Board of Trustees Meeting

Monday, June 5, 2023
4 p.m. to 6 p.m.
W305 | Teams

Study Session

Equity, Diversity, and Inclusion Report
Robert Britten

Gramm-Leach-Bliley Act (GLBA) Report
Chris McLain

Commencement Overview
Dr. Ruby Hayden

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.

Consent Calendar:
Laura Wildfong

• Approval of Agenda
• Minutes, May 8, 2022

General Discussion

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

Introduction of New Employees
Dr. Amy Morrison

Reports to the Board

Associated Student Government
ASG Representative

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 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.
Federation of Teachers
President
Board Chair Update
Trustees Activities Update
Foundation Liaison Update
Financial Summary
Administration

Jason Sobottka
Rebecca Talbot-Bluechel
Dr. Amy Morrison
Laura Wildfong
Trustees
Bob Malte
Bruce Riveland
Executive Cabinet

Actions Items

**Item 1139: 2023-2024 Budget (proposed)**
- Bruce Riveland

**Item 1140: Multilingual Compensation Policy 3.P.44**
- Meena Park

**Item 1141: Honorary Degree Policy 4.P.22**
- Elsa Gossett

**Item 1142: 2023-2024 Board Meeting Dates**
- Laura Wildfong

**Item 1143: 2023-2024 Election of Board Officers**
- Laura Wildfong

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.

**Action Items Resulting from Executive Session**

**Item 1144: President’s Contract**
- Laura Wildfong

Adjournment
The May retreat was called to order at 9:09 a.m. by Chair Wildfong.

Vice President of Student Services Dr. Ruby Hayden provided an overview of current enrollment, including recent trends and future projections as well as how the enrollment supports the college budget. Executive Director of Research and Grants, Cathy Copeland, followed the enrollment presentation with an overview of the college’s progress closing equity gaps over the last three years.

Vice President of Instruction Tuấn Đăng provided an overview of recent program changes, and Dr. Aparna Sen, Associate Vice President of Instruction, highlighted the role of Advisory Committees for each program’s curricular development, as well as how the college maintains relationships with their advisory board members.

Bruce Riveland, the Vice President for Administrative Services, gave a budget update showcasing the ways the college had strategically utilized federal COVID relief funds and discussing the shift in budget priorities in the upcoming fiscal year.

Following a short break, Robert Britten gave an overview of the Office of EDI’s work with local indigenous tribes and progress made on considering the meaningfulness of the LWTech Land Acknowledgement. As well, Executive Director Britten provided an update on meeting goals in the EDI Strategic Plan as we close out the year.

President Amy Morrison continued the morning’s reports with her proposed goals for 2023-2024. Highlights included work on a Unified Strategic Plan, preparing for physical transformations of the college with the Center for Design, the Early Learning Center, and the solar panels, work on fiscal, instructional, and governance-oriented sustainability, and professional development.

During the working lunch, the LWTech Foundation presented on recent initiatives, including the recent plant sale, the Scholarship Reception, and the Dental Career Fair. Chair Wildfong and President Morrison walked through the schedule of board positions and the 2023-2024 Board Meeting calendar, and noted that the fall retreat would offer opportunities to discuss in more depth the Board self-evaluations and Board Goals, as well as awareness of future Board positions.
The Board entered executive session at 12:36 p.m. The executive session was closed and the retreat resumed at 1:15 p.m. No actions were taken in executive session.

James and Kristen Whitfield of BeCulture joined the Trustees to discuss integrating equity into organizational culture, specifically in relation to LWTech Strategic Planning: Integrating DEI and Mission Fulfillment into one comprehensive strategy that encompasses programs, culture, and community needs. BeCulture opened the strategic planning process with the Trustees and discussed the role of the Trustees in the planning process. During the presentation, Mr. Whitfield discussed the key elements of Board Responsibility related to watching out for the interests of constituents and delegation of programming and operations to the President and her Cabinet. Mr. Whitfield reviewed the elements of strategic planning, focusing on organizational success over time, and the importance of the critical path (or implementation plan).

The trustees considered: what internal and/or community-focused issues are you hoping the Strategic Plan will address?
- Revenue stream
- Attitude toward higher learning
- Change in political climate
- Moving towards more technical programs, healthcare/bio, and education; getting visibility to small-size company needs
- Wage gap/living gap
- Modes of teaching/how and what forms we use to teach
- Artificial intelligence – learning and teaching

Following the strategic planning session, Vice President of Administration Bruce Riveland provided an update on capital projects. The Center for Design project continues to grow in scope and cost; the Groundbreaking ceremony provides an opportunity to connect to our Land Acknowledgement process. Additionally, the college is in the midst of a remodel of Dental Hygiene space, updating the culinary kitchen with hood fans and exhaust fans, doing a science lab conversion, and a recently completed remodel of the Veterans’ Center. In addition, this year we will begin the ELC renovation, which includes relocation, new portable buildings, and expanded capacity. We also will begin the process of installing solar panels on our current buildings, as well as the future Center for Design.

Chair Wildfong called the Board Meeting to order at 3:03 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) Bob Malte John Suk Randy Scott
Dr. Amy Morrison introduced the LWTech All-Washington Scholars, Hannah Lamb and Ibrahim Ouenzar. Ms. Lamb shared plans for her future externship at Evergreen, and gratitude for her faculty member, Francie Mooney. Mr. Ouenzar shared his background in aerospace and banking, and now that he has finished his degree in computer science, he continues to look for a job to get more IT experience, as well as partnering in a company that he shares with a friend. As well, he shared thanks to Jayne Heyde for all her help in completing his program.

Chair Wildfong read the resolution honoring the All-Washington Scholars into the record.

A motion was made to accept Resolution 138 by Randy Scott, seconded by John Suk. The motion passed unanimously.

AFT and Administration provided written updates this month.

President Morrison shared:
- Thanks to Trustee Suk for attending the ACT Spring Conference.

Trustee Updates: No updates

Chair Wildfong adjourned the meeting at 3:18 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Executive Cabinet Report to Board of Trustees

Board Meeting Date: May 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 on sayings and norms within our society that have racist origins.

☒ Use data to assess the effectiveness of policies
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.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities
EDI Coordinator Brian Ramos expanded conversations with our Indigenous Community Leaders and furthered the discussion on our Land Acknowledgement and things we can do as a college beyond its use.

☒ Key conferences and events
Executive Director Britten attended Health, Healing and Learning workshop for Diversity Officers. This workshop was designed specifically for and by equity practitioners to address trauma informed practices for Diversity Officers in both public and private service.
Executive Director Britten and our Outreach Team led by Casey Melnrick meets monthly to plan the upcoming iSpace Summit supporting students from Historically Underrepresented Communities in Middle and High School.

✔️ Actively participate and engage in community activities
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 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.

Other Departmental Activities/Highlights

Executive Director Britten served as Institutional Liaison for Students participating in the Guided Pathways IDEAL Fellowship where students researched an area of concern for student success and presented their findings and recommendations for support.

Executive Director Britten attended the Advisory committee Reception and the Scholarship Reception to support fellow colleagues and students.

Executive Director Britten hosted a quarterly meeting of Diversity Officers from around the State and the Commission was welcomed by a strong message of support from Dr. Morrison.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: June 5, 2023
Submitted by: Elisabeth Sorensen
Department: Foundation

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 was pleased to facilitate and support the participation of the three LWTech staff members in the Greater Kirkland Chamber of Commerce’s upcoming DEI Symposium:

- Lisa Anderson, Assistant Director, Trio Projects
- Tien Do, Director of Trio Projects
- Mony Loeum, Assistant Director, Student Development

The theme of the symposium is “Diverse Abilities: Exploring the Spectrum of Disability in the Workplace” slated for July.

The Foundation provided $250 in funding to support LWTech’s Annual Global Accessibility Awareness Days (GAAD).

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

Applications are open for Fall 2023 Scholarships! The Foundation plans to distribute over $100,000 to hardworking, highly motivated students during this scholarship cycle.

Thank you for attending the LWTech Foundation’s Annual Scholarship Reception on May 10! The event was an incredible success!

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

The Foundation provided funding for wine at LWTech’s Annual Advisory Board Dinner on May 9, 2023. The Foundation also provided free coffee cards as tokens of appreciation for the culinary students who volunteered to prepare hors d’oeuvres at the event. Bill Shelby, President, LWTech Foundation and Elisabeth Sorensen, Executive Director, LWTech Foundation both spoke at the event.

The Foundation is pleased to provide funding for lunches and snacks for the American Board of Funeral Service Education (ABFSE) curriculum workshop hosted by LWTech on June 1 – 3.

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

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

The Foundation was pleased to provide $2,500 to fund a student trip to Washington State University during the dates of April 17 – 20. Eleven students enrolled in LWTech’s Architectural Technology Associate of Applied Science Transfer (AAS-T) participated in the trip led by Professor Bob Mandy. This program is designed for students to transfer to Washington State University to earn a Bachelor of Science in Architectural Studies. Students can apply their senior year of studies toward a Master of Architecture to earn a master’s degree in just one additional year.

Other Departmental Activities/Highlights

The Foundation is pleased to announce Stacey Cadwallader as the recipient of the 2023 LWTech Foundation Annual Distinguished Alumni Award! We will formally honor her at Commencement on June 16, 2023.
A passionate community leader, entrepreneur, wife, and mother, Stacey always dreamt of being a professional baker. When her youngest child started school, Stacey was determined to chase that dream, and enrolled in the Baking Arts program at LWTech in Fall 2015. Stacey graduated Magna Cum Laude from Lake Washington Institute of Technology in 2018, earning her Associate of Applied Science in Baking Arts. She fondly remembers participating in both the Washington State Governor’s Inaugural Ball and Annual Cookie-Fest Benefitting the MILK Fund while at LWTech, which helps families in need throughout the greater Seattle area.

Stacey embodies the transformative spirit of LWTech – she is deeply engaged in both her residential community and the greater Seattle baking community, giving generously to improve the lives of others. From donating dozens of cakes and treats each year to local clubs and bake sales, to sponsoring high school sports teams, Stacey takes great pride in lifting up those around her. Through her restaurant, The Sweet Life Bakery and Café located in Lake Stevens, Stacey annually sponsors the Lake Stevens High School Cheerleaders, Riptide Youth Baseball Club, Lake Stevens High School Soccer Team, Lake Stevens Film Festival, and Lake Stevens Miss Aquafest Pageant. She is highly regarded in her field and has provided baking demonstrations at the Evergreen State Fair and has also served as judge of the Annual Lake Stevens Baking Contest and Lake Stevens Aquafest Float Parade.

Not only is she deeply involved in her own community, but she continues to give back to Lake Washington Institute of Technology through her role on the Baking Arts Advisory Board and as a substitute instructor. Stacey enjoys working with students and helping the college evolve and grow while enabling others to find their passions and follow their own dreams.

Stacey’s former instructor, LWTech Baking Arts department chair Chef Janet Waters, says, “Although baking and running a business is a lot of work, you can tell that Stacey truly loves what she does, and it shows in her work ethic.”

In her free time, Stacey enjoys adventuring in the outdoors with her husband and six wonderful children. Congratulations to Stacey on this well-deserved honor!
Executive Cabinet Report to Board of Trustees

Board Meeting Date:  June 5, 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 and approve policies that support diverse faculty and staff recruitment, development and retention

End of Year Activities
The HR Advisory Committee is organizing an Ice Cream Social to celebrate an end to another very busy academic year. The event will take place immediately following the June All Staff In-Service where we will celebrate the retirement of Professors Sue Kuestner (Math), Karen Holum (Design), Thomas Abbott (Computing & Software), and Phil Snider (English). Our Professors are retiring after a combined 68 years of dedication to preparing students for success. We wish them a healthy and happy retirement!

The President’s Commendations will also be presented during the All Staff In-Service. Going on it’s 7th year, this event recognizes employees who exemplify LWTech’s values of Collaboration, Inclusion, Innovation, and Respect. The following is a recap of last year’s recipients:

2022 Recipients:
1. President’s Commendation for Collaboration:
   • LionsLink Project Managers and Pillar Leads
   • Outreach/Recruiting and Marketing/Communications Teams
2. President’s Commendation for Excellence in Inclusion:
   • High School Programs Team
3. President’s Commendation for Innovation:
   • Mary Powers and Amber Hisatake
   • Dental Hygiene Team
4. President’s Commendation for Respect
   • Human Resources/Payroll Team
May’s session focused on Servant Leadership, Trust & Engagement. Participants learned how to differentiate between leader as coach, leader as mentor, and leader and manager. They learned to apply tools to delegate goals while encouraging responsibility to taking action and practiced a 4-step coaching method to earn trust. Leslie Shattuck, Executive Director of Marketing and Communications wrapped up with a Personal Branding session.

Our 2022-23 LEADS session will conclude on June 6th with team presentations and a celebratory lunch prepared by Professor Sakai and our amazing Culinary Program students.

Leadership Quarterly Meeting
The Leadership Team met on May 25th. After a warm welcome by Dr. Morrison, Meena Park provided an update on the Exempt Salary Review process and Dean Sally Heilstedt facilitated a session on Cultural Humility, which LWTeach adopted as a college-wide learning outcome in Summer 2020. The session included an introductory-level look at the definition and principles of Cultural Humility and how those can be applied at work and how to use the framework it provides to create more inclusive and equitable experiences for students and colleagues.

Living Well @LWTeach
The Wellness Committee is wrapping up a busy year with 2 events:

**Self-Care Event on May 31st** where staff and faculty will come together to build their own self-care box to take home (or leave at work). A self-care box is essentially a concentrated space filled only with things that will help you – whether you need to calm down, recharge, or pick yourself back up again. The idea of this box is to provide you with things you need to get back on track during those times when it’s difficult to even comprehend self-care.

**5th Annual LWTeach @ Mariners Event on June 30th.** The committee secured discounted tickets for staff and faculty who are encouraged to bring friends, family, and significant others to enjoy a night of Mariner’s baseball against the Tampa Bay Rays. Attendees will enjoy the Special Fireworks Night following the event.

Other Departmental Activities/Highlights

Faculty Bargaining
Faculty and management continue to meet to address taskgroup assignments that are included in the current CBA. The last meeting is scheduled for May 26th before they break for the summer.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 06/05/2023
Submitted by: Tuấn Đăng
Department: Instruction Support

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 encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals

- School of Transportation received NSF Funds (Northwest Engineering and Vehicle Technology Exchange) for Electronic Vehicle Program.

- Welding students built a gift and foundation presented it to Mr. Tjossem at the scholarship reception.

- The Instruction team hosted the annual Advisory Committee Appreciation Reception on May 9th. Over 150 members attended to enjoy presentations, socializing, wine and hors d’oeuvres made by our Culinary and Baking Faculty and students.

- The college’s annual Applied Research Symposium occurred on Thursday, May 26 from 5:30-8:30pm. Over 30 students from across college programs shared the work they did individually or in teams to research a topic they identified as interesting and relevant to their field or the public more generally. Students presented scientific posters to guests from the college and community. Gratitude to the Applied Research Committee for planning and executing the event and to faculty who served as mentors to the student researchers.

- The Pre-College Project, which began in winter quarter 2023, had a successful second quarter. Faculty implemented approaches to reducing the number of vanishing students and increasing engagement and attendance in classes. These approaches were largely successful (specific data to be run in summer 2023). In brief, the Pre-College Project increases support in pre-college math and English courses in order to increase student success among some of our most vulnerable students. All of the classes are team-taught by two faculty, who apply the 4 Connections, provide instruction in study skills,
and connect students with on- and off-campus resources. One of the most compelling data points so far is that in one math class, all students passed a key exam – something that has never happened before.

- Professor Chris Smith shared that Environmental Horticulture Program had 1,057 total orders during Spring Plant Sale. 2000+ people visited our campus. More than half of those orders were from new customers who most likely had not been to our campus before. It was a great way to celebrate the college and the Environmental Horticulture program.

- Engagement and Learning hosting Nominations for Outstanding Instructor. 40 Faculty have been nominated so far. 2-3 Awardees will be announced in the Fall quarter. The monetary awards will be spent on faculty professional development or items for their department.

- Professor Bob Mandy shared that Twelve Architectural Technology students visited WSU's School of Design & Construction, on April 12th through 14th. Our students toured several multilevel architectural design studios, toured WSU fabrication lab, met with several WSU faculty, staff and students. While touring the School of Architecture, our current students interacted with a dozen of LWTech AT graduates. It was truly a transformative experience.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: June 5, 2023
Submitted by: Leslie Shattuck
Department: Marketing and Communications

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Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

The Marketing and Communications team spent May 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 74 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. The college received coverage in the following media outlets and/or is working on the following media pitches:

Media Coverage:
Everett Herald: A Snohomish artist’s quest to make monsters you can hug -
https://www.heraldnet.com/life/a-snohomish-artists-quest-to-make-monsters-you-can-hug/

KIRO News: LWTech Professor Dr. Rex Rempel speaks on need for behavioral healthcare workers

*Senator Patty Murray Website and Social Media: Senator Murray visits LWTech:

*NOTE: KOMO News was on-hand for the visit. The story has not aired at the time of this report.

Media Outreach:
1. May 8th, Board of Trustees meeting
2. All-Washington Academic Team
3. Partnership with Delta Dental
4. Senator Murray’s visit to campus
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 and Fall Quarter Open Enrollment, Workforce Development Initiatives, Office of Student Life Programs, Career Services Programs, Outreach, and Recruitment events, EDI Initiatives, Applied Research Symposium, and the following programs: Automotive Repair, Mechanical Design, Machining Technology, Illustration BAS, Business DTA, Paraeducator, Funeral Directing and Management, New Dental Assisting Certificate, School of Health Sciences, Culinary and Baking Arts, Medical Assisting and Human Resource Management BAS. The team also coordinated communications during LionsLink-related disruptions.

Key conferences and events
Leslie Shattuck virtually attended the spring Public Information Commission meeting.

Actively 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 continued their work on the Summer and Fall 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 continued their work 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.

**Photoshoots**
The team worked on a large photoshoot for Instruction that shows how reducing barriers, guaranteeing equal access, and ensuring equitable outcomes for students who are underrepresented in non-traditional career fields.

**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: June 5, 2023
Submitted by: Cathy Copeland
Department: Research & Grants

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

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

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
   The team continues to support mission fulfillment and is excited to support the new Accreditation Liaison Officer (ALO). Collaborations to date include working closely with the ALO to develop new dashboards to ensure compliance with accreditation requirements. Data related to accreditation is now available at www.lwtech.edu/data. Projects for 2023 included: updated mission fulfillment data points, collaboration to expand LWTech’s peer institution comparison groups, and supporting department-level plans. Over the summer, the team will support on-going planning efforts and applications for funding described under Goal 2.

☒ With the president, annually develop performance goals and evaluate the president’s progress towards the identified goals and the development and implementation of college initiatives
   The team supports the president’s goals through survey and assessment work such as administering the annual Employee Satisfaction Survey, which closed on March 19. Results will be presented to the trustees at a future meeting.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
   The team serves on the Equity, Diversity and Inclusion Council (EDIC) and will also assist in ensuring compliance with the Senate Bills passed by the legislature.

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

☒ Ensure the College is prepared for retraining demands post-COVID
   Support of retraining demands post-COVID is summarized under Goal 2: Evaluate and support resource development initiatives.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
The team is rebuilding data dashboards and reviewing surveys for the HR department to use in recruitment and retention.

- **Use data to assess the effectiveness of policies**
  The Research & Grants team supports this work through dashboard development and assessment. The team developed a new SharePoint site for viewing dashboards to create a “single-sign-on feel” for accessing campus data. The team is working collaboratively with departments across campus to develop/re-build data dashboards.

- **Support the college in the implementation of LionsLink**
  The team continues to support campus data needs and queries following the LionsLink (ctcLink) launch last year. The team implemented a helpdesk ticket system in collaboration with IT to track data and query requests; this system will help triage and prioritize requests for new dashboards as well. The team supports query modification and development alongside IT and works alongside the ctcLink Application Services team to support trainings.

**Board Goal 2: Evaluate and support resource development initiatives.**

- **Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support**
  The team looks forward to continuing data discussions for the Foundation following their January 2023 Foundation Board Retreat.

- **Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**
  Grant work necessitates public-private partnerships and work related to this goal is summarized below.

- **Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**
  Programs for 2022-23 include the following:

  **Title III – Strengthening Institutions**
  The team submitted an application for funding from the Department of Education and submitted a waiver for eligibility to apply. The college will request funds to support student entry to the college through improved advising and formation of enrollment teams. This grant requested $2,186,142 and the application was a tremendous cross-department collaboration.

  **College Spark Washington**
  In collaboration with the Office of EDI and other departments across college, the team is vetting proposal ideas for funding under the Education Equity Fund.

  **Strada Education Network – Community College Challenge:**
  With Green River College, Mentors in Tech, Washington Technology Industry Association and Computing for all, LWTech is a partner on a project to guide and support more students into successful technology careers. This project is one of eleven projects funded across the country and will create an employer-guided capstone course for students in the software development program and related applied science degrees. The colleges will offer a capstone course in which students pitch solutions for projects with local technology employers; employers will evaluate pitches, select teams, and provide stipends for student work; and Mentors in Tech will coordinate relationships with employers and provide guidance to student teams.
National Science Foundation (NSF)
LWTech launched a new grant to expand Open Educational Resources (OER) in Electronics Technology and Welding in 2021-22 (ATE 2100136) with $365,000 in funding from NSF; the team supported reporting on this grant over the summer. LWTech is finishing a final report for an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brought together applied baccalaureate faculty in computer science (DUE 1700629 funded at $866,882); the consortium is pursuing additional funding to continue this work for an additional four years and submitted a request for over $9M in 2022 and is waiting to hear from NSF.

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 completed hiring the Instructional Designer and eLearning Coordinator in 2022, and recently completed an annual Covid-19 student impact survey and resulting analyses.

Elementary and Secondary School Emergency Relief (ESSER) Funds for Dual Enrollments
LWTech received $1,000,000 in American Rescue Plan Elementary and Secondary School Emergency Relief (ESSER) funds to support Running Start and dual enrollment students. Funds will be used for student fees and supplies, staff time, outreach materials, and coursework development in 2022-23.

Higher Education Emergency Relief Fund
The team supported applications for funding developed under the 'Coronavirus Aid, Relief, and Economic Security' Act (CARES); Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and, the American Rescue Plan Act (ARP Act) passed by Congress. Total allocations in institutional funding to the college across all three funding acts totals nearly $10M. The team will continue to support reporting related to these funds, including quarterly and annual reporting. Information on LWTech’s work with these funds can be found at the LWTech HEERF Site. Annual and quarterly reporting is ongoing with a quarterly report posted on January 10. The team submitted the 2022 Annual Report on March 24.

Mental Health Counseling and Services Pilot Program Grant
This grant will continue in 2022-23 and will provide $250,000 over the next two years and will primarily pay for the faculty counselor’s salary, CARE team training, and another round of the Healthy Minds Survey. This will allow us to use the funds allocated for counseling for other urgent needs like another navigator in the advising office. The department also worked with the MHCSPP grant leads to develop a data tracking and assessment system for both grant reporting and ongoing counseling program assessment and the Student Services team recently completed the Fall report on the grant.

Early Learning Center
In collaboration with Congresswoman DelBene, LWTech received $1,000,000 in Community Project Funding to support the improvements to the childcare center. The team also supported a successful application for $1,000,000 to the Washington State Department of Commerce's Early Learning Facilities (ELF) grant program. The team supported the
successful receipt of $2,000,000 in funding for the new center. The team is also exploring applications for additional funding.

*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. LWTech received the initial communications from the grant-making agency in March 2023.

*Workforce Development Equipment – Electric Vehicle Certificate*
The college received $55,000 in grant funding to support the development of an Electric Vehicle Technician Certification within our long-standing Auto Repair Technology. This work will leverage electric vehicle charging stations funding by the collaboration with Senator Murray.

**Board Goal 3: Build community connections for the College.**

- **Key conferences and events**
  The team supported the campus visit from Senator Patty Murray and the Applied Research symposium.

- **Actively participate and engage in community activities**
  The team is providing one-on-one sessions on data access and Tableau data dashboards.

**Other Departmental Activities/Highlights**

Team members are also participating on data task forces on campus (e.g. Financial Aid and website redesign).
Executive Cabinet Report to Board of Trustees

Board Meeting Date: June 5, 2023
Submitted by: Ruby Hayden
Department: Student Services

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
Vice President Hayden will be co-leading an Alternatives to Violence Project (AVP) training session on May 26th. The AVP framework is built on the concepts of communication, cooperation, community building, and conflict resolution. Done through a series of questions, exercises, and activities, this training helps participants develop conflict management skills, build positive interpersonal interactions, and gain insights into their personal approach to life.

☒ Support the college in the implementation of LionsLink
Vice President Hayden continues to support several statewide committees related to implementation of specific data elements within ctcLink. Notably this month she was engaged in work related to pronoun usage and potential changes to coding students with disabilities.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development
Vice President Hayden and several members of her team, including Senior Associate Director of Financial Aid and Veteran Services Darcy Kipnis and Director of Student Development Katie Peacock and Executive Assistant April Ake, spent the majority of the past three weeks collaboration with Institutional Research and Grants and the Office of Instruction to write and submit a Title III grant to the Department of Education. If approved, the grant would begin in Fall 2023 and support transformational changes in Student Services, Instruction and Institutional Research.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities
We had 300+ attendees and 35+ employers that participated in LWTech 2023 Spring Virtual Job and Internship Fair on Wednesday 5/3/23. The event had a wide array of current job openings and internships from a variety of industries matching our programs including Business, Culinary and Baking Arts, Design, Engineering & Manufacturing, Healthcare,
Transportation and more! Throughout the event we also consistently heard super positive feedback from students, alumni, and community members/job seekers who were very pleased with the job fair. There were even a few employers that hired people on the spot! We are also truly appreciative for the event planning and support that was provided via our WorkSource – King County and Snohomish partners. We’re so proud to be able to hold an event which supports and provides opportunities to our students and alumni, furthers our business partnerships, and builds community relationships. LWTech truly makes a difference!

Other Departmental Activities/Highlights

Workforce Development
- Career Services will be offering a Graduation Workshop for all graduating students to support them in navigating the transition from graduation to working professional. The workshop will be held on Tuesday, June 6, from 1:00 – 3:00 and will include digital photos for student’s LinkedIn profiles.
- LWTech was recently awarded additional funding of approximately $40,000 to help support students that are experiencing housing insecurity. Students can be referred or directly contact the Resource Coordinator for support in accessing college and community resources, as well as funding to help prevent homelessness or access short- or long-term housing.
# LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
## Budget Planning FY 2023-2024
### SUMMARY - Operating Budget

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>FY 2023-24 Amount</th>
<th>FY 2022-23 Amount</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Budget:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Operations</td>
<td>$37,906,654</td>
<td>$37,854,872</td>
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<tr>
<td>Local Dedicated Fees</td>
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<td>$2,987,129</td>
<td>$3,285.00</td>
<td>0.1%</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>$10,686,402</td>
<td>$10,686,402</td>
<td>-$</td>
<td>0.0%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$1,036,200</td>
<td>$1,006,050</td>
<td>$30,150.00</td>
<td>2.9%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>$1,166,768</td>
<td>$1,164,417</td>
<td>$2,351.00</td>
<td>0.2%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$5,084,000</td>
<td>$5,084,000</td>
<td>-$</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Operating Budget</strong></td>
<td>$58,870,438</td>
<td>$58,782,870</td>
<td>$87,568.00</td>
<td>0.1%</td>
</tr>
</tbody>
</table>
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
TOTAL OPERATING BUDGET
BY SOURCE OF FUNDS
FY 2023-2024

STATE ALLOCATION, 43%
WORKER RETRAINING, 2%
TUITION, 14%
HIGH SCHOOL/International, 1%
Local Dedicated Fees, 7%
RESERVES, 2%
GRANTS & CONTRACT, 18%
STUDENT ACTIVITIES, 2%
FINANCIAL AID, 9%
AUXILIARY, 2%
WORKER RETRAINING, 2%
## LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
### Budget Planning FY 2023-24
#### Operating Budget
##### Comparison of Funding Sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>2023-2024 Budget Level</th>
<th>2022-2023 Budget Level</th>
<th>$ Change</th>
<th>% Change</th>
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<tbody>
<tr>
<td><strong>GENERAL OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Allocation</td>
<td>001</td>
<td>$25,603,442</td>
<td>$22,249,122</td>
<td>$3,354,320</td>
<td>13.10%</td>
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<tr>
<td>Worker Retraining</td>
<td>001</td>
<td>$1,187,198</td>
<td>$1,187,198</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total State Funds</td>
<td></td>
<td>$26,790,640</td>
<td>$23,436,320</td>
<td>$3,354,320</td>
<td>12.52%</td>
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<tr>
<td>Local Funds:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tuition</td>
<td>149</td>
<td>$8,500,000</td>
<td>$7,756,479</td>
<td>$743,521</td>
<td>8.75%</td>
</tr>
<tr>
<td>High School/International</td>
<td>146</td>
<td>$350,000</td>
<td>$380,000</td>
<td>-$30,000</td>
<td>-8.57%</td>
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<tr>
<td>Local Dedicated Fees</td>
<td>148</td>
<td>$3,920,000</td>
<td>$5,181,297</td>
<td>-$1,261,297</td>
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<tr>
<td>Reserves</td>
<td>148</td>
<td>$1,389,428</td>
<td>$4,359,147</td>
<td></td>
<td></td>
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<tr>
<td>Total Local Funds</td>
<td></td>
<td>$14,159,428</td>
<td>$17,676,923</td>
<td>-$3,517,495</td>
<td>-24.84%</td>
</tr>
<tr>
<td><strong>Total State &amp; Local Funds</strong></td>
<td></td>
<td>$40,950,068</td>
<td>$41,113,243</td>
<td>-$163,175</td>
<td>-0.40%</td>
</tr>
<tr>
<td>OTHER FUNDS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>145/146</td>
<td>$10,686,402</td>
<td>$10,686,402</td>
<td>$0</td>
<td>0.00%</td>
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<tr>
<td>Student Activities</td>
<td>522</td>
<td>$1,036,200</td>
<td>$1,006,050</td>
<td>$30,150</td>
<td>2.91%</td>
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<tr>
<td>Bookstore</td>
<td>524</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$0</td>
<td>0.00%</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>570</td>
<td>$1,048,768</td>
<td>$828,175</td>
<td>$220,593</td>
<td>21.03%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>846/849/860</td>
<td>$5,084,000</td>
<td>$5,084,000</td>
<td>$0</td>
<td>0.00%</td>
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<tr>
<td><strong>Total Other Funds</strong></td>
<td></td>
<td>$17,920,370</td>
<td>$17,669,627</td>
<td>$250,743</td>
<td>1.40%</td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td></td>
<td>$58,870,438</td>
<td>$58,782,870</td>
<td>$87,568</td>
<td>0.15%</td>
</tr>
</tbody>
</table>
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Budget Planning FY 2023-24
State Operating Budget
Comparison of Budget by Expenditure Type

<table>
<thead>
<tr>
<th>State Operating &amp; Tuition Expenditure Type</th>
<th>Code</th>
<th>FY 2023-24 Amount</th>
<th>Percent</th>
<th>FY 2022-23 Amount</th>
<th>Percent</th>
<th>Change Amount</th>
<th>Change Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>A</td>
<td>$23,767,063</td>
<td>62.70%</td>
<td>$22,342,176</td>
<td>62.19%</td>
<td>$1,424,887</td>
<td>6.00%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>B</td>
<td>$8,123,422</td>
<td>21.43%</td>
<td>$8,363,392</td>
<td>23.28%</td>
<td>-$239,970</td>
<td>-2.95%</td>
</tr>
<tr>
<td>GOOD &amp; SERVICES</td>
<td>E</td>
<td>$3,982,001</td>
<td>10.50%</td>
<td>$3,876,858</td>
<td>10.79%</td>
<td>$105,143</td>
<td>2.64%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>G</td>
<td>$267,968</td>
<td>0.71%</td>
<td>$79,350</td>
<td>0.22%</td>
<td>$188,618</td>
<td>70.39%</td>
</tr>
<tr>
<td>EQUIPMENT/CAPITAL ASSETS</td>
<td>J - K</td>
<td>$636,540</td>
<td>1.68%</td>
<td>$307,193</td>
<td>0.86%</td>
<td>$329,347</td>
<td>51.74%</td>
</tr>
<tr>
<td>FINANCIAL ASSISTANCE</td>
<td>N</td>
<td>$1,129,660</td>
<td>2.98%</td>
<td>$958,583</td>
<td>2.67%</td>
<td>$171,077</td>
<td>15.14%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$37,906,654</td>
<td>100.00%</td>
<td>$35,927,552</td>
<td>100.00%</td>
<td>$1,979,102</td>
<td>5.22%</td>
</tr>
</tbody>
</table>
# LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

## Budget Planning FY 2023-24

### State Operating Budget

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Faculty</th>
<th>Exempt</th>
<th>Classified</th>
<th>Other-Misc.</th>
<th>Benefits</th>
<th>Goods &amp; Srvs</th>
<th>Travel</th>
<th>Equip/Asset</th>
<th>Financial Assistance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>011-018</td>
<td>INSTRUCTION</td>
<td>$11,076,239</td>
<td>823,357</td>
<td>808,148</td>
<td>11,564</td>
<td>4,192,612</td>
<td>800,567</td>
<td>11,000</td>
<td>215,522</td>
<td>0</td>
<td>17,939,009</td>
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<tr>
<td>042-044</td>
<td>INSTRUCTION ADMIN</td>
<td>$202,759</td>
<td>989,532</td>
<td>337,620</td>
<td>29,500</td>
<td>478,457</td>
<td>98,989</td>
<td>24,800</td>
<td>0</td>
<td>0</td>
<td>2,161,657</td>
</tr>
<tr>
<td>051</td>
<td>LIBRARY</td>
<td>$189,353</td>
<td>0</td>
<td>169,380</td>
<td>0</td>
<td>148,770</td>
<td>92,090</td>
<td>700</td>
<td>6,000</td>
<td>0</td>
<td>606,293</td>
</tr>
<tr>
<td>061-064</td>
<td>STUDENT SERVICES</td>
<td>$447,436</td>
<td>1,890,728</td>
<td>111,500</td>
<td>92,723</td>
<td>876,687</td>
<td>310,915</td>
<td>173,193</td>
<td>0</td>
<td>1,129,660</td>
<td>5,032,842</td>
</tr>
<tr>
<td>081-086</td>
<td>Institutional Support</td>
<td>$6,300</td>
<td>4,324,439</td>
<td>641,716</td>
<td>81,382</td>
<td>1,823,867</td>
<td>1,555,777</td>
<td>57,691</td>
<td>396,312</td>
<td>0</td>
<td>8,887,484</td>
</tr>
<tr>
<td>091-097</td>
<td>Plant Ops &amp; Maintenance</td>
<td>$0</td>
<td>368,529</td>
<td>1,140,678</td>
<td>24,180</td>
<td>603,029</td>
<td>1,123,663</td>
<td>584</td>
<td>18,706</td>
<td>0</td>
<td>3,279,369</td>
</tr>
</tbody>
</table>

---

### SOURCE OF FUNDS:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 General Allocation</td>
<td>$15,559,974</td>
</tr>
<tr>
<td>001 Worker Retraining</td>
<td>$1,187,198</td>
</tr>
<tr>
<td>001 Earmarks &amp; Provisos</td>
<td>$10,043,468</td>
</tr>
<tr>
<td>149 Tuition</td>
<td>$8,500,000</td>
</tr>
<tr>
<td>146 High School/International</td>
<td>$350,000</td>
</tr>
</tbody>
</table>

TOTAL | $35,640,640 |

Reserves - Increase (Decrease) | (2,266,014) |
Lake Washington Institute of Technology
Multilingual Translation Compensation Policy
Chapter 3.P.44

Approval

Situation

The College has been utilizing multilingual staff volunteers to assist with translation/interpreter services to better serve our non-English speaking community. We recognize the need for a consistent and equitable approach to compensate our multilingual employees for providing their services. As such, we would like to propose an addition to Policy Chapter 3: Human Resources as follows:

Chapter 3.P.44 Multilingual Translation Compensation

The College, in an effort to better serve our multilingual community, will offer additional compensation to employees to utilize their multilingual skills as interpreters and/or translators, on an as needed basis. Multilingual translation compensation for Academic and Classified employees is set forth in their respective collective bargaining agreements. Administrative employees are compensated at $200 per quarter. The employee must initiate the request to be compensated for these skills which must be pre-approved by the supervisor prior to completion of any work. Employees must agree to have their name and languages shared broadly with other employees at the college to be eligible.

Recommendation: That the Board of Trustees approve Chapter 3.P.44 Multilingual Translation Compensation Policy.
Lake Washington Institute of Technology
Honorary Degree Policy
Chapter 4.P.22

Approval

Situation

The Board of Trustees adopted an Honorary Degree procedure in 2015 in accordance with the Revised Code of Washington (RCW). However, the procedure was not codified into policy. To close the loop on this administrative process, we would like to propose an addition to Policy Chapter 4: Instruction as follows:

Chapter 4.P.22 Honorary Degree Policy

In accordance with state statute RCW 28B.50.140(12), upon recommendation of the faculty the Board of Trustees may confer an honorary associate of arts degree or bachelor of applied science degree to a person other than a graduate of Lake Washington Institute of Technology, in recognition of their learning or devotion to education, literature, art, or science.

Recommendation: That the Board of Trustees approve Chapter 4.P.22 Honorary Degree Policy.
## Item 1142
### Board Schedule 2023-2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16th</td>
<td>1 pm – 5 pm</td>
<td>Strategic Planning Session/Retreat</td>
</tr>
<tr>
<td>November 13th</td>
<td>4 – 6 pm</td>
<td></td>
</tr>
<tr>
<td>December 11th</td>
<td>4 pm – 6 pm</td>
<td></td>
</tr>
<tr>
<td>January 8th</td>
<td>12 pm – 2 pm</td>
<td></td>
</tr>
<tr>
<td>February 12th</td>
<td>4 pm – 6 pm</td>
<td></td>
</tr>
<tr>
<td>March 4th</td>
<td>4 pm – 6 pm (if needed)</td>
<td></td>
</tr>
<tr>
<td>March 11th</td>
<td>12 pm – 4 pm</td>
<td></td>
</tr>
<tr>
<td>April 8th</td>
<td>4 pm – 6 pm</td>
<td></td>
</tr>
<tr>
<td>May 13th</td>
<td>9 am – 4 pm</td>
<td>Retreat</td>
</tr>
<tr>
<td>June 3rd</td>
<td>12 pm – 2 pm</td>
<td></td>
</tr>
</tbody>
</table>
Board Officers

**Situation:**
Board Policy 1.P.04.2 provides for the yearly election of Board Officers:

The Board elects the Chair and Vice Chair every year. Their office term starts October 1 and continues until the Board appoints or qualifies a successor. If a vacancy occurs, the Board elects successors to hold office for the unexpired term.

**Recommendation:**
That the Board of Trustees elects a Chair and Vice Chair to serve for one year beginning October 1, 2023.