Welcome to the new academic year!

Communication. For the first time since 2021, District Academic Senate has a full three-person leadership team. I am serving as your District Academic Senate President, Todd Windisch as your President-Elect, and Kate Browne continues as your Past President. With a full team, one overall goal we have this year is to strengthen District Academic Senate's communication with faculty. Academic Senate has the biggest impact when faculty are united. And this doesn't happen without regular and ~~effective~~ substantive communication!

As education professionals, we know one of the basic keys to good communication is to keep messages short and as simple as possible. With that, the remaining portion of this opening message will focus on Flex reporting. This portion of the opening day message has been expanded because the Flex reporting process has not been as simple as we would hope, especially for part-time faculty. The following memo addresses some common confusions and frustrations in addition to the regular Flex memo items.

Thank you for the work you do for our students!

Sincerely,
Dave Eck, DAS President

Flex Memorandum
TO: All SMCCCD Faculty
FROM: David Eck, District Academic Senate President, SMCCCD
RE: Flex Obligations and Opportunities for the 2024-2025 Academic Year
CC: College Presidents, Vice Presidents, Deans, Flex Coordinators, and AFT representatives

The SMCCCD provides a flexible calendar for staff development in accordance with California Code of Regulations, Title 5, Division 6, §55724. This memorandum covers the following topics:

1. District Flex Day Calendar for 2024-25 Academic Year
2. Flex Activities on Alternative Days
3. Deadlines for Reporting Flex Activities
4. Full-time Faculty Flex Obligations
5. Part-time Faculty Flex Opportunities
6. Additional Resources: Who Can Help

1. District Flex Day Calendar for 2024-25 Academic Year

There are six (6) Flex Days in the 2024-2025 academic calendar, scheduled as follows:
- Monday, August 12th (District Flex Day)
- **Tuesday, August 13th (mandatory for full-time faculty**) (College Flex Day)
- Wednesday, October 9th (College Flex Day)
- Thursday, January 9th (District Flex Day)
- **Friday, January 10th (mandatory for full-time faculty)** (College Flex Day)
- Thursday, April 17th (College Flex Day)

2. Flex Activities on Alternative Days

The purpose of Flex days, according to Title 5, Division 6, §55724, is to provide time for faculty to participate in "development activities related to staff, student, and instructional improvement."

Accordingly, activities that can count toward flex time may include, but need not be limited to:
- Course instruction and evaluation
- Staff development, in-service training and instructional improvement
- Program and course curriculum or learning resource development and evaluation
- Student personnel services
- Learning resource services
- Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty & staff diversity
- Departmental or division meetings, conferences and workshops, and institutional research
- Other duties as assigned by the district
- The necessary supporting activities for the above

If you are uncertain whether a particular activity would count as a Flex activity on an alternative day, then please see the Additional Resources: Who Can Help section below.

3. *Deadlines for Reporting Flex Activities*

- Full-Time Faculty Submission Due Date: June 15, 2025.
- Part-time Faculty Submission Due Dates: FALL - December 16, 2024; SPRING - May 22, 2025

4. *Full-time Faculty Flex Obligations*

Full-time faculty's Flex obligations remain the same this academic year. But we are reducing the reporting requirements for full-time faculty to once a year in order to avoid unnecessary paperwork for faculty and division offices. Full-time faculty who will be on leave during the Spring semester should report their hours before going on leave or report them while on leave in order to meet the due date.

Full-time faculty's Flex obligations are explained in section 7.11.1 of our contract (page 15 of the 2022-2025 AFT contract). As of 2018, SMCCCD requires mandatory attendance at two Flex Days for full-time faculty. The mandatory Flex Days for full-time faculty are the College Flex days on August 13, 2024, and January 10, 2025, participating for a minimum of five hours each of these days.

More generally, full-time faculty members are responsible for completing a total of thirty (30) flex hour activities for the year, which includes the minimum of ten hours completed during the mandatory Flex Days. The remaining hours may be completed during the other Flex Days or other appropriate activities, which are discussed in more detail in the Flex Activities on Alternative Days section above. Activities will be self-certified, reported on the SMCCCD Flex Activity Reporting Form at the end of this memo, and submitted to the appropriate division Dean.

5. *Part-time Faculty Flex Opportunities*

5.1 General Information for Part-time Faculty

Part-time faculty's Flex activity opportunities are explained in section 7.11.2 of our contract (pages 15-16 of the 2022-2025 AFT contract). While part-time faculty are not required to attend Flex days, all part-time faculty may attend and be compensated for the six scheduled College and District Flex Days listed above.

Compensation for attendance is always at the special rate *except* when a Flex Day(s) is/are held on a *day of the week that a faculty member has their regular teaching or other non-instructional assignment*. In these cases, compensation is paid at their lecture or lab rate for the number of student contact hours usually worked that day of the week. This total number may include part-time faculty's assignments at more than one college in the District but excludes office hours.

A part-time faculty member whose assignment falls on the *same day of the week* as one of the College or District Flex Days may participate in an alternative professional development

activity/activities of their choosing any day during the Fall or Spring term, for up to the number of hours they are assigned to work on that day of the week. (See the Flex Activities on Alternative Days section above). If you are confused about your options, consult with your AFT chapter representative.

5.2 For Part-time Faculty Who Work Asynchronously

Part-time faculty teaching asynchronous courses are encouraged to consult ahead with their AFT chapter representative if they have questions about claiming compensation for alternative Flex activities.

5.3 Part-time Faculty: How to Report Flex Activities and Request Compensation

For part-time faculty, page 16 of the 2022-2025 AFT contract (section 7.11.2) states, "Requests for approved flex day pay must be submitted by the last day of final exams of the semester in which the flex activity occurred." More specifically, part-time faculty should submit two documents to their Dean by the last day of final exams each semester: 1) the Flex Reporting form at the end of this memo and 2) the Adjunct-OL timesheet form. (The timesheet form is also available in SMCCCD District Downloads.) The Dean will inform the faculty member if there are any questions about whether an activity counts toward Flex time. In general, advance approval for Flex activities is *not required* because faculty's Flex activities are self-certified.

As noted above, the Flex reporting and request for compensation due dates for part-time faculty this academic year are FALL - December 16, 2024; SPRING - May 22, 2025.

More than one Flex Day's activities may be included on one form. However, a part-time faculty member who works at multiple SMCCCD colleges and attends Flex Days at each college must submit separate forms to their division Deans at each college.

The AFT website includes more resources related to part-time faculty's Flex opportunities: Flex days and part-time faculty.

6. Additional Resources: Who Can Help

If you have any questions about the Flex Reporting process, please reach out to any of the following:

District Academic Senate President: David Eck

District Professional Development Coordinator: Christopher Collins

AFT Chapter Chairs for 2024-2025
- Cañada College: Camille Kaslan
- College of San Mateo: Beth LaRochelle
- Skyline College: Mick Song

SMCCCD Flex Reporting Form

Since it is easier to leave fields blank than to add additional sheets, the reporting form now has more activity fields. This is only to ensure that it's unnecessary to add additional pages; it is not an expectation about how many Flex activities a faculty member should participate in.

Reporting deadline reminders:
- Full-time faculty: submit this reporting form to your division office by June 15, 2025.
- Part-time faculty: submit this reporting form along with a timesheet to your division offices by the last day of each semester: FALL - December 16, 2024; SPRING - May 22, 2025.

Name: _____ Division: _____

Date of Activity 1:_____Number of Hours: _____
Description of Activity 1:_____
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Date of Activity 2:_____Number of Hours: _____
Description of Activity 2:_____
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Date of Activity 3:_____Number of Hours: _____
Description of Activity 3:_____
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Date of Activity 4:_____Number of Hours: _____
Description of Activity 4:_____
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Date of Activity 5:_____Number of Hours: _____
Description of Activity 5:_____
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Date of Activity 6:_____Number of Hours: _____
Description of Activity 6:_____
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Date of Activity 7:_____Number of Hours: _____
Description of Activity 7:_____
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Date of Activity 8: _____Number of Hours: _____
Description of Activity 8:_____
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Date of Activity 9:_____Number of Hours: _____
Description of Activity 9:_____
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Date of Activity 10:_____Number of Hours: _____
Description of Activity 10:_____
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Date of Activity 11:_____Number of Hours: _____
Description of Activity 11:_____
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Date of Activity 12:_____Number of Hours: _____
Description of Activity 12:_____
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Date of Activity 13:_____Number of Hours: _____
Description of Activity 13:_____
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Date of Activity 14: _____Number of Hours: _____
Description of Activity 14:_____
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Date of Activity 15: _____Number of Hours: _____
Description of Activity 15:_____
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Date of Activity 16:_____Number of Hours: _____
Description of Activity 16:_____
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Date of Activity 17: _____Number of Hours: _____
Description of Activity 17:_____
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Date of Activity 18: _____Number of Hours: _____
Description of Activity 18:_____
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Date of Activity 19: _____Number of Hours: _____
Description of Activity 19:_____
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Date of Activity 20: _____Number of Hours: _____

Description of Activity 20:_____

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Date of Activity 21: _____Number of Hours: _____
Description of Activity 21:_____

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Date of Activity 22: _____Number of Hours: _____
Description of Activity 22:_____

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Date of Activity 23: _____Number of Hours: _____
Description of Activity 23:_____

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Date of Activity 24: _____Number of Hours: _____
Description of Activity 24:_____

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Date of Activity 25: _____Number of Hours: _____
Description of Activity 25:_____

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Date of Activity 26: _____Number of Hours: _____
Description of Activity 26:_____

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Date of Activity 27: _____Number of Hours: _____
Description of Activity 27:_____

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Date of Activity 28: _____Number of Hours: _____
Description of Activity 28:_____

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Date of Activity 29: _____Number of Hours: _____
Description of Activity 29:_____

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Date of Activity 30: _____Number of Hours: _____
Description of Activity 30:_____

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Faculty Signature: _____ Date: _____
Dean Signature: _____ Date: _____