Board of Trustees Meeting

February 12, 2024
4 p.m. to 6 p.m.
Kirkland Campus
W305 | Hybrid
Board of Trustees Meeting

Monday, February 12, 2024
4 p.m. to 6 p.m.
W305B Board Room; West Building

Study Session

LWTechUP Strategic Plan Update
James Whitfield
Kristen Whitfield

Updates on Center for Design
Chris McLain

Tenure Process Review
Dr. Mike Potter

Board of Trustees Meeting

Land Acknowledgment
John Suk
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
John Suk

Consent Calendar:
John Suk
- Approval of Agenda
- Minutes, January 8, 2024

General Discussion

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

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
Rebecca Talbot-Bluechel

President
Dr. Amy Morrison

Board Chair Update
John Suk

Trustees Activities Update
Trustees

Foundation Liaison Update
Laura Wildfong

Financial Summary
Bruce Riveland 3

Administration
Executive Cabinet 4

Action Items

Item 1153: ASG Constitution (first read) Ilai Jaervinen 5
Dr. Sheila Walton

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
January 8, 2024, Board of Trustees Meeting  
12 p.m. to 2:30 p.m.  
Hybrid Meeting

Chair John Suk opened the Board Study Session at 12:09 p.m. by introducing Robert Britten for an update on the 2022-2023 EDI Strategic Plan. Executive Director Britten provided an overview of EDI work at LWTech to prepare and work on the 2022-2023 EDI Strategic Plan, including work with the EDI strategic planning task force and multiple reviews by Executive Cabinet that resulted in three EDI goals that were aligned with the college’s Mission Fulfillment Plan. The trustees engaged with Executive Director Britten around the concepts of culture and how EDI and the college culture continue to align.

Following, Executive Director Cathy Copeland gave an update on LWTech’s current grants and grant proposals, including focusing on how the college sets grant priorities, grant success rates, and future opportunities, including federal funding for TRIO, NSF STEM scholarships, and Solar array support.

Vice President Bruce Riveland then provided an overview and training session on the college’s budget reporting, including an explanation of the state fund accounting system that impacts the monthly reporting.

Chair Suk called the Board Meeting to order at 1:23 p.m. with the LWTech Land Acknowledgment. The consent agenda was approved.

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

LWTech Faculty, Staff, Students, and Community Members:  
Dr. Amy Morrison  Dr. Ruby Hayden  Sally Heilstedt  
Cathy Copeland  Dr. Aparna Sen  Dr. Sheila Walton  
Bruce Riveland  Chris McLain  Priyanka Pant  
Meena Park  Darcy Kipnis  Lisa Meehan  
Elsa Gossett  Rebecca Talbot  Jason Sobottka  
Robert Britten  Dr. Mike Potter  Katie Stewart  
Elisabeth Sorensen  Vicki Chew
AFT Update: Co-Chair Jason Sobottka provided an update on AFT bargaining. Nominations have been solicited for new executive board members and elections will be held most likely in February. AFT will be lobbying on MLK Jr. Day in Olympia on behalf of the faculty and the college.

President’s Update:
President Morrison provided an update on:
- Good news! Initial enrollment in Winter Quarter is up 20% year over year
- Several Inservice opportunities at the end of last quarter and beginning of this quarter which provided time to engage in strategic planning work, and presentations on employee support, resilience, the SBCTC strategic plan, and additional equity work
- Legislative lobbying will be on January 25th for the supplemental legislative session. This session’s request coordinated by SBCTC will be for additional funding for the BS in Computer Science.
- We are moving forward with the bid process for the Center for Design, and hope to have an update on the bid in February.
- January meetings will include the WACTC President’s Meeting, the Guided Pathways Meeting, the January NWCCU Commission Meeting
- Many thanks to the Board and to President Morrison’s colleagues for their support both preparing for the ability to connect and provide flexibility with online and hybrid access, and in the short term as she has connected to activities over the last week remotely.
- Inspections for the Early Learning Center continue, and meetings are held weekly to continue coordinating the upcoming construction projects on campus.

Board Chair update: Chair Suk noted optimism as we have the opportunity to succeed and continue throughout 2024, and appreciation towards the faculty and staff in teaching and learning as we enter into this new year.

Trustee Updates: There were no additional trustee updates.

Foundation Liaison Update: Trustee Wildfong reported the Foundation has raised more than $509,000 for the 2023 Bright Futures Benefit Week. Additionally, a donor has given an amazing one-time gift of $150,000 for spring scholarships.

Financial Updates: Vice President Riveland reported we continue to monitor spending to make sure we don’t run into deficit spending for this year. Associate Vice President Darcy Kipnis provided a brief overview of the financial aid fund accounts, including grant aid, financial aid, work study, and state financial aid.
Executive Cabinet Reports: Reports from Cabinet members were included in the Trustee information packet. There were no additional questions for Cabinet members.

Action Items:

Item 1151: 2023-2024 Board Goals
Chair Suk presented the 2023-2024 Board Goals. Discussion ensued to add a statement that the Board Goal #1 will include “approving the new Strategic Plan.” Trustee Malte moved to approve as amended; Trustee Scott seconded. The motion was approved.

Chair Suk adjourned the meeting at 2:01 p.m.

Respectfully submitted,

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

Board Meeting Date: 2/12/2024
Submitted by: Ilai Jaervinen, ASG Vice President
Department: Office of Student Life

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

We have finally started to act on our idea of LQBTQ+ and Black Lives Matter crosswalks on campus; an idea brought to ASG by VP Hayden from Cabinet. We are working with Facilities to assist with vendor selection based on design criteria. Two or more crosswalks will be painted with corresponding colors to create a sense of community and equity within our college. The RISE and Veterans Centers are hosting various Black History Month activities for students.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The Veterans Center is hosting a transfer fair for our students to learn about transferring to other colleges and universities and provide information on transferring to LWTech bachelor programs. Scheduled for March 5 and 6.

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

Other Departmental Activities/Highlights

1. We have finally approved the new constitution for ASG and rewritten our By-Laws; now two separate documents. The biggest changes that were made included updating our mission statement and changing the ASG officer titles. We are currently in the process of getting the By-Laws approved by Dr. Hayden.
2. At the start of this year, we faced some significant challenges when three of our officers gave up their position in ASG. We are in the process of hiring new people for the open positions and so far had success in getting many candidates interested in ASG.

3. ASG has started the S&A and Tech Fee committees for budgeting student dollars for fiscal year 2025.

4. The Wellness Center was open until 6pm in fall quarter, but didn’t get many students during the late hours. This quarter, the hours were changed back to 4:30pm. Some students really wanted those late hours back. The Center is seeking approval to complete a survey of students to get more information about extended hours, as well as for the types of programs they’d like to see available.

5. ASG has been working on creating the first ever club council on LWTech. The idea started this fall, and has continued to grow as we figure out the structure of it.
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
BOARD OF TRUSTEES – February 2024  
Monthly Financial Summary – December 2023

Attached are the following financial reports:

1. Statement of Revenue and Expenditures by Fund Source  
2. Statement of Revenue and Expenditures and Fund Balance  
3. Budget Status – Operating Budget by Fund Source

Summary Report:

- The College is at the midpoint of the fiscal year (50%). As of this time, we remain optimistic regarding the financial outlook for the year. Enrollments for Fall Quarter ended 12% higher than the prior year. Tuition revenues for Summer and Fall Quarters are up significantly compared to the prior year. At this time, given the enrollment trends, the budget outlook remains neutral moving forward. We now will monitor enrollments for Winter Quarter which are currently up over 11% compared to the prior year.

- For year to date, revenues total approximately $26.7 million, down 8.3% from the prior year. This is primarily due to an increase in the state allocation, fees and grant revenues. Expenditures total approximately $26.1M and are down 21% from the prior year. This reflects lower facilities, campus safety and financial aid expenditures compared to last year.

- For all funds, expenditures exceed revenues by approximately $583K. For the general and self-supporting funds, expenditures exceed revenues by approximately $979K.

- As of December 31, the College has a total fund balance for all funds of approximately $9.6M. As of December 31, the general operating reserve totals approximately $4.8M (11.7%). This number will decline as expenditures are incurred in the last half of the year.

- For the general fund budget, expenditures total approximately $16.6M and are up approximately 17.5% compared to the prior year. Cost of living increases for employee salaries and related benefits constitute the majority of this increase. Travel spending has returned to pre-pandemic levels. These higher expenses are a concern at this point because they exceed additional income. Revenue is up nearly 11% compared to the prior year. This primarily reflects a larger allocation from the state, a tuition increase and increased enrollments for the first six months of the year.

- For self-supporting fund activities, expenditures total approximately $1.9 million while revenues total approximately $2.7 million. As of December 31, revenues exceed expenditures by approximately $870K. There are no areas of concern at this time.
## Statement of Revenue and Expenditures by Fund Source

FY2023-24

### REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget to Date</th>
<th>Balance</th>
<th>Received</th>
<th>12/31/2022</th>
<th>Prior Year as of 12/31/2022</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>26,634,344</td>
<td>11,880,054</td>
<td>14,754,290</td>
<td>44.60%</td>
<td>13,874,746</td>
<td>(1,994,692)</td>
<td>-14.38%</td>
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<tr>
<td>149</td>
<td>Tuition</td>
<td>8,550,923</td>
<td>4,859,988</td>
<td>3,696,425</td>
<td>56.80%</td>
<td>2,354,266</td>
<td>2,354,266</td>
<td>110.91%</td>
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<tr>
<td>149</td>
<td>Other/Investment</td>
<td>42,000</td>
<td>0</td>
<td>42,000</td>
<td></td>
<td>882,000</td>
<td>(882,000)</td>
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</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,810,622</td>
<td>4,289,355</td>
<td>521,567</td>
<td>89.16%</td>
<td>2,042,830</td>
<td>2,042,830</td>
<td>109.97%</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>7,067,019</td>
<td>3,882,209</td>
<td>3,184,810</td>
<td>54.93%</td>
<td>1,273,914</td>
<td>2,698,266</td>
<td>204.76%</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,406,541</td>
<td>1,112,379</td>
<td>294,162</td>
<td>79.09%</td>
<td>363,486</td>
<td>748,893</td>
<td>206.03%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>80,000</td>
<td>65,422</td>
<td>14,578</td>
<td></td>
<td>73,607</td>
<td>(8,185)</td>
<td>-11.12%</td>
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<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>695,597</td>
<td>(185,597)</td>
<td></td>
<td>89,489</td>
<td>606,109</td>
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<td>569</td>
<td>Food Service</td>
<td>-0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>698,705</td>
<td>370,860</td>
<td>327,845</td>
<td>53.08%</td>
<td>435,767</td>
<td>(64,907)</td>
<td>-14.89%</td>
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<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>(493,089)</td>
<td>8,193,089</td>
<td></td>
<td>7,564,848</td>
<td>(6,057,936)</td>
<td>-106.52%</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>57,505,964</td>
<td>26,662,785</td>
<td>30,843,169</td>
<td>46.37%</td>
<td>28,904,972</td>
<td>(2,242,187)</td>
<td>-7.76%</td>
</tr>
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</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>Expended</th>
<th>Balance</th>
<th>Expended</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>37,338,631</td>
<td>16,618,078</td>
<td>20,720,553</td>
<td>44.51%</td>
<td>22,943,891</td>
<td>(6,325,813)</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated</td>
<td>2,885,472</td>
<td>1,261,894</td>
<td>1,623,578</td>
<td>43.73%</td>
<td>1,584,497</td>
<td>(322,602)</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>4,555,232</td>
<td>3,766,232</td>
<td>792,000</td>
<td>82.62%</td>
<td>1,114,580</td>
<td>2,651,651</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,517,217</td>
<td>656,843</td>
<td>860,374</td>
<td>43.29%</td>
<td>875,084</td>
<td>(218,221)</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>20,000</td>
<td>64,866</td>
<td>(44,866)</td>
<td>324.33%</td>
<td>20,085</td>
<td>44,781</td>
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<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>58</td>
<td>509,942</td>
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<td>510,000</td>
<td>(509,942)</td>
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<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>500,000</td>
<td>314,267</td>
<td>185,733</td>
<td>62.85%</td>
<td>225,590</td>
<td>88,677</td>
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<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>3,375,655</td>
<td>4,324,345</td>
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<td>5,898,702</td>
<td>(2,523,047)</td>
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<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>55,029,552</td>
<td>26,057,893</td>
<td>28,971,659</td>
<td>47.35%</td>
<td>33,172,408</td>
<td>(7,114,516)</td>
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### Change

<table>
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<tr>
<th>Description</th>
<th>Expended</th>
<th>Balance</th>
<th>Expended</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>55,029,552</td>
<td>26,112,628</td>
<td>29,186,924</td>
<td>47.22%</td>
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</table>

### Total Revenue Over(under) Expend

2,476,402 583,548
## Statement of Revenue and Expenditures and Fund Balance

### thru month ended December 31, 2023

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>12/31/2023 Balance</th>
<th>12/31/2022 Balance</th>
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</thead>
<tbody>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td>0</td>
<td>11,880,054</td>
<td>11,880,054</td>
<td>0</td>
</tr>
<tr>
<td>149 Tuition</td>
<td>(324,067)</td>
<td>4,859,998</td>
<td>4,738,024</td>
<td>(202,094)</td>
</tr>
<tr>
<td>Other/Investment</td>
<td>75</td>
<td>75</td>
<td>(75)</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>(323,992)</td>
<td>4,859,998</td>
<td>4,738,024</td>
<td>(202,018)</td>
</tr>
<tr>
<td>148 Local Dedicated Fund</td>
<td>3,142,871</td>
<td>4,289,355</td>
<td>1,261,894</td>
<td>6,170,331</td>
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<td>145 Grants &amp; Contracts</td>
<td>494,070</td>
<td>1,670,113</td>
<td>1,472,275</td>
<td>691,908</td>
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<td>146 Grants &amp; Contracts</td>
<td>1,496,980</td>
<td>2,212,097</td>
<td>2,093,957</td>
<td>1,415,120</td>
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<td>522 Student Activities</td>
<td>1,846,410</td>
<td>1,112,379</td>
<td>656,843</td>
<td>2,301,946</td>
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<tr>
<td>524 Bookstore</td>
<td>337,166</td>
<td>65,422</td>
<td>64,866</td>
<td>337,722</td>
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<tr>
<td>528 Facilities/Safety</td>
<td>206,914</td>
<td>695,597</td>
<td>58</td>
<td>902,453</td>
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<tr>
<td>569 Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>102,008</td>
<td>370,860</td>
<td>314,267</td>
<td>158,601</td>
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<tr>
<td>846/849/850/860 Financial Aid</td>
<td>1,407,045</td>
<td>(493,089)</td>
<td>3,375,655</td>
<td>(2,461,700)</td>
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<tr>
<td><strong>Total Operating</strong></td>
<td>8,799,472</td>
<td>14,782,731</td>
<td>14,177,839</td>
<td>9,314,365</td>
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<tr>
<td>440 Central Stores</td>
<td>7,710</td>
<td>1,557</td>
<td>2,822</td>
<td>6,445</td>
</tr>
<tr>
<td>448 Printing/Copying</td>
<td>312,862</td>
<td>25,834</td>
<td>51,914</td>
<td>286,782</td>
</tr>
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<td>840 Agency</td>
<td>34,154</td>
<td>6,000</td>
<td>0</td>
<td>40,154</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>354,725</td>
<td>33,391</td>
<td>54,736</td>
<td>(245,254)</td>
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<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>9,064,197</td>
<td>26,696,176</td>
<td>26,112,628</td>
<td>9,647,745</td>
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<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>9,064,197</td>
<td>26,696,176</td>
<td>26,112,628</td>
<td>9,647,745</td>
</tr>
</tbody>
</table>

### Total All Funds

| 9,064,197 | 26,696,176 | 26,112,628 | 9,647,745 | 19,400,952 |

### General Operating Reserve

- **5,776,588**
- **4,843,945**
- **14,623,565**

**% of Operating Budget as of 12/31/2021**: 11.67%

**General Operating Reserve**: 6,228,615

**Target**: 15%
## LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Budget Status - Operating Budget FY23-24
thru month ended December 31, 2023

### General Funds 001/149

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$24,835,643</td>
<td>$24,835,643</td>
<td>$10,948,294</td>
<td>$11,260,000</td>
<td>$2,627,349</td>
<td>$9,467,956</td>
<td>15.64%</td>
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<td>Benefits</td>
<td>$8,874,570</td>
<td>$8,874,570</td>
<td>$3,701,026</td>
<td>$4,166,200</td>
<td>$1,007,344</td>
<td>$3,379,497</td>
<td>9.51%</td>
</tr>
<tr>
<td>Goods &amp; Services*</td>
<td>$1,324,869</td>
<td>$1,324,869</td>
<td>$1,711,008</td>
<td>$1,196,282</td>
<td>(1,582,422)</td>
<td>675,198</td>
<td>153.41%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$493,503</td>
<td>$493,503</td>
<td>$381,387</td>
<td>$126,853</td>
<td>(14,737)</td>
<td>295,112</td>
<td>29.23%</td>
</tr>
<tr>
<td>Travel</td>
<td>$104,081</td>
<td>$104,081</td>
<td>$50,117</td>
<td>$37,482</td>
<td>$16,462</td>
<td>42,234</td>
<td>18.66%</td>
</tr>
<tr>
<td>Grants, Client Services</td>
<td>$1,292,855</td>
<td>$1,292,855</td>
<td>$484,828</td>
<td>$584,357</td>
<td>$223,670</td>
<td>293,562</td>
<td>65.15%</td>
</tr>
<tr>
<td>HS Academy Transfer</td>
<td>(1,758,432)</td>
<td>(1,758,432)</td>
<td>(535,489)</td>
<td>(834,829)</td>
<td>(388,114)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(668,961)</td>
<td>(110,115)</td>
<td>(485,026)</td>
<td>(73,820)</td>
<td>-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$35,167,089</strong></td>
<td><strong>$34,598,128</strong></td>
<td><strong>$16,631,057</strong></td>
<td><strong>$16,051,319</strong></td>
<td><strong>$1,815,752</strong></td>
<td><strong>$1,153,559</strong></td>
<td><strong>17.00%</strong></td>
</tr>
</tbody>
</table>

### Revenue Category

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Allocations</td>
<td>$25,684,532</td>
<td>$26,634,344</td>
<td>$11,880,054</td>
<td>-</td>
<td>$14,754,290</td>
<td>$10,986,082</td>
<td>8.14%</td>
</tr>
<tr>
<td>Tuition</td>
<td>$7,756,479</td>
<td>$8,556,423</td>
<td>$4,859,998</td>
<td>-</td>
<td>$3,696,425</td>
<td>$4,108,323</td>
<td>18.30%</td>
</tr>
<tr>
<td>Investment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$33,441,011</strong></td>
<td><strong>$35,190,767</strong></td>
<td><strong>$16,740,052</strong></td>
<td><strong>$16,051,319</strong></td>
<td><strong>$18,450,715</strong></td>
<td><strong>$15,094,405</strong></td>
<td><strong>10.90%</strong></td>
</tr>
</tbody>
</table>

**Revenue Over (Under) Expenditure** $1,726,078 $692,639 $108,995 $940,846
# Lake Washington Institute of Technology
## Budget Status - Operating Budget FY23-24
### thru month ended December 31, 2023

<table>
<thead>
<tr>
<th>Self Supporting Fund 148</th>
<th>Expenditure Category</th>
<th>Budget Approved</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salaries</td>
<td>$1,325,664</td>
<td>959,243</td>
<td>$507,796</td>
<td>$660,000</td>
<td>121.74%</td>
<td>$540,875</td>
<td>-6.12%</td>
</tr>
<tr>
<td></td>
<td>Benefits</td>
<td>516,370</td>
<td>596,617</td>
<td>188,972</td>
<td>257,400</td>
<td>74.82%</td>
<td>282,236</td>
<td>-33.04%</td>
</tr>
<tr>
<td></td>
<td>Goods &amp; Services</td>
<td>1,666,524</td>
<td>1,124,825</td>
<td>503,348</td>
<td>604,897</td>
<td>98.53%</td>
<td>440,332</td>
<td>14.31%</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>19,500</td>
<td>22,875</td>
<td>52,716</td>
<td>0</td>
<td>230.45%</td>
<td>12,337</td>
<td>234.30%</td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td>4,300</td>
<td>43,803</td>
<td>8,962</td>
<td>35,789</td>
<td>102.16%</td>
<td>12,681</td>
<td>-29.33%</td>
</tr>
<tr>
<td></td>
<td>Grant/Client Services</td>
<td>0</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Transfer of Charges</td>
<td>1,307,733</td>
<td>1,307,733</td>
<td>632,845</td>
<td>671,534</td>
<td>99.74%</td>
<td>150</td>
<td>-33.33%</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td>$4,840,091</td>
<td>$4,055,096</td>
<td>$1,894,739</td>
<td>$2,229,620</td>
<td>($69,263)</td>
<td>$1,288,610</td>
<td>47.04%</td>
</tr>
</tbody>
</table>

| Revenue Category         | Inst. Program Fees   | $1,437,876      | $1,785,234      | $1,613,515    | 365,297   | (193,578)             | $1,393,490       | 15.79%      |
|                          | Inst. Ancillary Rev. | 537,322         | 537,322         | 95,337        | 441,985   | 17.74%                | 119,508          | -20.23%     |
|                          | Testing              | 25,700          | 25,700          | 99,490        | (73,790)  | 387.12%               | 7,020            | 1317.24%    |
|                          | Other Fees & Income  | 2,313,788       | 1,971,430       | 956,478       | 1,014,952 | 48.52%                | 127,448          | 650.48%     |
|                          | Excess Enrollment Tuition & Fees | 0 | 0 | 0 | - | - | - | - | - |
|                          | **Total Revenue**    | $4,314,686      | $4,319,686      | $2,764,821    | $365,297  | 72.46%                | $1,787,626       | 54.66%      |
|                          | **Total Revenue over Expend.** | $(525,405) | $264,590 | $870,081 | $499,015 | |

*Monthly Financial Statement Dec 2023 BOT  2/5/2024*
Salaries
Benefits
Goods & Services
Capital Assets (kJ)
Travel (G)
Grants, Client Services (N)
Program Supplies, Services (S)
HS Academy
International Tmf
Transf of Charges
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 2/12/2024
Submitted by: Elisabeth Sorensen
Department: LWTech Foundation

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The Foundation is pleased to support LWTech’s Diversity Social Justice (DSJ) Week by purchasing gift cards for participation.

The Foundation funded light refreshments for LWTech’s Community Resource Fair on January 24.

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

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

GREAT NEWS! Longtime, generous donor Bob Tjossem made a gift of $100,000 to the LWTech Foundation bringing The Tjossem Family Endowed Scholarship Fund to $1,000,000! The Tjossem Family Endowed Scholarship awards between 40 to 50 scholarships to hardworking, highly motivated students in the amount of $1,000 annually. The LWTech Foundation Staff is brainstorming several ways to celebrate Bob’s unprecedented and amazing investment in our students!

Nominations for the 2024 Lake Washington Institute of Technology Distinguished Alumni Award are open through March 15, 2024.

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

Applications close for Spring 2024 scholarship on Thursday February 1. Thanks to the incredible generosity of our donors, the Foundation will award over $300,000 in student scholarships for Spring 2024.
The Foundation is pleased to fund conference fees in the amount of $1,400 for several Funeral Student Education students to attend Terracon, a symposium on human composting.

The Foundation is pleased to fund the participation of several students enrolled in Transportation, Logistics and Supply Chain Management Program in a hybrid “Follow the Supply Chain” study abroad program. Students will participate in virtual workshops with experts, students, and professionals from both Vietnam and Washington State to learn more about global supply chain issues. The program will culminate with a study abroad trip to Vietnam in early September 2024.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 2/24/2024
Submitted by: Meena Park, Vice President of Human Resources
Department: Human Resources/Payroll

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. "Other Departmental Activities/Highlights" at the end of the report includes additional project information.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

HR Advisory Committee (HRAC): Hot Cocoa Bar
The HRAC kicked off 2024 and Winter Quarter In-Service with a Hot Cocoa Bar. Staff and faculty had an opportunity to catch up while enjoying hot cocoa, coffee, and conversation.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways

LEADS

January’s session was all about Equity, Diversity, and Inclusion. Professor Sharon Raz kicked off the session with an in-depth discussion on our identities and their impact. Executive Director of EDI, Robert Britten, wrapped up the session discussing what leadership looks like at different levels and challenging participants to consider the impacts of ‘generational leadership, identity, equity, and how to leverage their experiences to place themselves and their organizations in the best position to succeed.

Leadership Quarterly Meeting
Robin Desilet, IT Training Coordinator, facilitated a training session on Microsoft Teams Tips for Collaboration: Setting up Teams and Channels. In this informative session, participants learned when it's best to use a Team/Channel instead of a chat, how to set up a new Team/Channel, and some helpful tips for increasing collaboration within the Team.

Other Departmental Activities/Highlights

Union Bargaining
Faculty bargaining resumed on January 26th with discussions on emergency closure, personal leave, and reduced transit cards.
The Classified Administrative Support and Administrative teams have identified and prioritized mutual topics for discussion. On January 25th, the teams completed discussion on the topic of Instructional Support Technician schedules and pay transparency.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 2/1/2024
Submitted by: Chris McLain
Department: Information Technology

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

ITS:
- We are launching MFA for Students on Wednesday 1/31
- Still working with JAMF to get LWTech Apple Devices under more control
- Planning Firewall replacement for 4-1-24. We have Pricing on equipment waiting to hear about implementation costs. This will be a substantial upgrade to our network security infrastructure.
- New Helpdesk staff settling in well to their new role.

Application Services:
- Continue to work with Student Services Division and EAB vendor to improve Legend and Degree planner platforms.
- MFA roll-out for students - LWTech Okta account starts 1/31
  - Communication plan involved the following:
    - Emails to students at LionsLink preferred and student email
    - Emails to all college employees
    - Digisigns and Screensavers
    - Website Ticker
    - Canvas Messages
    - Specialized communication and planning for student populations who utilize the Essential Skills office
  - LWTech ITS webpage updated with step by step videos and written directions
    - Current Student MFA Video has received 210 reviews since 1/16. This is 1 out of 4 videos created for the roll-out
- Active Application Services team committee participation in College Collaboration Group, SASI College Advisory Group and Fraudulent Application Sub-Group
- Partnered with Finance Office Staff and SBCTC ctcLink FSCM pillar support staff to find solution to ER226 proposal.
Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

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

This month, the President’s Office spent time supporting visits from the Snoqualmie Tribal Council and participating in workshops offered by the Office of EDI from speaker Jerod Grant. Additionally, Elsa looks forward to joining in the college book group led by the EDI team. The President’s Office supported the college’s most recent Inservice at the start of Winter Quarter which included an equity training by Robert Britten.

As we continue with our strategic planning work, we have built a SharePoint site for the college community sharing feedback and presentations related to this process. As part of that work, we are connecting the college’s Dashboards pages to the strategic planning pages, to remind people where to find data related to our mission and also to reinforce the primacy of focus on our disaggregated data that shows our equity outcomes.

Elsa continues to work with the Strategic Planning Workgroup, College Council and the Policy Review Committee to advance strategic planning work. As well, Elsa serves on the Institutional Planning and Effectiveness Council, the EDI Council, and as an ad hoc member of the HR Advisory Committee.

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

This month, Elsa joined colleagues from Instruction and EDI at the SBCTC Guided Pathways Executive Retreat to reflect on reinvestment in the Guided Pathways principles, but also in particular to discuss centering equity in pathways work. Also this month, College Council welcomed Dr. Mike Potter to present on Credit for Prior Learning, which, if recommended, will include an update to college policy. Next month, College Council will hear from Katie Peacock about the new collaborative advising model that is being implemented with support from our Title III grant to substantially continue our Guided Pathways efforts. College Council leads the shared governance process at the college, which is a mechanism also for Guided Pathways efforts and college communication and feedback.
Other Departmental Activities/Highlights

The President's Office team is leading planning efforts for the soon-to-be announced Groundbreaking Ceremony for the new Center for Design. We're crossing our fingers for an April event - keep your eyes on your inboxes! 😊

Elsa continues to serve this year as a LEADS team mentor.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 2/12/2024
Submitted by: Leslie Shattuck
Department: Marketing and Communications

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. "Other Departmental Activities/Highlights" at the end of the report includes additional project information.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

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

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

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

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

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

Other Departmental Activities/Highlights

Public Relations
The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. Media coverage included an article in 425 Magazine:

Shifting Schools: Inside How Local Institutions Are Keeping Things Current
Social Media
The team conducted social media outreach which included posts on Instagram, Facebook, and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted Program Info Sessions, Foundation Scholarships, Winter and Spring Quarter Open Enrollment, Workforce Development Initiatives, the Community Resource Fair, and Career Services Programs, EDI Initiatives, and the following programs: Automotive Repair, Mechanical Design, School of Manufacturing and Engineering, Education Paraeducator, Dental Assisting Certificate, School of Health Sciences, Early Childhood Education, PCB Technician, Computer Science BS, Culinary and Baking Arts, and Human Resource Management BAS. The team also coordinated communications during campus weather delays and closures, LionsLink-related disruptions and the recent student multifactor change for students.

Advertising Campaign
The team continued monitoring Spring ad campaign. Ads are running on Digital Search, Digital Display (banner ads), and Facebook and Instagram in the college’s service area from January 8 through February 4, and again February 26 through March 18. The paid campaign is supported through organic social media outreach and engagement.

Website
The team continued their extensive work on the website accessibility remediation and new website design project, in partnership with the Department of Education’s Office of Civil Rights. Both projects will run through this academic year.

Transformations Magazine
The team worked on the development of the 2024 edition of Transformations magazine.

Programs and Department Support
The team worked on urgent, enrollment-driven marketing projects for various departments throughout the college.

Digisign Monitors
The team created Digisign posters that ran on the screens around campus.

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

Foundation Support
The team work supported the Foundation through website support.

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

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

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

Board Meeting Date: 2/12/2024
Submitted by: Cathy Copeland
Department: Institutional Research & Grant Development

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The team supports mission fulfillment work to Address and dismantle structural racism and top-level data around Goal 1 is at www.lwtech.edu/data. Projects in progress for 2024 include: updating mission fulfillment data points, continued rebuilding of Tableau Community dashboards (including recent completion of a Program Review dashboard), and the recent deployment of the Hanover DEI Survey. Additionally, the team continues to support mission fulfillment and works collaboratively with the Accreditation Liaison Officer (ALO) and serves on the Equity, Diversity and Inclusion Council (EDIC). The team is also supporting the merging of the current Mission Fulfillment Plan and EDI Strategic Plan into singular planning document, LWTech UP.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The team supports mission fulfillment work to Continue implementation of Guided Pathways. In particular, development of Tableau Community Dashboards (hosted at https://lwtech.sharepoint.com/sites/Dashboards) supports Guided Pathways.

Grant highlights to support this goal include:

*Title III – Strengthening Institutions*

The team received a Title III grant from Department of Education for $2,186,142 and the grant began on October 1, 2023. The project, “Data-Driven and Equity-Centered Transformation for Student Success in Technical Education,” will infuse and expand equity-centered use of data in technical education and build systems that lead to equitable enrollment, retention, and completion outcomes for students. Funding from the grant will help the college improve data literacy; revamp Student Support services with mandatory new student orientation, mandatory advising (including faculty advising), and student support teams; and, support expansion of instructional initiatives related to hybrid learning, DSJ classes, and the 4 connections. The grant will fund new positions in Student Services (a program assistant in enrollment services, a financial aid specialist, and a student success navigator), Instruction (a guided pathways manager and faculty stipends), and Institutional Research (data analyst). The team is leading data-focused efforts under Title III to support Guided Pathways implementation in Washington.
Mission Fulfillment Goal 3: Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery.

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

Grant or other funding to support this work includes:

*Early Learning Center*
In collaboration with Congresswoman DelBene, LWTech received $1,000,000 in Community Project Funding to support the improvements to the childcare center. The team also supported a successful application for $1,000,000 to the Washington State Department of Commerce’s Early Learning Facilities (ELF) grant program. Most recently, the team supported an additional $1,000,000 in earmark funding from additional funding for the ELC under for King County Early Learning PSTAA Grant. The team also supported an application from Best Start for Kids for an additional $1.2M and is waiting for funding notification. Additionally, the team supports, as needed, the Early Childhood Education (ECE) grant under Early Achiever’s funding to ensure students complete their educational pathway; this year, the department received $375,000.

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

*Institutional Resilience and Expanded Postsecondary Opportunity Grants Program (IREPO)*
LWTech – in a collaboration with the four other technical colleges in WA – received $2.7M in August 2021 to support financial aid and remote education in technical education programs. Positions supported by this program include the following: an Instructional Designer; an eLearning Coordinator; and, support in Marketing and IT. Partner colleges include: Bates, Bellingham, Clover Park, and Renton. LWTech recently received a no-cost extension to support a third and final year of funding under IREPO.

*2023-25 Career Launch Capital Equipment Funding*
LWTech received $167,060.00 in funding to support equipment needs in Diesel and Heavy Equipment Technology program, including a Diesel/Hydraulic Backhoe and a Diesel/Hydraulic Excavator.

*Perkins Comprehensive Local Needs Assessment (CLNA)*
The team supported the recently submitted CLNA, including review of data and opportunity gaps. The team will support any revision requests from the SBCTC as well.

Other Departmental Activities/Highlights

The team is excited to welcome Ms. Brenda Forsse as the new Manager, Institutional Research. Ms. Forsse worked as a Counselor in High School Programs and began in IR on February 6.
Ms. Cathy Copeland is the president-elect of the Research and Planning Commission (RPC), serves on the WACTC Technology Committee, and will be a team mentor for LEADS this year. Mr. Dexter Smith is a member of the state-wide TouchNet workgroup. Ms. Copeland attended the recent RPC meeting and Mr. Smith attended the Perkins CLNA conference and SBCTC Data Summit.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 2/12/2024
Submitted by: Dr. Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with college goals and strategies for the 2023-24 academic year (through September 2024). Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The WorkForce Development team planed and hosted LWTech’s 2024 Community Resource Fair on January 24th. More than 250+ people attended, and 40 community organizations participated. There was a wonderful variety of resources from housing and food to employment and education and so much more. Throughout the event we consistently heard positive feedback from students and community members. For a list of the community organizations that participated in the fair, along with their websites, check out the Community Resource Fair Directory.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

Vice President Hayden met with the financial aid leadership team January 29th – 31st to discuss: office structure, process efficiencies, and implementation of a mock audit.

Director of Student Services, Katie Peacock, provided Guided Pathways training to faculty during winter in-service and again to executive cabinet leaders on January 23rd.

Vice President Hayden was selected to participate in the statewide Success Tool RFP Taskforce. As described by SBCTC:

**Purpose of the Taskforce:** The Taskforce aims to complete the RFP process and contract with a vendor for a unified opt-in student success tool. The primary purpose of the student success tool is to enhance and support academic progress, academic planning, and student achievement. The selected tool will provide insights into disaggregated student performance, engagement, and behavior, allowing for interventions and support. Key objectives include improving retention, graduation rates, and providing a positive e-learning environment. The selected student success tool will be accessible, utilize data analytics, provide for communication tools, and enable educators and institutions to proactively address challenges, identify opportunities, and contribute to the well-being and success of students.

**Scope:** The primary scope of the taskforce is focused on the RFP development, which includes identifying criteria, crafting the RFP, evaluating submissions, and making a
recommendation for the final selection/awarding of the RFP to WACTC. WACTC may then confirm the decision (if unconfirmed, the decision goes back to the taskforce).

Other Departmental Activities/Highlights

Vice President Hayden continues to serve as the liaison the statewide Admissions and Registration Council. She attended their winter meeting virtually from January 17th – 19th.
Lake Washington Institute of Technology
Associated Student Government Constitution Revisions
First Read

Presented by:  Ilai Jaervinen, ASG Vice President  
Dr. Sheila Walton, Director of the Office of Student Life

The Associated Student Government Executive Board members reviewed their constitution and determined amendments were in order. They worked with their advisor and the Vice President of Student Services to clearly outline a project timeline and expectations. A student body vote was held between November 27th and December 1st, 2023, and the amendments were recommended for adoption by the student body. A complete and a red-line copy of the anticipated changes are included for review.

Recommendation (First Read)
That the Board of Trustees review the attached Associated Student Government Constitution, in preparation for voting to approve the revisions to the Constitution at their next meeting.
Constitution of The Associated Students of Lake Washington Institute of Technology

AMENDED

December 1, 2023

Preamble

We the Associated Students of Lake Washington Institute of Technology (the Association), hereby affirm an active and responsible role in ensuring that every student shall have access to fair and quality educational opportunities by promoting a culture of humanity, compassion, and mutual respect. We seek to foster and protect the rights of the students, regardless of their identity or background. This Constitution will guide the Associated Student Government Executive Board (E-Board) as we act as a liaison between the student body, faculty, administration, and board of trustees. Above all, this constitution is an expression of our willingness to unite the student body and take responsibility for our education. We also strive to provide students a safe, productive, and encouraging campus environment and community. We hereby enact this constitution of the Lake Washington Institute of Technology Associated Students.

Mission Statement

The Lake Washington Institute of Technology Associated Student Government Executive Board enriches the campus experience by connecting students to their college community.

Article 1—Recognition

Section 1 The Association:

The Associated Students of Lake Washington Institute of Technology (ASLWTech) is made up of all enrolled students, hereafter known as the Association.

Section 2 Governing Entity:

The Association’s recognized governing entity shall be known as the Executive Board (E-Board). The E-Board shall be the sole governing entity sanctioned by the Washington State College District 26 Board of Trustees for the administration of the Association’s affairs.

Article 2—Authority

Section 1 Executive Board Authority:

The E-Board shall have the authority to legislate, promote and regulate the affairs of the Association. Therefore, it shall investigate, discuss, and have sole legislative power to act upon student’s activities, organizations, and other matters as it may deem appropriate. This authority shall extend to all areas of student government as deemed necessary by the E-Board, except where reserved by specific statute or regulation.

Section 2 Passing Legislation:

All legislation passed by the E-Board will become effective without further action upon adjournment of that scheduled E-Board meeting. Legislation passed at that meeting must pass with a majority vote.

Article 3—Executive Board

Section 1 Executive Board:

The Executive Board of the Association shall consist of the President, Vice President of Finance and Strategy, and Vice President of Equity and Engagement, Representative for Committees, and Representative for Marketing and Communications. E-Board members are selected annually during spring quarter through an application process conducted by the selections committee, following procedures outlined in Article Three of the ASLWTech bylaws. A term of office will be one year, from summer quarter to spring quarter. The President, Vice President of Finance
and Strategy, and Vice President of Equity and Engagement may not hold a specific E-Board position for more than four (4) academic years.

Section 2 Management:
The E-Board shall manage the Associations’ day-to-day operations. That management will include preparing position statements, making funding decisions, forming ad-hoc committees, and other situations pertinent to the Association. Representatives shall work with E-Board members to manage tasks aligned with E-Board duties and vision.

Section 3 Minimum Requirements:
The minimum requirements to serve as an E-Board officer include meeting requirements outlined in the bylaws, to maintain quarterly grade point average of 2.50, work a minimum of 10 hours a week during the academic quarter on ASG business, and be enrolled in at least 6 credits per quarter, with the exception of summer quarter. Fall quarter enrollment must occur before the end of June, before beginning the first term in office.

Section 4 Failing of Requirements:
Officers and Representatives failing to meet the minimum requirements of office as defined in the by-laws are subject to probation, removal and recall procedures outlined in the bylaws.

Article 4—Representatives

Section 1 Representatives:
Representatives are Representative of Committees and Representative of Marketing and Communications. Representatives are selected annually during spring quarter through an application process conducted by the selections committee, following procedures outlined in Article II of the Bylaws to this document. A term of office will be one year, from summer to spring quarter. No person may hold a specific Representative position for more than two (2) academic years.

Section 2 Minimum Requirement:
The minimum requirements to serve as an ASG Representative shall be to fulfill their job descriptions, to meet the terms and conditions of office outlined in the bylaws, to maintain a quarterly grade point average of 2.5, work a minimum of 10 hours a week on ASG business, and to be enrolled in at least 6 credits per quarter, with the exception of summer quarter. Fall quarter enrollment must occur before the end of June before beginning the first term in office.

Article 5—Advisor

Section 1 Appointed Advisor:
The administration of LWTech may appoint an Adviser to the E-Board, whose duties include assisting the E-Board including following administrative procedures and policies, and other responsibilities, that are outlined in a position’s job description. The adviser shall have no vote except as outlined in the selection committee process Article VI Section 6 in the by-laws.

Article 6—Meetings

Section 1 Public Access Meeting:
All scheduled E-Board and Standing Committee meetings will be posted at least 24 hours in advance of the meeting. Meetings will be open to the public in accordance with the Washington State law RCW 42.30.200.

Section 2 Quorum:
No E-Board or Standing Committee meetings will be conducted without a quorum present. A quorum will consist of 3/5 of the voting members currently holding office.

Section 3 Ratification:
All matters of consideration, unless otherwise specified in this document, shall be ratified by a simple majority of voting members present.

**Section 4 Roberts Rules of Order:**

Roberts Rules of Order, newly revised, shall be the rules of the day for official decisions and voting.

## Article 7—Revenues

### Section 1 Revenue Collection:

The E-Board shall have the authority to generate revenue through the collection of services and activities fees, event admission charges, fund raising programs, and other means deemed beneficial by the E-Board and regulate the same consistent with LWTech and Washington State Financial code regulations, laws, and guiding documents.

### Section 2 Fee Levy Process:

The E-Board cannot levy or raise any student fees assessed through tuition other than services and activities fees without an Association vote. The vote is carried by a simple majority of those voting.

### Section 3 Annual Budget:

An annual budget will be prepared and recommended for approval by the Services & Activities Fee (S&A) and Technology Fee (Tech) Committees to the E-Board, the College President, and the Board of Trustees. After approval, the E-Board will be responsible for budget oversight in accordance with college policy, state law, and guiding principle documents.

### Section 4 Fee Committee Membership:

S&A Fee and Tech Fee committee members will be representative of the Association, Faculty, Staff, E-Board Officers, Representatives, and students as majority as outlined by S&A Fee RCW 28B.15.045 and Tech Fee Code. The E-Board will appoint all committee members in a regularly scheduled open meeting.

### Section 5 Regulation Compliance:

All monies collected and/or expended by the E-Board and chartered student clubs, as defined in college policy, shall be subject to and comply with the procedures and regulations as outlined in: college policy; RCW 28B.15.045; Tech Fee Code; and the Guidelines for Appropriate Use of Services and Activities Fees.

## Article 8—Constitutional Interpretation

### Section 1 Document Interpretation:

The E-Board shall reserve the right to interpret this document and its bylaws.

### Section 2 Position Statement:

Such interpretation shall be made through the adoption of a position statement through the procedure outlined in the bylaws. All position statements will be made public to the student body on the assigned webpage.

## Article 9—Removal From Office

Any member of the E-Board may be removed from office for failure to maintain the requirements of their position as outlined in this constitution and by-laws, for misconduct as defined in the student code of conduct WAC 495D-121-310, or not maintaining enrollment at LWTech.

### Section 1 Procedures for Removing a Student From Office:

Documented removal from the administrative advisor to the E-Board.

E-Board vote to dismiss in an open public meeting

### Section 2 Criteria for Removal:
The E-Board officer may follow procedures outlined in ASLWTech Bylaws, Article 8.

**Article 10—Amendments**

**Section 1 Amendment Process:**

Amendments to this document or its bylaws shall be initiated by E-Board action or initiative, following procedures outlined in the bylaws.

**Section 2 Ratification:**

Amendments to the constitution must be approved by a majority vote of the Association members who voted. If approved, amendments shall be ratified and implemented by a majority vote of the E-Board. Upon, ratification by the E-Board, the E-Board will seek final approval from the College President and the LWTech Board of Trustees.

**Section 3 Amending Bylaws:**

Amendments to the bylaws must be ratified by a majority vote of the E-Board at a regularly scheduled, public meeting. If ratified, the Vice President of Student Services will provide secondary approval.
Constitution of The Associated Students of Lake Washington Technical College

AMENDED
June 6, 2011

PREAMBLE

We, the Associated Students of Lake Washington Technical College (the Association), hereby affirm an active and responsible role in ensuring that every student shall have access to fair and quality educational opportunities by promoting a culture of humanity, compassion, and mutual respect. We seek to foster and protect the rights of the students, regardless of their identity or background. This Constitution will guide the Associated Student Government Executive Board (E-Board) as we act as a liaison between the student body, faculty, administration, and board of trustees. Above all, this constitution is an expression of our willingness to unite the student body and take responsibility for our education. We also strive to provide students a safe, productive, and encouraging campus environment and community. Announce our desire and intention to take an active and responsible role in our educational, cultural, social, and recreational development. We will make meaningful contributions to student life, provide equal opportunity for participation and representation and foster cooperative relationships among the students, faculty, staff, administration and community, in accordance with the Lake Washington Technical College Mission and Vision Statement. We hereby enact this constitution of the Lake Washington Institute of Technology Associated Students Government.

Mission Statement

The Lake Washington Institute of Technology Associated Student Government Executive Board enriches the campus will enhance the Lake Washington Technical College student experience by connecting students to their college planning activities and providing representation to build a community.

Article I – Recognition

Section 1 The Association

The Associated Students of Lake Washington Institute of Technology (the Association) is made up of all enrolled students, hereafter known as the Association Student Body.

Section 2 Governing Entity

The Association’s recognized governing entity of the Student Body shall be known as the Executive Board (E-Board) Associated Student Government (ASG). Participation in activities sponsored by the ASG is voluntary.

Section 3 The E-Board shall be the sole governing entity sanctioned by the Washington State College District 26 Board of Trustees for the administration of the Association’s affairs. ASG consists of a Student Senate with an Executive Board (E-Board), together these two bodies form the ASG Senate.
Section 4: The Senate shall be the sole governing entity sanctioned by the Washington State College District 26 Board of Trustees for the administration of ASG affairs.

Article III – Authority

Section 1 Executive Board Authority

5: The E-Board Senate shall have the authority to legislate, promote and regulate the affairs of the Association. Therefore, it shall investigate, discuss, and have sole legislative power to act upon student’s activities, organizations, and other matters as it may deem appropriate. This authority shall extend to all areas of student government as deemed necessary by the E-Board, Senate except where reserved by specific statute or regulation.

Section 2 Passing Legislation

6: All legislation passed by the Senate shall become effective without further action upon adjournment of the conclusion of the next regularly scheduled E-Board meeting. The E-Board may veto the proposed legislation any time prior to the conclusion of that meeting. The Senate may override an E-Board veto by a two-thirds (2/3) roll call vote at a regularly scheduled Senate meeting. Legislation passed at that meeting must pass with a majority vote.

ARTICLE III — SENATORS

Section 1: The Student Senate shall consist of minimum of 2 Senators from each instructional division as well as a minimum of 2 Senators at large. Senators at large may be enrolled in either an instructional division, the Lake Washington Technical Academy or general education course.
Section 2: The minimum requirements to serve as an ASG Senator shall be to fulfill their job descriptions, to meet the terms and conditions of office outlined in the bylaws, to maintain a cumulative grade point average of 2.0, and to be enrolled in at least 6 credits per quarter, with the exception of summer quarter.

Section 3: Senators are appointed by the ASG E-Board, during fall quarter and throughout the academic year as vacancies occur, following procedures outlined in the bylaws. Terms of office shall be up to one year.

Section 4: Senators failing to meet the minimum requirements of office as defined above are subject to the probation and removal procedures outlined in the bylaws.

Article III – Executive Board

Section 1 Executive Board:
The Executive Board of the Senate Association shall consist of the President, Vice President of Finance and Strategy, and Vice President of Equity and Engagement, and Representatives for Committees, and Representative for Marketing and Communications, Records Officer, Finance Officer, and Public Relations Officer. The E-Board officers are selected annually during spring quarter through an application process conducted by the selection committee and following procedures outlined in Article III of the ASLWTech bylaws. A term of office will be one year, from summer quarter to through-spring quarter. The President, Vice President of Finance and Strategy, and Vice president of Equity and Engagement may not hold a specific E-Board position for more than four (4) academic years, eight (8) quarters.

Section 2 Management:
The E-Executive Board shall manage the Association’s day-to-day operations of the Association. That management will include preparing position statements, forwarding legislation to the Senate, making purchasing, funding decisions, and forming ad-hoc committees, and other situations pertinent to the Association. Representatives shall work with E-Board members to manage tasks aligned with outlined E-Board duties and vision.

Section 3: Minimum Requirements:
The minimum requirements to serve as an E-Board officer include fulfilling their job descriptions, to meet the terms and conditions of office outlined in the bylaws, to maintain a quarterly cumulative grade point average of 2.500, work a minimum of 105 hours a week during the academic quarter on ASG business, and to be enrolled in at least 6 credits per quarter, with the exception of summer quarter. Fall quarter enrollment must occur before the end of June, before beginning the first term in office.
Section 4: Failing of Requirements
Officers and Representatives failing to meet the minimum requirements of office as defined in the by-laws above are subject to the probation, removal and recall procedures outlined in the by-laws.

Article IV: Representatives

Section 1: Representatives:
The Representatives are shall consist of representatives of Committees and representatives of Marketing and Communications. The Representatives are selected annually during spring quarter through an application process conducted by the selections committee, following procedures outlined in Article two (2) of the Bylaws to this document. A term of office will be one year, from summer to spring quarter. No person may hold a specific E-Board Representative position for more than two (2) academic years.

Section 2: Minimum Requirement:
The minimum requirements to serve as an ASG Representative shall be to fulfill their job descriptions, to meet the terms and conditions of office outlined in the by-laws, to maintain a cumulative grade point average of 2.5, work a minimum of 105 hours a week on ASG business, and to be enrolled in at least 6 credits per quarter, with the exception of summer quarter. Fall quarter enrollment must occur before the end of June before beginning the first term in office.

ARTICLE V – ADVISOR

Section 1: Appointed Advisor
The administration of LWTech may appoint an Adviser to the ASG Board, whose duties include assisting the E-Board including students following in regards to administrative procedures and policies, and other responsibilities, that areas outlined in the position’s job description. The adviser shall have no votes except as outlined in the selection committee process Article VI Section 6 in the by-laws.

ARTICLE VI – MEETINGS

Section 1: Public Access Meeting:
All schedule E-Board, Senate, and Standing Committee meetings will be posted at least 24 hours in advance of the meeting. Meetings may be open to the public in accordance with the Washington State law RCW 42.30.200.

Section 2: Quorum:
No E-Board, Senate or Standing Committee meetings will be conducted without a quorum present. A quorum will consist of 3/5 of the voting members currently holding office.

Section 3: Ratification:
All matters of consideration, unless otherwise specified in this document, shall be ratified by a simple majority of voting members present.
Section 4: Roberts Rules of Order

Roberts Rules of Order, newly revised, shall be the rules of the day for official decisions and voting.
ARTICLE VII – REVENUES

Section 1: Revenue Collection:
The E-Board Senate shall have the authority to generate revenue through the collection of services and activities fees, event admission charges, fund raising programs, and other means deemed beneficial by the Executive E-Board and regulate the same consistent with LWTech and Washington State Financial code and regulations, laws, and guiding documents.

Section 2: Fee Levy Process:
The E-Board Senate cannot levy or raise any student fees assessed through tuition other than services and activities fees without an Association vote of the student body. The vote is carried by a simple majority of those voting.

Section 3: Annual Budget:
An annual budget will be prepared and recommended for approval by the Services & Activities Fee (S&A) Budget and Technology Fee (Tech) Committee to the Senate, E-Board, the College President, and the Board of Trustees. After approved, the E-Board will be responsible for budget oversight in accordance with college policy, state law, and guiding principles documents.

Section 4: Fee Committee Membership:
The S&A Fee and Tech Fee Committee members will be representative of the Association, Faculty, Staff, E-Board Officers, Representatives, and students as majority as outlined by the S&A Fee RCW 28B.15.045 Code and Tech Fee Codes. The E-Board will appoint all committee members in a regularly scheduled open meeting shall consist of the E-Board Director of Finance officer, the chair, three additional students, a voting faculty representative, the non-voting administration appointed Advisor, and the non-voting Vice President of Student Services.

Section 5: Regulation Compliance:
All monies collected and/or expended by the E-Board Senate and chartered student clubs/organizations, as defined in college policy, Chapter 8 of College Policy & Procedure, section B.A.6.1.3., shall be subject to and comply with the procedures and regulations as outlined in: college policy; S&A Fee RCW 28B.15.045 Code; Tech Code; RCW 28B.15.045; and the Guidelines for Appropriate Use of Services and Activities Fees, the LWTC and Washington State Financial Code and regulation, including the funding of programs and activities supported by Services and Activities (S&A) fees.

ARTICLE VIII – CONSTITUTIONAL INTERPRETATION

Section 1: Document Interpretation:
The E-Board Senate shall reserve the right to interpret this document and its bylaws.

Section 2: Position Statement:
Such interpretation shall be made through the adoption of a position statement through the procedure outlined in the bylaws. All position statements will be made public to the student body on the assigned webpage.

ARTICLE IX – Removal From Office

Any member of the E-Board may be removed from office for failure to maintain the requirements of their position as outlined in this constitution and by-laws, for misconduct as defined in the student code of conduct WAC 495D-121-310, or not maintaining enrollment at LWTech.
Section 1: Procedures for removing a student from office:

Documented removal from the administrative advisor to the E-Board. E-Board vote to dismiss in an open public meeting.

Section 2: Criteria for Removal:

The E-Board officer may follow procedures outlined in ASLWTech ByLaws, Article 8

ARTICLE IX – AMENDMENTS

Section 1: Section 1 Amendment Process:

Amendments to this document or its bylaws shall be initiated by E-Board Senate action or initiative, following procedures outlined in the bylaws.

Section 2: Ratification:

Amendments to the constitution must be approved by a majority two-thirds (2/3) vote of the Association members who voted. If approved, once ratified by the Senate, amendments shall be ratified and implemented upon a simple majority vote of the E-Board. Upon ratification by the E-Board, the E-Board will seek final and approval by from the College President and the LWTech Board of Trustees.

Section 3: Amending Bylaws:

Amendments to the bylaws must be ratified by a majority vote of the E-Board Senate at a regularly scheduled public meeting. If ratified, the Vice President of Student Services will provide a secondary approval.