Board of Trustees Meeting

April 8, 2024
4 p.m. to 6:30 p.m.
Kirkland Campus
W305 | Hybrid
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.

Study Session

Open House Update Will Smith
LWTechUP Strategic Planning James Whitfield
Kristen Whitfield

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.

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.
Roll Call: John Suk
Consent Calendar: John Suk
- Approval of Agenda
- Minutes, March 11, 2024

General Discussion

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

Introduction of New Employees: Dr. Amy Morrison

Reports to the Board

- Associated Student Government: ASG Representatives
- Federation of Classified Staff: Heidi Davis
- Federation of Teachers: Jason Sobottka
- President: Dr. Amy Morrison
- Board Chair Update: John Suk
- Trustees Activities Update: Trustees
- Foundation Liaison Update: Laura Wildfong
- Financial Summary: Bruce Riveland
- Administration: Executive Cabinet

Action Items

Item 1153: ASG Constitution (second read and adoption) ASG Representatives Dr. Sheila Walton

Item 1159: 2024-2025 Fees Darcy Kipnis

Special Presentation

Recognition of Trustee Randy Scott: Dr. Amy Morrison John Suk

Adjournment
March 11, 2024, Board of Trustees Meeting
12 p.m. to 3 p.m.
Hybrid Meeting

Acting Chair Laura Wildfong called the Board Meeting to order at 12:03 p.m. with the LWTech Land Acknowledgment. The consent agenda was approved.

Roll Call
Board of Trustees:
Laura Wildfong        Anne Hamilton        Randy Scott        Bob Malte

LWTech Faculty, Staff, Students, and Community Members:

Dr. Amy Morrison        Dr. Mike Potter        Michael Rodriguez
Cathy Copeland        Bob Mandy        Chris Smith
Bruce Riveland        Ili Jaervinen        Mihaela Cosma
Meena Park        Dr. Sheila Walton        Wes Mantooth
Elsa Gossett        Lisa Meehan        Letty Barnes
Robert Britten        Sally Heilstedt        Heather Sneed
Elisabeth Sorensen        Priyanka Pant        Kimberly McClure
Dr. Ruby Hayden        Katie Stewart        Sue Wozniak
Chris McLain        Kelly Cover-Tam
Darcy Kipnis        Ren’ee Mangini
Rebecca Talbot        Maria Olivera-Deal

The Board immediately went into Executive Session for 2 hours and 45 minutes.

Following the Executive Session, the Board took action:

Action Items:

Item 1154: Kelly Cover-Tam

Trustee Malte motioned to accept; Trustee Scott seconded. The motion was approved.

Item 1155: Ren’ee Mangini

Trustee Scott motioned to accept; Trustee Malte seconded. The motion was approved.
Item 1156: Olivera-Deal

Trustee Malte motioned to accept; Trustee Scott seconded. The motion was approved.

Item 1157: Rodriguez

Trustee Scott motioned to accept; Trustee Malte seconded. The motion was approved.

Item 1158: Chris Smith

Trustee Malte motioned to accept; Trustee Scott seconded. The motion was approved.

Acting Chair Wildfong adjourned the meeting at 2:55 p.m.

Respectfully submitted,

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

Board Meeting Date: 4/8/2024
Submitted by: Jack Huleen
Department: Associated Student Government

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.

Other Departmental Activities/Highlights

Employees:
- The ASG Executive Board welcomed four new members. Jack Huleen (undeclared) was hired as the ASG President, Maria Shvets was hired as the incoming Vice President, Foram Joshi (Mechanical Engineering) was welcomed back from our 2018 – 2020 team as our Representative for Committees, and Ayumi Mori (Computer Science) was hired as our Representative for Marketing and Communications. Maria Bogosian (Accounting) continued as our Vice President for Finance and Strategic Planning, and we said good-bye to Ilia Jaervinen because she graduated.

Other Work:
- The team continued work to set the FY 25 Services and Activities and Technology fee budgets. Work includes deliberation on requests and hearings for Technology fee.
- The team chartered a new student organization, Indian Student Association Club.
- We created a committee to explore self-assessed fee to support TimelyCare mental health service.
- ASG officers attended advisor training for new officers.
- ASG worked with the Office of Student Life event team to set up ROAR week; welcoming students back to campus.
- ASG officer position applications are open for the 2024-2025 leadership team; closes April 19.
- The quarter ended March 20, and we took well-deserved vacation!
**Board of Trustees Retreat**

Monday, May 8, 2023  
W305 Retreat | Teams  
9 a.m. to 3 p.m

<table>
<thead>
<tr>
<th>Roll Call</th>
<th>Laura Wildfong</th>
</tr>
</thead>
</table>

**General Discussion**

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

<table>
<thead>
<tr>
<th>Retreat Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
</tr>
<tr>
<td>9:15 a.m.</td>
</tr>
<tr>
<td>9:45 a.m.</td>
</tr>
<tr>
<td>10:15 a.m.</td>
</tr>
<tr>
<td>10:45 a.m.</td>
</tr>
<tr>
<td>11 a.m.</td>
</tr>
<tr>
<td>11:15 a.m.</td>
</tr>
<tr>
<td>11:45 p.m.</td>
</tr>
</tbody>
</table>

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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.
<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30 p.m.</td>
<td>Board Governance</td>
<td>Laura Wildfong and Board</td>
</tr>
<tr>
<td></td>
<td>Board Goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Positions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calendar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Self-Evaluations</td>
<td></td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td><strong>Break</strong></td>
<td></td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Strategic Planning</td>
<td>James and Kristen Whitfield</td>
</tr>
<tr>
<td>2:45 p.m.</td>
<td>Capital Projects Update</td>
<td>Bruce Riveland</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Adjournment</td>
<td></td>
</tr>
</tbody>
</table>
Attached are the following financial reports:

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

Summary Report:

- The College is eight months through the fiscal year (67%). As of this time, we remain vigilant regarding the financial outlook for the year. Enrollments for the year through Winter Quarter are up 12% from the prior year. Tuition revenues for the year are at 74% of the budget projection. At this time, given the enrollment trends, the revenue outlook remains neutral moving forward.

- For year to date, revenues total approximately $40.1M, or approximately 71.5% of the projected budget, up from the previous year. Expenditures total approximately $41.3M, or approximately 72.3% of the projected budget. This reflects revenue and expenses moving at the same pace. The difference between revenue and expenses is largely due to a lag in federal financial aid reimbursement.

- For all funds, revenues lag expenditures by approximately $1.2M. For the general and self-supporting funds, revenues exceed expenditures by approximately $2.4M. The March payroll will lower this value by more than $2M.

- As of February 29, the College has a total fund balance for all funds of approximately $5.9 million. As of February 29, the general operating reserve totals approximately $8.5M (19%). This number will decline as expenditures are incurred over the remainder of the year. Efforts to reduce the typical spike in fourth quarter spending are in focus.
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures by Fund Source
for month ended February 29, 2024
FY2023-24

### REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>Received to Date</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>25,748,823</td>
<td>19,698,769</td>
<td>6,050,054</td>
<td>76.50%</td>
<td>15,821,676</td>
<td>3,877,093</td>
</tr>
<tr>
<td>149</td>
<td>Tuition</td>
<td>7,756,479</td>
<td>5,753,524</td>
<td>2,002,955</td>
<td>74.18%</td>
<td>5,949,753</td>
<td>(196,229)</td>
</tr>
<tr>
<td>149</td>
<td>Other/Investment</td>
<td>42,000</td>
<td>0</td>
<td>42,000</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated F</td>
<td>4,810,922</td>
<td>4,893,290</td>
<td>(82,368)</td>
<td>101.71%</td>
<td>4,411,204</td>
<td>2,450,086</td>
</tr>
<tr>
<td>145</td>
<td>Grants &amp; Contract</td>
<td>7,067,019</td>
<td>5,865,486</td>
<td>1,201,533</td>
<td>83.00%</td>
<td>4,558,740</td>
<td>1,306,746</td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,406,541</td>
<td>1,298,041</td>
<td>108,500</td>
<td>92.29%</td>
<td>872,031</td>
<td>426,010</td>
</tr>
<tr>
<td>524</td>
<td>Bookstore</td>
<td>80,000</td>
<td>101,729</td>
<td>(21,729)</td>
<td>127.16%</td>
<td>107,899</td>
<td>(6,170)</td>
</tr>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>781,418</td>
<td>(271,418)</td>
<td>118.43%</td>
<td>493,770</td>
<td>287,640</td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>69,705</td>
<td>827,447</td>
<td>(128,742)</td>
<td>118.43%</td>
<td>493,770</td>
<td>333,677</td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>856,365</td>
<td>6,843,635</td>
<td>11.12%</td>
<td>534,469</td>
<td>321,896</td>
</tr>
</tbody>
</table>

#### Subtotal

55,820,489 40,076,067 15,744,422 71.79% | 31,273,312 8,802,755 28.15%

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>Received to Date</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>6,758</td>
<td>19,325</td>
<td>3.38%</td>
<td>3,039</td>
<td>(2,364)</td>
</tr>
<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>37,311</td>
<td>212,689</td>
<td>14.92%</td>
<td>28,226</td>
<td>9,085</td>
</tr>
<tr>
<td>840</td>
<td>Agency</td>
<td>0</td>
<td>6,400</td>
<td>(6,400)</td>
<td>0.00%</td>
<td>36,809</td>
<td>(30,409)</td>
</tr>
</tbody>
</table>

#### Subtotal

270,000 44,386 225,614 16.44% | 68,074 (23,688) -34.80%

#### Total Revenues

56,090,489 40,120,453 15,970,036 71.53% | 31,341,386 8,779,067 28.01%

### EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>Expended to Date</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>37,338,631</td>
<td>26,161,681</td>
<td>11,176,950</td>
<td>70.07%</td>
<td>20,854,249</td>
<td>5,307,432</td>
<td>-25.45%</td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated F</td>
<td>4,462,543</td>
<td>1,694,778</td>
<td>2,767,765</td>
<td>37.98%</td>
<td>1,844,808</td>
<td>(150,030)</td>
<td>8.13%</td>
</tr>
<tr>
<td>145</td>
<td>Grants &amp; Contract</td>
<td>4,990,710</td>
<td>5,865,486</td>
<td>(874,776)</td>
<td>117.53%</td>
<td>4,452,121</td>
<td>1,413,365</td>
<td>-31.75%</td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,300,000</td>
<td>992,947</td>
<td>307,053</td>
<td>76.38%</td>
<td>798,599</td>
<td>194,348</td>
<td>-24.34%</td>
</tr>
<tr>
<td>524</td>
<td>Bookstore</td>
<td>20,000</td>
<td>115,773</td>
<td>(95,773)</td>
<td>578.87%</td>
<td>273,559</td>
<td>(157,786)</td>
<td>57.68%</td>
</tr>
<tr>
<td>528*</td>
<td>Facilities/Safety</td>
<td>510,000</td>
<td>289,496</td>
<td>220,504</td>
<td>56.76%</td>
<td>305,584</td>
<td>(16,088)</td>
<td>5.26%</td>
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<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,131</td>
<td>(8,131)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>512,000</td>
<td>486,268</td>
<td>25,732</td>
<td>94.97%</td>
<td>472,112</td>
<td>14,156</td>
<td>-3.00%</td>
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<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>7,700,000</td>
<td>5,603,748</td>
<td>2,096,252</td>
<td>72.78%</td>
<td>4,404,844</td>
<td>1,198,904</td>
<td>-27.22%</td>
</tr>
</tbody>
</table>

#### Subtotal

56,833,884 41,210,178 15,623,707 72.51% | 33,405,876 7,804,302 23.36%

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>Expended to Date</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>20,000</td>
<td>2,822</td>
<td>17,178</td>
<td>14.11%</td>
<td>5,574</td>
<td>(2,752)</td>
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<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>85,304</td>
<td>164,696</td>
<td>34.12%</td>
<td>73,296</td>
<td>12,008</td>
<td>-16.38%</td>
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<tr>
<td>840</td>
<td>Agency</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,131</td>
<td>(8,131)</td>
<td>-100.00%</td>
</tr>
</tbody>
</table>

#### Subtotal

270,000 88,126 181,874 32.64% | 87,001 1,125 1.29%

#### Total Expenditures

57,103,884 41,298,304 15,805,581 72.32% | 33,492,877 7,805,427 -23.30%

#### Total Revenue Over(under)

(1,013,395) (1,177,850) | (336,147)
# LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Statement of Revenue and Expenditures and Fund Balance
for month ended February 29, 2024

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>2/29/24 Balance</th>
<th>2/28/23 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/23</td>
<td>0</td>
<td>19,698,769</td>
<td>19,698,769</td>
<td>0</td>
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</tbody>
</table>

### Operating Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>2/29/24 Balance</th>
<th>2/28/23 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 State Allocations</td>
<td>0</td>
<td>19,698,769</td>
<td>19,698,769</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>149 Tuition</td>
<td>(324,067)</td>
<td>5,753,524</td>
<td>6,462,912</td>
<td>(1,033,456)</td>
<td>593,113</td>
</tr>
<tr>
<td>Other/Investment</td>
<td>75</td>
<td>0</td>
<td>75</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>149 Subtotal</td>
<td>(323,992)</td>
<td>5,753,524</td>
<td>6,462,912</td>
<td>(1,033,381)</td>
<td>593,188</td>
</tr>
<tr>
<td>148 Local Dedicated Funds</td>
<td>3,142,871</td>
<td>4,893,290</td>
<td>1,694,778</td>
<td>6,341,383</td>
<td>3,739,267</td>
</tr>
<tr>
<td>145/146 Grants &amp; Contracts</td>
<td>1,296,980</td>
<td>7,243,830</td>
<td>5,865,486</td>
<td>2,675,324</td>
<td>600,689</td>
</tr>
<tr>
<td>522 Student Activities</td>
<td>859,000</td>
<td>1,298,041</td>
<td>992,947</td>
<td>1,164,094</td>
<td>1,570,412</td>
</tr>
<tr>
<td>524 Bookstore</td>
<td>237,166</td>
<td>101,729</td>
<td>115,773</td>
<td>844,956</td>
<td>1,680,750</td>
</tr>
<tr>
<td>528 Facilities/Safety</td>
<td>106,914</td>
<td>781,418</td>
<td>92</td>
<td>525,352</td>
<td></td>
</tr>
<tr>
<td>569 Food Service</td>
<td>338</td>
<td>0</td>
<td>0</td>
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<tr>
<td>570 Enterprise Activities</td>
<td>102,008</td>
<td>827,447</td>
<td>486,268</td>
<td>341,516</td>
<td>21,996</td>
</tr>
<tr>
<td>846-860 Financial Aid</td>
<td>1,407,045</td>
<td>856,365</td>
<td>5,603,748</td>
<td>(4,645,375)</td>
<td>(3,768,367)</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td>6,828,330</td>
<td>21,755,642</td>
<td>21,222,005</td>
<td>5,688,516</td>
<td>4,963,287</td>
</tr>
<tr>
<td>440 Central Stores</td>
<td>0</td>
<td>675</td>
<td>2,822</td>
<td>(2,147)</td>
<td>(2,535)</td>
</tr>
<tr>
<td>448 Printing/Copying</td>
<td>227,373</td>
<td>37,311</td>
<td>85,304</td>
<td>179,380</td>
<td>182,303</td>
</tr>
<tr>
<td>840 Agency</td>
<td>27,625</td>
<td>6,400</td>
<td>0</td>
<td>34,025</td>
<td>56,303</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>254,998</td>
<td>44,386</td>
<td>88,126</td>
<td>211,258</td>
<td>236,071</td>
</tr>
<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>7,083,328</td>
<td>41,498,797</td>
<td>41,008,900</td>
<td>5,899,774</td>
<td>5,199,359</td>
</tr>
</tbody>
</table>

### General Operating Reserve

- **6,094,695**
- **4,832,100**
- **8,568,031**
- **6,894,911**

% of Operating Budget as of 2/29/24

- **19.87%**
- **16.60%**

**General Operating Reserve**

- **6,466,976**
- **15%**
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 4/8/2024
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 delighted to help fund the construction of LWTech’s new Early Learning Center. On March 26, 2024, the Foundation transferred $566,436 to LWTech as part of the Foundation’s commitment to provide a minimum of $662,000 to this important effort.

The Foundation provided $500 in food vouchers for students experiencing food insecurity in LWTech’s High School Programs.

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.

On Thursday, April 25, the Foundation will host The Connell Family Opportunity Scholarship Luncheon in the Chef City Grill. The purpose of the event is to connect philanthropists Daryl and Michelle Connell with the 75 recipients of The Connell Family Opportunity Scholarship.

The Foundation was pleased to fund refreshments and decorations at the Tenure Celebration on March 11.

The Foundation was 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! 20 dental practices attended this successful event which raised $20,000 for dental hygiene/dental assisting student scholarships.

The Foundation was happy to fund pizza and soft drinks for Dental Hygiene Student Presentations on March 20.

The Foundation is postponing the 1st Annual LWTech Transportation Career Fair and Breakfast sponsored by Amazon originally scheduled for April 16 on campus. The purpose of this event is to connect our 100+ students enrolled across four transportation and business programs (Auto
Body Technician, Auto Repair Technician, Diesel and Heavy Equipment Repair Technician and Transportation, Logistics, and Supply Chain Management Program) to participating business/organizations and raise funds for student scholarships.

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

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!
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 4/8/2024
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):
We celebrated Employee Appreciation Day by holding our 2nd Annual Waffle Wednesday event. Executive Cabinet donned yellow aprons and served up a hot waffle breakfast as a token of appreciation to our amazing employees!

Here’s what our LWTech family had to say:
~ Thank you, Meena, and ‘your well-trained’ team, for an enjoyable dining experience. I genuinely appreciated it.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways

During the March session, Kendra Fuller of Swift HR Solutions, focused on Communication and Conflict Management. Participants learned that productive conflict is an effective way to better understand their conflict style and increase self-awareness to effectively respond to uncomfortable and unavoidable challenges of workplace conflict. Participants also applied the DiSC Communication Assessment Tool to understand their communication style and how to better navigate conflict, productive and destructive responses, and adapt behaviors to interact with others more effectively.
Other Departmental Activities/Highlights

Union Bargaining
Faculty and Administrative bargaining will resume on April 12th once faculty return for Spring quarter.

Classified bargaining is on-going, collaborative and productive. Both parties are in the process of finalizing Tentative Agreements on non-budgetary items. The Housekeeping Task group has completed their collective bargained agreement cleanup and will present a draft for review.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 4/8/2024
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:

1. Barracuda Firewall is onsite and we will begin installation and configuration for April cut over.
2. Jamf MDM is Live. Adding a feature for Mac Domain Logins called Jamf Connect on Feb 2nd. This will allow for LWTech users to create logins on a MAC device.
3. Exchange distribution list conversion in process.
4. Center for Design construction camera is alive and online.
5. Spring Break will see new computers in T120 and E227C.
6. AV rooms from Techfee 23-24 we have complete 11 out of 26 currently. We continue to work with Facilities and Instruction to roll these rooms out as we can.

Application Services:

- Continuing to partner with New Student Orientation team to make sure student technology needs are efficiently and effectively presented.
- Changes to ctcLink Enhancement Request procedure that all Enhancement Requests will have to go to College Collaboration group before going to the next step of Working Group for approval.
- Development of New Employee Technology Orientation and centralized SharePoint location of all Technology resources and how-to guides.
- Continued representation at statewide Fraudulent Application subgroup and Security Admin System Improvements (SASI) taskforce.
- Representation on Finance and Budget Advisory Council and Student Tech Fee committee.
- Supporting RTC with training of their new ctcLink Local Security Administrator
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 4/8/2024
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:

Daily Journal of Commerce - $39M design center coming to LW Tech (sic)
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, Spring Quarter Open Enrollment, Workforce Development Initiatives, Office of Student Life Programs, Career Services Programs, Outreach, and Recruitment events, EDI Initiatives, and the following programs: Automotive Repair, Mechanical Design, 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.

Advertising Campaign
The team continued monitoring Spring ad campaign. The team also worked on the Open House ad campaign, which includes translating ads into Spanish, Russian, Chinese, Simplified Chinese, and Korean. Work also continued on the direct mail piece. The team began working on the Summer and Early Fall paid advertising campaign.

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 finalizing 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 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.

**Professional Development**
The team attended the three day National Council of Marketing and Public Relations (NCMPR) conference in Seattle. This organization and conference is specific to Marketing and Communications for community and technical colleges.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 4/8/2024
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 focus 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. March trainings included:

- How lessons from Polynesian Wayfinding apply to leadership in higher education
- How generational differences can impact effective omnichannel communication in higher education

The March Student Services Division meeting hosted Dr. Farhana Loonat and Dean Amy Gustafson (colleagues from Skagit Valley College) for a presentation on Tackling Microaggressions Through Liberatory Practices.

Mission Fulfillment Goal 2: Continue implementation of Guided Pathways.

- Vice President Hayden and Director of Student Services Katie Peacock partnered with colleagues from instruction, institutional research, and business services to provide the campus with an update on Guided Pathways work during the March All Staff Meeting.
- SBCTC has released the required Guided Pathways Plan forms and a cross functional team is working to write up LWTech’s plan by June 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.

Connect to Your Future at LWTech’s Annual Open House!

- Date: Thursday, April 25, 2024
- Time: 5 p.m. to 8 p.m.
Other Departmental Activities/Highlights

TRIO Director Tiến Đỗ attended the 2024 Council for Opportunity in Education Policy Seminar in Washington DC March 17th – 21st. Topics included:

- Updated information about the upcoming grant competition (this is a renewal year for both our TRIO grants)
- Time spent talking with key members of the house and senate supporting funding increases for TRIO programs.
- A keynote from Secretary of Education, Miguel Cardona

Photo: Capitol Hill meeting with Alyssa Quinn from the office of Congresswoman DelBene.
Lake Washington Institute of Technology
Associated Student Government Constitution Revisions
Second 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 adopt the attached Associated Student Government Constitution.
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 by-laws, 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, 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 the 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 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 E-Board, except purchasing decisions, will become effective without further action upon adjournment of that 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 form 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 an accumulative 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 members 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 shall 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 No person may 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 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 shall be to fulfill their job descriptions, to meeting the terms and conditions of office outlined in the bylaws, to maintain 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 bylaws.

Article IVc 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 selection 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 will 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—a 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. Once approved, 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:
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 in both the S&A Fee RCW 28B.15.045 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 who serves as 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 8.A.61.3., 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 Fee 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 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 Senate at a regularly scheduled meeting. If approved, once ratified by the Senate, amendments shall be implemented upon a simple majority vote of the student body. Upon ratification by the E-Board, the E-Board will seek final approval by the College President and the LWTech Board of Trustees.

Section 3: Amending Bylaws:

Amendments to the bylaws must be ratified by a majority two-thirds (2/3) vote of the E-Board at a regularly scheduled public meeting. If ratified, the Vice President of Student Services will provide secondary approval.
Item Summary:

The cost of materials and consumable supplies continues to increase at or above the rate of inflation. College tuition is fixed by the legislature as is the state allocation. Many of the college programs include a high level of consumable materials to help the student reach competency in their chosen field.

The proposed course fee changes for the 2024-2025 fiscal year reflect these elements in our budget. The attached schedules and information reflect the approved increases to tuition for next year.

Proposal: The college recommends the Board of Trustees adopt the proposed course fee schedules for the 2024-2025 fiscal year as authorized and approved by the Legislature and State Board for Community and Technical Colleges.