### Study Session – 4 pm

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement/Celebration Week</td>
<td>Ruby Hayden</td>
</tr>
<tr>
<td>Program Closure Update</td>
<td>Suzanne Ames</td>
</tr>
<tr>
<td>Employee Satisfaction Survey Results</td>
<td>Cathy Copeland</td>
</tr>
</tbody>
</table>

### Board of Trustees Meeting – 4:45 pm

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call</td>
<td></td>
</tr>
<tr>
<td>Consent Calendar:</td>
<td>Laura Wildfong</td>
</tr>
<tr>
<td>• Approval of Agenda</td>
<td></td>
</tr>
<tr>
<td>• Minutes, May 4, 2020</td>
<td></td>
</tr>
<tr>
<td>Public Comments: Individuals may sign in for public comment, limited to 3 minutes each(^1)</td>
<td>Laura Wildfong</td>
</tr>
</tbody>
</table>

### Reports

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Student Government</td>
<td>Ellienn Tatar</td>
</tr>
<tr>
<td>President’s Report</td>
<td>Dr. Amy Morrison</td>
</tr>
<tr>
<td>COVID-19 Response Update</td>
<td></td>
</tr>
<tr>
<td>Board Chair</td>
<td>Laura Wildfong</td>
</tr>
<tr>
<td>Foundation Liaison</td>
<td>Dr. Lynette Jones</td>
</tr>
<tr>
<td>Trustees Activities Update</td>
<td>Trustees</td>
</tr>
<tr>
<td>Federation of Teachers</td>
<td>Dr. Andrea Westman</td>
</tr>
<tr>
<td>Federation of Classified Staff</td>
<td>Heidi Davis</td>
</tr>
</tbody>
</table>

---

\(^1\) Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
Financial Summary
2020 Budget Progress
Administration

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Bruce Riveland</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 1048: Request for Approval Tuition and Fees 2020-2021</td>
<td>Bruce Riveland</td>
<td>6</td>
</tr>
<tr>
<td>ITEM 1049: Request for Approval College Budget 2020-2021</td>
<td>Bruce Riveland</td>
<td>7</td>
</tr>
<tr>
<td>ITEM 1050: Request for Approval Board Meeting Dates 2020-2021</td>
<td>Laura Wildfong</td>
<td>8</td>
</tr>
<tr>
<td>ITEM 1051: Request for Approval Election of Officers 2020-2021</td>
<td>Laura Wildfong</td>
<td>9</td>
</tr>
</tbody>
</table>

Executive Cabinet

Call Executive Session

**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.

Action Items Discussed in Executive Session

<table>
<thead>
<tr>
<th>ITEM 1052: President’s Contract</th>
<th>Laura Wildfong</th>
</tr>
</thead>
</table>

Adjournment

Lake Washington Institute of Technology will schedule meetings in locations that are free of mobility barriers, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425.739.8200.
Executive Summary – 2020 Employee Satisfaction Survey

Introduction
Overall survey responses this year show dramatic and significant increases and, for the first time, LWTECH met its key performance indicator (KPI) of “being an employer” of choice. There were 26 significant increases in employee satisfaction and zero decreases. The survey received 274 responses (+7% from last year) and has an estimated participation rate of 46%.¹

Updates to the Survey
This year’s survey incorporated recommendations from the research subcommittee on the Equity, Diversity and Inclusion Council (EDIC). These updates include new questions around: disability status, being a first generation college student, division at the college², awareness of Guided Pathways work on campus, and an assessment of the college’s values (inclusive, innovative, collaborative, and respectful) that were published in 2019.

This year’s survey also provided a focus on the COVID-19 crisis. The survey remained open for an additional week (3 weeks total) and invited respondents to include narrative responses related to the COVID-19 crisis. This year’s survey received the most comments since survey administration in 2011, with 36% of these comments relating to the COVID-19 crisis.

Significant Changes
There were 26 significant increases across the following categories: Work Environment, Governance, Communication, Facilities, Information Technology, and Policies and Procedures (Figure 1).

¹ Awaiting access to employee data; estimate based on average # of employees over all years of the survey.
² Smaller divisions (less than 5 employees) are combined into the Office of the President.
Strategic Planning and LWTech’s Key Performance Indicator

All questions historically used for strategic planning and accreditation increased from the past year, including several questions which are used for the key performance indicator (KPI) of being an "employer of choice" in the college’s 2017-2020 Strategic Plan (Figure 2). This KPI supports Goal 2 of the current Strategic Plan, which is to, “Attract and retain diverse employees that view LWTech as an employer of choice.”

<table>
<thead>
<tr>
<th>Key Performance Indicator</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWTech is an employer of choice</td>
<td>72%</td>
<td>73%</td>
<td>85%</td>
<td>75%</td>
</tr>
</tbody>
</table>

*Figure 2: Increases over time for the KPI*

Demographics

Analyses include differences between demographic groups including: employee classification, employee division, faculty type, age, length of time employed, disability status, first-generation status, and race/ethnicity. Full results and questions will be available in the final report Exhibits and online. The questions listed below have differences between groups.

**Employee Classification**: Responses between employee groups (Faculty, Administrative, and Classified) made up the largest variations in the 2020 survey. Administrative employees generally responded with higher levels of satisfaction with the exception of the statement that “there are adequate staff members to meet workload demands.”

- Q4: Employees are praised for outstanding performance; Q7: There are adequate staff members in my department/area to meet the workload demands; Q8: I can take initiative without asking for permission; Q16: I have opportunities to participate in campus-wide decision making; Q17: The input I provide helps shape the future of LWTech; Q18: I understand the role of LWTech’s Board of Trustees; Q20: The Board of Trustees is effective in carrying out its governance responsibilities for LWTech; Q45: Safety and security officers are accessible and responsive; Q48: Procedures for requesting and/or reporting time off are straightforward; Q49: Procedures for travel/reimbursement are straightforward; Q51: When I need it, I can find a college procedure or form on-line; Q53: I use institutional data to make ongoing decisions; and, Q54: Institutional data provides information that helps me improve services to students.

**Employee Division**: This is a new section of the survey that ask respondents their division at the college. Employees who are part of IT generally demonstrated high levels of satisfaction; variations exist across the other departments.

- Q1: My supervisor treats me with respect; Q4: Employees are praised for outstanding performance; Q8: I can take initiative without asking for permission; Q14: LWTech has a respectful culture; Q20: The Board of Trustees is effective in carrying out its

---

3 Questions include: My supervisor treats me with respect; My supervisor clearly communicates work responsibilities; There is a spirit of camaraderie and teamwork at LWTech; Employees are praised for outstanding performance; The work I do is valuable to the College; LWTech has an inclusive culture; LWTech has an innovative culture; LWTech has a collaborative culture; LWTech has a respectful culture; I have opportunities to participate in campus-wide decision making; The input I provide helps shape the future of LWTech; and, There is effective communication between my department and other departments.
governance responsibilities for LWTech; Q21: College leadership is effective in carrying out leadership responsibilities; Q48: Procedures for requesting and/or reporting time off are straightforward; Q49: Procedures for travel/reimbursement are straightforward; and, Q53: I use institutional data to make ongoing decisions.

**Faculty type:** Adjunct faculty generally reported less satisfaction than full-time faculty.
- Q7: There are adequate staff members in my department/area to meet the workload demands; Q18: I understand the role of LWTech’s Board of Trustees; Q19: I have attended a Board of Trustees meeting and/or reviewed the meeting notes on my own; Q20: The Board of Trustees is effective in carrying out its governance responsibilities for LWTech; Q21: College leadership is effective in carrying out leadership responsibilities; and, Q22: I have opportunities to participate on various committees.

**Age:** Employees who reported their age ranges in the 20s and 50s were more likely to state that LWTech has an innovative culture. Younger employees (20s and 30s) were more likely to use institutional data and employees over 50 were more likely to have attended a meeting of the Board of Trustees.
- Q12: LWTech has an innovative culture; Q18: I understand the role of LWTech’s Board of Trustees; Q54: Institutional data provides information that helps me improve services to students.

**Years Employed:** Generally, the longer an employee works at the college, the more likely they are to report familiarity or satisfaction with the questions below. The exceptions relate to regular sharing of information and the governance responsibilities of the trustees.
- Q19: I have attended a Board of Trustees meeting and/or reviewed the meeting notes on my own; Q20: The Board of Trustees is effective in carrying out its governance responsibilities for LWTech; Q26: College leadership shares information regularly with faculty and staff; Q29: I am aware of Guided Pathways and the work associated with it at LWTech; Q36: I receive timely responses to custodial/maintenance requests; and, Q46: I understand my role in the event of an emergency on campus.

**Gender:** There was only one significant difference, with employees who reported being women noting that their IT help desk tickets are quickly resolved.
- Q42: My Help Desk ticket requests are resolved to my satisfaction.

**Disability Status:** There were no significant differences between groups.

**First Generation College Students:** There were no significant differences between groups

**Race/Ethnicity:** Employees who are white are more likely to agree that college leadership share information regularly. Employees who are persons of color are more likely to agree that procedures and forms are straightforward and can be found online.
- Q26: College leadership shares information regularly with faculty and staff; Q49: Procedures for travel/reimbursement are straightforward; and, Q51: When I need it, I can find a college procedure or form online.
Survey Categories

Work Environment and Culture
Findings show increased satisfaction in all nine categories, including supervisors communicating work responsibilities (+7%, significant) and understanding workload demands (+5%), spirit of camaraderie and teamwork at LWTech (+19%, significant), receiving praise for outstanding performance (+19%, significant), providing valuable work to the college (+3%), adequate staffing in departments (+15%, significant), taking initiative (+3%), and the college having a transparent culture (+23%, significant). Five questions in this section are contributing factors for the KPI in the Strategic Plan, including: supervisors treating employees with respect and clearly communicating work responsibilities, camaraderie/teamwork, praise for performance, and employees feeling their work is valuable. All of these categories increased since 2019.

College Values
College Values is a new section on the survey; however, these questions were included as part of the “Work Environment” section on last year’s survey. This longitudinal question increased from last year with all increases significant: +14% for inclusive, +23% for innovative, +17% for collaboration, and +10% for respectful.

Governance
Survey results show increased satisfaction for six of seven categories, including the Board of Trustees (BoT) and college leadership being effective (+17%, significant for BoT and +18%, significant for leadership), understanding the role of the BoT (+13%, significant), having opportunities to participate on various committees (+5%) and campus-wide decision making (+4%), and being able to provide input that shapes the future of LWTech (+11%, significant). Only the BoT meeting attendance/reviewing notes item did not increase, but remained stable from 2019. Two questions in this section are contributing factors for the KPI in the Strategic Plan, including opportunities to participate in campus-wide decision making and providing input. Both of these items increased since 2019. These same two questions are also used for accreditation.

Communication
Survey results for six of seven longitudinal questions increased: effective communication between my department and other departments (+20%, significant); effective communication between individuals in the respondent’s department (+7%, significant); college leadership is approachable (+10%, significant); knowing the mission of the college (+5%, significant); and an open and transparent manner for budget decisions (+10%, significant). The significant increases in this section support the KPI described in Figure 2. Finally, a new question shows that 72% of respondents are aware of LWTech’s Guided Pathways work. (Guided Pathways is a shift in providing student services and instruction to ensure students navigate their path to completion.) Awareness of facilities projects remained steady from last year.

Facilities
Survey results show increased satisfaction in five of six categories, including the college being kept clean (+9%, significant), facilities/equipment being well-maintained (+7%, significant), offices/classrooms adequately cleaned (+5%), timeliness of custodial/maintenance requests (+6%), and

---

employees having adequate equipment to meet their needs (+2%). Satisfaction with heating and cooling systems was stable from 2019 at 64%.

**Information Technology (IT)**
All survey results for questions in IT increased significantly: having adequate technology to successfully do my job (+8%); receiving timely responses to Help Desk ticket requests (+9%); and, satisfaction with resolving Help Desk ticket requests to the respondents’ satisfaction (+10%). There are no questions in IT that are used to calculate the KPI of LWTech of being an employer of choice.

**Safety and Security**
Survey results show employees feel more safe than in the past year, although none of the three category increases were significant. The section includes questions about employees feeling safe on campus (+2%), security officers being accessible and responsive (+2%), and employees understanding their own role in emergencies (+3%). There are no questions in Safety and Security that are used to calculate the KPI of LWTech of being an employer of choice.

**Policies and Procedures**
Survey results for Policies and Procedures increased across all questions: procedures for requesting and/or reporting time off are straightforward (+9%, significant); having clear policies and procedures regarding sexual harassment (+7%, significant); and, when needed, the respondent can easily find a college procedure or form on-line (+16%, significant). Assessment of procedures for travel/reimbursement are straightforward increased (+5%) but that was not a significant increase. There are no questions in Policies and Procedures that are used to calculate the KPI of LWTech of being an employer of choice.

**Research and Grants**
Survey results show increased satisfaction in both categories, including using institutional data (+2%) and using data to serve students (+1%). There are no questions in Research & Grants that are used to calculate the KPI of LWTech of being an employer of choice.

**Conclusion**
As noted above, survey responses this year show dramatic and significant increases in the overall results. Respondents reported high satisfaction with the college, even in the midst of the COVID-19 crisis. The largest differences between demographic groups is among employee groups (faculty, administrative and classified) with several categories having no significant differences. Overall, survey results are quite positive and reflect appreciation for the college in general and in response to the college’s response to COVID-19.
Board of Trustees Meeting
Monday, May 4, 2020
Study Session 12 p.m.
Meeting 1:30 p.m.

Study Session:
Coronavirus Response – President Amy Morrison thanked the Board of Trustees for their support for
the college and college leadership over the last two months of COVID-19 response. President
Morrison provided a report on the timeline of the college’s response to the virus outbreaks.
Particular thanks were given to Dr. Ames and Dr. Sen for their heroic response to the college and the
students affected by the initial quarantine. (Presentation attached).

President Morrison thanked the Board for granting tenure to Catherine England during the crisis.

President Morrison outlined procedures for campus operations for the summer and fall quarters. She
also spoke regarding the state budget cuts of as much as 30% with some stimulus funds. President
Morrison emphasized that we don’t know when we’ll see enrollment surges. She also drew parallels
to the Great Recession and the significant cuts and long-term recovery over the ensuing 12 years.

Trustee Jones remarked on an article from the WSJ about dropping enrollments for all colleges
especially for private colleges with dorms, etc.; can we parlay that into an advantage for local
colleges? President Morrison responded that the Washington presidents have been meeting and
discussing that option; what remains to be seen is when that wave might hit both for traditional
students and non-traditional students for retraining. The question of when different demographics
might show up at our door is still in flux.

Trustee Malte asked is fall mostly remote – has that decision been made? Are all the colleges doing
this together? President Morrison responded that we decided to move many programs online in fall
for the safety of our students and employees, and also to allow for catalog creation and faculty
preparation. About 1/3 of the colleges have already made the decision to go online; most are going
online but making some allowances for professional/technical programs.

Trustee Mitsunaga discussed Seattle Times article regarding most CARES funding going to 4-year
colleges; have we heard about any reallocation of funds? President Morrison responded that we
have not heard about reallocation of funds. Most communications have been about allocating funds
to current needs of students, tech etc. President Morrison will follow up.

Trustee Hamilton commented how proud she was of the Dream Team; cabinet response, Leslie’s
handling of the communications; the College has been on leading edge. President Morrison thanked
Trustee Hamilton, mentioning that someone commented this could not have happened to a better
college with respect to preparedness to handle difficult circumstances. President Morrison
emphasized that relationships matter; collegiality matters, culture of transparency and trust matters;
she is very grateful for the City of Kirkland emergency management.

Chair Wildfong agreed and thought it worth noting that the Board is very proud of President Morrison
and the cabinet. She also called out President Morrison’s Impact Award by The University of
Nebraska.
Trustee Malte asked if there was a scenario to adjust the College’s fall approach if all other colleges are back on campus and if not how do we respond to students if that were to be the case? President Morrison responded that LWTech is focused on making sure students are on track regarding their education pathways, and we have our own timeframes regarding publishing our catalog. Driving the decision includes our lived experience of having 47 faculty and students be exposed to the virus and the overall stress and distraction of having the campus operate as “normal” informed that decision. We also wanted to make sure our prof/tech programs weren’t undermined. We are paying attention to health and welfare of employees and students, and their mental wellbeing. The College has considered phasing back if there’s a therapeutic or vaccine available. LWTech is not a university as far as some of the complications; we are leaner with a different financial model, so we appreciate their deliberate decision-making. Should things loosen up in fall we can always consider bringing things back slowly, which is a lot easier than trying to move things back online. Chair Wildfong concurred with the difficulty. Dr. Ames supported President Morrison’s discussion by describing her decision-making process and also the response from faculty supporting the decision being made so they had structure and predictability for fall.

**Instructional Innovation**

Dr. Ames shared a presentation about instructional innovation through spring quarter. Specific steps that helped:
- Making decisions early
- Moving professional in-service days up front
- Embedded learning opportunities for students
- Deployed tech for students: 125 tablets and 100 laptops, digital cameras, science kits, webcams and monitors (for faculty)
- 2 drive-through tech deployments

See appended presentation. Dr. Ames also thanked Chair Wildfong for supporting the Horticulture program by selling plants grown for the Spring plant sale.

Trustee Jones remarked that these innovations were incredibly impressive. Chair Wildfong discussed her interactions with faculty and the mental exhaustion of constantly rethinking the approach, but that they are loving the opportunity.

Dr. Ames mentioned being aware of the equity differences for students we might have lost.

Trustee Malte asked regarding our policy about liberality with grading considering it’s an issue in the popular press; Dr. Ames responded that we have not chosen to modify grading because of the possibility for future unforeseen negative complications. Faculty has been generous with students for circumstances, and tried to communicate with them regarding keeping up with their completions.

**Enrollment**

Dr. Hayden shared a presentation regarding enrollments (appended).

Trustee Jones asked regarding how we are compared to other colleges? Dr. Hayden affirmed that LWTech is exactly on track with other comparable colleges. Tech colleges are down 20-30%.

Trustee Malte asked if there are restrictions on which colleges students can attend LWTech (based on region)? Dr. Hayden responded that there are restrictions on colleges for marketing, but no restrictions on attendance. Marketing is looking at options for student recruiting now that we have different online programs developed. Trustee Jones commented that the removal of the “switching” barrier may be something that we look into.

President Morrison commented on Dr. Hayden’s online virtual accreditation visit and the impact of her team seeing her on her treadmill desk!
Budget Impacts
Vice President Riveland gave an overview of elements in the budget environment. It will be a little more difficult this year to provide estimates based on all the elements involved.

- We ordered cleaning items early, so we actually got some
- Tuition will be up 2.5%
- Possible budget cuts of 10-30%
- Operating budget is only 2/3 of state allocation
- Final decisions will wait for legislature; we’re accumulating impacts
- We were asked to do a 10% budget reduction exercise (2.5 million +-)
- Additional costs for taking classes online, and
- Ancillary charges like restaurant and bookstore and plant sale not happening
- Possible Benefits – picking up some university students; retraining; pull from colleges with lower service and less instruction

President Morrison remarked that one big unknown is we’re assuming legislature will go into special session during summer; our entire biennial budget is open to cuts and review: Guided Pathways, high-demand faculty, etc. money allocated to system was vetoed by Gov. Inslee as he tried to balance the budget. There will be difficult work to stave off dramatic cuts.

President Morrison thanked custodial, facilities, and security staff specifically for their work during the crisis.

Chair Wildfong asked if we know why students might not have enrolled for spring quarter? President Morrison responded that part of our work will be to find out why we lost students and which students they were; and actively try to bring them back. One factor is that the CARES Act did not allow money for international students or DACA students. Dr. Ames described some types of students who might not have been able to return, and also described some actions LWTech has done to assist with needs (wifi in parking lot, port-a-potties, etc.).

The meeting was called to order at 1:46 p.m.

Roll Call

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

LWTech Faculty and Staff:
Dr. Amy Morrison   Tish Evora   David Rector
Dr. Suzanne Ames   Robert Gobright   Michael Richmond
Dr. Ruby Hayden   Elsa Gossett   Bruce Riveland
Thomas Abbott   Sally Heilstedt   Edith Rojas
Steven Ater   Cindy Ko   Dr. Aparna Sen
Melissa Avalos   James Laurae   Leslie Shattuck
Pablo Bautista   Karen Lee   Alisa Shtromberg
Sarah Chandler   Wes Mantothe   Elisabeth Sorenson
Vicki Chew   Lillian Martz   Kathleen Stewart
Lauren Cline   Chris McLain   Elinna Tatar
Cathy Copeland   Lisa Meehan   Alexandra Vaschillo
Melissa Curtis   Andrea Olson   Molly Verschuyl
Tuan Dang   Meena Park   Sheila Walton
Heidi Davis   Elisa Parrett   Dr. Andrea Westman
Doug Emory   Dr. Mike Potter
Consent Calendar: The calendar that included the March 5, 2020 meeting minutes was approved by consent.

There were no Public Comments.

Reports

ASG: Ellienn Tatar reported regarding funding $52,000 to the emergency grant, and funding $72,000 to IT to support student technology distributions. A virtual front desk has been made available online. Live at the Lake is now available focusing on resources online. A calling campaign was coordinated by April Ake to connect with students. ASG started the Services and Activities Committee and started getting budget requests last week. They are working on constitution and bylaws, but cannot make official motions other than regularly scheduled options. Applications for available positions are open on SurveyMonkey; interviews are being held on Zoom. The initial due date of April 6th might be pushed out a bit due to lack of applicants. Events are being scheduled and continuing for the student body. A written report is appended.

Trustee Hamilton remarked that the degree of flexibility and ability to pivot these activities was impressive.

President Amy Morrison reported that:
- The ACT Spring conference is cancelled and instead some business items will be moved to online voting.
- Former trustee Elling Halvorson passed away in the middle of April; no obituary yet available. Elisabeth Sorenson has reached out on behalf of the Board to Barbara and family.
- Communications spreadsheet call-out; 160 media inquiries to date. Thanks to Leslie and Communications and Marketing team for an exceptional job navigating President Morrison and the College through the media blitz during the crisis.
  o Trustee Hamilton remarked that dealing with the media was done with grace and polish
- Dean Mike Potter successfully defended his doctoral dissertation during this crisis, which was a case study on applied baccalaureate degrees in WA state and how our state is a national leader.
  o The Board congratulates Dr. Potter for this accomplishment.

Board Chair: Chair Laura Wildfong reported that plant sale plants have been sold to the amount of $3,800 so far; alumni and trustees are now allowed to buy plants online and pick up at Laura’s nursery. The other trustees requested that Laura send them the online ordering information.

Foundation Liaison, Trustee Dr. Lynette Jones reported that there has been a lot of effort put forth by the Foundation to support the college but that there will be some significant changes to future fundraising efforts. Trustee Jones called on Elisabeth Sorenson to detail the following:
- The Foundation awarded The LWTech Foundation nearly $200,000 in scholarship support, including 52 laptop computers, to students as part of the Foundation’s Spring 2020 Scholarship Cycle.
The LWTech Foundation spearheaded a successful matching gift challenge with a $25,000 gift from longtime donors Jim Kinsella and Bob McNeal to create a special COVID-19 Student Emergency Fund to support students with basic living essentials and tech needs during the pandemic. To date, the Foundation has raised $68,000 for this fund.

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

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

The Foundation is in the midst of planning a virtual Annual Bright Futures Benefit Breakfast.

Jeff Troy, Tutoring Coordinator, gave a presentation to the LWTech Foundation and recommended that the Board of Trustees also hear about supplemental education at LWTech.

Federation of Teachers: Dr. Andrea Westman gave an oral report. This year’s focus has been on bargaining, but the crisis really impacted how that looks.

- Working behind the scenes to finish the contract; process looks significantly different due to coronavirus.
- Provided feedback for moving “blue days” to beginning of quarter.
- Decision to go fully online in spring was really helpful to make the shift rather than “are we/aren’t we;” reduced anxiety from students.
- Spoke with other union presidents, was able to share what LWTech was doing on how we were moving forward to support everyone.
- AFT was able to put on different unemployment workshops for faculty.
- Dr. Ames and she have been in contact working on: decreasing faculty workload (decrease in committee work, pushing back evaluations); They are taking action to reduce typical faculty workload to focus on delivering content in this context.

President Morrison thanked Dr. Westman for her diligence and level head navigating this crisis; her leadership has been significant.

Federation of Classified Staff: Heidi Davis thanked the leadership for making sure classified staff were able to stay whole and do their work. Communications from leadership team have been great; classified staff wants to thank the leadership team for their clear communications throughout this crisis.

President Morrison responded and thanked classified staff for their dedication.

Financial Summary: Bruce Riveland, Vice President of Administrative Services, reviewed the 3rd quarter financial reports included in the meeting packet. Trustee Malte inquired regarding stimulus moneys: did we spend up to the full amount allocated, or more than the amount allocated, for one-time COVID expenses? Vice President Riveland responded that we had documented $600k in spending already on the day that the Department of Education released the money; there are some
other expenses that haven’t been booked in yet. Discussion ensued regarding how money was spent, also there are some restrictions on how the stimulus money can be used. Discussion included information on state being self-insured. Vice President Riveland gave an overview for next year’s course fees (page 13-14 in Board packet). Trustee Hamilton asked regarding ATI fee increases and Dr. Ames responded that ATI fees are a direct pass-through; we charge what the company charges to us.

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

Chair Wildfong thanked the IT department for their work and support during the crisis.

Executive Session
Chair Wildfong called the meeting into Executive Session at 2:35 p.m. to evaluate the performance of public employees in accordance with RCW 42.30.110. There was no action taken during Executive Session.

Chair Wildfong re-convened the meeting at 3:55 p.m.

ITEM 1043: Trustee Hamilton made a motion that tenure be granted to Thomas Abbott, and Trustee Malte seconded the motion. The motion passed unanimously and tenure was granted.

ITEM 1045: Trustee Mitsunaga made a motion that tenure be granted to Benjamin Meyer, and Trustee Malte seconded the motion. The motion passed unanimously and tenure was granted.

ITEM 1046: Trustee Malte made a motion that tenure be granted to Elisa Parrett, and Trustee Hamilton seconded the motion. The motion passed unanimously and tenure was granted.

ITEM 1047: Trustee Hamilton made a motion that Item 1047 Temporary Personal Leave Provision be approved, and Trustee Mitsunaga seconded the motion. The motion unanimously passed.

President Morrison expressed gratitude to the Board members and tenure committees for participating in the online Board meeting successfully, and to Elsa Gossett for assisting with meeting logistics and tech support.

Chair Laura Wildfong adjourned the meeting at 4:02 p.m.

Respectfully submitted,

Elsa J. Gossett
Senior Executive Assistant to the President and Board of Trustees
Updates:
With summer right around the corner, we’ve been working hard to get things in order for next year’s ASG team. It’s been an amazing year filled with many projects and meetings, and we’re happy that we had the chance to advocate for others!

Projects:

Fee Committees: We’ve had meetings held for both our S&A and Tech Fee committees. At the time of writing this report we are still in the process of hearing from those who have requested from the budget.

Hiring:
We had a total of 8 students apply for E-Board positions. Our Vice President Foram Joshi has been working hard to coordinate the hiring process, and we’re excited to see what’s in store for next year’s team!

ASG Week:
Instead of having an ASG day this quarter, we decided to have an ASG week showcasing each E-Board member on our Instagram with information about what each position does and what our favorite memories on the team were. We also did $10 book store gift card drawings for those who answered poll questions about what ASG does.

Presidential Forum: May 27th is when the online Presidential Forum will be held, we’re looking forward to hearing from students and from President Morrison!

Upcoming June Events:

6/1 - New E-Board members decided
6/1-6/5 - SpringFest
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 ten months through the fiscal year (83%). The impact of the pandemic is somewhat reflected in the April financial statements. Enrollments for the year through Winter Quarter down 3% from the prior year. However, the shift to remote operations and delay of all lab classes until Summer Quarter has resulted in Spring Quarter enrollments dropping to 23% lower than last year at this time. This decline in Spring Quarter is impacting tuition revenues for the year. They fall below the budgeted amounts and below last years actual tuition collections. At this time, given the enrollment trends, the budget outlook is uneasy moving forward.

- For year to date, revenues total approximately $43.1 million, up 5.8% from the prior year. This is primarily due to an increase in the state allocation and grant revenues. Expenditures total approximately $42.4 million and are up 9.24% from the prior year. This reflects increases in the general operating budget for salary and benefit costs for the year, increased grant related expenditures, and equipment purchases in the local dedicated fund to convert to remote operations.

- For all funds, revenues exceed expenditures by approximately $729,000. For the general and self-supporting funds, revenues exceed expenditures by approximately $951,735.

- As of April 30, the College has a total fund balance for all funds of approximately $6.03 million, lower than the $7.6 million for same period last year of. As of April 30, the general operating reserve totals approximately $5.07 million (15%), similar to the total last year at this time. This number will decline as expenditures are incurred over the remainder of the year.

- For the general fund budget, expenditures total approximately $22.4 million and are up 10.0% from the prior year. The increase is reflective of salary and benefit increases and equipment expenses due to the pandemic. These were necessary and deliberate choices to spend, and are not areas of concern at this point but we are monitoring expenditures over the last two months of the year. Tuition revenue is down from the prior year. This is lower than anticipated and is reflective of the Spring Quarter drop in enrollment.

- For self-supporting fund activities, expenditures total approximately $4.19 million while revenues total approximately $4.32 million. As of April 30, revenues exceed expenditures by approximately $123,842. There are areas of concern relate to decline in on-campus activity that will impact all self-support programs in the fourth quarter.
<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>% Received</th>
<th>Prior Year as of 4/30/19</th>
<th>$ Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 State Allocations</td>
<td>19,977,569</td>
<td>16,156,078</td>
<td>80.87%</td>
<td>13,751,430</td>
<td>2,404,648</td>
<td>17.49%</td>
</tr>
<tr>
<td>149 Tuition</td>
<td>8,025,000</td>
<td>7,120,908</td>
<td>88.73%</td>
<td>7,190,853</td>
<td>-69,945</td>
<td>-0.97%</td>
</tr>
<tr>
<td>149 Other/Investment</td>
<td>315,094</td>
<td>290,337</td>
<td>92.14%</td>
<td>260,661</td>
<td>29,676</td>
<td>11.38%</td>
</tr>
<tr>
<td>148 Local Dedicated Funds</td>
<td>4,317,295</td>
<td>3,160,225</td>
<td>73.20%</td>
<td>3,847,155</td>
<td>-686,930</td>
<td>-17.86%</td>
</tr>
<tr>
<td>145 Grants &amp; Contracts</td>
<td>8,771,532</td>
<td>7,467,103</td>
<td>85.13%</td>
<td>5,989,240</td>
<td>1,477,662</td>
<td>24.68%</td>
</tr>
<tr>
<td>522 Student Activities</td>
<td>1,170,000</td>
<td>68,043</td>
<td>5.82%</td>
<td>1,021,483</td>
<td>-93,441</td>
<td>-9.34%</td>
</tr>
<tr>
<td>524 Bookstore</td>
<td>100,000</td>
<td>88,286</td>
<td>88.29%</td>
<td>55,224</td>
<td>33,062</td>
<td>59.87%</td>
</tr>
<tr>
<td>529 Facilities/Safety</td>
<td>0</td>
<td>20,570</td>
<td>(19,437)</td>
<td>(27,670)</td>
<td>48,240</td>
<td>-168.00%</td>
</tr>
<tr>
<td>569 Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>99,858</td>
<td>(99,858)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>860,850</td>
<td>615,843</td>
<td>71.54%</td>
<td>639,629</td>
<td>(23,787)</td>
<td>-3.72%</td>
</tr>
<tr>
<td>8xx Financial Aid</td>
<td>8,530,000</td>
<td>8,041,082</td>
<td>94.27%</td>
<td>7,656,231</td>
<td>384,851</td>
<td>5.03%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>52,067,340</strong></td>
<td><strong>43,028,473</strong></td>
<td><strong>9,038,867</strong></td>
<td><strong>40,484,095</strong></td>
<td><strong>2,544,379</strong></td>
<td><strong>6.28%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>Expended to Date</th>
<th>$ Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 General Operating</td>
<td>28,366,662</td>
<td>22,412,551</td>
<td>79.01%</td>
<td>20,221,443</td>
<td>2,191,108</td>
<td>10.84%</td>
</tr>
<tr>
<td>148 Local Dedicated Funds</td>
<td>4,193,453</td>
<td>3,381,325</td>
<td>80.63%</td>
<td>2,993,378</td>
<td>387,947</td>
<td>12.96%</td>
</tr>
<tr>
<td>145 Grants &amp; Contracts</td>
<td>8,771,532</td>
<td>6,323,484</td>
<td>72.06%</td>
<td>5,775,968</td>
<td>547,517</td>
<td>9.48%</td>
</tr>
<tr>
<td>522 Student Activities</td>
<td>1,170,000</td>
<td>805,338</td>
<td>68.83%</td>
<td>741,105</td>
<td>64,234</td>
<td>8.67%</td>
</tr>
<tr>
<td>524 Bookstore</td>
<td>70,000</td>
<td>70,520</td>
<td>-0.74%</td>
<td>(441)</td>
<td>(79)</td>
<td>17.94%</td>
</tr>
<tr>
<td>529 Facilities/Safety</td>
<td>0</td>
<td>1,086</td>
<td>(1,086)</td>
<td>1,902</td>
<td>(1,026)</td>
<td>100.00%</td>
</tr>
<tr>
<td>569 Food Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>193,305</td>
<td>(193,305)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>860,850</td>
<td>714,311</td>
<td>82.96%</td>
<td>573,932</td>
<td>140,379</td>
<td>24.46%</td>
</tr>
<tr>
<td>8xx Financial Aid</td>
<td>8,530,000</td>
<td>8,818,640</td>
<td>101.04%</td>
<td>7,891,819</td>
<td>927,821</td>
<td>7.85%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>51,962,497</strong></td>
<td><strong>42,256,215</strong></td>
<td><strong>9,706,282</strong></td>
<td><strong>38,491,911</strong></td>
<td><strong>3,764,305</strong></td>
<td><strong>9.78%</strong></td>
</tr>
</tbody>
</table>

**Total Revenue Over/under Expenditures:**

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Revenue Over/under Expend</th>
<th>%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>147 Local Capital Fund</td>
<td>1,053,825</td>
<td>101.27%</td>
<td>1,058,900</td>
</tr>
<tr>
<td>057/060 Capital Projects - State</td>
<td>595,238</td>
<td>100.00%</td>
<td>1,066,468</td>
</tr>
</tbody>
</table>

*Moved to Fund 148
<table>
<thead>
<tr>
<th>Fund</th>
<th>07/01/18</th>
<th>Year-to-Date</th>
<th>Year-to-Date</th>
<th>4/30/20</th>
<th>4/30/19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td>0</td>
<td>16,156,078</td>
<td>16,156,078</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>149 Tuition/Investment</td>
<td>(2,040,505)</td>
<td>7,120,908</td>
<td>6,266,473</td>
<td>(1,176,070)</td>
<td>(1,350,876)</td>
</tr>
<tr>
<td>Subtotal</td>
<td>(2,040,505)</td>
<td>7,411,245</td>
<td>6,266,473</td>
<td>(885,733)</td>
<td>(1,090,215)</td>
</tr>
<tr>
<td>148 Local Dedicated Funds</td>
<td>2,277,542</td>
<td>3,160,225</td>
<td>3,381,325</td>
<td>2,056,442</td>
<td>2,975,166</td>
</tr>
<tr>
<td>145 Grants &amp; Contracts</td>
<td>3,213,545</td>
<td>7,467,103</td>
<td>6,323,484</td>
<td>4,357,164</td>
<td>2,395,918</td>
</tr>
<tr>
<td>521 Student Activities</td>
<td>2,030,542</td>
<td>68,043</td>
<td>805,338</td>
<td>1,293,246</td>
<td>2,449,507</td>
</tr>
<tr>
<td>524 Bookstore</td>
<td>247,990</td>
<td>88,286</td>
<td>520</td>
<td>336,795</td>
<td>246,666</td>
</tr>
<tr>
<td>528 Facilities/Safety</td>
<td>29,104</td>
<td>20,570</td>
<td>1,086</td>
<td>48,587</td>
<td>3,439</td>
</tr>
<tr>
<td>569 Food Service</td>
<td>(271,491)</td>
<td>0</td>
<td>0</td>
<td>(271,491)</td>
<td>(259,560)</td>
</tr>
<tr>
<td>570 Enterprise Activities</td>
<td>(23,405)</td>
<td>615,843</td>
<td>714,311</td>
<td>(121,873)</td>
<td>80,152</td>
</tr>
<tr>
<td>846/849/850/860 Financial Aid</td>
<td>493,886</td>
<td>8,041,082</td>
<td>8,618,640</td>
<td>(83,672)</td>
<td>77,531</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>577,013</td>
<td>119,497</td>
<td>162,553</td>
<td>533,956</td>
<td>680,771</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td>5,957,209</td>
<td>26,872,395</td>
<td>26,100,137</td>
<td>6,729,466</td>
<td>6,878,605</td>
</tr>
<tr>
<td>440 Central Stores</td>
<td>13,376</td>
<td>2,940</td>
<td>3,225</td>
<td>13,091</td>
<td>13,811</td>
</tr>
<tr>
<td>448 Printing/Copying</td>
<td>493,950</td>
<td>101,597</td>
<td>150,461</td>
<td>445,086</td>
<td>514,092</td>
</tr>
<tr>
<td>840 Agency</td>
<td>69,687</td>
<td>14,960</td>
<td>8,867</td>
<td>75,780</td>
<td>152,868</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>577,013</td>
<td>119,497</td>
<td>162,553</td>
<td>533,956</td>
<td>680,771</td>
</tr>
<tr>
<td><strong>Total All Operating Funds</strong></td>
<td>6,534,221</td>
<td>43,147,970</td>
<td>42,418,768</td>
<td>7,263,423</td>
<td>7,559,375</td>
</tr>
<tr>
<td><strong>General Operating Reserve</strong></td>
<td>4,004,265</td>
<td>6,028,886</td>
<td>4,943,526</td>
<td>17.85%</td>
<td>16.28%</td>
</tr>
<tr>
<td><strong>Target</strong></td>
<td>15%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Source: BA1203/1204; GA 1332;
## LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

**Budget Status - Operating Budget FY19-20**

**for month ended April 30, 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>Prior Year</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>19,248,370</td>
<td>19,086,992</td>
<td>14,079,863</td>
<td>5,500,000</td>
<td>(492,671)</td>
<td>102.58%</td>
<td>13,464,205</td>
<td>4.57%</td>
</tr>
<tr>
<td>Benefits</td>
<td>6,394,587</td>
<td>6,611,767</td>
<td>4,894,306</td>
<td>1,842,500</td>
<td>(125,039)</td>
<td>101.89%</td>
<td>4,839,870</td>
<td>1.12%</td>
</tr>
<tr>
<td>Goods &amp; Services*</td>
<td>2,788,867</td>
<td>2,880,358</td>
<td>2,478,798</td>
<td>524,231</td>
<td>(122,671)</td>
<td>104.26%</td>
<td>2,206,760</td>
<td>12.33%</td>
</tr>
<tr>
<td>Equipment</td>
<td>455,006</td>
<td>455,006</td>
<td>230,020</td>
<td>191,774</td>
<td>33,212</td>
<td>92.70%</td>
<td>138,168</td>
<td>66.48%</td>
</tr>
<tr>
<td>Travel</td>
<td>77,550</td>
<td>77,550</td>
<td>70,383</td>
<td>5,839</td>
<td>1,328</td>
<td>98.29%</td>
<td>83,801</td>
<td>-16.01%</td>
</tr>
<tr>
<td>Grants, Client Services</td>
<td>790,442</td>
<td>887,336</td>
<td>651,091</td>
<td>15,055</td>
<td>221,190</td>
<td>75.07%</td>
<td>686,043</td>
<td>-5.99%</td>
</tr>
<tr>
<td>HS Academy Transfer</td>
<td>(1,317,253)</td>
<td>(1,317,253)</td>
<td>24,133</td>
<td>(1,245,529)</td>
<td>(95,857)</td>
<td>92.72%</td>
<td>(921,314)</td>
<td></td>
</tr>
<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(305,659)</td>
<td>(315,094)</td>
<td>(15,843)</td>
<td>-</td>
<td>(299,251)</td>
<td>5.03%</td>
<td>(276,090)</td>
<td>-94.26%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>28,131,910</strong></td>
<td><strong>28,366,662</strong></td>
<td><strong>22,412,551</strong></td>
<td><strong>$6,833,870</strong></td>
<td>($879,759)</td>
<td>103.10%</td>
<td><strong>20,221,443</strong></td>
<td>10.84%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue 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>Prior Year</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Allocations</td>
<td>19,847,777</td>
<td>19,977,569</td>
<td>16,156,078</td>
<td>-</td>
<td>3,821,491</td>
<td>80.87%</td>
<td>13,751,430</td>
<td>17.49%</td>
</tr>
<tr>
<td>Tuition</td>
<td>8,025,000</td>
<td>8,025,000</td>
<td>7,120,908</td>
<td>-</td>
<td>904,092</td>
<td>88.73%</td>
<td>7,190,853</td>
<td>-0.97%</td>
</tr>
<tr>
<td>Investment</td>
<td>0</td>
<td>0</td>
<td>491</td>
<td>-</td>
<td>(491)</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>259,133</td>
<td>315,094</td>
<td>307,909</td>
<td>-</td>
<td>7,185</td>
<td>97.72%</td>
<td>260,661</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>28,131,910</strong></td>
<td><strong>28,317,663</strong></td>
<td><strong>23,585,386</strong></td>
<td><strong>$4,732,277</strong></td>
<td><strong>83.29%</strong></td>
<td><strong>21,202,945</strong></td>
<td><strong>11.24%</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Revenue Over (Under) Expenditures | $ - | ($48,999) | $1,172,835 | **$981,502** |

Monthly Financial Statement April 2020 draft v2 5/19/2020
## LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

**Budget Status - Operating Budget FY19-20**

for month ended April 30, 2020

<table>
<thead>
<tr>
<th>Self Supporting Fund 148</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/ Encumbered</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Goods &amp; Services</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Grant/Client Services</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Transfer of Charges</strong></td>
<td>$1,366,495</td>
<td>$1,326,620</td>
<td>$1,204,007</td>
<td>$250,000</td>
<td>$ (127,387)</td>
<td>109.60%</td>
</tr>
<tr>
<td></td>
<td>$1,069,056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.62%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$4,118,604</td>
<td>$4,193,453</td>
<td>$3,381,325</td>
<td>$1,355,647</td>
<td>$ (543,519)</td>
<td>112.96%</td>
</tr>
<tr>
<td></td>
<td>$2,993,378</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.96%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/ Encumbered</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inst. Program Fees</strong></td>
<td>$1,472,450</td>
<td>$1,472,450</td>
<td>$1,271,316</td>
<td>$201,134</td>
<td>$ 86.34%</td>
<td>-17.87%</td>
</tr>
<tr>
<td></td>
<td>$1,547,907</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inst. Ancillary Rev.</strong></td>
<td>$584,575</td>
<td>$584,575</td>
<td>$331,573</td>
<td>$253,002</td>
<td>$ 56.72%</td>
<td>-23.03%</td>
</tr>
<tr>
<td></td>
<td>$430,780</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Testing</strong></td>
<td>$25,000</td>
<td>$25,000</td>
<td>$30,926</td>
<td>$5,926</td>
<td>$ 123.70%</td>
<td>5.48%</td>
</tr>
<tr>
<td></td>
<td>$29,320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Fees &amp; Income</strong></td>
<td>$2,234,329</td>
<td>$2,235,270</td>
<td>$1,526,158</td>
<td>$709,112</td>
<td>$ 68.28%</td>
<td>-17.02%</td>
</tr>
<tr>
<td></td>
<td>$1,839,148</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess Enrollment Tuition &amp; Fees</strong></td>
<td>$0</td>
<td>$0</td>
<td>$252</td>
<td>$252</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>$853,777</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$4,316,354</td>
<td>$4,317,295</td>
<td>$3,160,225</td>
<td>$1,157,070</td>
<td>$ 73.20%</td>
<td>-17.86%</td>
</tr>
<tr>
<td></td>
<td>$3,847,155</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue over Expend.</strong></td>
<td>$197,750</td>
<td>$123,842</td>
<td>$(221,100)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Monthly Financial Statement April 2020 draft v2**

5/19/2020
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
PROGRAM FEES - REVIEW & CLASSIFICATION
FY 2019-20 to be updated for FY 20-21

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

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

Option: Establish a 4 tier program fee system that identifies the recommended criteria for placement within the appropriate fee level and addresses the special costs associated with offering the program/course. Program fees may be assessed on programs based on the related costs. It is also recognized that certain higher cost programs may not fit within the prescribe framework in which case a unique program fee may be determined. Courses may also have specific pass thru fees in which the student is purchasing a specific individual item from a vendor through the College (ie., name tags).

The fee level would be assessed at the program level based on the number and type of courses within the program. It is not feasible to have different rates within a program unless all revenues are coded to one account.

Program fees would support the cost of the supplies and materials used by individual students, support costs for equipment maintenance and replacement, purchase of software, and other additional program costs: unique to the program including class staff support, cost to utilize non-college facilities if necessary, and contracted services.

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

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

Proposed Program Fees for FY21 for BOT June approval final
Level III - $17/credit: The fee at this level would be for courses which have a medium use of consumable supplies and materials by the individual student. Moderate to heavy use of general and specialized program equipment, computers, specialized software.

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

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

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

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

### Program Placement:

<table>
<thead>
<tr>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
<th>Level V</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8</td>
<td>$12</td>
<td>$17</td>
<td>$22</td>
<td>$30</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Fee</th>
<th>Proposed Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Collision S4</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Baking</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Biomedical</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Culinary Fee II P6</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Diesel SH</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>Culinary Fee II P6</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>Diesel SH</td>
<td>215</td>
<td></td>
</tr>
<tr>
<td>Electronics SE</td>
<td>165</td>
<td></td>
</tr>
<tr>
<td>Fitness SY</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Electronics SE</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>FE17</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Nursing Asst SM</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Precision Machining SO</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Machinist Tech II SJ</td>
<td>94</td>
<td></td>
</tr>
<tr>
<td>Nursing Testing RC $200 per quarter</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy PT</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Medical Assisting SP</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Design (MMDP) ST</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy PT</td>
<td>94</td>
<td></td>
</tr>
<tr>
<td>Hist. Admin Office - RV $50 (HLS 104)</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy Asst. $110 per course</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy Asst. $150 per course</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy Asst. $200 per quarter</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy Asst. $25 per credit</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>TEAS - testing fee</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Nursing VSIM fee RN $75 per quarter</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

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

**Approved increases:**

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

**Indicates proposed change to existing fee or new fee**

---

Proposed Program Fees for FY21 for BOT June approval final
Changes to the Budget Environment

Enrollment
- Down 3% for Fall and Winter compared to previous year
- Down 23% for Spring
- 2.5% increase in tuition authorized by the legislature.

Unbudgeted Costs related to Student Success in the Covid19 outbreak
- Technology investment for laptops, tablets, webcams, headsets
- Equipment and licenses to expand bandwidth and reliability of the network
- Parking lot WiFi for students without a home network
- Overtime to sanitize
- Additional supplies, materials and personal protective equipment (PPE)

Emergency Grants to Students
- Federal Financial Aid
- Foundation Fundraising
- Cares Act Funds for Students

Risk of Reduced Income
- Lower Overall Enrollment – 23% below the same period last year
- Fewer International Students – visas withheld since mid-March
- Ancillary accounts – Reduction in income from Culinary dining room, bakery, Fooda revenue share, bookstore revenue share, room rentals
- Fall enrollments projected at 15% below last year

Reductions in the State Budget
- Governor vetoed new money in the supplemental budget – guided pathways, high demand programs, etc.
- $7 billion shortfall in State revenue may lead to more reductions 20-21 budget
- SBCTC requested a 10% budget reduction exercise

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

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>June 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Suzanne Ames</td>
</tr>
<tr>
<td>Department:</td>
<td>Instruction</td>
</tr>
</tbody>
</table>

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

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

Accreditation

Strategic Plan

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

Promotion of student enrollment, achievement, and completion
The Parent Education program has been utilizing Zoom during the COVID-19 campus closures for online learning. Parent Education Program Coordinator Kris Anderson reported, “Zoom has definitely become a ‘way of life’ – even our little toddlers are getting used to it! We are all doing Zoom Circle times with songs, stories, dancing, etc. with our little ones and then all our parent ed lectures are this way as well. It’s worked out surprisingly well. We are so pleased with our spring enrollment; which stayed strong given the move to online. I believe this is in large part due to the relationships that instructors had formed during fall and winter quarters with students and children. It’s an amazing group of instructors! They have been working tirelessly – as I know everyone has.”

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

Encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.
Use data to assess the effectiveness of policies

Support LWTech leading up to and through ctcLink implementation

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

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

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

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

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

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

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

**College Outreach Activities**

**Key conferences and events**
LWTech students presented four Undergraduate Research oral presentations at the UW Seattle Conference on May 15. UW invited Faculty Narayani Choudhury to be a UGR session moderator for the morning Oral UGR session, based on her mentoring these students. The conference was online on Zoom. The other presentations in these sessions were mostly from UW Seattle students. Our students presented very well and contributed to excellent questions and answers. The session moderators congratulated LWTech for our excellent research and said, "we hope all these Lake Washington Institute students will join UW. We are very impressed by these excellent Research presentations from Lake Washington Institute."

LWTech students also presented their Research at the NUMS Math conference on April 18 at Seattle Pacific University. The NUMS conference was a very good conference and the students had the opportunity to listen to presentations from other students from several universities in
Washington State and Oregon. Most of the other research presentations were from their final year capstone project.

On June 5, students will participate in an online Innovation & Research Symposium to show off their hands-on learning. This was supposed to be an on-campus event, but has been turned into a virtual demonstration.

**Actively participate and engage in community activities**

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

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>June 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Ruby Hayden</td>
</tr>
<tr>
<td>Department:</td>
<td>Student Services</td>
</tr>
</tbody>
</table>

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

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

Support LWTech leading up to and through ctcLink implementation

With the support of the LWTech ctcLink Project Manager, Lauren Heller, Student Services has been focused on completing business process maps in preparation for the transition to the new software system. In addition to ensuring the college is ready for the ctcLink transition, this process also allows for reflection on current efficiencies. The division is grateful for Lauren Heller’s support moving through this process.

Board Goal 2: Evaluate and support resource development initiatives.

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

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

The LWTech financial aid office remains focused on distributing the CARES Act funding to as many eligible students as possible.
**Board Goal 3: Build community connections for the College.**

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

**College Outreach Activities**

- The WorkForce Development (WFD) department implemented a new chat feature on our WFD webpages. Chat will be live M-F 10 – 3:00. This gives current and prospective students an opportunity to get instant answers to their questions.
- Worker Retraining Funding Program Virtual Info Sessions, which includes LWTech, are now being hosted by Participating King County Community & Technical Colleges. Prospective students can register online to attend!
- In-person WFD class presentations are now available as virtual class presentation for faculty to send to their students. WFD may be able to provide funding and support to many students that are struggling during these very challenging times. The video is now posted to the college YouTube channel and is available on our WFD webpage.

**Other Departmental Activities/Highlights**

**TRIO:**

- The Virtual Learning Lab Drop-In Tutoring Center has seen 46 students for 150 visits for a total of 152 hours so far this quarter. ETutoring has used 59 of its 150 quarterly sessions to date.
- In TRIO, staff continue to serve students virtually. For many of LWTech’s first-generation, low-income students, and students with disabilities, the transition to 100% online classes has been a challenge. TRIO advisors have been contacting all 300 students served one by one to make sure they have access to the online resources and technology needed to be successful in their spring quarter classes. Last week, one TRIO advisor spent 2 hours with a student over the phone to assist her in accessing Zoom for the first time this quarter and connecting her to tutoring resources to get caught up in her classes.
The Communications and Marketing team (team) spent May supporting several departments across the college. The following is an update of the top-level projects they worked on during the month, as they align with trustee goals and strategies for the 2019-2020 academic year. There are currently **206** active projects in the department.

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

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

**Accreditation**
N/A

**Strategic Plan**
N/A

**Progress towards the identified goals and the development and implementation of college initiatives**
N/A

**Promotion of student enrollment, achievement, and completion**
N/A
Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments

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

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

Use data to assess the effectiveness of policies
N/A

Support LWTech leading up to and through ctcLink implementation
N/A

Board Goal 2: Evaluate and support resource development initiatives.

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

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

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

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

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

Support LWTech’s efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development
N/A
Board Goal 3: Build community connections for the College.

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

College Outreach Initiatives:

Public Relations
The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. The college is worked on, or is in the process of working on the following media pitches/news updates to the website:

- LWTech 2020 Phi Theta Kappa All-Washington Academic Team
- LWTech Accreditation Reaffirmed
- LWTech Board of Trustees Award Tenure
- Hope Center #RealCollege Survey

Social Media
The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media engagement continues to perform well (10 followers away from 1k on Instagram). Social media outreach over the past month promoted various programs, Spring/Summer/Fall registration, workforce development opportunities, foundation scholarships, remote campus operations, and much more.

Website and Social Media Analytics
The following is the overview of website and social media analytics for April.

Website Highlights, April

- Overall traffic in April fell by 26%, with 38% less users, and 20% less pageviews. Compared to the same time in 2019, traffic was also down by 11%, with 23% less users, and 11% more pageviews. The decrease in traffic was to be expected considering March's high traffic due to the coronavirus pandemic. With the college normalizing (but remote) operations, traffic was excepted to normalize as well.

- Another indicator that operations began to normalize in April, is the top-visited pages on the website: the Class Schedule Academic Programs, and Search Results became the top-visited pages once again. Nursing, Dental Hygiene, and Design pages once again are the top three visited program pages.

- Visits from mobile devices decreased to almost 22% (from 40% last month), which can be expected as users began to settle into working from home and thus from their desktop devices. Visits from search also decreased by 14%.

- Visits from social media were up by 80% from last month, and 50% from the same time last year.
• The most visited day was Tuesday, April 7 with 5,642 visits. The least visited day was Saturday, April 25 with 1,618 visits.

Social Media Highlights, April

• Audience reach in April remained mostly stagnant from March, with reach growing by 75 users (<0%) but was up by 9% from the same time in 2019. YouTube gained 8% in followers, while the rest of the channels gained at a normal month-to-month growth rate. Growth on YouTube can be attributed to the college’s shift to remote operations which resulted in more video content posted in April. This trend is expected to continue as communication via video will become more common practice.

• Overall engagement was down 74% from March, but up by 43% from the same time last year. Coronavirus posting continued to engage users during the first half of April, and then normalizing to typical April engagement levels.

• Impressions were down by 51% from March and down by 28% from the same time last year. This is expected as posting on social media was shifting away from coronavirus related content to typical promotional and informational content.

Website
The team continued created several new landing pages summer and fall quarters.

Viewbook
The team continued their work on the next Viewbook.

New Marketing and Advertising Campaign
The team finalized the new campaign which is centered around Community, and is called, “This is Your LWTech. Below is an example of the anchor ad.

![Anchor Ad Example]

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

Student and Staff Stories
The team continued to identify and interview students, faculty, and alumni for a variety of outreach purposes, including PR outreach, printed and online materials.

Actively participate and engage in community activities
N/A
Key conferences and events
N/A

Actively participate and engage in community activities
N/A

Other Departmental Activities/Highlights

Digisign Updates
N/A

Programs and Department Support
The team worked on several marketing projects for various programs throughout the college. These included brochures, banners, and flyers, just to name a few.
Executive Cabinet Report to Board of Trustees

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>June 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Cathy Copeland</td>
</tr>
<tr>
<td>Department:</td>
<td>Research &amp; Grants</td>
</tr>
</tbody>
</table>

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

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

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

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

#### Strategic Plan
The department is in process of updating the monitoring dashboard for the short-term plan that will conclude this year. The team will also support development of the larger scale, long-term plan that will be developed in the 2020-21 academic year.

#### Support of developing performance goals and the president's progress towards the identified goals and the development and implementation of college initiatives.
The team administered the 2020 Employee Satisfaction Survey, which closed on May 10. Updates include recommendations from the research subcommittee on the Equity, Diversity, and Inclusion Council (EDIC), as well as a new focus on the COVID-19 public health emergency and expanded opportunities for comments related to COVID-19. The draft executive summary is included as an attachment to this report.

#### Progress towards the identified goals and the development and implementation of college initiatives
The Research & Grants team supports this work through dashboard development, assessment, and grant writing. An example of this is the current COVID-19 Student Impact Survey. Developed
collaboratively across departments, this survey will help LWTech refine its offerings to students during remote operations.

**Promotion of student enrollment, achievement, and completion**
The team continues to offer Tableau Community Dashboard via Zoom to facilitate access to information around student, enrollment, achievement, and completion.

**Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments**
All three team members attend the Equity, Diversity, and Inclusion Council (EDIC) meetings and, in collaboration with the research subcommittee, implemented changes to this year’s employee satisfaction survey. The team is also co-leading Celebrations Observances and Holidays (COH) Task Force, which is a short-term workgroup to help publicize and share holidays or events that are important to the LWTech community.

**Encourage workforce development, and provides polytechnic pathways, from basic skills to baccalaureate programs, for students to achieve their goals.**
The team continues to support a new grant from College Spark Washington, which will support math pathways between basic education and developmental math (see Board Goal 2 for additional details). This work is led by Dean Doug Emory and Sherry McLean, a faculty member in the math department.

**Use data to assess the effectiveness of policies**
Recent data projects include:

Integrated Postsecondary Education Data System (IPEDS)
The team completed all reporting for the 2019-2020 IPEDS reporting.

Data to support outreach
The department is supporting the marketing and outreach teams in developing a new viewbook.

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

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

**Public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**
Grant work necessitates public-private partnerships. All work related to this goal is summarized below.

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

*Hospital Employee Education and Training (HEET) Funding*
LWTech submitted an application for $250,000 in Hospital Employee Education and Training (HEET) funding to continue supporting our part-time RN pathway; this pathway will create a more diverse regional nursing workforce during the COVID-19 crisis and beyond. If funded, the college will support staff and the expansion of a simulation nursing laboratory. There are currently 16 students supported by HEET and grant partners include: SEIU Healthcare 1199NW (SEIU); SEIU Healthcare 1199NW Multi-Employer Training and Education Fund, Swedish Medical Center system (SMC), and Kaiser Permanente of Washington (KPWA).
College Spark Washington
LWTech received $150,000 in funding from College Spark Washington to implement a ‘flipped learning’ approach in math pathways from developmental education to college-level math. Flipped learning is a strategy in which a student studies independently outside of class (e.g. online videos or resources) and participates in discussions and activities during the scheduled course meeting time. This project launched this fall.

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

Student Emergency Assistance Grant (SEAG)
LWTech received $50,000 in grant funding from the State Board for Community and Technical Colleges. The team provided support to Dr. Ruby Hayden to write this proposal and assisted in administering a survey of students who received this important funding.

TRIO – Student Support Services and Student Support Services for Students with Disabilities
LWTech submitted two proposals to the Department of Education to continue our successful TRIO projects on campus. The proposals were at the end of January and will request annual budgets of $581,583 over both projects.

Higher Education Emergency Relief Fund – Ongoing exploration of grants
The team continues to explore grant applications for funding to support Open Educational Resources (OER) under the ‘Coronavirus Aid, Relief, and Economic Security’ (CARES) act passed by Congress.

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

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

Participate in key conferences and events, such as ACT and legislative functions.
The team attended a virtual retreat for Guided Pathways hosted by the State Board for Community and Technical Colleges (SBCTC). The team attended the virtual meeting of the Research and Planning Commission and plans to attend the upcoming virtual Grant Developers Conference.

Participate and engage in community activities.
The team is attending committee and council meetings via Zoom and attended the virtual all-staff meetings. The team will present the results of the Employee Satisfaction Survey to the campus (date still to be determined).
The HR/Payroll & Benefits team continues to support the College in various ways.

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

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

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

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

With the first phase of COVID-19 that focused on keeping employees whole and surviving winter and spring quarter almost behind us, HR and Payroll is now pivoting its focus on the long-term impacts of COVID-19. Discussions and decisions continue to be made with the focus on equity, diversity, and inclusion as follows:

#### Continued Opportunities for Employees

- We continue to provide Telework, Suspended Operations Training Options, as well as Emergency Shared Leave for employees.
- **LWTECH COVID-19 Personal Leave/FFCRA** - Since Board approval of the LWTech Covid-19 Personal Leave, HR and Payroll have been holding informational Zoom meetings explaining the fundamental differences between the two plans. Payroll processed its first payroll since LWTech Covid-19 went into effect and reported 40 employees have taken advantage of this much needed benefit.
- Considering the budget and enrollment shortfall due to the COVID-19 pandemic, HR and Payroll is working closely with Executive Cabinet on proposing a Voluntary Early Retirement/Separation Incentive Plan for our employees.
Title IX Regulations
- New Title IX regulations were issued on May 6, 2020. James Wagner, Title IX Coordinator, is working closely with our sister colleges to compile the information and streamline a process that aligns with the new rules.

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

Support and promotion of faculty and staff development and retention

LEADS
We continue to hold our LEADS sessions via Zoom. On May 15, Kendra Fuller, Consultant, led a discussion on Conflict Management with the objectives of learning how to handle conflict more productively. In this session, participants explored their personal conflict style, learned about the productive and destructive tendencies in conflict, and discussed how to choose a more productive response.

Living Well Committee
Realizing that the COVID-19 pandemic with its social distancing and isolation orders can takes its toll on our LWTech members, the Living Well Committee is offering scheduled Zoom activities to keep our employees engaged and connected. Two contests, ‘Haiku from Home’, a ‘Favorite Pet’ photo contest, as well as a Stay-at-Home Wellness Check-in, and a Living Well edition of Engagement & Learning’s Friday Get-Togethers have been scheduled.

Board Goal 3: Build community connections for the College.

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

Key conferences and events
Ms. Meena Park continues to participate in weekly HRMC, OFM, 5 Star, and Technical Colleges meetings and updates focused on the impacts of COVID-19 which includes interpretation and implementation of State and Federal requirements such as FFCRA and High-Risk Employees.
Executive Cabinet Report to Board of Trustees

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>June 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Elisabeth Sorensen</td>
</tr>
<tr>
<td>Department:</td>
<td>LWTech Foundation</td>
</tr>
</tbody>
</table>

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

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

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

**Accreditation**

**Strategic Plan**

- Progress towards the identified goals and the development and implementation of college initiatives
- Promotion of student enrollment, achievement, and completion
- Supporting the Equity, Diversity, and Inclusion plan in both the learning and workplace environments

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

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

Use data to assess the effectiveness of policies

Support LWTech leading up to and through ctcLink implementation
Board Goal 2: Evaluate and support resource development initiatives.

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

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

The LWTech Foundation 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.

During the global pandemic, the Foundation is creatively connecting with donors including delivering fuchsia plants grown by environmental horticulture students to homes (wearing gloves and practicing social distancing) and communicating via zoom, phone calls and emails.

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

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

In lieu of the Annual Scholarship Reception, the Foundation continues to work with student scholarship recipients to record personal messages of appreciation via phone to share with their individual scholarship donors.

The Foundation Finance Committee held a zoom meeting with Rich Bardue, Wells Fargo to discuss and fully understand the impact of the global pandemic on the Foundation’s investment earnings. At this time, and according to Rich Bardue’s advice, the Foundation estimates a 15% cut in annual earnings.

Board Goal 3: Build community connections for the College.

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

College Outreach Activities

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

Key conferences and events
Actively participate and engage in community activities

Elisabeth Sorensen attended the Greater Kirkland Chamber of Commerce Meetings via zoom on Tuesday, May 12.

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

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

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>June 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Andrea Olson, JD</td>
</tr>
<tr>
<td>Department:</td>
<td>Special Assistant to the President</td>
</tr>
</tbody>
</table>

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

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

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

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

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>6/1/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Chris McLain</td>
</tr>
<tr>
<td>Department:</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>

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

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

Accreditation

Strategic Plan

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

Promotion of student enrollment, achievement, and completion

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

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

Use data to assess the effectiveness of policies

Support LWTech leading up to and through ctcLink implementation

Information Technology Services has been busy in the month of May installing new infrastructure to allow LWTech to more reliably and securely operate in a remote environment. Our secure desktop platform, Citrix, received new server hardware which has been successfully installed and deployed. The data center received 3 new core routers, allowing more reliable transmission of data between campus touchpoints and servers living in the data center. The end of May will see the installation of a new server solution that will allow our campus phone system to operate more reliably from off site. The new system will utilize a secure application to connect rather than a VPN connection. This will allow LWTech faculty and staff to have more flexibility in how they use their campus phone line.
ctcLink received new LWTech branding, LionsLink. LionsLink is rolling ahead at full speed. This month we utilized the services of a contractor to help LWTech create legacy system business process maps. This process has proven to be very time consuming, but with the help of an outside company with system experience it is my hope going forward we will have the skills to efficiently do this in-house.

<table>
<thead>
<tr>
<th>Board Goal 2: Evaluate and support resource development initiatives.</th>
</tr>
</thead>
</table>

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Board Goal 3: Build community connections for the College.</th>
</tr>
</thead>
</table>

☐ Support LWTech’s outreach initiatives.

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

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

College Outreach Activities

Key conferences and events

Actively participate and engage in community activities

<table>
<thead>
<tr>
<th>Other Departmental Activities/Highlights</th>
</tr>
</thead>
</table>
Tuition & Fees 2020-2021

Request for Approval

Item Summary:

The Legislature and the State Board for Community and Technical Colleges approved a 2.5% increase to tuition and fees for the 2020-21 fiscal year. The proposed tuition schedule provides tuition and fee rates for resident, non-resident students, and for upper division courses in the applied baccalaureate degree program.

For 2020-21, as in prior years, the proposed budgets by the legislature does authorize trustees of the community and technical colleges to adopt or increase special course and lab fees to the extent necessary to cover the reasonable and necessary exceptional cost of the course or service. The proposed tuition and fee schedule will not include an increase to the Campus Fee which consists of the Student Service fee, Facility fee, and the Security fee. This fee was increased by $2.14 a credit last year, a further increase a time when most students will not be on campus for the first two quarters seemed undesirable.

For 2020-21, the total per credit for tuition and fees will be $113.04 per hour for lower division and $220.51 per hour for upper division. The tuition & fee rate for above 10 credits for lower division will be $55.94 per credit and $11.04 for upper division for 2010-21.

In addition to tuition, a program fee is charged for most technical programs. The program fees are based on a five tier fee system that addresses the special costs associated with the courses. The cost structure reflects rates that are reasonable, addresses the additional costs of the courses, and standardizes the fees based on criteria including consumable supplies utilized and equipment requirements. For 2020-2021, the College is proposing to increase fees to account for the increased costs of supplies, materials and required testing.

Rates for self-supporting and contract courses (non-FTE generating) vary and are determined by the direct cost of each course.

In addition, the College may assess other fees including pass thru fees to collect costs for individual student items or services that are in turn remitted to an external agency or vendor. These fees include such items as student insurance, health cards or permits, testing fees, and individualized clothing or uniforms.

Board policy delegates to the President the authority to waive part of or all tuition & fees. Fee waivers include high school students, employees, apprenticeship, parent education, and veterans. The College parallels the waivers as established by the State Board. There are no changes for 2020-2021.

The attached schedules and information reflect the proposed increases to tuition and fees for next year.

RECOMMENDATION: That the Board of Trustees adopt the proposed Tuition and Fees schedules including program fees, other fees, and waivers for the 2020-2021 fiscal year as authorized and approved by the Legislature and State Board for Community and Technical Colleges.
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Proposed FY 20-21 PROGRAM FEES

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

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

Method: Our five tier program fee system identifies the recommended criteria for placement within the appropriate fee level and addresses the special costs associated with offering the program/course. Program fees may be assessed on programs based on the related costs. Certain higher cost programs may not fit within the prescribed framework in which case a unique program fee may be determined. Courses may also have specific pass thru fees in which the student is purchasing a specific individual item from a vendor through the College (ie., name tags).

The fee level would be assessed at the program level based on the number and type of courses within the program. It is not feasible to have different rates within a program unless all revenues are coded to one account. Program fees would support the cost of the supplies and materials used by individual students, support costs for equipment maintenance and replacement, purchase of software, and other additional program costs unique to the program including class staff support, cost to utilize non-college facilities if necessary, and contracted services.

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

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

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

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

Level V - $30/credit
The fee at this level would be for courses which have a very high use of specialized consumable supplies and materials by the individual student. High use of general and specialized program equipment, computers, specialized software.
Other - varies  Certain programs are considered as extremely high cost programs due to the unique and specialized nature of the consumable supplies and materials. The programs utilize high cost specialized equipment, specialized software, and computers.

Pass Thru - varies  Pass-thru fees are assessed to collect costs for individual student items or services that are in turn remitted to an external agency or vendor. These fees include such items as student insurance, health cards or permits, testing fees, and individualized clothing or uniforms.
<table>
<thead>
<tr>
<th>Program Placement:</th>
<th>New Fee</th>
<th>Old Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environ. Hortic. SU</td>
<td>$12</td>
<td>$8</td>
</tr>
<tr>
<td>Business Tech S3</td>
<td>$17</td>
<td>$12</td>
</tr>
<tr>
<td>First Aid PC</td>
<td>$22</td>
<td>$17</td>
</tr>
<tr>
<td>Legal Support SN</td>
<td>$30</td>
<td>$22</td>
</tr>
<tr>
<td>Business RL</td>
<td>$12</td>
<td>$8</td>
</tr>
<tr>
<td>Sewing BJ</td>
<td>$17</td>
<td>$12</td>
</tr>
<tr>
<td>Behavior &amp; Social Sci BL</td>
<td>$22</td>
<td>$17</td>
</tr>
<tr>
<td>BHAV-111, 121,</td>
<td>$30</td>
<td>$22</td>
</tr>
<tr>
<td>Physical Therapy PT</td>
<td>$22</td>
<td>$17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Current Fee</th>
<th>Proposed Fee amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACF (Culinary)</td>
<td>$85 per course</td>
<td>$85</td>
</tr>
<tr>
<td>Auto Repair S6</td>
<td>$25 per credit</td>
<td>$25</td>
</tr>
<tr>
<td>BASPH - BN</td>
<td>$40 per credit</td>
<td>$40</td>
</tr>
<tr>
<td>BASPH - BO</td>
<td>$50 fee</td>
<td>$50</td>
</tr>
<tr>
<td>CSNT A+ Hdw N1</td>
<td>$115 per course</td>
<td>$115</td>
</tr>
<tr>
<td>CSNT Oper Sys N2</td>
<td>$160 per course</td>
<td>$160</td>
</tr>
<tr>
<td>CSNT Network N3</td>
<td>$215 per course</td>
<td>$215</td>
</tr>
<tr>
<td>CSNT Linux + N4</td>
<td>$165 per course</td>
<td>$165</td>
</tr>
<tr>
<td>Dental Asst. S7</td>
<td>$50 per credit</td>
<td>$50</td>
</tr>
<tr>
<td>Dental Hygiene S50</td>
<td>$5 per credit</td>
<td>$50</td>
</tr>
<tr>
<td>Funeral Svc. Board Exam PQ</td>
<td>$570 per course</td>
<td>$570</td>
</tr>
<tr>
<td>Funeral Svc. Fee RG</td>
<td>$600 per course</td>
<td>$600</td>
</tr>
<tr>
<td>Funeral Svc. Fee RU</td>
<td>$200 per course</td>
<td>$200</td>
</tr>
<tr>
<td>HSCL Front Office</td>
<td>$60 per course</td>
<td>$60</td>
</tr>
<tr>
<td>HSCL Dental Sterilization</td>
<td>$128 per course</td>
<td>$128</td>
</tr>
<tr>
<td>HR SHRM FEE R9</td>
<td>$40 per course</td>
<td>$40</td>
</tr>
<tr>
<td>Med Asst RX $94</td>
<td>$94 per course</td>
<td>$94</td>
</tr>
<tr>
<td>Nursing ($100/cr.) P9 per credit</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Nursing Texting RC</td>
<td>$200 per quarter</td>
<td>$200</td>
</tr>
<tr>
<td>Nursing ATI Fee RD</td>
<td>$100 per quarter</td>
<td>$100</td>
</tr>
<tr>
<td>Nursing ATI II Fee RE</td>
<td>$160</td>
<td>$160</td>
</tr>
<tr>
<td>Nursing Consortium Fee R$35 per qtr.</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>OTA PP $85 (Clinical/Seminar Courses)</td>
<td>$85</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy APTA PI</td>
<td>$150 per course</td>
<td>$150</td>
</tr>
<tr>
<td>Physical Therapy Asst. PS</td>
<td>$110 per course</td>
<td>$110</td>
</tr>
<tr>
<td>Social &amp; Human Serv. BP</td>
<td>$20 (SHSV 138/218)</td>
<td>$20</td>
</tr>
<tr>
<td>Trans Core S2</td>
<td>$25 per quarter</td>
<td>$25</td>
</tr>
<tr>
<td>TEAS - testing fee</td>
<td>$90 per quarter</td>
<td>$90</td>
</tr>
<tr>
<td>Nursing VSIM fee RN $75 per quarter</td>
<td>$75</td>
<td></td>
</tr>
</tbody>
</table>

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

Approved increases:
FY2013-14; FY2017-18 Program Fee rates were increased $1 per credit.

Indicates proposed change to existing fee or new fee.

Proposed Program Fees for FY21 for BOT June approval final.
Adoption of College Operating Budget for Fiscal Year 2020-21
Request for Approval

Item Summary:

The proposed Operating Budget for Fiscal Year 2020-2021 totals approximately $47.7 million, of which $27.6 million supports the general operations for instruction, instructional support, administration, and facilities. In addition, the Operating Budget includes $20.1 million in revenues and expenditures related to grants, contracts, financial aid programs, auxiliary enterprise funds, and student activities.

Locally generated revenues support approximately 39 percent of the General Operating Budget. These revenues consist of tuition, program fees, ancillary revenues, Redmond lease, other fees, and investment income.

This fiscal year the Governor vetoed sources of new funds and the State Office of Financial Management (OFM) has foreshadowed a 15% budget reduction. As a result, anticipation of funding for growth has been replaced by the need for reductions. Until the State Legislature convenes a special session the college cannot be sure about the nature of the reductions.

The proposed 2020-21 operating budget includes revenue from the lease of the Redmond Campus, a 2.5% tuition increase, and funding for high school enrollments, but also includes 15% fewer enrollments and up to 15% less in state funds. As a result, the College will be using some reserves to provide stability.

The State funded enrollment for 2020-21 is 3,268, up from 3108, full time equivalent (FTE) students. State enrollment funding includes 225 FTE’s for Worker Retraining and 75 FTE’s for aerospace enrollment (welding and machining). It is also projected that the College will serve an additional 425 FTE students through the High School Programs. For 2020-2021, state supported FTE’s are funded at $6,752/FTE, as compared to $6,378 for 2019-2020.

Enclosed is information for the Lake Washington Institute of Technology Operating Budget for the 2020-2021 fiscal year, outlining the budget by program area, type of expenditure, source of funds. The significant challenge is a potential $2.27M budget shortfall created by the legislature removing funding that was assumed in the 2019-2021 biennial budget. An entry for $2.27M is included in the budget. It represents future reductions if they become necessary, and/or use of reserve funds to operate throughout the year.

RECOMMENDATION: That the Board of Trustees adopt the proposed College Operating Budget for the 2020-2021 fiscal year.
BOARD OF TRUSTEES

OPERATING BUDGET

BUDGET APPROVAL

JUNE 1, 2020
Lake Washington Institute of Technology
Operating Budget
Fiscal Year 2020 – 2021

Summary
## Summary - Operating Budget

### FISCAL YEAR 2020-21

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>2020-21 Level</th>
<th>2019-20 Level</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operations</td>
<td>$27,594,530</td>
<td>$32,517,304</td>
<td>$(4,922,774)</td>
<td>-15.1%</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>$9,502,326</td>
<td>$9,478,037</td>
<td>$24,289</td>
<td>0.3%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$996,000</td>
<td>$1,160,000</td>
<td>$(164,000)</td>
<td>-14.1%</td>
</tr>
<tr>
<td>Auxiliary Funds</td>
<td>$492,400</td>
<td>$805,548</td>
<td>$(313,148)</td>
<td>-38.9%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$8,530,000</td>
<td>$8,674,661</td>
<td>$(144,661)</td>
<td>-1.7%</td>
</tr>
<tr>
<td>Total Operating Budget</td>
<td>$47,115,256</td>
<td>$52,635,550</td>
<td>$(5,520,294)</td>
<td>-10.5%</td>
</tr>
</tbody>
</table>
Lake Washington Institute of Technology
Operating Budget
Fiscal Year 2020 – 2021

Total College Budget
by Source of Funds
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BUDGET BY PROGRAM AREA
2020-2021

- Instruction, 56%
- Support Services, 14%
- Administration, 5%
- Student Services, 9%
- Library, 1%
- Instruction Administration, 6%
- Facilities, 8%
- Campus Public Safety, 2%
- Information Technology, 4%
LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY
TOTAL OPERATING BUDGET
BY SOURCE OF FUNDS
2020-2021

- STUDENT SERVICES FEE, 1%
- RESERVES, 0%
- STATE ALLOCATION, 33%
- WORKER RETRAINING, 3%
- TUITION, 14%
- INVESTMENT, 0%
- OTHER, 1%
- PROGRAM FEES, 3%
- REDMOND LEASE, 1%
- GRANTS & CONTRACT, 20%
- FACILITIES/SAFETY FEE, 2%
- AUXILIARY ACTIVITIES, 1%
- FINANCIAL AID, 18%
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
GENERAL OPERATING BUDGET
BY SOURCE OF FUNDS
2020-2021

- STUDENT SERVICES FEE, 2%
- FACILITIES/SAFETY FEE, 3%
- OTHER, 2%
- INVESTMENT, 0%
- TUITION, 25%
- WORKER RETRAINING, 4%
- REDMOND LEASE, 2%
- PROGRAM FEES, 5%
- ANCILLARY REVENUE, 2%
- STATE ALLOCATION, 57%
# LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
## Budget Planning 2020-21
### Operating Budget
#### Comparison of Funding Sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>2020-21 Budget Level</th>
<th>2019-20 Budget Level</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Allocation</td>
<td>001</td>
<td>$ 15,647,046</td>
<td>$ 18,800,621</td>
<td>$ (3,153,575)</td>
<td>83.23%</td>
</tr>
<tr>
<td>Worker Retraining</td>
<td>001</td>
<td>$ 1,094,948</td>
<td>$ 1,176,948</td>
<td>$ (82,000)</td>
<td>93.03%</td>
</tr>
<tr>
<td>Total State Funds</td>
<td></td>
<td>$ 16,741,994</td>
<td>$ 19,977,569</td>
<td>$ (3,235,575)</td>
<td>-16.20%</td>
</tr>
<tr>
<td>Local Funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>149</td>
<td>$ 6,821,250</td>
<td>$ 8,025,000</td>
<td>$ (1,203,750)</td>
<td>-15.00%</td>
</tr>
<tr>
<td>Investment</td>
<td>149</td>
<td>$ 4,200</td>
<td>-</td>
<td>$ 4,200</td>
<td></td>
</tr>
<tr>
<td>ABE/El Civics/IDEA</td>
<td>149</td>
<td>$ 259,134</td>
<td>$ 259,133</td>
<td>$ 1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Student Service Fee</td>
<td>148</td>
<td>$ 605,200</td>
<td>$ 652,000</td>
<td>$ (46,800)</td>
<td>-7.18%</td>
</tr>
<tr>
<td>Safety/Facility Fee</td>
<td>148</td>
<td>$ 749,700</td>
<td>$ 845,000</td>
<td>$ (95,300)</td>
<td>-11.28%</td>
</tr>
<tr>
<td>Redmond Lease</td>
<td>148</td>
<td>$ 480,000</td>
<td>$ 450,000</td>
<td>$ 30,000</td>
<td>6.67%</td>
</tr>
<tr>
<td>Other/Investment</td>
<td>148</td>
<td>$ 145,194</td>
<td>$ 176,402</td>
<td>$ (31,208)</td>
<td>-17.69%</td>
</tr>
<tr>
<td>Testing Services</td>
<td>148</td>
<td>$ 21,250</td>
<td>$ 20,000</td>
<td>$ 1,250</td>
<td>6.25%</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>148</td>
<td>$ 1,357,505</td>
<td>$ 1,536,200</td>
<td>$ (178,795)</td>
<td>-11.63%</td>
</tr>
<tr>
<td>Ancillary Fees</td>
<td>148</td>
<td>$ 409,203</td>
<td>$ 576,000</td>
<td>$ (166,798)</td>
<td>-28.96%</td>
</tr>
<tr>
<td>Reserves</td>
<td>148</td>
<td>$ 600,000</td>
<td>-</td>
<td>$ 600,000</td>
<td></td>
</tr>
<tr>
<td>Total Local Funds</td>
<td></td>
<td>$ 11,452,736</td>
<td>$ 12,539,735</td>
<td>$ (1,086,999)</td>
<td>-8.67%</td>
</tr>
<tr>
<td>Total State &amp; Local Funds</td>
<td></td>
<td>$ 28,194,730</td>
<td>$ 32,517,304</td>
<td>$ (4,322,574)</td>
<td>-13.29%</td>
</tr>
<tr>
<td><strong>OTHER FUNDS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>145</td>
<td>$ 9,502,326</td>
<td>$ 9,478,037</td>
<td>$ 24,289</td>
<td>0.26%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>522</td>
<td>$ 996,000</td>
<td>$ 1,160,000</td>
<td>$ (164,000)</td>
<td>-14.14%</td>
</tr>
<tr>
<td>Bookstore</td>
<td>524</td>
<td>$ 50,000</td>
<td>$ 100,000</td>
<td>$ (50,000)</td>
<td>-50.00%</td>
</tr>
<tr>
<td>Facility Services</td>
<td>570</td>
<td>$ 15,000</td>
<td>$ 40,500</td>
<td>$ (25,500)</td>
<td>-62.96%</td>
</tr>
<tr>
<td>Early Learning Center</td>
<td>570</td>
<td>$ 427,400</td>
<td>$ 665,048</td>
<td>$ (237,648)</td>
<td>-35.73%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>846/849/860</td>
<td>$ 8,530,000</td>
<td>$ 8,674,661</td>
<td>$ (144,661)</td>
<td>-1.67%</td>
</tr>
<tr>
<td>Total Other Funds</td>
<td></td>
<td>$ 19,520,726</td>
<td>$ 20,118,246</td>
<td>$ (597,520)</td>
<td>-2.97%</td>
</tr>
<tr>
<td>Total All Funds</td>
<td></td>
<td>$ 47,715,456</td>
<td>$ 52,635,550</td>
<td>$ (4,920,094)</td>
<td>-9.35%</td>
</tr>
</tbody>
</table>
Lake Washington Institute of Technology
Operating Budget
Fiscal Year 2020 – 2021

General Operating Budget
Budget by Program
Budget by Expenditure Type
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BUDGET BY PROGRAM AREA
2020-2021

- Support Services, 14%
- Administration, 5%
- Student Services, 9%
- Library, 1%
- Instruction, 6%
- Facilities, 8%
- Campus Public Safety, 2%
- Instruction, 56%
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
Budget Planning 2020-21  
General Operating Budget  
Comparison of Budget by Program

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTION *</td>
<td>$15,563,406</td>
<td>56.6%</td>
<td>$17,541,174</td>
<td>54.4%</td>
<td>($1,977,768)</td>
<td>-11.3%</td>
</tr>
<tr>
<td>INSTRUCTION ADMIN</td>
<td>$1,753,513</td>
<td>6.4%</td>
<td>$1,772,835</td>
<td>5.5%</td>
<td>(19,322)</td>
<td>-1.1%</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>456,300</td>
<td>1.7%</td>
<td>430,485</td>
<td>1.3%</td>
<td>25,815</td>
<td>6.0%</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>2,565,814</td>
<td>9.3%</td>
<td>2,953,153</td>
<td>9.2%</td>
<td>(387,339)</td>
<td>-13.1%</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>1,655,272</td>
<td>6.0%</td>
<td>1,518,475</td>
<td>4.7%</td>
<td>136,797</td>
<td>9.0%</td>
</tr>
<tr>
<td>SUPPORT SERVICES **</td>
<td>925,406</td>
<td>3.4%</td>
<td>3,614,148</td>
<td>11.2%</td>
<td>(2,688,742)</td>
<td>-74.4%</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>1,590,781</td>
<td>5.8%</td>
<td>1,474,295</td>
<td>4.6%</td>
<td>116,486</td>
<td>7.9%</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>2,507,616</td>
<td>9.1%</td>
<td>2,417,839</td>
<td>7.5%</td>
<td>89,777</td>
<td>3.7%</td>
</tr>
<tr>
<td>CAMPUS PUBLIC SAFETY</td>
<td>501,000</td>
<td>1.8%</td>
<td>501,000</td>
<td>1.6%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>------------------------------</td>
<td>$27,519,107</td>
<td>100.0%</td>
<td>$32,223,404</td>
<td>100.0%</td>
<td>($4,704,297)</td>
<td>-14.6%</td>
</tr>
</tbody>
</table>

**Includes undistributed all other compensation step increase funds ($170,000) and other undistributed funds ($110,000) for health care and pensions.
LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY
BUDGET BY EXPENDITURE TYPE
2020-2021

- Personnel Costs, 93%
- Goods & Services, 4%
- Travel, 0%
- Equipment/Capital, 2%
- Financial Assistance, 1%
- Transfers, -7%
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Budget Planning 2020-21
General Operating Budget
Comparison of Budget by Expenditure Type

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>2020-21</th>
<th>Percent</th>
<th>2019-20</th>
<th>Percent</th>
<th>Amount Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES *</td>
<td>$18,964,762</td>
<td>68.9%</td>
<td>$20,808,508</td>
<td>64.6%</td>
<td>($1,843,746)</td>
<td>-8.9%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>6,700,015</td>
<td>24.3%</td>
<td>6,633,935</td>
<td>20.6%</td>
<td>66,080</td>
<td>1.0%</td>
</tr>
<tr>
<td>GOODS &amp; SERVICES</td>
<td>2,856,356</td>
<td>10.4%</td>
<td>5,238,862</td>
<td>16.3%</td>
<td>(2,382,506)</td>
<td>-45.5%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>40,654</td>
<td>0.1%</td>
<td>69,850</td>
<td>0.2%</td>
<td>(29,197)</td>
<td>-41.8%</td>
</tr>
<tr>
<td>EQUIPMENT/CAPITAL ASSETS</td>
<td>417,010</td>
<td>1.5%</td>
<td>543,392</td>
<td>1.7%</td>
<td>(126,383)</td>
<td>-23.3%</td>
</tr>
<tr>
<td>FINANCIAL ASSISTANCE</td>
<td>345,137</td>
<td>1.3%</td>
<td>572,746</td>
<td>1.8%</td>
<td>(227,611)</td>
<td>-39.7%</td>
</tr>
<tr>
<td>TRANSFER OF CHARGES</td>
<td>(1,804,826)</td>
<td>-6.6%</td>
<td>(1,643,892)</td>
<td>-5.1%</td>
<td>(160,934)</td>
<td>9.8%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$27,519,107</td>
<td>100.0%</td>
<td>$32,223,404</td>
<td>100.0%</td>
<td>($4,704,297)</td>
<td>-14.6%</td>
</tr>
</tbody>
</table>

*Includes compensation increase costs including related benefits
## LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
### GENERAL OPERATING BUDGET
#### FY 2020-21

<table>
<thead>
<tr>
<th>Prog Dept</th>
<th>Name</th>
<th>FTE Staff</th>
<th>Salary Base</th>
<th>Classified</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Faculty</td>
<td>Exempt</td>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>INSTRUCTION</td>
<td>165.15</td>
<td>7.89</td>
<td>14.47</td>
<td>9,210,295</td>
</tr>
<tr>
<td>040</td>
<td>INST. SUPPORT</td>
<td>3.30</td>
<td>8.00</td>
<td>6.25</td>
<td>144,184</td>
</tr>
<tr>
<td>040</td>
<td>INST. ANCILLARY SUPP.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>050</td>
<td>LIBRARY</td>
<td>2.62</td>
<td>0.25</td>
<td>2.00</td>
<td>169,637</td>
</tr>
<tr>
<td>060</td>
<td>STUDENT SERVICES</td>
<td>0.38</td>
<td>13.92</td>
<td>14.40</td>
<td>8,400</td>
</tr>
<tr>
<td>080</td>
<td>ADMINISTRATION</td>
<td>0.00</td>
<td>10.65</td>
<td>0.00</td>
<td>2,520</td>
</tr>
<tr>
<td>080</td>
<td>SUPPORT SERVICES</td>
<td>0.00</td>
<td>13.00</td>
<td>9.99</td>
<td>140,000</td>
</tr>
<tr>
<td>080</td>
<td>INFORMATION TECH</td>
<td>0.00</td>
<td>9.00</td>
<td>2.00</td>
<td>678,486</td>
</tr>
<tr>
<td>090</td>
<td>PLANT/FACILITIES</td>
<td>0.00</td>
<td>2.00</td>
<td>18.00</td>
<td>0</td>
</tr>
<tr>
<td>090</td>
<td>CAMPUS PUBLIC SAFETY</td>
<td>0.00</td>
<td>1.00</td>
<td>3.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>171.45</strong></td>
<td><strong>65.71</strong></td>
<td><strong>70.11</strong></td>
<td><strong>9,675,036</strong></td>
</tr>
</tbody>
</table>

### SOURCE OF FUNDS:
- **001 STATE ALLOCATION**: 15,647,046
- **001 WORKFORCE TRAINING**: 1,094,948
- **148 HIGH SCHOOL ACADEMY**: 0
- **149 TUITION**: 6,821,256
- **149 INTEREST**: 4,000
- **149 ABE/EL CIVICS**: 259,134
- **149 REDMOND LEASE**: 480,000
- **149 STUDENT SERVICE FEE**: 605,200
- **149 SAFETY/FACILITY FEE**: 749,700
- **149 REGISTRATION/OTHER/INTEREST**: 145,194
- **148 TESTING FEES**: 21,250
- **148 PROGRAM FEES**: 1,357,605
- **148 INST. ANCILLARY ACTIVITIES**: 409,203

### TOTAL AVAILABLE FUNDS - OPERATING BUDGET

**27,594,530**

### RESERVES - INCREASE (DECREASE)

**0**

---

* 15% decrease in tuition revenue
** includes an entry for $2.15M representing a 15% decrease in state allocation compared to the biennial budget, no COLA, and no WEI revenue. Prior year balance was $234,000.

Note: Reserves at the end of June 2020 are projected to be approximately $4M. This is sufficient to cover the $2.15M shortfall in the unlikely event the college is unable to reduce expenses.
## Item 1050

**Board Meeting Dates July 2020 – June 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2020</td>
<td>No Meeting</td>
</tr>
<tr>
<td>August 2020</td>
<td>No Meeting</td>
</tr>
<tr>
<td>September 14, 2020</td>
<td>9 am to 12 pm</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>4 pm to 6 pm</td>
</tr>
<tr>
<td>November 9, 2020</td>
<td>4 pm to 6 pm</td>
</tr>
<tr>
<td>December 14, 2020</td>
<td>7:30 am to 9:30 am</td>
</tr>
<tr>
<td>January 11, 2021</td>
<td>4 pm to 6 pm</td>
</tr>
<tr>
<td>February 8, 2021</td>
<td>4 pm to 6 pm</td>
</tr>
<tr>
<td>March 8, 2021 (Tenure)</td>
<td>12 pm to 4 pm</td>
</tr>
<tr>
<td>April 12, 2021</td>
<td>4 pm to 6 pm</td>
</tr>
<tr>
<td>May 10, 2021 Retreat</td>
<td>8:30 am to 4:30 pm</td>
</tr>
<tr>
<td>June 7, 2021</td>
<td>4 pm to 6 pm</td>
</tr>
<tr>
<td>June 2021 (Commencement)</td>
<td>Tent. 1 pm</td>
</tr>
</tbody>
</table>
ELECTION OF BOARD OFFICERS 2020-2021

**Situation:**

According to Board Policy 1.P.04.2 – Board Officers:

The Board elects the Chair and Vice Chair every year. Their office term starts October 1 and continues until the Board appoints or qualifies a successor. If a vacancy occurs, the Board elects successors to hold office for the unexpired term.

**Recommendation:**

That the Board of Trustees elects a Chair and Vice Chair to serve for one year beginning October 1, 2020.

**Action Taken:**