

DIN: 1000-1-02
Title of Policy Emergency Closing and Cancellation of Classes

Policy

CANCELLATION OF CLASSES

It may become necessary to cancel class sessions without advance notice due to emergencies, instructor illness, sudden weather changes, or other circumstances. In these instances, the College will post the cancellation on the College web site. Learners must check the web site and their College email accounts for such announcements and other institutional information postings.

CAMPUS CLOSING

When emergency conditions merit closing considerations, the administration will follow the College’s weather/emergency closing procedures. Campus closing determinations are made by the President and announcements are posted on the College’s web site and are announced on TV and radio stations. Learners are encouraged to check the College’s web site for announcements regarding the closure of the campus.

The authority to close the campus is vested in the President or designee.

1. The closing announcement for the college will clearly identify: (1) time of the closing, (2) date, and (3) hour when employees are excused from work, and an estimate of when the facility will reopen. Information Technology will post the cancellation(s) and/or campus closing on the College’s web site, and the External Relations representative will inform the broadcast site managers when ITV classes are affected. Campus closing announcements will be placed on radio and television. A decision will normally be made and announced by 3:00 p.m. when canceling evening classes. The President will provide this information to the MnSCU Chancellor.
2. When a campus closing is declared, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather emergency essential designated employees or “other” emergency essential designated employees who are not excused from work will be paid at their regular rate of pay.
3. The following “essential” designated employee positions may or may not be excused from work during weather or other emergency situations: (1) President or designee, (2) All college administrators and staff (3) IT Staff, (4) Business Office staff and (5) Facilities Supervisor. The decision to excuse the above named employees will be made by the President or designee based upon the needs of the campus and/or the prevailing emergency situation.
4. Some examples of “other” emergency closure situations are: natural and manmade disasters, loss or interruption of public utilities, and contract disputes.
5. The Provost will keep current plans to inform and/or evacuate specific employees and learners with disabilities during emergency times.

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Document Number:1000-1-02	Rev.	Page 1 of 2	Level #1
Title: Emergency Closing and Cancellation of Classes			Implementation Date: 9/24/06
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6. MnSCU colleges and campuses are subject to a Governor’s executive order to change the work schedule or adjust the leave rules of executive branch employees in the cases of natural disasters or other emergencies. If the governor issues an executive order to close a campus, the affected MnSCU campus must comply with the order. However, MnSCU campuses are not subject to the Commissioner of the Department of Employee Relations (DOER) orders to close a campus.

Purpose

To ensure that course cancellations and campus closings are determined appropriately, that communication mechanisms are in place, and that college constituents understand their obligations during such events.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President	Decide upon and declare campus closings, notifying radio and television stations and primary communicators. Notify MnSCU of any campus closings.
Provost	Ensure communication of campus closings through a planned communications structure and mechanism. Ensure that college employees and learners are aware of this policy and their obligations and responsibilities relative to cancellation of classes and campus closings.
Administrative staff	Inform IT staff to execute telecommunications messages. Notify broadcast site managers of course cancellations and/or campus closings.
IT staff	Post course cancellations and campus closing information on the College’s web site and phone messaging system as soon as it is known.
Faculty	Inform the dean and/or dean’s assistant as soon as possible in the event that a class session must be cancelled due to illness or emergency.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MnSCU [Policy 4.4 Weather/Emergency Closings](#)

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