

TO: Sonya Christian

FROM: Mary Jo Pasek, Cindy Collier

DATE: September 18, 2014

RE: Administrative Council Sub-Committee on  
Bakersfield College Summer Schedule (4-10 hour days)

This memo reflects the work that you requested be done on the possibility of the four day work week being implemented at Bakersfield College for the summer. The members of the subcommittee listed below carefully reviewed all areas of campus life to determine the viability of this work week.

The following information has been gleaned:

- Our subcommittee unanimously heard from CSEA President that the classified staff was in full support of these summer hours during their last membership meeting.
- The CSEA President reported to us that she consulted with the CSEA negotiator and clarified that the Union contract did not need an MOU as this change of hours for the summer is college specific and not part of a District decision.
- The committee was advised that there is minimal impact to instruction as there are limited classes on Fridays (Allied Health) and use of classroom space can be scheduled using Event Scheduler.
- Maintenance & Operations reported that the extra day would be a valuable time for outside services to work on campus projects without any overtime. Normally work did not begin before 12 noon and involved overtime issues with outside vendors.
- Facilities indicated a full extra day to accomplish projects that are currently in the works would be advantageous. They would be more productive and have the opportunity to complete projects on time. While air and lights would be off no saving is related to it until such time as a facility is closed down for a period of one week.
- The Marketing and Public Information Office is ready and willing to prepare the necessary announcements to explain both the closure and the importance to cost containment.
- The Director of the Delano Campus of Bakersfield College indicates the impact would be minimal and the workload could be easily shifted to the new work schedule
- Public Safety reports that the change of summer hours would not impact them adversely as they work 24 hours/7 days a week/365 days a year.
- The Child Development Center is also an exception and will be open Monday-Friday.
- The Bookstore will also need to be open Monday-Friday in order to meet our contractual obligation with Barnes and Noble and thus will need access to utilities.
- Athletics is on hiatus during this time of the year with athletes returning August 1.
- Business hours could be 7:00 a.m. - 5:30 p.m. or 7:30 a.m. - 6:00 p.m., with staff taking a half hour lunch break. If staff desired to have an hour lunch, this could be accommodated during these work hours. The committee recommends that we provide staff the flexibility to use vacation to reduce these hours if so desired.

Committee:

Mary Jo Pasek   Cindy Collier   Sandi Taylor   Christopher Counts  
Michelle Pena   Tina Johnson   Rich McCrow