Board of Trustees Retreat
Monday, September 14, 2020
9:00 am to 12:00 pm
Zoom
Meeting ID: 928 5384 1956
Passcode: 842406
(253) 215-8782

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<td>Consent Calendar:</td>
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<td>• Approval of Agenda</td>
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<td>• Minutes, June 1, 2020</td>
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<td>• Minutes, August 4, 2020</td>
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<td>Laura Wildfong</td>
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<td>Public Comments: Individuals may sign in for public comment, limited to 3 minutes each¹</td>
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<td>Laura Wildfong</td>
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<th>Retreat Agenda</th>
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<td>Bruce Riveland</td>
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<td>Review Board Goals for 2019-20</td>
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<td>Develop Board Goals for 2020-21</td>
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¹Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
**Evaluation of the performance of public employees.**

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.

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Study Session Roll Call

Board of Trustees
Laura Wildfong, Chair
Anne Hamilton, Vice Chair
Bob Malte
Dr. Lynette Jones
Darrell Mitsunaga
Derek Edwards (AAG)

LWTech Faculty and Staff:
Dr. Amy Morrison
Bruce Riveland
Cathy Copeland
Dr. Suzanne Ames
Dr. Ruby Hayden
Chris McLain
Elisabeth Sorensen
Leslie Shattuck
Meena Park
Elsa Gossett

April Ake
Sarah Chandler
Vicki Chew
Lauren Cline
Sally Heilstedt
Judy Mattson
Lisa Meehan
Dr. Mike Potter
David Rector
Michael Richmond
Aparna Sen
Erin Smith

Study Session:
President Morrison opened the study session at 12:02 p.m. and introduced the need for the study session to avoid significant additional time on Zoom during the June 1 Board Meeting. The topics are: the 2020-2021 Budget, and Employee Satisfaction Survey Results. President Morrison also described the expected timeline related to addressing the President’s goals from 2019-2020, and additional opportunities for the Budget, surveys, and other study session items for the June meeting.

2020-2021 Budget
Bruce Riveland, Vice President of Administrative Services
Vice President Riveland began the study session by working through the College Budget Impacts document (see attached.) Dr. Jones made a comment about a typo correction to a few of the budget charts, and then asked about Workforce Training. Vice President Riveland responded that there are several different categories of funding for the Workforce Training Program, but we don’t know what the legislature’s going to do. Dr. Jones continued that since there’s a need for continuing education in the workforce sector, is there a way to increase that (funding)? Dr. Ames responded to the question and clarified that we have agreements with Everett Community College and others to provide curriculum and training, but that we don’t necessarily have the ability to create new programs outside of that. President Morrison also responded that we have a great Workforce Development area with great contacts that have done fabulous work throughout the last Great Recession, and that if the legislature allows we’ll have the ability to leverage the needs for additional training in our community.
Trustee Malte commented that (recognizing that budgets are always guesswork) he was looking for two things when he read over the budget memo. The assumption - is it correct to assume that this budget assumes that we’re online just for the fall or for the entire year? Outcome question: what are the implications of the budget shortfall?

Regarding the implications of the budget shortfall, President Morrison responded that there are many unknowns; we don’t know what fall/winter/spring enrollment will do (i.e. enrollment might increase/decrease, we don’t know what the legislature will do). The goal with the current steps taken was freezing travel, not refilling vacated positions, collaborating with unions on not distributing the COLA in July until we know what the Legislature will do; and then the Voluntary Separation Agreement to save potentially up to $1mil, just to be in the most advantageous position should the legislature demand additional cuts. We did not want to jump into layoffs prior to the legislative session until we knew for sure whether we’d need them. Cabinet is having conversations about every possible option, hoping to avoid layoffs. Additional information about budget and cuts will be coming in over the summer so that we have options as we go into the fall. The good news is we’ve done this before so we know the impacts; the bad news is that we’ve not seen a 15% cut at one point in time, so we’re not wanting to go back there until we know what we’re up against. The VSI is a good start.

With regard to the question about modified programs, President Morrison responded that we haven’t made a determination regarding on-campus access for winter and spring quarter. We are offering a full complement of programs and courses in a hybrid format, but at this point we’re not in a position to make any but the most basic assumptions about enrollment. We suspect at some point we’ll see a recessionary bump based on historical data, but we don’t know when that will occur.

Dr. Jones asked Vice President Riveland for clarification as one of the items mentioned that reserves will be at $75,000. Vice President Riveland responded that that’s actually the net change to reserve income for next year. President Morrison mentioned that the Board spent a good deal of time a few years back about developing a Board Reserves Policy, and we’d been aiming to get towards 15% (we were close to 9% at the end of the last recession). She is reluctant to use too much of the reserves at any point in time because the last recession recovery lasted 12 years. Vice President Riveland mentioned that the current reserves are currently slightly over 4 million, which would be plenty to cover the current shortfall with 1.8 mil left over. Trustee Malte asked that Vice President Riveland update Board documents to include some context regarding the reserves.

Chair Wildfong asked why worker retraining hadn’t kicked in yet? President Morrison responded that it is mostly likely because there are so many unknowns. Additionally, the Federal Covid-19 insurance payment goes on into July; if legislature keeps on pushing out, in hopes the Federal Government will pass a stimulus package for the states, there may be some stimulus package to help those who are truly unemployed to retrain.

Chair Wildfong asked, “Is the plan to just bring the budget down by 15% or to restructure to address the new Covid-19 normal?” President Morrison responded that we’re looking at all the options. It’s such a fine line – we don’t know the extent of the cuts. The 15% is a pretty dramatic cut, so trying to figure that out takes a little bit of time. Vice President Riveland added that, for example, we’re reducing the number of contracts we have (and rescheduling our own people to
cover our needs). President Morrison continued that we’ll be spending summer preparing for this and talking to legislatures reiterating that now is not the right time to cut, based on future need for retraining. If Legislature goes into special session on July 15, we may ask for a special Board meeting to go over the options. Regarding the VLO, we know it’s a fine line considering it may be about people who are close to retirement age, but we also offered the incentive for COVID-19 related needs; we tried to personalize the HR sessions, and wanted to convey extreme gratitude to those who might decide to take the incentive for the sake of the benefit to the college. Trustee Malte asked if we had received any negative backlash? President Morrison replied, “Not at all.” The college hasn’t previously been in a position to offer this before; appreciation was felt for offering this option first before layoffs.

Employee Satisfaction Survey
Cathy Copeland, Director of Research and Grants
Director Copeland presented on the results of the 2020 Employee Satisfaction Survey using a PowerPoint presentation (see attached). Trustee Hamilton asked about the change in survey participation for part-time employees? Cathy will look into and let President Morrison know. Trustees Wildfong, Hamilton, and Jones all mentioned how fantastic the survey results were and how impressive it is to see the improvements. From Dr. Jones – should we alter our facilities questions to reflect their new working environments from home? Cathy responded that it is worth looking into. Trustee Malte asked, can we benchmark our survey results against others? Is there any comparisons with the other technical colleges? Director Copeland responded that the short answer was no. We’ve explored nationally normed surveys, but these are very expensive and in the current environment not very feasible. We are still exploring options. Trustee Malte asked if there were any questions where the responses went down? Director Copeland was happy to report that there were no significant decreases.

Chair Wildfong commented that the survey results were awesome and very uplifting. The budget is depressing, as unknowns are difficult. Thanks for meeting!

Study session adjourned at 1:34 p.m.
June 1, 2020 Board of Trustees Meeting
4 p.m. to 6 p.m.
Zoom Meeting

Study Session:
Dr. Ruby Hayden gave an update on 2020 Commencement plans. The ceremony will be cancelled for this year, and all graduates from this year will be invited to attend next year’s Commencement ceremony. Graduates this year will receive a Commencement package, which includes a letter from President Morrison, diplomas and diploma covers, caps and tassels, Honor and achievement cords, and mementos. Dr. Hayden also mentioned that the Communications and Marketing Team led by Leslie Shattuck had been extraordinarily helpful in creating the graduation website. Trustee Hamilton asked if there were a way to provide an acknowledgement from the trustees to celebrate their graduations. Dr. Hayden responded that they would be happy to include a letter or video message.

Dr. Suzanne Ames gave an update on the rationale and process that took place to make the decision to close the College’s Dental Assistant program.

Director Cathy Copeland followed up on two questions related to the Employee Satisfaction Survey results presented on the 28th. The first question was related to participation rates for part-time faculty, which was a relatively insignificant change from the previous year, and has grown a bit since 2018. The second question was related to knowing which questions were the questions related to significant increases in the results from the Employee Satisfaction Survey. Chair Wildfong responded that she was not surprised by the good results. Trustee Malte concurred.

The meeting was called to order at 4:27 pm.

Roll Call

Board of Trustees:
Laura Wildfong, Chair Dr. Lynette D. Jones Bob Malte
Darrell Mitsunaga Derek Edwards (AAG) Anne Hamilton (Vice Chair)

LWTech Faculty and Staff:
Dr. Suzanne Ames Bruce Riveland Katrina
Dr. Ruby Hayden Leslie Shattuck Mike Potter
Chris McLain Ellienn Tatar Vicki Chew
Dr. Amy Morrison Sheila Walton Sarah Chandler
Andrea Olson Sally Heilstedt Cathy Copeland
Meena Park Rex Rempel Elisabeth Sorensen

Consent Calendar: The calendar that included the May 4, 2020 meeting minutes was approved by consent.

Reports

ASG: Ellienn Tatar distributed a written report to the Board of Trustees and provided a verbal summary during the meeting. The report is appended.
Chair Wildfong asked if it had been interesting to be the president of ASG during a year like this one? Mr. Tatar responded that it has very different and very interesting; Chair Wildfong commended his performance this year.

President Amy Morrison reported that:

- This is Ellienn Tatar’s last meeting with the Board as ASG President, and congratulated him for his excellent work and stellar leadership, and his good example to other students.
- Thanks to the Board for their time last week for the extra study session reviewing the Employee Satisfaction Survey results and the Budget process.
- We are considering how to support and assist our colleagues in the context of the protests on systemic injustice and racism throughout our nation, as well as specifically with respect to the murder of George Flynn.
- With regard to pandemic response, Instruction and Student Services continue to do an excellent job transitioning our campus for summer and fall hybrid classes. Dr. Ames is leading a task force to prepare safe on-campus environments for necessary on-campus program aspects. We will keep you updated on progress.
- With regard to the Budget, President Morrison has reached out to legislators regarding special sessions, budgetary needs, and releasing the rainy day fund. Scenarios for special sessions include August, fall, or next January meeting in regular session and setting deep budget cuts for summer 2021.
- Senior legislators are informing junior members about not cutting the higher education budgets like they did during the Great Recession.
- She wrote a final update to her 2019-2020 Goals; there were two very different updates over the course of this year. She also thanked the Board for allowing her to work on her goals for the next year over the summer due to the changes from the coronavirus.
- Bellevue College’s next president will be former Governor Gary Locke; she will be reaching out as he transitions into his new position.

Trustee Malte reflected that he will look forward to hearing what opportunities lie amidst the uncertainties we’re all in. He is looking forward to seeing the innovations that the LWTech team comes up with. President Morrison stated that LWTech is positive, forward-thinking, and optimistic. We have to be intact and ready to serve our neighbors; this is when we’re really able to accomplish our mission. There will certainly be many opportunities; the transition to remote instruction and operations presents some great opportunities long-term with how we support diverse student populations, especially as we look to a longer-term event horizon for the pandemic. Chair Wildfong asked that as President Morrison works with the EDI council, the Board of Trustees would also like to participate in any statements or support for the students’ opportunities that are presented.

Board Chair: Chair Laura Wildfong reported that Trustee Mitsunaga, President Morrison, and herself were on a call that morning with ACT that talked about cohesive lobbying, unknowns about money that might come to us from the Federal Government or state; provided good messaging. Trustee Mitsunaga concurred.
Foundation Liaison, Trustee Dr. Lynette Jones reported that:

- The LWTech Foundation is currently accepting applications for Fall 2020 Scholarships through Friday, June 5. During this cycle, the Foundation will distribute approximately $75,000 in scholarship support to LWTech students.
- As a result of COVID-19, the Foundation is deep in the planning stages to pivot the 2020 LWTech Foundation Annual Bright Futures Benefit Breakfast from a one-hour “ask” fundraiser to a virtual event using a five-day email appeal to raise valuable funds for student scholarships, instructional program support and the student emergency fund.

Trustee Malte asked regarding Elling Halvorsen’s passing – have we seen anything to celebrate his life? Executive Director Sorensen responded that we have not heard of any activities or the official obituary, but that we are hoping to have the opportunity to honor his commitment to the College.

Financial Summary: Bruce Riveland, Vice President of Administrative Services, reviewed the financial summary included in the meeting packet. President Morrison noted that we would not ask the Board to approve a Budget that was up to 2 million dollars in the red. We are just trying to prepare as much as possible for the probable legislative cut mid-year. We are doing as much as we possibly can to advocate and prepare, and being proactive with VLOs and holding the COLA, for example. Chair Wildfong asked about the news from Rep. Goodman that possibly the cut would be higher than we are preparing for – have we worked that into the budget? President Morrison responded that the longer-term implications of that cut might be closer to the 21-23 biennium, but that there are so many uncertainties that we can’t predict what kind of cut might happen.

An Executive Report was included in the meeting packet. There were no questions for the Board of Trustees.

Chair Wildfong commented that the administration has done amazing work. President Morrison thanked the Executive Cabinet, and commented on the difficulty with a meeting-centric culture to connect remotely, but that the College has really stepped up and done their best to maintain their working connections throughout this period of change.

Item 1048: Tuition and Fees: Vice President Riveland reviewed the information provided in the trustee packet. There were no questions or comments. Trustee Mitsunaga made a motion to approve Item 1048, and Trustee Hamilton seconded. The motion was approved.

The trustees and Vice President Riveland discussed the fees and need for additional security throughout the pandemic response time. President Morrison noted that we have an excellent rapport and collaborative arrangement with the Kirkland Police Department, including the police
chief. Trustee Mitsunaga suggested additional discussion on campus security have its own session in a future meeting due to its complexity.

**Item 1049: 2020-2021 Budget:** Vice President Riveland reviewed the information provided in the Trustee reports. Trustee Hamilton made a motion to approve Item 1049. Trustee Mitsunaga seconded. The motion was approved.

**Item 1050: Board Meeting Dates:** Trustee Malte made a motion to approve Item 1050. Trustee Mitsunaga seconded. The motion was approved.

**Item 1051: Election of Officers:** For the 2020-2021 academic year, the following nominations were made:
- Chair: Trustee Hamilton
- Vice-Chair: Trustee Malte
- Legislative Advocate: Trustee Hamilton (primary)
  Trustee Malte (secondary)
- Foundation Liaison: Chair Wildfong
Trustee Dr. Jones made a motion to accept these nominations. Trustee Mitsunaga seconded. The motion was approved.

**Executive Session**
The Board went into Executive Session at 5:35 pm to discuss the performance of a public employee. No actions were taken.

The Board reconvened at 6:18 pm.

**Item 1052: Amendment to pause on distribution of the COLA for President Morrison’s contract extension:** Trustee Hamilton made a motion to accept Item 1052. Trustee Malte seconded. The motion was approved.

Chair Laura Wildfong adjourned the meeting at 6:21 pm.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
August 4, 2020
Board of Trustees Special Meeting
9:30 a.m.
Zoom Meeting

The meeting was called to order at 9:32 a.m.

Roll Call

Board of Trustees:
Laura Wildfong, Chair    Dr. Lynette D. Jones    Bob Malte
Darrell Mitsunaga    Derek Edwards (AAG)    Anne Hamilton (Vice Chair)

LWTech Faculty and Staff:
Dr. Amy Morrison    Lauren Cline
Dr. Suzanne Ames    Douglas Day
Dr. Ruby Hayden    Robert Hupman
Bruce Riveland    Darcy Kipnis
Cathy Copeland    Lisa Meehan
Chris McLain    Katie Stewart
Meena Park    Molly Verschuyl
Leslie Shattuck    James Wagner
Elisabeth Sorenson    Sue Wozniak

Executive Session
The Board with Dr. Ames and Ms. Park went into Executive Session at 9:35 a.m. to discuss the performance of a public employee. No actions were taken.

The Board reconvened at 10:06 a.m.

Reports
Dr. Ruby Hayden gave an overview of Title IX policy changes. Derek Edwards clarified that these are emergency rules for a period of four months, and that the college is in the process of developing the permanent rules, which will go through the normal policy process. Meena Park also presented the policy changes as they related to employee Title IX policies.

Item 1054: Trustee Hamilton made a motion to approve Item 1054, and Trustee Mitsunaga seconded. The motion was approved.

Item 1055: Trustee Mitsunaga made a motion to approve Item 1055, and Trustee Malte seconded. The motion was approved.
Chair Laura Wildfong adjourned the meeting at 10:21 a.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President