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Committee for Human and Organization Development

[Joe Hearne (Chair), Ivan Andarza, Linda McKenna]

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Gail Lawrence



Board Meeting Date: August 13, 2015

Proposed Minute Order #: 38-15(c)

Proposed By: Gail Lawrence, Vice Chancellor & Chief Culture Officer

Subject: Employee Holiday Calendar for Fiscal Year 2017

Background: The Texas Legislature designates the number of holidays to be allotted annually to employees of all state agencies. However, authority to determine the actual observance at institutions of higher education rests with their Boards of Regents, under terms that permit efficient operation of their institutions.

Justification: The TSTC operating cycle generally follows a semester basis. Consequently, it is more efficient to schedule holidays consistent with the semester cycle. The proposed TSTC Employee Holiday Schedule provides four additional days of operations by shifting four of the Texas State Holidays to the proposed Winter Break, which occurs between the fall and spring semesters.

Additional Information: None

Fiscal Implications: None

Attestation: This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

Attachment(s): Proposed Employee Holiday Schedule

Recommended Minute Order: "The Board of Regents approves the Fiscal Year 2017 Employee Holiday Schedule for Texas State Technical College."

Recommended By:

A handwritten signature in cursive script that reads "Gail Lawrence".

Gail Lawrence, Vice Chancellor & Chief Culture Officer

Texas State Technical College
Employee Holiday Schedule
Fiscal Year 2017

TSTC Employee Holiday Schedule		<u>Days</u>
Labor Day	Monday, September 05, 2016	1
Thanksgiving	Thursday, November 24, 2016 - Friday, November 25, 2016	2
Winter Break	Friday, December 22, 2016 - Sunday, January 1, 2017	7
Martin Luther King, Jr. Day	Monday, January 16, 2017	1
Memorial Day	Monday, May 29, 2017	1
Independence Day	Tuesday, July 04, 2017	1
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Texas State Technical College
Employee Holiday Schedule
Fiscal Year 2017

Holiday Day Count: Texas State Holidays	Weekday Count
9/5/2016 Labor Day	Monday, September 05, 2016 1
11/11/2016 Veteran's Day	Friday, November 11, 2016 1
11/24/2016 Thanksgiving Day	Thursday, November 24, 2016 1
11/25/2016 Friday after Thanksgiving	Friday, November 25, 2016 1
12/24/2016 Day Before Christmas	Saturday, December 24, 2016 0
12/25/2016 Christmas	Sunday, December 25, 2016 0
12/26/2016 Day After Christmas	Monday, December 26, 2016 1
1/1/2017 New Years Day	Sunday, January 01, 2017 0
1/19/2017 Confederate Heroes Day	Thursday, January 19, 2017 1
1/16/2017 Martin Luther King, Jr. Day	Monday, January 16, 2017 1
2/20/2017 President's Day	Monday, February 20, 2017 1
3/2/2017 Texas Independence Day	Thursday, March 02, 2017 1
4/21/2017 San Jacinto Day	Friday, April 21, 2017 1
5/29/2017 Memorial Day	Monday, May 29, 2017 1
6/19/2017 Emancipation Day	Monday, June 19, 2017 1
7/4/2017 Independence Day	Tuesday, July 04, 2017 1
8/27/2017 LBJ Day	Sunday, August 27, 2017 0
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Texas State Technical College
State Appropriated Employees - Full Time Equivalent*
Third Quarter FY 15

	APPROPRIATED FTE FY 14/15		FTE ACTIVITY FY 15		
	A Appropriations Bill	B Appropriations Bill, Adjusted *	C Appropriated FTE Adjusted, Including Partnership Transfers **	D Third Quarter	E Difference Between Appropriated FTE Adjusted (Col. C) and Third Quarter (Col. D)
<u>TSTC Harlingen</u>	415.1	440.1	440.1	452.6	-12.5
<u>TSTC Marshall</u>	102.0	134.0	134.0	117.6	16.4
<u>TSTC Waco</u>	566.2	566.2	570.2	539.6	30.6
<u>TSTC West Texas</u>	211.5	211.5	211.5	189.4	22.1
<u>TSTC Central Administration (TSTC System Operations)</u>	44.1	44.1	40.1	36.9	3.2
TSTC	1,338.9	1,395.9	1,395.9	1,336.1	59.8

*Includes additional requested FTE. (1st Quarter 2015: Harlingen 25, 0; Marshall/Red Oak, 32; Waco, 0; and West Texas, 0.)

** Partnership transfers for FY 14/15 **(4) from System Administration to Waco**