

Flexible Calendar Program
2017-18 Certification (FC-001)
 California Community Colleges
(Due: June 15, 2017)

College **College Name**
District **District Name**
Date (m/d/yyyy)

Check this box if the college is **not participating** in the Flexible Calendar Program for 2017-18. The Chief Business Officer and Chief Instructional Officer signatures are required.

All signed certifications are to be mailed to:

California Community Colleges Chancellor's Office
 Attn: Rita Levy
 1102 Q Street, Suite 4554
 Sacramento, CA 95811-6539

Flex Calendar Coordinator (please TYPE or PRINT):

Name Coordinator's Name
Job Title Coordinator's Title
E-mail Coordinator's email address **Telephone** 555.555.5555

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)

Date

Chief Business Officer (or designee)

Date

Chief Instructional Officer (or designee)

Date