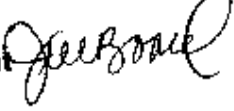




# OFFICE OF THE PRESIDENT

## CERRO COSO COMMUNITY COLLEGE

INDIAN WELLS VALLEY | KERN RIVER VALLEY | EAST KERN | BISHOP | MAMMOTH LAKES

To: Chancellor Serrano  
From: Jill Board, President   
Date: October 14, 2014  
RE: Moving to a 4-10 schedule for Summer 2015

### History

In April 2014 the dialog of moving to a 4-10 summer intersession schedule was presented to Chancellor's Cabinet originating from Bakersfield College. For multiple reasons we decided that the timing was not appropriate for making such a move in that short amount of time. However, we made a commitment to revisit this request during the academic year 2015 for possible summer 2015 implementation.

### College Process

To begin the dialog President Board presented the concept to Cerro Coso classified employees in May at the 2014 CSEA Classified Appreciation Day. A discussion pursued within their departments, as well as a survey was sent out to gather individual's input on the matter. That survey was shared with the new Classified Senate President and CSEA President in August 2014 which reflected support by the majority of those who responded.

College Council then took up the topic at the September 18, 2014 meeting and members were asked to gather input from their constituencies and report back at the next meeting. At the October 3, 2014 College Council meeting each constituency group's feedback was given. Student representatives stated as long as there was ample notification they could adjust. Faculty supported the schedule however had concerns of the LRC not being opened to students on Fridays. Management had mixed feelings about the change for reasons of experiencing declined efficiency and productivity the last time we moved to this summer schedule, as well as the number of exclusions that would need to be in place. The Classified Representative shared

that in addition to the survey feedback and the feedback from the various department meetings in May, the various departments at the IWV campus had been contacted and they had further input on the topic. Of those contacted 23 were in favor of moving to the 4-10 schedule for the summer, 1 was a maybe, and 6 employees were no votes (they were CDC employees). There was also feedback that many staff expressed wanting to do the 4-10 schedule year round.

The topic was addressed again at the October 6, 2014 Administrative Cabinet meeting. During this discussion the context of the dialogue was framed around our soft enrollment, our ongoing goals of student success and access, and suggesting that we consider what the data showed in regards to serving students on the Fridays during summer term. There was a sentiment that the 4-10 schedule creates a disservice to the community and to students, that it could create issues with our ability to manage our employees vacation hours leaving them needing to take time off during the regular semester timeframes when there is even greater demand to serve the students. Other factors considered was the planned move into swing space during the end of May and beginning of June at KRV and if a change in the work schedule happened it could make the already chaotic time more so. Lastly, the discussion about our decline in FTES and needing to be more accessible to students vs less accessible pursued with the perception that if we reduced our days of operations we could be losing opportunities to serve potential students.

#### Exclusions and Defined Periods

If we moved to this compressed schedule, in order to have the least negative effect on summer enrollment the earliest to implement it would be **June 8<sup>th</sup>** and we would need to revert back **August 3<sup>rd</sup>**. It was pointed out by the 2 managers from KRV and East Kern that the closure during July makes for very busy times in August and they were absolutely not in favor of the 4-10 schedule upon returning if we did make the move.

The defined work day would vary between 7:00am – 6:00pm with an hour lunch or 7:30am – 6:00pm with a 30 minute lunch. **Note:** these early start times do not replace the lost four hours from Friday because realistically students would not be coming up to campus that early to access their online classes, take proctored exams, see Financial Aid, Education Advisors or get tutoring. Furthermore public transportation does not arrive prior to 8:00am.

In light of Barnes and Noble needing to stay open on Fridays, there would not be a realized savings when it comes to cooling the main building at IWV while others are off. Additionally the Child Development Center will need to remain on their current schedule and be open on Friday.

The other challenge is trying to create alternative schedules for our M&O staff so that they would benefit from a 4-10 schedule as well. There are only four custodians when we are fully staffed, along with two grounds workers. They currently are currently working 5 days/8hour

shifts. The suggestion to condense their schedules Monday – Thursday would not serve our institution as we run sports camps on campus throughout the summer, Monday through Friday. The Ground Workers already move to an alternative schedule during the summer to not be out in the heat of the later afternoon. Therefore, I would say M&O would be an exempt group as well.

#### Student and Learning Services Data

To additionally inform the decision data of services on Fridays during the summer intersession over a three year period from our Learning Assistance Center was reviewed. While students received tutoring Monday – Thursday, there has been an increase of students over the three years being proctored. In 2012, 42 exams with 68.40 hours of proctoring happened on Fridays compared to 2014, 61 exams with 88.57 hours of proctoring provided.

Counseling/advising hours on Fridays throughout the summer intersession falls squarely on those working at the IWV campus as the other campuses are closed during the month of July. The number of students who were served during the 8 week time frame has averaged 10 students each Friday. Similarly in the Office of Financial Aid, on average 11 students were served during the four hour work day.

#### Conclusion

If the question to be considered is would the employees like to work a 4-10 schedule, the answer is yes.

However, the real question needing addressed is does implementing a compressed workweek for eight (8) weeks truly benefit our students and serve our communities, when Cerro Coso needs to exempt 32% of the classified workforce to best meet the needs of the students and community, during a time that we are needing to be more accessible to potential students and do what we can to increase student success and completion? Clearly the answer is no.

In considering all the facts and data, it is my recommendation that Cerro Coso Community College **not** move to a more compressed calendar this coming summer.