



## Board of Trustees Retreat and Meeting

Monday, November 13, 2023  
4 p.m. to 6 p.m.  
W305B Board Room; West Building  
Teams link

### Study Session

---

Board Goals	Dr. Amy Morrison
Equity in Policy Governance: Policy Review with an Equity Lens	Elsa Gossett
Strategic Planning Update	Elsa Gossett
ACT Preview	Amy Morrison

### Board of Trustees Meeting

---

Land Acknowledgment	John Suk
<i>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.</i>	
Roll Call	John Suk
Consent Calendar:	John Suk
<ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Minutes, October 16, 2023</li></ul>	

### General Discussion

---

Public Comments: Individuals may sign in for public comment, limited to 3 minutes each <sup>1</sup>	John Suk
Introduction of New Employees	Dr. Amy Morrison

<sup>1</sup>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.

## Reports to the Board

---

Associated Student Government	ASG Representatives
Federation of Teachers	Rebecca Talbot-Bluechel
President	Dr. Amy Morrison
Board Chair Update	John Suk
Trustees Activities Update	Trustees
Foundation Liaison Update	Laura Wildfong
Financial Summary	Bruce Riveland
Administration	Executive Cabinet

## Action Items

---

**Item 1149, Resolution 139:** Recognition of Chair Laura Wildfong    John Suk

## 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

---

**October 16, 2023 Board of Trustees Meeting  
9 a.m. to 12 p.m.  
Hybrid Retreat and Meeting**

**Chair Laura Wildfong** opened the Board Retreat at 9:04 a.m. by reading the LWTech Land Acknowledgment.

President Morrison began the retreat by thanking the Board and the college community for 10 years as the college president. President Morrison also called out the college winning the Best in the Pacific Northwest award from the greater Seattle community. Additionally, President Morrison thanked the trustees for their engagement with the ACCT Congress in Las Vegas, including the presentation given at the Congress around “Sustaining a Long-Term CEO.”

Chair Wildfong continued the retreat with a discussion about the 2023-2023 Board Goals for this year. Discussion ensued regarding changes to Board Goals; with the exception of creating a goal centered around policies with an equity lens, the trustees agreed that the goals were effective, although as a group they could aim to improve in the area of community engagement.

President Morrison provided an update on her goals for 2023-2024; many goals are well under way.

Cathy Copeland provided an overview of the 2022-2023 Employee Satisfaction Survey, including meeting our KPI as the employer of choice, significant differences from 2021-2022, and college understanding of Board effectiveness. Executive Director Copeland also shared the Executive Cabinet Action Plan for 2023-2024.

Vice President Bruce Riveland and Associate Vice President Darcy Kipnis provided a budget review for the 2023-2024 year. President Morrison introduced Vice President-designate Darcy Kipnis and reviewed the Administrative Services Vice President search process that resulted in Associate Vice President Kipnis’ hire. Vice President Riveland discussed the budget outlook at the end of 2022-2023 and walked through current enrollment updates related to tuition revenue (including an 8.25% tuition increase so far for the 2023-2024 fiscal year).

Director Elsa Gossett shared a brief update on the Strategic Planning process that is ongoing at LWTech throughout the 2023-2024 year. Executive Director Robert Britten provided a short update on the integrated planning with the EDI Plan, and the deployment of the Hanover Climate Survey. Executive Director Copeland shared more about the details of the survey implementation

fund and the funding process of the strategic planning process through College Spark Washington.

Vice President Hayden provided an update on Summer and Fall enrollment; it is encouraging to note that we are looking at 82% of the SBCTC targets set for LWTech, which is significantly higher than last year. Setting the pace in growth has been Basic Education for Adults, Running Start, Baccalaureate degree programs, and international enrollments. Following, Vice President Dang gave an update on new programs in Instruction, including Art Illustration, Education Para-Educator, Funeral Directing and Management, Computer Science, and Nursing.

CIO Chris McLain provided an update on the current progress on the college's construction projects, including the Center for Design, the Early Learning Center, and the solar panel installation.

Executive Director Sorensen provided an overview of this year's Bright Futures Benefit Week, happening November 1-3, 2023, as well as the Thank-You Reception on November 15<sup>th</sup>, 2023.

Trustee Anne Hamilton reported that Trustee John Suk, President Morrison, and herself attended the ACCT Congress in Las Vegas. There were over 200 breakout sessions available for education and learning. Trustee Suk reported on the trustee presentation from LWTech, which was very well-attended and a unique topic that seemed quite timely.

**Chair Wildfong** called the Board Meeting to order at 11:33 a.m. The consent agenda was approved.

### **Roll Call**

#### **Board of Trustees:**

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

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

Dr. Amy Morrison	Tuấn Đặng	Dr. Amber Wyman
Cathy Copeland	Darcy Kipnis	Hamza Abdulrahman
Chris McLain	Angela Bebina	Nancy Yang
Bruce Riveland	Jenny Rogoff	Sam Gracie
Meena Park	Katie Stewart	Brian Crisanto Ramos
Elsa Gossett	Corrine Ash	Katie Peacock
Robert Britten	Priyanka Pant	Kyeonghee Lee
Leslie Shattuck	Dr. Sheila Walton	Zainab Alzoubaidi
Elisabeth Sorensen	Lisa Meehan	
Dr. Ruby Hayden	Marah Selves	

New employees Robert Derosé and Jermy Ross were introduced by Vice President Bruce Riveland. Vice President Hayden introduced the Title III Director as our prior Director of Student Development, Katie Peacock, who will now be the Director of Student Services. Director Peacock introduced LWTech's new counselor Kyeunghée Lee.

**Board Chair update:** Laura Wildfong will be the liaison to the college Foundation.

**LEADS Introductions:** Meena Park introduced the 2023-2024 LEADS cohort, including Dr. Amber Wyman, Jenny Rogoff, Hamza Abdulrahman, Nancy Yang, Corrine Ash, Marah Selves, Zainab Alzoubaidi, Angela Bebina, Sam Gracie, and Brian Crisanto Ramos.

**Action Items:**

**Item 1145: Local Improvement District Waiver**

Vice President Riveland presented Item 1145. Trustee Malte moved to approve; Trustee Hamilton seconded. The motion was approved.

**Item 1146: Redmond Campus Temp Grading and Drainage Easement**

Vice President Riveland presented Item 1146. Trustee Hamilton moved to approve; Trustee Suk seconded. The motion was approved.

**Item 1147: Dedicated Right of Way**

Vice President Riveland presented Item 1147. Trustee Suk moved to approve; Trustee Scott seconded. The motion was approved.

**Item 1148: ELC Spending Authorization**

Associate Vice President Kipnis presented Item 1148. Trustee Scott moved to approve; Trustee Malte seconded. The motion was approved.

**Executive Session** was called at 12 p.m. for 10 minutes. **Executive Session** closed at 12:15 p.m.

**Chair Wildfong adjourned the meeting at 12:15 p.m.**

Respectfully submitted,



Elsa Gossett  
Executive Assistant to the President

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
BOARD OF TRUSTEES – November 2023

Monthly Financial Summary – September 2023

Attached are the following financial reports:

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

Summary Report:

- The College is three months into the fiscal year (25%). At this early point, the financial picture is stable. Summer enrollment was up 13% compared to the previous year. In contrast, Fall enrollment is up 9%. Tuition revenues are up proportionately. At this time, the budget outlook remains neutral moving forward as we monitor enrollments.
- For year to date, revenues total approximately \$17.8 million, up 45% from the prior year. This is due to higher revenues from the final payment from federal Covid relief aid, the state allocation, tuition, the enrollment increases. Expenditures total approximately \$16.4 million and are up 69% from the prior year. This is due to an increase in financial aid awards in the summer period, higher staff costs, and more grants and contracts activity.
- For all funds, revenues exceed expenditures by approximately \$1.5M. The general operating reserve totals approximately \$8.36M.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
Statement of Revenue and Expenditures by Fund Source  
thru month ended September 30th, 2023  
FY2023-24

REVENUES

Fund	Description	Budget	Revenue to Date	Balance	% Received	Prior Year as of 09/30/2022	\$ Difference	% Change
001	State Allocations	23,274,976	5,681,705	17,593,271	24.41%	4,610,035	1,071,670	23.25%
149	Tuition	8,569,479	3,057,896	5,511,583	35.68%	3,184,135	(126,239)	-3.96%
149	Other/Investment	54,000	0	54,000		0	0	0.00%
148	Local Dedicated Funds	1,612,490	1,393,930	218,560	86.45%	1,475,882	(81,952)	-5.55%
145/146	Grants & Contracts	3,844,496	2,972,559	871,937	77.32%	1,719,798	1,252,761	72.84%
522	Student Activities	1,136,416	587,851	548,565	51.73%	460,015	127,836	27.79%
524	Bookstore	30,471	47,836	(17,365)		45,495	2,341	5.15%
528*	Facilities/Safety	525,300	366,145	159,155		234,836	131,309	55.92%
569	Food Service	-	-	-	-	-	-	-
570	Enterprise Activities	512,744	93,363	419,381	18.21%	42,331	51,032	120.56%
8xx	Financial Aid	3,495,114	3,649,103	(153,989)		428,466	3,220,637	751.67%
	Subtotal	43,055,486	17,850,388	25,205,097	41.46%	12,200,992	5,649,396	46.30%
440	Central Stores	15,716	-	-	-	-	-	-
448	Printing/Copying	170,000	10,422	159,578	6.13%	6,679	3,743	56.04%
840	Agency	0	3,200	(3,200)		36,809	(33,609)	-91.31%
	Subtotal	185,716	13,622	156,378	7.33%	43,488	(29,866)	-68.68%
<b>Total Revenues</b>		<b>43,241,201</b>	<b>17,864,010</b>	<b>25,361,475</b>	<b>41.31%</b>	<b>12,244,480</b>	<b>5,619,530</b>	<b>45.89%</b>

EXPENDITURES

Fund	Description	Budget	Expended to Date	Balance	% Expended	YTD 09/30/2022	\$ Difference	% Change
000	General Operating	32,248,578	9,034,936	23,213,641	28.02%	6,181,616	2,853,320	46.16%
148	Local Dedicated	1,814,254	642,327	1,171,927	35.40%	565,833	76,494	13.52%
145/146	Grants & Contracts	3,795,456	1,853,214	1,942,242	48.83%	1,444,228	408,986	28.32%
522	Student Activities	1,212,356	216,791	995,565	17.88%	427,125	(210,335)	-49.24%
524	Bookstore	32,785	30,472	2,313	92.94%	148,125	(117,653)	-
528*	Facilities/Safety	525,300	344,468	180,832		94,562	249,906	264.28%
569	Food Service	0	0	0		0	0	
570	Enterprise Activities	500,000	161,348	338,652	32.27%	120,374	40,973	34.04%
8xx	Financial Aid	3,692,510	4,067,554	(375,044)		659,462	3,408,092	516.80%
	Subtotal	43,821,239	16,351,110	27,470,129	37.31%	9,641,327	6,709,783	69.59%
440	Central Stores	20,000	716	19,284	3.58%	3,922	(3,206)	
448	Printing/Copying	185,000	18,424	166,576	9.96%	20,806	(2,382)	-11.45%
840	Agency	0	4,470	(4,470)		927	3,543	
	Subtotal	205,000	23,610	181,390	11.52%	25,655	(2,045)	-7.97%
<b>Total Expenditures</b>		<b>44,026,239</b>	<b>16,374,720</b>	<b>27,651,519</b>	<b>37.19%</b>	<b>9,666,981</b>	<b>6,707,738</b>	<b>69.39%</b>
<b>Total Revenue Over(under) Expend</b>		<b>(785,037)</b>	<b>1,489,290</b>			<b>2,577,499</b>		

\*Moved to Fund 148

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
Statement of Revenue and Expenditures and Fund Balance  
thru month ended September 30th, 2023

	Fund Balance 07/01/23	Year-to-Date Revenue	Year-to-Date Expenditure	09/30/2023 Balance	09/30/2022 Balance
<b>Operating Funds</b>					
001 State Allocations	0	5,681,705	5,681,705	0	0
149 Tuition	398,597	3,057,896	3,353,231	103,262	501,859
Other/Investment	75	0		75	0
149 Subtotal	398,672	3,057,896	3,353,231	103,337	501,859
148 Local Dedicated Func	1,146,509	1,393,930	642,327	1,898,112	3,447,832
145 Grants & Contracts	1,491,036	957,154	841,684	1,606,506	4,223,425
146 Grants & Contracts	1,288,791	2,015,406	1,011,530	2,292,667	1,127,639
522 Student Activities	1,146,314	587,851	216,791	1,517,374	1,800,338
524 Bookstore	1,848,419	47,836	30,472	1,865,784	1,540,350
528 Facilities/Safety	182,738	366,145	344,468	204,414	248,688
569 Food Service	0	0	0	0	338
570 Enterprise Activities	313,377	93,363	161,348	245,392	(450,808)
846,849,50,60 Financial Aid	651,902	3,649,103	4,067,554	233,451	388,879
<b>Total Operating</b>	<b>8,467,759</b>	<b>12,168,683</b>	<b>10,669,405</b>	<b>9,967,037</b>	<b>12,828,537</b>
440 Central Stores	519	1,846	716	1,649	3,788
448 Printing/Copying	150,393	10,422	18,424	142,391	298,919
840 Agency	24,915	3,200	4,470	23,645	160,809
Subtotal	175,827	15,468	23,610	167,685	463,515
<b>Total All Operating Funds</b>	<b>8,643,586</b>	<b>17,865,856</b>	<b>16,374,720</b>	<b>10,134,722</b>	<b>13,292,052</b>
<b>Total All Operating Funds</b>	<b>8,643,586</b>	<b>17,865,856</b>	<b>16,374,720</b>	<b>10,134,722</b>	<b>13,292,052</b>
<b>Total All Funds</b>	<b>8,643,586</b>	<b>17,865,856</b>	<b>16,374,720</b>	<b>10,134,722</b>	<b>13,292,052</b>
General Operating Reserve	6,820,455			8,360,253	10,163,027
% of Operating Budget as of 04/30/2021				23.67%	
General Operating Reserve Target				5,298,888	4,833,891
				15%	15%





## **Executive Cabinet Report to Board of Trustees**

**Board Meeting Date: 11/13/2023**

**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 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.**

---

Following a successful campus tour, the Foundation submitted an "invitation only" grant proposal for \$150,000 to philanthropist Daryl Connell to support student scholarships for students with demonstrated need at LWTech.

Elisabeth Sorensen, Professor Bob Mandy and the two student recipients of the MG2 Scholarship visited MG2 in Seattle. The purpose of the meeting was to thank MG2 for the scholarship support, meet and greet with MG2 leadership and staff and provide students with a tour and greater understanding of the experience of working in a leading architectural firm based in the Northwest. To date, MG2 has given \$21,000 to support architectural technology student scholarships at LWTech.

The Foundation submitted an "invitation only" grant proposal to The Bradley Family Foundation for \$25,000 to support 1:1 tutoring for students with disabilities, healthy food for the on-campus student food pantry and Otter AI. Otter AI is notetaking software that transcribes notes live to allow students to read transcription while listening to a lecture.

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

---

Thank you for your amazing support of the 2023 LWTech Foundation's Annual Bright Futures Benefit WEEK! This week featured inspiring student stories during the dates of Wednesday, November 1 through Friday, November 1 with the goal of raising critical funds to support student scholarships and the student emergency fund. The week included two generous \$50,000

matching gift challenges by longtime donors The Peierls Foundation and Jim Kinsella and Bob McNeal.

Celebrate with us! 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 formally welcome new Foundation Board member Lane Savitch in October. Lane is a longtime LWTech Foundation donor and the former CEO of Kadlec Hospital based in Tri-Cities, Washington.



## Executive Cabinet Report to Board of Trustees

**Board Meeting Date: 11/13/2023**  
**Submitted by: Meena Park**  
**Department: Human Resources/Payroll**

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

### Mission Fulfillment Goal 1: Address and dismantle structural racism.

---

#### HR Advisory Committee:

The HR Advisory Committee reconvened for the 2023-24 academic year. With the mission to attract and retain diverse employees that view LWTech as an 'Employer of Choice', the committee will be focusing on the areas of Employee Recognition, Employee Appreciation & Belonging, and Professional Development. To further LWTech's commitment to a Community of Belonging, the committee held our annual Fall Quarter grilled cheese and tomato soup event on October 18<sup>th</sup>. Staff and faculty came together to catch up, enjoy the comforts of grilled cheese sandwiches and tomato soup, and help grow our Thankful Tree by writing a note of thanks.



## **Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.**

---



We kicked off the 2023-24 LEADS year on October 6<sup>th</sup>. Based on StrengthsFinder results, two teams were formed and assigned a 'Real World Problem' project proposed by Cabinet. This year, the teams will address the recurring themes from the Employee Satisfaction Survey on Improving Communication and Employee Workload/Burnout with Cathy Copeland and Elsa Gossett serving as project leads. The teams were also assigned a Team Charter assignment to complete prior to the next meeting. Rhonda DeWitt, Manager of ELearning, facilitated a session on Goal Formulation and Sally Heilstedt, Dean of Instruction, facilitated an engaging session on StrengthsFinder and Myers Briggs 16 Personalities. The next LEADS sessions is scheduled for November 3<sup>rd</sup>.

### Leadership Team Meeting

The quarterly Leadership Team meeting was held on November 1<sup>st</sup>, and included a welcome and update from Dr. Morrison, a strategic plan update from Elsa Gossett, Director of Planning and Operations, and a Cyber Security Table Top Exercise follow-up from Chris McLain, CIO. Additionally, as part of our on-going Microsoft Teams Collaboration training mini-series, Robin Desilet, IT Training Coordinator, provided training on Microsoft Bookings where employees learned how to set up their own personal booking page to more easily schedule and manage meetings.

## **Other Departmental Activities/Highlights**

---

### PEBB Open Enrollment

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

### Flu Shot Clinic

With the cold and flu season fast approaching, we held the first of several flu shot clinics on October 25<sup>th</sup>.

### Union Bargaining

Administration has a busy year ahead bargaining both the faculty and classified contracts this year. We look forward to another collaborative and productive process that prioritizes student success while meeting the needs and concerns of both parties.



## **Executive Cabinet Report to Board of Trustees**

**Board Meeting Date: November**  
**Submitted by: Chris McLain**  
**Department: Information Technology**

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

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

---

ITS hosted a leadership focused cyber security tabletop exercise in October. The 5-hour event was a huge success. Several units on campus have expressed desire to have an exercise for their folks catered towards their divisions. Student Services will take place in February. We will start Focus Group style sessions with the HR department in November to consult and assist on the building of their own Cybersecurity related playbook which will include what their department should know and do in a cyber event as well as what they entire campus community should know regarding HR related services. The ultimate goal is to have these playbooks created for every unit on campus.

LionsLink powered by ctcLink Finance pillar Image Update on October 28<sup>th</sup>. Partnered with Finance and Student Financials Business Analyst to make sure the Finance Office staff are aware of the changes as a result of the update as well as campus community is informed of the outage on Saturday October 28<sup>th</sup>.

The Application Services Team are continuing to participate on the following statewide taskforces: Fraudulent Application Sub-Group and Security Administration System Improvement (SASI).

We are at the beginning stages of rolling out MFA both in LionsLink powered by ctcLink and for our own LWTech Okta instance to all students.

ITS and App Services are continuing to update IT policy and procedure based on templates provided by Torchlight. Our Audit was closed out in late October and we have a clear picture of what items will take priority over the next year.



## Executive Cabinet Report to Board of Trustees

**Board Meeting Date: 11/13/2023**

**Submitted by: *Tuấn Đăng***

**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).

### **Mission Fulfillment Goal 1: Address and dismantle structural racism.**

---

- Community Outreach Events for Basic Education for Adults:
  - Kirkland's City Hall for All - The BEdA program has been participating in several community events in addition to the Kirkland Health and Wellness Fair that was mentioned in last month's newsletter. In September, we hosted a table at City Hall for All on September 9, 2023. This event is part of Welcoming Week, an annual campaign that celebrates the work in communities to become welcoming places for all. The Essential Skills staff, Lana Golik, Ana Guzman, and Yeoun Hee Kim hosted a table at this event.
  - New and International Families Welcome Event: LWSD Community Resources Fair - On October 14, 2023, Maria Olivera-Deal, Lisa Carmack, and Yeoun Hee Kim hosted a table at the LWSD Community Resources Fair. The event is a part of an annual event called the "New and International Families Welcome Event" was organized by the Lake Washington School District and the Lake Washington PTSA Council.

### **Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.**

---

- Technical Visit to MG2 Corporation  
LWTech Architectural Technology students visited MG2 Corporation Seattle offices. They were accompanied by Faculty Director, Prof. Bob Mandy, and LWTech Foundation Executive Director, Elisabeth Sorensen. MG2 consistently hires our AT graduates and supports students with scholarships.  
<https://mg2.com/who-we-are/office-locations/seattle-office/>

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

---

- Western Washington University started teaching B.S. Cybersecurity courses at LWTech. The classes are running Tuesday, Thursday and Friday evenings from 7:15pm until 8:50pm in T219. The first class is just on Tuesday nights and the other class is on Thursday and Friday nights. The instructors are Mohammed Mubarek and Manoj Prasad.
- BACE Testing is on Nov 13th. It is Free to our students! Will support getting our name out. We have Biology DTA/MRP and Associate in Bioengineering and Chemical Engineering AS-T/Track 2 MRP. Also, it is Biotechnician Assistant credential. NSF Funding and UW Bothell is main coordination. Testing to get a certification as biotechnician.
- Kirkland Chamber Vitality Trade Show (LWTech, October 11<sup>th</sup>) - The trade show at LWTech was a resounding success. The event brought together industry professionals, entrepreneurs, and the vibrant emerging talent from LWIT, resulting in powerful connections and collaborations. The enthusiasm and dedication of everyone involved were truly remarkable, paving the way for a promising future of business in Kirkland. We extend our heartfelt gratitude to all those who contributed to making this a triumphant day. The future of our community is undeniably bright with such a dynamic and motivated workforce.
- Blender Conference 2023 (Amsterdam, October 26th –28th) - Professor Oscar Baechler represented LWTech in the Blender Conference 2023. The largest gathering of artists, developers and contributors will take place again at the beautiful 18th century neo-classical Felix Meritis in the heart of Amsterdam <https://conference.blender.org/2023/>

## Other Departmental Activities/Highlights

---

- The Instructional Art Committee Presents: Employee Art Show (LWTech, October 30th – January 22<sup>nd</sup>) - All Lake Washington Institute of Technology employees are invited to share their creative endeavors in this all-employee art show this Fall and Winter quarter. All faculty, staff, administration, student-employees, volunteers, and WANIC staff are welcome. All creative mediums and themes are welcome, old or new.
- The BAS in Applied Management Human Resource will graduate its first student after Fall quarter.
- The LWTech SHRM Student Chapter receive the Student Chapter Superior Merit Award for the 22/23 year. Only a handful of student chapters are awarded with this high honor. SHRM takes into consideration student activities, including volunteering for Kirkland Park restoration, having HR professional speakers at meetings, attending HR Day on the Hill, the WA SHRM conference, the SHRM International Conference, and NHRMA student and HR Professional Conferences.



## **Executive Cabinet Report to Board of Trustees**

**Board Meeting Date: 11/13/2023**

**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.



### ***Social Media***

The team conducted social media outreach which included posts on Instagram, Facebook, and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted, program info sessions, Foundation scholarships, 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, PCB Technician, Computer Science BS Culinary and Baking Arts, Medical Assisting and Human Resource Management BAS.

### ***Advertising Campaign***

The team created the combined winter and spring ad campaign. Ads are running on Digital Search, Digital Display (banner ads), and Facebook and Instagram in the college's service area. The winter/spring campaign is running 10/30 through 11/3, and 11/10 through 12/18. The paid campaign is support through organic social media.

### ***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. 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.

### ***Foundation Support***

The team worked supported the Foundation's Bright Futures Benefit WEEK through website support.

### ***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: 11/13/2023**

**Submitted by: Cathy Copeland**

**Department: Institutional Research & Grant Development**

### **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 planned for the end of Fall 2023. 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>) 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). The team is leading data-focused efforts under Title III to support Guided Pathways implementation in Washington.

### **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 additional funding for the ELC under for King County Early Learning PSTAA Grant. Additionally, the team supports, as needed, the Early Childhood Education (ECE) grant under Early Achiever's funding to ensure students complete their educational pathway; this year, the department received \$375,000.

#### *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.

#### *Perkins Comprehensive Local Needs Assessment (CLNA)*

The team is supporting

### **Other Departmental Activities/Highlights**

---

Ms. Cathy Copeland is the president-elect of the Research and Planning Commission (RPC), serves on the WACTC Technology Committee, and will be a team mentor for LEADS this year. 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: 11/13/2023**  
**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).

### **Mission Fulfillment Goal 1: Address and dismantle structural racism.**

---

In support of this work, all members of the Student Services Leadership team are responsible for providing an EDI focused training to the full team at least once this year. In October, Assistant Director of the Office of Student Life provided a training about the history and experiences of Filipino Americans and Vice President Hayden provided a training about the theory of intersectionality as related to people's identity and its impact on our students and co-workers.

### **Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.**

---

Vice President Hayden continues to represent the college at the Washington State Student Services Commission (WSSSC). Their Fall meeting was held October 12<sup>th</sup> and 13<sup>th</sup> and a primary topic was Guided Pathways at our campuses. As part of her service to this commission, Dr. Hayden is also the liaison to the Admissions and Registration Council who held their fall meeting October 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>.

### **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 Career Services Office is excited to host the 2023 Fall Job & Internship Fair

- Attendees: LWTech students and graduates and general public
- When: Wednesday, November 15<sup>th</sup>, 2023, from 10 a.m.-1 p.m.
- Where: On Campus – Main East Mall area

### **Other Departmental Activities/Highlights**

---

Student Services hosts several Community Partners who come to the campus each week to help students. This fall, we have 4 partners who use a combination of office space and tabling in the East Mall to meet with students:

- Community Health Plan of Washington
- Northwest Education Access
- YWCA of King & Snohomish Counties
- Workforce Innovation and Opportunity Act Employment and Training Specialist with Pacific Associates

These partners support students in accessing needed services in a comfortable and convenient space while they're on campus. It also helps increase awareness in the community of all the amazing things happening at LWTech. When partners see what LWTech offers and how it supports students, they let their clients know about LWTech too.