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Vice President,
Academic and Student Services
Phone: (530) 741-6766
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Yuba Community College District
2088 North Beale Road
Marysville, CA 95901

Yuba College
2088 North Beale Road
Marysville, CA 95901

Woodland Community College
2300 East Gibson Road
Woodland, CA 95776

Yuba College – Clear Lake Campus
15880 Dam Road Extension
Clearlake, CA 95422

Outreach Operations:

Beale AFB
Base Education Building
17849 16th Street
Beale AFB, CA 95903

Colusa County
One Stop Partnerships
146 Market Street
Colusa, CA 95987

July 27, 2009

Dear New and Returning Adjunct Faculty:

The Fall Flex activity for all adjunct faculty will be on **Thursday, August 13 at 4:30 p.m. in the Multi-Purpose Room**. We appreciate your accepting a teaching assignment with Yuba College. I am looking forward to meeting you and working with you during the coming semester.

Enclosed is the agenda for the **New and Returning Adjunct Faculty Fall Convocation/Flex Program on August 13 at 4:30pm**. Returning faculty can choose between three breakout sessions, and new faculty will have their own orientation to Yuba College.

Also enclosed is a Parking Confirmation Form that can be completed and mailed by **Wednesday, August 5, 2009** to:

Yuba College
2088 North Beale Road
Marysville, CA 95901
Attn: Campus Police

You may pick up your parking pass between 6:00-7:00 pm in the Cafeteria on Thursday, August 13 or bring the form with you and purchase your parking decal on that date.

As a part of the Flex Program those of you who are teaching courses of 36 or more hours and 8.5 weeks or more are required to attend the New and Returning Adjunct Faculty Fall Convocation/Flex Program on August 13, unless you are in an exempt category*. Three and a half hours of flex credit will be granted for participation in this activity. Please contact your dean if you cannot attend. The college provides a Flexible Calendar Program in which faculty are requested to complete staff development activities and projects in lieu of several hours of teaching. Enclosed you will find a Fall Flex Program in which you can select from these activities to fulfill your flex obligation.

If you have further questions about the Flex Program, please contact Miriam Root at (530) 741-6726.

Sincerely,

Kevin Trutna
Vice President, Academic and Student Services

*Exempt categories include Emergency Medical Technician, Administration of Justice Academies, and Fire Technology Academies

Enclosures

Educating for a Green Future!



**NEW AND RETURNING ADJUNCT FACULTY
FALL CONVOCATION/FLEX PROGRAM
Thursday, August 13, 2009
4:30-8:00 p.m. (Flex Credit: 3.5 hrs.)**

- 4:30-5:00 p.m. New and Returning Adjunct Faculty (Multi-Purpose Room)**
- **Welcome** — *Kay Adkins and Kevin Trutna*
 - **Flex Program Information** — *Stephanie Reynolds and Miriam Root*

5:00-6:00 p.m. Breakout Sessions

New Adjunct Faculty (Multi-Purpose Room)	Returning Adjunct Faculty Choice of Session I, II, or III
<p>Student Services — <i>David Farrell</i></p> <ul style="list-style-type: none"> • Support Services • Code of Conduct • Tutoring/Testing • Library Services <p>Registration — <i>Kendyl Magnuson</i></p> <ul style="list-style-type: none"> • Class Roles/Drop-Add • YCCD Email • Grades • Online Submission <p>Classroom Information — <i>Rod Beilby</i></p> <ul style="list-style-type: none"> • Course Outline • Syllabi • Classroom Management • Grading Practices • Teaching Techniques <p>Operations — <i>Tanna Thomas</i></p> <ul style="list-style-type: none"> • Keys • Duplicating • Mailroom • Adjunct Faculty Handbook 	<p>Session I (Room 846) Tomorrow's Students, Today's K-12 Digital Learners: Are You Ready for Them? — <i>Martha Mills</i></p> <p>Session II (Room 843) Full Time Faculty Hiring — Process/Application/Interviewing — <i>Ed Davis, Kevin Dobbs, Helen Nickolson</i></p> <p>Session III (Room 849) Student Learning Outcomes (SLO) Updates — <i>Larry Michel</i></p>

6:00-7:00 p.m.

New and Returning Adjunct Faculty Dinner — (Cafeteria)

- **Keys:** Maintenance available for key(s) distribution (Cafeteria)
- **Parking Decals:** Available for purchase (Cafeteria) — *See attached form*

7:00-8:00 p.m.

Full-time Faculty meet with Adjunct Faculty

<u>Division/Department</u>	<u>Room</u>
Social Science/Business/F&CS/ECE	521
Automotive Technology	616
Mfg. Technology/Metal Welding	604A
FSM	316
Health/PE/Public Safety	1203
Fine Arts	1004

Math/Engineering/Science/Health

Ag/Plant Science	602
Biology	806
Chemistry/Physics/ Physical Science	821
Computer Science	847
Drafting/Engineering	715
Math	818
Nursing	843
Psychiatric Technology	Free to pick a meeting
Radiologic Technology	1600F

Language Arts

English	1018
ESL	1015
Foreign Languages	1007
Learning Assistance	1009
Mass Communication	1146
Reading	1006
Speech	1017

8:00-9:00 p.m.

YCAFT Meeting - All Adjunct Faculty (Multi-Purpose Room)



**Yuba Community College District - Police Department
Parking Confirmation:**

Personal Information:

Name: _____ Colleague ID#: _____

Campus: _____ Space # _____

- Temporary/Adjunct Employee Full-time Permanent Employee
 Part-time Permanent Employee

Hours a week _____ Days and Time _____

Vehicle Information:

Color and Year _____ Make and Model _____

License # _____

Color and Year _____ Make and Model _____

License # _____

Parking Decals

- 12-month employee parking decal (July – July) -- \$100.00
- If the annual employee parking decal is purchased by July 31 -- \$90.00 (\$10 discount)
- 10-month employee parking decal (August - May) -- \$80.00
- If the annual employee parking decal is purchased before August 31 -- \$75.00 (\$5.00 discount)
- Fall Semester Only (August - January) -- \$40.00
- Spring Semester Only (February - May) -- \$40.00

The Board of Trustees has approved a reduced parking fee of \$20.00 if you park on campus 50% or less (20 hours a week or less) **Parking will be in the student lots only.**

Decal Information:

Number of decals (1-2) _____ -- \$40.00 _____ Additional Decals -- \$5.00 each

Payment Type: Cash, Check, or Credit Card:

Yuba College: Please contact Cashier at 100B Building between the hours of 9am-3pm, Monday – Friday; closed Wednesday, (530) 741-6724. You may pay in person or call to pay by phone with Visa or MasterCard and your decal, per request, will be placed in your District Mailbox.

Woodland Community College: Please pay your parking fee at Registration, Building 100.

Clear Lake Campus: Please pay your parking fee at Registration, Building 402.

Signed _____ Colleague ID# _____

***Note-if you use the \$1 daily parking passes, you must park in student parking lots.**