<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
<td>Budget Update</td>
<td>Bruce Riveland</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>EDI Strategic Plan Update</td>
<td>Robert Britten</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cathy Copeland</td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td><strong>Break</strong></td>
<td></td>
</tr>
<tr>
<td>11 a.m.</td>
<td>Accreditation Mid-Cycle Update</td>
<td>Dr. Suzanne Ames</td>
</tr>
<tr>
<td></td>
<td><em>Understanding Disaggregated Data</em></td>
<td>Cathy Copeland</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>President’s Goals</td>
<td>Dr. Amy Morrison</td>
</tr>
<tr>
<td>12 p.m.</td>
<td><em>Lunch Break</em></td>
<td>Bill Shelby</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elisabeth Sorensen</td>
</tr>
<tr>
<td>12:45 p.m.</td>
<td>New Early Learning Center Site Walkabout</td>
<td>All</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>Board Governance</td>
<td>Bob Malte and Board</td>
</tr>
<tr>
<td></td>
<td><em>Board Goals/Crosswalk with Mission Fulfillment Plan</em></td>
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<tr>
<td></td>
<td><em>Survey Results</em></td>
<td></td>
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<tr>
<td></td>
<td><em>Liaisons and Board Chair/Vice Chair</em></td>
<td></td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Adjournment</td>
<td>Bob Malte</td>
</tr>
</tbody>
</table>

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.
Board of Trustees Meeting

Monday, May 9, 2022
W305A Board Meeting | Zoom Link
2 p.m. to 3:30 p.m.

Board of Trustees Meeting

Land Acknowledgment

Bob Malte

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

Consent Calendar:

- Approval of Agenda
- Minutes, April 11 and 18, 2022

General Discussion

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

Introduction of New Employees

Dr. Amy Morrison

Reports to the Board

Associated Student Government

ASG Representative

Board Chair Update

Bob Malte

Trustees Activities Update

Trustees

Foundation Liaison Update

Laura Wildfong

Financial Summary

Bruce Riveland

Federation of Teachers

Greg Bem

Administration

Executive Cabinet
Actions Items

Item 1107: Policy Chapter 6 (formerly Ch. 8)  Bruce Riveland
Item 1108: Policy Chapter 7 (formerly Ch. 9)  Bruce Riveland
Item 1116: 2022-2023 Budget (first read)  Bruce Riveland
Item 1117: Dental Clinic Renovations  Bruce Riveland
Item 1118: EDI Strategic Plan (first read)  Robert Britten

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
April 11, 2022 Board of Trustees Meeting
4 p.m. to 6:30 p.m.
Hyflex Meeting

The study session was called to order at 4:10 p.m. Vice President Hayden began the study session by introducing Casey Melnrick, who gave a presentation on the 2022 Open House which will be online with a few small in-person tours. Following, Vice President Ames reported on the 10 LWTech BAS degrees, along with the several BAS and BS degrees that are currently under development. Vice President Ames included information on our planned BS in Computer Science, particularly with regard to the development of an equity-centered curriculum. To complete the study session, Chair Malte discussed the upcoming Board retreat agenda in May, opening with an update on looking at the focus of the different sessions (long-term planning vs. shorter-term focuses). President Morrison went over the agenda with the trustees to provide an overview. Trustee Wildfong asked about the new 2023 strategic plan; Trustee Jones requested information on how the college decides to move forward with new programming.

The meeting was called to order at 4:41 p.m.

Roll Call

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

LWTech Faculty, Staff, Students, and Community Members:

Dr. Amy Morrison  Aparna Sen  Katie Hawkins
Dr. Suzanne Ames  Sally Heilstedt  Vicki Chew
Dr. Ruby Hayden  Sarah Chandler  Ted Sabol-Williams
Leslie Shattuck  Sheila Walton  Tabetha Arellano
Cathy Copeland  Kim Goddard  Jonathan Kwan
Chris McLain  Alex Sorrels  Benjamin Rawald
Bruce Riveland  Alisa Shtromberg  Suzy Dalgarn
Elisabeth Sorensen  Angel Aguilar-Corrales  Amber Wyman
Meena Park  Dianne Scott  Andrea Brady
Elsa Gossett  Greg Bem  Priyanka Pant
Robert Britten  Hannah Lee
Mike Potter  Julie Boyd

Chair Malte read the LWTech Land Acknowledgment. The consent calendar was approved.
New Employee Introductions: Vice President Hayden introduced LWTech’s new Student Success Navigator, Angel Aguilar-Corrales, Katie Hawkins and Dianne Scott in Financial Aid, and new Workforce Development Coordinator Hannah Lee. Vice President Ames introduced Vicki Chew, who then introduced LWTech’s new instructional designer Julie Boyd.

ASG: ASG president Ted Sabol-Williams reported that ASG participated in legislative calls this winter, that they have collected period products for use by students, and that they’ve hired their records officer in the last month. They also just recently posted their first podcast episode with Dr. Morrison on the website.

President Morrison shared:
- Thanks to the Trustees for their time and preparation for the tenure reviews.
- The college has transitioned to LionsLink, which so far has gone very smoothly, thanks to leadership from Executive Sponsor Chris McLain, Lauren Heller, and Kaytlyn Hoch. President Morrison also shared thanks for the entire LionsLink Go-Live team at the college; Cabinet members and their teams that have made such an extraordinary effort to achieve this effort.
- We had a very successful supplemental legislative session; the legislature supported COLAs for the college employees.
- 2023-2025 Capital budget – LWTech is the first project on that list, as well as the next project to build a new dental clinic.
- We received $1 million dollars through a Community Project Funding request via Representative DelBene to build our new ELC.
- The Department of Commerce ELF fund also is providing a grant of $1 million towards the update of the ELC.
- We received a funding match from Delta Dental Foundation of $800,000 which we will also match to replace equipment in our dental clinic and to also expand our BAS in Dental Hygiene program.
- Our LWTech Plant Sale will open online this week.
- Dr. Suzanne Ames is a finalist for two presidencies at RTC and Peninsula College.

Board Chair: Chair Malte had no update to provide.

Trusted Updates: The trustees had no update.

Foundation Update: Trustee Wildfong shared that the Annual Spring Scholarship Foundation is back on Wednesday, May 11, 4 pm to 6 pm. Foundation accounts are now over $5 million. Foundation has supported the implementation of LionsLink at almost $17,000 to help out with employee morale and stipends. Spring scholarship moneys have been provided to the students (approximately $250,000).

Financial Summary: Vice President Riveland shared that we do not have a financial report due to the LionsLink transition. He also shared that we are looking to be underspent in the budget, although that is offset by the money we spent to support the LionsLink transition. Full reports will be available next month to look over the 3rd quarter.

AFT: Greg Bem reported that it is election season for AFT.
Executive Cabinet: Reports from Executive Cabinet were included in the meeting packet. Trustees did not have any additional questions for Cabinet members.

Action Items:

Item 1105: All-Washington Academic Team
Vice President Hayden shared the resolution to honor the 2022 All-Washington Academic Team. The Trustees had the opportunity to meet scholars Tabetha Arellano, Jonathan Lee, and Benjamin Rawald. Trustee Wildfong moved to approve; Trustee Suk seconded the motion. The motion was approved.

Item 1106: Fees
Vice President Riveland presented on the updated Program Fees proposals for 2022-2023. Trustee Jones moved to approve; Trustee Hamilton seconded the motion. The motion was approved.

Item 1107: Chapter 8 Policies
Vice President Riveland reported on updates to the Chapter 8 policies.

Item 1108: Chapter 9 Policies
Vice President Riveland reported on updates to the Chapter 9 policies.

Executive Session
Chair Malte opened Executive Session at 5:37 p.m. for 45 minutes. No actions were taken in Executive Session.

Action Item

Item 1109: Extension of Tenure Candidacy
Trustee Wildfong moved to approve; Trustee Suk seconded the motion. The motion was approved.

Chair Malte adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
April 18, 2022 Board of Trustees Meeting
2 p.m. to 5 p.m.
Hyflex Meeting

The meeting was called to order at 2:03 p.m.

Roll Call

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

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison    Sally Heilstedt    Beth Davis
Dr. Suzanne Ames    Andrew Fischer    Phil Trumbo
Leslie Shattuck     Sarah Mason       Aparna Sen
Elsa Gossett        Greg Bem          Ruby Hayden
Robert Britten      Jason Sobottka    
Mike Potter         Amber Wyman       
Larry Paolicelli    Andrea Brady      

Acting Chair Wildfong read the LWTech Land Acknowledgment. The consent calendar was approved.

President Morrison shared:
- President Morrison brought forward the concept of having a retreat in the fall, perhaps October, to discuss the longer-term strategic direction of the college, and also provide some onboarding with both new trustee John Suk, and the new trustee that will be appointed after trustee Lynette Jones has completed her term as trustee for the college. President Morrison also pointed out that the timing is good with the college looking at its next strategic plan.

Executive Session
Acting Chair Wildfong opened Executive Session at 2:16 p.m. until 4:20 p.m.

No actions were taken in Executive Session.
Action Items

Item 1110: Tenure for Amber Wyman
Trustee Hamilton made a motion to approve; Trustee Malte seconded the motion. The motion was approved.

Item 1111: Andrea Brady
Trustee Malte made a motion to approve; Trustee Suk seconded the motion. The motion was approved.

Item 1112: Andrew Fischer
Trustee Suk made a motion to approve; Trustee Hamilton seconded the motion. The motion was approved.

Item 1113: Larry Paolicelli
Trustee Hamilton made a motion to approve; Trustee Malte seconded the motion. The motion was approved.

Item 1114: Sarah Mason
Trustee Malte made a motion to approve; Trustee Suk seconded the motion. The motion was approved.

Item 1115: Mohamed Zerrouki
Trustee Suk made a motion to approve; Trustee Hamilton seconded the motion. The motion was approved.

Acting Chair Wildfong adjourned the meeting at 4:25 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Overview

- ASG has continued producing the Student Voice of LWTech Podcast. We have published three, have two to edit, and one more slated for recording. This has been a wonderful experience for the team, expanding our network, fostering relationships within the LWTech community, and brought a spotlight to some of the positive actions of our counterparts.
- ASG has finalized a date and time for the Presidential Forum. We will be hosting President Morrison for a Q&A with students, as well as offering sandwiches provided by the LWTech Chef City Grill to participants.
- ASG has planned the last of this year’s ASG Day event. A place where ASG has a chance to speak directly with students concerning their needs, accomplishments, and scholastic endeavors. We will be offering refreshments, activities and giveaways for students who participate in the event.
- ASG has reached out to Hopelink, our local foodbank, to help us restock our shelf stable pantry offerings for students experiencing food insecurity, a program we are proud to support and continue at the school.
- ASG continues its commitment to offer free period products in a few of the east building bathrooms for our students.
- Attended committee meetings: Tenure, EDIC, Alcohol and other Drug Prevention and Education, College Council, Student Wellness, Open House, Lions Link, Lion’s Pride, and the S/A fee committee.

Projects

- Recording, editing, and publishing Student Voice of LWTech podcast
- Working with counselor Juliette on a virtual calming room page as a resource for students
- Continue providing period products for students in bathrooms; Thank you to Bruce Riveland for funding over $6,000 of supplies to give to students.
- Continue providing shelf stable food for D.E.N.
- Provide an online reporting option as well as a report of student suggestions and the actions taken by ASG
- Continue publishing the newsletter that will be delivered once a week aimed at informing students of ASG happenings
- Introducing the team and promoting our efforts on social media
- Contributing to many committees we are a part of.

Student Programs Online

LWTech.edu/ASG
LWTech.edu/CampusLife
LWTech.edu/RISE
LWTech.edu/Admissions/Veteran-Services
LWTech.edu/StudentPrograms

Social Media Posts with Links

ASG Events

- 5/12 ASG Day
- 5/31 Presidential Forum

Upcoming Events

There are many spring quarter events scheduled. All events can be visited at the college’s online calendar. Events include English Language Learner chats, ASG meetings, trainings available for all students, and celebrations.
The union e-Board expresses the sorrow and grief from the loss of Melissa Hernandez, a faculty member whose positive presence on campus will be thoroughly missed. The e-Board is in the process of working with Nursing on developing a scholarship in Melissa’s name.

The union e-Board congratulates Dr. Suzy Ames for her acceptance into the role of President at Peninsula College.

The union e-Board reiterates its thanks to the Board of Trustees for approving tenure for all the faculty up for tenure this year. We are grateful to have the following tenured professors among the faculty: Andrea Brady, Andrew Fischer, Sarah Mason, Larry Paolicelli, and Amber Wyman.

The union e-Board is especially grateful for the granting of tenure posthumously to Mohamed Zerrouki.

We also wish to remember Adjunct Professor Diana Cales who passed away in March. She taught for over twenty years in the Basic Education for Adults department, and her students just loved her. In spite of suffering a stroke and only being able to teach online, she did a wonderful job in preparing our ELL students for the demands of college-level writing, among other subjects.

Leadership elections are underway, following a period of nominations throughout the beginning of Spring Quarter. Election positions in the vote include: President, Vice President, Secretary, and Communications Officer.

As a reminder, this will be Greg Bem’s last quarter fulfilling the President role.

The anti-racism committee, in solidarity with several other community and technical colleges (including Yakima, Whatcom, and Centralia), is creating a solidarity gallery that focuses on race and labor. It’ll be exhibited in the library in May and June.
Budget Overview

2022-2023 Budget Preparation and Planning
Overview

1. Annual Cost of Underfunded Items
2. The College Financial Condition
   a. Legislative appropriation
   b. Allocation from the State Board of Community and Technical Colleges
   c. Federal Aid - CARES, GEER, CRRSAA, and the American Recovery Act
3. Work Needed to Balance the Budget
## Part I - Annual Cost of Underfunded Items

### Info Tech Infrastructure

<table>
<thead>
<tr>
<th>Hardware Totals</th>
<th>QTY</th>
<th>cost average</th>
<th>asset value for 100% replacement</th>
<th>4 years</th>
<th>5 years</th>
<th>6 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutanix/servers</td>
<td>15</td>
<td>$45,000</td>
<td>$675,000</td>
<td>$168,750</td>
<td>$135,000</td>
<td>$112,725</td>
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<td>Switches/ASA</td>
<td>29</td>
<td>$47,000</td>
<td>$1,363,000</td>
<td>$340,750</td>
<td>$272,600</td>
<td>$227,621</td>
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<td>Instruction High Performance/IMAC</td>
<td>300</td>
<td>$2,200</td>
<td>$660,000</td>
<td>$165,000</td>
<td>$132,000</td>
<td>$110,220</td>
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<td>PDU/UPS</td>
<td>35</td>
<td>$1,800</td>
<td>$63,000</td>
<td>$15,750</td>
<td>$12,600</td>
<td>$10,521</td>
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<tr>
<td><strong>Projected Complete Replacement Costs</strong></td>
<td></td>
<td></td>
<td><strong>$2,761,000</strong></td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$690,250</strong></td>
<td><strong>$552,200</strong></td>
<td><strong>$461,087</strong></td>
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</table>

### Desks / Laptops

<table>
<thead>
<tr>
<th>Hardware Totals</th>
<th>QTY</th>
<th>cost average</th>
<th>asset value for 100% replacement</th>
<th>4 years</th>
<th>5 years</th>
<th>6 years</th>
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</thead>
<tbody>
<tr>
<td>Desks / Laptops Admin</td>
<td>475</td>
<td>$975</td>
<td>$463,125</td>
<td>$115,781</td>
<td>$92,625</td>
<td>$77,342</td>
</tr>
<tr>
<td>Desks / Laptops Instruction</td>
<td>1366</td>
<td>$975</td>
<td>$1,331,850</td>
<td>$332,963</td>
<td>$266,370</td>
<td>$222,419</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$358,995</strong></td>
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</tr>
</tbody>
</table>
Part I - Annual Cost of Underfunded Items

ELC Costs

One-Time
• $2M in grants to replacement structure
• $600K more needed to complete grounds and play equipment

Annual Operating Costs
• $200,000 contribution from local funds
• Providing affordable childcare requires permanent supplement.
Part I - Annual Cost of Underfunded Items
Instructional Equipment Costs

History

The Issue
Dental Hygiene, Culinary, Machining, Welding, Auto Body, Auto Repair, Nursing and many technology programs are equipment intensive.
Part I - Annual Cost of Underfunded Items

Instructional Equipment Costs

The Plan

1. Survey of total replacement cost by instructional program
2. Plan replacement funding – grants, public/private partnerships, fee increases, fund raising
3. Develop action plans for each replacement project
Part II – The College Financial Condition

• Enrollment trend
• Income and expense trend
• Fund Balance
• Federal Aid
Part II – The College Financial Condition - Enrollment

Total Enrollment - State Funded FTES

- 2007-08: 2802
- 2008-09: 3096
- 2009-10: 3737
- 2010-11: 3747
- 2011-12: 3256
- 2012-13: 3870
- 2013-14: 3096
- 2014-15: 3116
- 2015-16: 2995
- 2016-17: 2922
- 2017-18: 2875
- 2018-19: 2911
- 2019-20: 2654
- 2020-21: 2954
- 2021-22*: 2975
Part II – The College Financial Condition
5 Year Trend – Income and Expenses
## Part II – The College Financial Condition

**Statement of Revenue and Expenditures and Fund Balance**

thru month ended December 31, 2021

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>12/31/2021 Balance</th>
<th>12/31/2020 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>001 State Allocations</strong></td>
<td>0</td>
<td>10,115,497</td>
<td>10,115,497</td>
<td>0</td>
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<tr>
<td><strong>149 Tuition</strong></td>
<td>173,237</td>
<td>3,745,711</td>
<td>4,157,789</td>
<td>(238,841)</td>
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<tr>
<td>Other/Investment</td>
<td>0</td>
<td>0</td>
<td>109,132</td>
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<tr>
<td><strong>149 Subtotal</strong></td>
<td>173,237</td>
<td>3,745,711</td>
<td>4,157,789</td>
<td>(238,841)</td>
</tr>
<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>11,291,462</td>
<td>22,404,343</td>
<td>23,314,538</td>
<td>10,381,267</td>
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<tr>
<td><strong>General Operating Reserve</strong></td>
<td>8,794,849</td>
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<td></td>
<td>8,448,624</td>
</tr>
<tr>
<td>% of Operating Budget as of 12/31/2021</td>
<td></td>
<td></td>
<td></td>
<td>23.45%</td>
</tr>
<tr>
<td><strong>General Operating Reserve</strong></td>
<td>5,404,166</td>
<td></td>
<td></td>
<td>4,833,891</td>
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<tr>
<td>Target</td>
<td></td>
<td></td>
<td></td>
<td>15%</td>
</tr>
</tbody>
</table>
Part II – The College Financial Condition

- Projected year end deficit spending of $600,000 vs. -$1,800,000 in the approved budget
- Bottom line projection:
  - $8.4M Fund balance Dec. 2021
    - $4M spending by June 30th 2022
    - 1.2M in allocated IT Infrastructure spending to comply with NWCCU
    - .4 M in allocated ctcLink stabilization spending in 22-23
    - .5 M in unfunded COLA and related salary costs
    - .3M in instructional equipment cost
  - $5.6M (15.8%) projected Fund Balance June 2023
# Part II – The College Financial Condition

<table>
<thead>
<tr>
<th>Summary of LWTech Federal COVID Relief Funding Awards</th>
<th>Total Allocation</th>
<th>Student Portion</th>
<th>Institution Portion</th>
<th>Restart Washington</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARES/HEERFI</td>
<td>1,558,088</td>
<td>779,044</td>
<td>779,044</td>
<td>Spent</td>
<td></td>
</tr>
<tr>
<td>GEER Allocation</td>
<td>1,157,631</td>
<td></td>
<td>1,157,631</td>
<td>200,000</td>
<td>Sept. 30, 2022</td>
</tr>
<tr>
<td>CRRSAA/HEERF2</td>
<td>2,291,513</td>
<td>779,044</td>
<td>1,512,469</td>
<td></td>
<td>Jan. 17, 2022</td>
</tr>
<tr>
<td>American Rescue Plan Act of 2021 - Higher Education Emergency Relief Fund</td>
<td>5,440,000</td>
<td>2,720,000</td>
<td>2,720,000</td>
<td>Sept. 30, 2023*</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>4,278,088</td>
<td>6,169,144</td>
<td>200,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Part II – The College Financial Condition

### CARES Student
- P425E201285  Performance period to 6/30/2023
- **Authorization:** 4,276,255.00
- **Spent:** 2,734,492.57
- **Balance:** 1,541,762.43

### CARES Institutional
- P425F200890  Performance period to 6/30/2023
- **Authorization:** 5,743,673.00
- **Spent:** 1,170,828.53
- **Balance:** 4,572,844.47

Data from April 25th, 2022
Part II – The College Financial Condition

• Enrollment is going down
• Expenses are going up
• Federal funding is ending
• Extraordinary ctcLink implementation spending is ending
• Extraordinary Covid spending is winding down
Part III – The 2022-2023 Budget Outlook

<table>
<thead>
<tr>
<th>FY 22 Allocation</th>
<th>$ 22,039,616</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY23 SBCTC Draft Allocation</td>
<td>$ 23,350,908</td>
</tr>
<tr>
<td></td>
<td>$ 1,311,292</td>
</tr>
</tbody>
</table>

New funding for:
- GP money - $155,000 new
- Cyber Security Enrollments
- Mental Health Pilots
- Homeless Students
- Foundation and Compensation Support
- Corrections Reentry Navigator
- Refugee Educational funds

Cost per FTE Change:
- 17-18 FTE was valued at approx. $3500
- 22-23 FTE in draft allocation is at $3151
Part III – The 2022-2023 Budget Outlook

• Three ctcLink BA positions cut to 50% to complete stabilization
• One ctcLink BA position eliminated by replacing vacant position
• Add position control numbers for all positions
• Plan to do without ctcLink backfill positions at some point in the future
• Manage average class size and part-time budget
Conclusion

• Current year income is tracking to the budget target
• Next years allocation is higher but all the funds are earmarked
• The drop in enrollment is may be offset by the 2.4% tuition increase
• Salary savings from ctcLink staff reduction will lower deficit spending
• Federal Covid Aid is coming to an end
Executive Cabinet Report to Board of Trustees

Board Meeting Date: May 9, 2022
Submitted by: Elisabeth Sorensen
Department: Foundation

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year.

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 continues to support the College’s work supporting anti-racism, equity, diversity and inclusion across campus.

☒ Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals

Again, this year, the Foundation is pleased to support the Applied Research Symposium with funding for t-shirts, posters and refreshments.

☒ Support the college in the implementation of LionsLink

To date, the Foundation has provided over $17,668.93 to support the implementation of LionsLink.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support

Applications are open for Fall 2022 Scholarships at LWTech beginning on Monday, May 2. The Foundation plans to distribute over $100,000 in scholarships to hardworking, highly motivated students during this cycle.
Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development

The Foundation is pleased to join LWTech in celebrating student Benjamin Rawald as a member of the 2022 All-USA Academic Team. As a part of Benjamin’s recent achievement, the Foundation will fund and award a newly created scholarship named for Jan Yoshiwara, retiring SBCTC executive director, in the amount of $2,500.

Again, this year, the Foundation is pleased to fund gift certificates to the LWTech Plant Sale in the amount of $2,100.00 for LWTech Advisory Board members in lieu of an official advisory board annual dinner/event.

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

Join us! Wednesday, May 11 at 4:00 p.m. to 6:00 p.m.! The LWTech Foundation’s Annual Scholarship Reception is Back! Formal invitation to follow. We very much look forward to celebrating our generous donors and hardworking scholars at the return of this special event on campus.

The Foundation is pleased to support the LWTech Environmental Horticulture Program’s outstanding plant sale (hybrid) this Spring!

Board Goal 3: Build community connections for the College.

College Outreach Activities

Elisabeth Sorensen, Bill Shelby (LWTech Foundation Board President) and Walt Krueger (LWTech Foundation Board Secretary) were pleased to participate in the Celebration of Honored Trustees and AAG Derek Edwards on campus on April 11.

Elisabeth Sorensen attended the Google’s Community Investment Announcement Event held at Google’s new downtown office space in Kirkland on April 21.

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

The Foundation is pleased to announce the appointment of Ken Boyer to the LWTech Foundation Board of Directors. Ken is a retired Microsoft employee, community leader and longtime generous donor to the LWTech Foundation.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: May 9, 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 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

☒ Evaluate implementation of the College’s Mission Fulfillment Plan

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention

Recruitment
Per Washington State Legislature Bill E2SSB 5194, HR is collaborating with Instruction and EDI on a model faculty diversity program designed to provide for the retention and recruitment of faculty from all racial, ethnic, and cultural backgrounds. After focused outreach efforts, all faculty postings have closed. EDI/implicit bias mitigation trained search committee members, including an EDI representative, are currently in the process of reviewing and interviewing candidates. Final candidates will be referred to the Vice President of Instruction and President for second round interviews.

Policy Review Committee
On April 20th, Director of Student Development, Katie Peacock, proposed revisions to Student Services Chapter 5.P.02 (Admission) to include non-discrimination language as well as minor edits to Chapter 5.P.03 (Registration) that aligns more closely with offerings provided by ctcLink implementation. The committee reviewed and approved both sections. After further vetting with College Council and Executive Cabinet, the policies will go before the Board of Trustees for approval.

LEADS
After a two-year hiatus, LWTech’s Leadership Program, is set to resume. LEADS, which stands for Learning, Experiencing, Achieving, Developing, and Succeeding, is an internal leadership development program designed to provide professional and personal growth opportunities for current and future leaders of the college.
Support the college in the implementation of LionsLink
As Pillar Leads, Cabinet Representative, and Subject Matter Experts, the HR and Payroll departments continue to be heavily involved in LionsLink. HR and Payroll continue to hold bi-monthly Time and Absence Reporting drop-in sessions to help employees submit their submissions accurately and on-time.

Board Goal 3: Build community connections for the College.

Key conferences and events
Another well-attended COVID-19 Vaccine/Booster clinic was held on April 27th in partnership with Birds Eye Medical. HR will continue to monitor demand and schedule additional sessions as needed.

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

Other Departmental Activities/Highlights

International Union of Operating Engineers (IUOE)
Contract negotiations with the IUOE, which includes campus security, maintenance, and the facilities group has begun. Through a respectful and collaborative process, we are making good progress with four Tentative Agreements already reached. Our next session is scheduled for May 16th.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 05/09/2022
Submitted by: Suzy Ames
Department: Instruction Support

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

☒ Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals

  - LWTech Nursing student Dirsan Nurga received a $4,000 scholarship award from the King County Nurses Association. The student met criteria for academics, community involvement, and leadership ability. The scholarships will be presented at the KCNA Annual Gala held virtually on May 12.

☒ Ensure the College is prepared for retraining demands post-COVID

☒ Support the college leading up to and through LionsLink implementation
Executive Cabinet Report to Board of Trustees

Board Meeting Date: May 9, 2022
Submitted by: Leslie Shattuck
Department: Marketing and Communications

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

Public Relations:
The Marketing and Communications team spent April 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 38 active projects in the department.

The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. The college received coverage in the following media outlets and/or is working on the following media pitches:

Media Coverage:
Seattle Times: Projects in WA will get more than $200M in federal funding; here are the highlights: https://www.seattletimes.com/seattle-news/congressional-spending-bill-will-pour-federal-dollars-into-washington-state/


Outreach:
The team worked on pitches/stories about:
1. The Board of Trustees meetings
2. New Tenured Professors
3. Open House
4. Annual Plant Sale

The Team is working on the following pitches:
1. Open Educational Resources
2. All-WA Academic Team
3. All-USA Academic Team
4. Astronics Internships
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 Spring Quarter registration, Workforce Development Initiatives, Employment Resource Center Programs, LionsLink, Outreach and Recruitment events, Open House, the Spring Plant Sale, and the following programs: Mechanical Design, Medical Assisting, Funeral Service Education, and Electronics Technology. The team also coordinated crisis communications during potential campus closures and LionsLink related disruptions.

Key conferences and events
Leslie Shattuck attended the virtual National Council for Marketing and Public Relations (NCMPR) conference.

Other Departmental Activities/Highlights

Equity, Diversity, and Inclusion Work
The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. Members of the team are on the Bias Response Team and are part of the Equity, Diversity, and Inclusion Plan Task Force.

Website
The team worked on several updates and communications around COVID-19, Spring quarter, and LionsLink. The team also updated several program and department pages.

LionsLink Powered by ctcLink
The team continued its work to support the LionsLink project management team. The team created and worked on continuing college communications.

Video Projects
The team is working on several video projects that support the Outreach team, Student Services and Instructional programs.

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, including Student Services and the Office of Instruction.

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.

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

Board Meeting Date: May 9, 2022
Submitted by: Cathy Copeland
Department: Research & Grants

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year. 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 new metrics related to mission fulfillment. This process will include work from the Institutional Planning & Effectiveness Committee (IPEC) and the team will also assist with the coordination of departmental-level planning through IPEC. The team is working with the Office of EDI to ensure alignment between the Mission Fulfillment Plan and upcoming EDI Strategic Plan.

☒ 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, which closed on May 2. The team also supports the annual evaluations of the president and trustee self-evaluations; these surveys ran over spring quarter.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
The team supported the launch of a Diversity, Equity, and Inclusion survey in May 2021 and is supporting Executive Cabinet and the Office of Equity, Diversity and Inclusion in using survey results and campus data to inform the upcoming EDI Strategic Plan. The team is also assisting in ensuring compliance with the Senate Bills passed by legislature last year, and serves on the EDI Strategic Plan Taskforce.

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

☒ Ensure the College is prepared for retraining demands post-COVID
Support of retraining demands post-COVID is summarized under Goal 2: Evaluate and support resource development initiatives.
☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
The team administered the 2022 Employee Satisfaction Survey and is supporting the upcoming EDI Strategic Plan, which will likely have a focus on recruitment, development and retention. The team has also served on multiple hiring committees this year.

☒ Use data to assess the effectiveness of policies
The Research & Grants team supports this work through dashboard development and assessment. The primary on-campus tool for college faculty and staff is Tableau Community Dashboards and the team is beginning work to connect Tableau to PeopleSoft. The team also completed year-end Integrated Postsecondary Education Data System (IPEDS).

☒ Support the college in the implementation of LionsLink
The team serves as leads for the LionsLink (ctcLink) transition and is assisting with data validation and testing, as well as communications about query training and reporting processes.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support
The team created a data dashboard for Foundation use in tracking scholarship recipient data; this dashboard is also used for reporting on Higher Education Emergency Relief Fund (HEERF) grants.

☒ Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development
Grant work necessitates public-private partnerships and work related to this goal is summarized below. The team also serves as a liaison with Hanover Research to support their contract with LWTech.

☒ Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development
New programs for 2021-22 include the following:

National Science Foundation (NSF): LWTech launched a new grant to expand Open Educational Resources (OER) in Electronics Technology and Welding (ATE 2100136) with $365,000 in funding from NSF. LWTech currently leads an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brings together applied baccalaureate faculty in computer science (DUE 1700629 funded at $866,882); the consortium is pursuing additional funding to continue this work for an additional four years.

Institutional Resilience and Expanded Postsecondary Opportunity Grants Program (IREPO): LWTech – in a collaboration with the four other technical colleges in WA – received $2.7M in August 2021 to support financial aid and remote education in technical education programs. Positions supported by this program include the following: an Instructional Designer; an eLearning Coordinator; and, support in Marketing and IT. Partner colleges include: Bates, Bellingham, Clover Park, and Renton. LWTech recently completed hiring the Instructional Designer and eLearning Coordinator.

Higher Education Emergency Relief Fund
The team supported applications for funding developed under the 'Coronavirus Aid, Relief, and Economic Security' Act (CARES); Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and, the American Rescue Plan Act (ARP Act) passed by Congress. Total allocations in institutional funding to the college across all three funding acts exceeds $5,000,000. The team will continue supporting reporting related to these funds including quarterly and annual reporting, due on May 6.

Mental Health Counseling and Services Pilot Program Grant
This grant will provide nearly $250,000 over the next two years and will primarily pay for the faculty counselor’s salary, CARE team training, and another round of the Healthy Minds Survey. This will allow us to, at least for 2 years, use the funds allocated for counseling for other urgent needs like another navigator in the advising office. 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.

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.

Overall Support & LionsLink Support
The team continues to support current grant programs, such as developing flipped classrooms through College Spark funding. The team is working on supporting data conversions related to grants and implementation of new grant-related processes as part of the ctcLink/LionsLink conversion.

Board Goal 3: Build community connections for the College.

Key conferences and events
The team attended the Guided Pathways Student Success Summit in April and participates in monthly workgroup meetings for the Research & Planning Commission (RPC) EDI committee. This is in addition to attending quarterly commission meetings.

Actively participate and engage in community activities
The team will begin offering in-service professional development training sessions and will continue to offer Tableau Community Dashboard trainings.

Other Departmental Activities/Highlights
The team looks forward to hiring a new team member as our colleague returned to a full-time instructional role. The team continues to serve on the Applied Research Committee, supporting work for the upcoming Research Symposium in May.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: May 9, 2022
Submitted by: Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2021-22 academic year (through September 2022). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report

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
Under the leadership of Demetra Biros, Director of Workforce Development, LWTech received approval to include CSNT and CSD programs on our list of Opportunity Grant eligible programs. Thank you so much to James Laurae and Mary Powers for helping gather the information needed for the proposal. Additionally, faculty members Andrew Fischer and Alexandra Vaschillo provided valuable information regarding employer partnerships. Also, thank you to Amber Hisatake, who help put together the survey that we were able to send to students in anticipation of this approval. We already have a list of potentially eligible students from these programs. Adding new programs for Opportunity Grant is a rigorous process and would not be possible without strong interdepartmental relationships.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities
April 26 though 28 was the college’s annual open house. This virtual event provided prospective students opportunities to connect with faculty, student services support staff, and participate in virtual or in person tours of the campus. Led by Assistant Director of Student Development, Casey Melnrick, this annual signature event highlights the effectiveness of strong partnership across the campus to recruit and retain students.
https://www.lwtech.edu/admissions/open-house/

☒ Key conferences and events
Vice President Hayden Spent April 20, 21, and 22 serving as the Student Services Commission Liaison to the Admissions and Registration Council during their Spring meeting. ctcLink implementation and support as well as working towards anti-racist policies and procedures for students who are not US citizens were primary topics.
Other Departmental Activities/Highlights

Workforce Development:

Thanks to the work of Tisha Miller, Elise Michelle, Amber Hisatake, Hamza Abdulrahman, and Demetra Biros LWTech had a successful BFET monitoring visit. Not only did we have no recommendations, they issued two well deserved commendations:

- **Outreach and Recruitment** - LWIT has an Outreach team that works closely with the BFET program and provides open houses, and information sessions. LWIT implemented “Start Next Quarter”, which has made a difference. In addition, the BFET Program Staff do “lunch and learns” and attended the Nursing Orientation session. All of these efforts have helped recruitment for BFET.
- **eJAS Process and Documentation** - LWIT has received 100% on every month but one (October through February) on the DSHS monthly eJAS Audit Reports.

Student Programs:

- Student programs is excited to welcome students back to spring quarter. To date, we’ve held several programs to engage and involve our students in activities like: Welcome Back, LionsLink account activation, sexual assault and bystander intervention awareness tables, The Buzz alcohol awareness, and a wide variety of social media campaigns. We look forward to hosting students for our upcoming events for Asian American and Pacific Islander Month, Pride, and Phoenix Celebration.
- ASG chartered three new clubs: Black Student Association, Software Development Club, and Book Club. This brings our total clubs for 2021-2022 to 14 groups; almost on par with pre-pandemic club involvement.
- Student Programs continues to support the hiring process for our 2022-2023 student leadership team.
- Commencement planning continues with Executive Cabinet being supportive and aligned to making this ‘back in-person’ event special. A student speaker is currently being chosen, three classes are attending, and we will honor and acknowledge losses our community has experienced this year.
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 8, Business Operations, including recommendations that:
- Chapter numbering is updated to reflect current status as Chapter 6.
- Update or eliminate outdated or extraneous language to reflect current laws and regulations:
  - ASG Funds/Student Services and Activities Fees
  - Reserves
  - Special Business Functions – College Vehicles
  - Collections

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

Recommendation: That the Board of Trustees vote to approve the proposed revisions to Chapter 8, Business Operations.
CHAPTER 8: BUSINESS AND FINANCE (800)

8.P.01 Budgeting Philosophy
8.P.02 Budget Development and Adoption
8.P.03 Budget Administration
8.P.04 Biennial Operating Budget Request
8.P.05 Biennial Capital Budget Request
8.P.06 Resource Development
8.P.07 Accounting and Controlling of Funds
8.P.08 Cash Collections
8.P.09 State Board Allocation
8.P.10 Tuition and Fees
   1. Refunds of Tuition and Fees
8.P.11 Associated Student Government Funds
8.P.12 Instructionally-related Ancillary Revenue Producing Activities
8.P.13 Other Funds
8.P.14 Payroll
8.P.15 Signature Authority
8.P.16 Petty Cash Accounts
8.P.17 Travel Regulations
8.P.18 Meals/Light Refreshments
8.P.19 Deposits/Investments
8.P.20 Interfund Transactions
8.P.21 Reserves
8.P.22 Debt Policy
8.P.23 Purchasing
   1. Receiving and Inventory Control
   2. Vendors and Solicitation
8.P.24 Capital Improvement Projects
8.P.25 Financial Reports
   1. College Operating Budget Report
   2. Capital Projects
   3. Student Services & Activities Fees
   4. Auxiliary Enterprises Report
   5. Financial Aid Reports
   6. Self Support Courses & Activities Report
8.P.26 Special Business Functions
8.P.27 Risk Management
8.P.28 Selections of Depositories
8.P.29 Internal Auditing Control System
8.P.30 Art Acquisition
8.P.31 Specialist Business Functions - College Vehicles
   1. Vehicles
8.P.32 Auxiliary Services
8.P.33 Collections
   1. Financial Obligations to the College
   2. Personal Obligations of College Employees
8.P.34 Availability of Public Records
   1. Charges for Copying
   2. Records Management
CHAPTER 8: BUSINESS AND FINANCE (800)

Resources 810
Chapter Adoption/Revision Dates 811
CHAPTER 8: BUSINESS AND FINANCE (800)

8.P.01 Budgeting Philosophy.
The College budget states the approved educational plan of the College district in financial terms. It meets the College’s stated philosophy, objectives, and goals within the available resources.

The President submits the annual budgets for all funds used for College operations to the Board for review and approval. Funds used for College operations include College programs, services, and facilities. Annual budgets and funds must comply with State, State Board of Community and Technical Colleges, and Office of Financial Management laws.

8.P.02 Budget Development and Adoption.
The President or their designee establishes a process each year for developing and adopting these budgets:
1. General College operations.
2. Grants and contracts.
3. College associated student government.
4. Auxiliary services.
5. Capital projects.

All College divisions and departments take part in the annual budget development process. During the process they make budget recommendations affecting their area.

8.P.03 Budget Administration.
The Board authorizes the President to delegate administering the approved budget to appropriate staff.

8.P.04 Biennial Operating Budget Request.
The College develops and submits the biennial operating budget request to the SBCTC as required. The College reports the information to the Board as requested or needed.

8.P.05 Biennial Capital Budget Request.
The College develops and submits the biennial capital budget request to the SBCTC as required. The College reports the information to the Board as requested or needed.

8.P.06 Resource Development.
The College will set up procedures to get additional resources for enhancing College programs and activities. The College may seek resources from the College Foundation, applications for federal, state and private grants and contract, and self-supporting activities.

The Foundation is a not-for-profit corporation organized under state law and is fiscally, organizationally, and legally separate from the College. The Foundation is governed by its own Board of Directors, and the College President or designee serves as the Foundation’s Executive Director.

8.P.07 Accounting and Controlling of Funds.
The College will maintain a financial accounting and management system that ensures all funds received and paid out by the College follow Board policies, State and Federal laws, OFM and SBCTC regulations, and the state Budget and Accounting Act.

The Vice President of Administrative Services, the College’s designated internal control officer, will maintain compliance with state regulations.

The Vice President or designee will do an annual risk assessment of the College’s internal control system. This includes an evaluation of areas considered high risk.
CHAPTER 8: BUSINESS AND FINANCE (800)

8.P.08  Cash Collections.
College employees will collect College funds in compliance with College regulations and procedures, and state and federal law.

8.P.09  State Board Allocations.
The College will manage allocations of state funds to the College per state laws, regulations and procedures. Periodic financial reports will include adjustments to state allocations.

8.P.10  Tuition and Fees.
The College will recommend a tuition and fees schedule to the Board for approval per state law and SBCTC rules. During a fiscal year the Board lets the President or designee make changes to the fee schedule as needed and allowed under state law without notifying the Board in advance.

Besides tuition and operating fees, the schedule may include other minor fees as necessary.

1. Refunds of Tuition and Fees.
The College will recommend and maintain a tuition and fee refund schedule for approval as necessary, per state and federal statutes.

Regulations and procedures for refund of tuition and fees will comply with applicable statutes. Refunds will be made per the following schedule.

A. General Refund.
A student who pays tuition before the quarter starts but cannot attend a class may get a full tuition refund. After the 1st day of class, the College grants refunds using this schedule:

<table>
<thead>
<tr>
<th>Cancellation of a course</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the first 10 business days of the quarter</td>
<td>100%</td>
</tr>
<tr>
<td>After the 10th business day of the quarter and through the 20th business day of the quarter</td>
<td>50%</td>
</tr>
</tbody>
</table>

The general refund policy applies to all students in state-supported programs or courses. The College makes refunds, in proportion to the tuition and fee refund percentages, for state-supported courses for:
1. State-supported courses that start after the regular quarter begins.
2. Short courses that begin any time during the quarter.

The College may extend the refund or cancellation period for students who withdraw for medical reasons. The College will refund tuition and fees for students called into active military service consistent with State law.

Refund deadlines may differ for courses that begin after the first week of the quarter. Refund deadlines may also differ for Washington Online, Extended Learning, and classes with start dates mid-quarter or later. The College calculates the refund based on the start date of the student’s longest course during the regular quarter. The College bases proration on the total number of class sessions and the number of sessions completed.
CHAPTER 8: BUSINESS AND FINANCE (800)

Refunds occur when the student officially completes an add/drop form within the refund period. Students forfeit all claims to a refund of tuition and fees if they do not withdraw from a course or are suspended or terminated for misconduct. Refunds for students on special programs are made only to the funding program administrator.

Revision approved 6/6/2011

8.P.11 Associated Student Government Funds.
The Board, per state laws and regulations, maintains budgetary control over all funds received and distributed by and for students and student activity purposes.

The Board approves the annual associated student government (ASG) budget. The ASG may get funds from student sponsored activities and programs during the course of a year, as well as services and activities fees collected by the College. The Financial Services office maintains a separate ASG fund per applicable rules, regulations, and requirements, to account for the revenues and expenditures of all monies gotten by service and activities fees and their related activities.

Financial Services maintains this fund as an operating fund for the College’s ASG. The Board approves the annual associated student government (ASC) budget.

The College will establish regulations and procedures for collecting and expending any funds obtained by ASG activities.

8.P.12 Instruction-related Ancillary Revenue Producing Activities.
Some instructional programs involve both a learning activity and a service that may create revenue. Those activities linked with any College instructional program will have procedures to provide for instructional purposes and meet state accounting and administrative requirements. The instructional/service activity may charge for its services and/or products. The College does not intend to compete with or detract from merchants or business’ offering similar services to the general community.

Financial Services maintains and accounts for all expenditures and revenues.

8.P.13 Other Funds.
The College also gets funds from enterprises, contracts, grants, and special programs and activities. The College maintains accounts for these resources. The College administers all other funds per state regulations and applicable terms of the relevant contracts, grants, and awards.

8.P.14 Payroll.
The College will establish, maintain, and manage payroll procedures per state and federal payroll regulations and procedures.

8.P.15 Signature Authority.
The President authorizes appropriate College employees to approve expenditures and manage specific budget accounts.
CHAPTER 8: BUSINESS AND FINANCE (800)

These College employees may act for the College in banking and investment transactions for depositing checks and other negotiable instruments, issuance of checks, and authorizing fund transfers and wires of monies and other negotiable instruments:
1. President.
2. Vice President of Administrative Services.
3. Controller.
4. Accounting Manager.
5. Director of Financial Services

Financial Services will post a list of employees authorized to make College financial transactions and to issue checks drawn on College accounts. Financial Services will notify the Board of any changes in authorized employees.

The College may use petty cash accounts to better serve the College and its programs. Petty cash procedures follow state law and regulations. Financial Services oversees all payments and assigns appropriate department staff as a custodian of these funds.

8.P.17 Travel Regulations.
The College develops and maintains regulations and procedures for College business travel per state laws and regulations. Financial Services supervises all travel related payments.

8.P.18 Meals/Light Refreshments.
The College develops and maintains procedures for meals and light refreshments at College sponsored meetings, training sessions, and/or when meals and light refreshments are given to employees not in travel status according to the Office of Financial Management rules and regulations.

This also allows meals and light refreshments for volunteer advisory committees and other state agency attended meetings per state laws and regulations.

8.P.19 Deposits/Investments.
The College establishes and maintains procedures for depositing, investing, and managing College funds per state law and regulations.

The College should invest excess cash in investment vehicles per state law, for prudent management of College funds. The College should make investments by means that provide a market competitive rate of return and a minimal amount of risk.

8.P.20 Interfund Transactions.
The College may make necessary interfund transactions, including transferring cash between funds, to cover any deficit cash balances as allowed by state law and regulations.

8.P.21 Reserves.
The Board directs the President to establish and maintain sufficient cash and fund balance reserves to guard against state allocations reductions, enrollment declines, and to meet unexpected costs.

8.P.22 Debt Policy.
CHAPTER 8: BUSINESS AND FINANCE (800)

The President may approve the College to incur debt or borrow money per this policy and state laws and regulations. The College will effectively manage the debt level so ample resources are available to meet debt service requirements. The College will not incur debt or borrow money that causes the total debt contracted by the College to exceed the amount for which the debt service in any fiscal year requires the College to expend more than 7% of the average general operating revenue for the 3 preceding fiscal years.

The College establishes regulations and procedures to obtain necessary equipment, goods, and services. These procedures will use purchasing practices that comply with state and federal statutes, regulations, and procedures, and benefit the College the most. They will require prior approval by authorized College employees before encumbering any College funds.

The College will use local vendor services and contracts when reasonable and in the best interests of the College.

1. Receiving and Inventory Control.
The College’s receiving department accepts all material purchases. The department properly tags non-expendable items and records the serial numbers in official College inventory records.

The College removes obsolete and/or irreparable equipment from the College maintained inventory control system. The College disposes of equipment and property no longer needed per state guidelines and regulations.

2. Vendors and Solicitation.
The College sets up procedures allowing private vendors on College campuses including financial institutions and credit card marketers. Per state law on the use of College facilities for private gain, private vendors cannot solicit on College campuses. The College may allow private vendors on campus only for specific College sponsored activities and under specific conditions per College procedures and state statutes and regulations. The College assumes no liability for any private transaction between a student or employee and a vendor.

8.P.24 Capital Improvement Funds.
The College will develop plans for capital construction projects. It will present the plans and recommendations for financing these projects to the Board every two years as required for submitting the capital budget request.

The College will manage all such capital improvements, including change orders, in compliance with rules, regulations, and statutes governing such projects.

The acceptance of a completed project must comply with the contract’s provisions and with applicable federal and state rules, regulations, and statutes.

Financial Services establishes and publishes the appropriate financial reports per state rules and regulations that govern accounting practices and procedures.
CHAPTER 8: BUSINESS AND FINANCE (800)

The College gives the Board periodic financial reports at least every year. These reports include budget status, revenue and expenditures, and fund balances. Financial reports will include, but are not limited to, these funds and activities:

   This report shows all revenues, encumbrances, expenditures, and balances of the College's general operating funds including grants and contract funds.

2. Capital Projects.
   The financial status of capital projects supported by state appropriated capital funds and local capital funds.

3. Student Services & Activities Fees. The College operates a number of these accounts and will report their financial status.

   The College operates a number of auxiliary enterprises and will report the enterprises’ financial status.

5. Financial Aid Reports.
   The Financial Aid office administers both publicly and privately generated monies for the students’ support. The College will comply with all state and federal reporting requirements related to administering financial aid funds.

6. Self-support courses and activities report.
   The College will report the financial status of self-support non-credit courses and activities.

The College will report on the six areas listed above to the Board periodically or at the Board’s request.

8.P.26 Special Business Functions.
   The Board authorizes the President to establish and administer business functions necessary for the College’s general welfare.

   The College will buy all insurance, except group employee benefit insurance, through the State Office of Financial Management, with President or designee approval.

8.P.28 Selection of Depositories.
   The President may recommend depositories for College funds to the Board. The College will notify the Board of potential bank changes. The College will get banking and/or other financial services per state regulations and statutes.

8.P.29 Internal Auditing Control System.
   The Board recognizes that all College property is held in trust for the state and makes a public accounting of funds and real property. The College must also develop and implement an internal audit control system.
CHAPTER 8: BUSINESS AND FINANCE (800)

The College will immediately report any inconsistencies or irregularities in the conduct of College business to the Board. The College will close the accounting records and publish a report of the College’s financial status at the end of each fiscal year and as required.

8.P.30 Art Acquisition.
The College will effectively manage acquiring art on its campuses. The President can accept or reject the Art committee’s recommendations. The College will establish and maintain procedures for acquiring art, handling artwork and directing the Art committee.

Artwork received from external or internal donors and art purchases are property of the College or College Foundation. Artwork received from the Art in Public Places program (AIPP program) is the state art collection’s property.

8.P.31 Special Business Functions – College Vehicles.
The College retains vehicles to conduct College business, including those needed for transportation and campus maintenance. The College will develop and maintain procedures for College vehicle use and maintenance. College employees cannot use College-owned or leased vehicles for personal use.

1. Vehicles.
The College may acquire and maintain, within available resources, vehicles needed for training programs and College business. College vehicle operators must obey regulations and procedures established by state statutes.

Employees may use properly insured privately owned vehicles if a College vehicle is unavailable. The driver of the vehicle must be competent, qualified, and properly licensed. State law and College policies establish reimbursement for using privately owned vehicles.

The College may provide auxiliary services such as a bookstore, food services, and other similar services. The College will locate and maintain these services on campus as part of the effort to provide facilities, services, and activities for students’ educational and personal development. College employees also have access to these services. Services are subject to internal and external audits.

The College aims to offer these services as an addition to the instructional program or as a service to students and employees. The College does not mean these services to compete with or detract from merchants offering similar services to the general community.

The President will recommend to the Board in the annual budget each year those auxiliary services deemed suitable for the College.

8.P.33 Collections.
The College must anticipate occasional failure to meet financial commitments made to the College. The College may recover such obligations as necessary.

1. Financial Obligations to the College.
CHAPTER 8: BUSINESS AND FINANCE (800)

The College will develop and implement regulations and procedures for collecting unmet financial obligations. The College will follow state and federal laws, rules, and regulations in collecting amounts due the College and will protect individual identity information as required by law.

If any student, former student, volunteer, employee, or member of the public owes money to the College for an outstanding overdue debt the College reserves the right to:

A. Not provide further services of any kind to that person, including but not limited to: transmitting files, records, or other services requested.
B. Collect such funds per applicable state and federal rules, regulations and laws.

2. Personal Obligations of College Employees.
The Board declares the College is not responsible for the personal debts of any of its employees.

The Board accepts the public’s right to know and full disclosure of official actions per state statute. The Board directs the President to set up and maintain procedures making public records available for public inspection and copying, unless the record falls in specific information that state law or other statute exempts or bars from disclosure. The College assigns and publishes the title of the contact position in charge of College public records and their disclosure.

1. Charges for Copying.
The College may charge for providing copies of public records and for using College equipment to copy public records. The College will not charge for inspecting, locating, or making public records available for copying. The College may establish and publish a fee based on actual per page cost. If the College has not determined the actual per page cost, the charge will be the allowable amount per state law.

2. Records Management.
The College will set up and maintain procedures for managing and retaining College records. The College keeps these records per the records retention schedules and requirements set by the Office of the Secretary of State, the SBCTC, and state law.

Resources:
3. Secretary of State http://www.secstate.wa.gov/
4. State Board for Community and Technical Colleges http://www.sbctc.edu/

Chapter Reviewed and Revised: February through June 2009
Board of Trustees Adoption: October 5, 2009
Amendment to Policies, Chapter 9
Second Read

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 9, Facilities and Operations, including recommendations that:

- Chapter numbering is updated to reflect current status as Chapter 7.
- Update or eliminate outdated or extraneous language to reflect current laws and regulations:
  - Limitation to School Activities
  - Student Organizations

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

Recommendation: That the Board of Trustees vote to approve the proposed revisions to Chapter 9, Facilities and Operations.
CHAPTER 9: FACILITIES & OPERATIONS (900)

9.P.01 College Facilities Planning 901
9.P.02 Use of Facilities 901
   1. Limitation to School Activities 901
   2. Student Organizations 901
   3. Use Conditions 901
   4. General Limitations 902
9.P.03 Building Access 902
9.P.04 Rental of Facilities 903
9.P.05 Prohibited Conduct on College Facilities 903
   1. Drugs 903
   2. Marijuana 903
   3. Alcohol 903
   4. Tobacco, Electronic Cigarettes and Related Products 903
   5. Weapons 903
   6. Property Violation 904
9.P.06 Trespass 904
9.P.07 Animals on Campus 904
9.P.13 Naming of Facilities 904
9.P.22 Parking and Traffic Rules Enforcement 905
9.P.32 Emergency Closure 905
9.P.40 Safety and Security 906
9.P.42 Security 906
0.P.44 Breach of Campus Safety 906
9.P.46 Safety Committee 906
9.P.53 State Environmental Policy Act (SEPA) 906
9.P.54 Sustainable Practices 906

Resources 907
Chapter Adoption/Revision Dates 907
CHAPTER 9: FACILITIES & OPERATIONS (900)

9.P.01 College Facilities Planning.
The College will develop a facilities master plan that:
1. Supports its mission, vision, and strategic plans.
2. Improves facilities and services to students, employees, and the community.

The plan will address future facilities needs that include new facilities development, infrastructure needs, stewardship of existing facilities, and that promote safety and value the environment.

9.P.02 Use of Facilities.
The College is a Washington State institution of higher education. The College reserves its campuses, buildings, properties and facilities at all times for activities related to its broad educational objectives and goals. College facilities are available for various uses that benefit the general public if the use relates to and does not interfere with the College's educational mission. The College has no obligation to make its facilities available for general use by others.

1. Limitation to School Activities.
The College gives highest priority to activities specifically related to its mission. The College will not make arrangements that may interfere with or harm the operation of its teaching or public service programs. In particular, the College uses its building, properties, and facilities, including those assigned to student programs, primarily for:
   A. Regularly established college and department teaching or related activities.
   B. Training, educational, cultural, or recreational activities of students or employees.
   C. Short courses, in-services, seminars, or similar events, conducted either in public service or to advance specific college interests, with the college's sponsorship.
   D. Public events, professional or cultural, brought to the campus at the request of college departments and presented with their active sponsorship and participation.
   E. Activities or programs that provide a widespread public service that are sponsored by educational institutions, state or federal agencies, charitable agencies or civic or community organizations when they have a character appropriate to the college.

2. Student Organizations.
Student organizations may use college facilities for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. Speakers who invite student organizations to sponsor them or solicit sponsorship from student organizations may be required to pay rental fees. A speaker on campus does not represent an implicit or explicit endorsement of the speaker's views by the college, its students, Board, or employees.

3. Use Conditions.
   A. The College may impose reasonable conditions to:
      1. Regulate the timeliness of requests.
      2. Determine the appropriateness of assigned space.
      3. Determine the time of use.
      4. Ensure the proper maintenance of facilities.
   B. The College may restrict a person's or group's use of college facilities if that person or group has in the past:
      1. Physically abused college facilities, or
CHAPTER 9: FACILITIES & OPERATIONS (900)

2. Is late paying charges imposed for previously using facilities, equipment or supplies associated with the use.
C. The College may impose charges for damage or any costs to use facilities, equipment, or supplies associated with facility use.

4. General Limitations.
A. Those who run or support campaigns for public office cannot use college facilities for political campaigning, except for student-sponsored activities or forums.
B. Religious groups or groups of persons that meet for religious purposes cannot use college facilities as a permanent meeting place. Use is intermittent only.
C. The college can bar groups from using college facilities if they restrict membership or behave in a manner inconsistent with the college's commitment to nondiscrimination.
D. No one may post promotional signs or posters on buildings, trees, walls, or bulletin boards, or distribute samples outside rooms or facilities to which the college has given them access.
E. Non-students may distribute handbills, leaflets, and similar materials (except commercial, obscene, or unlawful materials) in designated areas on campus where and when it does not interfere with the college's orderly administration or the free flow of traffic. The VP of administrative services must authorize any distribution of materials in advance. This does not mean the college community or the board supports or approves the content.
F. The college allows use of audio amplifying equipment only in locations and at times that will not interfere with the college's normal operation. The VP of administrative services must authorize the use in advance.
G. The College intends to preserve the right of peaceful dissent in the college community. The college can take steps to insure:
   1. People's safety.
   2. Continuity of the education process.
   3. Protection of property.
   While the college accepts peaceful dissent, it does not consider violence or disruptive behavior as legitimate means of dissent. Should any person, group or organization try to resolve differences by violence, the college and its officials do not need to negotiate with those who use it.
H. Orderly picketing and other forms of peaceful dissent are protected activities on and about college campuses. However, these situations exceed allowed limits:
   1. Interfering with free passage through areas where community members can be,
   2. Interfering with entrances and exits to College facilities,
   3. Interrupting classes,
   4. Injury to persons, or
   5. Damage to property.
I. If a College facility adjoins a public area or street and student activity, even if on public property, unreasonably interferes with College entrances and exits, the College may impose its own penalties. The College may also use remedies through local law enforcement.

The College will develop and maintain procedures for building access to maximize campus security, address employee responsibility, and to safeguard College facilities and assets.
9.P.04 Rental of Facilities.
The public may rent College facilities when not required for scheduled College use. The College will
develop and maintain procedures for the fees and conditions of using College facilities by others
consistent with state laws and regulations.

9.P.05 Prohibited Conduct on College Facilities.
The College intends to create a working and learning environment that promotes the safety, health, and
well-being of College students and employees. The college bans and/or limits conduct and activities as
follows:
1. Drugs.
   Being observably under the influence of any legend drug, narcotic drug, or controlled substance as
defined in chapters 69.41 and 69.50 RCW, or otherwise using, possessing, delivering, or selling any
such drug or substance, except in accordance with a lawful prescription for that person by a licensed
health care professional. Being observably under the influence of any lawfully prescribed drug when
enrolled in classes that require operation of heavy equipment or other dangerous equipment.

2. Marijuana.
The use, possession, delivery, sale, or being visibly 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.

3. 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.

4. 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 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, waterpipes, hookahs, chewing tobacco, and snuff.

5. Weapons.
   Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife
or other cutting or stabbing instrument, club, explosive device, 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 person with a valid concealed weapons permit may store a firearm in his or her 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
CHAPTER 9: FACILITIES & OPERATIONS (900)

be in advance to bringing weapons to the college, in writing, and shall be subject to such terms or conditions incorporated therein.

6. Property Violation: The college prohibits attempted or actual damage to, or theft or misuse of, real or personal property or money, or the possession of such property or money after it has been stolen, of:
   A. The college or state;
   B. Any student or college officer, employee, or organization; or
   C. Any other person or organization;

9.P.06 Trespass.
   A. Individuals who are not students or members of the faculty or staff and who violate Lake Washington Institute of Technology's rules, or whose conduct threatens the safety or security of its students, staff, or faculty will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or his or her designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave, and subject such individuals to arrest under the provision of chapter 9A.52 RCW.

   B. Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

   C. When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice-president of administrative services or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice-president of administrative services will be the final decision of the college and should be issued within five business days.

9.P.07 Animals on Campus.
The college bans pets or animals of any kind on College property unless the animal is a service animal prescribed to accommodate a person's disability. The person responsible for a service animal on College property must keep direct and positive control of the animal at all times. No one may leave an animal in a vehicle on campus as this may constitute animal abuse.

The Board will occasionally consider naming new or existing buildings or parts contained therein in honor of people or organizations who significantly contributed to the College. The Board intends that such naming conveys the highest honor and reserves it for those who made extraordinary contributions to the College through personal service or financial support.

The Board will not name any facility for any person currently serving on the Board or who the College employs. Also, anyone chosen for the honor must satisfy at least one of these criteria:
1. A former Board member.
CHAPTER 9: FACILITIES & OPERATIONS (900)

2. A former employee who made an outstanding contribution to the College.
3. A citizen or organization who made a substantial monetary or personal service contribution to the College.

The Board has responsibility to name buildings, rooms, and other facilities in honor of people or organizations. At any time, the Board may direct the president to create a process to give a recommendation to the Board for naming a building, room, or other facility. Any process should involve College employees and may also include Foundation and community members.

The Board may revoke any honor name it bestows due to mitigating or special circumstances as the Board determines.

The College will develop and maintain rules for pedestrian and vehicle traffic on College property per state law and guidelines to:
1. Protect and control pedestrian and vehicular traffic.
2. Assure access at all times for emergency traffic.
3. Minimize traffic disturbances during class hours.
4. Facilitate the College's work by assuring access to its vehicles and by assigning limited parking space for the most efficient use by all.
5. Regulate the use of parking spaces.
6. Protect state-owned property.
7. Assure access to the facility by people with disabilities.

The College will develop and maintain procedures to enforce city, state and College parking and traffic rules. Enforcement may include issuing warnings, citations, penalties and fines, and impoundment as determined necessary.

The College will develop and maintain emergency management plan and procedures to improve the College's ability to protect lives and property through effectively using College and community resources and to inform and prepare employees and students for emergencies and disasters.

Only the President or designee can close classes or offices in emergencies to maintain safety and security of students, employees, the public and property. Emergencies include but are not limited to:
1. Conditions that may cause personal injuries and/or damage to College property.
CHAPTER 9: FACILITIES & OPERATIONS (900)

2. Weather conditions that may cause undue hardships on College students and/or employees.

3. Building conditions in any facility that may make it unsafe or unfit for occupancy.

4. Other conditions as the President or designee deems as appropriate.

The College will take every reasonable precaution for the safety and security of the students, employees, and visitors. The College will include safety education and accident prevention in instructional offerings as appropriate.

The President or designee will maintain the College's educational functions and services. The President will take necessary measures to prevent injury to people and property by stopping any campus disruption with legal and prompt use of College employees and local law enforcement agencies if necessary.

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; or propping open of exterior doors.

B. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits.

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.

The College will establish a college safety committee as required by state law to review safety/security requirements, make recommendations for improvements, and monitor compliance with state safety and health regulations.

All capital projects the College proposes and develops will comply with laws and guidelines on environmental policy established by the state and the State Board for Community and Technical Colleges.

The College will value the environment and strive to promote conserving natural resources and the goals of the Growth Management Act and Sustainable Practices Executive Order. The College will promote sustainable practices and sustainability education at the college and in the community.
The College will follow the principles of integrated pest management as state law requires. The College desires to provide students and employees a healthy learning and working environment by using ecologically sound methods and practices to prevent and suppress pest problems.

Resources:
1. Revised Code of Washington (RCW)
   http://apps.leg.wa.gov/rcw/
2. Washington Administrative Code (WAC)
   http://apps.leg.wa.gov/wac/
3. Washington State Board for Community and Technical Colleges
   http://www.sbcte.ctc.edu/
4. State Environmental Policy Act (SEPA)
   http://apps.leg.wa.gov/rcw/
   http://apps.leg.wa.gov/wac/
5. Growth Management Act (GMA)
   http://apps.leg.wa.gov/rcw/
   http://www.gmhb.wa.gov/gma/
6. Sustainable Practices Executive Order
   http://www.governor.wa.gov/execorders/coarchive/ eo 02-03.htm

Chapter Reviewed and Revised: February through August 2009, March 2013, June 2014
Board of Trustees Adoption: May 3, 2010

Revised draft 1.5.22
Dental Clinic Renovations Minor Works
First Read and Approval

Situation
The Dental Hygiene program facilities are set to undergo renovations as a result of the fund matching provided by Delta Dental. The renovations are part of LWTech’s minor works projects, and as a result of total project cost (including the matching funds from Delta Dental) requires approval from the Board of Trustees.

These proposed revisions were reviewed by Executive Cabinet and the Facilities Planning Council.

Recommendation: That the Board of Trustees approve the renovations to the Dental Hygiene program facilities.
Local Capital Expenditure Request Authority

College: Lake Washington
Contact: Bruce Riveland
Date: April 7, 2022
Phone No.: 425-739-8201

PROJECT

Project Title: Dental Program Lab Renovation

Project description (short):
Renovate rooms E106 and E107 on the Kirkland campus and install new dental equipment. The project has received a matching funds grant from Delta Dental. The grant fully funds equipment for the Restorative Clinic in room E107 and 25% of the Dental Hygiene equipment for the evening program in room E106. The college is also using $400,000 in local funds as match this biennium and requesting State funded minor program improvement funding for the 2023-25 biennium to complete the project. The college will use additional local funds if State funds are not provided.

Benefits project will produce:
Modernize equipment and increase capacity for dental hygiene and dental assisting programs.

Specific points or questions the Board should consider (select applicable):
Consistent with the State Board’s direction to...
1. ...strengthen state and local economies by meeting the demands for a well-educated and skill workforce
2. ...support strategic industries by appropriately focusing program growth and development

Other:

 BACKGROUND

Is it part of another project? Yes ☒ No ☐ Project #: TBD minor program improvement project in 2023-25
Has it been discussed at prior Board meetings? Yes ☒ No ☐ Resolution #:
Does it have associated legislation? Yes ☒ No ☐ Bill/RCW #:

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FUNDING**

|  |
|---|---|
|  |  
| Total Funding | $1,935,307 |

* Attach Appendix E
** Where expenses will be paid from.

APPROVAL

Local Board or Designee Approved? Yes ☒ No ☐ Date approved: Who?

Please attach applicable materials (ie: drawings, photos, appendices, etc.)
Adoption of EDI Strategic Plan, Board of Trustees
First Read

Situation

Lake Washington Institute of Technology has been centering equity for our students, staff and faculty through our Mission and Vision, Mission Fulfillment Plan and our Core Values.

Pursuant to this presentation, the State Legislature through Senate Bills 5227 and 5194 specified that Community and Technical Colleges create DEI Strategic Plans, submit such plans to the SBCTC, and have them be public facing on institution websites.

Deliverables from the Senate Bills read as follows:

**SB 5194** - Colleges must create DEI strategic plans using an inclusive process that includes staff, faculty, students, administrators, and other stakeholders. Colleges must include DEI definitions in their strategic plans, reports, and public websites.

**SB 5227** - College shall each conduct a campus climate assessment every 5 years (at minimum) to understand the current state of DEI on campus for faculty, staff, and students. Must post findings on public website.

The Office of EDI at LWTech, in partnership with the Office of Research and Grants, the EDI Strategic Plan Task Force, the EDIC, and following input and feedback received from multiple campus constituencies, has created the EDI Strategic Plan to comply with the Senate Bills and to ensure that LWTech continues to center equity for our students, staff, faculty, and the greater college community.

Submitted for First Reading
A Message from the President

Dear LWTech Community:

Since 2015, Lake Washington Institute of Technology (LWTech) has been actively engaged in Equity, Diversity, and Inclusion work. This work began in earnest when the college introduced, with the support of the Board of Trustees, its Equity, Diversity and Inclusion (EDI) Plan, which was the culmination of three years of work that took place across the campus. Now, through the expert leadership from the Office of Equity, Diversity, and Inclusion, and with input from the college community, I’m proud to share that LWTech has created an updated and robust EDI Plan.

We know since the murder of George Floyd on May 25, 2020, our country has experienced a racial awakening and calls for social justice that we haven’t seen in decades. And, while the college has been engaged in EDI work for several years, we must continue to underscore the importance of this work; we can’t let up on our pursuit of systemic change in our country to become anti-racist in our community and at our college.

Our ongoing EDI work at the college also aligns with the new requirements of Washington state Senate Bills 5194 and 5227, which require colleges to deliver equity-centered trainings and outcomes as part of the State Board for Community and Technical Colleges’ mission of leading with racial equity. This is at the forefront of our own Mission Fulfillment Plan, which supports our Core Values that are grounded in equity:

- **Inclusive**: We intentionally create a welcoming environment where all feel a sense of belonging.
- **Innovative**: We are leaders in maximizing opportunities to create a thriving college community.
- **Collaborative**: We are open to change and work together to achieve success for all.
- **Respectful**: We engage others with acceptance, open-mindedness, courtesy, and care.

While we’ve made great strides, we are not yet an anti-racist college. We continue to evolve as a college community, and I’m incredibly proud of the work the college has done, especially during the pandemic, with innovative training, the development of this EDI Strategic Plan, rolling out new Diversity and Social Justice (DSJ) courses, the growth of the Bias Response Team, and Equity, Diversity and Inclusion Council. We have a lot to be proud of, and yet there’s still more work to do.

The net result for the community is that we’re graduating students who are equipped to work, thrive and lead in a diverse workplace. They are better prepared to advocate for equitable changes in their chosen fields, especially in light of the glaring spotlight shone upon healthcare inequities during the pandemic.

LWTech is also a major community employer and there’s a ripple effect of our work. We are a catalyst for change not only in the college, but in the communities we serve as well. Our employees are committed to EDI work, which in turn impacts our families, friends and communities, not just in Kirkland, but around the world.

As I mentioned above, while we are not new to EDI work, there is still more for us to do. I continue to be incredibly proud of what we’ve accomplished so far and look forward to all we will accomplish together.

Dr. Amy Morrison
President
A Message from LWTech’s Board of Trustees

Dear LWTech Community:

The Board of Trustees acknowledges and commends the Equity, Diversity, and Inclusion (EDI) work that Executive Cabinet and the entire college community has engaged in over the past nine years under the steady leadership of Dr. Morrison. The development of the updated EDI Plan is a culmination of years of EDI work at the college and is reflective of the work the college and country are doing to bring systemic change around anti-racism and EDI efforts. This work is also in alignment with the new requirements of Washington state Senate Bills 5194 and 5227, which require colleges to deliver equity-centered trainings and outcomes as part of the State Board for Community and Technical Colleges’ mission of leading with racial equity.

We believe this Plan aligns clearly with the vision of the State Board for Community and Technical Colleges’ work to lead our system with racial equity. We are united in our support, leadership, and policy governance of these efforts. Our annual goals also emphasize the importance of EDI work, and how seriously we take it as the governing body of the college.

The first goal of the 2021-2022 Board of Trustees Annual Goals and Strategies is to, “Provide strong leadership and direction for the college.” Within that goal, we work to evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion. We also work to evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments.

As Trustees, we are involved in EDI efforts through the Washington State Association of College Trustees and in our own lives and workplaces, and we are committed to the EDI and anti-racism efforts at the college, as are the students, faculty and staff. We know there is more work to do, and we are confident that as we all work together, we will create an equitable, diverse and inclusive community at LWTech.

We are extremely proud of the collaborative work, led by the team in the Office of Equity, Diversity and Inclusion, that went into the creation of this EDI Plan.

We look forward to seeing milestones being met as the Plan rolls out over the coming years.

Respectfully,

The Board of Trustees of Lake Washington Institute of Technology

Anne Hamilton
Dr. Lynette D. Jones, Vice Chair
Robert Malte, Chair
John Suk
Laura Wildfong
Statement from the Executive Director of EDI

LWTech’s EDI efforts are driven by our mission, core values, and the need to build out a comprehensive EDI Plan, a “living” document with the aim of planning the amazing work the college engages in to dismantle systemic racism and close opportunity gaps. Much of this work began several years ago and is now structured around key pillars of our mission, vision, and core values.

The Four Connections, Community of Belonging, and now our Diversity & Social Justice efforts: Each of these frameworks are used to strengthen our community, shape our learning environment, and provide an enriching experience for students, faculty, and staff as we continue to scale our EDI initiatives into greater action.

Many students, faculty, and staff have contributed substantially to improving the equity, diversity, and inclusion of this community, and this collaborative effort further serves as a reminder that this heart work is continuous and that our collective efforts, past and present, serves as a sustainable benchmark for our desire to evolve, innovate, and transform.

In this plan, we hope to accomplish the following:

- Identify, acknowledge and address areas of systemic stagnation which obstruct our ability to support the growth and advancement of equity, diversity and inclusion through meaningful conversations and comprehensive professional development.
- Lead, advise, guide and advocate for policy and program development that builds upon and promotes an atmosphere which aligns with and sustains the diverse needs of our entire campus community, fully rooted and grounded in a framework of equity.
- Envision meaningful change that amplifies the diversity of voices present on our campus and show sustainable, measurable and data-driven results that validate our shared interests in the collective success of students, staff and faculty.

In 2021 our State Legislature committed its support of EDI through the passage of SB 5227 and SB 5194 (please see page 5) for details. These Bills provide valuable monetary resources in the hands of Institutions of Higher Ed to further the work on equity throughout our CTC System. These efforts stress the importance of our system’s wide vision through SBCTC to Lead with Racial Equity.

We intend to intentionally promote those interests through open dialogue with college leadership, through transparency of communications and with collaborative decision making.

The Office of EDI is honored to be on this amazing journey of transformation with you and we look forward to growing in our capacity to authentically engage and progress in bold awareness of our collective humanity.

Robert Britten
Executive Director, EDI
Statement from EDIC

Draft text to be inserted after the EDIC meeting on May 5, 2022.
Introduction to the Strategic Plan

The Office of EDI is delighted to present the draft goals for the forthcoming Equity, Diversity and Inclusion Strategic Plan (EDI SP). Each goal of this plan is designed to nest within the approved Mission Fulfillment Plan and outlines work through 2023. During the academic year of 2022-23, the Office of EDI will assess whether these goals need to be updated in alignment with accreditation and future Mission Fulfillment Plans.

This plan is proposed in recognition of work done to date on the Mission Fulfillment Plan; however, the practical nature of this alignment in no way lessens the intentionality and gravity of this work alongside the continuous updates needed in equity work. This is a living document that will be updated as follows: Goals will be approved annually each Fall (with revisions as needed) and the Office of EDI will publish a quarterly report on progress. This internal quarterly report will be published on the Team: EDI Conversations;¹ more public-facing materials are stored at: https://www.lwtech.edu/about/diversity/. Metrics will be added in the 2022-23 academic year.

Statement around Board Approval

Text here following second read of the plan at the June 2022 meeting and pending any feedback.

¹ EDI Conversations is a confidential place to ask about EDI work: https://lwtech.sharepoint.com/sites/EDIconversations
Mission Fulfillment at LWTech and Alignment with the SBCTC

LWTech’s Mission Fulfillment Plan, which runs from 2020-23, centers itself on the strategic vision of the State Board for Community and Technical Colleges (SBCTC), shown below. The full Mission Fulfillment Plan is presented here and continues through Page 2.\(^2\)

Text on additional alignment/work will be included here following May 2022 Board of Trustees meeting. Exact completion date not yet available.

**Strategic Vision of LWTech and the SBCTC**

In partnership with the Washington State Board for Community and Technical Colleges (SBCTC), Lake Washington Institute of Technology (LWTech) is guided by SBCTC’s strategic vision:\(^3\)

Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.

**LWTech Mission**

Grounded in equity and the need for resilience, the mission guides our overall direction as a college:

To prepare students for today’s careers and tomorrow’s opportunities

**LWTech Vision**

Grounded in equity and the need for resilience, the vision inspires how we see ourselves in the future:

To be the college of choice for workforce education

**LWTech Core Values**

Grounded in equity and the need for resilience, the values give us the tools to implement our mission and vision:

- **Inclusive**: We intentionally create a welcoming environment where all feel a sense of belonging.
- **Innovative**: We are leaders in maximizing opportunities to create a thriving college community.
- **Collaborative**: We are open to change and work together to achieve success for all.
- **Respectful**: We engage others with acceptance, open-mindedness, courtesy, and care.

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LWTech Core Themes

Grounded in equity and the need for resilience, the core themes are the pillars supporting the mission and provide long term objectives (7 years aligned with accreditation review cycles) for the college:

Pathways
LWTech is accessible to the community by providing multiple entrance points and educational pathways. The college is a conduit for students to upgrade their skills, transition into new careers, or further their education and training.

Student Achievement
At LWTech, students gain the skills and knowledge needed to achieve their educational goals and to participate in the workforce.

External Engagement
LWTech forms partnerships with governmental and community organizations, educational institutions, business, and labor in order to effectively support the Institution’s mission.

College Community
LWTech provides a safe, supported and engaging learning environment for students and work environment for faculty and staff
LWTech Mission Fulfillment Goals

Grounded in equity and the need for resilience, the planning goals are the short term (3-4 years), action focused goals aligned with the Core Themes (formerly called strategic planning goals):

**Goal 1**
Address and dismantle structural racism

*Associated Core Themes*

Goal 2
Continue implementation of Guided Pathways

*Associated Core Themes*

Goal 3
Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery

*Associated Core Themes*
Senate Bills

In 2021, the Washington State Legislature passed two bills that, in addition to work in progress at LWTech, provided guidance in writing this plan. The two bills are:

- **Senate Bill 5227** – **Diversity in Education**: This bill established annual diversity, equity and inclusion professional development and learning opportunities for college and university students, faculty, and staff.
- **Senate Bill 5194** – **Equity & Access in Higher Education**: This bill implemented a Faculty Diversity program, requirements to post DEI (Diversity, Equity, and Inclusion) definitions on the website and outreach/peer mentoring for students.

Statement of Thanks to the Task Force

A thank you to the EDI SP task force will be included here following May 2022 Board of Trustees meeting.

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4 The bill text, as passed, is here: [https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5227-S2.SL.pdf?q=20220414170954](https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5227-S2.SL.pdf?q=20220414170954) Additional information on the bill is available here: [https://app.leg.wa.gov/billsummary?BillNumber=5227&Initiative=false&Year=2021](https://app.leg.wa.gov/billsummary?BillNumber=5227&Initiative=false&Year=2021) Both webpages were accessed in April 2022.

5 The bill text, as passed, is here: [https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5194-S2.SL.pdf?q=20220414170853](https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5194-S2.SL.pdf?q=20220414170853) Additional information on the bill is available here: [https://app.leg.wa.gov/billsummary?BillNumber=5194&Initiative=false&Year=2021](https://app.leg.wa.gov/billsummary?BillNumber=5194&Initiative=false&Year=2021) Both webpages were accessed in April 2022.
EDI Summary of Accomplishments Across Campus since 2020

LWTech, in developing this plan, laid groundwork for an equity-focused future and commitment to diversity. Text on work prior to 2020 will be included here following May 2022 Board of Trustees meeting. Exact completion date not yet available. Possible topics to highlight include: LWTech's use of Open Educational Resources (OER) and establishment of the student RISE Center and the Center of Excellence for Veteran Student Success (CEVSS).

As this plan developed, accomplishments from the past two years across the college included the following:

1. Established the Office of Equity, Diversity and Inclusion.
2. Formalized Institutional Land Acknowledgement; began widespread adoption of this acknowledgement in campus and department meetings.
3. Conducted a formal campus climate assessment.
4. Conducted Listening Sessions for Black, Indigenous, People of Color (BIPOC) faculty, staff, and students. Engaged in discussion on racial trauma with an outside facilitator.
5. Offered public health vaccine clinics for faculty, staff, students, and community members.
6. Facilitated EDI-focused trainings including topics such as microaggressions, cultural humility and forms of respect.
8. Elevated EDIC to a council from committee status; this means there is a direct line of communication to the college president for all EDI work.
9. Established first-ever Diversity and Social Justice (DSJ) requirement for associate-level degrees and certificates; to date, 35 instructors have completed training to modify curriculum to infuse the equity lens across programs.
10. Revamped faculty tenure guide to center equity in the tenure process; for example, tenure candidates will provide reflections on EDI work to broad audiences on campus.
11. Launched Ask EDI via Microsoft Teams, where the college community can pose questions to EDI leadership.
12. Began regular EDI Leadership Training Sessions for the Leadership Team on campus. The Leadership Team is made up of exempt employees.
13. Provided Senate Testimony for the passage of SB 5227.
14. Created gender-neutral bathrooms and shower facilities.
15. Hosted annual DSJ spotlight week.
16. Created re-entry support for formerly justice-involved students.
17. Established the Digital Accessibility Committee and the annual Global Accessibility Awareness Days (GAAD).
18. Expanded the role of the Bias Response Team (BRT) to provide recommendations to the college administration regarding responses to hate/bias incidents in the college community.
19. Ensure widespread incorporation of pronouns into formal/branded email signatures and employee nametags.
20. Created DSJ collections in the college library with physical and electronic resources.
Definition of Terms

Intro text here following May 2022 Board of Trustees meeting; this will be shared with the campus too. Exact completion date not yet available.

The full list EDI definitions for LWTech is available here:6
https://www.lwtech.edu/about/diversity/glossary-of-working-definitions/

Background Data

Text here following May 2022 Board of Trustees meeting; this will be shared with the campus too. Exact completion date not yet available.

Metrics of Success

Text here following May 2022 Board of Trustees meeting; this will be shared with the campus too. Exact completion date not yet available.

Draft Goals and Strategies for 2022-23

The table below shows draft goals for review as well as draft strategies that can be used for 2022-23. These strategies could be scaled for future years.

Goal 1: Establish a common language of equity, diversity and inclusion at LWTech

- **MFP Goal 1:** Address and dismantle structural racism

**How aligned with SB 5227 and 5194:**

- **5227** - The legislature therefore seeks to ensure that public institutions of higher education provide faculty and staff, as well as students, with training to give them tools to address matters related to antiracism, diversity, equity, and inclusion. Each institution of higher education must: (a) Provide professional development, either existing or new, focused on diversity, equity, inclusion, and antiracism for faculty and staff. This program must be developed in partnership with the institution’s administration, faculty, staff, and student leadership groups.
- **5194** - Each community and technical college shall conspicuously post on its website and include in the strategic plans, programs, and reports definitions for key terms including: Diversity, equity, inclusion, culturally competent, culturally appropriate, historically marginalized communities, communities of color, low-income communities, and community organizations. These legislative guides are also in keeping with SBCTC’s mission to Lead with Racial Equity.

**Draft Strategies:**

- Standardize and publish EDI definitions for multiple levels of EDI literacy
- Provide ongoing diversity professional development for the college community inclusive of faculty and staff
- Develop and/or provide EDI-focused programs and activities to students

**Notes on alignment between MFP Goal 1 and EDI Goal 1 (LWTech-specific planning):**

- To dismantle means to break down; the language of equity is proposed as the foundation for rebuilding a better Lake Washington Institute of Technology. EDI Definitions, published in 2022, are available at: https://www.lwtech.edu/about/diversity/glossary-of-working-definitions/
Goal 2: Implement Guided Pathways with an equity focus to improve student retention and completion for HU students

- **MFP Goal 2**: Continue implementation of Guided Pathways

**How aligned with SB 5227 and 5194:**

- **5227** - The legislature finds that developing and maintaining a culture of belonging and support for students, faculty, and staff at institutions of higher education is essential to student success, and that faculty and staff play a key role.
- **5194** - It is the legislature's intent that successful programs such as guided pathways be implemented at all community and technical colleges with the goal of doubling completion rates (as measured by completion in six years) for students in the next eight years. To accomplish this goal, the legislature intends to achieve full implementation of research-based programs to improve student outcomes, such as guided pathways.

**Draft Strategies:**

- Support faculty in the DSJ initiative by recommending practices, programs and services to promote retention of BIPOC students
- Support Outreach and Recruitment staff to ensure annual planning removes barriers to underrepresented students
- Support the New Student Orientation (NSO) planning team in creating student-focused activities and education with an EDI focus
- Support BRT in taking proactive steps to reduce discrimination and exclusion on campus

**Notes on alignment between MFP Goal 2 and EDI Goal 2 (LWTech-specific planning):**

- Different departments view barrier with different lenses; this goal aims to provide an equity-focus on each department’s annual dept-level plan.
Goal 3: Attract, develop and support students, staff and faculty who are representative of our community

- **MFP Goal 3:** Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery

**How aligned with SB 5227 and 5194:**

- **5227** - The legislature intends that each public institution of higher education assess the learning, working, and living environment on campus that students, faculty, and staff experience to better understand the evolving state of diversity, equity, and inclusion.
- **5194** - The legislature intends that each public institution of higher education assess the learning, working, and living environment on campus that students, faculty, and staff experience to better understand the evolving state of diversity, equity, and inclusion.

**Draft Strategies:**

- Develop employee recruitment strategies with an equity mindset.
- Develop employee retention strategies with an equity mindset.
- Ensure competitiveness of LWTech by aligning the college’s workforce with regional demographics.
- Engage with and establish ongoing partnerships with communities of color off campus and other underrepresented groups to support EDI.

**Notes on alignment between MFP Goal 3 and EDI Goal 3 (LWTech-specific planning):**

- To position the college as a leader in Workforce training our alignment measures will attract, develop, mentor and support students, staff and faculty who are representative of our community. This alignment can be measured by retention data on staff and faculty and tied to correlated data with student success.
Future Directions

Text here following May 2022 Board of Trustees meeting; this will be shared with the campus too. Exact completion date not yet available.

Conclusion

Text here following May 2022 Board of Trustees meeting; this will be shared with the campus too Exact completion date not yet available.