Board of Trustees Study Session and Meeting

Monday, March 11, 2024
12 p.m. to 3 p.m.
W305 Board Room
Also available on Teams

Board of Trustees Meeting

Land Acknowledgment  

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  

Consent Calendar:

- Approval of Agenda
- Minutes, February 12, 2024

General Discussion

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

Reports to the Board

Associated Student Government  

Financial Summary  

Administration

ASG Representatives  

Darcy Kipnis  

Executive Cabinet

Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
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

Tenure for Associate Professors

Item 1154: Kelly Cover-Tam
Item 1155: Ren’ee Mangini
Item 1156: Maria Olivera-Deal
Item 1157: Michael Rodriguez
Item 1158: Christopher Smith

Adjournment
Chair John Suk opened the Board Study Session at 4:05 p.m. by introducing James and Kristen Whitfield, who are updating the Board members on the strategic planning process and progress so far this year. James Whitfield walked through the overview of events for the 2023-2024 year and checked off completed tasks and highlighted upcoming events or milestones. Mr. Whitfield also walked through strategic opportunities for LWTech, including LWTech’s status as the only public Institute of Technology, and what it means to support our students as we enter the workforce.

LWTech CIO Chris McLain gave an update on progress with the Center for Design, including the selection of lauded artist James Madison to provide the public art for the building and updates on the bid selection process. The groundbreaking for the Center for Design will be held on April 17th.

Following, Dr. Mike Potter, the Interim Vice President of Instruction, provided an overview of the tenure process in preparation for the March Board meeting where the Trustees will be interviewing this year’s Tenure candidates.

Chair Suk called the Board Meeting to order at 4:49 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        Dr. Sheila Walton
Cathy Copeland         Chris McLain          Lisa Meehan
Bruce Riveland         Darcy Kipnis          Sally Heilstedt
Meena Park             Rebecca Talbot        Priyanka Pant
Elsa Gossett           Dr. Mike Potter       Vicki Chew
Robert Britten         Bob Mandy             Katie Stewart
Elisabeth Sorensen     Ilai Jaervinen
New Employee Introductions:
Dr. Mike Potter introduced Bob Mandy as the new Interim Dean of Instruction.

ASG Update: ASG Vice President Ilai Jaervinen provided updates on ASG activity throughout the quarter (see included written update).

AFT Update: Co-Chair Rebecca Talbot shared that she and Dr. Morrison had gone down to Olympia to advocate for adjunct faculty and included visits to our legislators. AFT elections will also be held most likely by the end of February.

President’s Update:
President Morrison provided an update on:
- Her mid-year goals update was distributed to the Trustees, which includes:
  o In April, we plan to have additional updates on the ELC and the solar panels project
  o Winter enrollment is up over 10% from last year
  o We just finished the DSJ Week, led by Dr. Sharon Raz
  o Dr. Morrison will begin as chair for the WACTC President’s Commission this summer, and is working on the WACTC Summer Retreat
  o Dr. Morrison’s book is now in production! It will be published in July 2024, and she hopes to present at ACCT in Seattle.
- The State Board has sent the colleges a survey of common legislative priorities, which Dr. Morrison reviewed with the Board for any additions or comments
- This Saturday is the 46th District Legislators will hold their Town Hall at LWTech. All are welcome!
- Thank you to members of Cabinet who helped with
- Thank you, Chair Suk, for joining Dr. Morrison for the Legislative Day on the 25th in Olympia
- Dr. Morrison joined colleagues at the Guided Pathways Executive Leaders Retreat in Blaine, WA
- Following, she joined the NWCCU Commission Meeting in her position as Commission Board Member
- Dr. Morrison also met with Dr. Palazzo at EvergreenHealth this last week

Board Chair update: Chair Suk shared his experiences at the Legislative meetings, and talked about the upcoming ACT meeting in May 2024 in Yakima, WA, as he is part of the Education Committee and has been involved in developing the training and agenda for that meeting.

Trustee Updates: There were no additional trustee updates.
Foundation Liaison Update: Trustee Wildfong reported on the Foundation Board Retreat; it was a great time together, and the biggest update is that long-time donor Bob Tjossem brought the total of his contributions to LWTech to $1,000,000.

Financial Updates: Vice President Darcy Kipnis reported that expenses are down year-over-year, and revenue is looking good due to the 3% tuition increase and the increase in enrollment. However, most of our spending happens in the last two quarters of the year, so we are maintaining a frugal mindset to maintain control of over-spending and maintain the reserves in good standing.

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 1153: ASG Constitution
ASG Vice President Ilai Jaervinen presented regarding the updated ASG Constitution. This was the first read of the new constitution.

The Board went into Executive Session at 5:50 p.m. for 10 minutes.

Chair Suk adjourned the meeting at 6:00 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.

Click or tap here to enter text.

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.
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 seven months through the fiscal year (58%). Enrollments for Fall Quarter ended up 13% from the prior year. Tuition revenues for the year are on track to end the year up $840,000 compared to the previous year. Winter enrollments are up 12% compared to the prior year. At this time, we are concerned about the ability to contain spending to reach the goal of a balanced budget in the last 5 months of the year when most of the purchasing occurs.

- For year to date, revenues total approximately $34.9M, up 5% compared to last year. Expenditures total approximately $35.5M million and are flat compared to last year.

- For all funds, expenditures exceed revenues by approximately $1.6M which is due to draw down delays in financial aid. For the general and self-supporting funds, revenues exceed expenditures by approximately $2M million. This is impacted by a one-time addition of $1.9M in student fee revenue that was not booked in the previous year.

- As of January 31, the College has a total fund balance for all funds of approximately $4.9M. As of January 31, the general operating reserve totals approximately $6.5 million (15.2%). This percentage will decline as expenditures are incurred over the quarter.

- For the general fund budget, expenditures total approximately $22.7 million up from the prior year. The increase is reflective of salary and benefit increases. Tuition revenue is up 7% from the prior year. This primarily reflects the enrollment increase. This increase will not be sufficient to cover expenditure unless conservative measures are put in place. We are holding a budget retreat in the near future to plan for next year’s budget reality.

- For self-supporting fund activities, expenditures total approximately $1.7M million while revenues total approximately $4.5M which includes a booking $1.9 of unrecognized revenue from the previous year. As of January 31, revenues exceed expenditures by approximately $2.8M, or about $700,000 after adjusting for the one-time infusion of revenue.
### REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>26,698,172</td>
<td>15,687,332</td>
<td>11,010,840</td>
<td>58.76%</td>
</tr>
<tr>
<td>149</td>
<td>Tuition</td>
<td>8,556,423</td>
<td>6,162,538</td>
<td>2,393,885</td>
<td>72.02%</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>0.00%</td>
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<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,810,922</td>
<td>4,392,079</td>
<td>418,843</td>
<td>91.29%</td>
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<tr>
<td>145</td>
<td>Grants &amp; Contracts</td>
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<td>5,774,874</td>
<td>1,292,145</td>
<td>81.72%</td>
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<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,406,541</td>
<td>1,151,576</td>
<td>254,965</td>
<td>81.87%</td>
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<tr>
<td>524</td>
<td>Bookstore</td>
<td>80,000</td>
<td>98,435</td>
<td>(18,435)</td>
<td>123.04%</td>
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<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>721,242</td>
<td>(211,242)</td>
<td></td>
</tr>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>675</td>
<td>19,325</td>
<td>3.38%</td>
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<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>31,386</td>
<td>218,614</td>
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<td>840</td>
<td>Agency</td>
<td>0</td>
<td>6,400</td>
<td>(6,400)</td>
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Subtotal 57,569,782 35,489,087 22,080,695 61.65%

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>Received</th>
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</thead>
<tbody>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>721,242</td>
<td>(211,242)</td>
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</tbody>
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Subtotal 270,000 38,461 231,539 14.24%

Total Revenues 57,839,782 35,527,548 22,312,234 61.42%

### EXPENDITURES

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<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>Expended</th>
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<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>37,338,631</td>
<td>21,254,959</td>
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<td>148</td>
<td>Local Dedicated</td>
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<td>1,469,399</td>
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<td>355.49%</td>
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<td>Facilities/Safety</td>
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<td>289,496</td>
<td>220,504</td>
<td>56.76%</td>
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<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>512,000</td>
<td>382,346</td>
<td>129,654</td>
<td>74.68%</td>
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<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>5,454,789</td>
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Subtotal 56,833,884 35,481,915 21,351,970 62.43%

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<th>Expended</th>
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<tbody>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>2,822</td>
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<td>Agency</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

Subtotal 270,000 69,334 200,666 25.68%

Total Expenditures 57,103,884 35,551,249 21,552,636 62.26%

Total Revenue Over(under) Expens 735,898 (23,701)
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures and Fund Balance
for month ended January 31, 2024

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance 07/01/23</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>1/31/24 Balance</th>
<th>1/31/23 Balance</th>
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<tr>
<td>001 State Allocations</td>
<td>0</td>
<td>15,687,332</td>
<td>15,687,332</td>
<td>0</td>
<td>0</td>
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<tr>
<td>149 Tuition</td>
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<td>270,844</td>
<td>1,602,455</td>
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<td>75</td>
<td>0</td>
<td>75</td>
<td>75</td>
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<tr>
<td>149 Subtotal</td>
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<td>6,162,538</td>
<td>5,567,627</td>
<td>270,919</td>
<td>1,602,530</td>
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<td>148 Local Dedicated Funds</td>
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<td>1,469,399</td>
<td>6,065,551</td>
<td>3,492,736</td>
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<td>145/146 Grants &amp; Contracts</td>
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<td>(1,125,688)</td>
<td>21,365</td>
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<td>522 Student Activities</td>
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<td>1,863,603</td>
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<td>524 Bookstore</td>
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<td>243,651</td>
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<td>421,070</td>
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<td>569 Food Service</td>
<td>206,914</td>
<td>0</td>
<td>0</td>
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<td>570 Enterprise Activities</td>
<td>338</td>
<td>423,997</td>
<td>382,346</td>
<td>41,990</td>
<td>108,406</td>
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<td>846-860 Financial Aid</td>
<td>102,008</td>
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<td>(2,133,047)</td>
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<td>1,407,045</td>
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<td></td>
<td></td>
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<td></td>
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<tr>
<td>Total Operating</td>
<td>8,709,810</td>
<td>18,181,997</td>
<td>19,748,738</td>
<td>4,714,354</td>
<td>7,010,052</td>
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<td>675</td>
<td>2,822</td>
<td>(2,147)</td>
<td>(1,549)</td>
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<td>44,700</td>
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<td>Subtotal</td>
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<td>38,461</td>
<td>69,334</td>
<td>224,125</td>
<td>220,835</td>
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<td>Total All Operating Funds</td>
<td>8,964,808</td>
<td>33,907,790</td>
<td>35,505,404</td>
<td>4,938,479</td>
<td>7,230,887</td>
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</table>

General Operating Reserve | 7,338,195 | 4,832,100 | 6,537,620 | 6,894,911 |
% of Operating Budget as of 1/31/23 | 15.16% | 16.60% |
General Operating Reserve Target | 6,466,976 | 15% |
### Budget Status - Operating Budget FY23 - 24
for month ended January 31, 2024

<table>
<thead>
<tr>
<th>General Funds 001/149</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Expended/Encumbered</th>
</tr>
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<tbody>
<tr>
<td>Salaries</td>
<td>$23,881,876</td>
<td>$25,204,627</td>
<td>$12,395,829</td>
<td>$12,654,128</td>
<td>$154,670 99.39%</td>
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<td>Benefits</td>
<td>8,910,573</td>
<td>9,317,108</td>
<td>6,897,462</td>
<td>2,384,691</td>
<td>34,955 99.62%</td>
</tr>
<tr>
<td>Goods &amp; Services*</td>
<td>4,002,724</td>
<td>1,491,492</td>
<td>2,040,972</td>
<td>1,158,240</td>
<td>(1,707,720) 214.50%</td>
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<tr>
<td>Equipment</td>
<td>297,193</td>
<td>508,445</td>
<td>716,689</td>
<td>36,253</td>
<td>(244,497) 148.09%</td>
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<tr>
<td>Travel</td>
<td>70,730</td>
<td>78,000</td>
<td>51,802</td>
<td>32,981</td>
<td>(6,783) 108.70%</td>
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<tr>
<td>Grants, Client Services</td>
<td>958,583</td>
<td>956,485</td>
<td>809,032</td>
<td>544,166</td>
<td>(396,713) 141.48%</td>
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<tr>
<td>HS Academy Transfer</td>
<td>(380,000)</td>
<td>(380,000)</td>
<td>(15,487)</td>
<td>(253,333)</td>
<td>(111,180) 70.74%</td>
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<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(1,307,733)</td>
<td>(691,516)</td>
<td>(159,000)</td>
<td>(381,400)</td>
<td>48,884 107.07%</td>
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<td><strong>Total Expenditures</strong></td>
<td>$36,433,946</td>
<td>$36,484,641</td>
<td>$22,737,299</td>
<td>$15,975,725</td>
<td>(2,228,384) 106.11%</td>
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<table>
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<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>
</tr>
</thead>
<tbody>
<tr>
<td>State Allocations</td>
<td>$26,156,987</td>
<td>26,698,172</td>
<td>15,687,332</td>
<td>11,010,840</td>
<td>- 100.00%</td>
</tr>
<tr>
<td>Tuition</td>
<td>$7,756,479</td>
<td>8,556,423</td>
<td>5,567,627</td>
<td>2,988,796</td>
<td>- 100.00%</td>
</tr>
<tr>
<td>Investment</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>259,133</td>
<td>152,866</td>
<td>151,180</td>
<td>12,739</td>
<td>(11,053) 107.23%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$34,172,599</td>
<td>$35,407,461</td>
<td>$21,406,139</td>
<td>$14,012,375</td>
<td>(11,053) 100.03%</td>
</tr>
<tr>
<td><strong>Revenue Over (Under) Expenditure</strong></td>
<td>(2,261,347)</td>
<td>(1,077,180)</td>
<td>$1,331,161</td>
<td>$1,331,161</td>
<td>$1,331,161</td>
</tr>
</tbody>
</table>

Monthly Financial Statement January 2024 BOT 3/1/2024
### Budget Status - Operating Budget FY23 - 24
for month ended January 31, 2024

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Remaining</th>
<th>% Expended/Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Supporting Fund 148</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$ 1,287,174</td>
<td>$ 825,729</td>
<td>$ 242,421</td>
<td>$ 267,323</td>
<td>$ 315,985</td>
<td>61.73%</td>
</tr>
<tr>
<td>Benefits</td>
<td>480,244</td>
<td>523,528</td>
<td>561,097</td>
<td>317,516</td>
<td>(355,085)</td>
<td>167.83%</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>1,205,526</td>
<td>1,097,326</td>
<td>275,501</td>
<td>51,019</td>
<td>770,806</td>
<td>29.76%</td>
</tr>
<tr>
<td>Equipment</td>
<td>81,004</td>
<td>64,000</td>
<td>91,936</td>
<td>16,797</td>
<td>(44,733)</td>
<td>169.90%</td>
</tr>
<tr>
<td>Travel</td>
<td>8,620</td>
<td>43,803</td>
<td>14,465</td>
<td>27,781</td>
<td>1,557</td>
<td>96.45%</td>
</tr>
<tr>
<td>Grant/Client Services</td>
<td>0</td>
<td>-</td>
<td>453,934</td>
<td>106,272</td>
<td>(560,206)</td>
<td></td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>20,980</td>
<td>20,980</td>
<td>52,456</td>
<td>289,399</td>
<td>(320,875)</td>
<td>1620.43%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ 3,083,548</td>
<td>$ 2,575,366</td>
<td>$ 1,691,811</td>
<td>$1,076,107</td>
<td>($192,552)</td>
<td>107.48%</td>
</tr>
</tbody>
</table>

| Revenue Category        |                 |                 |                |           |           |                       |
| Inst. Program Fees      | $ 1,859,710     | $ 1,859,710     | $ 1,630,251    | $ 229,459 |           | 87.66%                |
| Inst. Ancillary Rev.    | 492,500         | 587,435         | 144,919        | 442,516   |           | 24.67%                |
| Testing                 | 25,700          | 25,700          | 20,100         | 5,600     |           | 78.21%                |
| Other Fees & Income     | 1,921,387       | 1,922,328       | 2,722,377      | (800,049) |           | 141.62%               |
| Excess Enrollment Tuition & Fees | 0 | 0 | - | - | |
| Total Revenue           | $ 4,299,297     | $ 4,395,173     | $ 4,517,647    |           | ($122,474)| 102.79%               |
| Total Revenue over Expend. | $ 1,215,749   | $ 1,819,807     | $ 2,825,836    |           |           |                       |

Monthly Financial Statement January 2024 BOT 3/1/2024
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 3/11/2024
Submitted by: Robert Britten
Department: EDI

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

Mission Fulfillment Goal 1: Address and dismantle structural racism.

During this month Executive Director Britten and EDI Coordinator Brian Ramos began a 16 week Anti-Racism Fellowship with Dante King and Dr. Robin DiAngelo to gain tools, resources, and strategies to address and dismantle structural racism.

The Office of EDI hosted two all college trainings by bringing in two outside facilitators: Dante King for Black History Month: and The Ally League on Recovering from Mistakes.

Executive Director met bi-weekly with Arlen Harris and a small workgroup to address and reframe some of the language in the Legislative Bills passed last year (SB-5227 & SB 5194) both of which have been made into RCW’s.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The Office of EDI continued its conversations with Student Life, High School Programs and Student Services that impact Undocumented Students and how we can mitigate some of the barriers they face as students.

The Office of EDI attended a meeting that focused on the new Guided Pathways Advising Model and how this new model removes barriers for students success.

Mission Fulfillment Goal 3: Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery.
The Office of EDI sponsored it’s first all college book read “Living a Feminist Life” by Sara Ahmed. Group discussions take place bi-weekly for 8 weeks

President Morrison, VPA Kipnis and Executive Director Britten held a listening session with Custodial and Maintenance Staff and asked questions of them on our Strategic Planning Process and to hear of their experiences as students and employees of LWTech.

Executive Director Britten met with and lectured a group of Students on micro-aggressions and how they show up in the work place and in practice.

**Other Departmental Activities/Highlights**

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

Executive Director Britten and EDI Coordinator Ramos were interviewed by Centro Cultural Mexicano for their radio broadcast where we spoke of our EDI work and the culture of belonging here at LWTech.

Executive Director Britten visited WA Corrections Center for Women to participate in a discussion and answer questions on the importance of Education and the role of education in reentry into society.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 3/11/2024
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 travel and lodging expenses for student Aigerin Alykulova to attend the NCORE Conference in Hawaii in May 2024. Aigerin was awarded the Dick Hilbert Student Scholar Award and will be presenting a poster at the conference. Her award covers the cost of conference attendance.

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

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

The Foundation is thrilled to host the LWTech 3rd Annual Dental Career Fair on Monday, March 18 at 3:00 p.m. to 5:00 p.m. on campus! To date, 18 dentists are confirmed to participate! The purpose of this event is introduce our 75+ dental hygiene and dental assisting students to outstanding dental practices in our community and raise fund specifically for dental hygiene scholarships. To date, $18,000 has been raised.

The Foundation is pleased to fund the cost of special Society of Human Resource Management (SHRM) graduation stoles for students in LWTech’s Human Resource Management Program.

The Foundation funded the cost of six new tents for LWTech’s Environmental Horticulture Program.

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.

On Friday, March 8, the Foundation will award over $400,000 in student scholarships for Spring Quarter 2024.

Save the Date! The Foundation’s Annual Scholarship Reception is scheduled for Wednesday, May 8 at 4:00 p.m. to 6:00 p.m. in the library. We look forward to celebrating our generous donors and hardworking, highly motivated students!

Other Departmental Activities/Highlights
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 3/11/2024
Submitted by: Dr. Mike Potter
Department: Instruction

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

Mission Fulfillment Goal 1: Address and dismantle structural racism.

Feb 5-8 Diversity and Social Justice (DSJ) Spotlight Week was held with awareness and skill building workshops held throughout the week.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

Feb 20 – Cherie Bachman returned to LWTech as our new Guided Pathways Manager, a position funded by our Title III federal grant.

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

Feb 13-16 – Dr. Mike Potter was part of the team conducting the Pre-Conference workshop at the Community College Baccalaureate Association (CCBA) Annual Meeting in Savannah, GA. The workshop focused on helping colleges across the nation to implement their first baccalaureate degree. Mike also accepted 2 ‘Promising Practices’ awards for LWTech, one for our Early Action Letter recruiting practice, and another for our Equity Analysis capabilities in program review.

Professors Rex Rempel and Wendi Nancarrow-Carter presented along with the Washington Center of Excellence in Health Sciences on our leadership of a statewide consortium to offer college baccalaureate degrees in Behavioral Healthcare. LWTech’s program has been customized for implementation at 5 colleges and 2 more are in the approval stage.
Jan 18 – LWTech offered a Plagiarism workshop for faculty and administrators.
Feb 20 – Dr. Sara Murcray-Mosca started as Dean, Nursing Programs
Feb 21 – The student recognition event Donuts with the Deans and President was held to celebrate students on the Fall Dean’s and President’s lists.
Feb 21 – The 2nd Annual Storytelling Event was held in the Library
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 3/11/2024
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: 2023 Scholarship Winner Mentioned in 2024 Announcement https://www.aftermarketnews.com/wins-2024-scholarship-program-now-open/
**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 months promoted, Program Info Sessions, Foundation Scholarships, Winter and Spring Quarter Open Enrollment, Workforce Development Initiatives, Office of Student Life Programs, Career Services Programs (Job Fair), Outreach, and Recruitment events (Engineering Preview Night), EDI Initiatives, and the following programs: Automotive Repair, Mechanical Design, School of Manufacturing and Engineering, Computer Science BS, Education Paraeducator, Funeral Service Education, Dental Assisting, School of Health Sciences, Horticulture, PCB Technician, Computer Science BS, Culinary and Baking Arts, and Human Resource Management BAS. The team also coordinated crisis communications during weather-related campus closures, LionsLink-related disruptions and the recent student multi-factor authorization change.

**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. The team also began working on the Open House campaign, which includes a direct mailing and paid advertising.

**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.
Center for Design
The team is working with the President's office and the Foundation on logistics for the groundbreaking for the Center for Design, which include creating a visual campaign specifically for the Center for Design.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 3/11/2024
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 a singular planning document, LWTech UP.

On Monday, March 4, the team launched the 2024 Employee Satisfaction Survey, which will run through Sunday, March 17. Results of past surveys can be found under Campus Surveys on the Dashboard SharePoint site.

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 the 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 the 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 at the end of winter quarter and through spring quarter.

**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 16. 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. The team attended the recent RPC meeting and Mr. Smith attended the Perkins CLNA conference and SBCTC Data Summit. In addition, Mr. Smith serves on LWtech’s SEM (Strategic Enrollment Management) group.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 3/11/2024
Submitted by: Ruby Hayden
Department: Student Services

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

Mission Fulfillment Goal 1: Address and dismantle structural racism.

The student services leadership team continues to focused on regular training related to cultural humility. Each member of the leadership team is expected to research and share on at least one topic this year. February trainings included:

- Supporting students and colleagues with Traumatic Brain Injuries
- Understanding the impacts of colorism on BIPOC colleagues and students and how to be an ally and advocate
- Understanding and supporting the basic needs of our students (housing, food, and more)

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

- Under the leadership of Assistant Director of Student Life, Julie Ta, LWTech’s Phi Theta Kappa honor society, Beta Iota Tau chapter, was honored with a 2023 REACH Award. The REACH award celebrates and rewards Phi Theta Kappa chapters excelling in membership engagement by achieving exceptionally high rates of membership acceptance in the 2023 calendar year.
- Assistant Director of Workforce Development, Amber Hisatake, and Coordinator of Career Services Rachel Manier represented LWTech at the SBCTC’s Guided Pathways Career Convening.

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 February student services division meeting focused on the use of Artificial Intelligence both by students and employees. Topics included acceptable use, improving communication, AI tools, and AI trends.
Other Departmental Activities/Highlights

Vice President Hayden attended the following events in February:

- Washington State Student Services Commission meeting
- State of Washington Ethics training
- Financial Value Transparency and Gainful Employment
- Training from the NWCCU to be an effective Mid-Cycle Evaluator
- Examining the Organizational and Brand Value of Whiteness and Anti-Blackness in America workshop led by Dante King

Dr. Hayden also provided a Mock Accreditation Evaluation to a nearby college preparing for an upcoming visit from the NWCCU.
ITEM 1154
2024-3-11

TENURE
Associate Professor Kelly Cover-Tam
Third Year Candidate
Tenure Consideration

Situation:
Kelly Cover-Tam is an Associate Professor at Lake Washington Institute of Technology and is in her third year of probationary status.

Recommendation:
As stated in Revised Code of Washington (RCW) 28B.50.852, the Board of Trustees as the appointing authority, can award or not award tenure.

The Board of Trustees of Lake Washington Institute of Technology makes a motion that:

1. _____ Tenure be granted

2. _____ Tenure not be granted

3. _____ Tenure be extended for _____ quarters

Action Taken:
TENURE
Associate Professor Ren’ee Mangini
Third Year Candidate
Tenure Consideration

Situation:
Ren’ee Mangini is an Associate Professor at Lake Washington Institute of Technology and is in her third year of probationary status.

Recommendation:
As stated in Revised Code of Washington (RCW) 28B.50.852, the Board of Trustees as the appointing authority, can award or not award tenure.

The Board of Trustees of Lake Washington Institute of Technology makes a motion that:

1. _____ Tenure be granted
2. _____ Tenure not be granted
3. _____ Tenure be extended for _____ quarters

Action Taken:
ITEM 1156
2024-3-11

TENURE
Associate Professor Maria Olivera-Deal
Third Year Candidate
Tenure Consideration

Situation:
Maria Olivera-Deal is an Associate Professor at Lake Washington Institute of Technology and is in her third year of probationary status.

Recommendation:
As stated in Revised Code of Washington (RCW) 28B.50.852, the Board of Trustees as the appointing authority, can award or not award tenure.

The Board of Trustees of Lake Washington Institute of Technology makes a motion that:

1. ____ Tenure be granted

2. ____ Tenure not be granted

3. ____ Tenure be extended for ____ quarters

Action Taken:
ITEM 1157
2024-3-11

TENURE
Associate Professor Michael Rodriguez
Third Year Candidate
Tenure Consideration

Situation:
Michael Rodriguez is an Associate Professor at Lake Washington Institute of Technology and is in his third year of probationary status.

Recommendation:
As stated in Revised Code of Washington (RCW) 28B.50.852, the Board of Trustees as the appointing authority, can award or not award tenure.

The Board of Trustees of Lake Washington Institute of Technology makes a motion that:

1. _____ Tenure be granted

2. _____ Tenure not be granted

3. _____ Tenure be extended for _____ quarters

Action Taken:
ITEM 1158
2024-3-11

TENURE
Associate Professor Christopher Smith
Third Year Candidate
Tenure Consideration

Situation:
Christopher Smith is an Associate Professor at Lake Washington Institute of Technology and is in his third year of probationary status.

Recommendation:
As stated in Revised Code of Washington (RCW) 28B.50.852, the Board of Trustees as the appointing authority, can award or not award tenure.

The Board of Trustees of Lake Washington Institute of Technology makes a motion that:

1. _____ Tenure be granted
2. _____ Tenure not be granted
3. _____ Tenure be extended for _____ quarters

Action Taken: