

Annual Plan for College Operations during the December Holiday Break 2017-18

This plan implements Tidewater Community College's policy on college operations over the extended break that occurs annually around the Christmas and New Year state holidays for the 2017-18 academic year.

Background

With the additional holiday leave time previously granted by the Governor, TCC's 2017-2018 December holiday break is scheduled to begin at noon on Wednesday, December 20th, and conclude with the opening of the college at 8:30 a.m. on Tuesday, January 2nd. TCC's December commencement is scheduled on Monday, December 18th.

Implementation

To effect the college's policy on holiday break operations over the 2017-18 December recess, TCC will implement the following activities. Campus provosts and college vice presidents will determine the appropriate levels of staffing in the operating units under their respective purview necessary to implement the activities listed below.

1. All college offices will be open through noon on Wednesday, December 20th, meeting the college's policy intent of being open for at least one-half day following commencement on Monday, December 18th.
2. The Information Center will be staffed and in operation from 9:00 a.m. to 5:00 p.m. on December 21st, 22nd, 27th, 28th, 29th, and 30th, with appropriate OIS support available by telephone or e-mail.
3. Prospect team staff will be available during hours when the Information Center is in operation.
4. E-Advisors will be available daily throughout the break except for December 25th and January 1st with appropriate OIS support to conduct business.
5. Campus student services, business offices, and bookstores will be open on December 27th from 9:00 a.m. to 5:00 p.m. The Center for Military and Veterans Education and the Veterans Affairs offices on the Chesapeake, Norfolk, Portsmouth, and Virginia Beach campuses will be open to provide advising services for students during the same timeframe. In addition, Workforce Solutions staff will be available to serve walk-in clients in the Regional Workforce Solutions Center from 9:00 a.m. to 5:00 p.m. on December 27th. Appropriate security, facilities, and OIS support will be available.

6. Throughout the holiday break, the Center for Military and Veterans Education offices on military installations will be open and staffed in accordance with their normal operating schedules, observing the holidays as defined for the respective host installation.
7. To assist the campus provosts and their respective academic deans in tracking enrollment progress during the holiday break, the Office of Information Systems will post Class Status and Enrollment Cancellation (Non-Update) Reports on each weekday except December 25th and January 1st.
8. Following the conclusion of the holiday break, the campus student services, academic division, business offices, and bookstore locations will remain open until 6:30 p.m. on Monday through Thursday in the week prior to the beginning of classes and throughout the first week of classes (i.e., January 2 – 4 and 8 – 11) and until 5:00 p.m. on Fridays in those weeks. Per the college's practice, campuses will be open from 10:00 a.m. to 2:00 p.m. for enrollment-related activities on the Saturday before classes begin, i.e., January 6th.

The Vice President for Public Affairs & Communications will insure:

1. that signage advising students and the public of the college's operations over the holiday break is designed and provided to the campuses and other college locations by December 1st; and
2. that an appropriate level of marketing activities promoting Spring semester enrollment is scheduled throughout the 2017-18 December holiday break.

Full-time employees who work over the holiday break in support of the plan delineated above will be compensated at their hourly equivalent salaries. Wage employees who work over the holiday break will be compensated at one-and-a-half times their normal hourly salary rates. The Associate Vice President for Human Resources will provide the process for reporting holiday break hours worked by classified and wage employees. Faculty-ranked employees' holiday break compensation will be documented using the college's special pay process.

Assessment

By January 10, 2018, the campus provosts and vice presidents will provide comments on the efficacy of the plan delineated above to the Associate Vice President for Human Resources. By January 31st, the Associate Vice President for Human Resources will present an assessment of the efficacy of the holiday break plan to the President and Executive Staff, providing recommendations for adjustments in the plan for the 2018-19 December holiday break.

**TIDEWATER COMMUNITY COLLEGE
HOLIDAY PLAN
2017 THROUGH 2021**

Virginia Holiday	2017	2018	2019	2020	2021
New Year's Day	January 2**	January 1	January 1	January 1	January 1
Martin Luther King, Jr. Day	January 16	January 15	January 21	January 20	January 18
Memorial Day	May 29	May 28	May 27	May 25	May 31
Independence Day	July 4	July 4	July 4	July 3	July 5
Labor Day	September 4	September 3	September 2	September 7	September 6
Thanksgiving	November 23	November 22	November 28	November 26	November 25
Day After Thanksgiving	November 24	November 23	November 29	November 27	November 26
Christmas	December 25	December 25	December 25	December 25	December 24
Lee-Jackson Day	December 26	December 26	December 26	December 28	December 27
George Washington Day	December 27	December 27	December 27	December 29	December 28
Columbus Day	December 28	December 28	December 30	December 30	December 29
Veterans Day	December 29	December 31	December 31	December 31	December 30
Additional Holiday Leave*:					
7/3/17 - Closed	December 21				
11/22/17 – Close at noon	November 22 – Close at noon				
12/22/17 – Close at noon	December 20 – Close at noon				
12/26/17 - Closed	December 22				

* As may be granted by the Governor during the course of the year.

** New Year's Day 2017 falls on a Sunday and will be observed on Monday, January 2, 2017.

Holiday Operations Calendar 2017-18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DECEMBER 10	11	12	13	14 Tuition due for Spring 2018	15 Last day of instruction/exams	16 Normal Saturday Operations
17 Normal Sunday Operations	18 Commencement Normal operating schedule	19	20 Holiday Break begins at noon	21 Info Center open 9:00 – 5:00**	22 Info Center open 9:00 – 5:00**	23
24 Holiday Break	25	26	27 Special Enrollment Day 9:00 – 5:00***	28 Info Center open 9:00 – 5:00**	29 Info Center open 9:00 – 5:00**	30 Info Center open 9:00 – 5:00**
31 Holiday Break	JANUARY 1	2 College opens at 8:30 AM Student Services available to 6:30 PM	3	4	5 Student Services close at 5:00 PM	6 Campuses open for enrollment 10:00 – 2:00
7	8 Spring Classes Begin Services available to 6:30 PM	9	10	11	12 Student Services close at 5:00 PM	13 Normal Saturday Operations

** During times when the Information Center is open, Prospect team staff will be available. Appropriate OIS support will be available by phone.

*** Campus student services, business offices, bookstores, Workforce Solutions, and CMVE offices will be open. Appropriate security, facilities, and OIS support will be available.