

**MENDOCINO COLLEGE
FLEX COMMITTEE**

2003/2004 CHAIR Vice President of Academic Affairs

MEETING SCHEDULE: Three to four meetings per semester

BROWN ACT: No

YEAR FORMED 1989

ADVISEMENT TO: Vice President of Academic Affairs

BACKGROUND & PURPOSE:

To enrich the college community through the development of flexible calendar activities related to staff, students, and instructional improvement.

TYPICAL ACTIONS/DECISIONS:

- Establish regulations and process for implementing Flex
- Propose the annual academic calendar
- Conduct needs assessment for Flex activities
- Assess the effectiveness of Flex activities/programs
- Create a Flex handbook
- Appoint a subcommittee to evaluate/approve individual flex plans
- Plan inservice activities in conjunction with Academic Senate, deans and the Vice President.

COMMITTEE COMPOSITION:

<u>Group</u>	<u>Number of members</u>
Administration	4
Full-time faculty	6
Part-time faculty	1
Classified	1

CHAIR: Vice President of Academic Affairs

CHAIR DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Two years

MEMBERS CHOSEN/APPOINTED BY:

Full-time Faculty – Academic Senate
Part-time Faculty – Part-time Faculty Association
Classified Staff – Classified Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Vice President of Academic Affairs
Dean of Instruction
Dean of Student Services
Director of Personnel

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: Yes

2003/2004 MEMBERSHIP

Name	Position/Constituent Group	Term Expires
Kathy Lehner, Chair	Vice President of Academic Affairs	NA
Meridith Randall	Dean of Instruction	NA
Oscar DeHaro	Dean of Student Services	NA
Karen Chaty	Director of Personnel	NA
Lynn Haggitt	Full-time Faculty	
Susan Janssen	Full-time Faculty	
Nancy McLelland	Full-time Faculty	
Virginia Wagner	Full-time Faculty	
Penny Walker	Full-time Faculty	
Vacant	Full-time Faculty	
Vacant	Part-time Faculty	
Shawn Romine	Classified	
Support Staff	Position	
Cindy Barra	Administrative Assistant to Dean of Instruction	