

Executive Staff Report	Dec-2025			
	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
ACADEMIC AND STUDENT AFFAIRS				
Nursing: The ASN and PN Pinning Ceremony will be Tuesday, December 16 at 3:30pm in AT 139. We are graduating and pinning 10 PN and 12 RN students.	X	X	X	
Career Services: Worked with the 12 ASN students graduating in December: helped them prepare for upcoming job interviews, and reviewed resumes.	X	X	X	
Recruitment & Enrollment: • Traveled to Ronan, Arlee, Flathead, Hot Springs, Plains, and Superior High Schools and met with prospective students.	X	X	X	
• Mailed postcards to RS seniors highlighting progress towards completing general education courses.				
• Had 10 individual campus tours in November.				
• Did a monthly email to all juniors, seniors, and high school counselors.				
• Hosted prospective students in foster care from Youth Homes for a campus visit.				
Advising: Automated non-registration outreach to students enrolled fall and not for spring. Our new system enables us to send messages sooner and more frequently with the goal to increase retention. Students will still reply to professional advisors.	X	X	X	

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FOUNDATION				
Raised \$82,000 from 112 gifts between November 14 and December 10	X	X	X	X
Secured new \$35,000 nursing and paramedic scholarship	X	X	X	X
Delivered CIM pies to friends of Foundation before Thanksgiving as thank you	X	X	X	X
Mailed year end appeal and separate Seasons Greetings	X	X	X	X
HUMAN RESOURCES				
Joining Us:				
Transfer:				
Leaving Us: Kylee Meredith - Welding and Fabrication Instructor; Amber Emmart - Assistant Director, Human Resources; Andrew Wall - Business Faculty	X	X	X	X
Negotiations: Adjunct faculty have reached a tentative agreement. Faculty negotiations are still in progress.	X	X	X	X
HRIS: The human capital management implementation is scheduled to go live January 1, 2026, with payroll and recruitment.		X	X	X
December Professional Development courses: Co-Intelligence Campus Read Book Discussion - AI as a Coworker	X	X	X	X

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INFORMATION TECHNOLOGY				
Recent systems implementations:				
- Flywire (student payment portal) launched in September. Solution is secure and PCI DSS compliant. Parents, employers, and other third parties can now directly and securely pay student balances by invitation from the student.				
- Award Spring implementation is finalizing this month. Solution is a scholarship management product that is replacing Academic Works.				
Recent integrations				
MARKETING				
Completion of Spring 2026 Continuing Education Catalog	X	X	X	X
Paid social promotion for Spring registration	X	X	X	X
Development of WIEC Marketing and social accounts	X	X	X	X
completed video for Metallica "All Within My Hands" grant fulfillment report	X	X	X	X
Support for Foundation end of year communications	X	X	X	X

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WORKFORCE DEVELOPMENT				
<i>Adult Education</i>				
Current Program Year Stats: As of December 2, AE has 111 enrolled students with 12+ reportable hours, 17 students have completed their high school equivalency diplomas, 29 students have completed one or more HSE tests, and overall, we have served 154 individuals across Flathead, Lake, Lincoln and Sanders counties.	X			X
<i>Apprenticeships</i>				
Building Trades Program (Apprenticeship Based) approved through Step 11, Curriculum Committee	X			X
Presented FVCC Building Trades program development efforts at the annual Flathead Building Association meeting (400 attendees)	X			X
<i>Culinary</i>				
Produced in home 5 course dinner party "A Taste of Something Different" for 34 guests.	X	X		X
Produced (3) food stations for the Foundation Grand Wine Tasting serving 400 guests.	X	X		X
Produced Pies for Scholarship and On Campus Pie Cafe promotions to provide volume baking and pastry production and benefit campus wide scholarships.	X	X		X

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<i>Trades Institute</i>				
TI staff are working on ideas to implement better accessibility practices through online instructional content.	X		X	
Instructors and students from Superior HS will be present on Dec 10th to conduct welder qualification testing through FVCCs Running Start program.	X	X		X