergency response systems.
C. Placement of equipment or vehicles including bicycles so as to obstruct the means of access to/from college buildings.
D. Entering or remaining in any closed college facility or entering after the closing time of the college facility without permission of a college official.
E. Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

23.22. Abuse of Procedures: Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:
   A. Failure to obey a subpoena.
   B. Falsification or misrepresentation of information.
   C. Disruption, or interference with the orderly conduct of a proceeding.
   D. Interfering with someone else's proper participation in a proceeding.
   E. Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness.
   F. Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member.
   G. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

24.23. Violation of Other Laws of Policies: Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

25.24. Ethical Violation: The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Procedures, Forms, and Documents
RCW 28B.10.571
RCW 28B.10.572
NEW SECTION - WAC 495D-121-605 Hazing Prohibited, Sanctions

1. Hazing by a student or a student group is prohibited pursuant to WAC 132-____-___ (___).
2. No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor.
3. Washington state law provides that:
   A. Any Student Group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
   B. Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.
   C. Student groups that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.
   D. Student groups found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.