

**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2015  
3:00 PM Study Session – Board Room, Administration Building (1000)  
4:00 PM Regular Session – Board Room, Administration Building (1000)**

**A G E N D A**

<b>3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM )</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>Financial Statements and Budget Forecast</b>	<i>Stuart Trippel &amp; Dawn Vinberg</i>	
<b>4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM )</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Meeting</b>	<i>Tom Lux</i>	
2.	<b>Consent Agenda</b> a. <b>Approval of Previous Meeting Minutes</b> ▪ Regular Meeting of January 21, 2015	<i>Tom Lux &amp; Trustees</i>	
3.	<b>Report:</b> Board of Trustees Chair	<i>Tom Lux</i>	
4.	<b>Open Comment Period</b> Share a compliment or concern. All comments are welcome.	<i>Tom Lux</i>	
5.	<b>College Updates</b>		
6.	<b>Action: Faculty Sabbatical Proposals (2015 – 2016)</b>	<i>Robert Francis</i>	<b>1</b>
7.	<b>Action: Two-Year College Calendar</b>	<i>Robert Francis &amp; Chris Melton</i>	<b>2</b>
8.	<b>Report:</b> Emergency Management	<i>Mary Kelemen</i>	
9.	<b>Report:</b> SCC Faculty	<i>Amy Kinsel</i>	
10.	<b>Report:</b> SCC Classified	<i>Jerry Owens</i>	
11.	<b>Report:</b> SCC Student Body Association	<i>Ashley Cowan</i>	
12.	<b>Report:</b> SCC President	<i>Cheryl Roberts</i>	
13.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	<b>Executive Session, if necessary</b>	<i>Tom Lux</i>	
15.	<b>Next Regular Meeting: Wednesday, March 18, 2015</b>		
16.	<b>Adjournment</b>		

MINUTES

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 Tom Lux at 4:00 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Catherine D'Ambrosio and Tom Lux were present.

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

CONSENT AGENDA

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

- a) One set of minutes from the Special Meeting of December 1, 2014 and one set of minutes from the Regular Meeting of December 3, 2014.

Motion 15:01: A motion was made by Trustee D'Ambrosio to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux read a letter from Trustee Liaw, resigning her position as a member of the Board of Trustees, effective immediately.

OPEN COMMENT PERIOD

Professor DuValle Daniel distributed and provided information related to the College's winter quarter Community Read – Anne Moody's *Coming of Age in Mississippi*.

## COLLEGE UPDATES

Chair Lux noted that the addition of a **College Updates** segment to the agenda—an avenue through which College personnel are able to share with the Board, program specific information and/or information related to current events on campus.

### Recognition of Campus Nominees and Board's 2015 Nominee: TACTC's 2015 Transforming Lives Awards

Trustee Barrett provided an overview of the Trustees Association of Community and Technical Colleges (TACTC) Transforming Lives Awards and presented certificates to 2015 campus nominees Yvonne Hill, Fatiha Mahfoudi, Linh Nguyen, Stephanie Olsen and Louise Petruzzella.

The Boards from each of the thirty-four community colleges, forwarded one name from its campus nominees to the TACTC for consideration for the statewide 2015 Transforming Lives Awards. Trustee Barrett noted that he and Trustee Liaw, served as a subcommittee of the Board, and reviewed the nomination submissions and forwarded Linh Nguyen's name as the Shoreline Community College Board of Trustees' nominee for the 2015 TACTC Transforming Lives Awards.

### Recognition of Baden Women's Soccer Athlete of the Year

Director of Athletics Steve Eskridge introduced and spoke of the accomplishments of Student Athlete Hayley Warren, who was recently voted as the Baden Women's Soccer Athlete of the Year by the Northwest Athletic Conference (NWAC) coaches.

### Introduction of Laura Rehrmann, Special Assistant to the President for Community Engagement

President Roberts introduced Laura Rehrmann, Special Assistant to the President for Community Engagement. Special Assistant Rehrmann expressed appreciation for the opportunity and that her role was to build pathways and connections that would support the College's legacy of providing excellent education.

### December 2014 Trip to Asia

International Education Executive Director Diana Sampson and Assistant Director Bo Fu joined President Roberts to meet with the College's partners in China, Cambodia and Indonesia. Executive Director Sampson deemed the trip, very successful, and noted that discussions related to new opportunities and partnerships were very productive.

REPORT (QUARTERLY): BUDGET

Executive Director for Budget & Capital Dawn Vinberg provided an overview of two documents—*Operating Budget Financial Review (Period Ending December 31, 2014)* and *Operating Budget Status Report (As of December 31, 2014)*.

Executive Director Vinberg noted that she and Executive Director for Business & Student Support Services Stuart Trippel will be conducting a Study Session on financial statements and the budget forecast at the Board's February meeting.

REPORT: RESULTS OF BALLOTING (PROPOSAL TO RENAME THE PROFESSIONAL AUTOMOTIVE TRAINING CENTER → PROFESSIONAL AUTOMOTIVE TRAINING CENTER – DEALER TRAINING ACADEMY)

President Roberts conveyed that the Policy 3802 (Naming of Campus Facilities) Procedural Guidelines were followed related to the proposal to rename the Professional Automotive Training Center. Special Assistant to the President for Communications & Marketing Jim Hills provided information on the balloting process and its results, one of the steps contained in the Policy's Procedural Guidelines.

Based on the balloting results, President Roberts recommended that the Professional Automotive Training Center, be renamed the Professional Automotive Training Center – Dealer Training Academy.

Motion 15:02: A motion was made by Trustee D'Ambrosio to approve the renaming of the Professional Automotive Training Center, to the Professional Automotive Training Center – Dealer Training Academy.

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

DISCUSSION: STUDY SESSION TOPICS (FEBRUARY – JUNE 2015)

President Roberts distributed and provided an overview of a draft entitled *Study Session Topics February – June 2015*. In response to the Trustees' discussion, President Roberts will produce a draft of topics to report on during the Regular Meetings of the Board.

REPORT: SCC FACULTY

Professor Kinsel expressed appreciation for recent campus wide events and projects that promote community building—the Community Read, the Black Lives Matter conversation, the Black History Museum, as well as, the work taking place to ensure a safe environment for students, employees and the community-at-large.

While content that the Governor’s budget includes COLAs for state employees, Professor Kinsel conveyed disappointment that there are still no faculty increment dollars (step increases) and noted that work with the State Board for Community & Technical Colleges (SBCTC) to explore ways of having local monies go toward step increases is transpiring.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens distributed an article entitled *How state tax systems unfairly burden low-income earners*. He spoke of the capping of step increases and the implications if contracts are not passed.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Ashley Cowan provided information on recent events involving the Student Leadership Center—the New Student Welcome, the Community Read, the Black Lives Matter conversation and the Black History Museum Opening. In addition, she shared details surrounding upcoming student-led events, including organizing students for a February 5 visit to Olympia.

SBA President Cowan announced changes in the Student Parliament’s Prime Minister position and the Student Body Association’s move toward standardization with the Associated Student Government structure.

REPORT: SCC PRESIDENT

President Roberts continues to meet with internal and external stakeholders. She spoke of the primary topics for the January 23 Campus Community Update Meeting: Increasing Enrollment, Retention and Completion; Leveraging Community Engagement; Developing Human Resources and Physical/Technical Infrastructure; and Strategic Planning.

President Roberts touched upon the College’s Emergency Management planning and the lessons learned from the Shoreline School District’s lockdown in early January and the College’s response and messaging to members of the campus community.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
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REGULAR MEETING OF JANUARY 21, 2015

President Roberts provided an update of the College's proactive responses and actions resulting from the defacement of the Project Pride and the Muslim Student Association posters.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Lux expressed appreciation for Trustee Liaw's service and leadership.

ADJOURNMENT

Chair Lux adjourned the meeting at 5:41 PM.

Signed \_\_\_\_\_  
Tom Lux, Chair

Attest: February 25, 2015

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2015**

**TAB 1**

**ACTION**

**Subject: FACULTY SABBATICAL LEAVES, 2015-2016**

**Background**

The July 1, 2013-2016 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 of the total number of full-time faculty. For the 2015-2016 academic year a total of thirteen (13) quarters of sabbatical leave is being recommended. All faculty recommended are eligible for a sabbatical leave, and the faculty Sabbatical Selection Committee has complied with the provisions of Article XIII: Leaves of the 2013-2016 Agreement.

Six sabbatical applications were submitted for consideration to the faculty Sabbatical Selection Committee, chaired by Professor Diana E. Knauf. Following the Committee's review of the written applications and applicant interviews, six proposals are attached for the Board's review. The Committee recommended full year (three quarters) sabbatical leave for two faculty members at 86% compensation, two quarters sabbatical leave for three faculty member at 86% compensation, and one quarter sabbatical leave for one faculty member at 100% compensation. Summarized below are the sabbatical leave requests for the six faculty members recommended:

	<u>Name</u>	<u>Division</u>	<u>Date of Initial Employment</u>	<u>Previous Sabbatical Quarters</u>	<u>Numbers of Quarters Recommended</u>
1.	<b>Rachel David</b>	Social Sciences	Fall 2000	None	1
	Purpose:	To enhance <i>Gender &amp; Women's Studies</i> online and hybrid courses by developing a series of video lectures; explore social media to increase visibility of Gender & Women's Studies and the Equity and Social Justice programs.			
2.	<b>Amy Kinsel</b>	Social Sciences	Fall 2004	None	3
	Purpose:	To use the CogBooks adaptive learning technology platform to develop interactive adaptive learning modules in Information Literacy for instruction and support of students enrolled in six U.S. History courses; to update course materials for six U.S. History courses to include creating accessible multi-media materials; to revise two scholarly articles and submit them for publication; to travel to historic sites in New England in the Spring of 2016; and to reset work-life balance.			

- |    |                         |   |           |       |   |
|----|-------------------------|---|-----------|-------|---|
| 3. | <b>Fred Kuczmariski</b> | Science   | Fall 1998 | Three | 3 |
|    | Purpose:                | To start work on a book collecting the best mathematical ideas noted during the last 20 years; and to collect and organize the best of the many challenging calculus problems experienced during the last 20 years.   |           |       |   |
| 4. | <b>Juliet Lovejoy</b>   | Science   | Fall 2006 | None  | 2 |
|    | Purpose:                | To study statistics with a particular focus on statistical programming and integration of programming into our courses where possible; to work with stakeholders around campus regarding test options for student placement in mathematics; and to renew studies in mathematics by looking at interesting problems and advanced mathematics with the prospect of integration into my courses. |           |       |   |
| 5. | <b>Jo McEntire</b>      | Humanities  | Fall 1990 | Three | 2 |
|    | Purpose:                | To write an open source, low-intermediate reading and vocabulary text available on Canvas and as a bookstore “packet” for immigrants/ refugees in ESLAB 040, or level 4; and to write an open source grammar and writing text that is integrated into the reading text thereby creating an entire integrated teaching product for this level.   |           |       |   |
| 6. | <b>Bob Thompson</b>     | Social Sciences   | Fall 1993 | Four  | 2 |
|    | Purpose:                | To establish a quarter-long extension of the current 16-day international service learning trip and course in the Blue Mountain region of Jamaica that will allow participates to live and work in the Blue Mountain community for a period of ten weeks.   |           |       |   |

**Recommendation**

It is recommended that sabbatical leaves be granted to Amy Kinsel and Fred Kuczmariski for three quarters each during the 2015-2016 academic year at 86% compensation; to Juliet Lovejoy, Jo McEntire and Bob Thompson for two quarters each during the 2015-2016 academic year at 86% compensation; and to Rachel David for one quarter during the 2015-2016 academic year at 100% compensation.

Prepared by: Robert Francis  
 Vice President for Academic and Student Affairs  
 Shoreline Community College  
 February 10, 2015

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2015**

**TAB 2**

**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 has discussed with the SCCFT (Shoreline Community College Federation of Teachers) our proposal to make changes to the College's academic calendar. All Faculty have been invited to complete an SCCFT online survey related to the parameters of the College's academic 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 takes action on one of the following:

- A. Approve the proposed permanent 2016-2017 College Calendar and the tentative 2017-2018 College Calendar as presented.
- B. Defer action and consider the proposed permanent 2016-2017 College Calendar, which may include revisions, and the tentative 2017-2018 College Calendar at its March 18, 2015 meeting.

Prepared by:

Robert Francis, Vice President for Academic & Student Affairs, and  
Chris Melton, Director – Enrollment & Financial Aid Services/Registrar  
Shoreline Community College  
February 20, 2015

To Follow/Attached: Proposed permanent 2016-2017 College Calendar and the tentative 2017-2018 College Calendar.

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN TENTATIVE 2016-2017 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 2016	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2017	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2017	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2017	
INSTR	31
FAC/PREP	0
EXAMS	**
TOTAL	31

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

**SEPTEMBER 2016**

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

**MARCH**

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

10/5 to 11/2  
After 11/2  
10/25

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**FALL QUARTER**

9/5	Labor Day *
9/14	Opening Week Begins
9/21	Instruction Begins
11/11	Veterans' Day *
11/24 & 11/25	Thanksgiving *
12/2	Instruction Ends
12/5	Prep Day
12/6, 12/7 & 12/8	Exams
12/13	Grades Due
12/26	Christmas *

**OCTOBER**

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

**APRIL**

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

1/24 to 2/22  
After 2/22  
2/13

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**WINTER QUARTER**

1/2	New Year's *
1/9	Instruction Begins
1/16	M.L. King Jr. Day *
2/20	Presidents' Day *
3/20	Instruction Ends
3/21	Prep Day
3/22, 3/23 & 3/24	Exams
3/28	Grades Due

**NOVEMBER**

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

**MAY**

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

4/17 to 5/15  
After 5/15  
5/5

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**SPRING QUARTER**

4/3	Instruction Begins
5/29	Memorial Day *
6/11	Commencement
6/12	Instruction Ends
6/13	Prep Day
6/14, 6/15 & 6/16	Exams
6/20	Grades Due

**DECEMBER**

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

**JUNE**

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

**JANUARY 2017**

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

**JULY**

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

7/6 to 7/27  
After 7/27  
7/20

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**SUMMER QUARTER**

6/26	Instruction Begins
7/4	Fourth of July *
8/17	Instruction Ends (Exams on last day of class)
8/22	Grades Due

**FEBRUARY**

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

**AUGUST**

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

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT TENTATIVE 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

10/4 to 11/1  
After 11/1  
10/24

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**FALL QUARTER**

9/4	Labor Day *
9/13	Opening Week Begins
9/20	Instruction Begins
11/10	Veterans' Day *
11/23 & 11/24	Thanksgiving *
12/1	Instruction Ends
12/4	Prep Day
12/5, 12/6 & 12/7	Exams
12/12	Grades Due
12/25	Christmas *

**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
	[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					

1/23 to 2/21  
After 2/21  
2/12

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**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

**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		

4/16 to 5/14  
After 5/14  
5/4

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**SPRING QUARTER**

4/2	Instruction Begins
5/28	Memorial Day *
6/10	Commencement
6/11	Instruction Ends
6/12	Prep Day
6/13, 6/14 & 6/15	Exams
6/19	Grades Due

**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

**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				

7/5 to 7/26  
After 7/26  
7/19

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**SUMMER QUARTER**

6/25	Instruction Begins
7/4	Fourth of July *
8/16	Instruction Ends
	(Exams on last day of class)
8/21	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	