Jenny Chambers-Taube started with WSU Vancouver as Vice Chancellor for Finance & Operations in early January 2022. Her executive assistant humbly submits this writeup to showcase her accomplishments. She often says that she is honored to work for and work with Jenny.

Jenny’s list of completed projects, demonstrable improvements to campus operations and budget management, and her high EQ make her an exceptional Administrative Professional employee.

**Productivity**

Jenny has been an unsung hero and has tackled, spearheaded, and delivered on major initiatives:

- **Affordable childcare on the Vancouver campus for all WSU community and non-WSU families**
  The COVID-19 pandemic forced the shutdown of WSU Vancouver’s Child Development Program after 23 years of continuous service.

  When the pandemic lifted and face-to-face learning resumed, Jenny and Vancouver’s leadership realized the university did not have the resources to reopen the CDP’s kindergarten and daycare. Instead, Jenny launched a request for proposals to existing childcare programs who were looking to relocate or expand. Jenny executed a contract with nonprofit Innovative Services Northwest, the winning respondent, and the childcare center opened September 2023.

  Although the childcare center at WSU Vancouver is a great benefit to student and employee parents (the WSU community receives a 20% discount and some reserved spaces through October), it is open to all families who can benefit from its services. (The former CDP provided services only to WSU student and employee parents.)

  https://www.vancouver.wsu.edu/northwest-crimson-gray/innovative-services-nw-providing-child-care-campus
  https://www.vancouver.wsu.edu/childcare

- **Mamava Lactation Pod**
  Jenny pushed for an additional lactation support site on campus. A lactation pod that is accessible whenever the Multimedia Classroom Building is open and booked via a free smartphone app has joined the Clark College-managed lactation room on the Vancouver campus.

  https://studentaffairs.vancouver.wsu.edu/lactation-room

- **Public Safety Advisory Council**
  The Public Safety Advisory Council held its first meeting in April 2023. Before seeking members for this body, Jenny worked closely with our campus’ Building a Community of
Equity (BaCE) Program and was one of the first users and proponents of the campus’ Equity Impact Assessment Tool to develop guidelines for the council.

Purpose: “The WSUV Public Safety Advisory Council (PSAC) is comprised of a cross section of campus community members including students, faculty, and staff, as well as a representative of the external community. It exists to support a well-trained culturally responsive, equity- and community-minded campus public safety unit that ensures campus-wide security, is engaged with the campus community and seen as a resource by all. PSAC promotes effective communication and collaboration between constituents and the Campus Public Safety Department to maintain a positive campus relationship with regard to public safety issues. Members are appointed to assist the Campus Public Safety Department in remaining responsive to the needs of the campus community and by providing input on issues surrounding public safety, crime abatement and campus security. This Council is advisory and consultative, focused on programs, policies and procedures.”

- **New Life Sciences Building**
  Jenny has kept the new Life Sciences Building on track. She’s convened stakeholder group meetings and has coordinated spaced allocation and a move-in schedule prior to its April 2024 opening.

  https://www.vancouver.wsu.edu/sciences-building-glance

- **Housing on WSU Vancouver Campus**
  Chancellor Mel Netzhammer and Jenny were charged by the Board of Regents to assess feasibility of student housing on campus. Jenny has been the primary point person. She has overseen all consultant work, and she has held numerous stakeholder “community forum” meetings to share important information and collect feedback.

- **FSC Food Pantry**
  WSU Vancouver shuttered the kitchen in Firstenburg Student Commons during the pandemic. Equipment in FSC, including the commercial refrigerator and freezer, was put offline. When the Cougar Food Pantry expressed desire to hold a fresh food event before Thanksgiving for WSUV students, Jenny prioritized developing health and safety protocols for this equipment and site to be used again. She then took on the county’s public health department application to establish the food pantry as a Donated Food Distribution Organization.

- **Administrative Professionals Appreciation**
  Vancouver HRS (under Jenny’s portfolio) has hosted a yearly appreciation lunch for administrative support staff – whether AP or CS classification – since 2022.

**Innovative problem solving**
Jenny has empowered her direct reports to create improved and streamlined processes, and to infuse celebrating successes in our work.

Jenny and Sara Rauch, Director of Business Services, (both new to their roles in 2022) work together to gain a better understanding of the system’s and campus’ budgets. They’ve done away with individual requests for one-time budget allocations and instead have developed a
process where units think long term to better forecast (and document!) their anticipated expenses.

Under the previous Vice Chancellor for Finance & Operations, the F&O Managers Meeting convened directors within F&O and reported on major projects and goals using a Word document. Jenny has rebranded the Managers Meeting to the F&O Leadership Team where all her direct reports (now including the Events Coordinator and her executive assistant). Instead of a Word document, strategic goals are now in an online Microsoft Lists format. Though her executive assistant presented and converted to the new format for strategic goals reporting, she credits Jenny for allowing her the grace to kick off something new.

Positive working relationships
Jenny has created an environment where all employees in her division (whether direct reports or further down the hierarchy) seem to be comfortable reaching out to her for supervisor/employee relations, grievances, and mentorship. Though she commands a strong leadership presence and she demands excellence, she is approachable and genuine. When Jenny provides feedback, it is delivered with tact, broken into actionable pieces, and constructive so her employees are empowered to improve with strategies and a plan for continued success. Jenny’s executive assistant calls her the Velvet Hammer.

She is transparent in her leadership and goals for the division and university.

She advocates for health and wellness for all WSUV employees. She reminds her direct reports to take care of themselves and to look out for each other and their subordinates.

University / community service
Jenny enthusiastically signs up for campus events calling for volunteers: Wave the Flag, Titan VanCoug corpse flower viewing (info booth, greeter, and crowd control), Week of Welcome, and more. She urges her direct reports to volunteer when possible and fosters participation among other employees in her division. In her 2+ year tenure, she has amassed a large collection of WSU and Cougar spirit gear that she proudly wears every Friday.

She registers for nearly all BaCE workshops and has received her BaCE “Change Agent” certificate.

Outside of WSU, Jenny has taken an active role on the board of her local schools foundation whose mission is to “promote equity and support whole student development for which public resources are insufficient or unavailable” (though her child is no longer school age).