

## **Annual Plan for College Operations during the December Holiday Break 2020-21**

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 2020-21 academic year.

### **Background**

With the additional holiday leave time previously granted by the Governor, TCC's 2020-21 December holiday break is scheduled to begin on Thursday, December 24<sup>th</sup>, and conclude with the opening of the college at 8:30 a.m. on Monday, January 4<sup>th</sup>. TCC's December commencement is scheduled on Monday, December 21<sup>st</sup>.

### **Implementation**

To effect the college's policy on holiday break operations over the 2020-21 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 close of business on Wednesday, December 23<sup>rd</sup>, meeting the college's policy intent of being open for at least one-half day following commencement on Monday, December 21<sup>st</sup>.
2. The Information Center will be staffed and in operation from 9:00 a.m. to 5:00 p.m. on December 29<sup>th</sup> and 30<sup>th</sup>, 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 25<sup>th</sup> and January 1<sup>st</sup> with appropriate OIS support to conduct business.
5. 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 weekday Class Status and Enrollment Cancellation reports in non-update and update modes, depending on the enrollment cancellation schedule.
6. 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 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.

The Vice President for Communications and Enrollment Management 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 1<sup>st</sup>; and
2. that an appropriate level of marketing activities promoting Spring semester enrollment is scheduled throughout the 2020-21 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 11, 2021, 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 31<sup>st</sup>, the Associate Vice President for Human Resources will present an assessment of the efficacy of the holiday break plan to the President and President's Cabinet, providing recommendations for adjustments in the plan for the 2021-22 December holiday break.