



EXECUTIVE COMMITTEE AGENDA

Monday, October 9, 2023 - 4:00 pm-5:00 pm
Mish ee twie 1305 (3rd Floor Conference Room) -- [Zoom](#)

CALL TO ORDER

1) **CONSENT AGENDA**

- A. June 2023 Minutes
- B. Executive Committee Retreat Notes
- C. Committee Reports

2) **TREASURER'S REPORT** – *Jennifer Babcock*

- A. Operating Income Statement
- B. Income Sheet per Restrictions
- C. Balance Sheet
- D. Monthly Gift Report (September)

3) **REPORT FROM THE COLLEGE** – *Rachel Evey*

4) **EXECUTIVE DIRECTOR REPORT** – *Rachel Evey*

- A. 2023-24 Work Plan
- B. Staff Update
 - i. Communications Specialist
 - ii. Development Director

5) **OLD BUSINESS**

- A. Bank Account Signatories

6) **NEW BUSINESS**

- A. **Action:** Board Governance Material
 - i. Board Development Procedure
 - ii. Board Member Job Description
 - iii. Board Commitment Form
 - iv. Evaluation Forms
- B. Discuss: Goals

7) **OTHER BUSINESS**

- A. Report to the Full Board

ADJOURNMENT

Upcoming Events:

Upcoming Meetings:

Full Board meeting- Mon. 10/16

Time:

12pm

[Board Portal- click here](#)

[Zoom Link- join here](#)



EXECUTIVE COMMITTEE MINUTES

June 12, 2023

Members Present: Brenda Alcala, April Clayton, Don Gurnard, Jordan Jessup, Barry Leahy, Joshua Wood

Members Absent: Faimous Harrison, Beverly Jagla

Staff Present: Rachel Evey, Mireya Sanchez

CALL TO ORDER 4:00pm

1) CONSENT AGENDA

- A. May 2023 Minutes approved by consent with no changes.
- B. Committee Reports

2) TREASURER'S REPORT – *Brenda Alcala*

- A. Operating Income Statement- Contributions and donations are over budget by ~\$21K, revenues are under budget by ~\$54K as of end of April. Overall net operating income is ~\$9K less than anticipated.
- B. Income Statement Per Restrictions- contributions YTD have exceeded \$1MM.
- C. Balance Sheet- Stifel has been recorded properly and is now showing the interest gained in FE, should be reflected correctly in reports going forward.
- D. Monthly Gift Report- just over \$46K raised for the month with 54 donors total.

3) REPORT FROM THE COLLEGE -- *Rachel Evey*

- A. Graduation this Friday. Gifts, Grants and Awards will increase this month due to end of year transactions taking place before the end of the fiscal year.

4) EXECUTIVE DIRECTOR REPORT – *Rachel Evey*

- A. Grant Funding
 - i. Battelle (Pacific Northwest National Laboratory) - \$10,000- in partnership with instruction dept. Battelle has a national lab they operate in the Tri-cities. Grant is for WVC students to do undergrad research in partnership with that laboratory. Will be spent through the college's MESA program.
 - ii. Numerica Charitable Fund - \$12,171- this will help fund WVC Bridge, a program that will provide financial aid to our Adult Basic Education (ABE) students, who do not qualify for traditional methods of financial aid until a certain number of college credits are achieved.
 - iii. Wenatchee Rotary Foundation - \$1,500- also to support WVC Bridge. These are all one-time grants but can be reapplied for each year with different designations.
- B. Community Engagement- Rachel and Pres. Harrison have presented to several community clubs over the last month. We also held the community meet & greet at the Chamber of

Commerce, which went very well. Nothing planned over the summer yet, as we are waiting for direction on what the foundation's involvement may be for strategic planning.

- C. WVC Strategic Plan Taskforce- no word on when these meetings will take place, or what our role will be for these meetings.

5) **OLD BUSINESS**

- A. WVC-WVCF Annual Agreement- Board VP Josh Wood met with President Harrison regarding the renewal of the agreement. The agreement was reviewed by the AAG rep for the college, and overall, not many significant changes were made after discussion between President Harrison and Josh Wood. Board member Danielle Marchant reviewed the document on behalf of the Foundation as well, making sure the language was amenable to both parties. Next step is for the college to review the final changes and for the agreement to be signed by both parties.
- B. 2023-24 Operating Budget- has not changed since the last presentation. The college has declined to cover the cost of the Development Director position, but the B&F committee has approved the budget with the Foundation covering the cost of that position.

6) **NEW BUSINESS**

- A. Fiscal Procedure Manual- B&F approved proposed changes, which will be presented to the full board in two weeks.
- B. Gift Acceptance Procedure- the entire procedure has not been reviewed by the board since 2019. The change was a recommendation from the scholarship committee, which pertains to large gifts that don't have a specific designation. Change entails the following: The first \$10K of a large undesignated scholarship gift will go to our general scholarship fund, with the remainder going to our general scholarship endowment to ensure perpetuity of the gift. This change was also approved by the B&F committee.
- C. 2023-24 Board Slate- Xavier Arinez accepted the offer to join the executive committee as an at-large member, and Jordan Jessup will serve as VP to incoming president Josh Wood. It is unknown at the time whether the last remaining unconfirmed board member, Bárbara Guzmán, will be renewing her term. She has capacity concerns and will be informing us later of her decision.
- D. New Member Applications
 - i. Jessica Gilmore- current employee of Amazon, and daughter of former board member Sara Lippert. She is familiar with WVC and has many years of experience in higher education. She is also a motivational speaker through the Microsoft empowerment program.
 - ii. Numerica- Rachel has discussed with leadership at Numerica that having a representative from their organization would be welcome on the board. We have not yet received an application from anyone there, but we are hoping to have one by the full board meeting in two weeks.

ADJOURNMENT at 4:34pm

Minutes taken by Mireya Sanchez



Executive Committee Retreat August 16, 2023

Present: Barry Leahy, Jennifer Babcock, Jordan Jessup, Joshua Wood, Xavier Arinez, Rachel Evey

Absent: April Clayton, Don Gurnard

NOTES

- I. Board Governance Material
 - a. No changes to code of ethics, conflict of interest disclosure, electronic notification consent, committee descriptions, or committee roster.
 - b. Board member commitment form will be simplified to remove redundancy and items that do not have follow through.
 - c. Board development procedure will include a new section with leadership position descriptions (e.g. president, vice president, treasurer, at-large members, and committee chairs).
 - d. Board member job description will be updated with specificized definition of “regular attendance” and clarification on volunteer expectations.
 - e. Consensus that evaluation forms (board and individual) will be helpful tools for continuous improvement. Recommendation to make modification for clarity.
 - f. All changes will be reviewed by executive committee at their next regular meeting (October 9 at 4pm). These changes will likely warrant an update to the bylaws.
- II. Board Engagement
 - a. For new board members, request a fellow committee member act as a “mentor” to answer questions and reach out if missing from meetings without notice.
 - b. Ask board members to accompany Rachel on a visit to ASWVC Student Senate to establish relationship between groups.
 - c. Executive director should meet with each board member individually twice a year.
 - d. Board vice president should do mid-year check-in with board members, reviewing their annual commitment.

- e. Board Meetings
 - i. Survey will be sent to board members to review day and time of the full board meeting. Recommendation of Tuesday or Thursday.
 - ii. If lunchtime is selected, explore bringing lunch back.
 - iii. An alternative location will be explored due to Zoom concerns in Wenatchi Hall Board Room. Recommendation to use space in Mish ee twie due to parking convenience.
 - iv. Reintroduce “board education” during agenda to engage members on WVC topics.
- III. Major Goals Discussion
 - a. Omak Foundation
 - i. Staff prepare a proposal on merging.
 - ii. Review of proposal with Executive Committee at 10/9 meeting. If President Harrison is not present at meeting, Rachel and/or Josh will meet with him separately.
 - iii. Meeting with trustee Phylicia Hancock Lewis and WVC Foundation officers to review proposal.
 - iv. Revise proposal based on feedback up to this point.
 - v. Request that Phylicia host a meeting for WVC Foundation and WVC at Omak Foundation board members to discuss proposal and identify next steps.
 - b. Spring Fling
 - i. Signature event to bookend the year. Earliest it would be held is spring 2025.
 - ii. Decision whether to hold the event by spring 2024. The event must have 100% board participation (e.g. sponsor/donate, volunteer at event, promote event, secure sponsors/donations, bring guests, etc.).
 - iii. Potential components: wine wall, ducky derby in the WVC fountain, student involvement.
 - c. Alumni Program
 - i. Relaunch an alumni relations program with hiring of new development director.
 - ii. Components tbd based on new hire.
 - d. Major Gifts
 - i. Rachel needs to focus on major donors and estate gifts, should have the capacity to do so with new development director.
 - ii. New initiatives may be in place with board-identified object

IV. Next Steps

- a. Next regular executive committee meeting is October 9. At that meeting, governance material and Omak Foundation proposal will be reviewed.
- b. Executive committee should have another retreat after the New Year to review the WVC strategic plan ahead of the full board retreat (date tbd).



COMMITTEE REPORTS

October 2023

Scholarship- *Joshua Wood*

- No meeting in October- Scholarship application reviews have begun.

Budget and Finance – *Jennifer Babcock*

- Little activity on reports, early in the FY still. Contributions high due to final year of WCN grant coming through. CFNCW annual transfer will be reflected in next month's reports.
- Audit will begin the week of 10/2.
- Stifel CDs maturing again, discussion to take place on continuing those rollovers vs. other options.
- IntraFi agreement discussion tabled. Other potential committee projects discussion.

Development – *Jorden Jessup*

- Encanto Concierto debrief- overall successful event with high dollar amount raised from sponsorship and donations. ROI with Employee time commitment was low, and likely would cause us to structure the event differently in the future.
- Food Truck Knight debrief- event was successful again this year, with high volunteer turnout, as well as attendees. Sponsorships totaled around \$14k, the rest of the costs/revenue are still to be determined.
- Year-end appeal is designed and ready, and the Foundation will participate in Give NCW again this year.
- Development Director interviews are today (10/4), with a hire and start date goal of November 1.

Wenatchee Valley College Foundation

Operating Income Statement - Detailed

As of 08/31/2023

	FY 2022-23 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund			
Employee Payroll Contributions	\$762.50	\$630.00	\$132.50
Contributions/Donations	\$10,000.00	\$8,251.60	\$1,748.40
Events	\$4,433.33	\$4,400.00	\$33.33
Total Annual Fund	\$15,195.83	\$13,281.60	\$1,914.23
Assessments/Investments			
Management Fees	\$25,833.32	\$22,843.54	\$2,989.78
Program Assessment	\$1,875.00	\$1,189.96	\$685.04
CVB Interest	\$61.00	\$60.87	\$0.13
Total Assessments/Investments	\$27,769.32	\$24,094.37	\$3,674.95
In-kinds			
In-kind Contributions-WVC	\$45,922.32	\$45,713.57	\$208.75
Total In-kinds	\$45,922.32	\$45,713.57	\$208.75
TOTAL INCOME	\$88,887.47	\$83,089.54	\$5,797.93
EXPENSE			
Administration			
Merchant Service Fees	\$0.00	\$23.70	(\$23.70)
Bank Fees	\$20.00	\$20.00	\$0.00
Dues & Memberships	\$658.32	\$585.00	\$73.32
Salaries and Wages	\$27,833.32	\$23,291.00	\$4,542.32
Payroll Taxes	\$3,000.00	\$1,812.57	\$1,187.43
Medical Benefits	\$5,000.00	\$4,580.00	\$420.00
Retirement Contributions	\$3,500.00	\$1,994.82	\$1,505.18
Wages and Benefits - Other	\$500.00	\$186.04	\$313.96
Total Administration	(\$40,511.64)	(\$32,493.13)	(\$8,018.51)
Events			

	FY 2022-23 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
Alumni Events	\$300.00	\$60.00	\$240.00
Total Events	(\$300.00)	(\$60.00)	(\$240.00)
In-kinds			
In-Kind WVC Payroll	\$45,922.32	\$45,713.57	\$208.75
Total In-kinds	(\$45,922.32)	(\$45,713.57)	(\$208.75)
TOTAL EXPENSE	(\$86,733.96)	(\$78,266.70)	(\$8,467.26)
NET SURPLUS/(DEFICIT)	\$2,153.51	\$4,822.84	(\$2,669.33)

Wenatchee Valley College Foundation

Income Statement per Restrictions

As of 08/31/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues				
Employee Payroll Contributions	\$630.00	\$0.00	\$0.00	\$630.00
Contributions/Donations	\$8,251.60	\$0.00	\$0.00	\$8,251.60
In-kind Contributions-WVC	\$45,713.57	\$0.00	\$0.00	\$45,713.57
Management Fees	\$22,843.54	\$0.00	\$0.00	\$22,843.54
Program Assessment	\$1,189.96	\$0.00	\$0.00	\$1,189.96
Events	\$4,400.00	\$0.00	\$0.00	\$4,400.00
Investment Income - Dividends (CF)	\$1,911.71	\$0.00	\$0.00	\$1,911.71
CVB Interest	\$60.87	\$0.00	\$0.00	\$60.87
Gain/Loss on Investments - CF	(\$349.44)	\$0.00	\$0.00	(\$349.44)
Contributions/Donations	\$0.00	\$266,329.23	\$0.00	\$266,329.23
Investment Income - Dividends (CF)	\$0.00	\$309.63	\$0.00	\$309.63
Gain/Loss on Investments - CF	\$0.00	(\$56.60)	\$0.00	(\$56.60)
Contributions/Donations	\$0.00	\$0.00	\$88,157.02	\$88,157.02
Investment Income - Dividends (CF)	\$0.00	\$0.00	\$23,719.64	\$23,719.64
Gain/Loss on Investments - CF	\$0.00	\$0.00	(\$4,335.72)	(\$4,335.72)
Total Revenues	\$84,651.81	\$266,582.26	\$107,540.94	\$458,775.01
Expenses				
CF Administrative Fees	\$2,666.94	\$0.00	\$0.00	\$2,666.94
Merchant Service Fees	\$23.70	\$0.00	\$0.00	\$23.70
Bank Fees	\$20.00	\$0.00	\$0.00	\$20.00
Dues & Memberships	\$585.00	\$0.00	\$0.00	\$585.00
Broker Investment Fees	\$500.56	\$0.00	\$0.00	\$500.56
In-Kind WVC Payroll	\$45,713.57	\$0.00	\$0.00	\$45,713.57
Alumni Events	\$60.00	\$0.00	\$0.00	\$60.00
Salaries and Wages	\$23,291.00	\$0.00	\$0.00	\$23,291.00
Payroll Taxes	\$1,812.57	\$0.00	\$0.00	\$1,812.57
Medical Benefits	\$4,580.00	\$0.00	\$0.00	\$4,580.00

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Retirement Contributions	\$1,994.82	\$0.00	\$0.00	\$1,994.82
Wages and Benefits - Other	\$186.04	\$0.00	\$0.00	\$186.04
Program Expenses	\$0.00	\$3,125.81	\$0.00	\$3,125.81
CF Administrative Fees	\$0.00	\$431.48	\$0.00	\$431.48
Broker Investment Fees	\$0.00	\$81.08	\$0.00	\$81.08
Scholarships Awarded	\$0.00	\$500.00	\$0.00	\$500.00
Gifts Grants Awards to College	\$0.00	\$233,250.00	\$0.00	\$233,250.00
CF Administrative Fees	\$0.00	\$0.00	\$33,088.66	\$33,088.66
Broker Investment Fees	\$0.00	\$0.00	\$6,210.66	\$6,210.66
Total Expenses	\$81,434.20	\$237,388.37	\$39,299.32	\$358,121.89
Gains				
Unrealized Gains and Losses	\$7,796.28	\$0.00	\$0.00	\$7,796.28
Unrealized Gains and Losses	\$0.00	\$1,262.73	\$0.00	\$1,262.73
Unrealized Gains and Losses	\$0.00	\$0.00	\$96,733.81	\$96,733.81
Total Gains	\$7,796.28	\$1,262.73	\$96,733.81	\$105,792.82
BEGINNING RETAINED EARNINGS	\$924,654.60	\$1,189,340.56	\$9,429,050.69	\$11,543,045.85
NET SURPLUS/(DEFICIT)	\$11,013.89	\$30,456.62	\$164,975.43	\$206,445.94
ENDING RETAINED EARNINGS	\$935,668.49	\$1,219,797.18	\$9,594,026.12	\$11,749,491.79

Wenatchee Valley College Foundation

Balance Sheet

As of 08/31/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets				
CVB - Checking	\$218,015.97	\$0.00	\$0.00	\$218,015.97
CVB - Money Market	\$8,186.49	\$0.00	\$0.00	\$8,186.49
Investments - CF	\$468,296.70	\$0.00	\$0.00	\$468,296.70
Fair Market Value Adjustment	\$276,261.22	\$0.00	\$0.00	\$276,261.22
Management Fees Receivable	\$11,561.58	\$0.00	\$0.00	\$11,561.58
CVB - Checking	\$0.00	\$1,071,494.67	\$0.00	\$1,071,494.67
CVB - Money market	\$0.00	\$11,404.80	\$0.00	\$11,404.80
Stifel Stock Acct	\$0.00	\$96,513.07	\$0.00	\$96,513.07
Investments - CF	\$0.00	\$638.09	\$0.00	\$638.09
Fair Market Value Adjustment	\$0.00	\$119,954.59	\$0.00	\$119,954.59
Pledges Receivable	\$0.00	\$169,989.00	\$0.00	\$169,989.00
Discounts on Pledges	\$0.00	(\$21,051.04)	\$0.00	(\$21,051.04)
Allowance for Doubtful Pledges	\$0.00	(\$3,396.00)	\$0.00	(\$3,396.00)
Tangible Assets	\$0.00	\$8,000.00	\$0.00	\$8,000.00
CVB - Checking	\$0.00	\$0.00	\$728,434.45	\$728,434.45
Investments - CF	\$0.00	\$0.00	\$5,990,529.92	\$5,990,529.92
Fair Market Value Adjustment	\$0.00	\$0.00	\$3,247,682.09	\$3,247,682.09
Total Assets	\$982,321.96	\$1,453,547.18	\$9,966,646.46	\$12,402,515.60
Liabilities and Retained Earnings				
Liabilities				
Payroll Liabilities	\$46,653.47	\$0.00	\$0.00	\$46,653.47
Accrued Liabilities	\$0.00	\$233,250.00	\$0.00	\$233,250.00
Scholarships Payable	\$0.00	\$500.00	\$0.00	\$500.00
Scholarships Payable	\$0.00	\$0.00	\$371,120.00	\$371,120.00
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	\$1,500.34	\$1,500.34
Total Liabilities	\$46,653.47	\$233,750.00	\$372,620.34	\$653,023.81

	Without Donor Restrictions	With Donor Restrictions		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Retained Earnings				
Unrestricted	\$935,668.49	\$0.00	\$0.00	\$935,668.49
Temporarily Restricted	\$0.00	\$1,219,797.18	\$0.00	\$1,219,797.18
Permanently Restricted	\$0.00	\$0.00	\$3,253,652.34	\$3,253,652.34
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$935,668.49	\$1,219,797.18	\$9,594,026.12	\$11,749,491.79
Total Liabilities and Retained Earnings	\$982,321.96	\$1,453,547.18	\$9,966,646.46	\$12,402,515.60

<u>Date</u>	<u>First Name</u>	<u>Last Name</u>
9/15/2023	Susan	Adkins
9/29/2023	Ronald	Adolphi
9/16/2023	Brenda	Alcala
9/27/2023	Xavier	Arinez
9/16/2023	Jennifer	Babcock
9/27/2023	Karen and Alan	Balboni
9/15/2023	Edward and Donita	Basinger
9/24/2023	Brenda	Baumeister
9/27/2023	Connie	Bean
9/15/2023	Andrew	Behler
9/15/2023	Reagan	Bellamy
9/16/2023	Guadalupe	Cavazos
9/14/2023	Kathy	Coffman
9/23/2023	Ashley	Deal
9/28/2023	Bianca	Ebreo
9/15/2023	Rachel	Evey
9/6/2023	Daryl	Ferguson
9/15/2023	Jenny	Freese
9/6/2023	Mary Jane	Gurnard
9/22/2023	Michael	Hammer
9/15/2023	Rebecca	Hargrove
9/15/2023	Andrew	Hersh-Tudor
9/25/2023	M. Alexia	Inigues
9/15/2023	Maria	Iniguez
9/15/2023	Ty	Jones
9/27/2023	Ron	Kuppersmith
9/15/2023	Jill	Leonard
9/7/2023	Ron	Lodge
9/8/2023	Annalise	Louer
9/20/2023	Danielle and Jeff	Marchant
9/15/2023	Christine	Maxmeister
9/27/2023	Mary	McNair
9/27/2023	Thomas	McNair
9/4/2023	Brett	Peterson
9/15/2023	Brett	Riley
9/15/2023	Angela	Russell
9/15/2023	Tria	Skirko
9/25/2023	Edward	Smith
9/15/2023	Amy	Snively-Martinez
9/28/2023	Suzanne	Sorom
9/15/2023	Tod	Treat
9/15/2023	Laura	Villanueva
9/15/2023	Sharon	Wiest
9/9/2023	Josh	Wood
9/27/2023	Tekni-Plex	
9/26/2023	Town Toyota, Inc.	
9/18/2023	Anonymous	
9/6/2023	Wenatchee Valley College	
9/5/2023	Donald E and Colleen Breen Rev Trust	

\$21,860

Raised

\$429

Average

\$100

Median

\$1,095

Recurring

48

Total Donors

TASK	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
Development Activities - Events																																																				
Food Truck Knight - Sept. 29																																																				
Piatigorsky Foundation Concert - Nov. 8																																																				
Knight at the Wild - Feb. 9																																																				
Piatigorsky Foundation Concert - TBD																																																				
Donor Appreciation Event - TBD																																																				
Knight at the AppleSox - June TBD																																																				
Development Activities - Appeals	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
Content Development																																																				
Development Committee Review																																																				
Design Finalized																																																				
Social Media																																																				
E-blast																																																				
Mailers																																																				
Business Sponsorship																																																				
Partnership Events	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
Encanto Concierto for WVC																																																				
Athletics Tailgate & Cornhole Tournament																																																				
Native American Classic (NAC)																																																				
Athletics Golf Tournament & Banquet																																																				
Nursing Program Reunion																																																				
Scholarship Program	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
Application																																																				
Evaluation																																																				
Awarding																																																				
Student Videos																																																				
Donor Report																																																				
Booklet																																																				
Board of Directors	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
Scholarship Committee																																																				
Budget & Finance Committee																																																				
Development Committee Review																																																				
Executive Committee																																																				
Full Board																																																				
Grants	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
Names Family Foundation																																																				
Alcoa: I-BEST Teacher Training																																																				
Numerica Charitable Fund: WVC Bridge																																																				
Wenatchee Rotary: WVC Bridge																																																				
Internal Controls	JULY					AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBURARY				MARCH				ARPIL				MAY				JUNE						
Audit																																																				
990																																																				
RFP - Auditing Services																																																				
WA State Charitable Filings																																																				

COMMUNICATIONS CONSULTANT 1 – FOUNDATION

**001971 – Range 38, step F: \$43,428/annual, \$3,619/month, \$220.80/hour to step L:
\$50,088/annual, \$4,174/month, \$23.99/hr.**

Reports to: Executive Director of WVC Foundation

Position Summary:

The purpose of this position will be to create, edit, and expedite the flow of communications work in and out of the Foundation, including but not limited to social media, traditional media, graphics, invitations, letters, flyers, photos, newsletters, mail, and other various communication work essential to the day-to-day operations of the foundation.

Essential Functions:

- Create, edit, publish, and distribute multimedia, including but not limited to press releases, spotlight interviews, photography, graphics, physical media (e.g. posters, invitations, signage, mail pieces, booklets) and other various media as required.
- Manage social and email media.

This is not intended to be an exclusive list of all duties and responsibilities. Related duties and responsibilities may be assigned.

Qualifications:**Minimum Qualifications:**

- An associate's degree from an accredited college or university in journalism, communications, English or related field.
- Two years full-time related work experience.
- Excellent English composition, editing and proofreading skills.
- Good communication and interpersonal skills and ability to work with a diverse team.

Preferred Qualifications:

- Creativity, originality, research skills and ability to generate content ideas and create unique pieces to promote the college and its programs for a variety of audiences.
- Word processing, layout and design skills.
- Ability to prioritize and handle multiple tasks.
- Knowledge of Associated Press style guide.
- Knowledge of web content management software.
- Proficiency with Microsoft Office software.
- Experience with Adobe Creative Suite.
- Familiarity with copyright law
- Diversity, equity and inclusion: Demonstrated competency and experience working in a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, gender and racial/ethnic backgrounds and those with physical, emotional and/or learning disabilities.
- Experience creating digital content (such as Word/PDF documents and web and learning management system content as appropriate to the role) in accessible formats.
- Bilingual to Spanish and English.

Knowledge, Skills, & Abilities

- Demonstrated ability to use exceptional communication and interpersonal skills demonstrating professionalism, empathy, diplomacy, discretion and integrity in interactions with diverse constituencies.

- High level of proficiency and accuracy in software packages including word processing, spreadsheets and database applications.
- Quality: Accurate and thorough, prepare detailed reports, evaluate processes to identify ways to improve and promote quality.
- Professionalism: Approach others in a tactful manner, react well under pressure, treat others with respect and consideration and follow through on commitments.
- Ability to assess situations, exercise independent judgement, resolve issues and coordinate with IT support services when technical issues arise.

Additional Information

Terms of Employment:

The current vacancy in Communications, Marketing & Media Relations is a full-time, overtime and benefit eligible position expected to begin as soon as possible. **The starting salary is \$43,428 annually (\$20.80 per hour) with periodic increases and earning potential to \$50,088 annually.** The list established by this recruitment will be active for a minimum of three months and be used to fill this position only.

Your paycheck is just part of the total compensation package. There is an outstanding benefits package which is worth an additional value equivalent to about 30% of your salary. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance; life and long- term disability insurance plans; vacation, sick and personal leave; reduced tuition; and retirement benefits are also provided. For more information, please visit our Benefits website at: <https://www.wvc.edu/humanresources/benefits.html>,

Work Schedule & Environment:

- Work hours are generally 8 a.m. to 5 p.m., Monday through Friday; hours and days may change depending on the needs of the college. Must be available to flex schedule as needed for evening and/or weekend events. Work in a busy office environment with frequent interruptions and distractions.

Conditions of Employment:

- Wenatchee Valley College only employs U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show proof of identity, and eligibility verification as required by the U.S. Citizenship and Immigration Services.
- All offers of employment are subject to background checks. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Finalists are required to complete the sexual misconduct disclosure form as required under RCW 288.112.080.
- A valid Washington state driver's license may be required.

Bargaining Unit:

This position has been designated as a bargaining unit position represented by the Washington Public Employees Association.

Application and Selection Procedure:

Complete application packages must include the following:

- Complete Wenatchee Valley College online application.
- Upload cover letter that specifically describes how your educational background and experience meet the minimum and preferred qualifications.

- Upload resume.
- Complete supplemental questions.

It is your responsibility to submit all required application materials before the deadline. Please do not send reference letters or other unsolicited materials. They will not be shared with the screening committee and cannot be returned to you. Only finalists may be asked to send additional materials.

Attachments from prior applications will not upload automatically to your new application. Should you have difficulties uploading your documents, please contact NeoGov Technical Support at 1-855-524-5627 for assistance.

The position closes at 4 p.m., November 2, 2023. The college reserves the right to reopen or extend the closing date. A limited number of applicants who meet the needs of the position and the college will be interviewed.

Reasonable Accommodation:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Equal Opportunity Employer:

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, Dial 711, title9@wvc.edu.
- To request disability accommodations: Student Access Director, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed and or modified at any time.

Board Development Procedure

Board Recruitment

The Vice President will be the “point person” for board members and staff to refer to for board recruitment.

1. Staff prepares a list of potential board members based on referrals and recommendations. (Ongoing)
2. The Executive Committee or an ad-hoc committee will review the list of referrals and recommendations along with the current board matrix. From this list, individuals will be recommended for interviews. When considering which potential board members to interview, the diversity and inclusivity of the board makeup will be considered. (January-February)
3. The executive director and a current board member will meet with the recruit to interview their interest and experience. They will also share information about the foundation and expectations for board members. (February-March)
4. Based on the outcome of the interview, recruits will be invited to complete an application to join the board. (March)
5. The Executive Committee will review the applications received. The committee will then recommend new board members to the full board for approval. (April)
6. The full board will review the recommended applications and approve new members. (May)
7. New members will be invited to the June board meeting, their terms will begin in July of each year. A new board member orientation will take place in August.

Onboarding New Members

1. Each new member will be onboarded with an orientation packet, campus tour, and connection to a board mentor. The orientation packet will be provided at the orientation meeting in August.
2. The orientation meeting will be held primarily for new members but all board members are welcome to attend. The presentation content will include the foundation board president, WVC president, WVC executive cabinet, and a campus tour (if possible).
 - a. The orientation packet will include a welcome letter, board mentor information, board member commitment form, code of ethics (includes conflict of interest disclosure and consent to electronic notification), WVC Foundation name badge, and WVC parking pass.
3. Board mentors engage with new board members to promote individual and organizational learning. The goal is to make new members feel welcome, connected to their fellow members, and invested in the mission of the organization.

At-Large Member Selection & Approval

1. The full board will be informed of vacant at-large positions by January. Board members interested in volunteering for an at-large position should notify the president or executive director. Board members may also be recommended to the executive committee.

2. Interested members and recommended members will be reviewed by the president and the executive director. It is recommended that Executive Committee members have a minimum of one year of experience on the board.
3. The president will contact the potential members to assess availability and interest then make a recommendation to the executive committee.
4. The executive committee will review the at-large candidates and make a recommendation to the board.
5. The board of directors will review and approve the at-large member recommendation as a part of the annual slate.

Succession of Officers (President, Vice President, Secretary/Treasurer)

1. It is recommended for a board member to serve at least one year as an at-large member before being approved as an officer.
2. Officers will be elected for 1-year terms as a part of the annual slate.
3. The President and Vice President will not serve more than two consecutive 1-year terms.
4. A former officer who has withdrawn from the Executive Committee can become an at-large member or officer after a period of one year.

Board Relations

1. Board members should always abide by the Wenatchee Valley College Foundation Code of Ethics, which must be signed on an annual basis. The conflict of interest includes a disclosure of conflicts of interest.
2. Board members with questions regarding their term should contact the president or vice president of the board. This includes questions about renewal, becoming an at-large member, becoming a committee chair, or resignation.
3. Each board member will participate in a mid-year check in with the Vice President. This check-in will include a review of participation in meetings, events, and giving.
4. Board members with concerns regarding their fellow members should contact the president or vice president of the board. Concerns should relate to the code of ethics.
5. Board members with concerns regarding foundation staff members should contact the Executive Director. If the concern is regarding the Executive Director, the member should contact the president or vice president of the board. Concerns should relate to professional performance or the code of ethics. If necessary, an executive session, which will include the WVC president, can be held to discuss staff performance.

Annual Slate

At the June meeting each year, the board of directors will review the slate for the following year. The slate will include:

1. Executive committee officers
2. Executive committee at-large members
3. Renewing board members
4. Committee chairs
5. Concluding board members
6. New board members

Leadership Roles

The board of directors is led by its Executive team comprised of a President, Vice President, Treasurer, and respective committee chairs. A description of these roles is provided below.

1. President
 - a. Regularly attends and presides over full board and Executive Committee meetings.
 - b. Leads the board through action items and other required votes during meetings.
 - c. Coordinates board development (i.e., recruitment, succession, etc.) with the Executive Committee and Executive Director.
 - d. Oversees committee activities and encourages participation in events.
2. Vice President
 - a. Presides over meetings in the absence of the President.
 - b. Participates in all functions of the Executive Committee.
 - c. Coordinates board development with the President and Executive Director.
3. Treasurer
 - a. Reviews and presents financial statements provided by the Foundation's accountant.
 - b. Chairs the Budget & Finance committee.
 - c. Makes recommendations on the approval of the annual budget and provides understanding and perspective on the Foundation's overall financial position.
4. Committee Chair
 - a. Leads their respective committee through meetings according to the agenda.
 - b. Works with Executive Director to review and guide the committee through action items.
 - c. Communicates with Foundation staff to review agendas and prepare for committee meetings.
 - d. Encourages participation and engagement during committee meetings.



Board Member Job Description

The Wenatchee Valley College Foundation is governed by a volunteer board of directors. The board should represent the community the college serves. Board members play a crucial role in the foundation's success by providing oversight, directing strategic goals, making charitable donations, and creating connections.

Title

Member of the Wenatchee Valley College Foundation board of directors.

Term

Three years, with unlimited renewal. Terms end in June of the third year.

Expectations

- Regular attendance at board meetings Board meetings are held the third Monday of each month at noon.
 - Board members are expected to attend 75% of full board and committee meetings for the year. If 3 consecutive meetings are missed in a row, a member of the Executive Committee will reach out to the board member in question to discuss engagement.
- Attendance at the annual board retreat, typically held in September.
- Serve on at least one committee. Board members choose which committee they serve on and can change committees. Committee meeting times can be found on the committee description sheet. At times, ad-hoc committees may be convened. Each committee has specific expectations of members.
- Make a personal contribution to the foundation at a meaningful level. Our goal is for 100% of board members to make a charitable gift each year.
- Provide fiscal oversight by reviewing financial statements, approving the annual budget, and understanding the foundation's financial position.
- Act as an ambassador to the community for the foundation by making connections, sharing our mission, and referring potential donors or board members to the Executive Director.
- Attend events & activities hosted by the foundation or college.
 - Board members are expected to volunteer at 2 foundation events per year. Volunteer activities include but are not limited to networking/mingling, set up, clean up, speaking, etc.
- Volunteer as a scholarship evaluator at least once per year. Training and a scoring rubric is provided. Board members can choose which scholarship application cycle to evaluate (e.g. fall, winter, or spring).
- Complete an annual commitment form, which includes the foundation code of ethics and conflict of interest disclosure.

Time Commitment

- Board members can expect to spend about 2.5 hours in business meetings each month (full board @ 1.5 hour, committee @ 1 hour).
- The annual board retreat is half day or full day, hosted in Wenatchee.
-
- Time to volunteer at events varies but is at least 2 hours.
- Scholarship evaluation takes about 3 hours per cycle.



BOARD MEMBER COMMITMENT 2023-24

Board Member: _____

Foundation Mission

The Wenatchee Valley College Foundation provides equitable access to education and invests in student success through philanthropy.

My commitment to the mission of the Wenatchee Valley College Foundation inspires the following pledge for 2023-24:

1) I will make a personal, confidential contribution (see last page).

2) Raising Money

- I will steward relationships with current donors.
- I will cultivate relationships with prospective donors.
- I will personally approach prospects to ask for a gift.
- I will accompany solicitors that are more experienced on donor visits.
- I will call existing donors to ask them to renew their support.
- I will introduce the foundation to #____ contacts from my circle of influence.

3) Making Connections

- I am a member of the following service club, spiritual group, professional association, or trade union: _____

- I will write support letters to companies or foundations where I have contacts.
- I will accompany the executive director on a visit to a potential grantor.
- I have contacts with the following corporations or foundations: _____

4) In-Kind Contributions

- I will make the following in-kind contribution: _____
- I will solicit in-kind contributions.

5) Major Events

- I will help find sponsor(s).
- I will volunteer my own time, and recruit other volunteers.
- I will help at events with (circle options): set up / cleanup / greeting / decorations

6) Committees

I will serve on the following committee(s):

- Development
- Budget & Finance
- Scholarship

7) Media Work

- I am willing to share event and social media posts on my own page to reach my networks.
- I am willing to write content for our newsletter or website.
- I have personal media contacts with: _____

8) Advocacy

- I am willing to reach out to elected officials to discuss our issues.
- I am willing to attend / speak at public hearings or coalition gatherings.

9) Other

I am also willing to contribute in the following way(s): _____

Signature: _____ **Date:** _____

These commitments will be reviewed during the year with the Board President.



BOARD MEMBER ANNUAL GIVING 2023-24

Board Giving Goals

- 100% participation by June 30
- Suggested giving level: \$120-\$1,200 annually (\$10-\$100 monthly) per board member

Board Member: _____

10) Personal Giving

- I will make a **one-time** gift in the amount of \$ _____.
- I will set up a **recurring monthly** gift in the amount of \$ _____ to continue until I elect to change my designation, amount, or stop monthly recurring gifts. I understand recurring gifts are charged via credit card on the same date as my set-up day each month, and I will create the recurring gift on the Foundation's Online Giving page.
- I will donate through my workplace giving program, using payroll deduction.
- I will donate using other assets. Specify: _____

If you would like us to process a **one-time donation** donate via credit card, please provide the following information:

Name on Card: _____

Card #: _____

Expiration Date: _____ Security Code: _____

Email Address for receipt: _____

If you would like to donate via check, please make out to the following:

Wenatchee Valley College Foundation
1300 Fifth Street
Wenatchee, WA 98801

Signature: _____

2023-24 Board of Directors Evaluation Form

How would you rate the board's performance in the following:	Needs work 1	Unsure 2	Does well 3
1. Operates in all ways mindful of its commitment to support the college.			
2. Cultivates a sense of group responsibility.			
3. Serves as the link between the Foundation, the college, and the community.			
4. Promotes a positive image for the Foundation and the College.			
5. Effective in understanding objectives and the role the board plays in fundraising and building reputation.			
6. Effective in obtaining and using feedback from others.			
7. Operates under policies, procedures, and guidelines with which all members are familiar.			
8. Meetings are well attended.			
9. Committee structure is effective towards furthering Foundation goals.			
10. Effective in understanding fiduciary responsibility.			
11. Effective in understanding fiduciary responsibility.			
Additional Comments:			

2023-24 Individual Board Member Self-Evaluation Form

Rate your individual performance as a board member this year.	Improving 1	Neutral 2	Doing well 3
1. Attend meetings having studied the information and prepared to discuss the issues.			
2. Raise questions and make suggestions in a manner which encourages positive discussion.			
3. Contribute to but do not monopolize discussion.			
4. Conduct myself in a manner that contributes to a positive, professional image of the board.			
5. I participate in board functions, committees & assignments.			
6. I communicate as needed with the board president and staff with the goal of staying informed.			
7. I have maintained a constructive attitude toward Foundation goals.			
8. I have been flexible toward the acceptance of new ideas and the impact of changing times.			
9. I have utilized my talents to further the foundation mission.			
10. I recognize the number one priority of the foundation is to support the college.			
11. I actively participate in fundraising efforts including donor cultivation			
Additional Comments:			



Goals 2023-24

Date: September 5, 2023

To: President Faimous Harrison and Chief of Staff Maria Iñiguez

From: Rachel Evey, Executive Director

Background

Wenatchee Valley College Foundation develops its goals and priorities based on the Wenatchee Valley College strategic plan and donor interest. The foundation's volunteer board of directors is involved in the development of goals and priorities through regular discussion, review, and assessment.

SWOT Analysis Results

During 2022-23 the foundation board conducted a comprehensive SWOT analysis. This activity was in anticipation of the conclusion of the [WVC 2018-2023 strategic plan](#). The resulting themes of the SWOT analysis are as follows.

- Wenatchee Valley College Foundation has a compelling mission and a powerful strategy to share that mission with audiences.
- Staff and board members are skilled at building and maintaining relationships with donors and stakeholders.
- Cultivation of strategic partnerships, alumni engagement, and estate gifts should be a top priority to grow the organization.
- More resources should be allocated to marketing efforts to raise awareness of the foundation's role and importance to the region.
- The foundation can best support Wenatchee Valley College's enrollment efforts by allocating funds to recruitment and retention efforts already in place.

2023-24 Goals

The foundation's 2023-24 goals and objectives are intentionally short-term. They are based on prior activities, discussion at the foundation executive committee retreat, and the foundation's SWOT analysis. The foundation board is committed to adopting strategic goals for the organization through the lens of the SWOT analysis results and the new WVC strategic plan.

Please note that this list has yet to be adopted by the foundation board. Additionally, this is not a comprehensive list of all the foundation's objectives or activities for the year.

- I. Development
 - a. Hire development director.
 - b. Re-launch employee payroll giving program starting.
 - c. Establish a moves management donor portfolio.
- II. Programs
 - a. Relaunch alumni program with input from an advisory group. Components *may* include networking, volunteering, professional development, spotlight interviews, reunions, and mentoring.
 - b. Scholarship Program
 - i. Increase number of volunteer scholarship evaluators.
 - ii. Update scholarship application process so applicants can "roll over" their material for next cycle.
 - iii. Produce scholarship recipient spotlights on a quarterly basis in partnership with WVC Tech Center, to be scheduled and published over a longer period.
 - c. WVC Bridge (Pilot Program)
 - i. Analyze results of pilot program, funded by community grants.
 - ii. Determine whether foundation should adopt WVC Bridge as an ongoing initiative (e.g. fundraise to continue its funding).
 - d. Departmental Fundraising
 - i. Adopt a departmental fundraising procedure to remain strategic and effective as an institution.
- III. Stretch Goals
 - a. Partnership with Omak Foundation.
 - b. Discuss potential giving initiatives with the foundation board of directors, based on WVC's new strategic goals.