



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Special Board Meeting**

**Tuesday, August 09, 2022**

**5:30 p.m.**

**Pecan Campus**

**Ann Richards Administration Building**

**Board Room**

**McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL BOARD MEETING  
Tuesday, August 9, 2022 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501  
AGENDA**

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Public Comments**
- IV. Deliberation and Action as Necessary**
  - 1. Discussion and Action as Necessary to Extend the Current Pilot for the Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023 ..... 3 - 4
  
- I. Announcements**
  - I. Next Meetings: ..... 5
    - Tuesday, August 23, 2022
      - 4:00 p.m. – Finance, Audit, and Human Resources Committee Meeting
      - 5:00 p.m. – Public Hearing and Special Board Meeting
      - 5:30 p.m. – Regular Board Meeting

## **Discussion and Action as Necessary to Extend the Current Pilot for the Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023**

Approval to extend the current pilot four-and-a-half-day work week schedule starting August 1, 2022 and ending August 31, 2023, is requested.

Purpose – To revise working hours starting on August 1, 2022 and ending on August 31, 2023, to a four-and-a-half-day work week schedule, while still meeting the forty (40) hour work week requirement. This time period will address the entire Fiscal Year of 2022-2023.

Justification – The modified work week schedule is a common practice in community colleges and is recognized as a cost reduction measure and an incentive for employees.

Background – On April 13, 2022, a survey was released to all employees to gain feedback regarding interest in the four-and-a-half-day work week. Feedback was positive and the four-and-a-half-day work week pilot was launched on May 16, 2022 after Board approval at the May 12, 2022 Special Board meeting. At that May 2022 meeting, the Board instructed administration to provide an update and any recommendation regarding potential extension of the schedule into the following academic year.

To prepare the Board update, second survey was released on June 27, 2022 to gain feedback from employees regarding the actual experience of the four-and-a-half-day work week. Feedback was again positive and 83% of employees who responded showed interest in extending the schedule and 7% of employees responded that they were neutral.

At the July 26, 2022 Regular Board Meeting, the Board requested additional information, specifically regarding potential adverse impact to the students, if this schedule were to be extended through the following year. The Board approved an extension of the four-and-a-half-day work week for two weeks, to provide time for further review, asking for an update at the August 9, 2022 Special Board Meeting.

### **Anticipated Student Impact**

Administration continually collects and monitors student traffic, including usage of specific resources and services and periods of high demand. Areas that see periods of high demand include registration, advising, and financial aid during enrollment periods, and library and tutoring services throughout the academic semester.

Prior to any four-and-a-half-day work week scheduling, administration provided teams the flexibility to schedule as necessary to meet anticipated student demand, including extended hours into evenings and on weekends as necessary. During the recent pilot period utilizing

the four-and-a-half-day work week, leadership continued to monitor traffic to ensure students' needs were met.

Online and after-hours services are also provided to ensure student requests for services are received, tracked, and responded to by appropriate departments.

Administration has noted that historically, there has been a very low demand for student facing services on Friday afternoons throughout most of the year. During those periods when high student demand is expected, flexible scheduling is routinely used to meet that demand. Additionally, online and on-call options are provided to students who require services after-hours, including on Friday afternoons.

Administration anticipates no significant negative impact to students from the proposed continuation of the four-and-a-half-day work week into the Fall 2022 semester or beyond.

While the data is not yet ready at the time of publication of this packet, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will be available to present current data regarding the booking of appointments for financial aid and enrollment offices to help identify trends in student traffic during a high-enrollment period.

Adjustments to schedules will be made at the discretion and approval of individual supervisors responsible to ensure students' needs are met, and monitored by executive administration.

Reviewers - The proposed modified work week schedule has been reviewed by administrative staff and cabinet members.

Mary Elizondo, Vice President for Finance and Administrative Services, and Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will be present at the Committee Meeting to address any questions by the Committee.

On August 9, 2022, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval to extend the current four-and-a-half-day work week schedule for August 1, 2022 through August 31, 2023.

**It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:**

The Board of Trustees of South Texas College approves and authorizes extending the current four-and-a-half-day work week schedule for August 1, 2022 through August 31, 2023.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Announcements**

A. Next Meetings:

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  - 5:30 p.m. – Regular Board Meeting