

July 14, 2016

To All Employees on the SMCCCD Team:

Please accept this invitation to join me for the 2016-2017 Districtwide Opening Day activities at the *Cañada College Theatre*. The program is scheduled for **Monday, August 15 from 8:45 to 11:30 a.m.**, with a continental breakfast to be served from **8:00 until 8:45 a.m.** The program will be followed by a luncheon from **11:30 a.m. to 1:00 p.m. in the Upper Quad (between Buildings 9 and 13)**. The program schedule and a map of the Cañada College campus is attached.

As you may know, the District Strategic Plan has a strong focus on serving the academic needs of traditionally underserved populations. With that in mind, this year's speaker will be Sonia Nazario, Pulitzer Prize winning journalist whose stories have tackled some of this country's most intractable problems – hunger, drug addiction and immigration. Ms. Nazario is best known for "Enrique's Journey," her story of a Honduran boy's struggle to find his mother in the United States. Her recent humanitarian efforts to get lawyers for unaccompanied migrant children led to her selection as the 2015 Don and Arvonne Fraser Human Rights Award recipient by the Advocates for Human Rights. Ms. Nazario is a graduate of Williams College and has a master's degree in Latin American Studies from the University of California, Berkeley.

As I've said in the past, I know that this is an especially busy time for everyone, but I encourage administrators and supervisors to actively pursue alternate staffing options to ensure as many employees as possible have an opportunity to attend Opening Day.

I sincerely thank you for your commitment to serving our students in the coming academic year!

All my best,

Ron Galatolo
Chancellor

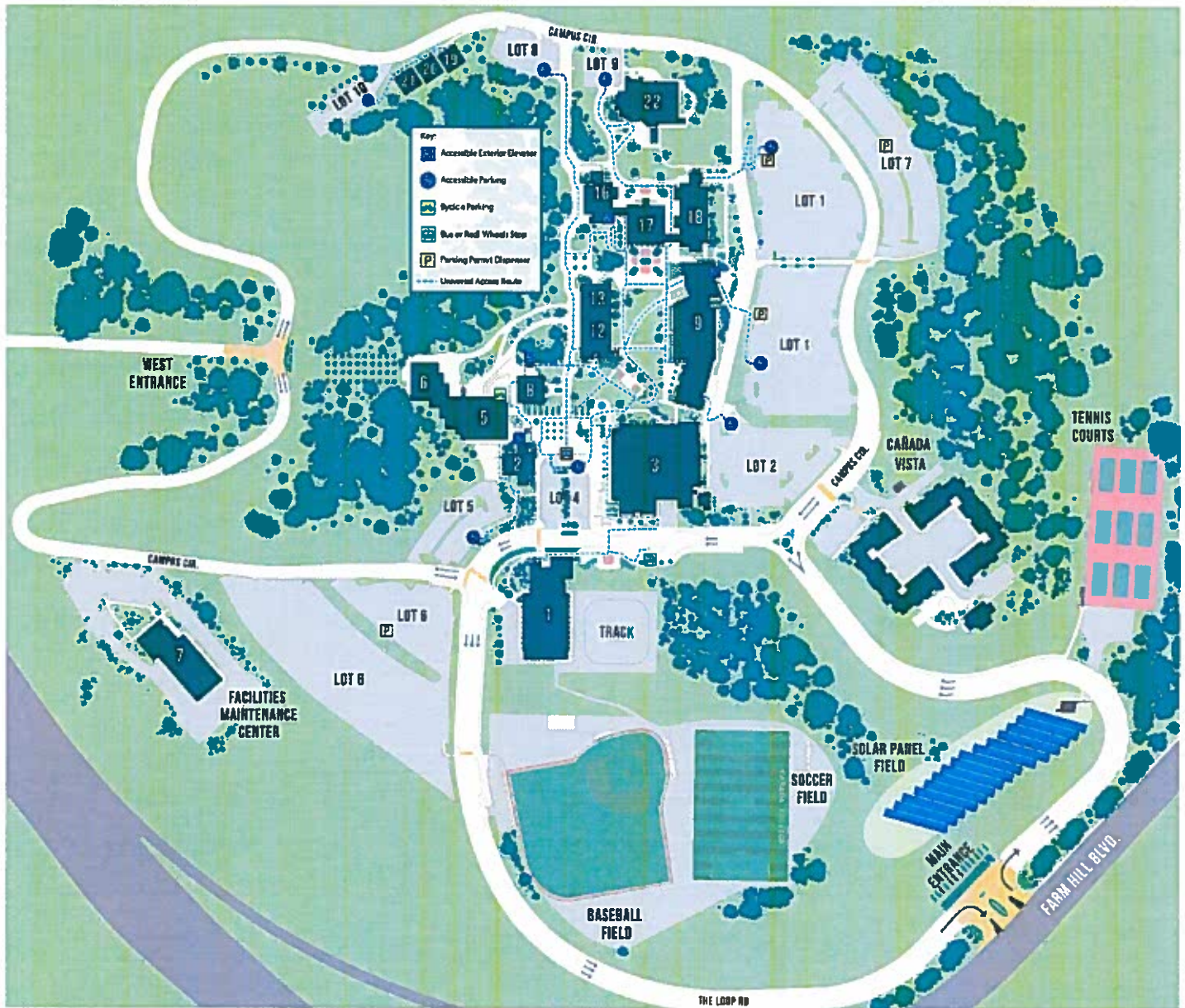
OPENING DAY



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

August 15, 2016
Cañada College

- | | |
|----------------------------------|--|
| 8:00-8:45 a.m. | Continental Breakfast
Cañada College
Main Theatre (Building 3) |
| 8:45-9:00 a.m. | Welcome and Introductions
President, Board of Trustees |
| 9:00-9:30 a.m. | Welcome and Remarks
Academic Senate
AFT, CSEA, AFSCME |
| 9:30-10:00 a.m. | Chancellor's Remarks |
| 10:00-11:30 a.m. | Keynote Address followed by Q and A and
Book Signing
Sonia Nazario: "Enrique's Journey" |
| 11:30 a.m.-
1:00 p.m. | Luncheon
Upper Quad
(between Buildings 9 and 13) |
| 12:00 -1:30 p.m. | Cross-College Discipline Meetings for Faculty
All meetings at Cañada College, locations TBA
(pick up lunch and bring to meetings) |



Cañada College Campus Directory

Admissions & Records/Registration	9-119	Facilities Usage/Rental	9-119	Refunds (Registration Fees)/Cashier	9-119
Articulation	18-109	Financial Aid	9-109	Science and Technology Division	18-109
Associated Students	5-354	Food Pantry (SparkPoint)	5-202	Security Office (Parking Enforcement)	9-151
Athletics	1-204	The Grove/Cafeteria	5	SparkPoint	9-133
Bookstore	2	Health Center	5-303	STEM Center	9-210
Box Office	3-205	Humanities & Social Sciences Division	3-205	Student Life & Leadership/Government Office	5-354
Business Office/Cashier	9-119	Instruction Office	8-202	Theater Event Coordinator	3-133
Business, Design & Workforce Division	13-105	International Student Center	3-103	Transfer Center	9-142
Business Skills Center	13-217	Learning Center	9-210	TRiO Student Support Services	8-213
CalWORKs	9-133	Library	9-3rd Floor	Tutorial Center	9-210
Cañada College University Center (conference center)	6	Lost & Found (located in Public Safety)	9-151	Upward Bound Program	22-112
Career Center	5-332	Middle College High School	5-228	University Center	5-205
College for Working Adults (CWA)	13-106	Outreach	22-106	Veteran's Affairs	9-119
Community Based English Tutoring (CBET)	3-147	Placement Tests/Assessment	9-120	V-ROC (Veteran Resource & Opportunity Center)	9-2nd Floor
Coop. Ed./Work Experience Program	13-124	Planning and Research	8-211	Vice President, Instruction	8-202
Counseling Services	9-135	Pony Espresso	12	Vice President, Student Services	8-209
Disability Resource Center	5-303	President's Office	8-206	Welcome Center	9-120
EOPS / CARE	9-133	Psychological Services	5-303		
		Public Information	8-112		



July 8, 2016

Dear SMCCCD faculty,

I'm excited to welcome you to the 2016-2017 academic year, and humbled by the opportunity to serve as your District Academic Senate president for 2016-2018. Thankfully, I am not alone in my work: I will have the steadfast counsel of past DAS president Diana Bennett and the continuing leadership of your local Academic Senate presidents, David Laderman (CSM), Doug Hirzel (Cañada) and Kate Williams Browne (Skyline). Together, we promise to faithfully represent you all in areas of faculty purview.

This year, we find ourselves with a few opportunities to get our faculty purview "house" in better order. There are two pressing issues that I sincerely hope you will join me in supporting with your participation and input.

1. Cross-college discipline meetings on Opening Day - Monday, August 15 from 12:00pm - 1:30pm

For the fourth consecutive year, the District Curriculum Committee will provide time during the district-wide Flex Day for discipline colleagues to meet and collaborate. The specific focus of this year's discipline meetings will be on fostering collaboration and consultation in the curriculum development process. After getting your lunch on Opening Day, please head to your discipline meeting room (location will be shared on the day) where materials will be provided to guide you in discussing the following with your sister college discipline experts:

- Curriculum shared across campuses (alignment, modifications, state approvals)
- Future directions in curriculum development

2. All-faculty VOTE on the revision of Academic Senate bylaws – Fall 2016 semester

Your local senate presidents have been working on long-overdue revisions to senate bylaws. The bylaws that were created when all of our campuses were smaller make it difficult for our senates today to conduct their business while remaining compliant with Open Meetings Act laws. Current structure requires that the vote must go out to all faculty, not just your governing councils – without all faculty weighing in, the senate's ability to act in your interest in a nimble and responsive manner is severely curtailed. Please be on the lookout for messages from your local Academic Senates on the important vote that all faculty will need to take this semester.

California state law (*Title 5, Article 2. Academic Senates. Section 53200*) gives us our voice in participatory governance over the "10+1" areas of faculty purview. All faculty are encouraged to participate in their local senate meetings and use the representative process to forward concerns related to teaching and learning. Together, we can be a powerful voice for our students, our colleagues, and the type of education that makes community colleges the most precious jewel in California's higher education system.

Thank you for your support, engagement, hard work, and dedication to transformational education.

Sincerely,

A handwritten signature in black ink that reads "Leigh Anne Shaw". The signature is written in a cursive, flowing style.

Leigh Anne Shaw

District Academic Senate Governing Council President, SMCCCD 2016-2018

Memorandum

TO: All Faculty
FROM: Leigh Anne Shaw, District Academic Senate Governing Council President, SMCCCD
RE: Flex Obligations for 2016-2017
CC: College Presidents, Vice-Presidents, Deans and Flex Coordinators

There are six (6) Flex days in the 2016-2017 academic calendar:

- Monday and Tuesday, August 15 and 16, 2016 and Wednesday, October 12, 2016
- Thursday and Friday, January 12 and 13, 2017 and Wednesday, March 8, 2017

All Flex obligations are on “flexible time.” All faculty members are encouraged to attend Opening Day activities on Monday, August 15 and other special activities at each college on Tuesday, August 16.

Full-time faculty can meet their Flex time obligation of 25 hours by participating in staff, student, and instructional improvement activities of their choice. These activities may be conducted at any time during the year between June 1, 2016, and May 31, 2017, outside of regularly scheduled workdays/hours. Five hours of professional improvement activities equal one Flex day. Activities will be self-certified, reported on the form attached, and submitted to the appropriate Division Dean upon completion. **Failure to report can result in the loss of time or wages, e.g., paid or unpaid leave.**

Full Time Submission Due Dates: FALL - December 15th SPRING - June 15th

Post-retirement and hourly faculty who are scheduled to teach during the day on scheduled Flex Days may report Flex activities up to the total number of hours normally worked on that day(s) in order to receive compensation. Those Flex activities may be conducted at any time during the year between June 1, 2016, and May 31, 2017, outside of regularly scheduled workdays. Additional hours will not be compensated. In addition to the reporting form, hourly faculty must submit a time sheet to their Division Dean in order to receive pay. **Flex days for post retirement and hourly faculty MUST be reported during the semester in which they were observed but NO later than December 15th for Fall semester and June 15 for Spring Semester.**

The activities below can be used to meet the Flex time obligation. Please check with your college Academic Senate President if you are in doubt about any other activity. Questions about this obligation or the process can be directed to your college Academic Senate President or your Division Dean.

Activities which college personnel will be engaged in during flexible staff, student and instructional improvement days may include, but need not be limited to:

1. Course instruction and evaluation
2. Staff development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
7. Departmental or division meetings, conferences and workshops, and institutional research
8. Other duties as assigned by the district
9. The necessary supporting activities for the above

(citation: Title 5, Article 2. Flexible Calendar Operations, Section 55724)

SMCCCD Flex Activity Reporting Form

Name: _____ Division: _____

List of Professional Development Activities

Date of Activity 1: _____ Number of Hours: _____

Description of Activity 1: _____

Date of Activity 2: _____ Number of Hours: _____

Description of Activity 2: _____

Date of Activity 3: _____ Number of Hours: _____

Description of Activity 3: _____

Date of Activity 4: _____ Number of Hours: _____

Description of Activity 4: _____

Date of Activity 5: _____ Number of Hours: _____

Description of Activity 5: _____

Please use additional sheets as necessary.

Faculty Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

***Please return this form to your Division Office no later than the end of business
Day of December 15th for FALL Semester or June 15th for SPRING semester.***