Board of Trustees Retreat and Meeting

October 16, 2023
9 a.m. to 12 p.m.
Kirkland Campus
W305 | Hybrid
Board of Trustees Retreat and Meeting

Monday, October 16, 2023
9 a.m. to 12 p.m.
W305B Board Room; West Building
Teams link

Board of Trustees Retreat

Land Acknowledgment  
Laura Wildfong

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

Roll Call  
Laura Wildfong

General Discussion

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

Retreat Agenda

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<td>All Trustees</td>
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<td>College Updates and the Year Ahead</td>
<td>Dr. Amy Morrison</td>
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<td>Board Goals and Board Evaluations</td>
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<td>President’s Goals Refresh</td>
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<td>Employee Satisfaction Survey Results</td>
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<td>Budget Update</td>
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<td>Darcy Kipnis</td>
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1Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
Strategic Planning and DEI Overview
Elsa Gossett
Robert Britten
Cathy Copeland

Enrollment
Dr. Ruby Hayden
Tuấn Đăng

Early Learning Center and Center for Design
Chris McLain

Bright Futures Benefit WEEK
Elisabeth Sorensen

ACCT Review
John Suk
Anne Hamilton

Board of Trustees Meeting

Consent Calendar:
- Approval of Agenda
- Minutes, June 5, 2023

Introduction of New Employees
Dr. Amy Morrison

Reports to the Board

Board Chair Update
Laura Wildfong

Trustees Activities Update
Trustees

Foundation Liaison Update
Bob Malte

ASG Officer Introductions
Dr. Sheila Walton

2023-2024 LEADS Introductions
Meena Park

Action Items

Item 1145: Local Improvement District Waiver
Bruce Riveland

Item 1146: Redmond Campus Temp Grading and Drainage Easement
Bruce Riveland

Item 1147: Dedicated Right of Way
Bruce Riveland

Item 1148: ELC Spending Authorization
Darcy Kipnis
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
2022-2023 Board of Trustees Goals

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

**Strategy:** Evaluate implementation of the College’s current Mission Fulfillment plan
**Tactic:** Briefing on Mission Fulfillment plan (years two and three); Review wrap up reports
**Mission, Core Theme:** Mission Fulfillment
**Board Meeting Date:** Ongoing

**Strategy:** 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
**Tactic:** Accept president’s annual goals and evaluation; Mid-year summary on progress towards annual goals
**Mission, Core Theme:** College Community
**Board Meeting Date:** October 2021; February 2022; May 2022

**Strategy:** Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion
**Tactic:** Policy review calendar; Annual enrollment and completion reports
**Mission, Core Theme:** Student Achievement and Student Pathways
**Board Meeting Date:** Ongoing

**Strategy:** Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
**Tactic:** Policy review calendar; Annual diversity report
**Mission, Core Theme:** Student Achievement
**Board Meeting Date:** Ongoing

**Strategy:** Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals; ensure the College is prepared for retraining demands post-COVID
**Tactic:** Policy review calendar; Programmatic updates
**Mission, Core Theme:** Student Pathways
**Board Meeting Date:** Ongoing

**Strategy:** Evaluate and approve policies that support diverse faculty and staff recruitment, development, and retention
**Tactic:** Policy review calendar; Annual professional development update
**Mission, Core Theme:** College Community
**Board Meeting Date:** Ongoing

**Strategy:** Use data to assess the effectiveness of policies
**Tactic:** Policy review calendar; Annual Report, core theme dashboard
**Mission, Core Theme:** Mission Fulfillment
**Board Meeting Date:** Ongoing
Strategy: Support the college as it undergoes the Mid-Cycle accreditation review process.
Tactic: Receive regular updates from the president and accreditation liaison officer
Mission, Core Theme: College Community
Board Meeting Date: Ongoing

Goal 2: Evaluate and support resource development initiatives

Strategy: Support LWTech Foundation efforts to increase revenue available for scholarships, programs, faculty and staff professional development, and college support
Tactic: Foundation Update
Mission, Core Theme: External Engagement
Board Meeting Date: Ongoing

Strategy: Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development
Tactic: Board reports as opportunities come forward
Mission, Core Theme: External Engagement
Board Meeting Date: When appropriate

Strategy: Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development
Tactic: Annual grant updates
Mission, Core Theme: External Engagement
Board Meeting Date: Ongoing

Goal 3: Build community connections for the College

Strategy: Support the College’s outreach initiatives
Tactic: Support open house executive briefing
Mission, Core Theme: External Engagement
Board Meeting Date: February 2022

Strategy: Participate in key conferences and events, such as ACT and legislative functions
Tactic: Attend ACT and meetings with legislators as schedules permit
Mission, Core Theme: External Engagement
Board Meeting Date: Throughout the year

Strategy: In coordination with the president, actively participate and engage in community activities
Tactic: Join the president for appropriate community activities
Mission, Core Theme: External Engagement
Board Meeting Date: Throughout the year

Strategy: In support of the president, engage with community partners in areas of influence to assist in the reconstitution of the President’s Advisory Council.
Tactic: Provide opportunities for outreach and connection to community and industry leaders
Mission, Core Theme: External Engagement
Board Meeting Date: Throughout the year
June 5, 2023 Board of Trustees Meeting
4 p.m. to 6 p.m.
Hybrid Meeting

To open the June study session, Executive Director Robert Britten provided a brief update on progress made by the Office of EDI in implementing the EDI Plan. Following, Chief Information Officer Chris McLain walked through the new Gramm-Leach-Bliley Act, which requires reporting on how the college safeguards sensitive financial data for students and employees. Vice President of Student Services Dr. Ruby Hayden wrapped up the study session with an overview of Commencement logistics and the upcoming program for this year’s commencement exercises.

Chair Wildfong called the Board Meeting to order at 4:32 p.m. Chair Wildfong opened the Board Meeting by reading the LWTech Land Acknowledgement.

The consent agenda was approved.

Roll Call
Board of Trustees:
Laura Wildfong (Chair) John Clark Anne Hamilton Randy Scott

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison Robert Britten Dr. Lauren Cline
Cathy Copeland Leslie Shattuck Darcy Kipnis
Chris McLain Elisabeth Sorensen Sarah Chandler
Bruce Riveland Dr. Aparna Sen Tish Evora
Meena Park Dr. Ruby Hayden Elisa Fitzpatrick
Elsa Gossett Tuấn Đăng

President Morrison shared:
• Bob Tjossem was presented with a gift from our Welding department
  o Applied Research Symposium was a great success, and included an Alumni Panel
• Senator Murray visited campus and held a round-table event with community leaders
• AAA Washington visited campus for a tour in service of developing partnerships with our programs
• Robert Britten is hosting the DEO Commission at LWTech
• Special Graduation Events this year include
Lake Washington Institute of Technology
Board of Trustees Meeting
January 9, 2023
2

- TRIO program
- The RISE Center
- Portfolios for several design programs, including Gaming/Design

- Construction update on the ELC: we are facing a bureaucratic requirement to do an environmental review, and are starting the waiver process.
  - President Morrison has spoken to Sen. Murray’s office, Rep. DelBene’s office, and Kirkland City Manager Kurt Triplett

- WACTC President’s Meeting
  - Completed 3rd time as Leg Chair
  - Coming year will be President-Elect

- Thank you, John, for attending ACT!

- Next Thursday is son's graduation; won't be attending HS graduation; if Trustees would like to come to HS Graduation, we'll send out info

- President Morrison’s year-end goal summary is included in Trustee folders

Chair Update: No board chair update.

Trustee Updates: No updates

Foundation Update: Trustee Malte reported that the Tjossem Family sent in an additional donation of $50,000 as a thank-you to LWTech for their welded thank-you gift.

Financial Update: Vice President Riveland provided an update related to the proposed budget for 2023-2024, including context on current budget uncertainties. The legislature has earmarked 54 provisos, many of which have not been provided in a revenue model to the colleges, so we are still waiting for clarification for that. Additionally, there is an accounting error with High School Programs that we are working on fixing. Current budget seems to be out of alignment, but alignment is provided by the additional allocations from the State Board and the High School Programs income.

Vice President Riveland reviewed the funding levels from the state versus tuition dollars, which has changed substantially since the Great Recession. Vice President Riveland called out the Core Operating Budget, which focused on Teaching and Learning without most of the ancillary activity, as well as the core operating budget by functional area. Vice President Riveland also reviewed the picture of major expenses by functional area.

There were no questions about the Executive Cabinet Reports.
Action Items:

**Item 1139: 2023-2024 Budget**
Vice President Riveland presented Item 1139. Trustee Hamilton moved to approve; Trustee Scott seconded. The motion was approved.

**Item 1140: Multilingual Compensation Policy**
Vice President Park presented Item 1140. Trustee Scott moved to approve; Trustee Hamilton seconded. The motion was approved.

**Item 1141: Honorary Degree Policy**
Director Gossett presented Item 1141. Trustee Hamilton moved to approve; Trustee Scott seconded. The motion was approved.

**Item 1142: Board Schedule Dates**
Trustee Scott moved to approve; Trustee Hamilton seconded. The motion was approved.

**Item 1143: Board Officers**
Trustee Hamilton moved to approve Trustee John Suk as chair, and Trustee Randy Scott as vice-chair. Trustee Scott seconded the motion. The motion was approved.

Executive Session was called at 5:25 pm for 30 minutes. Executive Session closed at 5:55 p.m.

**Item 1144: President's Contract**
Trustee Hamilton moved to approve; Trustee Scott seconded. The motion was approved.

Chair Wildfong adjourned the meeting at 6:02 p.m.

Respectfully submitted,

Elsa Gossett  
Executive Assistant to the President
Summer Quarter Leadership Training
Throughout August, the Office of Student Life team met Tuesday through Thursday to learn the pillars of being a student leader on campus (and, in the Mushroom Kingdom of Super Mario). Together, we created the bonds to kick off Fall quarter with a dedicated team foundation and understanding of our colleagues. Aside from teambuilding, the OSL team trained to aid in supporting our students. We welcomed guest speakers from advising, financial aid, campus public safety and more to ensure we are best equipped to help students this school year. Following the new student orientation, we have been able to refer students and parents to departments that can best support them on this new journey. After collecting our coins all month, we concluded training with breakaway at the Rainbow Lodge in North Bend. Now, "It’s a go time!” For the rest of the school year.

New Lions Week Orientation
The second week of September we welcomed our New Lions to the ways of being an LWTech Lion and what our community does to support them on campus. To increase student accessibility, New Lions Orientation welcomed students online on Tuesday, which Shivek and Sydney were privileged to attend. In person and online options featured special workshops from our colleagues at career services, financial aid, and TRIO, which equipped new students with the resources that will continue to aid them throughout their journey at LWTech. Wednesday, in-person orientation students were gifted with LWTech gear, snacks and coffee. Lastly, our campus tour lead by Lions Crew members gave new students connections on campus and an introduction to their new home.

Thursday of New Lions Week we welcomed students in-person for a morning welcome session followed by an ice cream social. Students participated by visiting different LWTech resource tables, including ASG who ran a voter registration campaign and promoted our suggestion box.

ASG Projects
During the first meeting of the year, ASG brainstormed new ways to boost student engagement. We decided on a pilot project supporting students who may feel isolated due to language barriers during campus events. To begin, we have decided to highlight the wealth of diversity we have in our very own OSL team. From Hindi to Turkish, we had team members display pins curated by our marketing team showing what languages they speak. We were excited to showcase many of the most spoken languages in the world and help students to feel more comfortable talking to student leaders. ASG will be moving forward with this program and receiving student feedback.

ASG had the privilege of meeting with Dr. Ruby Hayden regarding the adoption of a free telehealth service for students called Timely Care. ASG is interested and has voted to continue in the exploration of this service. ASG was excited to share the plans with Lions Crew, along with answering questions and gathering student leader input on the service. Lions Crew agreed to aid in the promotion of the service if it is adopted by the college.

Student Programs Events:

<table>
<thead>
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<th>October Events</th>
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<tr>
<td>New Student Orientation</td>
<td>9/12-9/13</td>
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<td>ROAR Week</td>
<td>9/26-9/28</td>
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<td>Hispanic/Latinx Heritage Month</td>
<td>10/2</td>
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<td>Indigenous People’s Day (active) Month (Passive)</td>
<td>10/9</td>
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<td>RCG: Change Can Happen Over Coffee</td>
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<tr>
<td>Fall Fest: Dia De Los Muertos</td>
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<td>RCG: Trans Day of Remembrance</td>
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Student Programs Online
LWTech.edu/ASG LWTech.edu/CampusLife LWTech.edu/RISE LWTech.edu/Admissions/Veteran-Services LWTech.edu/StudentPrograms
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/16/2023
Submitted by: Robert Britten
Department: EDI

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The Office of EDI, Institutional Research & President’s Office meets with Be Culture on the development and integration of the Institutional Strategic Plan with the EDI Plan to be inclusive of the entire college and the ways we all need to be supported. The office of EDI is contracting with various EDI practitioners to co-create specific trainings to prepare us to address and dismantle structural racism.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The Office of EDI has been engaging in ongoing conversations with Student Life, High School Programs and Student Services about the ways we serve Undocumented Students and how we can mitigate some of the barriers they face that impact retention.

Executive Director Britten attended a quarterly Guided Pathways Advisory meeting that highlighted GP Coaches, Workplans and various ways to advance student success through Guided Pathways.

Executive Director Britten attended a Guided Pathways meeting that highlighted GP Coaches, Workplans and various ways to advance student success through Guided Pathways and they highlighted an upcoming Guided Pathways Retreat with details to follow.

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

The office of EDI has strengthened its relationship with HR to address and design a Search Advocate Training that will begin to address the lack of diversity in our hiring process and address biases we may bring to the process of adding diverse staff and faculty to our ranks so as to impact representation in the classroom so that students are better prepared for the workforce they will enter.
Other Departmental Activities/Highlights

Executive Director Britten and EDI Coordinator Ramos have been actively engaged in ongoing conversations with our Tribal Communities.

With the support of Executive Leadership, the Office of EDI has been coordinating the sending of a collective group of staff and faculty to the 28th Annual Staff and Faculty of Color Conference in Vancouver, WA.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/16/2023
Submitted by: Elisabeth Sorensen
Department: LWTech Foundation

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The Foundation funded coffee and snacks for the Diversity and Social Justice Meeting during Opening Week.

The Foundation funded gift cards in support of LWTech’s participation in the 2023 Kirkland Community Health and Wellness Fair.

The Foundation continues to provide $1,000 annually to LWTech’s Office of Equity, Diversity and Inclusion for programming and hospitality.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The Foundation provided $9,000 to fund lunches, breakfasts, snacks and coffee for faculty and staff during Opening Week.

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

Join us for the 2023 LWTech Foundation’s Annual Bright Futures Benefit WEEK! Bright Futures Benefit WEEK is scheduled for Wednesday, November 1 through Friday, November 3, will include inspirational videos and messages showcasing our hardworking, highly motivated student scholarship recipients enrolled in a variety of programs throughout campus. This online campaign is the Foundation’s largest effort to raise critical funds to support student scholarships, instructional program support and the student emergency fund.

All Bright Futures Benefit WEEK donors are invited to the Bright Futures Thank You Reception scheduled for Wednesday, November 15 at 4:00 p.m. to 6:00 p.m. in the Chef City Grill. Back by popular demand, this reception will feature delicious hors d’oeuvres prepared by our talented culinary and baking arts students.
Other Departmental Activities/Highlights

The Foundation was pleased to host 20+ retirees at the 5th Annual LWTech Retirees Gathering Luncheon during Opening Week.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/16/2023
Submitted by: Cathy Copeland
Department: Institutional Research & Grant Development

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The team supports mission fulfillment work to *Address and dismantle structural racism* and top-level data around Goal 1 is at [www.lwtech.edu/data](http://www.lwtech.edu/data). Other projects planned for 2024 include: updating mission fulfillment data points, continued rebuilding of Tableau Community dashboards (including Program Review) and, a second deployment of the Hanover DEI survey. Additionally, the team continues to support mission fulfillment and works collaboratively with the Accreditation Liaison Officer (ALO) and serves on the Equity, Diversity and Inclusion Council (EDIC).

Grant highlights to support this goal include:

*College Spark Washington*
Grant work to support this goal includes an upcoming submission to College Spark Washington to support funding under the Education Equity Fund. If funded, this project will support development of a singular plan to support accreditation and DEI requirements.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The team supports mission fulfillment work to *Continue implementation of Guided Pathways*. Development of Tableau Community Dashboards (hosted at [https://lwtech.sharepoint.com/sites/Dashboards](https://lwtech.sharepoint.com/sites/Dashboards)) support Guided Pathways.

Grant highlights to support this goal include:

*Title III – Strengthening Institutions*
The team received a Title III grant from Department of Education for $2,186,142 and the grant began on October 1, 2023. The project, "Data-Driven and Equity-Centered Transformation for Student Success in Technical Education," will infuse and expand equity-centered use of data in technical education and build systems that lead to equitable enrollment, retention, and completion outcomes for students. Funding from the grant will help the college improve data literacy; revamp Student Support services with mandatory new student orientation, mandatory
advising (including faculty advising), and student support teams; and, support expansion of instructional initiatives related to hybrid learning, DSJ classes, and the 4 connections. The grant will fund new positions in Student Services (a program assistant in enrollment services, a financial aid specialist, and a student success navigator), Instruction (a guided pathways manager and faculty stipends), and Institutional Research (data analyst).

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

The team supports mission fulfillment work to Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery. Dashboard work related to this goal includes: new budget dashboards and a collaboratively-developed payroll and HR dashboards.

Grant or other funding to support this work includes:

**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. Most recently, the team supported an additional $1,000,000 in earmark funding from King County in collaboration with Councilmember Claudia Balducci.

**Solar Array Panels & Electric Vehicle Chargers**
In 2022, LWTech received notification from Senator Patty Murray’s office that the college will receive $1.1M in congressionally-directed spending to support solar panels and electric vehicle charging stations on campus. The team is supporting the construction leads on campus and assisting with navigating the federal funding process.

**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 received a no-cost extension to support a third and final year of funding under IREPO.

**Other Departmental Activities/Highlights**

Ms. Cathy Copeland is the president-elect of the Research and Planning Commission (RPC). Mr. Dexter Smith is a member of the state-wide TouchNet workgroup. Ms. Copeland attended the recent RPC meeting and Mr. Smith attended the Perkins CLNA conference and SBCTC Data Summit.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/16/2023
Submitted by: Tuấn Đặng
Department: Instruction

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

David Fox (BEdA) and Sue Wozniak (Library) have been teaching a Social Emotional Communication course to English Language Learners using Anti-Violence Project curriculum. [https://www.seattletimes.com/seattle-news/white-center-high-school-begins-year-with-anti-violence-workshops/](https://www.seattletimes.com/seattle-news/white-center-high-school-begins-year-with-anti-violence-workshops/)

Sean Marushia (High School Programs) is presenting at the Open Doors summit happening Oct 26-27 to present his work on Competency Based Credits within the high school setting. [Open Doors Summit](https://www.seattletimes.com/seattle-news/white-center-high-school-begins-year-with-anti-violence-workshops/)

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

ECE was awarded the Early Achiever's grant in the amount of $373,500. This is less than the previous years as DCYF reduced funding for all colleges to pre-pandemic levels. All funds support student tuition, books, and support. Karin Navarro serves as Point of Contact for the grant.

The 2023 Kirkland Health and Wellness Fair held on Sept 16th at Juanita High School included a large presence by LWTech with an estimated 1200 person participation at the event. Special thanks to Dean Priyanka Pant, Associatee Dean Kelli Whitcombe, Associate Dean Karen Lee, Interim Dean An Chu, Elaine Wright, Carrie Sasynuik, Ali Zheng and Tuấn Đặng.

Mission Fulfillment Goal 3: Position the college as a leader in workforce training for the state's short-term and long-term economic recovery.

- Seattle Times noted LWTech as “Best Trade/Technical School in the Pacific Northwest!”
- The Construction Management DTA received a [1,000 Grant from BI AW](https://www.seattletimes.com/seattle-news/white-center-high-school-begins-year-with-anti-violence-workshops/) (Building Industry Association of Washington) to support advertising and marketing for the program.
• Janet Waters (Culinary) continues to bring students to local events and win awards with 9 students winning 1st and 2nd places at the Evergreen State Fair. Additional winners also went to Janet herself.
• International Programs has enrolled 163 as of Sep 27 and continues to increase with roughly half our students coming from Kyrgyzstan.

**Other Departmental Activities/Highlights**

Biology 160, an important gateway course, is at its highest enrollment rate in 10 years with 85 students. This course can be a gen ed so is an important indicator for returning/retained enrollment and serves Transfer degrees and Medical programs like Nursing, Occupational Therapy Assistant and Physical Therapy Assistant.

Enrollment in Accounting, Business Technology, and Human Resource Management is strong in Fall 23. BTE is at a 10-year high for students registered in Fall quarter BTE 120 Business Computer Management, a first quarter BTE class. The Human Resource program continues to grow with the second cohort of BAS students starting in Fall.

Supplemental Instruction saw more student engagement in Spring/Summer. The Summer Pre-Calculus classes had success rates above 90% and CS &CSD classes saw large increases in student success. Tutors will continue to target students who are struggling and also focus on test prep strategies/relieving test anxiety/time management.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/16/2023
Submitted by: Leslie Shattuck
Department: Marketing and Communications

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. Members of the team are on the Bias Response Team, the Equity, Diversity and Inclusion Council, and the Digital Accessibility Committee. Leslie Shattuck also is a member of the City of Everett Diversity Board and attends monthly meetings.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The team supports MFG 2 through the sharing stories and connecting students and potential students to their programs through our robust marketing initiatives, advertising, social media and public relations. We also show students in their careers and successful transfer examples from LWTech to universities like MIT.

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

The team supports MFG 3 through our storytelling, advertising, and social media outreach.

Other Departmental Activities/Highlights

Public Relations
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:

Delta Dental Invests $835K in Lake Washington Institute of Technology’s Dental Program-

Council approves $1.3M in HVAC fixes for KidsQuest-

Delta Dental Partnering with Lake WA Tech to Bridge Dental Shortage Gap (site down at time of preparing report) -

Social Media
Over the summer and into the fall, 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 months promoted, program Info Sessions, Foundation scholarships, summer and fall quarter application and enrollment information, Workforce Development initiatives, Office of Student Life programs, Career Services programs, Outreach, and Recruitment events, EDI initiatives, and the following programs: Automotive Repair, Mechanical Design, Machining Technology, Illustration BAS, School of Manufacturing and Engineering, Business DTA, Education Paraeducator, Funeral Directing and Management, Dental Assisting Certificate, School of Health Sciences, Early Childhood Education, School Culinary and Baking Arts, Medical Assisting and Human Resource Management BAS, and much more. The team also coordinated crisis communications during campus closures and LionsLink-related disruptions.

Advertising Campaign
The team continued their work on the summer and fall Open Enrollment, and Open Educational Resources ad campaigns. Ads ran on Digital Search, Digital Display (banner ads), Facebook and Instagram, transit. Additionally, LWTech was voted the best Trade/Technical School in the Pacific Northwest by Seattle Times readers. The team supported this recognition by creating digital and print ads to run in the Seattle Times.

Website
The team worked on several updates and communications, including several program and department pages.

The team also continued their extensive work on the website accessibility remediation project, in partnership with the Department of Education’s Office of Civil Rights, and the design of the new website. With this work, the team is conducting interviews, focus groups and issued a survey to internal and external audiences to gather input on the current website and what folks would like to see in the new website. Both projects will run through this academic year.

Digisign Updates
The team continued to update on-campus digisign monitors, including making sure they are viewable on the website.
**Programs and Department Support**
The team worked on several marketing projects for various departments throughout the college.

**Student and Staff Stories**
The team continued to identify and interview students, faculty, and alumni for a variety of outreach purposes, including PR outreach, printed and online materials.

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

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

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

Board Meeting Date: 10/16/2023
Submitted by: Elsa Gossett
Department: President’s Office, Planning and Operations

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

After extensive preparation this summer, President Morrison welcomed James and Kristen Whitfield on campus for the first two days of Opening Week activities to begin the process to create the next Strategic Plan, integrated with the EDI Plan. All college employees met for two days and participated in breakout sessions on the college’s Mission, Vision, Values, student needs, and talking through the goals from the current plans.

Elsa continues to work with Cathy Copeland and Robert Britten to implement the Hanover Climate Survey this year, as well as finalizing the College Spark grant designed to support the integration of the EDI Plan with the Strategic Plan.

Elsa also continues to serve as a member of the Equity, Diversity, and Inclusion Council.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

Elsa was able to assist the Office of Research and Grants, Student Services, and the Office of Instruction this summer to complete the application for the Title III Grant, which funds several exciting changes to the way we provide support for our students.

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

Elsa, with assistance from the Business Office, the Office of Research and Grants, and the Office of Instruction, submitted the NWCCU Annual Report for accreditation in July.

In September, Elsa joined ITS and HR at their respective retreats for sessions on annual department planning, ensuring department goals’ alignment with college goals, and discussing functional assessment for shorter (1 year) and longer-term (3-5 year) goals.
Elsa continues as chair of the Policy Review Committee and of College Council. We are looking forward to engaging in additional strategic planning activities through the college’s shared governance process.

Other Departmental Activities/Highlights

This summer we hired Elena Kirkegaard as the new executive assistant for the offices of the President, the Foundation, the Office of EDI, and MarCom. Elena has extensive experience as an executive assistant at LWTech, and we’re thrilled to have her help in these offices.

Again this year, Elsa will be serving with the LEADS program as a team mentor.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 10/16/2023
Submitted by: Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). 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.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

Over the summer, Vice President Hayden participated in multiple EDI focused training opportunities:

- "Elephant in the Room with Philip "Sharp Skills" Jacobs”. This session focused on skills and techniques to have difficult conversation about race in the workplace and how to ensure race is considered in all efforts to advance change within an organization.
- A webinar from the USC Race and Equity Center about the SCOTUS Affirmative Action ruling, “The Affirmative (Re)Action National Forum”. While the SCOTUS ruling does not impact LWTech directly (we are an open enrollment institution and a prior initiative in WA already essentially did the same thing), it will likely create a chilling effect nationally for all BIPOC and other marginalized students who may self-select out of college believing colleges do not want them and will not help them be successful.

The student services leadership team will be hosting EDI trainings at most weekly leadership meetings in the 2023/24 academic year. Each member of the team has signed up for a date this year and will be bringing an EDI topic of interest so we can teach and learn together.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

Over the summer, the student services division engaged in a re-organization to improve services to students and move forward with key initiatives that will support the following guided pathways related initiatives:

- Mandatory New Student Orientation
- Mandatory Student Services and Faculty Advising
- Implementation of small, cross functional Student Support Teams

Thankfully, LWTech received a Title III grant to help us with these initiatives (and other work within institutional research and instruction) and allows the college to hire additional staff to support the work.
Mission Fulfillment Goal 3: Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery.

Progress continues on the portable replacement project for the Early Learning Center, including initial partnership conversations with City of Kirkland to reserve space at the ELC for their employees.

Other Departmental Activities/Highlights

LWTech TRIO student Lu Yao has been selected as the recipient of the first Mary Myhre College scholarship from the Washington State TRIO Association. Out of 89 applicants, Lu stood out and was selected. Her name will be featured at the NAEOP Scholarship Luncheon in Boise, ID, and there will be a video in which she expresses her gratitude for the scholarship.
Lake Washington Institute of Technology
Local Improvement District Waiver

Situation

The legislature awarded the college funds for a new building on campus. The City of Kirkland requires a local improvement district waiver (aka a utility easement) as a condition of awarding the permit for the building.

LWTech’s received construction funds for the Center for Design in the 23-25 Capital budget. The City of Kirkland reviewed the construction drawing and permit application. They require the college to waive rights to raise concerns about a proposed 7.5 foot local improvement district for the purpose of utilities. This easement allows the City to handle utilities more flexibly.

This improves the logistics related to installing utilities in the next ten years.

Recommendation

That the Board of Trustees approve this Local Improvement District Waiver.
Lake Washington Institute of Technology
Temporary Grading and Drainage Easement

** Situation **

Lake Washington Technical College is requesting to convey two easements to a private landowner, adjacent to the Redmond, WA campus. The college was recently notified by the neighbor that stormwater from college property and was migrating onto theirs. Since the college is obligated to contain stormwater on its own property, the college has negotiated a solution where the neighbor will install stormwater catchment on college property concurrent with a construction project the private landowner has underway. Two easements are needed:

1) A 2,780 square foot temporary grading easement along the north property line that will permit the grantee the right to access, grade, and landscape the north college property line. This temporary easement will expire 5 years from the date it is fully executed.

2) A 376 square foot permanent driveway pan easement at the northwest corner of the college’s property. Within the permanent easement area, the grantee will have a license to install a stormwater catch basin. The catch basin will connect to the city of Redmond stormwater system.

The permanent easement is located at the low spot of the college property where runoff naturally migrates. It is the furthest point away from building facilities and operationally, the most ideal spot to locate it. The college property and easement areas are depicted in Attachment A.

The college is requesting the property be transferred in lieu of mutual offsetting benefits to the college. These benefits include 1) a no cost storm water mitigation solution for the college, 2) grading to align the contour of the college property with the surrounding area, and 3) landscaping in the graded area.

College Board of Trustees approval is required before forwarding the matter to the State Board of Community and Technical Colleges which has the authority in the State to authorize these easements.

** Recommendation **

The staff recommends that the Board of Trustees approve this temporary easement.
Lake Washington Institute of Technology  
Dedicated Right of Way

**Situation**

LWTech’s received construction funds for the Center for Design in the 23-25 Capital budget. The City of Kirkland reviewed the construction drawing and permit application. They require the college to provide a 7.5 foot dedicated right of way. This easement brings the college parcel into conformity with the parcels immediately to the east and west creating consistent width in the roadway (132\textsuperscript{nd} Ave NE in Kirkland) through the area surrounding the college.

This improves the logistics related to installing sidewalks, bike lanes and enhanced bus services in the area. The permit for the Center for Design will not be issued until the waiver is granted.

**Recommendation**

That the Board of Trustees approve this dedicated right of way.
EXHIBIT A
LEGAL DESCRIPTION OF ROW DEDICATION 132\(^{\text{nd}}\) AVE NE

THE EAST 7.5 FEET OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 26 NORTH, RANGE 5 EAST, W.M., IN KING COUNTY, WASHINGTON;

EXCEPT THE EAST 30 FEET DEEDED TO KING COUNTY FOR ROAD PURPOSES UNDER RECORDING NUMBER 2704179.

SAID DEDICATION CONTAINING 5,046 SQUARE FEET, MORE OR LESS.
Situation

Lake Washington Institute of Technology seeks approval to spend up to $5,000,000 in local funds to replace four portable buildings with a new day care facility on campus. This project supports student success and retention by providing safe and convenient childcare.

The college has been awarded $3,000,000 in federal, state, and county funds to replace the 25-year old portable buildings currently providing day care services. The current plan is to construct four small buildings in the southwest corner of the campus grounds and demolish three portable buildings that are beyond their useful life.

Due to COVID impacts and construction cost increases, the project as designed indicates a total cost of $5,000,000. The college has identified $1,200,000 in local reserves and $800,000 in college foundation funds to complete the project funding needs.

Recommendation

That the Board of Trustees approve this expenditure of funds.