

STATE OF CALIFORNIA

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6539
(916) 445-8752
[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



March 25, 2008

TO: Chief Instructional Officers
Faculty and Staff Development Coordinators
Flex Calendar Coordinators

FROM: Carole Bogue-Feinour, Vice Chancellor
Academic Affairs Division

SUBJECT: Flexible Calendar Certification for 2008-09

The purpose of this memo is to provide instructions and information regarding the certification documents for the 2008-2009 Flexible (Flex) Calendar Program. Each college is required annually to report to the System Office the intended Flex Calendar activities scheduled for the upcoming academic year. Even if the college does not intend to participate in the Flex Calendar Program, an annual certification is required to be on file with the System Office.

The due date for submission of this year's completed certification package is **July 1, 2008**.

Please submit one signed certification for **each college** in your district, indicating whether or not each college intends to use a flex calendar. A complete certification package will consist of the following:

1. Signed certification document.
2. List of committee members if applicable, by name, title, and group representation.
3. Proposed Flex Calendar activities if applicable, sorted by the nine (9) statutory activities.

Attached please find the certification document, the Flex Calendar Program committee member roster, and proposed activities documents.

Questions regarding the Flex Calendar Program should be directed to the Flex Calendar Program Coordinator, Lynn Miller (phone: 916- 322-2813; e-mail: lmiller@cccco.edu).

Completed certification packets should be sent to:

Chancellor's Office, California Community Colleges
ATTN: Lynn Miller, Academic Affairs Division
1102 Q Street
Sacramento, CA 95811-6539

Thank you for your attention and cooperation in this matter.

cc: LeBaron Woodyard, Dean, Instructional Programs and Services
Lynn Miller, Interim Specialist, Academic Planning & Development
Elias Regalado, Specialist, Fiscal Services
James Harris, Instructional Programs and Services