Board of Trustees Study Session and Meeting
Monday, December 14, 2020
7:30 am to 9:30 am

Zoom Link
Meeting ID: 897 5709 3750
Passcode: 823979
Phone: 253-215-8782

Study Session

Winter Quarter Start Update Dr. Suzanne Ames
LWTech Land Acknowledgment Robert Britten
Mission Fulfillment Plan Preview Dr. Amy Morrison
Dr. Ruby Hayden
Title IX Changes and Policy Updates – Student Services Dr. Ruby Hayden

Board of Trustees Meeting

Roll Call Anne Hamilton

Consent Calendar:
- Approval of Agenda
- Minutes, November 9, 2020

General Discussion

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

Introduction of New Employees Dr. Amy Morrison

¹Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
Reports to the Board

Associated Student Government          ASG Representative
President                               Dr. Amy Morrison
Board Chair Update                      Anne Hamilton
Trustees Activities Update              Trustees
Foundation Liaison Update               Laura Wildfong
Financial Summary                       Bruce Riveland
Federation of Teachers                  Dr. Andrea Westman
Federation of Classified Staff          Heidi Davis
Administration                          Executive Cabinet

Action Items

ITEM 1061: Request for Approval
Policy 5.P.120 – 5.P.136 – Supplemental Title IX Rules

ITEM 1062: Request for Approval
Policy 2.P.15.5 – Supplemental Title IX Rules

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.

Actions discussed in Executive Session

Adjournment
November 9, 2020 Board of Trustees Retreat
4 p.m. to 6 p.m.
Zoom Meeting

Study Session
Vice President of Instruction Dr. Suzanne Ames gave a report on Fall Quarter; LWTech continues to enroll students, but enrollment is still down about 13% from last year, which, while not ideal has still been better than many other technical colleges. We are currently planning for Spring and Winter Quarter online as well, given current Covid-19 expectations.

Foundation Executive Director Sorensen gave an update on the Bright Futures Benefit WEEK. The Benefit Week was a great success, with over $320,000 raised this year. Trustee Mitsunaga commented on the incredible success of the Foundation and thanked Executive Director Sorensen. Trustee Hamilton and Wildfong asked about lessons learned related to online fundraising versus holding the breakfast in person. Executive Director Sorensen responded that, while the Breakfast is certainly well-organized, the online format allowed for some opportunities that we don’t usually have. Executive Director Sorensen believes that in the future we may hold hybrid events based on these successes. She does plan to continue debriefing the event to learn best practices and improvements. Trustee Jones also commented on the Foundation’s amazing team. Trustee Wildfong commented that the pairings in the video were very inspiring.

Dr. Ruby Hayden reported on the LWTECH Transforming Lives award process and nominees. Vice President Hayden presented information on both student nominees in service of the trustee decision during the Board meeting. Chair Hamilton asked whether the greater knowledge of the students by faculty and staff should require them rather than the trustees to decide between the candidates. Discussion ensued on the suitability of the trustees making the final selection on students with whom they are not familiar.

Vice President Hayden reported that Commencement for 2021 was very unlikely to be held in person due to the current spread of Covid-19 in Washington. Vice President Hayden discussed the 2020 Commencement experience and described the collaborations currently under way to provide a Commencement experience for 2021 graduates.

The meeting was called to order at 4:44 p.m.

Roll Call

Board of Trustees:
Anne Hamilton (Chair)        Laura Wildfong        Lynette D. Jones
Bob Malte (Vice Chair)       Darrell Mitsunaga      Derek Edwards (AAG)
LWTech Faculty, Staff, Students, and Community Members:

Dr. Amy Morrison  Jack Phu  Tish Evora
Dr. Suzanne Ames  Diandra Dunham  Tuan Dang
Robert Britten  Aparna Sen  Vicki Chew
Cathy Copeland  Charles Ma  Alisa Shtromberg
Elsa Gossett  Doug Emory
Dr. Ruby Hayden  Lauren Cline
Chris McLain  Lillian Martz
Meena Park  Heidi Davis
Bruce Riveland  Lisa Meehan
Leslie Shattuck  Michael Richmond
Elisabeth Sorensen  Sally Heilstedt
Sara Gonzalez

Consent Calendar: The calendar that included the October 12, 2020 meeting minutes was approved by consent.

New Employee Introduction
President Morrison introduced Robert Britten, LWTech’s new Executive Director of Equity, Diversity, and Inclusion.

Reports

Associated Student Government (ASG) Student Report:
Representative Jack Phu reported on various ASG activities in October. These activities included election-related events and tenure committees for the ASG members, with guidance from Dr. Walton. The ASG team set aside several priorities that relate to on-campus learning, but instead focused on issues related to student assistance and support. Additionally, ASG representatives met with Ahmad Bennett with the Veteran’s Center to learn more about ways to support the Center and students.

President Amy Morrison reported:
- Kudos to the LWTech Foundation Board and Elisabeth Sorensen for their outstanding donor relations, donor management, and fundraising success.
- Election Week required lots of preparation and attention, and we were aware particularly of the challenges for BIPOC colleagues during this election season
- The EDIC and Dr. Hayden sponsored two sessions for debriefing the election with staff and faculty
- ASG also put forward several events supporting students to debrief on the election
- BRT and CARE team continue to be available to handle possible bias incidents
- Thanks for the Board of Trustees for providing the college with the 5 COVID-19 leave days, which allows for additional healing. HR has also provided many other resources for employees.
- Shout-outs to all of Instruction led by Dr. Ames, for their dedication and innovation and care and empathy as they teach during the time of COVID.
- Cathy Copeland, leading the Grants and Research team, has put together several large and outstanding grant proposals and applications over the last month.
- Executive Cabinet drafted a Mission Fulfillment Plan; it’s ready to roll out for feedback and input over the next month.
- The finalized Annual Report will be available on the LWTech Website this week.
- LWTech, led by Dean Sally Heilstedt and Dr. Suzanne Ames, has been awarded the NWCCU Beacon Award for their work on the Four Connections, which also comes with a cash prize of $2,500.

Board Chair: No report.

Trustee Activities: Trustee Mitsunaga reported that the Trustees have received the virtual conference schedule for the ACT Conference on November 12th and 13th.

Legislative Update: Legislative Action Committee representatives Chair Hamilton and Vice-Chair Malte hope to attend at least one of the ACT sessions. Trustee Wildfong reported that the ACT DEI committee has hired Melia LaCour to facilitate a session.

Foundation Update: Trustee Wildfong reported that a couple weeks prior to the Breakfast; Executive Director Sorensen lost her videographer, which just underscores the excellent work that she did.

Financial Summary:
Vice President Riveland provided a report on the current financial situation; the college is currently in a stable financial situation, because of the GEERS funds and some other high-demand faculty funding. Vice President Riveland also provided a report on the Redmond campus. The City of Redmond has started construction on a utility building near campus. Construction includes a ramp down into a previously inaccessible area, and a road that opens up one side of campus. There were no comments or questions from the Board of Trustees.

Federation of Classified Staff:
Heidi Davis gave a report for the Federation of Classified Staff, including the start of their bargaining process, and Classified Union leadership elections.

Executive Cabinet:
There were no additional comments from Executive Cabinet members.
Reports from the Federation of Classified Staff and Executive Cabinet were included in the meeting packet. There were no comments or questions from the Board of Trustees.

**Action Items:**

**Item 1058: President’s Contract Addendum No. 9**
Trustee Mitsunaga moved to approve; Trustee Jones seconded. Motion passed unanimously.

**Item 1059: Program Fees**
Trustee Malte moved to adopt the new fees; Trustee Mitsunaga seconded. Motion passed unanimously.

**Item 1060: Transforming Lives Nomination**
Discussion ensued related to the two nominees for the Transforming Lives award.

Trustee Mitsunaga motioned that the Board of Trustees recommend Student B for the TL award. Trustee Wildfong seconded. The motion passed unanimously, although with comment from Trustees Malte and Jones regarding their slight preference for nominating Student A.

Vice President Hayden revealed that the Board’s nomination was given to student Monica Shoemaker, who was also a Commencement speaker for LWTech’s 2020 graduation website.

Chair Hamilton adjourned the meeting at 5:41 pm.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
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 four months into the fiscal year (33%). At this early point, we tracking the impact of the budget reductions and the impact of Cares Act and GEER Act funds. Given those we are cautiously optimistic regarding the financial outlook for the year. Enrollments remain down 15% compared to last year. Tuition revenues up a fraction due to a tuition increase, late payments for summer that were booked into this fiscal year and GEERs Act funds earmarked for tuition recovery. At this time, given the enrollment trends, we are continuing to monitor tuition revenue for Fall Quarter, and enrollment for Winter Quarter.

- For year to date, revenues total approximately $14.7 million, roughly equal to the prior year. This is primarily due to an influx of emergency funds. Expenditures total approximately $16.9M million and are up 22.19% from the prior year. This is primarily due to the COLA, retirement incentives, being nearly fully staffed for the first three months of the year, increased cost of personal protective equipment, and increases in unemployment insurance.

- For all funds, expenditures exceed revenues by approximately $2.2M with a lag in Federal Financial Aid revenue accounting for $1.95M of the difference. For the general and self-supporting funds, revenues exceed expenditures by approximately $472,000.

- As of October 31, the College has a total fund balance for all funds of approximately $4.87M. As of October 31, the general operating reserve totals approximately $4.54M, or 14%.

- For the general fund budget, expenditures total approximately $9.5M million and are up 15% from the prior year. The high expenses relate to retirement incentives, and the cost of shifting to remote operations, which are heavier in the first part of the year. This percentage should decrease over time.

- Ancillary revenue in enterprise activities revenue in programs like dental hygiene, fitness, horticulture and rentals is down $167,000, or 48% from the previous year which was expected. Similar revenue from auto body and auto repair has been stable. This reduction appears to be temporary and due to public health restraints.

- For self-supporting fund activities, expenditures total approximately $1.22M while revenues total approximately $1.43M. As of October 31, revenues exceed expenditures by approximately $210,000, down about 50% from last year.

- Given the lower enrollment, drop in ancillary revenue, but improving revenue collections at the state level, the college appears to have balanced the budget reductions in the right place to operate this year without further reductions.
## REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget to Date</th>
<th>Balance to Date</th>
<th>Revenue Received</th>
<th>Prior Year as of 10/31/19</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>21,026,865</td>
<td>14,312,444</td>
<td>6,096,227</td>
<td>618,194</td>
<td>10.14%</td>
<td></td>
</tr>
<tr>
<td>149</td>
<td>Tuition</td>
<td>6,821,250</td>
<td>3,805,267</td>
<td>2,895,695</td>
<td>120,825</td>
<td>4.15%</td>
<td></td>
</tr>
<tr>
<td>149</td>
<td>Other/Investment</td>
<td>259,133</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>4,041,735</td>
<td>2,492,622</td>
<td>1,441,070</td>
<td>108,043</td>
<td>7.50%</td>
<td></td>
</tr>
<tr>
<td>145</td>
<td>Grants &amp; Contracts</td>
<td>8,771,532</td>
<td>6,655,677</td>
<td>1,217,173</td>
<td>899,292</td>
<td>73.88%</td>
<td></td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,170,000</td>
<td>685,776</td>
<td>42,163</td>
<td>(58,032)</td>
<td>-137.64%</td>
<td></td>
</tr>
<tr>
<td>524</td>
<td>Bookstore</td>
<td>100,000</td>
<td>115,869</td>
<td>4,041,735</td>
<td>(166,955)</td>
<td>-48.44%</td>
<td></td>
</tr>
<tr>
<td>526</td>
<td>Facilities/Safety</td>
<td>0</td>
<td>0</td>
<td>20,773</td>
<td>(20,765)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>860,850</td>
<td>683,113</td>
<td>344,692</td>
<td>(166,955)</td>
<td>-48.44%</td>
<td></td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>8,530,000</td>
<td>7,949,771</td>
<td>2,317,464</td>
<td>(1,737,235)</td>
<td>-74.96%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>51,581,365</td>
<td>36,959,053</td>
<td>13,985,338</td>
<td>636,974</td>
<td>4.55%</td>
<td></td>
</tr>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>40,000</td>
<td>38,985</td>
<td>3,805,267</td>
<td>(166,955)</td>
<td>-48.44%</td>
<td></td>
</tr>
<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>241,908</td>
<td>50,670</td>
<td>(42,578)</td>
<td>-84.03%</td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>Agency</td>
<td>0</td>
<td>0</td>
<td>43,144</td>
<td>37,135</td>
<td>86.07%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>290,000</td>
<td>200,614</td>
<td>95,234</td>
<td>(5,849)</td>
<td>-6.14%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Revenues</td>
<td>51,871,365</td>
<td>37,159,667</td>
<td>14,080,572</td>
<td>631,125</td>
<td>4.48%</td>
<td></td>
</tr>
</tbody>
</table>

## EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Expended to Date</th>
<th>Balance to Date</th>
<th>Expended Received</th>
<th>Prior Year as of to Date</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General Operating</td>
<td>27,326,549</td>
<td>17,824,945</td>
<td>8,616,168</td>
<td>885,436</td>
<td>10.28%</td>
<td></td>
</tr>
<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>3,858,913</td>
<td>2,442,856</td>
<td>951,136</td>
<td>464,921</td>
<td>48.88%</td>
<td></td>
</tr>
<tr>
<td>145</td>
<td>Grants &amp; Contracts</td>
<td>8,771,532</td>
<td>6,553,835</td>
<td>1,447,329</td>
<td>770,369</td>
<td>53.23%</td>
<td></td>
</tr>
<tr>
<td>522</td>
<td>Student Activities</td>
<td>1,170,000</td>
<td>897,814</td>
<td>397,578</td>
<td>(125,392)</td>
<td>-31.54%</td>
<td></td>
</tr>
<tr>
<td>524</td>
<td>Bookstore</td>
<td>70,000</td>
<td>70,520</td>
<td>(520)</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>526</td>
<td>Facilities/Safety</td>
<td>0</td>
<td>0</td>
<td>462</td>
<td>(560)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>569</td>
<td>Food Service</td>
<td>0</td>
<td>0</td>
<td>15,848</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Enterprise Activities</td>
<td>860,850</td>
<td>560,322</td>
<td>284,680</td>
<td>15,848</td>
<td>5.57%</td>
<td></td>
</tr>
<tr>
<td>8xx</td>
<td>Financial Aid</td>
<td>8,530,000</td>
<td>5,397,728</td>
<td>2,108,335</td>
<td>1,023,937</td>
<td>48.57%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>50,587,844</td>
<td>33,748,118</td>
<td>13,805,169</td>
<td>3,034,557</td>
<td>21.98%</td>
<td></td>
</tr>
<tr>
<td>440</td>
<td>Central Stores</td>
<td>40,000</td>
<td>38,985</td>
<td>380</td>
<td>531</td>
<td>137.64%</td>
<td></td>
</tr>
<tr>
<td>448</td>
<td>Printing/Copying</td>
<td>250,000</td>
<td>164,057</td>
<td>59,562</td>
<td>26,382</td>
<td>44.29%</td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>Agency</td>
<td>0</td>
<td>0</td>
<td>(12,571)</td>
<td>12,571</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>290,000</td>
<td>203,046</td>
<td>47,370</td>
<td>39,584</td>
<td>83.56%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Expenditures</td>
<td>50,877,844</td>
<td>33,951,164</td>
<td>13,852,539</td>
<td>3,074,141</td>
<td>22.19%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Revenue Over(under) Expended</td>
<td>993,521</td>
<td>(2,214,983)</td>
<td></td>
<td>228,033</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures by Fund Source
FY2020-21

Monthly Financial Statement October 2020 final 2of2 12/6/2020

Statement of Revenue and Expenditures by Fund Source
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
FY2020-21
### LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Statement of Revenue and Expenditures and Fund Balance

for month ended October 31, 2020

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>10/31/20 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>149 Tuition</td>
<td>(2,385,935)</td>
<td>3,015,983</td>
<td>2,787,183</td>
</tr>
<tr>
<td>Other/Investment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>149 Subtotal</td>
<td>(2,385,935)</td>
<td>3,015,983</td>
<td>2,787,183</td>
</tr>
<tr>
<td>148 Local Dedicated Funds</td>
<td>2,314,341</td>
<td>1,549,113</td>
<td>1,416,057</td>
</tr>
<tr>
<td>145 Grants &amp; Contracts</td>
<td>4,806,128</td>
<td>2,116,465</td>
<td>2,217,697</td>
</tr>
<tr>
<td>522 Student Activities</td>
<td>1,142,262</td>
<td>484,224</td>
<td>272,186</td>
</tr>
<tr>
<td>524 Bookstore</td>
<td>311,859</td>
<td>(15,869)</td>
<td>(520)</td>
</tr>
<tr>
<td>528 Facilities/Safety</td>
<td>1,405</td>
<td>8</td>
<td>(98)</td>
</tr>
<tr>
<td>569 Food Service</td>
<td>(339)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>(271,046)</td>
<td>177,737</td>
<td>300,528</td>
</tr>
<tr>
<td>846/849/850/860 Financial Aid</td>
<td>594,796</td>
<td>580,229</td>
<td>3,132,272</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td>6,513,471</td>
<td>7,907,891</td>
<td>10,125,305</td>
</tr>
<tr>
<td>440 Central Stores</td>
<td>13,376</td>
<td>1,015</td>
<td>1,011</td>
</tr>
<tr>
<td>448 Printing/Copying</td>
<td>493,950</td>
<td>8,092</td>
<td>85,943</td>
</tr>
<tr>
<td>840 Agency</td>
<td>69,687</td>
<td>8,0279</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>577,013</td>
<td>89,386</td>
<td>86,954</td>
</tr>
<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>7,090,484</td>
<td>14,711,697</td>
<td>16,926,680</td>
</tr>
<tr>
<td><strong>General Operating Reserve</strong></td>
<td>5,283,740</td>
<td>4,549,821</td>
<td>0</td>
</tr>
<tr>
<td>% of Operating Budget as of 8/31/19</td>
<td></td>
<td></td>
<td>14.04%</td>
</tr>
<tr>
<td><strong>General Operating Reserve</strong></td>
<td>4,860,947</td>
<td>6,833,328</td>
<td>15%</td>
</tr>
</tbody>
</table>

Source: BA1203/1204; GA 1332;
### General Funds 001/149

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Encumbered</th>
<th>Prior Year to Date</th>
<th>% Expended/Encumbered</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>$ 19,248,370</td>
<td>$ 18,849,283</td>
<td>$ 6,033,856</td>
<td>$ 13,070,000</td>
<td>(254,573)</td>
<td>$ 5,157,441</td>
<td>101.35%</td>
<td>16.99%</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>6,394,587</td>
<td>6,274,246</td>
<td>2,093,883</td>
<td>4,313,100</td>
<td>(132,737)</td>
<td>1,922,774</td>
<td>102.12%</td>
<td>8.90%</td>
</tr>
<tr>
<td><strong>Goods &amp; Services</strong></td>
<td>2,788,867</td>
<td>2,682,934</td>
<td>1,126,250</td>
<td>605,040</td>
<td>951,644</td>
<td>800,835</td>
<td>40.63%</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>455,006</td>
<td>335,006</td>
<td>158,120</td>
<td>66,121</td>
<td>110,765</td>
<td>154,380</td>
<td>64.53%</td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>17,550</td>
<td>17,550</td>
<td>3,313</td>
<td>-</td>
<td>14,237</td>
<td>22,670</td>
<td>18.88%</td>
<td>-85.39%</td>
</tr>
<tr>
<td><strong>Grants, Client Services</strong></td>
<td>790,442</td>
<td>790,442</td>
<td>117,431</td>
<td>5,505</td>
<td>667,506</td>
<td>208,274</td>
<td>15.55%</td>
<td>-43.62%</td>
</tr>
<tr>
<td><strong>HS Academy Transfer</strong></td>
<td>(1,305,204)</td>
<td>(1,217,204)</td>
<td>(9,406)</td>
<td>-</td>
<td>(1,207,798)</td>
<td>-</td>
<td>0.77%</td>
<td></td>
</tr>
<tr>
<td><strong>International Prog. Transfer</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Transfer of Charges</strong></td>
<td>(305,708)</td>
<td>(405,708)</td>
<td>(15,843)</td>
<td>-</td>
<td>(389,865)</td>
<td>(15,843)</td>
<td>3.91%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 28,083,910</td>
<td>$ 27,326,549</td>
<td>$ 9,507,604</td>
<td>$ 18,059,766</td>
<td></td>
<td>$ 8,250,531</td>
<td>100.88%</td>
<td>15.24%</td>
</tr>
</tbody>
</table>

### Revenue Category

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Encumbered</th>
<th>Prior Year to Date</th>
<th>% Expended/Encumbered</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Allocations</strong></td>
<td>$ 19,847,777</td>
<td>$ 21,026,865</td>
<td>$ 6,714,421</td>
<td>-</td>
<td>$ 14,312,444</td>
<td>$ 6,096,227</td>
<td>31.93%</td>
<td>10.14%</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>7,977,000</td>
<td>6,821,250</td>
<td>3,015,983</td>
<td>-</td>
<td>3,805,267</td>
<td>2,895,695</td>
<td>44.21%</td>
<td>4.15%</td>
</tr>
<tr>
<td><strong>Investment</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>259,133</td>
<td>259,133</td>
<td>39,764</td>
<td>-</td>
<td>219,369</td>
<td>-</td>
<td>15.35%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 28,083,910</td>
<td>$ 28,107,248</td>
<td>$ 9,770,168</td>
<td>-</td>
<td>$ 18,337,080</td>
<td>$ 8,991,922</td>
<td>34.76%</td>
<td>8.65%</td>
</tr>
</tbody>
</table>

**Revenue Over (Under) Expenditure**  
$ - $ 780,699 $ 262,564 $ 741,391
## Budget Status - Operating Budget FY19-20
for month ended October 31, 2020

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Balance</th>
<th>Expended/ Encumbered</th>
<th>Actual to Date</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,366,495</td>
<td>$1,406,809</td>
<td>$552,826</td>
<td>$892,248</td>
<td>$38,265</td>
<td>102.72%</td>
<td>$506,678</td>
<td>9.11%</td>
</tr>
<tr>
<td>Benefits</td>
<td>537,564</td>
<td>552,344</td>
<td>169,227</td>
<td>339,054</td>
<td>44,063</td>
<td>92.02%</td>
<td>186,820</td>
<td>-9.42%</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>2,149,221</td>
<td>1,836,436</td>
<td>467,380</td>
<td>997,037</td>
<td>372,019</td>
<td>79.74%</td>
<td>359,941</td>
<td>29.85%</td>
</tr>
<tr>
<td>Equipment</td>
<td>81,004</td>
<td>79,004</td>
<td>31,992</td>
<td>11,110</td>
<td>35,902</td>
<td>54.56%</td>
<td>156,237</td>
<td>-79.52%</td>
</tr>
<tr>
<td>Travel</td>
<td>5,300</td>
<td>5,300</td>
<td>-</td>
<td>-</td>
<td>5,300</td>
<td>0.00%</td>
<td>4,441</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Grant/Client Services</td>
<td>0</td>
<td>-</td>
<td>1,653</td>
<td>-</td>
<td>(1,653)</td>
<td>-</td>
<td>961</td>
<td>72.01%</td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(20,980)</td>
<td>(20,980)</td>
<td>-</td>
<td>-</td>
<td>(20,980)</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$4,118,604</td>
<td>$3,858,913</td>
<td>$1,223,078</td>
<td>$2,239,449</td>
<td>$396,386</td>
<td>89.73%</td>
<td>$1,215,078</td>
<td>0.66%</td>
</tr>
</tbody>
</table>

| Revenue Category     | Inst. Program Fees | $1,194,030 | $1,194,030 | $455,935 | $738,095 | 38.18% | $469,167 | -2.82% |
|                       | Inst. Ancillary Rev. | 584,575 | 587,435 | 105,965 | 481,470 | 18.04% | 105,037 | 0.88% |
|                       | Testing            | 25,000 | 25,000 | 5,100 | 19,900 | 20.40% | 9,679 | -47.31% |
|                       | Other Fees & Income | 2,234,329 | 2,235,270 | 865,993 | 1,369,277 | 38.74% | 489,412 | 76.95% |
|                       | Excess Enrollment Tuition & Fees | 0 | 0 | 0 | - | - | - |
| Total Revenue        | $4,037,934         | $4,041,735 | $1,432,993 | $2,608,742 | 35.45% | $1,073,295 | 33.51% |
| Total Revenue over Expend. | $ (80,670) | $182,822 | $209,915 | $ (141,783) |
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Leslie Shattuck
Department: Communications and Marketing

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year.

The Communications and Marketing team (team) spent November supporting several departments across the college. The following is an update of the top-level projects they worked on during those months. There are currently 51 active projects in the department.

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

☑ Support the College’s outreach initiatives

**College Outreach Activities**

**Public Relations**
The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. The college received coverage in the following media outlets and/or is working on the following media pitches:

**Media Coverage:**
**My Edmonds News- Community and Technical College Admissions and Outreach Virtual Fair**

**Solar Panel Instruction**

**Media Pitches and Release:**
- Robert Britten added as new Executive Director of Equity, Diversity, and Inclusion
Upcoming Media Relations:
- Community partnerships program
- Fitness App

**Social Media**
The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted Winter quarter registration, Workforce Development services and information sessions, Live campus and bakery tours with the Outreach team, campus life events and much more.

**Website and Social Media Analytics**
The following is the overview of website and social media analytics for October:

**Website Highlights, October**
- Overall traffic in October was up by 31%, with 62% more users. Pageviews were down slightly by 4%. Compared to the same time in 2019, traffic was up by 6%, with 27% more users, but 2.6% less pageviews. Increase in overall traffic from September is to be expected with the start of Fall quarter in late September and because the college is operating virtually, increasing users' demand for the website.

- Current Students was the most visited page outside of the homepage. Of the academic program pages, Nursing and Dental Hygiene remained in the top two spots, with CSD remaining third. Most program pages saw a decrease in visits from last month and 2019, with the exception of Nursing and Physical Therapist Assistant, which increased by 5.4% and 2.6% from September, respectively.

- Visits to the Get Started page were up by 68% from September. Visits to the International program page were also up by 50% and visits to the Veterans Center also had a large increase by 48%. This was likely due to a targeted eBlast that went out through Military.com. The Logging Into Canvas guide page was also a top hit with 3,140 visits, coming in 9th overall in visits on the website.

- Visits from social media were down by 18% from last month and remaining the same from the same time last year.

- The most visited day was Monday, October 26 with 6,368 visits. The least visited day was Saturday, October 10 with 1,708 visits.

**Social Media Highlights, October**
- Audience reach in October grew by a steady 0.9% from September, with reach growing by 161 users across all social platforms and was up by 8% from the same time in 2019. YouTube and Instagram had the largest gains in users by percentage, while LinkedIn had the largest gain by number of users.
Overall engagement was up by 15% from last month and 59% from the same period in 2019. Impressions were also up by 12% from September, and up by 15% from the same time in 2019 across all platforms. With the exception of Instagram, engagement and impressions was up on all platforms with Twitter and LinkedIn having the largest gains from September.

The most popular post in October was welcoming Robert Britten, the new EDI Executive director on Facebook, Instagram, and LinkedIn, while the most popular video on YouTube was the Emergency Fund Bright Futures Benefit Week video.

Equity, Diversity, and Inclusion Work
The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. The Black Lives Matter page on the website continued to be updated regularly.

Website
The team created several new landing pages for winter quarter. Additionally, the team continued to refresh the homepage, and updated several program pages.

Transformations Magazine
The team began work on the 2021 issue of Transformations magazine, which will be out during Winter quarter 2021.

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.

Foundation Support
The team continued to support the work of the Foundation.

Videos
The team created several videos to promote programs and the college, including live tours and Instagram and Facebook stories.

Outreach Support
The team worked closely with the Outreach team to support their recruitment activities. Together, the two teams worked with Instruction to promotes specific programs for Winter quarter.

Key conferences and events
Members of the team continue their equity, diversity, and inclusion, and antiracism professional development work.
Other Departmental Activities and Highlights

Digisign Updates
The team continued to update on-campus digisign monitors, including making sure they are viewable on the website.

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: December 14, 2020
Submitted by: Robert Britten
Department: Diversity, Equity, and Inclusion

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

☒ Support and Approve the Mission Fulfillment Plan Development (formerly called the Strategic Plan)

The EDI office is working on:

- Engaging in cross institutional collaboration to create a system of best practices and consolidate some taskforce and councils to avoid duplication of efforts.
- Infusing EDI as a starting framework for admissions applications, expanding enrollment through intentional engagement and to create an environment where EDI conversations can be had without any party feeling threatened or marginalized.
- As an institution be culturally reflective, responsive and relevant.

☒ With the president, annually develop performance goals and evaluate the president’s progress towards the identified goals and the development and implementation of college initiatives

The EDI office is critically examining, along with our President, the work previously done on the Strategic/Mission Fulfillment plan and reevaluating policies and internal practices through an equity lens with responsive actions that continue to further our efforts to be a leader college in workforce development.

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion

Following the SBCTC mandate to dismantle systemic racism work across the college we are engaging in dialogue to identify areas that may impede this work and consulting consistently with Executive Cabinet on ways to deploy equitable learning and professional development outcomes to all constituent groups. We are consciously examining our policies and practices to ensure we are taking the necessary steps towards creating equitable outcomes for all students, staff and faculty.
☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
We are growing our individual and collective capacity to engage in critical discourse through training, policy analysis, curriculum design and comprehensive professional development with EDI as one of the foundational cornerstones of these efforts. We have and continue to intentionally engage with internal and external stakeholders to create learning outcomes that value, grow and develop people where they are.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention

As we implement policy changes, we are evaluating the impact of those changes on the recruitment and retention of all our students, staff and faculty.

☒ Use data to assess the effectiveness of policies
The EDI office is partnering with HR to track and assess our efforts through exit interviews and other tools to help us identify gaps in our data collection processes.

**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

Work in partnership with our grant writers to create short- and long-term funding sources for our EDI efforts without creating conflicts of use for said funding.

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

☒ Support the College’s outreach initiatives

The EDI office is partnering with internal and external stakeholders to expand our knowledge and understanding of the ever-changing landscape of EDI work. This includes growing our capacity to grow and trust our leadership in this space, partnering with consultants where and when needed and professional development opportunities that grow us in our willingness to be strategic partners with one another in learning.

**Key conferences and events**
Plan and participate in:
NW Regional Equity Conference, Feb 24th – 26th
2021 Washington Diversity, Equity and Inclusion Summit (Jan 12th-14th)
Faculty and Staff of Color Conference October 2021

As EDI Director, continue to participate in and lead our collaboration with Faculty and Staff of Color Conference (FSOCC), Equity, Diversity & Inclusion Officers (DEI WA) and Diversity & Equity in Hiring & Professional Development (DEHPD), as task force activities with Formerly Justice Involved Students and Higher Ed in Prisons.
Other Departmental Activities and Highlights

The EDI office is planning the formal launch of The Human Library at LWTech to develop and expand our ability to build trusting relationships and get to know each other.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Elisabeth Sorensen
Department: 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.**

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion.

The Foundation was pleased to introduce Robert Britten, Executive Director, Equity, Diversity and Inclusion at LWTech, to the LWTech Foundation Board at the LWTech Foundation’s Board of Directors Meeting on Friday, November 20. The Foundation looks forward to working with Robert in our ongoing efforts to diversify board membership and ensure that our scholarships are promoted and awarded equitably to LWTech students.

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

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

The LWTech Foundation’s Spring 2021 Scholarship Application Cycle opened on Monday, December 1. The application cycle will close on Thursday, February 4, 2021. The Foundation will award over $150,000 in scholarships to hardworking, highly motivated students during the Spring 2021 Scholarship Cycle.

Additional gifts stemming from the LWTech Foundation’s Bright Futures Benefit WEEK fundraising campaign have arrived! The updated fundraising total is now $322,850 against our aggressive goal of $300,000 for scholarships, program support and the student emergency fund.

☒ Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development
The Good Samaritan Episcopal Church’s (Sammamish) Faith-In-Action Committee granted $3,000 to the LWTech Foundation to create a scholarship for a student of color for Spring 2021.

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

The Foundation was pleased to award $1,500 to LWTech’s Holiday Helpers program which funds gift cards for students/families in need during the holiday season.

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

- Support the College’s outreach initiatives

On Thursday, November 12, Elisabeth Sorensen presented an overview of the LWTech Foundation’s Scholarship Program to the Sammamish Rotary Club Meeting via zoom. The Sammamish Rotary Club funded its first ever LWTech Scholarship in Spring 2020.

On behalf of LWTech, Elisabeth Sorensen continues to participate as a member on the Greater Kirkland Chamber of Commerce Board of Directors.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Meena Park
Department: Human Resources/Payroll

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year.

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

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion

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

HR Directive 20-02 Workforce Diversity Plan
HR is working on a Workforce Diversity Plan that reflects LWTech’s commitment to equity, diversity, and inclusion, especially as it relates to hiring and retaining a workforce that reflects the diversity of our student body and our community. This initiative is in alignment with our department level annual planning’s focus on recruitment and retention with an EDI lens.

Policy Review Committee
The Policy Review Committee reconvened on November 30th to continue the work of reviewing recommended changes for Board of Trustee approval. Dr. Hayden presented Chapter 5, Student Services Administration, which guides the college in the areas of student access, navigation, and exiting the college.

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

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention.
Support and promotion of faculty and staff development and retention

_Inclusive Excellence Training_
HRMC is collaborating with the SBCTC Workforce Education Council on Implicit Bias or Inclusive Excellence virtual training for spring quarter. A task force has been formed to explore ways to pool resources and knowledge to identify and develop inclusive excellence training that can be utilized by colleges in the system.

Other Departmental Activities and Highlights

_Bargaining_
Faculty bargaining is nearing completion with the formation of task forces to address the topics of adjunct faculty, discipline, student complaints, and administrative leave.

On November 20th, Administration and the Classified Administrative Support attended Intentional Bargaining training with Roger Moore, Commissioner of the Federal Mediation & Conciliation Service. On December 4th, both parties will share the issues they wish to bring to the table.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Suzanne Ames
Department: Instruction

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year.

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

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion

The SBCTC conducted a monitoring visit for Basic Education for Adults. This is a new monitoring process, and LWTech served as a pilot test case. The college was commended for its data quality, entry and collection; student access to technology; and articulation with math and English. Recommendations include modifying the prior learning assessment process for HS+; continue integration of I-BEST and BEdA into the college; increase coordination with the Workforce Development Council; and expand pathways maps to include BEdA.

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

☒ 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**
Tuấn Đăng participated in the “Connecting Priority Populations with STEM Pathways” panel on 12/19/20 to speak about how our high school programs unique model allows us to uniquely take advantage of the P-Tech model. P-Tech is focused on fostering underrepresented students’ movement from education to employment, without barriers. Washington STEM is partnering with the Washington State Commission on Hispanic Affairs on a Career Connect Washington (CCW) Intermediary grant to develop three regional Career Connect Tech Academies based on the national P-TECH academy model developed by IBM.
Actively participate and engage in community activities

Associate Professor Narayani Choudhury reported that three of her students, Alex Gale, Angela Lee, and Lucas Minet, attended the virtual online University of Washington SPARC (Space Policy and Research Center) symposium on November 6th as a part of UW's Educational Outreach Activity to promote STEM education and Undergraduate Research. SPARC is an interdisciplinary hub of faculty, researchers, policymakers, organizations and facilities operating at the intersection of technology, science, and policy in the Pacific Northwest. These students attended all the sessions and participated in the discussions. They said that it was a fantastic conference and enjoyed the sessions on enabling sustained human presence on the moon, orbital debris and colonizing other moons/planets.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Chris McLain
Department: ITS

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year.

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

☑️ Support the college leading up to and through ctcLink implementation

Staff have been busy over the last 6 weeks working with a contractor to work through some of our required future state design documentation. This effort has been spearheaded by our LionsLink project manager, Lauren Heller. Our progress continues to be at or better than suggested by the state board. Executive Cabinet continues to discuss how to prepare for the substantial work the project brings us starting in 2021. We are beginning to identify unique backfill needs for each SME area along with strategic initiatives to help keep our employees engaged and focused.

January 2021 brings with it our first 2 Business Process Fit-Gap analysis (BPFG) sessions. We will then have a 4-week break before a substantial amount of work begins.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Cathy Copeland
Department: Research and Grants

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year.

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

☒ Support and Approve the Mission Fulfillment Plan Development (formerly called the Strategic Plan).

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. The team will also support development of the mission fulfillment plan in the 2020-21 academic year in addition to assisting with the coordination of departmental-level planning through IPEC.

☒ Evaluate implementation of the College’s current 2017-2020 Strategic Plan.

The team supports this work through assessment of the past plan including monitoring of metrics and incorporation of past work into the new Mission Fulfillment 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.

The team will continue data projects (such as the 2020 Employee Satisfaction Survey and streamlining access to data such as employee retention) to support the president’s goals.

☒ Evaluate and approve policies that encourage workforce development, and provides pathways, from basic skills to baccalaureate programs, for students to achieve their goals. Ensure the College is prepared for retraining demands post-COVID.

Support of retraining demands post-COVID is summarized under **Goal 2: Evaluate and support resource development initiatives.**
Use data to assess the effectiveness of policies.

The Research & Grants team supports this work through dashboard development and assessment. The primary on-campus tool for college faculty and staff is Tableau Community Dashboards. Other current data projects include winter reporting for Integrated Postsecondary Education Data System (IPEDS).

Support the college leading up to and through ctcLink implementation.

The team will serve as reporting leads for the upcoming LionsLink (ctcLink) implementation.

Board Goal 2: Evaluate and support resource development initiatives.

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

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

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

National Science Foundation (NSF)
LWTech currently leads an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brings together applied baccalaureate faculty in computer science (DUE 1700629 funded at $866,882). The team also supported submission of a new NSF grant to support growth in Open Educational Resources (OER) courses in technical fields on campus.

Department of Labor Strengthening Community College (SCC) Training Grant
LWTech submitted a consortium application with eight other colleges and the State Board for Community and Technical Colleges to the Department of Labor to expand work launched with NSF funding in AppConnect NW. The proposal, if funded, will expand the applied baccalaureate network for computer science across the state, provide mentoring to students, and continue expanding I-BEST opportunities for students.

Career Connect Washington Intermediary COVID Response Funding
LWTech submitted an application for $50,000 to support virtual learning in Diesel Technology. This funding is supported by the Employment Security Department (ESD).

Higher Education Emergency Relief Fund
The team supported two applications for funding developed under the 'Coronavirus Aid, Relief, and Economic Security' (CARES) act passed by Congress. This is in addition to coordinating applications totaling $1,558,088.

- **PROFESSIONAL/TECHNICAL PROGRAMS RESTART GRANT:** LWTech applied for $200,000 in funding to support technical programs (e.g. automotive repair) following the COVID-19 pandemic. The purpose of this grant is to support the reestablishment of professional and technical programs that were disrupted due to COVID-19 and to provide alternative and innovative methods of ensuring that career pathways are available to aid economic recovery in the state of Washington. Proposals will help workers succeed in a post-pandemic economy.

- **Institutional Resilience and Expanded Postsecondary Opportunity Grants Program** (IREPO): LWTech – in a collaboration with the four other technical colleges in WA – submitted a request for $3,000,000 to support financial aid and remote education in technical education programs.

**Ongoing Grant Support**
The team continues to support current grant programs such as the Hospital Employee Education and Training (HEET) grant to expand and further incorporate simulation in the nursing curriculum and ongoing work to develop flipped classrooms through College Spark.

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

- ☑ 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**
The team attended virtual meetings, including the National Science Foundation (NSF) virtual conference as well as fall meetings of the Research and Planning Commission (RPC) meeting and the Grant Developer’s workgroup.

**Actively participate and engage in community activities**
The team participated in campus events including all-staff meetings, post-election debrief sessions, and courageous conversations on campus.

**Other Departmental Activities and Highlights**

**Applied Research**
Involvement in the Applied Research Committee and working with the Research Course Development subcommittee to develop criteria/curriculum for a new undergraduate applied research course.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: December 14, 2020
Submitted by: Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year.

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

☑ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion
  ▪ BFET eligibility has now been expanded to include transfer degrees which significantly improves access to food assistance for low income students at LWTech.
  ▪ In order to improve efficiency and timelines for processing financial aid awards during an unprecedented volume of work, former Financial Aid Director, Bill Chaney, has returned on a part-time basis to help process complicated re-evaluations, emergency grants, and other needs.

☑ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
  ▪ Vice President Hayden hosted two election debrief meetings with the campus on November 5th and 6th. These sessions followed the gathering guide by Citizen University to provide “civic scriptures” readings, discussion prompts focused on the “common good” and “our democracy”, and opportunity to talk about the impact of the then uncertain outcome of the election.

☑ Support the college leading up to and through ctcLink implementation
  ▪ Enrollment Services engaged with their first LionsLink Process Analysis with the LionsLink PM and consulting company MC².

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
  ▪ Thank you for your continued support of the annual Holiday Helper program. Holiday Helpers is a tradition at LWTech that aims to both lend a helping hand to students in need and to come together as a college community in the spirit of
giving. Students who need extra help during the winter season can fill out an online application requesting up to two $25 e-gift cards from a number of stores. Funding is collected through the LWTC Foundation, and Student Programs offer thanks for their continued support. Anyone can donate online. Please use the “Holiday Helpers” in the designation drop down menu. Donations are due by 12:00am Friday, December 4th (12/4).

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

College Outreach Activities
• LWTech’s Career Specialist, Mary Powers, represented the college at the Eastside Cities Virtual Job Fair on October 29th. She was able to help move than 35 prospective students and employees get to know the college and figure out their next step.
• On December 4th, the LWTech Employment Resource Center will partner with Amazon for a virtual hiring event.

Key Conferences and Events
• Vice President Hayden attended the Washington State Student Services Council (WSSSC) Fall meeting via zoom November 5th.

Community activities
• We now offer a new and improved Community Resource page that connects students in need with resources offered from Community Based Organizations: https://www.lwtech.edu/admissions/workforce/community-resources/

Other Departmental Activities and Highlights
• TRIO SSS and SSSD completed their annual performance report for the 2019/2020 academic year. This is a required annual performance report for the US Department of Education that demonstrates achievement toward annual standardized objectives.
  o For the SSS Project (1st generation and/or low-income students), the grant achieved the following:
For the SSSD Project (students with disabilities), the grant achieved the following:

- The SSS Project achieved more than double its two graduation objectives, and the SSSD Project achieved more than double its first graduation objective and more than tripled its graduation/transfer objective. This is quite the achievement and is a testament to the dedication of the TRIO team.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Score Allowed</th>
<th>Approved Rate</th>
<th>Actual Attained Rate</th>
<th>Standard Objectives Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence</td>
<td>4</td>
<td>59%</td>
<td>82%</td>
<td>4</td>
</tr>
<tr>
<td>Good Academic Standing</td>
<td>4</td>
<td>75%</td>
<td>96%</td>
<td>4</td>
</tr>
<tr>
<td>Associate’s Degree or Certificate</td>
<td>2</td>
<td>20%</td>
<td>47%</td>
<td>2</td>
</tr>
<tr>
<td>Associate’s Degree or Certificate and Transfer to a 4-Year Institution</td>
<td>2</td>
<td>9%</td>
<td>22%</td>
<td>2</td>
</tr>
<tr>
<td>Funded Number</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

- Number of Participants Funded to Serve: 140
- Number of Participants Served: 140
- Percent Served: 100%

The SSS Project achieved more than double its two graduation objectives, and the SSSD Project achieved more than double its first graduation objective and more than tripled its graduation/transfer objective. This is quite the achievement and is a testament to the dedication of the TRIO team.
Lake Washington Institute of Technology

Emergency Approval Extension

**Situation**

The federal Department of Education has issued new rules that colleges must implement related to handling Title IX complaints.

Attached you will find nine (9) policies, 5.P.120 – 5.P.136, that serve as supplemental rules to the college’s current student conduct code. As such, they must also go through the process to be added to the college’s Washington Administrative Codes (WACs). While going through the complete WAC process, an extension is needed for the original Emergency Approval.

These policies cover changes to:
- Definitions
- College jurisdiction
- Rights for both complainants and respondents
- Expectations for training and roles of involved college staff

The Assistant Attorney General, Derek Edwards, has reviewed and endorsed this policy.

**Recommendation**

That the Board of Trustees approve this emergency policy change extension.
5.P.120 Student Conduct Code—Supplemental Title IX Procedures – Order of Precedence (WAC 495D-121-680)

Policy
This supplemental procedure applies to allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. § 106. To the extent these supplemental hearing procedures conflict with Lake Washington Institute of Technology’s standard disciplinary procedures, WAC 495D-121-320 through -670, these supplemental procedures shall take precedence.

5.P.122 Student Conduct Code—Supplemental Title IX Procedures – Prohibited Conduct Under Title IX (WAC 495D-121-690)

Policy
Pursuant to RCW 28B.50.140(13) and Title IX of the Education Act Amendments of 1972, 20 U.S.C. §1681, Lake Washington Institute of Technology may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of “sexual harassment.”

For purposes of this supplemental procedure, “sexual harassment” encompasses the following conduct:

1. Quid Pro Quo Harassment. A Lake Washington Institute of Technology employee conditioning the provision of an aid, benefit, or service of Lake Washington Institute of Technology on an individual’s participation in unwelcome sexual conduct.

2. Hostile Environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lake Washington Institute of Technology’s educational programs or activities, or employment.

3. Sexual Assault. Sexual assault includes the following conduct:
   a. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
   b. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
   c. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
   d. Statutory Rape. Consensual sexual intercourse between someone who is eighteen (18) years of age or older and someone who is under the age of sixteen (16).

4. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a
child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

5. Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. The length of the relationship;
   b. The type of relationship; and
   c. The frequency of interaction between the persons involved in the relationship.

6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

5.P.124 Student Conduct Code—Supplemental Title IX Procedures – Prohibited Conduct Under Title IX (WAC 495D-121-700)

Policy

1. This supplemental procedure applies only if the alleged misconduct:
   a. Occurred in the United States;
   b. Occurred during a Lake Washington Institute of Technology educational program or activity; and
   c. Meets the definition of Sexual Harassment as that term is defined in this supplemental procedure.

2. For purposes of this supplemental procedure, an “educational program or activity” is defined as locations, events, or circumstances over which Lake Washington Institute of Technology exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by Lake Washington Institute of Technology.

3. Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of Section 1(a)-(c) have not been met. Dismissal under this supplemental procedure does not prohibit Lake Washington Institute of Technology from pursuing other disciplinary action based on allegations that the Respondent violated other provisions of Lake Washington Institute of Technology’s student conduct code, WAC 495D-121-320 through -670.

4. If the Student Conduct Officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Student Conduct Officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

5.P.126 Student Conduct Code—Supplemental Title IX Procedures – Initiation of Discipline (WAC 495D-121-710)
Policy

1. Upon receiving the Title IX investigation report from the Title IX Coordinator, the Student Conduct Officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the Respondent for engaging in prohibited conduct under Title IX.

2. If the Student Conduct Officer determines that there are sufficient grounds to proceed under these supplement procedures, the Student Conduct Officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with either the Chair of the Student Conduct Committee or the college’s appointed Title IX Hearing Officer and serving the notice on the Respondent and the Complainant, and their respective advisors. The notice must:
   a. Set forth the basis for Title IX jurisdiction;
   b. Identify the alleged Title IX violation(s);
   c. Set forth the facts underlying the allegation(s);
   d. Identify the range of possible sanctions that may be imposed if the Respondent is found responsible for the alleged violation(s);
   e. Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
      i. The advisors will be responsible for questioning all witnesses on the party’s behalf;
      ii. An advisor may be an attorney; and
      iii. Lake Washington Institute of Technology will appoint the party an advisor of Lake Washington Institute of Technology’s choosing at no cost to the party, if the party fails to do so; and

3. Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

5.P.128 Student Conduct Code—Supplemental Title IX Procedures – Pre-Hearing Procedure (WAC 495D-121-720)

Policy

1. Upon receiving the disciplinary notice, the Chair of the Student Conduct Committee or the college’s appointed Title IX Hearing Officer will send a hearing notice to all parties, in compliance with WAC 495D-121-410. In no event will the hearing date be set less than ten (10) days after the Title IX Coordinator provided the Final Investigation Report to the parties.

2. A party may choose to have an attorney serve as their advisor at the party’s own expense. This right will be waived unless, at least five (5) days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties and the student conduct officer.

3. In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether Lake Washington Institute of Technology intends to offer the evidence at the hearing.

5.P.130 Student Conduct Code—Supplemental Title IX Procedures – Rights of Parties (WAC 495D-121-730)
Policy

1. Lake Washington Institute of Technology’s Student Conduct Procedures, WAC 495D-121-320 through -670, and this supplemental procedure shall apply equally to all parties.
2. The Lake Washington Institute of Technology bears the burden of offering and presenting sufficient testimony and evidence to establish that the Respondent is responsible for a Title IX violation by a preponderance of the evidence.
3. The Respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.
4. During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX Coordinator will appoint an advisor of Lake Washington Institute of Technology’s choosing on the party’s behalf at no expense to the party.

5.P.132 Student Conduct Code—Supplemental Title IX Procedures – Evidence (WAC 495D-121-740)

Policy

The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

1. Relevance: The Committee Chair or the college’s appointed Title IX Hearing Officer shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.
2. Relevance means that information elicited by the question makes facts in dispute more or less likely to be true.
3. Questions or evidence about a Complainant’s sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:
   a. Is asked or offered to prove someone other than the Respondent committed the alleged misconduct; or
   b. Concerns specific incidents of prior sexual behavior between the Complainant and the Respondent, which are asked or offered on the issue of consent.
4. Cross-examination required: If a party or witness does not submit to cross-examination during the live hearing, the Committee or the college’s appointed Title IX Hearing Officer must not rely on any statement by that party or witness in reaching a determination of responsibility.
5. No negative inference: The Committee or the college’s appointed Title IX Hearing Officer may not make an inference regarding responsibility solely on a witness’s or party’s absence from the hearing or refusal to answer questions.
6. Privileged evidence: The Committee or the college’s appointed Title IX Hearing Officer shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
   a. Spousal/domestic partner privilege;
   b. Attorney-Client and attorney work product privileges;
   c. Privileges applicable to members of the clergy and priests;
   d. Privileges applicable to medical providers, mental health therapists, and counsellors;
e. Privileges applicable to sexual assault and domestic violence advocates; and
f. Other legal privileges identified in RCW 5.60.060.

5.P.134 Student Conduct Code—Supplemental Title IX Procedures – Initial Order (WAC 495D-121-750)

Policy

In addition to complying with WAC 495D-121-430, the Student Conduct Committee or the college’s appointed Title IX Hearing Officer will be responsible for conferring and drafting an Initial Order that:

1. Identifies the allegations of sexual harassment;
2. Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;
3. Makes findings of fact supporting the determination of responsibility;
4. Reaches conclusions as to whether the facts establish whether the Respondent is responsible for engaging in Sexual Harassment in violation of Title IX;
5. Contains a statement of, and rationale for, the Committee’s or the college’s appointed Title IX Hearing Officer’s determination of responsibility for each allegation;
6. Describes any disciplinary sanction or conditions imposed against the Respondent, if any;
7. Describes to what extent, if any, Complainant is entitled to remedies designed to restore or preserve Complainant’s equal access to Lake Washington Institute of Technology’s education programs or activities; and
8. Describes the process for appealing the Initial Order to the Lake Washington Institute of Technology President.
9. The Committee Chair or the college’s appointed Title IX Hearing Officer will serve the Initial Order on the Parties simultaneously.

5.P.136 Student Conduct Code—Supplemental Title IX Procedures – Initial Order (WAC 495D-121-760)

Policy

1. The Parties shall have the right to appeal from the Initial Order’s determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and timeframes set forth in WAC 495D-121-440.
2. The President or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the Initial Order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).
3. President’s Office shall serve the Final Decision on the parties simultaneously.
ITEM 1062
2020-12-14

Lake Washington Institute of Technology
New Policy 2.P.15.5– Supplemental Title IX Rules

Emergency Approval Extension

Situation

The federal Department of Education has issued new rules that colleges must implement related to handling Title IX complaints.

Attached you will find a policy, 2.P.15.5, that separates Title IX from the existing Discrimination and Harassment policy. While going through the WAC process, an extension is needed to the original Emergency Policy Approval.

This policy covers changes to:

- Definitions
- College jurisdiction
- Rights for both complainants and respondents
- Expectations for training and roles of involved college staff

The Assistant Attorney General, Derek Edwards, has reviewed and endorsed this policy.

Recommendation

That the Board of Trustees approve this emergency policy change extension.
2.P.15.5: TITLE IX

POLICY
Lake Washington Institute of Technology (the College) recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972 and the Violence Against Women Reauthorization Act. To this end, the College will enact and adopt Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating Lake Washington Institute’s Title IX policy is subject to disciplinary action up to and including dismissal from the College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of “Sexual Harassment,” as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts Lake Washington Institute of Technology’s ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other College policies prohibiting gender discrimination through processes set forth in Lake Washington Institute of Technology’s code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

Any employee, student, applicant, or visitor who believes that they have been the subject of Sexual Harassment should report the incident or incidents to Lake Washington Institute of Technology’s Title IX Coordinator. If the complaint is against that Title IX Coordinator, the Complainant should report the matter to the President’s office for referral to an alternate designee.

In the event that an incident involves alleged misconduct by the Title IX/EO coordinator, reports should be made directly to the Executive Director of Human Resources.

RELEVANT LAWS AND OTHER RELATED INFORMATION
Title IX of the Educational Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 RCW 49.60.030
Supplemental Title IX Employee Disciplinary Hearing Procedure
Policy on Discrimination and Harassment
Procedure on Discrimination and Harassment
Title IX Procedures