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BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: March 31, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
North Campus - Bldg. 42/Room 152
1000 Coconut Creek Boulevard
Coconut Creek, FL

Subject: Agenda Item VII-F-Pilot Program-4-Day Workweek for Summer Term-MOU

Brief Description: Attached is a memorandum of understanding on the pilot 4-day workweek summer program that is a result of negotiations between the Broward College administration negotiating team and the UFF/Broward Chapter negotiating team. The 4-day workweek pilot is designed as a cost-savings program to conserve energy during the summer term. Counselors who exercise this option will condense the 37.5 work schedule into a 4-day (Monday through Thursday) workweek.

Benefit to BC: This program will provide cost savings to the College as it seeks to conserve energy during the summer term.

Relationship to College Master Plan: This program is related to Goal 8 that enables the College to make strategic choices about instructional programming and resources.

Board Agenda Approved: _____
Date: _____

Agenda Item VII-F
Enclosure _____

**BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

To: **President Armstrong**
From: **Vice President, Human Resources & Equity**

Date: **November 17, 2008**

Subj: **4-day Workweek Pilot Program: Memorandum of Understanding with the United Faculty of Florida/Broward Chapter**

Background/Analysis: Attached is a Memorandum of Understanding on the 4-day workweek summer pilot program (2009) as a result of negotiations between the Broward College administration bargaining team and the UFF/Broward bargaining team. The pilot program is a cost-savings measure undertaken by the College to conserve energy during the summer term and will involve the closing of selected buildings on all the College's campuses on Fridays. The agreement would allow UFF-represented counselors to have the option to work a four-day (Monday through Thursday) workweek and condense normal work hours (37.5 per week) into a four-day schedule. Human Resources will issue implementing guidelines for all employee groups to ensure that the planning process for the four-day workweek is completed prior to April 15, 2009.

Fiscal Impact: This program will result in energy cost savings by reducing energy consumption during the summer term.

Initiating Official

Edna B. Chun

**Vice President/Provost
Edna B. Chun, Vice President,
Human Resources & Equity**

THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:

| | |
|---|---|
| <input checked="" type="checkbox"/> Providing high quality educational programs | <input checked="" type="checkbox"/> Providing high quality services |
| <input type="checkbox"/> Providing for affordability to a diverse community of learners | <input type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input type="checkbox"/> Commitment to student achievement | <input type="checkbox"/> Commitment to lifelong learning |
| <input type="checkbox"/> Commitment to academic excellence | <input type="checkbox"/> Providing use of current technology |

BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:

Approval of this Memorandum of Understanding ensures that the College can implement the pilot four-day workweek program for UFF-represented counselors during the summer term.

Minority Firm: Yes ___ **No** ___ **N/A** **X**

Broward Firm: Yes ___ **No** ___ **N/A** **X**

revised 11/06

APPENDIX G:

MEMORANDUM OF UNDERSTANDING
CONCERNING A 4-DAY WORK WEEK

During the 2009 Summer Term, Broward College will operate a 4-day work week.

Between May 11, 2009, and August 15, 2009, Counselors shall have the option to work a 4-day (Monday through Thursday) work week. Counselors who exercise this option shall work 9.375 hours with a ½ hour lunch break. Counselors who do not exercise this option shall be provided the office space and resources necessary to fulfill their contractual duties.

Faculty members who had committed to teach on Fridays or Saturdays during the 2009 Summer Term shall be given the same number of courses during the 4-day work week.

In the implementation of the four-day work-week, all provisions of this collective bargaining agreement shall remain in full force and effect with the exception of schedules as identified above.

To the extent that this memorandum impacts Faculty, the current 4-day workweek group shall provide input and suggestions in the planning process for the 4-day work week for consideration by President's Cabinet of Broward College prior to April 15, 2009. Implementation issues shall be discussed by the workgroup in an effort to facilitate the smooth operation of this pilot program.

For UFF-Broward

For Broward College

Dr. David Rieger 3-18-09
Chief Negotiator Date

Dr. Edna Owen 3-18-09
Chief Negotiator Date

Chapter President Date

Board Chairman Date

AGENDA ITEM

VII-F

MAR 31 2009

ENCLOSURE _____