The following four accomplishments are presented separately as they cut across Board Ends Policies, Strategic Plan Goals, and Annual Initiatives:

1. As a result of the college’s regular interim accreditation visit and report, the college was commended by the Northwest Commission for Colleges and Universities for its community-partnership approach to funding a new Performing Arts and Conference Center, the update and revision of the Board of Trustee’s Policies, and developing and implementing an assessment plan that identifies clear program outcomes, utilizes data gathering and analysis and provides for program changes using the information that is gathered.

2. SVC was one of only four colleges in the nation to receive the MetLife Foundation’s Best-Practice College Award, based in part on the results of the Community College Survey of Student Engagement (CCSSE), a national survey assessing students’ level of academic challenge and their engagement in educationally purposeful activities. The MetLife Foundation award selection was based on the CCSSE results and a review of the college portfolio by a panel of community college experts.

3. The SVC Automotive Technology program was recognized by the Automotive Industry Planning Council as the #1 automotive program in the nation. The annual competition recognizes program excellence and achievement in three distinct categories: high school programs, college programs that are manufacturer supported, and general automotive programs, with SVC earning top honors in the general category. Along with the recognition, the program received a number of awards and program enhancements totaling over $60,000.

4. SVC was recognized as #1 in the nation among small/rural community colleges for its use of technology by the Center for Digital Education and American Association of Community Colleges (AACC) in the second annual Digital Community Colleges Survey. Presidents at community colleges across the nation were invited to participate in the survey, which consisted of 18 questions used to assess how community colleges have progressed in using information technology to deliver services to their students, faculty, and staff.
**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.

- The college awarded 872 degrees and certificates to students during 2003-04; 282 students earned Associate of Technical Arts degrees compared to 178 the previous year.
- Growth in articulated degrees to produce transfer, major-ready students: Associate Degree in Science = 10 graduates; Associate Degree in Music = 2 graduates.
- Completed first year of Leadership Skagit in partnership with the Economic Development Association and Washington State University, serving 27 community participants with 100% retention; the college provided support for 3 employees to participate.
- Spanish-language counseling was initiated at the Business Resource Center to provide outreach, one-on-one business counseling and technical assistance to Latino business owners, made possible through a partnership between SVC, the Economic Development Association of Skagit County, and the NW Washington Women’s Business Resource Center.
- Approximately 200 middle school girls attended the college’s 4th Annual Math, Science and Technology Day for Young Women, a one-day event designed to encourage young women to explore math, science, and technology courses in high school and to consider these fields as potential career options.
- The partnership with Community Action came to a close following a careful evaluation of the use and costs associated with the Day Care Center.
- Tech Prep served 757 high school students, 202 more than last year; 20 articulation agreements were established.
- The SVC Career Fair had over 500 attendees and 50 exhibitors, who collectively reported distributing 1,491 applications at the event.
- Board of Trustees members attended 3 TACTC conferences and 2 ACCT conferences.
- The college provided training and development funds for classified staff ($8500), exempt professional staff ($2000) and administrative exempt ($1300).
- Professional development activities for faculty included support for: sabbatical leaves for four faculty; training for 14 professional-technical faculty (2 Return-to-Industry grants, 7 conferences, and 6 additional training opportunities); and two faculty members to attend the National Institute for Staff Organizational Development (NISOD) conference.
- Seven (7) HeadStart/ECEAP staff took advantage of funding set aside to help them obtain an associate degree in Early Childhood Education.
- Center for Learning & Teaching sponsored 9 faculty roundtables in various subjects around teaching and 54 technology workshops for faculty and staff; established Center website.
- The President and Board of Trustees are collaborating with the City and the County to acquire multi-use land for the college to expand its eastern boundary.
**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.

- Counselors met with 5219 students for scheduled appointments and saw 10,275 students in express advising, an increase of 15% over the previous year.
- Developed orientation for new Distance Education students, delivered twice each quarter, and provided students in Distance Education classes with library orientations and bibliographies.
- Supported students through library support services: 207 in chat reference sessions, 119 e-mail reference questions (91% indicated that chat reference was easy to use and 87% indicated that their question was answered).
- All Distance Education courses listed on the Washington Online Web site, providing more students with information about SVC’s DE options.
- Developed and offered five new on-line classes (2 Registered Nursing, 2 Early Childhood Education classes, 1 Administration of Justice) and seven new hybrid classes (2 Administration of Justice, 4 Registered Nursing, 1 Office and Business Technology, 1 Early Childhood Education, 1 Business Management Training).
- Added three new one-year certificate programs: Dialysis Technician, Process Operator and Building Construction and Remodeling.
- Over 30 faculty were provided one-on-one training and support for online course design and instructional strategies.
- Distance Education completion and pass rates reflect improvement seen across the system--DE pass rate of 78% and completion rate of 88%, as well as other related indicators, are within 5% of academic on-ground rates.
- Increased computer aided instruction on-ground and on-line in Adult Basic Education and English as a Second Language.
- Successfully piloted a combined Level 5 ESL/English 97 course and a program integrating vocational English as a Second Language into ESL/LPN Nursing classes.
- Piloted first career health career ladder class for students with limited English proficiency--*Fundamentals of Care Giving* class enrolled 9 students, all of whom obtained employment.
- Added 21 new courses in Distance Education, resulting in 163 new FTEs.
- Improved student access to services by introducing wireless technology (MV) and adding web based kiosk access to 200+ student computers in labs and libraries.
- Maximized seating in general computer lab (MV) to meet student demand, increasing from 42 to 50 seats; general computer lab usage up 30% over 2002-03.
- At the Annual Honors Receptions, held this past spring at both Campuses, scholarships totaling over $103,000 were awarded to 63 students who plan to further their education.
- Completed first year of 5-year, $12M grant to North Cascades/Olympics Science Partnership. SVC is one of five higher education partners and 143 associated K-12 schools in 26 districts; SVC share is roughly $400,000 over grant term. Funds were spent this year on faculty release, travel, professional development, and student scholarships.
**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.**

- The college exceeded the State FTE allocation by 360 annualized FTE.
- Enrollment highlights include: Distance Education up 9%; Academic up 1.2%; Worker Retraining enrollment increased by 43%, from 405 to 578 students; moderate growth in both on-line and on-ground enrollments at the Whidbey Island Campus.
- Community Education offered 26 more classes than the previous year.
- Workfirst provided tuition assistance to 46 low-income students; provided literacy skills to 57 students; assisted 35 students in completing life skills training.
- Increased capacity of the Automotive Technology program by 10 students.
- A part-time Practical Nursing Program was initiated and enrolled 18 additional students.
- Parks Law Enforcement Academy enrolled a record number of 41 students, all of whom graduated with nearly 100% job placement.
- SVC garnered design awards at the National Council for Marketing and Public Relations regional conference for the SVC Catalog and the SVC Student Handbook. The SVC Catalog earned a Silver Medallion for its student highlights, well-organized content, and use of tabs and chapter dividers—all factors contributing to a student friendly publication.
- Whidbey Island Campus received the 2004 Economic Vision and Innovation Award from the Economic Development Council of Island County and the 2004 Chairman’s Award from the Oak Harbor Chamber of Commerce, both in recognition of the completion of Oak Hall.
- Booking of events at McIntyre Hall Performing Arts and Conference Center is underway—over 100 rental dates have been identified for 2005. The first rental booking of the Hall is scheduled for New Year’s Eve.
- The revised Master Plan includes the completion of McIntyre Hall, renovation and expansion of the Bakery Lab and Hodson Hall. Future plans include the replacement of Angst Hall with the 69,000 s/f Science and Nursing facility, replacement of Lewis Hall, renovation of the Student Center, and the expansion of the Phillip Tarro Theater.
- In addition to facility replacements and renovations, the Master Plan also addresses land acquisition to the east of the current campus.
- More than a dozen reports regarding the CCSSE results were generated, including reports for the General Education Task Force, Advisor’s Group, Diversity Steering Committee, Student Services, Student Government, Information Technology, Library, WIC, and other campus constituents.
- Several thousand students were surveyed during the year to assess their use and satisfaction with college services and programs.
- Seven 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 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, and regular updates on Enrollments, Budget, and Facilities.
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.

- The library increased access to Spanish speaking students via Spanish interface to catalog and adding variety of new library materials with global perspectives.
- A year-long Chicano studies sequence in history and ethnic studies was developed on the Mount Vernon Campus. Highlights of Chicano sequence included a panel by “La Abuelitas” from local community, and an art exhibit/lecture by Gloria Gonzáles García—open to students and community.
- Over 60 international students participated in the “conversation partner” program with American counterparts to increase retention.
- The Global Music Festival attracted 350 students from regional schools, feature performance from international artists.
- The second complete year of Lushootseed, indigenous language of local tribes, was offered; included education courses related to teaching the Lushootseed in local schools.
- Over 300 community members attended the 4th annual Champions of Diversity Awards Ceremony to honor high school students from Skagit, Island, and San Juan Counties for their contributions to diversity on their campuses and in their communities. In addition, more than $53,000 in scholarships was awarded to 28 high school seniors who distinguished themselves in leadership, community service and academic ability.
- Seating in the general computer lab was reorganized to provide straight-line access for disabled students; seating and space provided for assistants of disabled students.
- SVC’s Displaced Homemaker Program received the “Advancing the Status of Women” awarded by the Soroptimist International Club of Mount Vernon. The Program serves individuals who become sole supporters of their family due to divorce, separation, or the death, disablement, or unemployment of a spouse. During 2003-04, approximately 180 individuals were supported through workshops and classes for both English- and Spanish-speakers.
- The diversity in our community and our college was celebrated during the year with a variety of art exhibits; music, dance, and theater performances; film presentations; a week-long “First Peoples of the Pacific Coast—Art, Cultures, Issues,” and the college’s annual International Dinner.
- The diversity of applicant pools was analyzed and the placement of position opening announcements was modified to increase the size, quality, and diversity of the applicant pools.
- Partnered with Goodwill to offer introductory ESL computer classes to 97 students.
- In efforts to take ESL to the community, expanded instruction to Sakuma Farms and Sedro-Woolley, serving 66 students.
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.

- The operating budget for fiscal year 2003/04 was developed on the basis of continued reductions in State funding. The offset of these reductions came in part by the elimination or non-refilling of positions or services and by an anticipated growth in enrollment for in-state students and a 7% average increase in the cost of in-state tuition. International tuition was increased, but a decrease in international enrollment was also anticipated.
- The budget process was open to all staff and governed by Board of Trustees policy goals.
- The college negotiated and implemented a salary schedule for full-time faculty which increased the entry-level salary, raised the average faculty salary, and provided for the implementation of a senior-status salary step. A longevity increase for part-time faculty was also implemented.
- The college received a Virtual Reference Services grant for $30,000 awarded to library consortium with local high school libraries and Grays Harbor College.
- The Professional-Technical unit was awarded over $2,268,000 in grant funding from various sources for workforce training.
- A Process Control Center of Excellence was established with Bellingham Technical College with Center of Excellence grant funds from the state.
- A High-Demand FTE grant from the state allowed the college to add two new entry points for the Associate of Nursing Degree, allowing for the accommodation of 40 more students during the year.
- Automotive program recognition by AIPC included award valued at $65,000 (2 new cars, tools and equipment).
- Regular financial reports were provided to the Board during the year.
- The Board reserve fund was maintained.
- The college’s fund balance was increased in 2003-04.