

**Flexible Calendar Program
2013-2014 Certification
California Community Colleges
(Due: June 14, 2013)**

College Skyline College
District San Mateo Community College District
Date 6/10/2013

Check this box if the college is **not** participating in the Flexible Calendar Program for 2013-2014. The Chief Business Officer and Chief Instructional Officer signatures are required. All signed certificates are to be mailed to:

California Community Colleges Chancellor's Office
Attn: LeBaron Woodyard
1102 Q Street, Suite 3500
Sacramento, CA 95811-6539

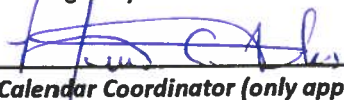
Flex Calendar Coordinator (please TYPE or PRINT):

Name Nina L. Floro
Job Title English Professor/Faculty & Staff Development Coordinator
E-mail floro@smccd.edu **Telephone** 650-738-4414

Required Certification:


Signatures indicate this college is in compliance with the following requirements of title 5, sections 55726, 55728, and 55730:

- Agreements and records are maintained for each employee who performs flex activities in-lieu-of classroom instruction. The number of hours of flex activities is at least equal to the classroom hours from which the employee is released, plus associated hours of out-of-classroom responsibilities (55726).
- Attendance accounting data as requested, for purposes of calculating the flex adjustment, are reported to the Chancellor's Office Fiscal Services Unit (55728).
- An assessment of needs and a plan of activities are developed annually (55730).
- Records of participation are maintained and evaluation is conducted annually (55730).
- A flex advisory committee including faculty, students, administrators, and other interested persons meets regularly to make recommendations (55730).



Flex Calendar Coordinator (only applicable if college intends to go Flex)

6/10/13
Date

Chief Business Officer (or designee)


Chief Instructional Officer (or designee)

6/11/13
Date

6/10/13
Date