Board of Trustees Study Session and Meeting

Monday, April 10, 2023
4 p.m. to 6 p.m.
W305 Board Room
Also available on Teams

Study Session

Para-Educator Degree Overview  Vicki Chew
Shanti Connors

Art Illustration Degree Overview  Sally Heilstedt
Jason Sobottka

Board Retreat Planning  Dr. Amy Morrison

Board of Trustees Meeting

Land Acknowledgment  Laura Wildfong

We acknowledge that the LWTech campus is on the traditional land of the first people of Seattle, past and present, and we honor with gratitude the land itself, and the Coast Salish, Stillaguamish, Snoqualmie, Muckleshoot and Duwamish tribes. We acknowledge these tribes by showing respect and 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

Consent Calendar:  Laura Wildfong
- Approval of Agenda
- Minutes, March 13, 2023

General Discussion

Public Comments: Individuals may sign in for public comment, limited to 3 minutes each¹  Laura Wildfong

Introduction of New Employees  Dr. Amy Morrison

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.
Reports to the Board

Associated Student Government  ASG Representatives  2  
Federation of Teachers  Jason Sobottka  Rebecca Talbot-Bluechel  
President  Dr. Amy Morrison  
Board Chair Update  Laura Wildfong  
Trustees Activities Update  Trustees  
  \textit{ACCT Presentation Proposals}  
Foundation Liaison Update  Bob Malte  
Financial Summary  Bruce Riveland  3  
Administration  Executive Cabinet  4  

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
March 13, 2023 Board of Trustees Meeting
12 p.m. to 2 p.m.
Hybrid Meeting

Chair Wildfong called the Board Meeting to order at 12:04 p.m. The Board immediately went into Executive Session for 45 minutes.

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

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison Dr. Sheila Walton Suzie Jacobsen
Tuấn Đặng Sarah Chandler Shimokura Family
Cathy Copeland Lauren Cline Hernandez Family
Chris McLain Vicki Chew Scholarship recipients
Bruce Riveland Elisa Fitzpatrick Sue Castro
Meena Park Sally Heilstedt Rick Schneider
Elsa Gossett Jason Sobottka Karen Shimokura
Robert Britten Dr. Rex Rempel
Dr. Aparna Sen Noa Lelah-Joseph
Leslie Shattuck Priyanka Pant
Rebecca Talbot-Bluechel Casey Melnrick

Following the Executive Session, the Board took action.

Action Items:

Item 1135: Tenure: Dr. Gayle Shimokura
Trustee Malte motioned; Trustee Hamilton seconded. The motion was approved.

Item 1136: Tenure: Melissa Hernandez (posthumous)
Trustee Suk motioned; Trustee Scott seconded. The motion was approved.
The Chair put the meeting in hiatus for 30 minutes to recognize the newly tenured faculty members. Following the hiatus, the study session opened with a report from Assistant Director Casey Melnrick on the 2023 Open House.

Director Elsa Gossett provided a brief report on accreditation updates. We received the NWCCU Mid-Cycle letter, which confirmed our expected results, and we also received news that our proposal for the Bachelor of Science in Computer Science was approved by the Commission.

Executive Director Leslie Shattuck provided an overview of the President’s Communication Plan for 22-23. The Communications Plan was implemented as a strategic roadmap in 2017-2018; areas of focus include consistency and connection to strategic planning.

Chair Wildfong officially re-opened the meeting at 1:43 p.m. with the LWTech Land Acknowledgement.

President Noa Joseph-Laleh and Public Relations Office Srani from ASG provided a verbal report. ASG has been working on updating their constitution and bylaws. Additionally, club funding and chartering has been on the rise. The President’s Forum was held recently as a very informal chat between the ASG office and the President. The Veteran’s Center was reopened recently and ASG is hoping to have many events held to bring awareness to this area. Finally, Noa and Dr. Sheila Walton lobbied in Olympia on March 9th together with President Morrison and Trustee John Suk. Late Nights in the Library starts tomorrow night, and the first Deans and Presidents Reception to be held in-person since the pandemic will be held shortly.

AFT Co-Presidents Rebecca Talbot-Bluechel and Jason Sobottka shared:

- EBoard met recently
- Still working with the bargaining team
- Good recent conversations related to the academic calendar
- Hoping to sign the nurse educator MOU for spring quarter
- Continue to lobby in Olympia around bills of interest, and in support of the college

President Morrison shared:

- Thank you to Trustee John Suk and ASG President Noa Joseph-Laleh who were able to participate in the recent visit to Olympia. Lobbying opportunities with Senators were positive.
- Thank you to Trustee Wildfong and Trustee Scott for being testers for the NASA Baking Arts Competition
- Thank you to Trustee Malte and Trustee Wildfong for attending the Executive Briefing prior to the Open House
We continue to push for fully-funded competitive compensation, workforce funding, and EDI funding; by the end of this month we should have a good idea of where we stand with the legislature.

**Foundation Update:** May 5th is the Annual Scholarship Reception. The Foundation will start awarding spring scholarship funds in March.

**Chair Update:** Chair Wildfong went to the G2G Summit with President Morrison and Executive Director Britten recently, and sincerely appreciated the opportunity to learn and engage with ways we can support our indigenous student populations.

**Trustee Updates:** Trustee Scott reported that the ACT New Trustee Orientation went well.

**Financial Update:** Vice President Riveland reviewed the quarterly financial statements; the outlook continues to be positive, with expeditious processing of the final COVID relief funds offsetting deficits.

**Action Item:**

**Item 1137: Proposed Fees 23-24**
Vice President Riveland presented regarding the proposed student course fees for 2023-2024. Discussion ensued related to fee increase percentages; program fees are approved for very minimal increases, and LWTech is attempting to increase financial aid opportunities to cover those expenses.
Trustee Hamilton motioned; Trustee Suk seconded. The motion was approved.

**Chair Wildfong adjourned the meeting at 2:05 p.m.**

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Constitutional Work.
The Associated Student Government team has been working on updating their constitution and bylaws to create a more appropriate system for how the ASG team will run in the future. ASG has completed rewriting the constitution but is still working on updating their bylaws.

Breakaway.
On March 23rd and 24th, the Office of Student Life team all revisited Rainbow Lodge in North Bend. During this breakaway the team completed self-wellness training and got to know and connect with some of the newer OSL employees. The team also focused on deepening their understanding of connecting with nature and indigenous culture. The breakaway was an amazing opportunity for students to rest, restore, and recenter before the chaos of spring quarter commences.

Tech Services and Activities Committees.
The Associated Student Government team has begun working on the Tech and S&A Fee Committees for next year. The ASG team has completed fee committee training and is excited to listen to more budget requests from different departments around school. Both committees are currently being finalized, and requests for meetings have begun.

ROAR Week – Welcome Back Event.
The Associated Student Government team has been continuously supporting LionsCREW through their new and rebranded version of LWTech’s quarterly “Welcome Back Event”. R.O.A.R. (which stands for Resources, Opportunities, and Access Ready) week consisted of five days in which the OSL provided new and returning students with resources, information, activities, and snacks as they settle in the new quarter. The event featured wellness related information such as suicide prevention, sexual assault awareness, anti-hazing procedures, study tips and other general self-wellness and self-healing practices.

Assigning students to Tenure.
Since a few students from the OSL team have graduated in Winter quarter, a few tenure committees need a new student assignment. ASG is continuing to search for student representatives to join every single tenure committee, which should get easier as the OSL team has grown so much recently.

Upcoming Student Programs Events:
- April 11th – Winter Dean’s & Presidential List Recognition
- April 20th – Earth Day
- April 26th – Nutrition Basics
- May 1st – Graduation Week
- May 9th – Asian Pacific Islander Desi American Month Panel
- May 10th - Asian Pacific Islander Desi American Month Movie
- May 16th – Cords and Coins – Veterans Graduation Reception

OSTL and ASG Hiring.
The Office of Student Life including ASG positions, front desk positions, events positions and marketing positions are all open for students to apply for next year. Hiring committees and hiring trainings are starting up to ensure that OSL is ready to commence the hiring process. Encourage students all around campus including Running Start, International, and WANIC students to apply for a position in OSL.

Podcast.
Now that the Associated Student Government team is fully-staffed, ASG is looking forward to restarting the “Student Voices” podcast in which ASG officers talk to different staff and faculty around campus. The project will be led by ASG’s public relations officer, Shravani Bhujbal, and she will be contacting podcast guest candidates.
The College is eight months through the fiscal year (67%). As of this time, we remain vigilant regarding the financial outlook for the year. Enrollments for the year through Winter Quarter are up 5.1% from the prior year. Tuition revenues for the year are at 76% of the budget projection. At this time, given the enrollment trends, the budget outlook remains neutral moving forward.

For year to date, revenues total approximately $31.3M, or approximately 60% of the projected budget. This is impacted a lag in federal financial aid reimbursement. Expenditures total approximately $33.5M, or approximately 61% of the projected budget. This reflects revenue and expenses moving at the same pace.

For all funds, expenditures exceed revenues by approximately $2.1M. For the general and self-supporting funds, revenues exceed expenditures by approximately $1.5M.

As of February 28, the College has a total fund balance for all funds of approximately $5.2 million. As of February 28, the general operating reserve totals approximately $6.5M (15.8%). This number will decline as expenditures are incurred over the remainder of the year.
## Statement of Revenue and Expenditures by Fund Source

for month ended Feb. 28, 2023

### FY2022-23

#### REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>Revenue Received</th>
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</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
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<td>15,821,676</td>
<td>9,039,152</td>
<td>63.64%</td>
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<tr>
<td>149</td>
<td>Tuition</td>
<td>7,756,479</td>
<td>5,949,753</td>
<td>1,806,726</td>
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<td>149</td>
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<td>882,000</td>
<td>0.00%</td>
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<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,299,297</td>
<td>2,441,204</td>
<td>1,858,093</td>
<td>56.78%</td>
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<tr>
<td>145</td>
<td>Grants &amp; Contracts</td>
<td>4,219,302</td>
<td>4,558,740</td>
<td>(339,438)</td>
<td>108.04%</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,150,000</td>
<td>872,031</td>
<td>277,969</td>
<td>75.83%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>80,000</td>
<td>107,899</td>
<td>(27,899)</td>
<td>134.87%</td>
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<tr>
<td>528*</td>
<td>Facilities/Safety</td>
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<td>493,770</td>
<td>16,230</td>
<td>96.82%</td>
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<tr>
<td>569</td>
<td>Food Service</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>585,000</td>
<td>493,770</td>
<td>91,230</td>
<td>84.41%</td>
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<tr>
<td>8xx</td>
<td>Financial Aid</td>
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<td>534,469</td>
<td>7,165,531</td>
<td>6.94%</td>
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<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>52,042,906</strong></td>
<td><strong>31,273,312</strong></td>
<td><strong>20,769,594</strong></td>
<td><strong>60.09%</strong></td>
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<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>3,039</td>
<td>16,961</td>
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<tr>
<td>448</td>
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<td>28,226</td>
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<td>Agency</td>
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<td>36,809</td>
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<td><strong>Subtotal</strong></td>
<td><strong>270,000</strong></td>
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<td><strong>201,926</strong></td>
<td><strong>25.21%</strong></td>
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<td><strong>Total Revenues</strong></td>
<td><strong>52,312,906</strong></td>
<td><strong>31,341,386</strong></td>
<td><strong>20,971,520</strong></td>
<td><strong>59.91%</strong></td>
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#### EXPENDITURES

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<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>Expended</th>
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<td>63.93%</td>
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<tr>
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<td>97.67%</td>
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<td>718,618</td>
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<td>Facilities/Safety</td>
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<td>305,584</td>
<td>204,416</td>
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<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>8,131</td>
<td>(8,131)</td>
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<td>570</td>
<td>Enterprise Activities</td>
<td>500,000</td>
<td>472,112</td>
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<td><strong>Subtotal</strong></td>
<td><strong>55,029,552</strong></td>
<td><strong>33,405,876</strong></td>
<td><strong>21,623,676</strong></td>
<td><strong>60.71%</strong></td>
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<td>440</td>
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<td><strong>182,999</strong></td>
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<td><strong>55,299,552</strong></td>
<td><strong>33,492,877</strong></td>
<td><strong>21,806,675</strong></td>
<td><strong>60.57%</strong></td>
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</table>

**Total Revenue Over(under) Expenditures**: (2,986,646) (2,151,491)
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures and Fund Balance
for month ended Feb. 28, 2023

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance 07/01/22</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>2/28/23 Balance</th>
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<td>001 State Allocations</td>
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<td>15,821,676</td>
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<td>Other/Investment</td>
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<td>75</td>
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<td>149 Subtotal</td>
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<td>4,452,121</td>
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<td>522 Student Activities</td>
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<td>570 Enterprise Activities</td>
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<td>472,112</td>
<td>21,996</td>
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<td>General Operating Reserve</td>
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<td>15.80%</td>
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<td>% of Operating Budget as of 1/31/23</td>
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<td>6,562,011</td>
<td>15.80%</td>
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<tr>
<td>General Operating Reserve</td>
<td>6,228,615</td>
<td>15%</td>
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<td>Target</td>
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</table>
Executive Cabinet Report to Board of Trustees

Board Meeting Date: March 2023
Submitted by: Robert Britten
Department: Equity, Diversity, and Inclusion

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2022-23 academic year (through September 2023). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

- Evaluate implementation of the College’s Mission Fulfillment Plan
  Executive Director Britten and EDI Coordinator Brian Ramos continues to establish vision and purpose of EDIC to further expand the principles of our EDI Strategic Plan throughout the college.

  The Office of EDI hosted the latest of our monthly EDI conversations (Lions at Lunch) as listening and feedback opportunity for our college community to engage in EDI topics that grow us as a community of practice. This session was titled “Generational Equity” and was around the various ways we see equity from a generational lens and things we grew up with that shapes our current world view.

- Use data to assess the effectiveness of policies
  The Office of EDI, institutional Research continues to meet weekly on the development of and use of date in the Institutional EDI Strategic Plan.

Board Goal 3: Build community connections for the College.

- College Outreach Activities
  The Office of EDI scheduled a meeting with Snoqualmie Tribes Education Director Jarod Da to discuss ways and means of collaborating beyond Land Acknowledgements.

  Executive Director Britten and EDI Coordinator Brian Ramos met with Northshore School District’s Exec Dir. Dr. Chris Bigelow and Director Ayva Thomas of the Districts Racial and Educational Justice Division to forge a partnership and pathways for Historically Underrepresented students in the District to attend LWTech.
Key conferences and events

Executive Director Britten led the Mid-year Retreat of the Diversity Equity Officers Commission in Spokane, WA at Spokane Falls CC.

Executive Director Britten attended at the invitation of our President Dr. Morrison the WACTC President’s Academy to discuss equity issues and support for Diversity Equity Officers around the State. Executive Director Britten was also part of a DEO Panel addressing the Academy around the State of DEI among current practitioners.

Actively participate and engage in community activities

Executive Director Britten actively serves on the WA ST. Community and Technical College American Indian Indigenous Studies Advisory Board. He serves on the Equity and Diversity Officers Commission (DEOC) as well as task force activities with Formerly Justice Involved Students and Higher Ed in Prisons.

Executive Director Britten attended the monthly Council Meeting of iUrban Teen to promote equity and advancement of BIPOC students in STEM.

The Office of EDI and our Outreach team led by Casey Melnrick began planning the upcoming 2nd Annual iSpace Summit to be held here at LWTech to create pathways for Historically Underrepresented Students to attend LWTech and explore expanding opportunities in Space Exploration.

Other Departmental Activities/Highlights

The Office of EDI on behalf of the College have been supporting students who are part of this year’s Guided Pathways IDEAL Fellowship where students research an area for improvement that could potentially improve student success and to create a presentation of their findings to Guided Pathways.

Executive Director Britten participated in the 3rd of 4 sessions for a systems wide Orientation for new VP’s and Diversity Officers to familiarize them with the resources available to them as part of our SBCTC onboarding.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: April 10, 2023
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 2023). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

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

  The Foundation is pleased to provide funding in the amount of $33,000 for the Equity and Success in Pre-College Math and English Pilot Project. This pilot project aims to close equity gaps by providing extra support for students in key pre-college English and Math courses.

  The Foundation has pledged to provide $1,000 annually to assist with LWTech’s Office of Equity, Diversity and Inclusion programming.

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

  The Foundation is pleased to support LWTech’s LEADS by funding snacks and refreshments for the 2022 – 2023 year.

☒ Support the college in the implementation of LionsLink

  The Foundation has pledged to provide $1,000 in annual funding to support continued CTC link morale activities.
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

Save the Date! Mark your calendars for the LWTech Foundation Annual Scholarship Reception, presented by Frost and Traxler Dentistry, is scheduled for Wednesday, May 10 at 4:00 p.m. to 6:00 p.m. in the Library.

The Foundation accepted a gift in the amount $21,000 from MG2, an architecture and design firm based in the Pacific Northwest, for architectural technology student scholarships.

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

The Foundation is pleased to support LWTech’s Annual Advisory Board Dinner on Tuesday, May 9 by purchasing wine for the event as well as funding the cost of wine serving permits for selected staff volunteers at the event.

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

The Foundation, in concert with LWTech’s Office of Grants and Institutional Research, is registered to learn more about the $250 million Yield Giving Open Call announced by Lever for Change on March 21, 2023. This exciting opportunity marks the first time that philanthropist MacKenzie Scott has invited non-profits to submit proposals (all gifts previously made via unsolicited giving).

Other Departmental Activities/Highlights

Following a lengthy Request for Proposals (RFP) process, the Foundation selected Solomon Karmel, First Allied Securities as the Foundation’s new investment management provider. Solomon is a longtime Foundation donor and previous Foundation Board Treasurer.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: April 10, 2023
Submitted by: Meena Park
Department: Human Resources/Payroll

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2022-23 academic year (through September 2023). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention

HR Advisory Committee: February and March Events
To further LWTech’s commitment to a Community of Belonging, the committee continues to provide opportunities for staff and faculty to gather, connect, and get to know one another. February’s ‘Spread the Gratitude’ theme provided a Bagel Bar and a Gratitude Tree activity. In March, Executive Cabinet celebrated Employee Appreciation Day by donning yellow aprons and serving up a Hot Waffle Breakfast to our amazing staff and faculty.
Communication was the theme for the February and March LEADS sessions. Consultant Kendra Fuller used personalized DiSC assessment results to facilitate focused discussions on communication styles and how they improve teamwork, productivity, and address workplace conflict. Christine Turpin, Professor of Humanities, presented on Cultural Communication and Dr. VanderWeil from Curiosity Based presented an engaging session on Listening Effectively.

Quarterly Leadership Team Meeting – May 10th
Sally Heilstedt, Dean of Instruction, will facilitate a session on Cultural Humility, which will include an introductory-level look at the definition and principles of Cultural Humility and how those can be applied at work. Leadership Team members will be equipped to continue exploring Cultural Humility (on their own or through joining the online training) and to use the framework it provides to create more inclusive and equitable experiences for students and colleagues.

Classified In-Service – April 19th
After a 3-year COVID hiatus, we are excited to bring back this important professional development and networking event. This year’s themes are focused on Communication, Wellness, and Workload. Rhonda DeWitt, Manager of Engagement and ELearning will present a session on Navigating Challenging Conversations while Letty Barnes, Professor of Business Technology, will address organizing the mountain of emails we go through at work with a session on Clearing the (Outlook) Landfill. Employees will have an option to partake in a relaxing massage or gratitude journaling during the Wellness break-out sessions.

Ethics Training – March 13th
In recognition of March Ethics Awareness month, HR collaborated with the Washington Executive Ethics Board to provide Ethics in Public Service training. In addition to understanding the ethical standards in place for state employees, practical tools on how to handle ethical issues in the workplace as well as hypothetical situations were discussed.

Living Well @LWTech
The Living Well committee took advantage of the FREE Discover Pass Day by leading a hike to Teneriffe Falls on March 19th.
Board Goal 3: Build community connections for the College.

Key conferences and events

Meena Park attended the monthly Human Resources Management Commission meeting held on March 16th. Topics discussed include ctcLink Enhancement Requests, classified rights of reversion, and clarification on suspended operations.

Blood Donation
In partnership with Bloodworks Northwest, a blood donation event is scheduled for April 20th.

Other Departmental Activities/Highlights

Onboarding Implementation
The HR Team is preparing for a roll-out of Neogov’s Onboarding portal, a one-stop-shop where employees can get all the new hire resources they need to be successful in their new job. We anticipate this new tool will greatly improve the new hire experience and lead to increased employee engagement and retention.

Faculty Bargaining
With the Faculty team re-grouping, there has been a delay with faculty bargaining. We anticipate restarting in April.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: March 10, 2023
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 2022-2023 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 3: Build community connections for the College.

☑ College Outreach Activities

The Marketing and Communications team spent March 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 63 active projects in the department.

Public Relations:

The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college.

Currently, the team is working on the following press releases:

- Tenure
- NASA/HUNCH Baking Arts
- New Programs

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 Foundation Scholarships, Spring Quarter Open Enrollment, Workforce Development Initiatives, Office of Student Life Programs, Career Services Programs, Outreach and Recruitment events, EDI Initiatives, 2023 Open House, Applied Research Symposium, and the following programs: Automotive Repair, Mechanical Design, Machining Technology, Business DTA, BAS Applied Management – Entrepreneurship, General Education, New Dental Assisting Certificate, Culinary and Baking Arts, Medical Assisting and the New Human Resource Management BAS. The team also coordinated crisis communications during campus closures and LionsLink-related disruptions.
Key conferences and events

The Marketing and Communications team is currently enrolled in a 12-week intensive web accessibility training program through the SBCTC and WebAIM.

Active participate and engage in community activities
Leslie Shattuck continues to serve as a Board member for the City of Everett Mayor’s Diversity Advisory Board. The Board meets one a month with members of the community, city council, and the mayor.

Other Departmental Activities/Highlights

Equity, Diversity, and Inclusion Work
The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. Members of the team are on the Bias Response Team, the Equity, Diversity and Inclusion Council, and the Digital Accessibility Committee.

Advertising Campaign
The team worked on the Spring Open Enrollment, Running Start, and Open Educational Resources ad campaigns. Ads are running on Digital Search, Digital Display (banner ads), Facebook and Instagram.

Website
The team worked on several updates and communications, including several program and department pages. The team also continued their work on the accessibility remediation project, in partnership with the Department of Education’s, Department of Social Justice.

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 the series of 11 videos that support our Running Start program.

Digisign Updates
The team continued to update on-campus digisign monitors, including making sure they are viewable on the website.

Programs and Department Support
The team worked on several marketing projects for various departments throughout the college.

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

Student Services Support
The team worked on several projects to support various departments within Student Services.
Instruction Support
The team worked on several projects to support the Office of Instruction.

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

Board Meeting Date: April 10, 2023
Submitted by: Elsa Gossett
Department: Planning and Operations, Office of the President

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

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
   Elsa continues to collaborate with the offices of Research and Grants and Instruction to ensure compliance with accreditation requirements. This month, Executive Director Copeland and Elsa met with representatives from the College of Eastern Idaho (previously Eastern Idaho Technical College) to establish a data-sharing relationship for the purposes of benchmarking with regional peer institutions.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
   Elsa continues her involvement with the Equity, Diversity, and Inclusion Council, as a member of the subgroup on Staff and Faculty Retention, as well as working with the office of EDI to ensure compliance with the Senate Bills passed by the legislature. She also continues her group mentorship of one of the LEADS teams. While discussing EDI and planning work this month, Elsa was able to assist with completing some compliance work for the Office of EDI related to reporting and transparency.

☒ Use data to assess the effectiveness of policies
   Elsa continues her involvement with the Institutional Planning and Effectiveness Council, in partnership with the Office of Research and Grants. In partnership with IPEC, Elsa and Executive Director Cathy Copeland continue to discuss the ongoing departmental planning process and next steps for feedback and review. The redesigned planning process coincides with the budget planning process and facilities improvement cycle initiated by the Finance and Facilities offices, respectively, which are underway.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: April 10, 2023
Submitted by: Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2022-23 academic year (through September 2023). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion
The March student services division meeting hosted Judith Mercado the Latino Youth & Family Specialist at Youth Eastside Services who provided important training related to serving DACA, DREAMer, and undocumented students.

Board Goal 3: Build community connections for the College.

☒ Key conferences and events
Director Tien Do, attended the annual Policy Seminar hosted by the Council for Opportunity in Education held in Washington DC. This conference combines professional development with structured time to visit legislators and encourage them to support TRIO funding. Director Do created a video of key points during the conference. As a national team of TRIO administrators and supporters, conference attendees conducted over 470 hill visits and learned from their representatives:
• 77% will support $107 million increase to TRIO in FY 24
• 49% most likely to support
• 56% will sign or have signed the funding letter for FY 24
• 43% said TRIO is one of their top priorities in the Appropriations database
Tien Do, second from left, and LWTech graduate Dana Harris, third from right, with staff from Congress Member Susan DelBene’s office.

Active participate and engage in community activities
On March 7, 2023, Vice President Hayden spent the day providing a mock accreditation evaluation to Bates Technical College. Mock visits are an opportunity to support other colleges in their preparation for an official visit from the NWCCU. The visits can highlight changes that can be made prior to the official visit and give employees and students the opportunity to practice in a coaching focused environment.