

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	December 8, 2018
Executive:	Leslie Shattuck
Department:	Communications and Marketing

Communications and Marketing

The Communications and Marketing team (team) spent December supporting several departments across the college. The following is an update of the top-level projects they worked on during the month.

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 in December:

Kirkland Reporter: STEM Summit Visit

- <https://www.kirklandreporter.com/news/lwtech-welcomes-washington-stem-leaders-for-tour/>

The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted winter registration, the January Resource Fair, Photonics, holidays/campus closures, info sessions, workshops, programs, campus and community events, and much more.

Website

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

Programs and Departments Support

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

President's Office Support

The team provided communications support to the President's office during the month of December.

2018 Transformations Magazine

The team continued work on the content and design for 2018 issue of *Transformations Magazine*.

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.

Internal Engagement

Digisign Updates

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

ASG and Student Programs

The team continued to support ASG, Student Programs and the RISE Center, where needed.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	Monday, January 8, 2018
Executive:	Elisabeth Sorensen
Department:	LWTech Foundation / Development

New LWTech Foundation Board Members

The LWTech Foundation is pleased to vote the following five individuals to the LWTech Foundation Board of Directors at the upcoming meeting on Friday, January 26:

- **David Alskog** – David is a partner with Livengood Alskog, a law firm based in Kirkland. David’s practice areas include school districts, real estate and commercial litigation.
- **Shelli Dean** – Shelli is a property manager and mechanical engineer. Her son Payton is a standout student in LWTech’s Machining Technology Program. Shelli’s parents, the late Larry Hansen and Linda Hansen, are longtime generous donors to the LWTech Foundation.
- **Walt Krueger** – Walt is a partner with Krueger Beck PLLC in Kirkland as well as an all-around community leader. Walt and his wife Kathy are longtime donors to the LWTech Foundation. Additionally, Walt has a passion for early childhood education.
- **Bill Shelby** – Bill is a Kirkland resident and longtime LWTech Foundation donor. He’s a member of the BSN Campaign Committee, Microsoft Alumni. He currently works as a web designer for a stock trading company.
- **Diane Toomey** – Diane is VP of Human Resources for PAC Worldwide, a manufacturing company located in Redmond. PAC Worldwide generously sponsored the 2017 LWTech Foundation Bright Futures Benefit Breakfast at the \$5,000 level.

LWTech Foundation Board member Sherry Zins Calvert is rotating off of the board after serving two three year terms. Board member David Berkey resigned from the board in September to spend more time at his summer home in Oregon with his grandchildren. Lastly, Senator Rosemary McAuliffe, now serving as a Bothell City Councilmember, is moving to ex-officio status on the board of directors given her busy schedule.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	January 8, 2018
Executive:	Meena Park
Department:	Human Resources & Benefits

Benefits

- EAP has expanded services to include free legal consultation and financial counseling services, as well as a comprehensive work-life website that includes resources, articles, webinars and e-learnings, financial calculators, legal documents and a self-search provider databases for eldercare and childcare.

Training and Development

- December LEADS session was held on December 8th. In addition to Personal Branding and StrengthsFinder sessions presented by Leslie Shattuck and Sally Heilstedt respectively, we held a first ever 'Ask a VP' discussion panel where the VPs responded to questions regarding their personal leadership journey. Past and present LEADS cohorts were invited to participate in this event.
- The 5 Star Consortium's Supervisor/Manager training collaboration is ongoing. Once finalized, the contents will be provided to the EDIAC council to review through an EDI lens.
- The 5 Star Consortium will offer Adjunct Faculty Orientation on January 6, 2018 at Shoreline Community College.

Committees/Commission

HRMC

- A meeting has been scheduled for December 19, 2017 between Ed McCallister, Director of HR at SBCTC and the HR Directors of the five technical colleges (LWTech, Renton, Bellingham, Bates, and Clover Park) to discuss the needs of technical colleges and how we differ from community colleges.

EDI

- EDIAC is working to finalize the 2017-18 Work Plan to ensure alignment with the College's Strategic Plan. Once finalized, subcommittees will be formed to initiate the work in January.

Title IX

- The annual report of the Title IX Committee was compiled and submitted to College Council.
- Dr. Ruby Hayden, Meena Park, Katie Stewart, Katie Viola, Phil Snider and Jamoral Bonner attended the ATIXA Title IX training at Bates Technical College. A debrief meeting has been scheduled in January to discuss how to incorporate key takeaways into current College Title IX procedures.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	January 8, 2018
Executive:	Dr. Elliot Stern
Department:	Instruction

- The Horticulture program continues to maintain strong relationships with industry partners. This fall, we hosted the Washington Association of Landscape Professionals (WALP) and the Washington State Nursery and Landscape Association (WSNLA) professional certification exams. In addition, WSNLA and the Cascade Water Alliance are holding workshops related to sustainable landscape practice on our campus, exposing hundreds of industry professionals to our school.
- Further, the Horticulture program has been hard at work establishing transfer agreements (TA) with a number of colleges and universities. In the spring, we finalized a transfer agreement with Cascadia College for their Environmental Science B.A.S. In summer, we worked to establish a T.A. with Bastyr University for their Sustainable Landscape Design Certificate.
- Our Math& 151 course, Calculus I, passed the review process/requirements for the OER degree grant.
- William Bricken has developed and is presently teaching a new course, Math 335, Computational Design. This course is for the BTAD students and covers the use of computational technology in the design process.
- Narayani Choudhury will be teaching a new Math course MATH220 Linear Algebra (with pre-calculus prerequisite) winter quarter. This course is for computer science DTA students and will involve hands on applications.
- Wes Mantooth designed and is currently teaching a new class, “Digital Storytelling: Components of Narrative and Mythology,” for the first cohort in the Digital Gaming and Interactive Media BAS program.
- One of LWTech’s two Academic I-BEST teams will be presenting at the annual Teachers of English as a Second Language (TESOL) conference next March in Chicago. TESOL is one of the largest educational conferences held nationally each year, and a team of Linda Raymond (Communications), Stephanie Walsh (English), Karen Lee (ESL) and Dean Doug Emory will be presenting on how to develop academic I-BEST classes to support second language students in transfer programs.
- I-BEST navigator Carol Leffall and Dean Doug Emory presented to the House Higher Education Subcommittee on November 16th, outlining how the six colleges selected to receive I-BEST expansion funding are implementing the project and discussing the benefits of the I-BEST program to Lake Washington students.
- Through funding received through the I-BEST expansion project, the I-BEST program has brought Tia Lawson on board as the program’s second navigator. Tia is an experienced ESL and I-BEST instructor and is also a member of the state’s cadre of team-teaching trainers.
- Dr. Ames and Cathy Copeland presented about the AppConnect NW NSF-funded project to the state’s CTC grant developers’ association to advise them on future collaborative grant possibilities.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	January 8, 2018
Submitted by:	Grayson Court
Department:	Research and Grants

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 December.

External Engagement

Grant Reporting – Center of Excellence for Veteran Student Success

In addition to co-writing the proposal with Dr. Ruby Hayden, the Office of Research & Grants serves as the evaluator for the Center of Excellence for Veteran Student Success on campus. The team prepared the annual evaluation report submitted in late December.

Guided Pathways – College Spark Washington/SBCTC

LWTech submitted an application to be part of the College Spark/SBCTC *Guided Pathways* project. Guided Pathways is a philosophical shift in the way the college teaches, advises, develops curriculum, and support students. The college received notification from the SBCTC that it was not selected as a finalist to advance for a second interview.

National Alliance for Partnerships in Equity

The Office of Research and Grants attended a 2-day workshop along with a team of faculty and staff to develop strategies that increase student access in non-traditional careers. This work is part of ongoing Perkins activities and will help LWTech achieve its goal to improve equity, access, and diversity for all students at the college.

Internal Engagement

Community Dashboards

The team continues to release new community dashboards for the college community as part of ongoing efforts to expand evidence-based, decision-making that lead to student success. New dashboards launched in December include analysis of course outcomes and degree/certificate completion. The team also continues to lead a training program for employees across the college which includes completion of a Family Educational Rights and Privacy Act of 1974 (FERPA) course. Over 300 employee accounts have been created and the team has trained 100+ employees who now have access to the dashboards. The team also provides specialized trainings for committees and teams on campus to use data to enhance programs and services.

Gainful Employment

The team is preparing for upcoming work to post the Gainful Employment templates on the college website. Past templates can be seen here: <http://www.lwtech.edu/about/gainful-employment/>

Strategic Plan Work/Institutional Planning and Effectiveness Committee

The Institutional Planning and Effectiveness Committee (IPEC) continues work on Strategic Plan performance measures. New projects this year include a greater focus on grant reporting, sharing of grant activities across campus, and data activities.

Accreditation

The team is supporting Dr. Ruby Hayden and the Accreditation Committee by participating on the initial writing group to draft the college's Year 7 report.

IPEDS

The team is managing the annual data collection process for the Integrated Postsecondary Education Data System (IPEDS) survey. Survey categories include fall enrollment, student financial aid, finance, libraries, graduation rates, and other student outcomes.

Community College Survey of Student Engagement (CCSSE)

Following the administration of the 2017 Survey of Entering Student Engagement (SENSE), LWTech is preparing to administer the companion survey, the Community College Survey of Student Engagement (CCSSE). Results of this survey are used for student success work, accreditation, and strategic planning.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	January 8, 2017
Executive:	Andrea Olson
Department:	Special Assistant

Strategic Plan Work

Tactics for the 2017-2020 plan have been completed. The Institutional Planning and Effectiveness Committee (IPEC) is developing focused metrics for goal achievement and members of Executive Cabinet have begun work on tactic implementation.

Ms. Olson is beginning to organize a college-wide engagement process regarding Goal 3, aligning our college culture and identity.

LEADS

Coaching conversations continue with the LEADS cohort, customized to the goals of individual participants to support their growth and leadership development.

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	January 8, 2018
Executive:	Ruby Hayden
Department:	Student Services

General Update

- The college, along with all other WA CTCs, will implement a preferred name option for students in our student management system. This update allows students who use a preferred name instead of their legal name for personal, security, or gender identity reasons to have that name appear on class rosters to reduce confusion. Dr. Hayden led the statewide task force that supported this change.

Admissions:

- Open House is scheduled for March 1, 2018 from 4-7 p.m. The Open House committee is hard at work making sure the event is a success!
- Selective admission applications will move to an online platform in winter 2018.

Workforce Development

- Our team will work alongside the RISE Center and Fitness program to implement a Martin Luther King Jr. Day volunteer project. The project will include a Community Resource Fair on January 11 as well as a campus-wide food drive. A team of volunteers will gather the food donations into food bags on January 10 and those bags will be handed out to those in need during the resource fair. Volunteers will assemble the bags in the open mall area to bring awareness to the project and issues about food insecurity.