

*California Community Colleges*  
**Faculty & Staff Development Flexible Calendar Program**  
**2008-09 Certification**

**Due: July 1, 2008**

District: \_\_\_\_\_

College: \_\_\_\_\_

Check this box if the college *does not* participate in the Flexible (Flex) Calendar Program and sign below.

**Flex Calendar Coordinator (please TYPE or PRINT):**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Number of Flex Calendar Days Scheduled for FY 2008/09 : \_\_\_\_\_

**Required Certification:**

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).

**Data Verification:**

Each district reports data in the California Community Colleges Management Information System. The flexible calendar program schedule shall be reported within MIS data element: CC05 – COLLEGE-CALENDAR-DAY-FLEX-STATUS. The flexible calendar coordinator should work closely with the district's information systems staff to assure accurate reporting and submission to the state MIS of the actual number of days during which instructional staff will participate in staff, student and instructional improvement activities in lieu of part of regular classroom instruction.

**Signatures indicate certification of the following:**

**All necessary steps have been taken to ensure that the above-named college is in compliance with with Title 5 Flexible Calendar Program regulations : Section 55726, 55728 and 55730.**

\_\_\_\_\_  
*Flex Calendar Coordinator (only applicable if college intends to operate on a flex calendar)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief Business Officer (or designee)*

\_\_\_\_\_  
*Date*

**Please submit completed documents to:**

**System Office, California Community Colleges**  
**Attn: Lynn Miller, Academic Affairs Division**  
**1102 Q Street**  
**Sacramento, CA 95811-6549**