

Executive Staff Report	April 2024			
	Goal 1	Goal 2	Goal 3	Goal 4
	Increase Completion of Degrees and Certificates	Cultivate a Supportive Teaching and Learning Environment	Foster an environment of diversity, equity, and inclusion	Enhance institutional vitality
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ACADEMIC AND STUDENT AFFAIRS				
Brenda Hanson represented FVCC (and student loans) at a financial reality fair held at the Linderman Education Center on March 19.	X		X	
Brenda Hanson served as an NWCCU peer evaluator on April 17-19 for a Washington community college's mid-cycle evaluation.				X
Nursing:				
Approximately 55 people attended night at the Broussard on 3/13/24.	X			X
11 Practical Nursing students have been accepted and will start classes 5/13/24	X	X		X
FOUNDATION				
Raised \$79,542 from 364 donations since March 11	X	X	X	X
Sold out Bibler Home and Gardens Tours in week one	X	X	X	X
Sold out Bees Knees Brunch in two hours	X	X	X	X
Presented to Markovich Family Foundation on FVCC and other Flathead Valley programs	X	X	X	X
HUMAN RESOURCES				
Professional Development: FVCC106: Financial Aid; Crochet for a Cause; Culture of Gratitude		X	X	X
The professional employee compensation market study resulted in a new salary structure, realigned paygrades based on updated criteria, and compensation statements for professional employees		X	X	X
WellCheck: A popular event that provides employees comprehensive health screenings for free will be held for plan participants on April 16-17	X	X	X	X
Employee Happenings: Joining Us: Rhoni Duncan - Human Resources Generalist Payroll and Benefits; Zen Parry - Grant Writer Transferring: Rhonda Kalving - Student Union Coordinator Leaving Us: Patrick Harmash - Custodian III, Lori Schroeder - Administrative Associate I	X	X	X	X
INFORMATION TECHNOLOGY				
Phone system update: - The last ~50 lines for staff phones are in process of transferring to Zoom - 5 fax lines are migrating to internet fax solution - All elevators and security systems migrating to mobile solutions - PA system being redesigned to work with Zoom phone.		X		X
Student information system migration update (CAMS > Elements): - IT is working on updating all custom development to use Elements test data - 3D Technologies, our implementation partner, is working on establishing a local replicated database - Thesis is close to rolling out APIs (critical functionality required to programmatically write data into Elements)		X		X
Learning Management System migration (D2L > Canvas) and custom development for the CAMS/Elements integrations are underway.		X	X	X
MARKETING				
Coordinated details for Mansfield Dialogue event and VIP reception 4/4			X	X
Produced videos and ran targeted advertising to promote and support "Experience FVCC" on 4/5	X	X	X	X
Filmed video interviews with 4 students for President's report and future student story content, including conducting training with team on best practices for video interviews	X		X	X
Provided FVCC promotional material to Discover Kalispell for Avelo Airlines inaugural flight to Sonoma County	X		X	X
Completed Summer Continuing Ed/Kids College catalog	X	X	X	X

WORKFORCE DEVELOPMENT				
Adult Education				
AE completed their Workplace Literacy (WPL) collaboration with Aspyr Contractors. As part of this effort, two students completed their OSHA-10 certifications and one has now enrolled in distance learning--a first for the ESL program. The completion of this WPL secured IELCE grant funding for next year.	X		X	X
Collaboration has begun with the CNC instructors Lloyd Haugen and Dave Sturgis and AE Transitions Coordinator Arthur Morken. The goal is to create an Integrated Education Training pathway for students starting in Fall 2024.	X	X	X	X
As of April 3rd, AE has served 261 individuals since July 1, and has had 42 HiSET completions.	X		X	X
Continuing Education				
Kids College opened and is at 50% of enrollment capacity after the first 24 hours of registration.		X	X	X
Concluded final Community Lecture on the Montana Dinosaur trail with approximately 120 attendees.		X	X	X
Launched Project Management training for the first time, with attendees from 8 different companies.	X	X		X
Contract training for two organizations in April: Hagadone Group (customer service and sales) and Trees for Life (heartsaver).		X	X	X
Culinary				
Completed search for new executive chef position. Andy Blanton has accepted the position and has been shadowing the culinary team at recent events to help with the transition.	X			X
Partnered with the Foundation for a successful Spring Festival featuring cuisine of San Francisco prepared by culinary instructors and students.	X			X
Grants Writer				
Zen Parry, the new grant writer, began her services for the college. She is connecting with the Business Office, Institutional Research and faculty/instructors in an effort to advance the grants culture of FVCC.				X
Occupational Trades				
Instructors are preparing to conduct internationally recognized welder testing at the end of the term for 120 students from 13 different high schools across Montana.	X	X	X	X
Following Perkins funded training opportunity, TIG welding instructor Chris Sherman completed a two-week training with the Hobart Welding School and has fully integrated stainless steel welding of thick and thin-wall material into WLDG 136 course to meet advisory board recommendations.		X	X	X
Instructor Julie Arnold completed Certified Welding Inspector training at one-week professional development in Salt Lake City, funded by Perkins. This will allow Julie to support the high school welder testing held each spring.				
Logging Simulator is fully installed in the Heavy Equipment classroom and operational. Training for instructors is underway with plans to embed in courses Summer 2024.	X	X		X
CNC instructors Lloyd Haugen and Dave Sturgis are partnering with AE to create an Integrated Education Training pathway for students starting in Fall 2024.	X	X	X	X
Firearms student Aidan Delong provided the scholarship recipient address at the Spring Fest.				
11 advanced welding students currently completing 2 or more industry recognized welder qualification tests as of 4/10/24.	X	X	X	X
SBDC				
Surveying				
Abbie Steffen, Program Director for Surveying, attended the Montana Association for Registered Land Surveyors (MARLS) annual conference in Butte. Recruited adjunct instructors and 12 potential students (2 have subsequently applied).	X	X	X	X
As of 4/5/24, eight students have applied for the new online surveying program and will begin their program in Fall 2024.				X
Executive Director				
Hired and onboarded the new Program Director for Surveying, Abbie Steffen.	X			
Onboarded the new Grants Writer, Zen Parry.	X			X
Met with local meat processing companies to explore a potential apprenticeship partnership.	X	X	X	X
Continued meetings with MSU Great Falls and local dentists on development of a dental hygiene program.	X			X