



## 2004-05 Accomplishments in Meeting Board of Trustees Ends Policies

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***Ends Policy E-3: Skagit Valley College exists to provide the college district community with the skills and knowledge sufficient for enrichment, successful employment and/or educational achievement.***

***Ends Policy E-3-1: Skagit Valley College shall foster institutional and educational practices that strengthen and promote learning throughout the college.***

***Ends Policy E-3-2: Skagit Valley College shall be responsive to the global and local communities it serves. The college shall promote communication, collaboration, community partnerships and contracts.***

***Ends Policy E-3-3: Skagit Valley College shall provide students with an educational environment that promotes and develops an understanding of diversity with a global perspective.***

***Ends Policy E-3-4: Skagit Valley College will provide the opportunity for college-ready students to accomplish all transfer degrees within two years.***

***Ends Policy E-3-5: Skagit Valley College will provide the community with programs that meet the needs of local and regional business and industry, and the technology, labs and equipment to support those programs.***

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- ❖ The college awarded 1129 degrees and certificates to students during 2004-05 including 368 transfer degrees and 201 professional/technical degrees.
- ❖ New program-specific transfer degrees initiated this year were the Associate of Business Degree, an Associate in Visual Arts degree, and a transfer degree in Early Childhood Education.
- ❖ In addition to an Associate in Technical Arts degree, the college's Medical Assisting Program now offers six certificates to prepare students with entry-level skills to work in a variety of healthcare settings.
- ❖ Two business certificates--International Studies and Business Studies--were developed and approved.
- ❖ The General Education Task Force completed new General Education Learning Values and Learning Outcomes and, based on a web survey of core courses and extensive research, will submit recommendations for implementation to the President in Fall 2005.
- ❖ The college again hosted a scholar from the Beijing Foreign Studies University (BFSU) this year. In addition, a delegation from the Skagit Valley College visited BFSU and a delegation from BFSU made a trip to SVC resulting in a renewed and expanded exchange agreement between SVC and BFSU that enhances exchange opportunities for students, faculty and staff from both institutions.
- ❖ The second year of Leadership Skagit was successfully completed in partnership with the Economic Development Association and Washington State University with 32 participants including three SVC administrators, and was the recipient of the Governor's Award for Economic Development.
- ❖ Tech Prep served 980 high school students in 2004-05, an increase of 40 students served the previous year. Four hundred and fifty (450) Tech Prep students were invited for individual campus tours.

- ❖ Students in the International Relations class engaged in service learning projects to raise money for and awareness about a number of international issues, including tsunami relief in South Asia and AIDS in Africa.
- ❖ Students in the Paralegal Program co-sponsored a Free Legal Advice Clinic with the Skagit County Law Library.
- ❖ The 8<sup>th</sup> annual Student Social Issues Symposium was highlighted by presentations by student groups from SVC, students and faculty from Western Washington University, and a U.S. District Judge.
- ❖ The college named seven individuals to its Hall of Fame, an award established in 1989 to honor individuals who have made extraordinary contributions to the college or honored the college by their achievements.
- ❖ Over 500 people attended the 10<sup>th</sup> Annual SVC Career Fair to obtain career information from 82 exhibitors representing the marine industry, temporary agencies, grocers, technology firms, health facilities, retail businesses, apprenticeship programs, law enforcement, and the military. Over 700 employment applications were distributed to attendees.
- ❖ Two SVC Trustees & the college President attended the Washington state trustees association (TACTC) fall legislative forum in Renton. Four of the Trustees & the college President attended the TACTC winter conference in Olympia to get legislative updates, information on trustee issues, etc. One SVC Trustee and the President traveled to the Beijing Foreign Studies University.
- ❖ The \$2000 allocation for exempt professional staff training was used to send staff to workshops for Excel Training, Dependable Strengths Trainers, and Partnering for Successful Re-Entry. Funds were also used to support attendance at conferences and Leadership San Juan Island.
- ❖ Twenty-five (25) faculty members have taken advantage of the \$30,000 in funds available through the Faculty Professional Development Fund. Activities funded include conferences, professional meetings, and further education.
- ❖ The \$8,500 allocated for classified staff training and development has funded the further education for approximately 22 classified staff and 67 classified staff attended the 6-hour "Clowning Around About Serious Stuff" professional development session.
- ❖ The Center for Learning and Teaching offered 61 technology workshops and 29 roundtables/workshops on a variety of topics.
- ❖ The Skagit Valley College Center of Excellence for Marine Manufacturing and Technology was created with the support of a \$100,000 state grant to serve the marine industry by developing special resources and training programs for employers. Since its creation, 394 students were trained in 68 on-site classes at 13 different marine companies. The college was also awarded a Job Skills Program grant to train personnel at Janicki Industries. The training extended and supported manufacturing training offered by the Center.
- ❖ The college partnered with La Conner High School to develop Early College in the High School courses in Ethnic/Native American studies. Students enrolled in Introduction to Art (carving) and Fast Track College Success (study skills) courses.
- ❖ The TRIO Student Support Services grant proposal submitted to the recent grant competition was funded. The grant scored in the top 10% of all proposals and will receive one additional year of funding, five instead of four. The funding amount, \$327,467, reflects a 3% increase for 2005-06.
- ❖ The SVC recently partnered with Yakima Valley College to apply for a Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant designed to increase the number of low-income students prepared to enter and succeed in postsecondary education.

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***Ends Policy E-4: Skagit Valley College shall embrace an open door policy and shall provide students and the community with user-friendly and efficient access to a learning-centered education.***

***Ends Policy E-4-1: Students shall receive appropriate information, assessment, advising, and educational placement in an efficient and timely manner***

***Ends Policy E-4-2: Skagit Valley College shall provide recognizable and efficient pathways for entering high school students, adults, returning adults, apprentices, welfare to work clients, dislocated workers, veterans, and ABE/ESL students.***

***Ends Policy E-4-3: Skagit Valley College will provide appropriate basic skills and gateway courses, thereby ensuring that students have an opportunity to succeed in college level courses.***

***Ends Policy E-4-4: Skagit Valley College shall provide learners with up-to-date programs using multiple delivery options.***

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- ❖ Counselors met with 5000 students for scheduled appointments in 2004-05; 21% of the appointments were with faculty advisors.
- ❖ Strategies were developed by Student Services to increase student advising, especially with faculty advisors, including: a) offering advisor training for faculty at each Fall & Winter In-Service; b) establishing a system whereby faculty are assigned new advisees during new student orientation/group advising, c) developing an on-line tool box to meet faculty requests to have all advising resources on line that is fully operational this year; d) assigning counseling liaisons to academic departments to provide real-time support for faculty advisors, e) sending to faculty advisors at the beginning of every quarter a list of their advisees, and encouraging faculty to contact those students; f) identifying each quarter advisees who are on academic probation or alert status, and sending a letter to both the advisor and student encouraging them to connect.
- ❖ The college acquired new software to provide on-line matching of employers and students/clients seeking work-based learning positions and employment. This software was funded by a HECB grant. Career Services has registered over 100 students, 86 active job openings, 380 active employer contacts and 46 Career Network Contacts with this software.
- ❖ The college library conducted 84 library orientations, realized a 30% increase in the use of on-line library resources, and made accessible more than 1,200 E-books through the library database or directly from NetLibrary.
- ❖ The use of general computer labs, technology help desk, and web services continue to increase. Implementation of wireless networking (WiFi) is well underway.
- ❖ The college received a grant to support expansion of the Associate Degree Nursing program. Through previous grants and the one implemented this year, the program has been able to double its enrollment from 80 to 150 students.
- ❖ The college developed a Healthcare Career Ladder for speakers of English as a Second Language (ESL) resulting in the first graduating class from the Licensed Practical Nurse program for ESL students.
- ❖ Workfirst provided tuition assistance to 42 low-income students and helped 22 students acquire their GEDs.
- ❖ Math faculty made significant changes to the pre-college math sequence to encourage student success in these courses; Math Learning Centers were established on both campuses; and counselors also gathered strategies to assist with student success in math that could be discussed during student advising sessions.
- ❖ The college added 15 new courses in Distance Education (DE) in 2004-05 a variety of disciplines; ten mini-grants were funded for developing DE courses, all of which will come on line in 2005-06.

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***Ends Policy E-5: Skagit Valley College shall operate with an up-to-date business model through the following:***

- 1) Enrollment as a preeminent priority;***
  - 2) A comprehensive marketing plan;***
  - 3) A district-wide strategic plan with measurable outcomes; and***
  - 4) Improving the effectiveness and efficiency of college infrastructure and systems.***
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- ❖ The college exceeded the State FTE allocation by 58 annualized FTE.
  - ❖ The college added 15 new courses in Distance Education in a variety of disciplines and DE enrollments were up 5.3% over the prior year.
  - ❖ Student Support Services enrolled 275 first-time students in the TRIO program.
  - ❖ The International Program enrolled 175 students representing 14 different countries.
  - ❖ Despite enrollment declines in most areas, both the San Juan Center and Continuing Education enrollment were up 15% and 10%, respectively.
  - ❖ The college held two well-received “GRAND Tours” for our workforce Partners (Trade Act and WIA case managers/counselors), Case Managers and Counselors from agencies that support our students with disabilities. Guests were from DVR, L&I, Chapter 31 Veterans, and Services for the blind.
  - ❖ The college was recognized with a design award from the National Council for Marketing and Public Relations for the SVC web site which gives students and parents an opportunity for on-line college planning and access to financial aid resources.
  - ❖ The Board of Trustees was provided Monitoring Reports on Institutional Diversity, Student Satisfaction and Success in Academic Program, Student Satisfaction and Success in Professional-Technical Programs; mini-monitoring reports on Enrollment Management and Professional Development; and regular updates on Budget and Facilities.
  - ❖ The *Community College Survey of Student Engagement* (CCSSE) was administered to 700 students in 58 classes in order to obtain data on student engagement and satisfaction with the quality of their educational program.
  - ❖ An initial set of measurable targets were established for the college’s 2004-05 Annual Initiatives and both mid-year and year-end reports were provided to track progress.
  - ❖ Nine instructional programs were reviewed during the year, providing faculty and administrators with quantitative data related to enrollment, retention, student placement and salaries, and employer satisfaction. The programs reviewed were Adult Basic Education, Art, Theater, Music, Humanities, Human Services, Mid-Range Mainframe Systems, Multi-Media and Interactive Technology, and Computer Information Systems.
  - ❖ During the year, a number of training and development sessions were offered at the college to increase awareness and understanding of systems, procedures, and regulations including ethics, governance, recruiting/hiring, travel procedures, and disciplinary actions.
  - ❖ A training video, *The FERPA Zone* was completed. One hundred and forty-eight (148) employees were trained during the year using the DVD and a pre-test/post-test.
  - ❖ McIntyre Hall Performing Arts and Conference Center was opened and welcoming over 11,000 people to the inaugural events. During the year, the Hall hosted performances and events sponsored by a variety of community organizations.
  - ❖ The Hodson Hall renovation/expansion created a 20,300 square foot facility that includes spacious and well-equipped classrooms, studio space, and a Mac Lab.
  - ❖ The college’s Skagit/Islands Head Start Program established a Child and Family Learning Center adjacent to the Mount Vernon Campus in partnership with Skagit Preschool and Resource Center to serve children with special needs.
  - ❖ The landscaping surrounding Oak Hall at WIC was redone to improve the appearance of the campus.

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***Ends Policy E-6: Skagit Valley College is part of a diverse community and is committed to serving diverse student groups including race, ethnicity, religion, age, gender, disability and other special student populations. The college shall:***

- 1) Provide a strategic plan for institutional diversity that complements the college's mission, and is compatible with diversity plans required by other State and system entities;***
  - 2) Encourage diversity in the college's employment process;***
  - 3) Make explicit, in our curriculum, our institutional values regarding diversity;***
  - 4) Promote a campus environment that is welcoming and respectful to all people; and***
  - 5) Provide for the special needs of many diverse student groups.***
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- ❖ In November 2004 a group of nine college faculty, staff and administrators, including the President, attended the Washington Center-sponsored Campus Equity and Engagement Planning Retreat. The group spent two days reviewing existing data, identifying additional data sources, discussing the implications of the data, and developing possible recommendations in several areas.
- ❖ The college received one of ten workforce grants to develop a model for integrating basic skills with professional technical training. The funds were used to develop a health career ladder targeted at higher-level ESL students; they received training in the Foundations of Health Care, Certified Nursing Assistant, and various courses that bridged to college-level health programs. Due to the success of these efforts, the college has received a second year of funding to continue and improve the health career ladder.
- ❖ A new grant, the SVC/Head Start Hispanic-Latino Partnership grant, partnered by SVC, Skagit Islands Head Start, the Washington State Migrant Council and the Samish Preschool, provides Head Start teachers with the qualifications to work effectively with Hispanic/Latino children and families and obtain required ECE degrees or certificates. In 2004-05, the first year of the grant, 32 students attended SVC; approximately half of these students are bilingual/bicultural.
- ❖ In its fourth year, the SVC Bilingual Paraeducator grant assisted 53 students as they pursued paraeducator and ECE credentials.
- ❖ The college graduated its first ESL/LPN class of twelve students, funded in partnership by the Northwest Workforce Development Council.
- ❖ A 15-member International Education Advisory Group was established at the college to promote globalization in the curriculum and opportunities for international exchange. A web-based survey was conducted to gather baseline data and suggestions.
- ❖ Career Services Work collaboratively with WorkSource Skagit to promote career planning and development services to shared Spanish-speaking clients.
- ❖ Separate Frequently Asked Questions (FAQ) pages were developed for the Disability Support Services website for students and for faculty to provide resources for both groups.
- ❖ More than \$42,000 in scholarships was awarded to 32 high school seniors who distinguished themselves in leadership, community service and academic ability at the 5<sup>th</sup> annual Champions of Diversity Awards Ceremony. The awards were made possible by contributions from Washington colleges and universities, local businesses and community organizations.
- ❖ The number of ESL students served at the college's San Juan Center doubled from the previous year.
- ❖ The Business Resource Center's Latino Business Retention & Expansion Program was nominated for the 2004 Governor's Award for Economic Development.
- ❖ The college has taken several steps to add diversity in the candidate pool, including expanding advertising venues, using state-wide diversity listservs to advertise, and advertising in journals and other media targeted to special populations.

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***Ends Policy EF-1: The Skagit Valley College Board of Trustees assures Fiscal Health and Stability. The Board of Trustees shall promote a business-oriented model toward fiscal health.***

***The administration is to prepare and administer annual and biennial budgets as required by law. Such budgets shall include general fund, associated students, and business enterprise funds (bookstore, cafeteria).***

***Recommended budgets shall be prepared, and Work Sessions held with the Board of Trustees, at least two weeks prior to recommendations for adoption.***

***Outcome-based reports shall be provided for this discussion. All budget items and the budgets' reflection of the college's mission, directions, and goals shall be discussed during the Board of Trustees Work Session.***

***Budgets shall be submitted for adoption prior to June 30.***

***Budget approval will be based upon adherence to:***

- ***Commonly accepted financial practices and procedures,***
- ***The budget's reflection of the college's mission, directions, and goals,***
- ***The college's established procedural process.***

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- ❖ An open, transparent budget development process allowed more participation from beginning to end. The newly expanded budget committee decided early that employee compensation issues were our priority and acted on that with assignment of budget dollars where appropriate and legal.
  - ❖ An evaluation and a final review of approximately 80 exempt staff positions were completed. The final report included recommendations for implementation of a salary schedule that addressed internal and external equity.
  - ❖ The Classified Staff Master Contract went into effect on July 1. Updates and training were provided to administrators on a weekly basis. Approximately 180 classified staff salaries were changed. A Job Analysis was completed on those positions impacted by Job Group 1 revisions (approximately 45 employees).
  - ❖ The annual year-end budget close occurred with additional dollars added to our institutional fund balance. At present, the Board's fund balance stands at approximately \$1.4 million, and during the past three years we have accumulated a general college fund balance of approximately \$6.3 million, some of which will be designated for use in the College Center Building remodel.
  - ❖ The 2005-06 budget was completed and balanced with broad participation and an enlarged administrative Budget Committee
  - ❖ Responses to Audit "findings" were developed.
  - ❖ A financial and organizational review of the Culinary Arts Program was conducted.
  - ❖ The Community Education program has increased profits by 82% since 2003-04. Customized training has increased profits by 190% since 2003-04.
  - ❖ Procedures were developed to improve the accuracy of student payment posting, a system is in place for making sure all unpaid tuition is mitigated through short term loan paperwork and a new refund policy will be presented to the governance Steering Committee in Fall 2005.