# Board of Trustees Study Session and Meeting

**Monday, December 12, 2022**  
12 p.m. to 2 p.m.  
E144 Board Lunchroom  
[Also available on Teams]

## Study Session

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWTech Foundation Fundraising Update</td>
<td>Elisabeth Sorensen</td>
</tr>
<tr>
<td>Early Learning Center Update</td>
<td>Dr. Ruby Hayden</td>
</tr>
</tbody>
</table>

## 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

**Introduction of New Employees**  
Dr. Amy Morrison

## Reports to the Board

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1Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
Associated Student Government  ASG Representatives
President Dr. Amy Morrison
Board Chair Update Laura Wildfong
Trustees Activities Update Trustees
Foundation Liaison Update Bob Malte
Financial Summary Bruce Riveland
Federation of Teachers Jason Sobottka
Rebecca Talbot-Bluechel
Administration Executive Cabinet

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
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 Trần Đăng’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 Sh tromberg         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 $7 million.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget to Date</th>
<th>Revenue to Date</th>
<th>Balance to Date</th>
<th>% Received as of 10/31/2021</th>
<th>$ Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>26,541,259</td>
<td>6,708,541</td>
<td>18,832,718</td>
<td>25.26%</td>
<td>6,352,881</td>
<td>5.60%</td>
</tr>
<tr>
<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>2,493,654</td>
<td>0.99%</td>
</tr>
<tr>
<td>149</td>
<td>Other/Investment</td>
<td>0</td>
<td>2,885,472</td>
<td>0.00%</td>
<td>36,401</td>
<td>(36,401)</td>
<td></td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>2,885,472</td>
<td>1,497,394</td>
<td>3,080,838</td>
<td>32.85%</td>
<td>1,265,537</td>
<td>18.32%</td>
</tr>
<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>4,558,232</td>
<td>2,114,873</td>
<td>2,443,259</td>
<td>46.40%</td>
<td>921,305</td>
<td>129.55%</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>12.68%</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>
<td>(8,734)</td>
</tr>
<tr>
<td>528</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>227,871</td>
<td>282,129</td>
<td>44.68%</td>
<td>268,443</td>
<td>(40,572)</td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</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>155,398</td>
<td>(113,067)</td>
</tr>
<tr>
<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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<tr>
<td></td>
<td>Subtotal</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>
</tr>
<tr>
<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>0.00%</td>
</tr>
<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>11,695</td>
<td>238,305</td>
<td>4.68%</td>
<td>10,789</td>
<td>905</td>
</tr>
<tr>
<td>840</td>
<td>Agency</td>
<td>0</td>
<td>36,809</td>
<td>(36,809)</td>
<td></td>
<td>135,609</td>
<td>(98,799)</td>
</tr>
<tr>
<td></td>
<td>Subtotal</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>
</tr>
<tr>
<td></td>
<td>Total Revenues</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended as of 10/31/2021</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>
</tr>
<tr>
<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>
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<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>
</tr>
<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>
</tr>
<tr>
<td>528</td>
<td>Facilities/Safety</td>
<td>301,000</td>
<td>68,971</td>
<td>232,029</td>
<td>(428)</td>
<td>69,219</td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<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>
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<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>1,005,733</td>
<td>6,694,267</td>
<td>21.12%</td>
<td>2,052,206</td>
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<tr>
<td></td>
<td>Subtotal</td>
<td>57,869,988</td>
<td>13,919,731</td>
<td>43,950,257</td>
<td>24.00%</td>
<td>14,121,610</td>
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<tr>
<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>3,963</td>
<td>16,037</td>
<td>19.82%</td>
<td>5,111</td>
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<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>27,636</td>
<td>222,364</td>
<td>11.05%</td>
<td>31,736</td>
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<td>840</td>
<td>Agency</td>
<td>0</td>
<td>4,692</td>
<td>(4,692)</td>
<td></td>
<td>927</td>
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<tr>
<td></td>
<td>Subtotal</td>
<td>270,000</td>
<td>36,291</td>
<td>233,709</td>
<td>13.44%</td>
<td>37,775</td>
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<tr>
<td></td>
<td>Total Expenditures</td>
<td>58,139,988</td>
<td>13,956,022</td>
<td>44,183,966</td>
<td>24.00%</td>
<td>14,159,385</td>
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<tr>
<td></td>
<td>Total Revenue Over(under) Expend</td>
<td>(4,440,096)</td>
<td>(263,535)</td>
<td>(4,692)</td>
<td></td>
<td>(325,087)</td>
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Statement of Revenue and Expenditures by Fund Source
Thru month ended October 31st, 2022
FY2022-23

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
## 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</th>
<th>10/31/2021</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>
</tr>
<tr>
<td>149 Tuition</td>
<td>(324,067)</td>
<td>3,109,145</td>
<td>2,296,296</td>
<td>488,792</td>
</tr>
<tr>
<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>149</td>
<td>(323,992)</td>
</tr>
<tr>
<td>148 Local Dedicated Fund</td>
<td>3,142,871</td>
<td>1,497,394</td>
<td>828,690</td>
<td>3,811,575</td>
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<td>145 Grants &amp; Contracts</td>
<td>494,070</td>
<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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<tr>
<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>
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<td>528 Facilities/Safety</td>
<td>206,914</td>
<td>227,871</td>
<td>68,971</td>
<td>365,814</td>
</tr>
<tr>
<td>569 Food Service</td>
<td>338</td>
<td>0</td>
<td>338</td>
<td>338</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>102,008</td>
<td>42,331</td>
<td>172,371</td>
<td>(28,032)</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>1,407,045</td>
<td>546,633</td>
<td>1,005,733</td>
<td>947,946</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>254,998</td>
<td>48,504</td>
<td>36,291</td>
<td>267,211</td>
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<td><strong>Total Operating</strong></td>
<td>8,709,810</td>
<td>8,053,250</td>
<td>7,211,190</td>
<td>9,551,870</td>
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<tr>
<td>440 Central Stores</td>
<td>0</td>
<td>0</td>
<td>3,963</td>
<td>(3,963)</td>
</tr>
<tr>
<td>448 Printing/Copying</td>
<td>227,373</td>
<td>11,695</td>
<td>27,636</td>
<td>211,432</td>
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<tr>
<td>840 Agency</td>
<td>27,625</td>
<td>36,809</td>
<td>4,692</td>
<td>59,742</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>264,998</td>
<td>48,504</td>
</tr>
<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>8,964,808</td>
<td>14,810,295</td>
<td>13,956,022</td>
<td>9,819,081</td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td>8,964,808</td>
<td>14,810,295</td>
<td>13,956,022</td>
<td>9,819,081</td>
</tr>
</tbody>
</table>

**General Operating Reserve**

<table>
<thead>
<tr>
<th>Operating Budget as of 10/31/2021</th>
<th>% of Operating Budget as of 10/31/2021</th>
<th>14.73%</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating Reserve</td>
<td>5,683,728</td>
<td>7,007,917</td>
</tr>
<tr>
<td><strong>Target</strong></td>
<td>8,792,057</td>
<td>15%</td>
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</tbody>
</table>
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 2
nd 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 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 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.