

**Board of Trustees Study Session and Meeting**  
**Monday, May 4, 2020**  
**Zoom Meeting**  
**12 pm to 3:30 pm**

Study Session – 12 pm		
Coronavirus Response	Dr. Amy Morrison	
Instructional Innovation	Dr. Suzanne Ames	
Enrollment	Dr. Ruby Hayden	
Budget Impacts	Bruce Riveland	
Board of Trustees Meeting – 1:30 pm		
Roll Call		
Consent Calendar: <ul style="list-style-type: none"> <li>• Approval of Agenda</li> <li>• Minutes, March 5, 2020</li> </ul>	Laura Wildfong	<b>1</b>
Public Comments: Individuals may sign in for public comment, limited to 3 minutes each <sup>1</sup>	Laura Wildfong	
Reports		
Associated Student Government	Ellienn Tatar	<b>2</b>
President	Dr. Amy Morrison	
Board Chair	Laura Wildfong	
Foundation Liaison	Dr. Lynette Jones	
Trustees Activities Update	Trustees	
Federation of Teachers	Dr. Andrea Westman	
Federation of Classified Staff	Heidi Davis	<b>3</b>

<sup>1</sup> 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.

Financial Summary 2020 Budget Progress	Bruce Riveland	4
Administration	Executive Cabinet	5
<b>Call Executive Session</b>		
<p><b>**Evaluation of the performance of public employees.</b></p> <p>The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110, which may include:</p> <ol style="list-style-type: none"> <li>1. To evaluate the performance of a public employee(s)</li> <li>2. To discuss with legal counsel representing the agency litigation matters</li> <li>3. To discuss and consider real estate acquisition</li> <li>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.</li> </ol> <p>Action from the Executive Session may be taken in Regular Session, if necessary, as a result of items discussed in the Executive Session.</p>		
<b>Action Items Discussed in Executive Session</b>		
Tenure consideration for Associate Professors:		
<b>Item 1043</b> Thomas Abbott		6
<b>Item 1045</b> Benjamin Meyer		7
<b>Item 1046</b> Elisa Parrett		8
Personal Leave		
<b>Item 1047</b> Temporary Personal Leave Provision		
<b>Adjournment</b>		

*Lake Washington Institute of Technology will schedule meetings in locations that are free of mobility barriers, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425.739.8200.*



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**Board of Trustees Meeting**  
Thursday, March 5, 2020  
Zoom Meeting 3 pm

The meeting was called to order at 3 pm.

**Roll Call**

**Board of Trustees:**

Laura Wildfong, Chair  
Robert Malte

Anne Hamilton, Vice Chair  
Darrell Mitsunaga

Dr. Lynette D. Jones  
Derek Edwards (AAG)

**LWTech Faculty and Staff:** Dr. Amy Morrison, Dr. Suzanne Ames, Leslie Shattuck, Doug Emory, Elsa Gossett, Heather DeGraw

**Consent Calendar:** The calendar was approved by consent.

**Reports**

**President Amy Morrison:**

- Expressed the college's appreciation for the Board of Trustees' leadership and support.
- Thanked Chair Laura Wildfong for her responsiveness, and Trustee Robert Malte for his counsel and advocacy getting answers from the Public Health department.
- Reported that:
  - Public Health notified the College that an LWTech instructor tested positive for Coronavirus on March 4, 2020. At this time, 46 LWTech faculty and students are under self-quarantine.
  - The Public Health system is overtaxed and impacts are widespread; LWTech is making decisions regarding COVID-19 responses in a vacuum. LWTech is preparing for prolonged closure based on current CDC and Public Health guidelines and state response.
  - As a result of the ongoing COVID-19 response, the Office of Instruction continues to meet to plan how to move students along through the end of the quarter with alternate modes of instruction. Student Services has discussed how to keep Financial Aid running through a prolonged closure.
  - The college is using reserves for additional costs, with eventual reimbursement.
  - The LWTech Foundation is providing financial support to quarantined students and access to emergency grants.
- Is addressing the following questions:
  - Online learning equity gaps: do LWTech students have laptops? LWTech is currently assessing student technology needs for successful online learning.
  - How will LWTech reconcile hands-on training needed for student tech classes?
  - How is LWTech maintaining compensation for faculty and staff? HR and supervisors are working to provide telework accommodations. For staff who have stayed home that do not have telework options and are exhausting their leave options, LWTech has instituted an Emergency Shared Leave pool.
  - Who must be onsite? The college has moved to modified operations, with the fewest employees on campus as possible.

- Described the Communications efforts to maintain current and updated messaging on the website as well as responding 24/7 to social media inquiries.
- Recommends, with the Board of Trustees counsel, that the campus close through the next 3.5 weeks. A final decision about closure would be made this weekend.
- Expressed gratitude to Executive Cabinet, willingness and welcome to call upon each other for answers and move forward during this time.

**The Board of Trustees called the meeting into Executive Session at 3:38 pm to evaluate the performance of a public employee. Chair Laura Wildfong reconvened the meeting at 3:45 pm. There was no action taken during Executive Session.**

**Item 1044:** Trustee Darrell Mitsunaga made a motion to grant tenure to Catherine England. Vice Chair Anne Hamilton seconded the motion, and Item 1044 was unanimously approved. Tenure was granted to Professor Catherine England.

President Amy Morrison thanked Heather DeGraw, Senior Executive Assistant to the President and Board of Trustees, for her 16 years of service.

Chair Laura Wildfong adjourned the meeting at 3:54 pm.

Respectfully submitted,



Elsa J. Gossett  
Senior Executive Assistant to the President and Board of Trustees



## Associated Student Government Board of Trustees Report April 2020



### Updates:

ASG has moved to remote operations during this time. We are working hard to support our fellow students through this challenging quarter. We have planned different ways to do our events online. It's a bit of a change for us, but we're getting into rhythm!

### Projects:

**Emergency Grant Funding:** During the break between quarters the team decided to fund \$52,000 to the LWTech emergency grant to help alleviate the financial crisis during the COVID-19 pandemic.

**IT Shortages:** ASG also decided to fund \$72,000 for technology resources to be available to students.

**Virtual Front Desk:** Student Programs will be hosting a virtual front desk on Zoom starting the week of April 20, until we are back on campus. This will be similar to the front desk in E128, it will be place for students to drop in and ask questions, get assistance, and resource referrals.

**Live at the Lake:** We have shifted our weekly *Live at the Lake* newsletter to be resource oriented rather than event oriented as it has been in the past. We are committed to keep our students informed of all the resources available to them. This way students are receiving student-based information and communication from the college on a consistent basis.

**Calling Campaign:** We've been reaching out to students ensuring they have the necessary technology means to be successful this quarter. It is important for us to make sure our students' voices are being heard. We understand that these are uncertain times, and we want to support them any way that we can.

**Fee Committees:** Our S&A and Tech Fee Committees have an important role during the academic year. Due to the unusual circumstances of this quarter we are trying our best to figure out the budget for next year. We are in the process of setting up online meetings for these committees.

**Constitution and By-Law Work:** We have continued to work on revisions for our constitution and by-laws. We will be discussing how to move forward with this project during this unusual quarter.

**Hiring:** Due to campus being closed this quarter, we've had to move our hiring process online. Applications will be available on SurveyMonkey and interviews will be conducted through Zoom. The applications will be due on May 6<sup>th</sup> and we will then start conducting interviews through Zoom between May 11<sup>th</sup>-15<sup>th</sup>.

### **Upcoming April and May Events:**

- 4/13 - ASG Official Meeting
- 4/14 - Rise Center Virtual Lounge Hours
- 4/15 - Students Who Are Parents Zoom Meet-Up
- 4/20 - International Student Zoom Meetup
- 4/21 - Rise Center Virtual Lounge Hours
- 4/28 - Rise Center Virtual Lounge Hours
- 4/30 - Midterm Help event
- 5/5 - Trivia/Party Game
- 5/11 - Zoom Meetup: Mental Health at Home



### Report to Board of Trustees

Board Meeting Date:	04/22/2020
Reporter:	Heidi Davis
Department:	Classified Staff

### NEW ACTIVITIES

<p>Classified Staff Fall Update: April 22, 2020</p> <ul style="list-style-type: none"> <li>• The classified Union would like to thank the Administration and the leadership team for all the of hard work they have done over the past month and half in order to afford us the opportunity to stay whole by working remotely during this time.</li> <li>• The communication from the top down, and listening &amp; addressing our questions and concerns</li> <li>• There have been 5 new employees that have been hired right before and or after we closed for the quarantine, that have been successfully hired and working in his or her position remotely... Which is huge all in itself.</li> </ul> <p>Thank you, for all of your support during this time. The work you are doing doesn't go unnoticed and is appreciated.</p> <p>The Classified E-Board (Heidi Davis, President, Tara Wend-Barbour, Vice President, Judy Mattson, Treasurer, Florena Gouacide, Secretary, Annie Draper, Member at Large</p>
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### BY THE NUMBERS PER 3-17-2020 REPORT FROM HR

New employees hired into classified positions since last report	0
Promotions/ Transfers	0
Reclassifications Approved	0
Reclassifications pending	0
Employees promoted out of the Union to Administrative positions	0
Temporary/ On Call employees	5
Classified who have left the college, positions not refilled	0
In the process of refilling positions	4
Total Classified	68

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
BOARD OF TRUSTEES – May 2020  
Monthly Financial Summary – March 2020

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 nine months through the fiscal year (75%). As of this time, we are not optimistic regarding the financial outlook for the year. Enrollments for the year through Winter Quarter finished down 3% from the prior year and 13% below allocation targets. Spring Quarter enrollments are down 11.5% from last year as we have shifted to remote operations.
- For year to date, revenues total approximately \$33.2M, down 8% from the prior year. This is primarily due to lower levels of tuition and grants. Expenditures total approximately \$33.2M and are down 1.5% from the prior year. This reflects decreases in grant related expenses.
- For all funds, revenues exceed expenditures by approximately \$230,000. For the general and self-supporting funds, revenues exceed expenditures by approximately \$210,000.
- As of March 31, the College has a total fund balance for all funds of approximately \$6.5M. As of March 31, the general operating reserve totals approximately \$4.7M (13.9%). This number will decline in light of higher expenses and lower tuition in the fourth quarter reflecting the cost of converting to remote operations.
- For the general fund budget, expenditures total approximately \$20.5M and are up 16% from the prior year. The increase is reflective of salary and benefit increases, and heavy equipment spending in March. The tuition shortfall is the only area of concern at this point. Tuition revenue is down over 10% from the prior year. This primarily reflects enrollment decline during the year.
- For self-supporting fund activities, expenditures total approximately \$2.62M while revenues total approximately \$3.04M. As of March 31, revenues exceed expenditures by approximately \$416,000. There are no areas of concern at this time.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
Statement of Revenue and Expenditures by Fund Source  
for month ended March 31, 2020  
FY2019-20

REVENUES

Fund	Description	Budget	Revenue to Date	Balance	% Received	Prior Year as of 9/30/19	\$ Difference	% Change
001	State Allocations	19,976,902	14,175,846	5,801,056	70.96%	12,543,863	1,631,983	13.01%
149	Tuition	8,025,000	5,790,637	2,234,363	72.16%	6,576,167	(785,530)	-11.95%
149	Other/Investment	315,094	290,337	24,757	92.14%	12,592	277,745	
148	Local Dedicated Funds	4,317,295	2,601,892	1,715,403	60.27%	3,434,505	(832,613)	-24.24%
145	Grants & Contracts	8,771,532	2,786,168	5,985,364	31.76%	5,105,004	(2,318,836)	-45.42%
522	Student Activities	1,170,000	(14,382)	1,184,382	-1.23%	921,872	(936,254)	-101.56%
524	Bookstore	100,000	105,113	(5,113)	105.11%	14,940	90,173	603.56%
528*	Facilities/Safety	0	20,570	(20,570)		(27,785)	48,355	
569	Food Service	0	0	0		100,554	(100,554)	-100.00%
570	Enterprise Activities	860,850	607,732	253,118	70.60%	604,195	3,537	0.59%
8xx	Financial Aid	8,530,000	6,678,075	1,851,925	78.29%	6,488,545	189,530	2.92%
	Subtotal	52,066,673	33,041,988	19,024,685	63.48%	35,774,452	(2,732,464)	-7.64%
440	Central Stores	40,000	2,457	37,543	6.14%	2,243	214	
448	Printing/Copying	250,000	98,658	151,342	39.46%	118,839	(20,181)	-16.98%
840	Agency	0	22,293	(22,293)		143,878	(121,585)	-84.51%
	Subtotal	290,000	123,408	166,592	42.55%	264,960	(141,552)	-53.42%
	Total Revenues	52,356,673	33,165,396	19,191,277	63.35%	36,039,412	(2,874,016)	-7.97%

EXPENDITURES

Fund	Description	Budget	Expended to Date	Balance	% Expended	YTD 2018-2019	\$ Difference	% Change
000	General Operating	28,316,996	20,464,469	7,852,527	72.27%	17,630,324	2,834,145	16.08%
148	Local Dedicated	4,193,453	2,616,459	1,576,994	62.39%	2,539,109	77,350	3.05%
145	Grants & Contracts	8,771,532	1,943,137	6,828,395	22.15%	4,582,238	(2,639,101)	-57.59%
522	Student Activities	1,170,000	722,410	447,590	61.74%	663,620	58,790	8.86%
524	Bookstore	70,000	(520)	70,520	-0.74%	(441)	(79)	17.91%
528*	Facilities/Safety	0	1,022	(1,022)		1,430	(408)	
569	Food Service	0	0	0		189,473	(189,473)	-100.00%
570	Enterprise Activities	860,850	637,426	223,424	74.05%	512,885	124,741	24.33%
8xx	Financial Aid	8,530,000	6,709,921	1,820,079	78.66%	7,455,559	(745,638)	-10.00%
	Subtotal	51,912,831	33,094,324	18,818,507	63.75%	33,573,997	(479,673)	-1.43%
440	Central Stores	40,000	3,325	36,675	8.31%	935	2,390	
448	Printing/Copying	250,000	136,423	113,577	54.57%	125,541	10,882	8.67%
840	Agency	0	7,242	(7,242)		46,494	(39,252)	-84.42%
	Subtotal	290,000	146,989	143,011	50.69%	172,970	(25,981)	-15.02%
	Total Expenditures	52,202,831	33,241,313	18,961,518	63.68%	33,746,967	(505,654)	-1.50%
	Total Revenue Over(under) Expend	153,842	(75,917)	229,759		2,292,445		
	Capital Projects:							
147	Local Capital Fund	64,158	519,135	(454,977)	809.15%	105,690	413,245	
057/060	Capital Projects - State	8,043,682	6,848	8,036,834	0.09%	1,066,468	(1,059,620)	

\*Moved to Fund 148

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
Statement of Revenue and Expenditures and Fund Balance  
for month ended March 31, 2020

	Fund Balance 07/01/18	Year-to-Date Revenue	Year-to-Date Expenditure	3/31/20 Balance	3/31/19 Balance
<b>Operating Funds</b>					
001 State Allocations	0	14,175,846	14,175,846	0	
149 Tuition	(2,040,505)	5,790,637	6,288,623	(2,538,491)	
Other/Investment	0	290,337		290,337	
149 Subtotal	(2,040,505)	5,790,637	6,288,623	(2,248,154)	(569,418)
148 Local Dedicated Funds	2,277,542	2,601,892	2,616,459	2,262,975	3,016,784
145 Grants & Contracts	3,213,545	2,786,168	1,943,137	4,056,577	2,705,411
522 Student Activities	2,030,542	(14,382)	722,410	1,293,749	2,427,381
524 Bookstore	247,990	105,113	(520)	353,622	206,382
528 Facilities/Safety	29,104	20,570	1,022	48,652	3,496
569 Food Service	(271,491)	0	0	(271,491)	(255,032)
570 Enterprise Activities	(23,405)	607,732	637,426	(53,098)	105,964
846/849/850/860 Financial Aid	493,886	6,678,075	6,709,921	462,040	(554,095)
<b>Total Operating</b>	<b>5,957,209</b>	<b>14,375,499</b>	<b>14,279,314</b>	<b>5,904,872</b>	<b>7,086,873</b>
440 Central Stores	13,376	2,457	3,325	12,508	20,226
448 Printing/Copying	493,950	98,658	136,423	456,186	515,892
840 Agency	69,687	22,293	7,242	84,738	140,432
<b>Subtotal</b>	<b>577,013</b>	<b>44,607</b>	<b>50,945</b>	<b>553,431</b>	<b>676,550</b>
<b>Total All Operating Funds</b>	<b>6,534,221</b>	<b>28,580,802</b>	<b>28,490,955</b>	<b>6,458,304</b>	<b>7,763,423</b>
<b>===== Total All Operating Funds =====</b>					
	6,534,221	28,580,802	28,490,955	6,458,304	7,763,423
Capital Projects - State	0	6,848	6,848	0	0
Capital Projects - Local	64,158	526,051	519,135	71,074	64,058
<b>Total All Funds</b>	<b>6,598,379</b>	<b>29,113,701</b>	<b>29,016,938</b>	<b>6,529,378</b>	<b>7,827,481</b>
General Operating Reserve	4,004,265			4,688,851	5,813,763
% of Operating Budget as of 8/31/19				13.90%	20.13%
General Operating Reserve Target				5,059,695	15%

Source: BA1203/1204; GA 1332;

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Budget Status - Operating Budget FY19-20  
for month ended March 31, 2020

General Funds 001/149 Expenditure Category	Approved Budget	Adjusted Budget	Actual to Date	Projected	Balance	% Expended/ Encumbered	Prior Year to Date	% Difference
Salaries	\$ 19,248,370	\$ 19,086,992	\$ 12,938,599	\$ 5,500,000	\$ 648,393	96.60%	\$ 11,811,731	9.54%
Benefits	6,394,587	6,569,101	4,502,169	1,842,500	224,432	96.58%	4,288,206	4.99%
Goods & Services*	2,788,867	2,873,358	2,251,232	524,231	97,895	96.59%	1,842,956	22.15%
Equipment	455,006	455,006	196,076	36,826	222,104	51.19%	100,310	95.47%
Travel	77,550	77,550	69,280	8,708	(438)	100.56%	62,957	10.04%
Grants, Client Services	790,442	887,336	498,823	5,505	383,008	56.84%	663,985	-24.87%
HS Academy Transfer	(1,317,253)	(1,317,253)	24,133	-	(1,341,386)	-1.83%	(921,314)	
International Prog. Transfer	0	-	0	-	-		-	
Transfer of Charges	(305,659)	(315,094)	(15,843)	-	(299,251)	5.03%	(218,507)	-92.75%
<b>Total Expenditures</b>	<b>\$ 28,131,910</b>	<b>\$ 28,316,996</b>	<b>\$20,464,469</b>	<b>\$7,917,770</b>	<b>(\$65,243)</b>	<b>100.23%</b>	<b>\$ 17,630,324</b>	<b>16.08%</b>
<b>Revenue Category</b>								
State Allocations	\$ 19,847,777	\$ 19,976,902	\$ 14,175,846	-	\$ 5,801,056	70.96%	\$ 12,543,863	13.01%
Tuition	8,025,000	8,025,000	5,790,637	-	2,234,363	72.16%	6,576,167	-11.95%
Investment	0	0	0	-	-		-	
Other	259,133	315,094	290,337	-	24,757	92.14%	12,592	
<b>Total Revenue</b>	<b>\$ 28,131,910</b>	<b>\$ 28,316,996</b>	<b>\$ 20,256,820</b>	<b>\$ -</b>	<b>\$ 8,060,176</b>	<b>71.54%</b>	<b>\$ 19,132,622</b>	<b>5.88%</b>
Revenue Over (Under) Expenditure \$	-	\$ -	\$ (207,649)				\$ 1,502,298	

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Budget Status - Operating Budget FY19-20  
for month ended March 31, 2020

Self Supporting Fund 148 Expenditure Category	Approved Budget	Adjusted Budget	Actual to Date	Projected	Balance	% Expended/ Encumbered	Prior Year to Date	% Difference
Salaries	\$ 1,366,495	1,326,620	\$1,026,513	\$ 375,000	\$ (74,893)	105.65%	\$ 961,188	6.80%
Benefits	537,564	530,777	387,467	146,250	(2,940)	100.55%	376,808	2.83%
Goods & Services	2,149,221	2,267,563	937,361	997,037	333,165	85.31%	926,010	1.23%
Equipment	81,004	81,004	257,212	11,110	(187,318)	331.25%	254,022	1.26%
Travel	5,300	8,469	7,946	-	523	93.82%	19,306	-58.84%
Grant/Client Services	0	-	4,860	-	(4,860)		1,775	173.80%
Transfer of Charges	(20,980)	(20,980)	-	-	(20,980)	0.00%	-	
<b>Total Expenditures</b>	<b>\$ 4,118,604</b>	<b>\$ 4,193,453</b>	<b>\$ 2,621,359</b>	<b>\$1,529,397</b>	<b>\$42,697</b>	<b>98.98%</b>	<b>\$ 2,539,109</b>	<b>3.24%</b>
<b>Revenue Category</b>								
Inst. Program Fees	\$ 1,472,450	\$ 1,472,450	\$ 1,066,767		\$ 405,683	72.45%	\$ 1,415,527	-24.64%
Inst. Ancillary Rev.	584,575	584,575	321,262		263,313	54.96%	302,917	6.06%
Testing	25,000	25,000	27,746		(2,746)	110.98%	25,975	6.82%
Other Fees & Income	2,234,329	2,235,270	1,622,438		612,832	72.58%	1,690,086	-4.00%
Excess Enrollment Tuition & Fees	0	0	0	-	-		-	
<b>Total Revenue</b>	<b>\$ 4,316,354</b>	<b>\$ 4,317,295</b>	<b>\$ 3,038,213</b>	<b>\$ -</b>	<b>\$ 1,279,082</b>	<b>70.37%</b>	<b>\$ 3,434,505</b>	<b>-11.54%</b>
<b>Total Revenue over Expend.</b>	<b>\$ 197,750</b>	<b>\$ 123,842</b>	<b>\$ 416,854</b>				<b>\$ 895,396</b>	

PROPOSED

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
PROGRAM FEES - REVIEW & CLASSIFICATION  
FY 2019-20 to be updated for FY 20-21

**Authority:** For the 2017-19 biennial budget, the Legislature authorized trustees of the community & technical colleges to adopt or increase special course and lab fees to the extent necessary to cover the reasonable and necessary exceptional cost of the course or service.

**Purpose:** With the decision to adopt the community college tuition structure, it was prudent and reasonable to review program fees. The objectives of this review are to maintain a cost structure that is reasonable for the student, addresses the additional costs of the courses, to standardize program fees based on criteria, and to correct any amounts previously established.

**Option:** Establish a 4 tier program fee system that identifies the recommended criteria for placement within the appropriate fee level and addresses the special costs associated with offering the program/course. Program fees may be assessed on programs based on the related costs. It is also recognized that certain higher cost programs may not fit within the prescribed framework in which case a unique program fee may be determined. Courses may also have specific pass thru fees in which the student is purchasing a specific individual item from a vendor through the College (ie., name tags). The fee level would be assessed at the program level based on the number and type of courses within the program. It is not feasible to have different rates within a program unless all revenues are coded to one account. Program fees would support the cost of the supplies and materials used by individual students, support costs for equipment maintenance and replacement, purchase of software, and other additional program costs unique to the program including class staff support, cost to utilize non-college facilities if necessary, and contracted services.

**Level I - \$8/credit** The fee at this level would be for courses in which a minimal amount of consumable supplies would be utilized by the individual student; little or no utilization of equipment and/or computer.

**Level II - \$12/credit** The fee at this level would be for courses which have a low to medium use of consumable supplies and materials by the individual student. Limited use of general and/or specialized program equipment and computers.

**Level III - \$17/credit** The fee at this level would be for courses which have a medium use of consumable supplies and materials by the individual student. Moderate to heavy use of general and specialized program equipment, computers, specialized software.

**Level IV - \$22/credit** The fee at this level would be for courses which have an extensive use of specialized consumable supplies and materials by the individual student. High use of general and specialized program equipment, computers, specialized software.

**Level V - \$30/credit** The fee at this level would be for courses which have a very high use of specialized consumable supplies and materials by the individual student. High use of general and specialized program equipment, computers, specialized software.

**Other - varies** Certain programs are considered as extremely high cost programs due to the unique and specialized nature of the consumable supplies and materials. The programs utilize high cost specialized equipment, specialized software, and computers.

**Pass Thru - varies** Pass-thru fees are assessed to collect costs for individual student items or services that are in turn remitted to an external agency or vendor. These fees include such items as student insurance, health cards or permits, testing fees, and individualized clothing or uniforms.

PROPOSED

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

2020-2021 Program Fee increase proposals

Program Placement:

Level I	Level II \$12	Level III \$17	Level IV \$22	Level V \$30	Other	Current Fee	Proposed fee amount
Environ. Horticul. <b>SU</b>	<b>Environ. Horticul. SU</b>	ART <b>PU</b>	Auto Collision <b>S4</b>	Auto Collision <b>S4</b>	1 ACF (Culinary) <b>PO \$85 per course</b>	85	
Business Tech <b>S3</b>		BPMT <b>SV</b>	BTAD <b>BD</b>	Baking	2 Auto Repair <b>S6 \$25 per credit</b>	25	30
First Aid <b>PC</b>		BAS PH <b>BA</b>	Culinary Fee II <b>P6</b>	Biomedical	3 BASPH - <b>BN \$40 fee PUBH301</b>	40	
Human Resource Tech <b>SQ</b>	Accounting <b>SS</b>	BAS TLM <b>BH</b>	Diesel <b>SH</b>	Culinary Fee II <b>P6</b>	4 BASPH - <b>BO \$50 fee PUBH320</b>	50	
Legal Support <b>SN</b>	Acad Core Labs <b>PZ</b>	CSNT <b>SF</b>	Engineer Graphics <b>SB</b>	Diesel <b>SH</b>	5 CSNT A+ Hdwe <b>N1 \$115 per course</b>	115	
Business <b>RL</b>	Dental Asst. Fee II <b>S0</b>	Culinary Fee I <b>S5</b>	Engr. Tech <b>PG</b>		6 CSNT Oper Sys <b>N2 \$160 per course</b>	160	
Sewing <b>BJ</b>		Electronics <b>SE</b>	Fitness <b>SY</b>	Culinary Fee I <b>S5</b>	7 CSNT Network <b>N3 \$215 per course</b>	215	
				Electronics <b>SE</b>	8 CSNT Linux + <b>N4 \$165 per course</b>	165	
Behavior & Social Sci <b>BL</b>		BAS CSD (ITAD) <b>P4/P5</b>	Machinery Tech Fee II <b>SJ</b>	Machinery Tech Fee	9		
BHAV- 111, 121, 232, 311, 321, 331, 412, 411, 421, 431, 432,		MMPE <b>SD</b>	Machinery Tech I <b>SG</b>	Machinery Tech I <b>SG</b>	Dental Asst. <b>S7 \$50 per credit</b>	50	
PUBH- BAS		Fitness Spec. <b>SX</b>	Medical Assisting <b>SP</b>		10		
PUBH - 301, 315, 320,420, 430 410, 455	Physical Therapy <b>PT</b>	Physical Therapy <b>PT</b>	Design (MMDP) <b>ST</b>		Dental Hygiene ( <b>\$50</b> ) <b>S8 per credit</b>	50	
			Nursing Asst. <b>SM</b>		11 Funeral Svc. Board Exam <b>PQ \$570 per course</b>	570	
			Precision Machining <b>SO</b>		12		
			Welding <b>SW</b>		Funeral Svc. Fee <b>RG \$600 (Embalming I &amp; II)</b>	600	
			Game <b>NS</b>		13 Funeral Svc. Fee <b>RU \$200 1 course (FSE 262)</b>	200	
			BAS Game <b>N6</b>		14 HLSC Front Office - <b>RV \$60 (HLSC 104)</b>	60	
			Photonics <b>BG</b>		15 HLSC Dental Sterilization - <b>RW \$128 (HLSC 107)</b>	128	
					16 HR SHRM FEE <b>R9 \$40 per course</b>	40	
					17 Med Asst <b>RX \$94 - 1 course (MEDA 118)</b>	94	
					18 Nursing ( <b>\$100/cr.</b> ) <b>P9 per credit</b>	100	
					19 Nursing Testing <b>RC \$200 per quarter</b>	200	
					20 Nursing ATI Fee <b>RD \$100</b>	100	200
					21 Nursing ATI II Fee <b>RE \$160</b>	160	
					22 Nursing Consortium Fee <b>RN \$35 per qtr.</b>	35	37.5
					23 OTA <b>PP \$85 (Clinical/Seminar Courses)</b>	85	
					24 Physical Therapy APTA <b>PI \$150 per course</b>	150	
					25 Physical Therapy Asst. <b>PS \$110 per course</b>	110	
					26 Social & Human Serv. <b>BP \$20 (SHSV 138/218/238)</b>	20	
					27 Trans Core <b>S2 \$25 per credit</b>	25	
					28 TEAS - testing fee	90	115

Each fee is assigned its own unique 2 alpha-numeric fee code (eg. SU) to direct fees to the budget account

Approved increases:

FY2013-14; FY2017-18 Program Fee rates were increased \$1 per credit

Indicates proposed change to existing fee or new fee

## Budget Environment

### Enrollment

- Down 3% for Fall and Winter compared to previous year
- Down 11.5% for Spring
- Summer uncertain
- 2.5% increase in tuition authorized by the legislature.

### Unbudgeted Costs related to Covid19 outbreak

- Overtime to sanitize
- Supplies and materials
- Equipment to convert to remote operations
- Equipment and licenses to expand bandwidth and reliability

### Emergency Grants to Students

- Federal Financial Aid
- Foundation Fundraising
- Cares Act Funds for Students

### Risk of Reduced Income

- Lower Overall Enrollment
- Fewer International Students
- Ancillary accounts – Culinary dining room, bakery, Fooda revenue share, bookstore revenue share, room rentals

### Reductions in the State Budget

- Veto of new money in the supplemental budget – guided pathways, high demand programs, etc.
- Possible reduction in funds provided in the 19-21 biennial budget
- SBCTC allocation projections include a scenario with a large reduction

### Pressure for New Resources

- Converting courses to an online format and related costs
- Conducting labs with half the students resulting in doubling the cost.
- Early Childhood Learning Center class size with half the children result in doubling of cost.
- Tremendous increase in Financial Aid applicants and the need for staff to process these applications.
- Cost of new software licenses related to operating online
- ctcLink implementation costs



## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Leslie Shattuck
Department:	Communications and Marketing

The Communications and Marketing team (team) spent February, March and April continuing COVID-19 communications, in addition to supporting several departments across the college. The following is an update of the top-level projects they worked on during the month, as they align with trustee goals and strategies for the 2019-2020 academic year. There are currently **211** active projects in the department.

### Board Goal 1: Provide strong leadership and direction for the college

- Support the accreditation process.
- Evaluate implementation of the LWTech's strategic plan.
- With the president, annually develop performance goals and evaluate the president's progress towards the identified goals and the development and implementation of college initiatives.
- Evaluate and approve policies that promote student enrollment, achievement, and completion.
- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments.
- Evaluate and approve policies that encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctcLink implementation.

#### Accreditation

N/A

#### Strategic Plan

N/A

#### Progress towards the identified goals and the development and implementation of college initiatives

N/A

#### Promotion of student enrollment, achievement, and completion

N/A

**Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments**

The team continued to create communications and marketing materials that are inclusive, and create a community of belonging, where all are and feel welcome.

**Encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.**

N/A

**Use data to assess the effectiveness of policies**

N/A

**Support LWTech leading up to and through ctcLink implementation**

N/A

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

- Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support.
- Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development.
- Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development.

**Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support**

N/A

**Public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**

N/A

**Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**

N/A

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

- Support LWTech's outreach initiatives.
- Participate in key conferences and events, such as ACT and legislative functions.
- In coordination with the president, actively participate and engage in community activities.

### College Outreach Initiatives:

#### Public Relations

The team spent March and April predominantly supporting COVID-19 communications. During March and April the college appeared in nearly 160 articles and stories from around the world. Leslie Shattuck scheduled numerous interviews for Dr. Morrison and herself, during this time. Attached is the current Media Coverage Report prepared by the team.

#### Social Media

The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media outreach over the past two months has been significantly focused on COVID-19 messaging from the president, and support and services for students for wrapping up Winter quarter and preparing for Spring quarter.

#### Website and Social Media Analytics

The following is the overview of website and social media analytics for February and March.

#### Website Highlights, February

- Overall traffic in February was down by 17%, with the number of users down by 9%, and pageviews down by 11% from January. Compared to February 2019, traffic was down by 4%, but with 11% more users, and 7% more pageviews. A decrease from January to February in traffic is considered normal since January is the start of the quarter and February is a slightly shorter month.
- Nursing, Dental Hygiene, and Electronics Technology program pages were the top three program pages. Electronics had an increase in 130% in visits due to advertising this month.
- Desktop visits accounted for 72%, while mobile device visits accounted for 28%.
- Visits from social media were up by 21%. Social visits were higher in February due to advertising campaigns on Facebook, but with a decreased budget from the same time last year, visits were down by 55% from 2019. Most visits were from Facebook (90%) and Twitter (4.1%).
- The most visited day was Tuesday, February 11 with 5,380 visits. The least visited day was Saturday, February 15 with 1,995 visits.
- Note, Saturday, February 29, was the day the Coronavirus crisis affected the college. The first announcement was made on the website and social media that afternoon.

## Social Media Highlights, February

- Audience reach grew by 1% from January and 10% from same time in 2019. The largest gain in followers came from Facebook (120 new followers), Twitter (167 new followers), and Twitter (125 new followers). The increase is slightly higher than normal and can be attributed to the coronavirus crisis which started on February 29<sup>th</sup>, which is where most of the audience gains came from.
- Overall engagement was down by 12% in February compared to January and down by 12% from the same period in 2019. Impressions were also down by 28% from January, and 35% from 2019. While Facebook had gains in engagement and impressions—mostly from the February 29<sup>th</sup> coronavirus post—all other platforms had minor losses in engagement and impressions. This is mostly because February is a shorter month and due to reduced funding for advertisement.

## Website Highlights, March

- Overall traffic in March was up by 20%, with 15% more users, and 4.2% more pageviews. Compared to the same time in 2019, traffic was up 29%, with 31% more users, and 9.3% more pageviews. The increase in traffic to the website can be attributed to the Coronavirus crisis that hit at the end of February. The website played an integral part in communicating information during the ongoing crisis to students, faculty, staff and the public. It became a trusted resource for the community and the press.
- The coronavirus information webpage became the most visited page on the website after the homepage, with over 35K pageviews. Nursing, Dental Hygiene, and Engineering Transfer program pages were the top three program pages., with Engineering seeing the highest increase in visits due to advertising campaigns.
- Visits from mobile devices increased to almost 40%, which can also be attributed to the Coronavirus crisis. Visits from search also increased by 6% resulting in more than half of all traffic coming from Google search.
- Visits from social media were up by 140% from last month, and 114% from the same time last year. This is also related to the Coronavirus crisis, as the college social media channels were key communications platforms during this time.
- The most visited day was Wednesday, March 4 with 9,057 visits. **This was also the most visits the website has ever had in a single day since analytics tracking began in mid-2015.** This was the day the college reopened after the three day closure at the beginning of the crisis. The least visited day was Sunday, March 29 with 1,739 visits.

## Social Media Highlights, March

- Audience reach grew by 1% from February and 10% from same time in 2019. YouTube gained 20% in followers, while the rest of the channels gained at a normal month-to-month growth rate. The increase is slightly higher than normal and can be attributed to the Coronavirus crisis that started on February 29<sup>th</sup>, which is where most of the audience gains came from.
- Overall engagement was up by 290% in March compared to February and up by 83% from the same period in 2019. Impressions were also up by 42% from February, and 33% from 2019. While Facebook had gains in engagement and impressions, all other platforms also had significant gains engagement and impressions, all of which were related to Coronavirus communications.

## Coronavirus (COVID-19) Website Landing Page Analytics

The college went into emergency communications beginning on February 29, 2020, in response to possible exposure of students and faculty at the Life Care Center in Kirkland. A statement from the president was posted on the website and shared through the college social media platforms at approximately 6:20 p.m. Thereafter, statements from the president were posted daily (including the weekends) on the newly launched coronavirus (COVID-19) Information and Resources webpage through March 13 – with a couple of those days having two statements. After March 13, statements were posted from March 16-20, March 25, April 2 and April 3. The March 5 statement was a video statement, while the rest were written, with some including images. All the statements were posted on social media, linked from the homepage slider, and sent via email to employees and students. In some cases, these statements were also sent to the press (in separate, individual emails)

The newly established coronavirus (COVID-19) page quickly became the second most visited webpage on the website, and remained as such up until April 3rd. The homepage remained the most visited webpage on the LWTech website. Together, both pages accounted for almost 50% of the website traffic during most of this period. Overall, the resulting crisis accounted for 20% more traffic on the website compared to the previous month, and 29% more traffic compared to the same month in 2019 (see the above March Website Monthly Analytics overview).

Geographically, most visits were from within Washington state. However, visits from other states increased between 50% to more than 1500% in some instances, as the news spread nationwide. Many visits were directly from media agencies who were closely monitoring the events of the college. Another shift that occurred during this time, were visits from mobile devices, which increased from what was typically around 30-35% to 65-75% of all website traffic. This can be attributed to students not having devices at home, and depending on their smartphones and tablets, access to the website; along with the general public trend of using smartphones to access web-based content.

The “topmost link actions” (action to external websites and/or PDFs) from users was to Canvas and the college’s social media channels—specifically Facebook and Twitter. Engagement between those who commented, or sent direct messages increased engagement and encouraged users to keep coming back to the website.

The events of the crisis also encouraged more search behavior on search engines such as Google. The coronavirus (COVID-19) page often was in the top search results in related search keywords. There were even search words such as “Amazon,” “NBC,” and “Community College Near Me” that resulted in visits to the website.

Toward the last couple of days of the president’s statements, traffic to the site began to normalize as the college was shifting to more normalized (but remote) operations, and preparations for Spring quarter were taking place. The Class Schedule page became the second most popular page, followed by the Current Students page, which is a typical pattern seen in the analytics.

The most visited day was Wednesday, March 4th, (which was the day the college opened again after the three day closure) with 9,057 visits, of which were 6,831 users, and 64% of them being new users. This was the most visited day to the website since the college started tracking website analytics, overtaking January 15, 2020, as the most visited day (due to snow days). The president’s video statement also became the second most viewed video on the college’s YouTube channel within the first 24 hours with 1,864 views, and as of this writing, the most viewed video with 2,600 views.

### **Website**

The team continued created several new landing pages for COVID-19 communications. These included several website sliders, a COVID-19-specific landing page, Spring quarter classes, and Student Services support during COVID-19.

### **Viewbook**

The team continued their work on the next Viewbook.

### **New Marketing and Advertising Campaign**

The team presented its new marketing/advertising campaign to various constituents throughout the college through Zoom meetings. The new campaign, which was already in development before the COVID-19 emergency, is centered around Community, and is called, “This is Your LWTech. It’s set to launch the middle of May, first promoting Summer and Fall quarter registration.

### **President’s Office Support**

The team provided communications support to the President’s office.

### **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.

### **Actively participate and engage in community activities**

N/A

**Key conferences and events**

N/A

**Actively participate and engage in community activities**

N/A

**Other Departmental Activities/Highlights**

**Digisign Updates**

N/A

**Programs and Department Support**

The team worked on several marketing projects for various programs throughout the college. These included brochures, banners, and flyers, just to name a few.

## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Elisabeth Sorensen
Department:	LWTech Foundation

*The LWTech Foundation continues to raise funds in support of LWTech's outstanding programs, students and campus initiatives.*

### Board Goal 1: Provide strong leadership and direction for the college

- Support the accreditation process.
- Evaluate implementation of the LWTech's strategic plan.
- With the president, annually develop performance goals and evaluate the president's progress towards the identified goals and the development and implementation of college initiatives.
- Evaluate and approve policies that promote student enrollment, achievement, and completion.
- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments.
- Evaluate and approve policies that encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctcLink implementation.

#### Accreditation

#### Strategic Plan

Progress towards the identified goals and the development and implementation of college initiatives

Promotion of student enrollment, achievement, and completion

Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments

*The Foundation continues to fund materials, trainings and professional development opportunities that support LWTech's Equity, Diversity and Inclusion Plan.*

*The Foundation purchased boxed lunches for all employees who participated in the technology distribution in March.*

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

Use data to assess the effectiveness of policies

Support LWTech leading up to and through ctcLink implementation

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

- Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support.
- Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development.
- Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development.

**Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support**

*The LWTech Foundation awarded nearly \$200,000 in scholarship support, including 52 laptop computers, to students as part of the Foundation's Spring 2020 Scholarship Cycle.*

*Applications for Fall 2020 Scholarships opened on Friday, April 10. During this cycle, the Foundation will distribute approximately \$75,000 in scholarship support to LWTech students.*

*The LWTech Foundation spearheaded a successful matching gift challenge with a \$25,000 gift from longtime donors Jim Kinsella and Bob McNeal to create a special COVID-19 Student Emergency Fund to support students with basic living essentials and tech needs during the pandemic. To date, the Foundation has raised \$68,000 for this fund.*

*In early March, the Foundation supported physical therapy assistant and nursing students in self-quarantine due to direct exposure to the coronavirus with \$250 gift cards for groceries and basic essentials.*

**Public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**

**Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**

*Regretfully, we've canceled the LWTech Foundation Annual Scholarship Reception, originally scheduled for Wednesday, May 13, in compliance with Governor Inslee's executive order on gatherings and out of concerns for health and safety. In lieu of the Annual Scholarship Reception, student scholarship recipients will record personal messages of appreciation via phone to share with their individual scholarship donors. Additionally, student scholarship recipients will also continue our tradition of sending written scholarship thank you letters to you donors. This year, due to extra precaution with COVID-19, our students will send electronic thank you notes.*

*For the third year in a row, the LWTech Foundation was awarded a grant in the amount of \$10,000 for STEM Supplemental Instruction.*

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

- Support LWTech's outreach initiatives.
- Participate in key conferences and events, such as ACT and legislative functions.
- In coordination with the president, actively participate and engage in community activities.

**College Outreach Activities**

*Elisabeth Sorensen is reaching out to donors via phone to touch base during the “shelter at home” order.*

### **Key conferences and events**

#### **Actively participate and engage in community activities**

*Elisabeth Sorensen attended Greater Kirkland Chamber of Commerce Meetings via zoom on Tuesday, March 20, Monday, March 30 and Tuesday, April 15 as well as the Greater Kirkland Chamber of Commerce Happy Hour Online Auction on Friday, April 17.*

*Elisabeth Sorensen continues to serve (as LWTech’s representative) on the Greater Kirkland Chamber of Commerce Board of Directors.*

#### **Other Departmental Activities/Highlights**

*The Foundation welcomed Nicole Eckenrode as the Foundation’s new part-time administrative assistant (replacing Gayle Shimokura) on March 26. Nicole is a full-time permanent employee splitting her time 50/50 between the Foundation and Communications/Marketing Teams.*



## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Meena Park
Department:	Human Resources, Payroll & Benefits

The HR/Payroll & Benefits team continues to support the College in various ways.

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2019-2020 academic year. Where there is a checked box, the department supported this work over the last month. Focus will vary from month to month over the course of the year. There is an additional section “Other Departmental Activities/Highlights” at the end of the report where additional project information is included.

### Board Goal 1: Provide strong leadership and direction for the college

- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments
- Evaluate and approve policies that support faculty and staff development and retention

#### Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments

Due to the COVID-19 pandemic, much of the work in Human Resources and Payroll has been focused on keeping our employees whole as we transition our faculty and staff to remote operations mode. Every decision has been made with the lens of equity, diversity, and inclusion. Some of the initiatives that have been implemented include:

- Telework opportunities for faculty, staff, and student workers  
Supervisors have met with their employees to develop a flexible and realistic work from home plan. Telework agreements have been submitted for 96% of our exempt and classified staff.
- Suspended Operations Training Options Webpage  
These training options are considered meaningful work and are offered to ensure, to the extent possible, that employees do not experience lost wages during the COVID-19 crisis. It is a comprehensive collection of training options which includes a link to Engagement and Learning’s Professional Development page as well as skill building training, accessibility training, and a wide selection of Equity, Diversity, and Inclusion topics. All employees are encouraged to take advantage of this opportunity.

- Emergency Shared Leave Pool

A separate Emergency Shared Leave Pool was created to help employees who do not have telework or professional development capabilities and who are risk of going into leave without pay status. Not surprisingly, our faculty and staff have been very generous with their donations.

### EDI Zoom Meetings

As members of EDI Council, Community Building and Professional Development and the EDI Hiring Subcommittees, HR team members continue to participate in meetings via Zoom.

### **Support and promotion of faculty and staff development and retention**

#### Adjunct Faculty Reach Out

Anticipating the impact of COVID-19 on Adjunct faculty, HR worked with Cabinet to explore all options to keep our hard working adjunct faculty whole. We were especially concerned with health care continuation. With guidance from the Health Care Authority and much creativity, all adjunct faculty were able to remain benefitted spring quarter. Human Resources reached out personally to each adjunct faculty impacted by COVID-19 to provide benefits and unemployment guidance.

#### LEADS

We continue to hold our LEADS sessions via Zoom. On April 1, Leslie Shattuck, Director of Communications and Marketing, led an engaging session on Personal Branding. On April 17, Kendra Fuller, Consultant, led a discussion on Navigating Change with the objectives of building an increased awareness of the personal experience of change, the reasons for resistance, as well as tips to successfully implement change. Given our current situation, it was a timely topic.

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

#### **Support the College's outreach initiatives**

**Participate in key conferences and events, such as ACT and legislative functions**

**In coordination with the president, actively participate and engage in community activities**

#### **Key conferences and events**

Ms. Meena Park continues to participate in weekly HRMC, OFM, 5 Star, and Technical Colleges meetings and updates focused on the impacts of COVID-19.

On April 24, Ms. Katie Stewart, Tish Evora, and Vera Davidyuk will participate in a virtual PPMS meeting. Agenda topics include PFML reporting and tracking, Families First Coronavirus Act, and COVID-19 leave tracking.

#### **Other Departmental Activities/Highlights**

Due to COVID-19, faculty interest based bargaining came to a brief halt. We plan on continuing again with an anticipated conclusion in June.

Human Resources and Payroll continue to interpret and implement leaves related to the Family First Coronavirus Act. Question and Answers sessions with supervisors and employees are scheduled for May.

## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	5/4/20
Submitted by:	Chris McLain
Department:	Information Technology

### Board Goal 1: Provide strong leadership and direction for the college

- Support the accreditation process.
- Evaluate implementation of the LWTech's strategic plan.
- With the president, annually develop performance goals and evaluate the president's progress towards the identified goals and the development and implementation of college initiatives.
- Evaluate and approve policies that promote student enrollment, achievement, and completion.
- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments.
- Evaluate and approve policies that encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctclink implementation.

#### Accreditation

N/A

#### Strategic Plan

N/A

#### Progress towards the identified goals and the development and implementation of college initiatives

N/A

#### Promotion of student enrollment, achievement, and completion

N/A

#### Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments

N/A

#### Encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.

N/A

#### Use data to assess the effectiveness of policies

N/A

#### Support LWTech leading up to and through ctclink implementation

The last couple of months have been extremely busy for Information Technology. The entire campus pulled together to acquire and deploy an enormous amount of diverse and high end technology to

our faculty, staff and students. The magnitude of what was accomplished is incredible, to say the least.

As part of the Covid-19 preparedness project, IT has purchased back-end infrastructure to bring our current equipment to a standard to support increased distance learning requirements. College Administration believes online learning is something we must adapt to and quickly. We are making substantial gains in this area.

ctcLink is still moving forward. Lauren Heller moved from her old position at LWTech in Engineering recruiting over to our new Project Manager. Lauren has hit the ground running and has moved the College forward in this project in substantial ways. I will remain involved on the PM side, but will officially serve as the Executive Sponsor for the project going forward.

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

- Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support.
- Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development.
- Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development.

Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support

Public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development

Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development

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

- Support LWTech's outreach initiatives.
- Participate in key conferences and events, such as ACT and legislative functions.
- In coordination with the president, actively participate and engage in community activities.

College Outreach Activities

Key conferences and events

Actively participate and engage in community activities

### **Other Departmental Activities/Highlights**

## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Suzanne Ames
Department:	Instruction

### Board Goal 1: Provide strong leadership and direction for the college

- Support the accreditation process.
- Evaluate implementation of the LWTech's strategic plan.
- With the president, annually develop performance goals and evaluate the president's progress towards the identified goals and the development and implementation of college initiatives.
- Evaluate and approve policies that promote student enrollment, achievement, and completion.
- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments.
- Evaluate and approve policies that encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctLink implementation.

#### Accreditation

#### Strategic Plan

#### Progress towards the identified goals and the development and implementation of college initiatives

##### Promotion of student enrollment, achievement, and completion

Instruction moved all classes to an online format due to the COVID-19 crisis, requiring significant amount of creative thinking, ingenuity and perseverance. Below are a few highlights of accomplishments:

- Associate Professor Andrew Fischer assisted Professor Letty Barnes by virtualizing a resource she needed to be able to teach Project Management online during Spring Quarter. The resource was on an extranet hosted by the CSNT program.
- Associate Professor Andrew Fischer also developed a communications platform for the CSNT program that is privately hosted on LWTech's server. This platform replaces all the other platforms students are currently using to take courses online: Canvas, Signal, SMS, Wire, email, Hangouts, Teams, Skype, Slack, Discord, Twitch, Zoom and VNC. It replaces the functions of OneDrive, Teams, Outlook, Google Reader, Google Keep, Doodle, and Trello.

Andrew commented, “We found that by locating our virtual classroom in a single location, students are less confused about where to go for what part of class... I have also seen a significant increase in the willingness to participate in voice and video when it is hosted by us... They also only need a web browser and not special third-party software... My (admittedly limited) experience has taught me that students as whole respond better to predictable simplicity than clever and creative solutions, especially when already burdened with an increased stress load. That said, I do encourage students to get creative in communicating, socializing with, and assisting each other.” Andrew offered to demo his system for other interested faculty.

- Professor Priyanka Pant reported that the Science Department has been working on various resources to convert most of their labs to online, virtual, or simulations labs in order to convert to online instruction successfully. Priyanka contacted the science faculty at Oregon State because they have run an introductory science class online that has been successful.
- Professor Karen Lee, Director of the Basic Education for Adults program, reported that Assessment Center was able to complete post-tests for 212 students Winter Quarter, thanks to Galina Sholom and Irina Litvinova being on campus for both day and night test sessions. Although this represents only a small percentage of the students enrolled Winter Quarter, it still quite the accomplishment given the limitations of COVID-19.

#### **Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments**

- Dean Sally Heilstedt reported on the efforts of Russ Merkow, Manager of the Bookstore, to equitably providing textbooks to LWTech students during the COVID-19 crisis. Sally reported, “Russ has gone above and beyond from what I can tell. He was able to work with finance to set up a way for our Early Achievers students to use vouchers electronically. The faculty on the grant worked to verify addresses and make the purchases on behalf of students using the set up. Really incredible collaboration. We are so fortunate we started OER a few years ago. That help a ton as well. Plus Follett doing free shipping.”

**Encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.**

**Use data to assess the effectiveness of policies**

**Support LWTech leading up to and through ctcLink implementation**

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

- Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support.
- Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development.
- Support LWTech’s efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development.

**Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support**

**Public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**

- Professor Shanti Connors shared alternative ideas for Early Childhood Education practicum hours with Kathy Goebel at the State Board. One of these ideas is having students produce videos and activity guides for parents to use with their children at home, while centers are closed. Students would get feedback from parents about how it went and incorporate that into their reflections.

**Support LWTech’s efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**

- Supplemental Instruction Director Jeff Troy and Foundation Executive Director Elisabeth Sorensen announced that the RealNetworks Foundation awarded the college with a \$10,000 grant for STEM Supplemental Instruction again this year. Jeff and his team worked tirelessly with Elisabeth, even while on Jeff was on a family vacation, to adjust Supplemental Instruction to online delivery for this grant. Jeff reported, “It WAS a wild ride. We were on our family vacation in Orlando. I was coordinating emails from the balcony where we were staying and even had to do a zoom meeting from inside Universal Studios at one point.”

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

- Support LWTech’s outreach initiatives.
- Participate in key conferences and events, such as ACT and legislative functions.
- In coordination with the president, actively participate and engage in community activities.

**College Outreach Activities**

**Key conferences and events**

**Actively participate and engage in community activities**

- Faculty from the Sewing Program worked with students online to sew masks to be donated to hospitals during the COVID-19 crisis. The students showed off their work to each other via Zoom.

**Other Departmental Activities/Highlights**

## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Cathy Copeland
Department:	Research & Grants

The department continued supporting work across the college, including grant applications and the data work across campus. Where there is a checked box below, the department supported Trustee goals.

### Board Goal 1: Provide strong leadership and direction for the college

- Support the accreditation process.
- Evaluate implementation of the LWTech's strategic plan.
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- Evaluate and approve policies that promote student enrollment, achievement, and completion.
- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments.
- Evaluate and approve policies that encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctLink implementation.

#### Accreditation

Moving forward, the team will support development of new metrics related to mission fulfillment. This process will include work from the Institutional Planning & Effectiveness Committee (IPEC) and development of new mission fulfillment metrics.

#### Strategic Plan

The department will continue will work to support assessment of the short-term, three-year plan through this academic year. The team will also support development of the larger scale, long-term plan that will be developed in the 2020-21 academic year.

#### Support of develop performance goals and the president's progress towards the identified goals and the development and implementation of college initiatives.

The team launched the 2020 Employee Satisfaction Survey on Monday, April 20, which supports goals across the college. Campus committees such as the Institutional Planning and Effectiveness Committee and Equity, Diversity, and Inclusion Council (EDIC) provided recommendations on how to launch the survey during the COVID-19 crisis. Updates included a new focus on this public health emergency in the introduction and expanded opportunities for comments related to COVID-19.

#### Progress towards the identified goals and the development and implementation of college initiatives

Research & Grants supports this work through dashboard development, assessment and grant writing. An example of this is Guided Pathways implementation: the department created new data

access portals through Tableau Community Dashboards and secured new funding to support this work.

### **Promotion of student enrollment, achievement, and completion**

The department launched the 2019-20 Tableau Community Dashboard trainings at opening week in September. Attendees included faculty members and representatives from Student Services. The monthly trainings are continuing online via Zoom.

### **Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments**

All three team members attend the Equity, Diversity, and Inclusion Council (EDIC) meetings and, in collaboration with the research subcommittee, implemented changes to this year's employee satisfaction survey.

### **Encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.**

The team continues to support a new grant from College Spark Washington, which will support math pathways between basic education and developmental math (see Board Goal 2 for additional details). This work is led by Dean Doug Emory and Sherry McLean, a faculty member in the math department.

### **Use data to assess the effectiveness of policies**

Upcoming data projects include:

#### *Integrated Postsecondary Education Data System (IPEDS)*

The team completed all reporting for the 2019-2020 IPEDS reporting.

#### *Ongoing assessment of the Strategic Plan*

The department will support the college in assessing the final year of the current Strategic Plan. This work will be led through the Institutional Planning and Effectiveness Committee (IPEC).

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

- Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support.
- Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development.
- Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development.

### **Public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**

Grant work necessitates public-private partnerships. All work related to this goal is summarized below.

### **Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**

#### *Hospital Employee Education and Training (HEET) Funding*

LWTech submitted an application for \$250,000 in Hospital Employee Education and Training (HEET) funding to continue supporting our part-time RN pathway; this pathway will create a more diverse regional nursing workforce during the COVID-19 crisis and beyond. If funded, the college will support staff and expansion of a simulation nursing laboratory. There are currently 16 students supported by HEET and grant partners include: SEIU Healthcare 1199NW (SEIU); SEIU Healthcare 1199NW Multi-Employer Training and Education Fund Swedish Medical Center system (SMC) and Kaiser Permanente of Washington (KPWA).

### *College Spark Washington*

LWTech received \$150,000 in funding from College Spark Washington to implement a ‘flipped learning’ approach in math pathways from developmental education to college-level math. Flipped learning is a strategy in which a student studies independently outside of class (e.g. online videos or resources) and participates in discussions and activities during the scheduled course meeting time. This project launched this fall.

### *National Science Foundation (NSF)*

LWTech currently leads an Advanced Technical Education (ATE) Coordination Network that brings together applied baccalaureate faculty in computer science (DUE 1700629). The team will explore new NSF grants to support growth in Open Educational Resources (OER) courses on campus.

### *Student Emergency Assistance Grant (SEAG)*

LWTech received \$50,000 in grant funding from the State Board for Community and Technical Colleges. The team provided support to Dr. Ruby Hayden to write this proposal and the college will administer these funds to students starting this winter.

### *TRIO – Student Support Services and Student Support Services for Students with Disabilities*

LWTech submitted two proposals to the Department of Education to continue our successful TRIO projects on campus. The proposals were at the end of January and will request annual budgets of \$581,583 over both projects.

### *Higher Education Emergency Relief Fund - Student Aid and Institutional Support*

In collaboration with executive cabinet, the team assisted in requesting funding allocated to colleges by the 'Coronavirus Aid, Relief, and Economic Security' (CARES) act passed by Congress. The funds followed a grant-like request using the federal grants system (grants.gov). LWTech will receive a total of \$1,558,088 from the Higher Education Emergency Relief Fund (HEERF).

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

- Support LWTech’s outreach initiatives.**
- Participate in key conferences and events, such as ACT and legislative functions.**
- In coordination with the president, actively participate and engage in community activities.**

### **Participate in key conferences and events, such as ACT and legislative functions.**

The team attended a virtual retreat for Guided Pathways hosted by the State Board for Community and Technical Colleges (SBCTC). The team will also attend the upcoming virtual meetings of the Research and Planning Commission and Grant Developers Conference.

### **Participate and engage in community activities.**

The team is attending committee and council meetings via Zoom and will attend the upcoming virtual all-staff meeting. Following administration of the Employee Satisfaction Survey, the team will present results to the campus.

## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Andrea Olson, JD
Department:	Special Assistant to the President

### Board Goal 1: Provide strong leadership and direction for the college

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- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctLink implementation.

#### Strategic Plan

Supporting the college's efforts to be an employer of choice through the LEADS program by providing individualized coaching to each of the program's participants. With the impact of COVID-19, this work has successfully continued remotely.

#### Policies and Procedures

Continuing to work on policy revisions; the culmination of this work will be presented in a comprehensive manner (e.g., multiple Chapters) rather than on an individual basis to enhance efficiency given process delays as a result of COVID-19.

## Executive Cabinet Report to Board of Trustees

Board Meeting Date:	May 4, 2020
Submitted by:	Ruby Hayden
Department:	Student Services

### Board Goal 1: Provide strong leadership and direction for the college

- Support the accreditation process.
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- With the president, annually develop performance goals and evaluate the president's progress towards the identified goals and the development and implementation of college initiatives.
- Evaluate and approve policies that promote student enrollment, achievement, and completion.
- Evaluate and approve policies that support the Equity, Diversity, and Inclusion plan in both the learning and workplace environments.
- Evaluate and approve policies that encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
- Evaluate and approve policies that support faculty and staff development and retention.
- Use data to assess the effectiveness of policies.
- Support LWTech leading up to and through ctLink implementation.

#### Accreditation

- Vice President Hayden submitted all documentation needed for NWCCU approval of moving to remote operations in Winter 2020 and Spring 2020 in light of the COVID-19 crisis.
- Vice President Hayden chaired a 7-year site visit to Flathead Valley Community College April 26-29, 2020

#### Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments

- The student programs office is providing a Virtual Front Desk via Zoom for the indefinite future. This is a place for students to drop in if they have questions, like the former in person front desk. Student Programs is advertising when multilingual student staff are available to assist students at the Virtual Front Desk.

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

- Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support.
- Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development.
- Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development.

**Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support**

- Vice President Hayden partnered with the Foundation to raise emergency funds for students related to the COVID-19 crisis. We are grateful for the quick action of the foundation team in raising more than \$50,000 to directly support students during this crisis. This funding made it possible to support students in crisis while waiting for the federal CARES act to be passed.

**Support LWTech's efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**

- Vice President Hayden supported the Office of Institutional Research and Office of Instruction in submitted both HEET and Perkins Grants for the upcoming year.
- The WorkForce Development department has submitted annual renewal grants for Worker Retraining and WorkFirst over the past two months.

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

- Support LWTech's outreach initiatives.
- Participate in key conferences and events, such as ACT and legislative functions.
- In coordination with the president, actively participate and engage in community activities.

**Actively participate and engage in community activities**

- Vice President Hayden remains on the steering committee for the GSBA Scholarship fund. The Greater Seattle Business Association is the largest LGBTQIA+ and allied business chamber in the country and maintains an active philanthropic arm, including leadership scholarships for LGBTQIA+ students. The GSBA has provided more than \$4million in scholarships over the past 30 years. On April 4 and 14, 2020 VP Hayden interviewed candidate and helped determine awards for the 2020 scholars.

**Other Departmental Activities/Highlights**

**TRIO:**

- When COVID-19 hit our college the beginning of March, TRIO had to figure out a whole new way to serve our most vulnerable students (First-Generation, Low-income, and students with disabilities) remotely while also adhering to federal grant regulations. The team sprang into action creating a fillable .pdf eligibility form and application that met Department of Education esignature guidelines, as well as a virtual intake process. Within a matter of days, TRIO was offering virtual appointments such as advising, study skills support, transfer planning, tutoring, scholarship support, and graduation assistance to students via phone, email, text, and Zoom.
- The Learning Lab Drop-In Tutoring Center is also going virtual for Spring Quarter offering drop-in tutoring 6 hours a day Monday-Thursday and 3 hours on Friday for most general education classes via Zoom. The Learning Lab is available to all LWTech students and sponsored by TRIO, Open Doors, ASG, and the LWTech Foundation.
- Finally, TRIO, The Learning Lab, and Supplemental Instruction are partnering to provide eTutoring through the SBCTC Western eTutoring Consortium effective in May to all LWTech students. ETutoring will offer students live and asynchronous etutoring 24 hours a day, 7 days a week for 50 weeks out of the year for most general education classes. More information will go out to students when etutoring is ready to launch.

### **Student Development:**

- The Student Development department moved quickly and creatively to serve students via remote operations. Staff have kept positive, can-do attitudes and have shared that they are happy to support students remotely. They report that students have been very gracious when meeting with advisors, stating they are thankful that we are available to provide remote services during this unprecedented time.
- Advising: The Advising department, with extensive assistance from the IT department, was up and running remotely within a week of remote closure. Calls are received by our Administrative Assistant Sherly Rodriguez, who is able to make appointments for students to meet with an advisor through phone or Zoom. Additionally, we were able to resume drop-in advising hours through Zoom by way of their breakout rooms. We served over 90 students just through drop-in from 3/26-4/6 on Zoom.
- Counseling: Carol Van Buren joined LWTech for one day on campus before we moved to remote operations. She has been extremely flexible, learning Zoom quickly to offer counseling appointments to students. After sending two all-student emails promoting counseling services, we have been scheduling many appointments for students. Carol reports that Zoom has been working well for counseling.
- Disability Support Services: Students were able to pick up their disability equipment on April 9 at the Student Tech Drive-Thru.
- Outreach & Recruitment: While traditional outreach & recruitment methods are unavailable during this time, our O&R team has been busy researching ways to recruit students remotely. They have been contacting local high school counselors and CTE instructors, looking into digital tours, and offering remote information sessions. The Admission Coach continues to offer guidance and customized admissions plans to prospective students.

### **Workforce Development:**

- The team worked alongside Marketing to create a new landing page and resources for furloughed and laid off workers during the pandemic who may qualify for Workforce Development programs (LWTech.edu/laidoff)
- The team also put together a community resources page for students and community members based on our partnerships with community based organizations (<https://www.lwtech.edu/admissions/workforce/community-resources/>)

### **Financial Aid:**

- Financial Aid staff members are working around the clock to make sure students are funded for spring quarter and to determine how to appropriately spend CARES Act funding.
- Financial Aid is also tasked with dispersing emergency grant funding for those who qualify. The team moved their application system online and are receiving an unprecedented amount of requests from students.

**ITEM 1043**

5-4-2020

**TENURE**

Associate Professor Thomas Abbott

Third Year Candidate

*Tenure Consideration*

**Situation:**

Thomas Abbott is an Associate Professor of Computing and Software Development 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 1045**

5-4-2020

**TENURE**

Associate Professor Benjamin Meyer

Third Year Candidate

*Tenure Consideration*

**Situation:**

Benjamin Meyer is an Associate Professor of Design 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 1046**

5-4-2020

**TENURE**

Associate Professor Elisa Parrett

Third Year Candidate

*Tenure Consideration*

**Situation:**

Elisa Parrett is an Associate Professor of General Education 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:**