

Board of Trustees Study Session and Meeting

Monday, December 10, 2018

The Boardroom (W305A)

12 pm to 2:30 pm

AGENDA

Study Session – 12 pm		
Foundation	Elisabeth Sorensen	
ASG East Building Common Area Remodel	Bill Thomas	
Board of Trustees Meeting – 12:30 pm		
Roll Call	Darrell Mitsunaga	
Consent Calendar: <ul style="list-style-type: none"> Approval of Agenda Minutes, November 13, 2018 	Darrell Mitsunaga	1
Public Comments: Individuals may sign in for public comment, limited to 3 minutes each ¹	Darrell Mitsunaga	
Introduction of Guests	Darrell Mitsunaga	
Introduction of New Employees	Dr. Amy Morrison Goings	
Reports		
Administration	Executive Cabinet	2
College Council	Dr. Suzanne Ames	3
President	Dr. Amy Morrison Goings	
Board Chair	Darrell Mitsunaga	
Trustee Activity Update	Trustees	
Foundation Liaison	Dr. Lynette Jones	
Monthly Financial Summary	Bill Thomas	4

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.

Associated Student Government	Sloane Hunt	5
Classified Staff	Judy Mattson	
Faculty Representative	Jim Howe	
Action Items		
ITEM 1017: <i>Request for Approval, College Values</i>	Dr. Amy Morrison Goings	6
ITEM 1018: <i>Reaffirm Lake Washington Institute of Technology's Mission "To Prepare Students for Today's Careers and Tomorrow's Opportunities".</i>	Dr. Amy Morrison Goings	7
Call Executive Session		
<p>Executive Session: Evaluation of the performance of a public employee.</p> <p>The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110, which may include:</p> <ol style="list-style-type: none"> 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. <p>Action from the Executive Session may be taken in Regular Session, if necessary, as a result of items discussed in the Executive Session.</p>		
Action Items Discussed in Executive Session		
Items for Future Discussion		
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.

Board of Trustees Meeting
Tuesday, November 13, 2018
Study Session 5 pm
Meeting 5:45 pm to 7:30 pm

Study Session: Vice President, Dr. Ruby Hayden provided an overview of accreditation and on LWTech's Year Seven self-study progress to date:

- Fall 2017-Spring 2018: The Accreditation committee wrote the draft Year Seven self-study.
- Summer 2018: Data was collected for the Accreditation matrix update.
- Fall 2018 – Winter 2019: The self-study will be refined based on Executive Cabinet's feedback.
- Spring 2019: A mock accreditation visit will be conducted on April 19, 2019 and subsequent feedback will be incorporated.
- Summer 2019: Final data will be collected for the matrix. The self-study will need to be approved at an August Board of Trustees meeting before sending the report to the Northwest Commission on Colleges and Universities (NWCCU).
- Fall 2019: LWTech's Year Seven accreditation site visit and evaluation will take place October 21-23, 2019.

Vice President, Dr. Elliot Stern updated the Board of Trustees on new program development and Bachelor's degree cohorts.

Both presentations are appended.

The meeting was called to order at 5:45 pm.

Roll Call

Board of Trustees:

Mr. Darrell Mitsunaga, Chair
Ms. Laura Wildfong, Vice Chair
Dr. Lynette D. Jones
Mr. Robert Malte

LWTech Faculty and Staff:

Barcin Acar
Dr. Suzanne Ames
Dr. Narayani Choudhury
Cathy Copeland
Heather DeGraw
Dr. Amy Morrison Goings
Dr. Ruby Hayden
Sloane Hunt

Michael Richmond
Michael Rodriguez
Virginia King
Judy Mattson
Jamilyn Penn
Meena Park
Sharon Raz
Dr. David Rector

Leslie Shattuck
Elisabeth Sorensen
Dr. Elliot Stern
Bill Thomas
Sheila Walton

Guests: N/A

Introduction of New Employees: Dean Jamilyn Penn introduced Maia Lacher, Administrative Assistant, Nursing and Health Sciences. Vice President, Dr. Elliot Stern introduced: Dr. Sharon Raz, Associate Professor, Social Science, Dr. Barcin Acar, Associate Professor, Science, and Dr. Narayani Choudhury, Associate Professor, Math.

Consent Calendar: The calendar that included the October 8, 2018 meeting minutes, was approved by consent.

Public Comment: There was no public comment.

Reports

Associated Student Government (ASG): ASG President, Sloane Hunt introduced student Virginia King who serves as ASG Finance Officer. Ms. Hunt also reported that she attended a conference to learn more about addressing food insecurity on college campuses. The forum explored models and best practices for advancing community food security and building bridges between programs to better coordinate work. A written report was included in the meeting packet.

President Morrison Goings reported that:

College Community

- She congratulated the LWTech Foundation board, and staff members Elisabeth Sorensen, Samantha Pridemore and Gayle Shimokura on another successful Bright Futures Benefit Breakfast. The breakfast raised more than \$200,000 for student scholarships, the student emergency fund, and for program support.
- She held a round table discussion on workforce housing. 20-25 employees attended and were open about their housing and salary challenges. System salaries are not keeping pace with the cost of living and growth of our region, which impacts the college's ability to recruit and retain employees.
- She attended LWTech's annual Veterans luncheon and appreciated the opportunity to thank the college's Veteran students, faculty and staff for their service.
- First-Generation College Celebration Day was on November 8, 2018. LWTech celebrated the success of first-generation college students, faculty, and staff. President Morrison Goings shared with the campus her experiences as a first-generation college graduate, and thanked all of those who provide support to our students.
- Faculty and staff continued their work on LWTech's values at an all staff meeting.
- On November 8, 2018, there was an employee appreciation event.
- She met with the Dental Hygiene accreditation team, during their two-day visit to LWTech.
- She met with the Funeral Service Education accreditation team, during their two-day visit to LWTech.

External Engagement and Legislature

- She represented the technical and community college system at a briefing where Career Connect Washington presented Governor Inslee its strategic plan. President Morrison Goings was able to share the system's view of the importance of career connected learning and its support of the plan.
- She continues to co-chair the Cascadia Innovation Corridor, Diverse and Best Talent sub-committee at the invitation and direction of the Honorable Christine Gregoire.
- She provided public comment in front of members of the King County Council about the impact Sound Transit Three funding would have on King County Community and Technical Colleges. President Morrison Goings has been talking with members of the King County Council, as the county may have a way to support the needs of our students in the form of a Sound Transit sales tax, beginning in 2019. This funding would allow the county to dedicate \$60 million per year towards educational programs, and it's possible that LWTech could be the recipient of some of that funding.
- She and technical College presidents, Dr. Kevin McCarthy from Renton Technical College, Dr. Lin Zhou from Bates Technical College, Dr. Joyce Lovejoy from Clover Park Technical College, and Dr. Kimberly Perry from Bellingham Technical College met with Jan Yoshiwara from the State Board for Community and Technical Colleges to discuss technical college support, including employee salaries and programmatic funding.

- She met with two Microsoft staff members to discuss the possibility of workforce housing. They are interested in the concept.
- She provided comment at the City of Kirkland planning commission, and will provide further public comment to the Kirkland City Council requesting their consideration in rezoning LWTech to possibly include future workforce housing.

Chair Darrell Mitsunaga reported that:

- He attended the President's Advisory Council meeting. He appreciated the thoughtful feedback that the council's business leaders offered in regards to the draft college values.
- He and Vice Chair Laura Wildfong attend the Washington Association of College Trustees (ACT) Legislative Action Committee retreat. Vice Chair Laura Wildfong serves as primary representative to LAC. Items noted from the LAC retreat: It's beneficial to meet with legislators prior to the start of the session; Invite student government officers along to visit legislators; Messaging customized to LWTech and the community and technical college system; The ACT Winter Legislative Contact conference will again include time to visit legislators.

Trustees Updates: Trustee Robert Malte reported that he attended the Fall ACT conference along with Chair Darrell Mitsunaga and Vice Chair Laura Wildfong, and that he had the opportunity to speak to Jan Yoshiwara, Executive Director of the State Board for Community and Technical Colleges, who was interested in the Washington State Hospital Association's workforce advisory council. For the Board's information, Trustee Robert Malte distributed this council's charter.

Trustee Lynette Jones, Foundation Liaison, reported that the Bright Futures Benefit Breakfast raised \$206,000; a new record. Last year's breakfast raised \$185,000.

LWTech Federation of Classified Staff President, Judy Mattson reported that the Federation of Classified employees' legislative priority in 2019 is compensation, and will advocate in collaboration with college administration. In the meeting packet, the union included text from a petition that they plan to send to legislators that asks for funding to ensure a living wage for college employees.

LWTech Federation of Teachers: A representative was not present to provide a report.

Written Reports (submitted with the meeting packets):

- Executive Cabinet
- Financial Summary, September 2018

Items for Future Discussion:

- Draft Year Seven accreditation self-study
- Mock accreditation evaluation visit
- May Board of Trustees retreat – accreditation; how can the Board prepare for the onsite evaluation in 2019; schedule a Board meeting in August
- Showcase on social media
- Showcase on the Human Resources program
- Legislative visits

Chair Darrell Mitsunaga called the meeting into **Executive Session** at 6:50 pm to evaluate the performance of a public employee. The meeting reconvened at 7:33 pm. There was no action taken.

The Board of Trustee meeting adjourned at 7:35 pm.

Respectfully submitted,

A handwritten signature in black ink, reading "Heather DeGraw". The signature is written in a cursive, flowing style with a large, prominent 'H' and a decorative flourish at the end.

Heather DeGraw, Executive Assistant



Accreditation Update

Board of Trustees Meeting, November 2018



LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY



Accreditation Annual Update

LWTech is accredited at both the Associate and Baccalaureate Degree levels by the NWCCU.

- ✓ Voluntary and focused on improvement.
- ✓ Access to federal funds like DOE grants and financial aid.
- ✓ Remaining Recommendation: Alignment of International Programs
- ✓ Annual Mission Fulfillment executive summary

A photograph of two scientists in a laboratory setting. One scientist, a woman with dark hair and glasses, is looking down at something. The other scientist, a woman with brown hair, is wearing purple gloves and looking at the same point. They are both wearing white lab coats. The background is slightly blurred, showing lab equipment.

Data Matrix Exec. Summary

When viewed together the college has determined achieving at least 75% of the core theme outcome targets (and no single core theme with zero met) equates to mission fulfillment.

Targets Met in 2017/2018				Total Indicators	Mission Fulfillment
Pathways	Student Achievement	External Engagement	College Community		
Met: 22 Not Met: 7 Not Avail.: 5 N/A: 4	Met: 11 Not Met: 2 Not Avail.: 14 N/A: 0	Met: 4 Not Met: 1 Not Avail.: 0 N/A: 0	Met: 16 Not Met: 23 Not Avail.: 0 N/A: 7	53/86	62% = In Progress **Started at 54% in 2014/15



Accreditation Timeline

Completed:

- ✓ Fall 2017-Spring 2018: Accreditation Committee wrote draft of Year Seven Self Study.
- ✓ Summer 2018: Data collected for Accreditation Matrix update.



Accreditation Timeline

Still to-do:

- ❑ Fall 2018 – Winter 2019: Refinement of self study based on cabinet feedback.
- ❑ Spring 2019: Mock Visit and incorporate subsequent feedback.
- ❑ Summer 2019: Final data collection for Matrix, August Board meeting for final approval, and Self Study sent to NWCCU.
- ❑ Fall 2019: Seven Year visit by evaluators, October 21-23.



Board Related Standards

1.A.1 The institution has a widely published mission statement, **approved by its governing board**, that articulates a purpose appropriate for an institution of higher learning, gives direction for its efforts, and derives from, and is generally understood by, its community.



Board Related Standards

2.A.4 The institution has a functioning governing board consisting of at least five voting members, a majority of whom have no contractual, employment, or financial interest in the institution. If the institution is governed by a hierarchical structure of multiple boards, the roles, responsibilities, and authority of each board, as they relate to the institution, are clearly defined, widely communicated, and broadly understood.



Board Related Standards

2.A.5 The board acts only as a committee of the whole; no member or subcommittee of the board acts on behalf of the board except by formal delegation of authority by the governing board as a whole.



Board Related Standards

2.A.6 The board establishes, reviews regularly, revises as necessary, and exercises broad oversight of institutional policies, including those regarding its own organization and operation.



Board Related Standards

2.A.7 The board selects and evaluates regularly a chief executive officer who is accountable for the operation of the institution. It delegates authority and responsibility to the CEO to implement and administer board-approved policies related to the operation of the institution.



Board Related Standards

2.A.8 The board regularly evaluates its performance to ensure its duties and responsibilities are fulfilled in an effective and efficient manner.



Expectations for Site Visit

Generally, visiting evaluators will want to meet with Board members to:

- ✓ Ask questions related to the standards
- ✓ Ask questions related to mission fulfillment
- ✓ Ask questions related to Board perception of institutional strengths and weaknesses

A photograph of three women in a professional setting. The woman on the left is smiling and looking towards the woman on the right. The woman in the center is slightly out of focus. They appear to be in a meeting or collaborative work environment.

How can you prepare?

- ✓ Read the self study
- ✓ Practice describing how, in your role on the Board, you support the mission and core themes of the college
- ✓ Practice describing your beliefs, and actions, related to shared governance on campus

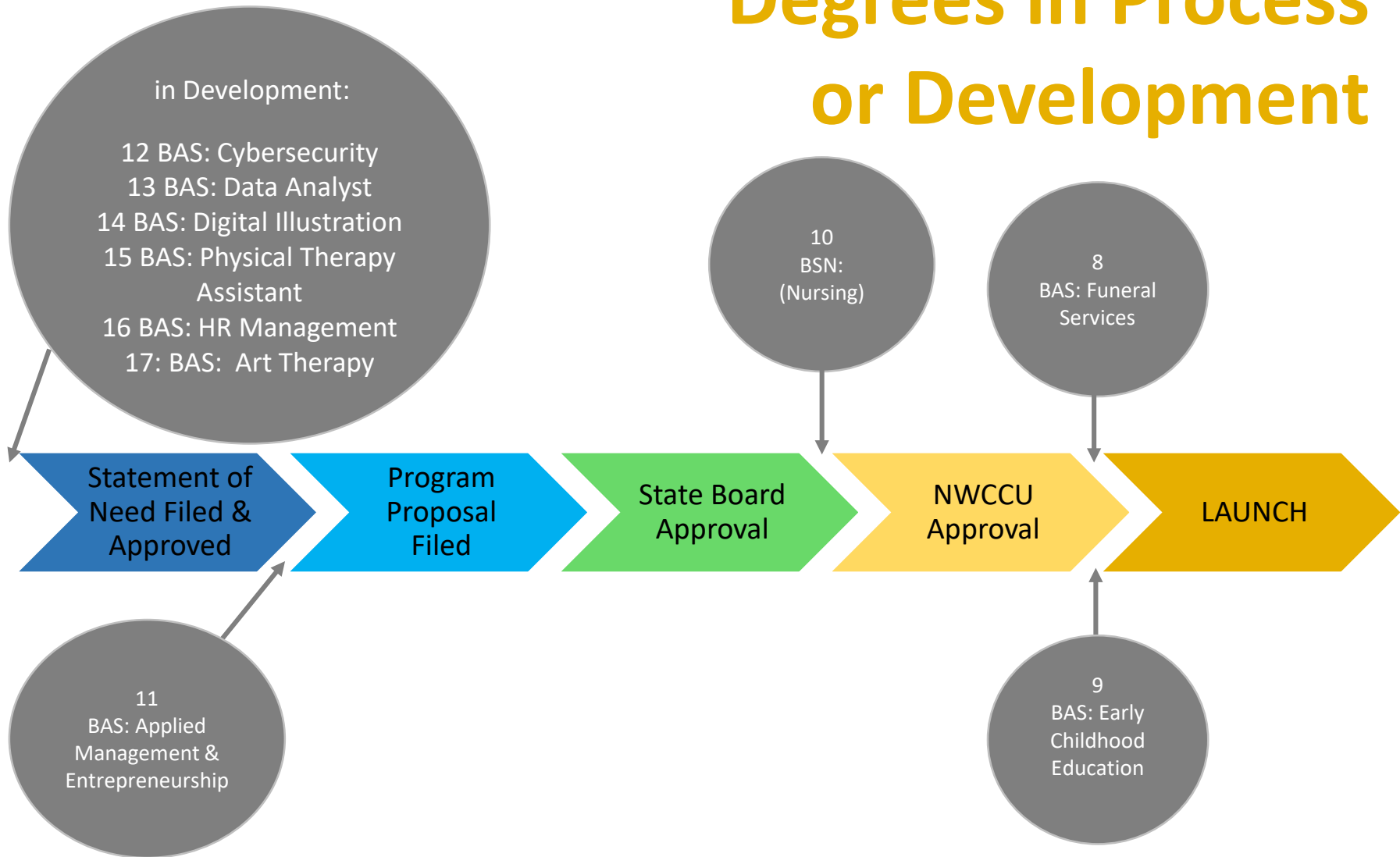
BAS Update

Elliot Stern

BAS Program	Total enrolled in latest cohort (summer '18 for hygiene, fall '18 for all others)	Total enrolled in A + B cohorts
Dental Hygiene	30	61
Supply Chain Management	24	37
Design	20	35
Software Development	20	28
Digital Gaming	16	28
Public Health	11	23
Behavioral Health Care	9	9

221 Upper Division Students in 7 Launched Programs!

Applied Baccalaureate Degrees in Process or Development



2-Year Degrees & Certificates In Development



In Development:

- HR Management AAS-T (→HR Management BAS)
- Digital Illustration AAS-T (→Digital Illustration BAS)

In Development:

- Biomedical Device Manufacturing – certificate
- Sustainable Landscape Technician – certificate
- CNC Machinist – certificate
- HR Professional: Talent Management – certificate
- HR Professional: Strategic HR Management – certificate

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	December 10, 2018
Submitted by:	Leslie Shattuck
Department:	Communications and Marketing

The Communications and Marketing team (team) spent November supporting several departments across the college. The following is an update of the top-level projects they worked on during the month, as they align with trustee goals and strategies for the 2018-19 academic year.

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 college 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
- Support college 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

General Foundation Support

The team continued working on several 2018-2019 marketing initiatives to support the Foundation; including, the Bright Futures Benefit Breakfast.

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

College Outreach Activities

Public Relations and Social Media

The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. The college received coverage in the following media outlets:

Kirkland Reporter

- Robert Malte Appointment to LWTech Board of Trustees
 - <http://www.kirklandreporter.com/life/malte-joins-lwtech-board/>
- Bright Futures Benefit Breakfast and Tjossem Honorary Degree:
 - <https://www.kirklandreporter.com/news/lwtech-hosts-annual-benefit-breakfast-to-support-students-emergency-funds/>

The team also sent out press releases/media advisories for the Fall Job Fair and the Robert Malte appointment to the Board of Trustees.

The team is currently working on press releases/pitches about:

- BASPH-OIT Articulation Announcement
- Public Health
- February Resource Fair
- Future Tech Stars Completion Data

The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted the Fall Job Fair, Open Enrollment, Veterans, Community Baking Class, Campus Life activities, Advising, info sessions, campus and community events, and much more.

Social Media Analytics for October

Beginning with this report, we will include social media analytics in this report. Analytics are pulled at the end of the month, which, due to the timing of the Board reports will showcase the previous month.

- Overall engagement increased by 21% (from September), the year-to-year decreased by 4%. Most of the engagement came from users on Facebook, which can be attributed to more than doubling the number of posts in October than in most months. The year-to-year decreased is due to Facebook's change to the news feed algorithm in how audience is reached by business pages in November of 2017.
- Overall impressions were up by 29% from September, as would be expected when posting frequency is increased. Year-to-year however there was a 93% decrease, again due to Facebook's modification of the news feed algorithm.

Website

The team is working on several projects for the website, including accessibility editing, in addition to their continued work with ongoing maintenance and updates to the website.

Advertising

The team continued working on elements for the Winter Open Enrollment advertising campaign, and a Running Start-specific campaign.

Transformations Magazine

The team continued its work on writing content for the 2019 edition of *Transformations* magazine.

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.

Other Departmental Activities/Highlights

Digisign Updates

The team continued to update content on the campus-wide digisign system.

Programs and Department Support

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

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	Monday, December 10, 2018
Submitted by:	Elisabeth Sorensen
Department:	LWTech Foundation

The LWTech Foundation continues to raise funds in support of LWTech's outstanding programs, students and campus initiatives. Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2018-19 academic year.

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

☒ Annual briefing on 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

☐ Support the accreditation process

☐ Use data to assess the effectiveness of policies

Strategic Plan

The Foundation kicked off work to develop a LWTech Foundation Strategic Plan in alignment with LWTech's Strategic Plan.

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.

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 college 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 raised over \$206,000 for student scholarships, instructional program support and the student emergency fund at the 2018 LWTech Foundation's Annual Bright Futures Benefit Breakfast on Tuesday, October 30.

Thank you, Trustees, for your support and generosity at this special event!

The Foundation submitted an "invitation only" grant request to the Bradley Family Foundation for \$25,000 to fund the following programs:

- Expansion of LWTech's one-on-one tutoring program for students with disabilities and;
- Nationally recognized The Alternatives to Violence Project training focused on alleviating potentially violent situations and reducing school violence using empathy-based social skills, listening and communication and conflict transformation.

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

The Foundation continues to partner with businesses, organizations and individuals to raise critical funds for student scholarships and program support.

The Bachelor of Science in Nursing Private Startup Campaign has raised \$425,000 against the goal of \$500,000 to date. In early October, the Foundation made a targeted "ask" for a \$25,000 matching gift to the campaign.

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**

College Outreach Activities

Elisabeth Sorensen represents LWTech on the Greater Kirkland Chamber of Commerce Board of Directors.

Actively participate and engage in community activities

Elisabeth Sorensen attended the EvergreenHealth Hospice Luncheon on Thursday, November 8.

The LWTech Foundation participated in The Tableau Foundation Fair on Wednesday, December 5. This was a wonderful, invitation only, opportunity to educate Tableau employees on volunteer and giving opportunities with LWTech.

Elisabeth Sorensen attended the Greater Kirkland Chamber of Commerce Annual Holiday Party on Thursday, December 6.

Elisabeth Sorensen will attend the Greater Kirkland Chamber of Commerce Business Luncheon and Annual Awards Ceremony on Thursday, December 13.

Other Departmental Activities/Highlights

The LWTech Foundation regretfully accepts the resignations of board members Teddy Overleese and Angela Martin-Davis. Teddy is leaving the Foundation Board to focus on a key artistic business opportunity. However, she will continue to serve as Co-Chair of the LWTech Bachelor of Science in Nursing Private Startup Campaign. Angela Martin-Davis has accepted a position as Executive Director, Home Health, at Barnes Jewish Healthcare in St. Louis, Missouri.

The LWTech Foundation is delighted to welcome Kristen Overleese, President, KBA, Inc., to the Foundation Board.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	December 10, 2018
Submitted by:	Meena Park
Department:	Human Resources, Payroll & Benefits

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

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2018-19 academic year. Where there is a checked box, the department supported this work over the last month.

Board Goal 1: Provide strong leadership and direction for the college
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- ☐ Annual briefing on 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
- ☐ Support the accreditation process
- ☐ Use data to assess the effectiveness of policies

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

LWTech invited Anne Gillies, Search Advocate Program Director at Oregon State University, to facilitate two Search Advocate Workshop sessions during the week of November 5th. Over 70 participants from the SBCTC system attended. The EDI Council's Professional Development and Community Building Subcommittee is working with Robert Taylor, Chair of the Desmond Tutu Peace Foundation, to present two sessions on creating a Community of Belonging.

Support and promotion of faculty and staff development and retention

Employee Appreciation

The HR Advisory Committee held a very positive "Being Thankful" event on November 8. Employees enjoyed hot apple cider and cookies and wrote a note of thanks on the gratitude tree.

5 Star Consortium

As part of the 5 Star Consortium, Ms. Meena Park continues to meet with the HR leaders on a monthly basis.

Retirement

During the November All Staff meeting, we celebrated four dedicated employees who are retiring: Mike Clifton (Professor, Machining), Dr. Patricia Hunter (Associate Dean, TRiO), Elly Meikle (Instructional Support Technician II) and Gordy Funai (Manager, Purchasing).

LEADS

The November LEADS session included an insightful history of LWTech by Dean Mike Potter, an overview of the SBCTC system by Dr. Joyce Hammer, Director of Transfer Education and Joe Holliday, Director of Student Services, SBCTC and an in-depth look at the budgeting and finance process by VP Bill Thomas.

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**

College outreach activities

Matt Allen, Advisor (High School Running Start), Heidi Davis, Administrative Assistant V (Facilities), Katie Stewart, Assistant Director (HR), and Meena Park attended the 5 Star Diversity Job Fair held at Edmonds Community College. In addition to learning about career opportunities at community and technical colleges, this event provides resume review sessions as well as teaching demonstration workshops.

Actively participate and engage in community activities

PEBB Program's annual open enrollment ends on November 30th. This year, in addition to hosting HCA's Benefits Fair, Tish Evora, Director of Payroll & Benefits held several drop-in sessions to assist employees enroll/make changes.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	12/10/18
Submitted by:	Elliot Stern
Department:	Instruction

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2018-19 academic year. Where there is a checked box, the department supported this work over the last month.

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

- ☐ Annual briefing on 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
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- ☐ Evaluate and approve policies that support faculty and staff development and retention
- ☐ Support the accreditation process
- ☐ Use data to assess the effectiveness of policies

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

Dr. Suzanne Ames and Professor Alexandra Vaschillo presented the latest work from AppConnect NW to the SBCTC Baccalaureate Association Conference in Spokane, WA.

Dr. Suzanne Ames served as a grant evaluator for the National Science Foundation.

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 college 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

Synrad, a Mukilteo-based laser manufacturer and a strong partner of the college, donated five powerful CO2 lasers to our Photonics program. These lasers have a new, retail value in excess of \$100,000.

Other Departmental Activities/Highlights

Dr. Goings and Dr. Stern announced that Elliot will be leaving the college to assume the Presidency of Saddleback College in Mission Viejo, California. His last day will be January 4th. Instruction has long been prepared for such an eventuality, with the appointment of Dr. Suzy Ames to Associate Vice President of Instruction on July 1, 2018 and her involvement in all major initiatives and new projects for the last five months. “Our succession planning has been so thorough,” says Stern, “that it may take people a year or more to notice that I’m gone.”

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	December 10, 2018
Submitted by:	Cathy Copeland
Department:	Research and Grants

The Research and Grants team (team) continues to support departments across the campus with the development of grant proposals, data dashboards, and other information related to institutional effectiveness. Below is a summary of ongoing projects from November as they align with trustee goals and strategies for the 2018-19 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.

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

- ☐ Annual briefing on Strategic Plan
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- ☒ Evaluate and approve policies that support faculty and staff development and retention
- ☒ Support the accreditation process
- ☒ Use data to assess the effectiveness of policies

Promotion of student enrollment, achievement, and completion

Tableau Community Dashboards

The team offered Tableau Community Dashboard trainings through the Professional Development Center and is exploring options to offer a more advanced workshop for the community.

DataLab hosted by the State Board for Community and Technical Colleges

Ms. Copeland and Mr. Grayson Court attended the SBCTC DataLab to provide feedback on the Guided Pathways dashboards. The cross-departmental team in attendance reviewed the dashboards together and discussed Guided Pathways work on campus.

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

In collaboration with EDI Council subcommittee on research, the team is working to support the council's work. This includes an assessment of the Employee Survey, the structured feedback on March, and student surveys such as SENSE and CCSSE. This information will be compiled into a single report for the EDIC.

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

The team supported an application to College Spark Washington, which will support math pathways between basic education and developmental math (see Board Goal 2 for additional details). College Spark will notify the college in December if we are selected to submit a full proposal.

Support the accreditation process

Alongside Drs. Hayden and Ames, the team supported the drafting of the initial Year 7 accreditation report. This includes writing sections of the report and providing data for the mission fulfillment matrix. The team will support the writing of the Institutional Overview as well. Ms. Copeland attended a webinar hosted by the Northwest Commission on Colleges and Universities titled *Successful Practices for Assessing Core Themes and Student Learning Outcomes for Mission Fulfillment*.

Use data to assess the effectiveness of policies

Summarized below are data projects led by the team:

National Postsecondary Student Aid Study

The team, in collaboration with Student Services, responded to the Department of Education's National Postsecondary Student Aid Study (NPSAS). This study examines the characteristics of students in postsecondary education, with special focus on how they finance their education.

Institutional Planning and Effectiveness Committee (IPEC)

The Institutional Planning and Effectiveness Committee (IPEC) will continue work on Strategic Plan performance measures, including Key Performance Indicators (KPIs). IPEC will also serve as a steering committee for grants such as Title III, Strengthening Institutions. IPEC supported a recent grant application for

Development of Employee Dashboards

In collaboration with Human Resources and IT, the team is developing an employee dashboard that will help assess Strategic Plan goals related to employee satisfaction. Initial work began in the summer and will continue throughout the academic year.

Integrated Postsecondary Education Data System (IPEDS)

The team completed the fall section of IPEDS 2018-19 reporting.

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

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

The contributed data to the Annual Report, which was used for this year's benefit breakfast. The team is also developing Tableau data dashboards to support foundation work.

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

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

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

National Science Foundation Awards

The team continues to support the three National Science Foundation grants at LWTech. This includes the Future Tech Stars S-STEM scholarship program, the Pacific Northwest Photonics Technology Project, and AppConnect NW project. The team is also supporting pending proposals and upcoming awards.

Department of Education Awards

The team supported the three the Department of Education grants at LWTech. Specific work included preparation for upcoming Center of Excellence for Veteran Student Success report and preparing for submission of upcoming TRiO proposals.

College Spark Washington

LWTech submitted a Letter of Intent (LOI) to College Spark Washington. The grant requests \$150,000 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. The proposal also aims to expand our Guided Self Placement process where students can select their level of math or English.

Washington Student Achievement Council Suicide Prevention Grant

LWTech submitted an application to the Washington Student Achievement Council for \$60,000 to support suicide prevention work on campus. LWTech proposes to increase access to mental health services, provide training for faculty and staff, and reduce the means by which a student could self-harm on the campus. The project, if funded, will launch in early 2019, and will be led by a cross-departmental team from Student Services and Instruction. The college will be notified of our status in December.

Office for Community College Research and Leadership (OCCRL) – Spark Grants Initiative

LWTech submitted a proposal to be part of the upcoming *Educational Leaders Equity-Centered Transformation (ELECT) Spark Grants Initiative Program* through the Office for Community College Research and Leadership (OCCRL) at University of Illinois. LWTech requested \$8,000 to support equity, diversity, and inclusion work on campus.

Grant Planning

In collaboration with the Institutional Planning & Effectiveness Committee, the team is planning for next year's grant applications. Funding sources include the National Science Foundation and the Department of Education. Projects that will likely be pursued include Title III funding and additional support for Open Educational Resources.

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

PNAIRP: The Pacific Northwest Association for Institutional Research and Planning (PNAIRP) invited the team to present at the upcoming conference in Portland, Oregon. Mr. Court presented on behalf of the team.

Pave the Way Conference: In collaboration with Instruction, Mr. Court presented at the Pave the Way Conference held at the University of Washington on November 29.

SCUP Planning Institute: Ms. Copeland attended The Society for College and University Planning Planning Institute held at Clover Park Technical College on November 29.

Actively participate and engage in community activities

The team participated continues to lead trainings on the Tableau Community Dashboards.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	December 10, 2018
Submitted by:	Andrea Olson
Department:	Special Assistant to the President

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2018-19 academic year. Where there is a checked box, the department supported this work over the last month.

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

☒ Annual briefing on 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

☐ Support the accreditation process

☐ Use data to assess the effectiveness of policies

Strategic Plan

As shared in at the October Board of Trustees meeting, the college is in the process of identifying values. Draft values have been shared in multiple forums across the college community. Initial feedback indicated that it would be helpful to develop statements to define each value. A workshop was held with the college leadership team to discuss the relationship between our values, mission, vision, and core themes as well as to formulate proposed statements. The draft values and proposed statements were shared at an all-college staff meeting as well as with students at a student forum. This feedback indicated that one of the proposed values should be eliminated – successful, as it is perceived to measurement rather than a value – and resulted in revised value statements.

Policies that support staff faculty and staff development and retention

Individual coaching work is process with the LEADS participants and will continue on a monthly basis through the remainder of the program.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	December 10, 2018
Submitted by:	Dr. Ruby Hayden
Department:	Student Services

November is a busy month for the Student Services Division due to multiple campus events, the start of the Full registration cycle for Winter quarter, and off campus council meetings.

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2018-19 academic year. Where there is a checked box, the department supported this work over the last month.

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

☐ Annual briefing on 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

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☐ Evaluate and approve policies that support faculty and staff development and retention

☒ Support the accreditation process

☒ Use data to assess the effectiveness of policies

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

The Learning Lab drop-in tutoring center is available to serve all students at LWTech. We serve students from basic skills through applied baccalaureate level students. Fall quarter we launched a new reporting software called TutorTrack that allows students to login by scanning their student ID cards via a barcode scanner. This system allows us to capture real course data and links with LWTech's campus wide Hobson's Starfish program. This will allow staff and faculty associated with particular students to see their use of tutoring services in The Lab (i.e. which courses, number of visits, and length of time spent in The Learning Lab).

Promotion of student enrollment, achievement, and completion

November 6 was the annual Veteran's Luncheon attended by both President Goings and Vice President Hayden. This event was planned by our Veterans Services team: Ahmad Bennett; Bill Chaney; Kimberly Geer; Abigail Celemin; our Veteran Corp. student employee, Kayla Hodges; our three workstudy employees working in the Center of Excellence for Veteran Student Success, Felicia Coffin; Heather Lowry; and Roger Zatarain; and our student Anthony Henderson who is volunteering in the Veterans Center as a peer support specialist. It would not be possible without the diligent efforts of our Culinary and Baking Arts students, faculty, and staff, and our Facilities and IT Teams.

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

Please see the Search Advocate attendance listed on Board Goal 3.

Support the accreditation process

The Accreditation Committee continues to meet on a regular basis to advance the draft of our Year Seven Self Study. Important Upcoming dates:

- April 19, 2018 – Mock Evaluation
- October 21-23, 2018 – Year Seven Onsite Evaluation

Use data to assess the effectiveness of policies

Vice President Ruby Hayden attended the SBCTC Fall Data Lab with representatives from Instruction and Institutional Research to provide feedback on new tableau dashboards that monitor the impact of Guided Pathways 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 college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development

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

Vice President Ruby Hayden attended the Bright Futures breakfast and work with Foundation staff to provide the data leading to a second \$25k matching donation for the student emergency fund.

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

College Outreach Activities

On November 15, we held a job fair on campus in partnership with WorkSource Snohomish and King Counties. We had a wonderful turnout totaling 35 employers within a variety of different industries who had a wide array of current job openings. It was attended by over 250+ job seekers, students, alumni, and community members who expressed great appreciation to LWTech for putting on the event. A special thank you to all of the faculty and staff that sent their students to attend the event, as it was especially well attended by our students and there was a great energy in the air the entire time. We received very encouraging and positive feedback from both attendees and employers who were very impressed with the job fair in every aspect.

Key conferences and events

Vice President Ruby Hayden and Director of Student Development Katie Viola joined representatives from Human Resources and Instruction at a Search Advocate training on November 8 and 9. This training covered advanced ways to ensure an Equity, Diversity, and Inclusion lens in the hiring process.

Other Departmental Activities/Highlights

On Thursday, November 8th, TRiO partnered with various groups on campus and other colleges and universities across the country to celebrate the contributions of first-generation college students/graduates for the second annual National First-Generation College Celebration. The LWTech Library Learning Commons provided hour-by-hour social media posts, The RISE Center, Student Programs/ASG hosted an event in the East Mall near the RISE Center and a Food for

Thought luncheon for students. Janet Waters and her baking students made beautiful First2Go cookies for the Campus Life event. Sally Heilstedt and the Instruction team advertised this event to faculty. President Goings and Vice President Ruby Hayden made public statements about the contributions of first-generation to college students/graduates. And finally, Dr. Patricia Hunter, Tien Do, and Lisa Anderson supported this event on social media, in TRiO, and The Learning Lab. The LWTech campus staff, faculty, and students were encouraged to post photos and messages on social media and/or show their support by wearing a “First2Go” pin. This second annual National First-Generation College celebration was a great experience for LWTech to showcase its first-gen students, faculty, and staff.

Report to Board of Trustees

Board Meeting Date:	December 10, 2018
Submitted by:	College Council

College Council held the second meeting of the academic year.

Board Goal 3: Build community connections for the College.

College Council approved the creation of four committees:

- ASG Technology Fee Committee
- ASG Services and Activities Fee Committee
- Data Governance Committee
- Bias Response Team

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BOARD OF TRUSTEES – December 2018
Monthly Financial Summary – October 2018

Attached are the following financial reports:

1. Statement of Revenue and Expenditures by Fund Source
2. Statement of Revenue and Expenditures and Fund Balance
3. Budget Status – Operating Budget by Fund Source

Summary Report:

- The College is four months into the fiscal year (33%). At this early point, we are cautiously optimistic regarding the financial outlook for the year. Enrollments remain relatively flat compared to last year. Tuition revenues are up approximately 2.4% primarily reflecting the tuition increase of 2.2%. At this time, given the enrollment trends, the budget outlook remains neutral moving forward as we now will monitor enrollments for Winter Quarter.
- For year to date, revenues total approximately \$15.0 million, up 1.9% from the prior year. This is primarily due to use of state funds. Expenditures total approximately \$14.1 million and are down 1.0% from the prior year. This reflects lower financial aid and ASG Tech fee expenditures as compared to last year.
- For all funds, expenditures exceed revenues by approximately \$879,000. For the general and self-supporting funds, revenues exceed expenditures by approximately \$1.39 million.
- As of October 31, the College has a total fund balance for all funds of approximately \$6.4 million. As of October 31, the general operating reserve totals approximately \$3.7 million.
- For the general fund budget, expenditures total approximately \$7.7 million and are up 5.2% from the prior year. However, there are no areas of concern at this point. Tuition revenue is up 2.4% from the prior year.
- For self-supporting fund activities, expenditures total approximately \$1.16 million while revenues total approximately \$1,436,000. As of October 31, revenues exceed expenditures by approximately \$271,000. There are no areas of concern at this time.
- Capital Projects: Expenditures through October total approximately \$171,000. There will be significant activity for the balance of the year as the College is working to expend approximately \$1.8 million in state funded capital projects in this fiscal year. This is due to the late start on state funded projects due to the delay in the budget approval by the Legislature. The ASG funded East Building Commons remodel is close to going out to bid for work to be done in the Spring.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures by Fund Source
thru month ended October 31, 2018
FY2018-19

REVENUES

Fund	Description	Budget	Revenue to Date	Balance	% Received	Prior Year as of 10/31/17	\$ Difference	% Change
001	State Allocations	17,012,123	5,723,206	11,288,917	33.64%	5,427,429	295,777	5.45%
149	Tuition	7,600,000	2,891,482	4,708,518	38.05%	2,823,642	67,840	2.40%
149	Other/Investment	259,133	6,004	253,129	2.32%	145,349	(139,345)	-95.87%
148	Local Dedicated Funds	4,240,602	1,436,188	2,804,414	33.87%	1,220,510	215,678	17.67%
145	Grants & Contracts	8,572,547	1,011,869	7,560,678	11.80%	1,133,655	(121,786)	-10.74%
522	Student Activities	1,190,000	406,038	783,962	34.12%	478,484	(72,446)	-15.14%
524	Bookstore	100,000	65,620	34,380	65.62%	42,409	23,211	54.73%
528*	Facilities/Safety	0	(29,143)	29,143		0	(29,143)	
569	Food Service	250,000	64,481	185,519	25.79%	69,268	(4,787)	-6.91%
570	Enterprise Activities	747,000	258,749	488,251	34.64%	261,369	(2,620)	-1.00%
8xx	Financial Aid	8,585,863	2,960,132	5,625,731	34.48%	2,986,842	(26,710)	-0.89%
	Subtotal	48,557,268	14,794,625	33,762,643	30.47%	14,588,957	205,668	1.41%
440	Central Stores	40,000	0	40,000	0.00%	6,854	(6,854)	-100.00%
448	Printing/Copying	250,000	55,145	194,855	22.06%	54,562	583	1.07%
840	Agency	0	169,380	(169,380)		90,806	78,574	86.53%
	Subtotal	290,000	224,525	65,475	77.42%	152,222	72,303	47.50%
Total Revenues		48,847,268	15,019,150	33,828,118	30.75%	14,741,179	277,971	1.89%
		=====	=====	=====	=====	=====	=====	=====

EXPENDITURES

Fund	Description	Budget	Expended to Date	Balance	% Expended	YTD 2017-2018	\$ Difference	% Change
000	General Operating	24,871,256	7,698,657	17,172,599	30.95%	7,318,561	380,096	5.19%
148	Local Dedicated	4,015,602	1,164,718	2,850,884	29.00%	1,102,752	61,966	5.62%
145	Grants & Contracts	8,572,547	1,442,196	7,130,351	16.82%	1,175,394	266,802	22.70%
522	Student Activities	1,120,000	352,538	767,462	31.48%	633,480	(280,942)	-44.35%
524	Bookstore	50,000	(441)	50,441	-0.88%	(304)	(137)	45.04%
528*	Facilities/Safety	0	963	(963)		0	963	
569	Food Service	300,000	100,827	199,173	33.61%	109,790	(8,963)	-8.16%
570	Enterprise Activities	747,000	228,335	518,665	30.57%	205,629	22,706	11.04%
8xx	Financial Aid	8,585,863	3,071,351	5,514,512	35.77%	3,677,241	(605,890)	-16.48%
	Subtotal	48,262,268	14,059,144	34,203,124	29.13%	14,222,543	(163,399)	-1.15%
440	Central Stores	40,000	4,184	35,816	10.46%	7,891	(3,707)	-46.98%
448	Printing/Copying	250,000	56,744	193,256	22.70%	60,073	(3,329)	-5.54%
840	Agency	0	20,551	(20,551)		2,167	18,384	848.35%
	Subtotal	290,000	81,479	208,521	28.10%	70,131	11,348	16.18%
Total Expenditures		48,552,268	14,140,623	34,411,645	29.12%	14,292,674	(152,051)	-1.06%
		=====	=====	=====	=====	=====	=====	=====
Total Revenue Over(under) Expend		295,000	878,527			448,505		
Capital Projects:								
147	Local Capital Fund	63,241	41,603	21,638	65.78%	0	41,603	
057/060	Capital Projects - State	1,261,350	129,553	1,131,797	10.27%	0	129,553	

*Moved to Fund 148

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Statement of Revenue and Expenditures and Fund Balance
thru month ended October 31, 2018

	Fund Balance 07/01/18	Year-to-Date Revenue	Year-to-Date Expenditure	10/31/18 Balance	10/31/17 Balance
Operating Funds					
001 State Allocations	0	5,723,206	5,723,206	0	
149 Tuition	(2,071,716)	2,891,482	1,975,451	(1,155,686)	
Other/Investment	0	6,004		6,004	
149 Subtotal	(2,071,716)	2,897,486	1,975,451	(1,149,682)	(1,238,024)
148 Local Dedicated Funds	2,120,960	1,436,188	1,164,718	2,392,430	2,204,279
145 Grants & Contracts	2,174,253	1,011,869	1,442,196	1,743,926	1,878,644
522 Student Activities	2,169,129	406,038	352,538	2,222,629	2,188,078
524 Bookstore	191,195	65,620	(441)	257,256	252,675
528 Facilities/Safety	32,711	(29,143)	963	2,605	0
569 Food Service	(166,112)	64,481	100,827	(202,459)	(162,122)
570 Enterprise Activities	14,454	258,749	228,335	44,868	31,878
846/849/850/860 Financial Aid	412,919	2,960,132	3,071,351	301,701	(233,337)
Total Operating	4,877,793	9,071,419	8,335,938	5,613,275	4,922,071
440 Central Stores	18,918	0	4,184	14,734	21,760
448 Printing/Copying	522,594	55,145	56,744	520,995	539,201
840 Agency	43,048	169,380	20,551	191,876	96,789
Subtotal	584,560	224,525	81,479	727,606	657,750
Total All Operating Funds	5,462,354	15,019,150	14,140,623	6,340,880	5,579,821
Total All Operating Funds	5,462,354	15,019,150	14,140,623	6,340,880	5,579,821
Capital Projects - State	0	129,553	129,553	0	0
Capital Projects - Local	63,523	41,659	41,603	63,579	63,241
Total All Funds	5,525,876	15,190,362	14,311,779	6,404,459	5,643,062
General Operating Reserve	2,900,781			3,688,253	3,591,532
% of Operating Budget as of 10/31/18				12.18%	12.72%
General Operating Reserve Requirement				4,541,079	
				15%	

Source: BA1203/1204; GA 1332;

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Budget Status - Operating Budget FY17-18
thru month ended October 31, 2018

General Funds 001/149 Expenditure Category	Approved Budget	Adjusted Budget	Actual to Date	Projected	Balance	% Expended/ Encumbered	Prior Year to Date	% Difference
Salaries	\$ 16,787,164	\$ 16,669,384	\$ 4,535,225	\$ 11,205,000	\$ 929,159	94.43%	\$ 4,422,783	2.54%
Benefits	5,989,502	5,954,594	1,773,198	4,145,850	35,546	99.40%	1,709,738	3.71%
Goods & Services*	2,339,334	2,506,807	1,060,058	606,397	840,352	66.48%	793,368	33.61%
Equipment	210,354	332,354	33,115	9,981	289,258	12.97%	126,417	-73.80%
Travel	68,550	77,550	29,615	12,000	35,935	53.66%	34,922	-15.20%
Grants, Client Services	791,506	791,329	285,773	5,000	500,556	36.74%	250,768	13.96%
HS Academy Transfer	(1,155,103)	(1,155,103)	0	-	(1,155,103)	0.00%	-	
International Prog. Transfer	0	-	0	-	-		-	
Transfer of Charges	(305,659)	(305,659)	(18,327)	-	(287,332)	6.00%	(19,435)	-5.70%
Total Expenditures	\$ 24,725,648	\$ 24,871,256	\$7,698,657	\$15,984,228	\$1,188,371	95.22%	\$ 7,318,561	5.19%
Revenue Category								
State Allocations	\$ 16,865,515	\$ 17,012,123	\$ 5,723,206	-	\$ 11,288,917	33.64%	\$ 5,427,429	5.45%
Tuition	7,600,000	7,600,000	2,891,482	-	4,708,518	38.05%	2,823,642	2.40%
Investment	1,000	0	0	-	-		-	
Other	259,133	259,133	6,004	-	253,129	2.32%	145,349	
Total Revenue	\$ 24,725,648	\$ 24,871,256	\$ 8,620,692	\$ -	\$ 16,250,564	34.66%	\$ 8,396,420	2.67%
Revenue Over (Under) Expenditur	\$ -	\$ -	\$ 922,035				\$ 1,077,859	

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Budget Status - Operating Budget FY17-18
thru month ended October 31, 2018

Self Supporting Fund 148 Expenditure Category	Approved Budget	Adjusted Budget	Actual to Date	Projected	Balance	% Expended/ Encumbered	Prior Year to Date	% Difference
Salaries	\$ 1,229,969	1,254,724	\$445,053	\$ 990,000	\$ (180,329)	114.37%	\$ 356,273	24.92%
Benefits	514,152	509,708	168,462	386,100	(44,854)	108.80%	129,609	29.98%
Goods & Services	2,092,937	2,085,811	406,403	925,146	754,262	63.84%	524,148	-22.46%
Equipment	181,039	181,039	134,041	9,237	37,761	79.14%	78,306	71.18%
Travel	5,300	5,300	9,209	1,230	(5,139)	196.96%	12,481	-26.22%
Grant/Client Services	0	-	1,550	-	(1,550)		1,935	-19.90%
Transfer of Charges	(20,980)	(20,980)	-	-	(20,980)	0.00%	-	
Total Expenditures	\$ 4,002,417	\$ 4,015,602	\$ 1,164,718	\$2,311,713	\$539,171	86.57%	\$ 1,102,752	5.62%
Revenue Category								
Inst. Program Fees	\$ 1,536,200	\$ 1,536,200	\$ 602,632		\$ 933,568	39.23%	\$ 608,080	-0.90%
Inst. Ancillary Rev.	576,000	576,000	121,601		454,399	21.11%	121,735	-0.11%
Testing	20,000	20,000	9,007		10,993	45.04%	8,267	8.95%
Other Fees & Income	2,095,217	2,108,402	702,948		1,405,454	33.34%	482,428	45.71%
Excess Enrollment Tuition & Fees	0	0	0	-	-		-	
Total Revenue	\$ 4,227,417	\$ 4,240,602	\$ 1,436,188	\$ -	\$ 2,804,414	33.87%	\$ 1,220,510	17.67%
Total Revenue over Expend.	\$ 225,000	\$ 225,000	\$ 271,470				\$ 117,758	

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
Status - Capital Projects
thru month ended October 31, 2018

Appropriation	Approp. Code	Program	Project No./ Dept. No.	Appropriation Amount	Actual Expended			Balance
					2017-18	2018-19	Encumbered	
State Capital Appropriations (Funds 057/060):								
2017-19 Biennium:								
RMI 17-19	U19	900	N238	\$ 349,000	\$ 14,695.95	\$ 30,505.48	\$ -	\$ 303,798.57
Facility Repair A Elevator Controls	U89	900	N055	\$ 97,000	\$ 300.00	\$ 5,187.30	\$ -	\$ 91,512.70
Facility Repair A Water Valves	U89	900	N057	\$ 138,000	\$ -	\$ 17,938.20	\$ -	\$ 120,061.80
Site Repair A Electric Vaults	U91	900	N413	\$ 138,000	\$ -	\$ -	\$ -	\$ 138,000.00
Site Repair A Curbing	U91	900	N414	\$ 422,000	\$ 14,938.25	\$ 50,231.64	\$ -	\$ 356,830.11
Minor Works Faculty Offices	U96	900	N187	\$ 174,000	\$ -	\$ 4,011.35	\$ -	\$ 169,988.65
Minor Works Culinary	U96	900	N188	\$ 340,000	\$ 22,053.53	\$ 16,823.35	\$ -	\$ 301,123.12
Minor Works Science Lab HVAC	U96	900	N189	\$ 145,000	\$ -	\$ 4,855.80	\$ -	\$ 140,144.20
Preventive Mtce.	U55	992	N355	\$ 423,400	\$ 211,700.00	\$ -	\$ -	\$ 211,700.00
Total 17-19 Appropriations				\$ 2,226,400	\$ 263,687.73	\$ 129,553.12	\$ -	\$ 1,833,159.15
Prior Biennium:								
N/A				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
Total 15-17 Appropriations				\$ -	\$ -	\$ -	\$ -	\$ -
Total State Capital Appropriations				\$ 2,226,400.00	\$ 263,687.73	\$ 129,553.12	\$ -	\$ 1,833,159.15
Local Capital Project Appropriations (Fund 147):								
Available Funds (Balance & Revenue)				\$ 63,241	\$ -	\$ -	\$ -	\$ 63,241.00
ASG East Bldg. Commons Remodel				\$ 1,300,000	\$ 23,076.08	\$ 41,602.68	\$ -	\$ 1,235,321.24
Total Local Capital Funding				\$ 1,363,241.00	\$ 23,076.08	\$ 41,602.68	\$ -	\$ 1,298,562.24
Total Capital Projects - State & Local				\$ 3,589,641.00	\$ 286,763.81	\$ 171,155.80	\$ -	\$ 3,131,721.39
Following projects deferred until 2019-21 biennium due to delay in budget approval:								
Facility Repair A East Bldg HVAC		900		\$ 531,000				
Facility Repair A West Bldg HVAC		900		\$ 670,000				



**Associated Student Government
Board of Trustees Report December 10, 2018**



Pictured: ASG Executive Board with Natalie Alvis, Gage Wollman, Tevin Wright, Sally Heilstedt, and Dr. Elliot Stern taking a "silly" picture after meeting Governor Inslee!

Updates:

This has been a wonderful quarter! The ASG Executive Board has constantly been on the go. On November 1, 2017, ASG opened the Daily Eating Necessities pantry for students. Now, a year later, we are hoping to expand and further our legacy. Our exciting "Humans of LWTech" has rolled out on our social media. This has led to student engagement with targeted staff such as Bill Marshall. We believe strongly that in order for our college to continue to grow – we must help inspire a strong sense community. The team is looking forward to the winter break so that we can create more impactful and sustainable outreach efforts for both students and college administration. Passion, creativity, and dedication fuels the ASG Executive Board. We will not only build from the foundation already laid by others, but evolve and make it our own. Stay tuned for more!

Please support our efforts and check out our social media:

- [Instagram.com/studentvoiceoflwtech](https://www.instagram.com/studentvoiceoflwtech)
- [Facebook.com/LWTECHASG](https://www.facebook.com/LWTECHASG)
- [Twitter.com/LWTEch_Asg](https://twitter.com/LWTEch_Asg)

Events and Activities:

11/5: Tree of Thanks

Student Programs did a wonderful job on this year's tree of thanks! Over 200 students shared stories of gratitude in the East Mall. They also got to take mini pumpkin pies in celebration of the festive environment.

11/7: Free Flu Shots for Students

Our annual flu shots were very necessary this year. According to those who administered the shots – this was one of the worst flu seasons in a long time. This was very evident because it seemed to spread throughout the Student Programs. Both Student Program Staff and student's campus wide felt the effects of this. Luckily, 86 students took advantage of this wonderful opportunity presented.

11/13: Intoxi-Kart

Beer goggles, Mario-Kart, and Kirkland Police Officers – what could go wrong? The answer is nothing! This event was widely talked about. 54 students attended! Thanks to tech brought by Student Programs Staff, students were able to play Mario-Kart four at a time. The energy was infectious and students couldn't help but laugh and have fun. A special thanks to Kirkland PD for not only playing and engaging with students, but providing a healthy and reassuring environment. This event was a blast!

11/14: Pizza with The President (Presidential Forum)

The ASG team worked hard to provide a special forum for the students. Over 25 students participated which broke prior records! We decided to completely revamp this event. From the setup to student engagement, we wanted our first event to be successful. Not only was the event successful, but there was a level of honest conversation that hadn't happened before. We are hoping to keep up the momentum and constantly change our methods. This wouldn't be possible without the support of Dr. Amy Morrison Goings, Ruby Hayden, Dean Michael Richmond, Dean Jamilyn Penn, and of course Elliot Stern. Their input was invaluable and their passion for this school and for students very evident.

11/27: Governor Inslee Visit!

The ASG Executive Board was invited to meet with Governor Inslee. Sloane Hunt, Ellienn Shouse, and Cole Galino previously had the pleasure to hear him speak during the summer at WACTSA. During that speech we were inspired to make a difference on our campus. Now, having spoken with him again, our commitment to students here has gotten stronger. His work for our community and technical colleges is important, and we were honored to share some of our stories and represent this college.

- Virginia King proudly shared her trials and triumphs as a single parent. She also shared about how because she loved the opportunities that LWTech offered her, she brought her two children with.
- Pablo Bautista shared his passion and commitment to a better life thanks to his parents and their support. He aspires to give back to them.
- Ellienn Shouse shared that he is going to continue his education here and enter the Applied Bachelors Program for Computing and Software Development.
- Cole Galino shared that working on the Associated Student Government was his first job. He also shared that he wanted to inspire this campus in a positive manner.
- Sloane Hunt shared her dreams of taking over the world through Cyber Security. Luckily Governor Inslee found this a worthy pursuit and encouraged her to reach out to his office after graduation.

Upcoming Events

December:

3-7 Late Nights in The Library

Item 1017
2018-12-10

Lake Washington Institute of Technology Values Statement

Request for Approval

Situation

The college's 2017-2020 strategic plan asks the college to obtain input from the college community on the following topics: what constitutes an inclusive environment; what creates a sense of belonging; what creates a sense of shared purpose and community; what does it mean to be a public institute of technology; and, what kinds of professional development opportunities would be most meaningful to employees.

The college community gathered on March 8, 2018 to explore these questions. The results of their work included 22 pages of feedback. Institutional Research, Communications & Marketing, and Human Resources examined this feedback and conducted a theme analysis. This analysis of the feedback indicated that while the college had a mission, vision, vision narrative (describing the college's desired future state), and core themes, it did not have a clear values statement describing the expectations of how people would do their work – with each other, students, and the community.

The following draft values were developed as a result:

- Inclusive
- Innovative
- Collaborative
- Respectful
- Successful

These were shared throughout the college community, including department, committee and council meetings as well as the President's Advisory Council, a Leadership Team workshop, an All Staff Meeting exercise, and a Student Forum. The feedback from the college community included a recommendation to remove Successful as a value in that it seemed more like a measurement and to create value statements.

The below value statements were reviewed by Executive Cabinet and are now recommended for approval by the Board of Trustees:

Inclusive: We intentionally create a welcoming environment where all feel a sense of belonging.

Innovative: We are leaders in maximizing opportunities to create a thriving college community.

Collaborative: We are open to change and work together to achieve success for all.

Respectful: We engage others with acceptance, open-mindedness, courtesy, and care.

ITEM 1018
2018-12-10

**Lake Washington Institute of Technology
Reaffirmation of Mission, Vision, and Core Themes**

Situation

LWTech is currently preparing the self-study documents for its Year Seven site visit to continue accreditation under the Northwest Commission on Colleges and Universities. As part of this work, it is essential for the college community to know their efforts to fulfill the core themes and mission of LWTech are supported at all levels of college leadership.

Currently, the LWTech mission, vision and core themes read as follows:

Mission

To prepare students for today's careers and tomorrow's opportunities

Vision

To be the college of choice for workforce education

Core Themes

Pathways: LWTech is accessible to the community by providing multiple entrance points and educational pathways. The college is a conduit for students to upgrade their skills, transition into new careers, or further their education and training.

Student Achievement: At LWTech, students gain the skills and knowledge needed to achieve their educational goals and to participate in the workforce.

External Engagement: LWTech forms partnerships with governmental and community organizations, educational institutions, business, and labor in order to effectively support the Institution's mission.

College Community: LWTech provides a safe, supported and engaging learning environment for students and work environment for faculty and staff.

Recommendation

That the Board of Trustees formally reaffirm their commitment and support of the college's mission, vision, and core themes.