

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 22, 2017**

3:00 PM Study Session–Board Room (#1010M), Administration Bldg (#1000)→Main Level, 4000 Bldg
4:00 PM Regular Session – Board Room (#1010M), Administration Bldg (#1000)

A G E N D A

| 3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000) → MAIN LEVEL – 4000 BLDG | | | |
|---|--|--|------------|
| NO. | AGENDA ITEM | RESPONSIBILITY | TAB |
| | Visit: Library, Learning & Tutoring Centers | <i>Amy Kinsel</i> | |
| 4:00 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000) | | | |
| NO. | AGENDA ITEM | RESPONSIBILITY | TAB |
| 1. | Convene Meeting | <i>Phil Barrett</i> | |
| 2. | Report: Chair, Board of Trustees | <i>Phil Barrett</i> | |
| 3. | Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of January 25, 2017 | <i>Phil Barrett & Trustees</i> | |
| 4. | Open Comment Period Share a compliment or concern. All comments are welcome. | <i>Phil Barrett</i> | |
| 5. | College Updates • UW Genome Sciences Summer Research Program | <i>•Guy Hamilton</i> | |
| 6. | Report: Shoreline President | <i>Cheryl Roberts</i> | |
| 7. | Report (Quarterly): Budget | <i>Stuart Trippel</i> | 1 |
| 8. | Action: Faculty Sabbatical Leave Proposals (2017 – 2018) | <i>Alison Stevens</i> | 2 |
| 9. | Action: 2017 – 2018 Calendar Revisions | <i>Chris Melton</i> | 3 |
| 10. | Action: Two-Year College Calendar | <i>Chris Melton</i> | 4 |
| 11. | Report: Shoreline Faculty | <i>DuValle Daniel</i> | |
| 12. | Report: Shoreline Classified | <i>Jerry Owens</i> | |
| 13. | Report: Shoreline Associated Student Government | <i>Winston Lee</i> | |
| 14. | Report: Closing Remarks – Board of Trustees | <i>Trustees</i> | |
| 15. | Executive Session, if necessary | <i>Phil Barrett</i> | |
| 16. | Action: Adjournment | <i>Phil Barrett</i> | |
| | Next Regular Meeting: Wednesday, March 15, 2017 | | |

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 25, 2017

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 3:03 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

At 3:03 PM, the Trustees proceeded to room 2926 located in building 2900 for a Study Session on: Program Overview: Biotechnology; Program Overview: Dental Hygiene; and Program Overview: Nursing.

CONVENE IN REGULAR SESSION

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 4:35 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, Doug Jackson, Tom Lux and Clara Pellham were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett pointed out the newly mounted Vision, Mission and Community Standard in the Board Room and noted “We are responsible for our destiny at the College.”

CONSENT AGENDA

Chair Barrett asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a) One set of minutes from the Regular Meeting of December 7, 2016.

Motion 17:01: A motion was made by Trustee Lux to approve the consent agenda.

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

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OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

Executive Director Martha Lynn provided an overview of the mix of advertising and marketing strategies that have been employed by the Communications & Marketing team.

Film/Drama/Cinema Faculty member Kris Boustedt showed the 15 and 30 second *Write Your Story* ad and shared that spaces which conveyed promise and potential were filmed and that the goal of the piece, was to replicate what students feel on their first day.

REPORT: 2017 WASHINGTON ACT TRANSFORMING LIVES AWARDS

Trustee Pellham provided an overview of the Washington Association of College Trustees (ACT) Transforming Lives Awards. Four current or former students were nominated for the 2017 awards by members of the campus community. Trustees Jackson and Pellham reviewed the four nominations and recommended Raymond Waugh as the Shoreline Community College Board of Trustees' nominee for the 2017 ACT Transforming Lives Awards.

Certificates of Appreciation were presented to two of the nominees present: Amber Avery and Miranda Daniel.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (December 7, 2016 – January 25, 2107) and the *Executive Team Highlights to the Board of Trustees* (January 25, 2017) which included information related to:

- The Five Star Consortium Adjunct Training
- Progression in enrollment
- Student Achievement Initiative (SAI) milestones

ACTION: MEMORANDUM OF UNDERSTANDING BY AND BETWEEN SHORELINE COMMUNITY COLLEGE AND THE SHORELINE COMMUNITY COLLEGE FEDERATION OF TEACHERS

Executive Director & CFO Stuart Trippel provided an overview of the Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding Payment of 1.8% COLA.

SHORELINE COMMUNITY COLLEGE
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Motion 17:02: A motion was made by Trustee Lux to approve the Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers “Regarding Payment of 1.8% COLA.”

Trustee Jackson seconded the motion, which was then unanimously approved by the Board.

REPORT: SHORELINE FACULTY

Professor DuValle Daniel thanked the Board for the signing of the MOU and provided an overview of American Federation of Teachers (AFT) activities.

Faculty concerns include: How to prepare and respond to acts of intolerance; the departure of the Vice President for Human Resources & Legal Affairs; and the status of the ctcLink project.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens expressed appreciation for the renovation work in the Library and Learning Centers and in the chemistry lab. He stated that Classified Staff continue to have concerns about the legislature.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee expressed appreciation to everyone who contributed to the remodeling of the Library and Learning Centers.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustees Barrett, Jackson, Lux and Pellham spoke of having the opportunity to meet with legislators, participating in the Association of College Trustees (ACT) Winter Conference and/or the Transforming Lives Award dinner.

Trustees Barrett and Pellham attended the grand re-opening of the Library and Learning Centers and noted that every spot was bustling with activity.

ADJOURNMENT

Motion 17:03: A motion was made by Trustee Jackson to adjourn the Regular Meeting of January 25, 2017.

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REGULAR MEETING OF JANUARY 25, 2017

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Barrett adjourned the meeting at 5:47 PM.

Signed _____
Phil Barrett, Chair

Attest: February 22, 2017

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 22, 2017**

TAB 1

REPORT (QUARTERLY)

Subject: BUDGET

To follow

- Shoreline Community College Mid-Year Financial Summary for Board of Trustees
(Information for July 1, 2016 – December 31, 2016)

Prepared by: Ann Martin-Cummins
Budget Analyst 4
Shoreline Community College
February 14, 2017

Shoreline Community College Mid-Year Financial Summary for Board of Trustees

Information for July 1, 2016 - December 31, 2016

Operating Budget Analysis - Fiscal Year 2016-2017

Operating Budget Analysis by Program

| Program | FY Budget | % of Budget | FY Expenses | Balance | % of Spend |
|--------------------------|---------------------|--------------|---------------------|---------------------|---------------|
| Instruction | \$20,059,390 | 48.3% | \$9,689,381 | \$10,370,009 | 52.2% |
| Reserve | \$690,124 | | \$0.00 | \$690,124 | |
| IT Instructional Support | \$2,606,823 | 39.8% | \$1,036,415 | \$1,570,408 | 5.6% |
| Library / Media | \$1,503,037 | 45.9% | \$690,611 | \$812,426 | 3.7% |
| Student Services | \$4,947,429 | 37.0% | \$1,828,428 | \$3,119,001 | 9.8% |
| Institutional Support | \$6,066,479 | 54.2% | \$3,289,152 | \$2,777,327 | 17.7% |
| Plant Operations | \$5,011,075.00 | 40.7% | \$2,039,142 | \$2,971,933 | 11.0% |
| Total | \$40,884,357 | 45.4% | \$18,573,129 | \$22,311,228 | 100.0% |

Operating Budget Analysis by Category

| Category | FY Budget | FY Expenses | Balance | % of Spend |
|---------------------------------|---------------------|---------------------|---------------------|---------------|
| Full-Time Faculty | \$7,915,501 | \$3,004,427 | \$4,911,074 | 16.2% |
| Faculty Stipends | \$153,776 | \$167,799 | (\$14,023) | 0.9% |
| Part-Time / Pro Rata Faculty | \$6,491,004 | \$3,792,339 | \$2,698,665 | 20.4% |
| Classified | \$5,511,211 | \$2,530,307 | \$2,980,904 | 13.6% |
| Exempt | \$3,791,107 | \$1,850,575 | \$1,940,532 | 10.0% |
| Overtime | \$51,672 | \$48,022 | \$3,650 | 0.3% |
| Hourly, Students & Others | \$603,531 | \$297,912 | \$305,619 | 1.6% |
| Benefits | \$8,653,065 | \$4,203,395 | \$4,449,670 | 22.6% |
| Sub Total Labor Costs | \$33,170,867 | \$15,894,776 | \$17,276,091 | 85.6% |
| Goods & Services | \$5,990,058 | \$2,348,957 | \$3,641,101 | 12.6% |
| Travel | \$128,813 | \$92,658 | \$36,155 | 0.5% |
| Equipment | \$699,912 | \$88,322 | \$611,590 | 0.5% |
| Client Services / Financial Aid | \$829,707 | \$115,113 | \$714,594 | 0.6% |
| Personal Services | \$65,000 | \$33,303 | \$31,697 | 0.2% |
| Sub Total Non-Labor Expenses | \$7,713,490 | \$2,678,353 | \$5,035,137 | 14.4% |
| Total | \$40,884,357 | \$18,573,129 | \$22,311,228 | 100.0% |

Expense Analysis - Fiscal Year 2016-2017 and Prior Year 2015-2016

| Sub-Object | Current FY | Prior FY | % Change |
|--------------|---------------------|---------------------|--------------|
| Labor | \$15,894,776 | \$15,622,429 | 101.7% |
| Non-Labor | \$2,678,353 | \$3,308,096 | 81.0% |
| Total | \$18,573,129 | \$18,930,525 | 98.1% |

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 22, 2017**

TAB 2

ACTION

Subject: FACULTY SABBATICAL LEAVE PROPOSALS (2017 – 2018)

Background

The July 1, 2013 – June 30, 2016 * ** Agreement By and Between the Shoreline Community College Board of Trustees, District VII and the Shoreline Community College Federation of Teachers (Article XIII: Leaves) states that the College may award annual sabbatical leaves to eligible faculty not to exceed four-percent (4%) of the total number of full-time academic employees.

*On June 22, 2016, DuValle Daniel, SCCFT Local 1950 President and Catherine D'Ambrosio, 2015 – 2016 Board of Trustees Chair, signed a Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers, agreeing to “extend the 2013 – 2016 bargained agreement, including all if its letters of understanding and memoranda of understanding, through December 31, 2016.”

**On December 7, 2016, DuValle Daniel, SCCFT Local 1950 President and Phillip Barrett, 2016 – 2017 Board of Trustees Chair, signed a Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers, agreeing to “extend the 2013 – 2016 bargained agreement, including all if its letters of understanding and memoranda of understanding, through June 30, 2017, or until a new agreement is fully signed, whichever is earlier.”

A total of sixteen (16) quarters of sabbatical leave is recommended for the 2017 – 2018 academic year. All faculty recommended are eligible for a sabbatical leave and the faculty Sabbatical Committee has complied with the provisions of Article XIII: Leaves of the 2013 – 2016 Agreement.

Twelve (12) sabbatical leave applications (proposals) were submitted for consideration to the faculty Sabbatical Committee, chaired by Jo McEntire.

Following the Committee's review of the written applications and applicant interviews, eight proposals were forwarded to the Board of Trustees for review. The Committee recommended full year (three (3) quarters) sabbatical leave for two (2) faculty members at 86% compensation, two (2) quarters sabbatical leave for four (4) faculty member at 86% compensation and one (1) quarter sabbatical leave for two (2) faculty member at 100% compensation.

To follow: Summary of the proposals recommended for 2017 – 2018 sabbatical leaves by the faculty Sabbatical Committee.

| | <u>Name</u> | <u>Division</u> | <u>Quarter & Year of Initial Employment</u> | <u>Previous Sabbatical Quarters</u> | <u>Number of Quarters Recommended</u> |
|----|----------------|-----------------|---|-------------------------------------|---------------------------------------|
| 1. | Vincent Barnes | Humanities | FA 1993 (FT) | FA 2001; WIN 2002; SPR 2002 | 1 |

Purpose: To enhance proficiency in technology (including the exploration of supplemental language learning programs); develop program materials for the ESL Program; read a variety of books related to contemporary topics and issues; and to experience the cultures and languages of our students via international travel to enrich curriculum and instruction.

| | <u>Name</u> | <u>Division</u> | <u>Quarter & Year of Initial Employment</u> | <u>Previous Sabbatical Quarters</u> | <u>Number of Quarters Recommended</u> |
|----|---------------|-----------------|---|-------------------------------------|---------------------------------------|
| 2. | Steven Bogart | Science | FA 1999 (FT) | FA 2007; WIN 2008; SPR 2008 | 3 |

Purpose: To study contemporary methodology, practice and applications; gain experience as an online learner and translate that experience into improvements as an online instructor; develop high-impact, active learning activities for face-to-face and online statistics and math in society classes; and to consult with client disciplines of statistics.

| | <u>Name</u> | <u>Division</u> | <u>Quarter & Year of Initial Employment</u> | <u>Previous Sabbatical Quarters</u> | <u>Number of Quarters Recommended</u> |
|----|--------------|-----------------|---|-------------------------------------|---------------------------------------|
| 3. | Rachel David | Social Sciences | FA 2000 (FT) | SPR 2016 | 1 |

Purpose: To continue with coursework for a Master's of Science in Psychology.

| | <u>Name</u> | <u>Division</u> | <u>Quarter & Year of Initial Employment</u> | <u>Previous Sabbatical Quarters</u> | <u>Number of Quarters Recommended</u> |
|----|--------------|-----------------|---|-------------------------------------|---------------------------------------|
| 4. | Charles Dodd | Social Sciences | FA 2003 (FT) | None | 2 |

Purpose: To create new, and enhance existing, lecture and assessment materials for face-to-face, hybrid and online courses; create lab video tutorials for face-to-face, hybrid and online courses; and to travel to Western Australia and Western North America with points of interest including, but not limited to: museums, research institutions, local NGOs, national parks, monuments and nature preserves.

| | <u>Name</u> | <u>Division</u> | <u>Quarter & Year of Initial Employment</u> | <u>Previous Sabbatical Quarters</u> | <u>Number of Quarters Recommended</u> |
|----|----------------|-----------------|---|-------------------------------------|---------------------------------------|
| 5. | Linda Kuehnert | Science | FA 2000 (FT) | None | 2 |

Purpose: To tour and survey regional university and community college laboratories; research data record-keeping standards; survey the teaching of gravimetric and volumetric lab techniques; update instructions and procedures for organic laboratory instruments; and focus on curriculum development to benefit overall knowledge and classroom performance.

| | | | | | |
|----|---------------------------------|---|--|---|---|
| 6. | <u>Name</u> Tim Payne | <u>Division</u> Social Sciences | <u>Quarter & Year of Initial Employment</u> FA 1989 (FT) | <u>Previous Sabbatical Quarters</u> FA 2005; WIN 2006; SPR 2006 | <u>Number of Quarters Recommended</u> 2 |
|----|---------------------------------|---|--|---|---|

Purpose: To perform scholarly research and produce an academic article for publication in a peer reviewed journal; perform a systemic departmental outcomes assessment and review of the Economics curriculum, in collaboration with Economics faculty; investigate the creation of an alternative program for study, professional development and service abroad that provide opportunities for students, staff, faculty and the community to participate together; and to revitalize through service, research and active application of professional knowledge.

| | | | | | |
|----|--------------------------------------|-----------------------------------|--|--|---|
| 7. | <u>Name</u> Lauren Sandven | <u>Division</u> Science | <u>Quarter & Year of Initial Employment</u> FA 2004 (FT) | <u>Previous Sabbatical Quarters</u> None | <u>Number of Quarters Recommended</u> 3 |
|----|--------------------------------------|-----------------------------------|--|--|---|

Purpose: To research flipped classroom models and prepare course materials for a Math 098 (Intermediate Algebra I) flipped classroom; learn about video production and create several instructional videos; research math anxiety and learning disabilities and develop classroom materials based on the research; organize a library of active learning materials for the Mathematics Department.

| | | | | | |
|----|--|---|--|---|---|
| 8. | <u>Name</u> Mayumi Steinmetz | <u>Division</u> Social Sciences | <u>Quarter & Year of Initial Employment</u> FA 1992 (FT) | <u>Previous Sabbatical Quarters</u> FA 2001; WIN 2002; SPR 2002 | <u>Number of Quarters Recommended</u> 2 |
|----|--|---|--|---|---|

Purpose: Conduct field research on indigenous issues in Taiwan; write research paper on Taiwan indigenous spirituality and identity expressed in Christian faith; and curriculum transformation of East Asian Civilization class.

Recommendation

It is recommended that sabbatical leaves be granted to:

- Steven Bogart and Lauren Sandven for three (3) quarters each during the 2017 - 2018 academic year at 86% compensation.
- Charles Dodd, Linda Kuehnert, Tim Payne and Mayumi Steinmetz for two (2) quarters each during the 2017 – 2018 academic year at 86% compensation.
- Vincent Barnes and Rachel David for one (1) quarter each during the 2017 - 2018 academic year at 100% compensation.

Prepared by: Alison Stevens
Executive Vice President for Academic and Student Affairs
Shoreline Community College
February 20, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
FDFDREGULAR MEETING OF FEBRUARY 22, 2017**

TAB 3

ACTION

Subject: 2017 – 2018 CALENDAR REVISIONS

Background

The Board of Trustees approved the permanent 2017 – 2018 and the tentative 2018 – 2019 College calendars as presented at its Regular Meeting of February 24, 2016.

The Administration and the SCCFT (Shoreline Community College Federation of Teachers) are in the midst of discussing changes to the 2018 – 2019 and 2019 – 2020 College calendars, which necessitated revisions to the 2017 – 2018 College calendar.

Revisions to the 2017 – 2018 include:

- Later start and end dates for each quarter in 2017 – 2018;
- The move of the all campus Professional Development day from February to April in order to equalize the number of instructional days for each day of the week; and
- The adjustment to the dates on the right side of the calendar to reflect changes to the start and end dates for each quarter

The Administration and the SCCFT have approved the revisions to the 2017 – 2018 College calendar.

Recommendation

That the Board of Trustees take action on the revised 2017 – 2018 College calendar.

Prepared by:

Alison Stevens, Executive Vice President for Academic & Student Affairs, and
Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
February 20, 2017

To follow: Draft 2017 – 2018 Calendar.

**SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
DRAFT 2017-2018 CALENDAR**

(This calendar is not official until approved by the College Board of Trustees)

KEY

Shaded, bolded areas = Instructional Days
 Boxed, bolded, italic numbers = Holidays
 () Faculty Prep Days
 < > Exam Days
 ○ Grades Due
 [] First/Last Day Instruction
 FT Faculty Contract Days
 * Campus closed

| | |
|----------------------|----|
| FALL QTR 2017 | |
| INSTR | 50 |
| FAC/PREP | 1 |
| EXAMS | 3 |
| TOTAL | 54 |

| | |
|------------------------|----|
| WINTER QTR 2018 | |
| INSTR | 49 |
| FAC/PREP | 1 |
| EXAMS | 3 |
| TOTAL | 53 |

| | |
|------------------------|----|
| SPRING QTR 2018 | |
| INSTR | 50 |
| FAC/PREP | 1 |
| EXAMS | 3 |
| TOTAL | 54 |

| | |
|------------------------|----|
| SUMMER QTR 2018 | |
| INSTR | 31 |
| FAC/PREP | 0 |
| EXAMS | -- |
| TOTAL | 31 |

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2017

| S | M | T | W | T | F | S |
|----|-----------|-----------|---------------|-----------|-----------|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | [27] | 28 | 29 | 30 |

MARCH

| S | M | T | W | T | F | S |
|----|---------------|-------------|-------------------|-------------------|-------------------|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | [19] | (20) | <21> | <22> | <23> | 24 |
| 25 | 26 | (27) | 28 | 29 | 30 | 31 |

10/11 to 11/8 Drops show as W
After 11/8 Drops show as Z, NC, or V
10/31 Last day for P/NC option

OCTOBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

APRIL

| S | M | T | W | T | F | S |
|----|----|----|--------------|----|-----------|----|
| 1 | 2 | 3 | [4] | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

FALL QUARTER

- 9/4 Labor Day *
- 9/21 Opening Week Begins
- 9/27 Instruction Begins
- 11/10 Veterans' Day *
- 11/23 & 11/24 Thanksgiving *
- 12/8 Instruction Ends
- 12/11 Prep Day
- 12/11, 12/12 & 12/13 Exams
- 12/19 Grades Due
- 12/25 Christmas *

1/23 to 2/21 Drops show as W
After 2/21 Drops show as Z, NC, or V
2/12 Last day for P/NC option

NOVEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|-----------|-----------|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

MAY

| S | M | T | W | T | F | S |
|----|-----------|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

WINTER QUARTER

- 1/1 New Year's *
- 1/8 Instruction Begins
- 1/15 M.L.King Jr. Day *
- 2/19 Presidents' Day *
- 3/19 Instruction Ends
- 3/20 Prep Day
- 3/21, 3/22 & 3/23 Exams
- 3/27 Grades Due

4/18 to 5/17 Drops show as W
After 5/17 Drops show as Z, NC, or V
5/8 Last day for P/NC option

DECEMBER

| S | M | T | W | T | F | S |
|----|-----------|-------------------|-------------------|-------------------|--------------|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | [8] | 9 |
| 10 | (11) | <12> | <13> | <14> | 15 | 16 |
| 17 | 18 | (19) | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

JUNE

| S | M | T | W | T | F | S |
|----|-------------------|-------------------|-------------------|---------------|-------------|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | [14] | (15) | 16 |
| 17 | <18> | <19> | <20> | 21 | 22 | 23 |
| 24 | 25 | (26) | 27 | 28 | 29 | 30 |

SPRING QUARTER

- 4/4 Instruction Begins
- 4/27 SCC Professional Development
- 5/28 Memorial Day *
- 6/10 **Commencement**
- 6/14 Instruction Ends
- 6/15 Prep Day
- 6/18, 6/19 & 6/20 Exams
- 6/26 Grades Due

7/12 to 8/2 Drops show as W
After 8/2 Drops show as Z, NC, or V
7/26 Last day for P/NC option

JANUARY 2018

| S | M | T | W | T | F | S |
|----|--------------|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | [8] | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

JULY

| S | M | T | W | T | F | S |
|----|--------------|----|----------|----|----|----|
| 1 | [2] | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

SUMMER QUARTER

- 7/2 Instruction Begins
- 7/4 Fourth of July *
- 8/23 Instruction Ends
- (Exams on last day of class)
- 8/28 Grades Due

FEBRUARY

| S | M | T | W | T | F | S |
|----|-----------|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

AUGUST

| S | M | T | W | T | F | S |
|----|----|-------------|----|---------------|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | [23] | 24 | 25 |
| 26 | 27 | (28) | 29 | 30 | 31 | |

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 22, 2016**

TAB 4

ACTION

Subject: TWO-YEAR COLLEGE CALENDAR

Background

Per the Policy 6000 (College Calendar) Procedures, “The calendar will be recommended to the President for approval by the Board of Trustees no later than the February Board meeting.”

The Administration and the SCCFT (Shoreline Community College Federation of Teachers) are in the midst of discussing changes to the 2018 – 2019 and 2019 – 2020 College calendars and have approved revisions to the 2017 – 2018 College calendar.

The Calendar Committee, the committee charged with the development of the College’s calendar totaling three academic years, needs an extended timeframe in which to hold its meetings and to submit the proposed calendar(s) to the Joint Union Management Committee (JU/MC) for review and approval.

Recommendation

That the Board of Trustees defer action and consider the proposed permanent 2018 – 2019 College calendar, which will include revisions, and the tentative 2019 – 2020 College calendar at its Regular Meeting of March 15, 2017.

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