

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

SPECIAL MEETING OF APRIL 24, 2019

3:00 PM Study Session – Room 2120 (“Automotive Showroom”), Bldg 2100

4:30 PM Special Session – Room 2120 (“Automotive Showroom”), Bldg 2100

A G E N D A

3:00 PM – STUDY SESSION: ROOM 2120 (“AUTOMOTIVE SHOWROOM”) • BLDG 2100			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> •Facilities, Capital Projects & Grounds •Safety & Security 	<ul style="list-style-type: none"> •Veronica Zura •Veronica Zura 	
4:30 PM – SPECIAL SESSION: ROOM 2120 (“AUTOMOTIVE SHOWROOM”) • BLDG 2100			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Clara Pellham</i>	
2.	Report: Chair, Board of Trustees	<i>Clara Pellham</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of March 20, 2019 ▪ Special Meeting of March 26, 2019 b. Two-Year College Calendar	<i>Clara Pellham & Trustees</i> <i>Chris Melton</i>	1
4.	Communication from the Public	<i>Clara Pellham</i>	
5.	Report: General Budget and Fiscal Update	<i>Bill Saraceno & Satoko Prigmore</i>	
6.	Action: Board of Trustees 2020 Regular Meeting Schedule	<i>Clara Pellham & Trustees</i>	2
7.	College Update(s)		
8.	Report: Shoreline President	<i>Cheryl Roberts</i>	
9.	Constituent Report: Shoreline Faculty	<i>DuValle Daniel</i>	
10.	Constituent Report: Shoreline Classified Staff	<i>Paul Fernandez</i>	
11.	Constituent Report: Shoreline Associated Student Government	<i>Denish Oleke</i>	
12.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
13.	Executive Session <ul style="list-style-type: none"> • To discuss with legal counsel matters in litigation or matters of potential litigation 	<i>Clara Pellham</i>	
14.	Action: Adjournment	<i>Clara Pellham</i>	

Next Regular Meeting: Wednesday, May 22, 2019

MINUTES

STUDY SESSION

Vice Chair Tom Lux called the study session of the Board of Trustees of Shoreline Community College District Number Seven to order at 3:02 PM in room 9208 (the “Quiet Dining Room”), located in building 9000 (the “PUB”) at Shoreline Community College. A quorum of the Board was present.

Communications & Marketing

Executive Director Martha Lynn and Communications & Marketing staff Mia Bradshaw, Rachel Evans, Lori Maxfield, Adam Staffa, and Amy Stapleton, provided an overview of the role and responsibilities of Communications & Marketing, including work supporting Strategic Enrollment Management:

- Awareness
 - Digital & Print Advertising
 - College Website
 - Social Media & Content Strategy
 - Promotional Print Materials
- Recruitment
 - Nurturing Student Leads
 - Face-to-Face Recruiting

Office of Advancement • Shoreline Community College Foundation

Vice President and Executive Director Mary Brueggeman and Office of Advancement and Foundation staff Karla Belmonte and Alysén Laakso provided an overview of the work of the:

- Office of Advancement
 - Building External Relationships
 - Community Engagement
 - Building Partnerships
 - Capital Campaign
- Foundation – “Dedicated to increasing student access and success.”
 - Non-Profit 501 (c) (3)
 - Mission
 - Board of Directors
 - Fundraising
 - Financial Resources and Support to Students
 - Alumni and Retiree Engagement

ACTION: RENEWAL OF FIRST-YEAR & SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Acting Vice President Bayta Maring read the background and recommendation contained on tab 2 (Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates) and the names of the first-year and second-year tenure track faculty candidates, including each candidate's discipline/area and Appointment Review Committee Chair.

First-Year Tenure Track Faculty Candidates: Pru Arnquist; LeAnn De Luna; TaChalla Ferris; Mark Glover; Dina Kovarik; Zach Mazur; Melanie Meyer; Kristine Petesch; Claire Putney; Mindy Raulston.

Second-Year Tenure Track Faculty Candidates: Rob Allred; Crystal Hess; Przemyslaw Wyzgowski.

Motion 19:13: Trustee Lux stated, "After having given reasonable consideration to the recommendations of the respective Appointment Review Committees, the Acting Vice President for Student Learning, and the President, I move that the Board continue the tenure-track candidate status of the tenure-track faculty candidates listed on tab 2."

Motion seconded by Trustee Terpstra.

Trustee D'Ambrosio stated, "As Board members, we carefully review each of the tenure packets and take this very academically rigorous process, seriously."

Motion unanimously approved by the Board.

ACTION: TENURE CONSIDERATIONS

Acting Vice President Bayta Maring read the background and recommendation contained on tab 3 (Action: Tenure Considerations) and the names of the third-year faculty candidates, including each candidate's discipline/area and Appointment Review Committee Chair.

Third-Year Faculty Candidates: Tom Genest; Trevor Pelletier; Shelby Sleight; Guy Ting.

Motion 19:14: Trustee D'Ambrosio stated, "After having given reasonable consideration to the recommendations of the respective Appointment Review Committees, the Acting Vice President for Student Learning, and the President, I move that the Board grant

tenure to Tom Genest, Trevor Pelletier, Shelby Sleight, and Guy Ting.”

Motion seconded by Trustee Lux, followed by all Trustees in favor of the motion.

At 4:45 PM, Chair Pellham called for a recess to celebrate and congratulate the newly tenured Faculty members.

COLLEGE UPDATE(S)

The Regular Meeting resumed at 5:06 PM.

There were no College Updates.

FIRST READING: TWO-YEAR COLLEGE CALENDAR

Director Chris Melton provided an overview of tab 4 [First Reading: Two-Year College Calendar (2020-2021; 2021-2022)].

REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President's College & Community Engagement* report (March 4-19, 2019). She reported on:

- The March 8 budget process meeting and publicly apologized for not having the expected information.
- Expecting Bill Saraceno, Interim Chief Financial Officer, on campus the week of March 25.
- Attending the Richmond Beach and Highland Terrace Neighborhood Association meetings.

In response to SCCFT President DuValle Daniel's February 27, 2019 report, President Roberts spoke about:

- The filing of an appeal to the PERC hearing examiner's decision regarding the SCCFT's ULP, by the College Administration.
- The administration's commitment to a complete review of the College's budget documents and financial statements by Interim Chief Financial Officer Bill Saraceno, as well as by an external auditor.
- The Board, as a policy-making body, and the responsibilities delegated to the President.
- Her commitment to working with SCCFT President Daniel.

FIRST READING: BOARD OF TRUSTEES 2020 REGULAR MEETING SCHEDULE

The Board reviewed the proposed regular meeting dates for calendar year 2020 contained on tab 5 (First Reading: Board of Trustees 2020 Regular Meeting Schedule).

CONSTITUENT REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel congratulated WFSE Chief Steward Jerry Owens. She thanked the Board and President Roberts for their comments and responding to her questions and noted, “It is in the best interest of the College to have an external auditor with the shortfall we are experiencing. Important to have confidence.”

SCCFT President Daniel distributed copies of a document entitled *Presentation to Board of Trustees Regarding Fiscal Year 2013 Audited Financial Statements (Regular Board Meeting, Study Session – Wednesday, February 25, 2015; 3:00 p.m.)*. She called attention to the accreditation recommendation that “the College undergo an external financial audit” and noted, “Don’t want it thought that the union is being unreasonable,” and expressed appreciation for a new era and commitment to transparency.

CONSTITUENT REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens communicated that the Classified Staff totally supports the sentiments expressed by SCCFT President Daniel regarding the College’s budget. “An external audit seems like it should be routine.” He expressed that he “appreciates that the administration is open to our questions.”

WFSE Chief Steward Owens announced that he would be retiring at the end of the month and “handing over the reins to Paul Fernandez, leaving you in good hands. It has been a pleasure.”

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

After the showing of a Services & Activities (S&A) fee video, ASG President Denish Oleke spoke about recent events the ASG held in partnership with the League of Women Voters, as well as with the Food Pantry. He added that the general review of the S&A proposals has concluded and the ASG is in the midst of the hiring process for next year’s student leaders.

ASG President Oleke confirmed that the S&A Committee plans to propose an increase to the S&A fee – from \$9.00, to \$10.58.

ACTION: BOARD RESOLUTION NO. 149 (COMMENDING SERVICE OF WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE) CHIEF STEWARD JERRY OWENS)

Trustee Lux read Resolution No. 149 (Commending Service of Washington Federation of State Employees (WFSE) Chief Steward Jerry Owens).

Motion 19:15: Motion made by Trustee Lux to approve Resolution No. 149.

Motion seconded by Trustee Jackson.

The Trustees thanked Chief Steward Owens for his service and exclaimed that he will be “sorely missed.”

Motion unanimously approved by the Board.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Noting that she was speaking for herself, Trustee D’Ambrosio expressed how the comments from the Faculty at the February Board meeting struck her—especially the comment “the sound of silence is deafening.” She added that the Faculty and the education provided to students is the reason “every one of us is here, is dedicated to serving, and dedicated to hearing you.” In closing, she conveyed how the Board, “is hampered by what we can do and say.”

Trustee Lux thanked SCCFT President Daniel for the document distributed during her report.

EXECUTIVE SESSION

At 5:50 PM, Chair Pellham announced that the Board would convene in executive session for fifteen minutes to discuss contract negotiations and would reconvene in open session following the executive session to adjourn.

The Executive Session commenced at 5:53 PM.

At 6:08 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by ten minutes.

At 6:18 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by ten minutes.

ADJOURNMENT

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 20, 2019

Motion 19:16: Motion made by Trustee Jackson to adjourn the regular meeting of March 20, 2019.

Motion seconded by Trustee Lux, followed by all Trustees in favor of the motion.

Chair Pellham adjourned the meeting at 6:32 PM.

Signed _____
Clara Pellham, Chair

Attest: April 24, 2019

Lori Y. Yonemitsu, Secretary

Board Chair and the Board of Trustees Response to the February 27, 2019 Report of the SCCFT President

In my report as Chair of the Board of Trustees, I want to address some of the concerns voiced by the SCCFT president and some faculty members at the last meeting. Some of those statements indicated the Board's lack of a public response over an ongoing salary dispute and bargaining issues with faculty is being perceived as us not caring about the college's relationship with its faculty and their compensation. This is not the case.

The Board of Trustees has been listening carefully when the SCCFT President has been explaining the faculty's ongoing position in this matter in her reports. The goal of our careful listening has been to have a better understanding of the situation from the faculty's perspective. What has not been seen by the public is the degree of careful questioning the Board of Trustees has been asking during specified Executive Sessions when faculty concerns about their disputed contract have been raised in the public portion of the meeting. The public portion of our meetings is not the forum for such discussions because of their nature.

It's important to remind everyone that the Board of Trustees is a policy-making Board. The Board has delegated the majority of administrative duties to the president of the College. We have a high level of confidence in the president. The Board has only retained responsibility for some very specific administrative functions such as approving the College budget, granting faculty tenure, and approving collective bargaining agreements. When the Board approved the current faculty agreement in May of 2017, it was done so with the understanding that the faculty and administration had reached agreement on the new CBA, which included new salary increases. We approved processes in that contract for resolving any disagreements. To learn that a salary increase in the new CBA was being disputed by the SCCFT came as quite the surprise to the Board of Trustees.

The faculty filed unfair labor practice allegations against the administration, and the College is defending against the allegations. The proceeding has not yet concluded, and the Board is monitoring the matter. The Board of Trustees has the utmost respect for the Shoreline Community College faculty and we will continue to receive reports from the SCCFT and also receive updates from the president. If Board action becomes appropriate on an issue, we will take such action.

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order, via telephone, by Chair Clara Pellham at 11:05 AM in the Board Room (#1010M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133. A quorum of the Board was present.

MEMBERS PRESENT

Present: Trustees Douglass Jackson, Tom Lux, Clara Pellham (via telephone), and Gidget Terpstra.

Also present: President Cheryl Roberts, Interim Chief Financial Officer Bill Saraceno, Resource Allocation & Reporting Director Satoko Prigmore, and Assistant Attorney General John Clark.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 11:05 AM, Chair Pellham announced that the Board would convene in executive session for seventy-five minutes to discuss position to be taken in college bargaining.

At 12:20 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by five minutes.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in special session at 12:25 PM.

ADJOURNMENT

Motion 19:17: Motion made by Trustee Jackson to adjourn the Special Meeting of March 26, 2019.

Motion seconded by Trustee Terpstra, followed by all Trustees in favor of the motion.

Vice Chair Tom Lux adjourned the meeting at 12:25 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 26, 2019
Page 2 of 2

Signed _____
Clara Pellham, Chair

Attest: April 24, 2019

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 24, 2019**

TAB 1

CONSENT AGENDA

Subject: Two-Year College Calendar (2020 – 2021; 2021-2022)

Background

The Board of Trustees conducted a first reading of the permanent 2020-2021 and tentative 2021-2022 academic calendars at its regular meeting of March 20, 2019.

Recommendation

It is recommended that the Board of Trustees take action on the proposed permanent 2020-2021 and the tentative 2021-2022 academic calendars.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services
Shoreline Community College
April 19, 2019

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT 2020-2021 CALENDAR

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

{ } Commencement

* Campus closed - "Legal holidays" and "legislatively recognized days"

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

FALL QTR 2020	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2021	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2021	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2020

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			

10/7 - 11/4
After 11/4
10/27

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

FALL QUARTER

9/7	Holiday - Campus Closed*
9/17	Opening Week Begins
9/23	Instruction Begins
11/11	Holiday - Campus Closed*
11/26	Holiday - Campus Closed*
11/27	Holiday - Campus Closed*
12/4	Instruction Ends
12/7	Prep Day
12/8, 12/9, 12/10	Exams
12/15	Grades Due
12/25	Holiday - Campus Closed*

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	

1/21 - 2/19
After 2/19
2/10

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

WINTER QUARTER

1/1	Holiday - Campus Closed*
1/6	Instruction Begins
1/18	Holiday - Campus Closed*
2/15	Holiday - Campus Closed*
3/18	Instruction Ends
3/19	Prep Day
3/22, 3/23, 3/24	Exams
3/30	Grades Due

NOVEMBER

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22	23	24	25	26	27	28
29	30					

MAY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4/19 - 5/18
After 5/18
5/7

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

SPRING QUARTER

4/5	Instruction Begins
4/30	Day of Learning
5/31	Holiday - Campus Closed*
6/14	Instruction Ends
6/15	Prep Day
6/16, 6/17, 6/18	Exams
6/19	Commencement
6/22	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

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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 2021

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31						

JULY

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FEBRUARY

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AUGUST

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15	16	17	18	[19]	20	21
22	23	(24)	25	26	27	28
29	30	31				

7/8 - 7/29
After 7/29
7/22

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

SUMMER QUARTER

6/28	Instruction Begins
7/5	Holiday - Campus Closed*
8/19	Instruction Ends (Exams on last day of class)
8/24	Grades Due

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT TENTATIVE 2021-2022 CALENDAR

(Draft)

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

{ } Commencement

* Campus closed

FALL QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2022	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2021

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MARCH

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27	28	(29)	30	31		

10/13-11/10
After 11/10
11/2

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

FALL QUARTER

9/6	Holiday* - Campus Closed
9/23	Opening Week Begins
9/29	Instruction Begins
11/11	Holiday* - Campus Closed
11/25 & 11/26	Holiday* - Campus Closed
12/10	Instruction Ends
12/13	Prep Day
12/14, 12/15, 12/16	Exams
12/21	Grades Due
12/24	Holiday* - Campus Closed

OCTOBER

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31						

APRIL

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1/25-2/23
After 2/23
2/11

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

WINTER QUARTER

12/31	Holiday* - Campus Closed
1/10	Instruction Begins
1/17	Holiday* - Campus Closed
2/21	Holiday* - Campus Closed
3/21	Instruction Ends
3/22	Prep Day
3/23, 3/24, 3/25	Exams
3/29	Grades Due

NOVEMBER

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MAY

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4/18-5/17
After 5/17
5/9

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

SPRING QUARTER

4/4	Instruction Begins
4/29	Day of Learning
5/30	Holiday* - Campus Closed
6/13	Instruction Ends
6/14	Prep Day
6/15, 6/16, 6/17	Exams
6/18	Commencement
6/21	Grades Due

DECEMBER

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19	20	(21)	22	23	24	25
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JUNE

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26	[27]	28	29	30		

JANUARY 2022

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30	31					

JULY

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30	31					

7/7-7/28
After 7/28
7/21

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

SUMMER QUARTER

6/27	Instruction Begins
7/4	Holiday* - Campus Closed
8/18	Instruction Ends (Exams on last day of class)
8/23	Grades Due

FEBRUARY

S	M	T	W	T	F	S
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27	28					

AUGUST

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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 APRIL 24, 2019**

TAB 2

ACTION

Subject: Board of Trustees 2020 Regular Meeting Schedule

Background

The Board of Trustees conducted a first reading of proposed regular meeting dates for calendar year 2020 at its regular meeting of March 20, 2019.

Proposed regular meeting dates (and times) for calendar year 2020

<u>WINTER 2020</u>		
• <u>January 22, 2020*</u> •Regular Meeting: 4:30 PM	• <u>February 26, 2020*</u> •Regular Meeting: 4:30 PM	• <u>March 18, 2020¹*</u> •Regular Meeting: 4:30 PM
<u>SPRING 2020</u>		
• <u>April 22, 2020*</u> •Regular Meeting: 4:30 PM	• <u>May 27, 2020*</u> •Regular Meeting: 4:00 PM	• <u>June 24, 2020*</u> •Regular Meeting: 4:00 PM
<u>SUMMER 2020</u>		
• <u>July 15, 2020¹</u> •Regular Meeting: 4:00 PM		
<u>FALL 2020</u>		
• <u>October 28, 2020*</u> •Regular Meeting: 4:30 PM		• <u>December 2, 2019²*</u> •Regular Meeting: 4:30 PM

¹ Third Wednesday of the month.

² First Wednesday of the month.

*Study Session to precede Regular Meeting at 3:00 PM

Recommendation

It is recommended that the Board of Trustees take action on the proposed regular meeting dates for calendar year 2020.

Prepared by: Lori Yonemitsu
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Shoreline Community College
April 19, 2019