



TEXAS TECH UNIVERSITY
Office of *the* President™

MEMORANDUM

DATE: October 27, 2022

TO: Faculty and Staff

FROM: Lawrence Schovanec, President

RE: 2022 Carol of Lights and Centennial Opening Ceremony

As we prepare for the upcoming Carol of Lights and Centennial Opening Ceremony on December 2, we are asking for your assistance to maximize the experience for everyone. Due to the size and scale of this year's production, there are several changes that will be in place and will affect operations for the following:

- College of Arts & Sciences
- Whitacre College of Engineering
- College of Human Sciences
- West Hall
- Weeks Hall

Sunday, November 27

Parking lots R-8 and R-2 (north of mathematics) will be closed and will remain closed until the production is cleared, either on Saturday, December 3, or Sunday, December 4. Over the course of the week, there will be multiple semi-trucks loading and unloading equipment in this area, so it is not feasible or safe for these parking lots to remain open.

Transportation & Parking Services is working on an alternative parking solution for individuals that park in these lots, and they will receive direct communication at a later date.

Thursday, December 1

In addition to parking lots R-8 and R-2, all vehicular traffic to Memorial Circle, engineering key, science quadrangle, and administration will be closed starting at noon on Thursday, December 1 and will remain closed until the conclusion of the event on Friday, December 2.

Friday, December 2

By noon on December 2, the campus buildings listed below must be **completely cleared** (this includes all labs, offices, common spaces, and classrooms). The purpose of this is to reduce congestion on campus and to allow our security teams to properly secure critical areas in advance of the ceremony. For those with classes impacted and who need assistance to find an alternate classroom, please utilize your departmental course scheduling contact who will collaborate with the Office of the Registrar to explore available options.

- Chemistry
- Physics and Geoscience
- Mathematics
- Maddox Engineering

- Administration
- Electrical and Computer Engineering
- IMSE
- Engineering Center
- Computer Center
- Mechanical Engineering
- Terry Fuller Petroleum Engineering Research Building
- Engineering & Technology Lab
- Civil and Environmental Engineering
- Holden Hall
- College of Human Sciences
- West Hall
- Weeks Hall

Faculty and Staff Departure Times

Using the guidance above, it is important for each department and college to determine their own limited essential staffing needs based on Friday classes, services, and support to faculty, staff and students, university commitments, and deadlines.

Employees who work in the buildings identified above are asked to leave by noon if their work on campus is non-essential. Employees who work in other areas on campus should leave by 3 p.m. at the latest, as directed by their supervisors, if their work on campus is non-essential.

Limited Essential Faculty and Staff Parking

For faculty and staff who work in the areas listed above and who are required to be on campus after noon on December 2, Transportation & Parking Services will provide information regarding available on-campus and off-campus parking with bus service routes. All faculty and staff, essential or non-essential, must vacate the buildings listed above no later than 3 p.m.

Alternate Work Schedules

Staff who are not required to be on campus after 3 p.m. on December 2, are still required to account for 40 hours during the workweek. Managers should work with their staff to determine a work schedule that ensures additional hours are worked during the workweek. Non-exempt staff will record actual time worked on their timesheets. **For this purpose, a workweek is 12:00am Sunday through 11:59pm midnight on the following Saturday.* Please see [OP 70.17 Overtime](#), for additional workweek information.

In situations where the additional hours of work are not made up during the workweek or where remote work is not feasible, non-exempt employees may use emergency leave. Exempt employees do not need to enter emergency leave hours.

Questions

Work schedule and essential staff questions should be directed to your department manager. Parking questions should be directed to TTU's [Transportation & Parking Services](#).



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