

# MEMORANDUM

Office of the Assistant Vice Chancellor  
General Services  
▪ Facilities Management  
▪ Environment, Health & Safety  
▪ Transportation Services

March 30, 2004

Chancellor Albert Carnesale

**RE: Campus Holiday Closure Proposal**

In May 2003 you sent a letter to the campus community that identified energy conservation as one of the primary cost reduction measures. In response an Energy Conservation Task Group was formed in July 2003 to develop energy saving recommendations. The Task Group, whose membership list is attached, is comprised of faculty and management staff, representing a cross section of campus departments.

The Task Group is in the last phase of developing energy savings recommendations to be forwarded to you with the goal of completing its task in May 2004. However, the Task Group decided to forward one of its recommendations to you at this earlier juncture. The recommendation is that the campus holiday closure, implemented in December 2003 on a trial basis, be made permanent.

The Task Group is forwarding the recommendation now to afford the campus community sufficient time to review the proposal during the Spring Quarter. As you know, due to the urgency to test the holiday closure as a potential energy savings measure last December, the campus notification period regarding the intended closure was abbreviated. The Task Group believes that a review of this recommendation by the Academic Senate's Council on Planning and Budget, other bodies of the Academic Senate, and administrative segments of the campus will increase the viability of the proposal. This time frame will also facilitate a final decision and announcement by you before the end of the Spring Quarter, providing a six month time period for faculty and staff to make their holiday closure plans.

The nine-day campus holiday closure in December 2003 produced approximately \$180,000 of energy savings and provided critical information regarding both the potential and the limit of HVAC system shutdowns in selected campus buildings. This information is now being used to support this recommendation as well as a basis to project potential energy savings of other recommendations the Task Group is considering.

The campus holiday closure incorporates the reduction or elimination of heating, ventilation, and air conditioning in selected campus non-laboratory buildings that do not possess special requirements such as computer server rooms, artifact storage, and musical instruments. The recommendation is that the buildings affected by the 2003 holiday closure be similarly treated in future holiday closures. The list of buildings used for the 2003/4 campus holiday closure is attached for information. The Task Group will review and modify the list in accordance with lessons learned from the past closure. While the buildings will be locked during the holiday closure, access by faculty and graduate students will be possible via key entry.

For the next three fiscal years (FY 04/05, FY 05/06, and FY 06/07) it is proposed that the holiday closure be 10 consecutive days consisting of two work days bordered by two-four day holiday weekends. Thus, the next holiday closure would begin on Friday, December 24, 2004 (a holiday) and end on Sunday, January 2, 2005.

Staff employees will need to use 16 hours of vacation for the two work days during this period, Tuesday, December 28 and Wednesday, December 29. Winter Quarter classes do not begin until Thursday, January 6, 2005. Holiday closures in FY 05/06 and FY 06/07 will have very similar schedules with Winter Quarter classes commencing several days after the end of the closure. In FY 07/08, the closure would be 11 consecutive days, since there are three work days between the two-four day holiday weekends.

I consulted with Assistant Vice Chancellor Lubbe Levin regarding this proposal and she is prepared at the appropriate time to send notification to employees and employee organizations. I also discussed this recommendation with Anita Cotter, University Registrar, to ensure consistency between the holiday closure and the campus calendar.

The Task Group members and I are available to answer questions and assist in the campus review process.

/s/ Jack Powazek  
Chair, Energy Conservation Task Group

cc: w/attachments  
Pete Blackman  
Sam Morabito  
Anita Cotter  
Lubbe Levin  
Task Group Members