
Chapter: General Administration

Modification No. 011

Subject: **Closing of the College**

I. Closing of the College

This procedure describes the detailed process for suspending operations of the College. Basically, it provides that when a public announcement is made that the College, a campus, or specific building(s), whether owned or leased, are closed or that opening is delayed, such an announcement will specify the times that classes or normal operations will begin and when employees are expected to report to work. Please note that these times may be different. This announcement will apply to all faculty and staff of the College, a campus, or specific building(s) as appropriate, except for "essential personnel" or as otherwise provided in these procedures. Every effort will be made to open and allow access to college buildings thirty (30) minutes prior to the delayed opening time.

A. General

1. Because of hurricanes, heavy snows, adverse road conditions, temporary failure of utilities, or other reasons, it may be necessary to suspend classes or to suspend operations of the College, a campus, or specific building(s), or units within specific buildings. Announcements over certain radio and TV stations, as well as internal communications systems, will mention the status of the College. It should be presumed that, unless further announcement of continued closing is made, operations will resume on schedule the following day.
2. The Vice President of Communications will inform faculty and staff periodically of the options for employees to follow to obtain information about College closings.
3. If a public announcement is made that the College, a campus, or specific building(s) are closed or that opening is delayed, that announcement will apply to all personnel of the College, a campus, or specific building(s) as appropriate, except for "essential personnel" or as otherwise provided in these procedures.
4. If no public announcement about Montgomery College is heard, individuals should assume that the College is open.
5. If a delayed opening of the College is scheduled to occur during the regularly scheduled meeting time of a class, the affected class will still meet if the class can meet for 50 percent or more of its regularly scheduled meeting time, or if the class can meet for 50 minutes or more. For classes that will meet, class will begin at the time of the delayed opening and conclude at its regular time.
6. If an early closing of the College is scheduled to occur during the regularly scheduled meeting time of a class, the affected class will still meet up to the time of closing, if the class can meet for 50 percent or more of its regularly scheduled meeting time, or if the class can meet for

50 minutes or more.

7. When the College or a campus is closed or there is a delayed opening, all non-instructional facilities use will be cancelled during those hours that the College or campus is closed, except that the Rockville Campus Theater Arts Building, Robert E. Parilla Performing Arts Center 500-seat theater and/or the Takoma Park/Silver Spring Campus Cultural Arts Center 500-seat theater may remain open. If these performance venues remain open, the Senior Vice President for Administrative and Fiscal Services will be notified by the appropriate dean (or designee).
8. When the College, or a campus, or a specific building is closed, all events and activities in those locations are also cancelled, except as noted for the performance venues above. Also see Use of Facilities 85001CP II. A.
9. Compensation for associate and support staff who are required to work when the College is closed, or who are required to work when a campus, or specific building(s) are closed, and staff are not reassigned and instructed to report to an alternate location, is governed by College policies and procedures (for non-bargaining unit staff) and by the Staff Collective Bargaining Agreement (for bargaining unit staff). Alternative work locations will be announced when applicable.

B. Emergencies

1. Options During Emergencies

- a. The College is open. Classes are conducted. All personnel are expected to report at the normal time.
- b. The College is closed. Classes held on-campus are cancelled. Students should consult their course syllabi for clarification on completing any assignments. Staff members designated as "essential personnel" may be required to report to work at the normal time. All other employees will be granted administrative leave.
- c. A campus is closed. All classes, events and activities are cancelled. Students should consult their course syllabi for clarification on completing any assignments. Staff members designated as "essential personnel" may be required to report to work at the normal time, or report to work at an alternative location. All other employees will be granted administrative leave.
- d. A specific College building or a few buildings are closed. Classes held in the closed building(s) may be cancelled or relocated. Staff members designated as "essential personnel" may be required to report to work at the normal time, or report to work at an alternative location. All other employees who normally report to the closed building(s) may either be granted administrative leave, or may be reassigned and instructed to

report to work at an alternate location.

- e. The College will close at (specified time). Essential personnel may be required to remain or report to work. All other employees will be granted administrative leave.
- f. The College will delay opening until (specified time), or the College is closed and will reopen at (specified time). Essential personnel may be required to report to work at the normal time. All nonessential personnel will be granted administrative leave for the hours that the College is closed, and will report to work at the designated time of opening.

2. Designation of Essential Personnel

- a. For the purposes of this procedure, essential personnel are defined as:
 - (1) Personnel required to ensure campus buildings and grounds are operational and secure; and
 - (2) Personnel required for monitoring and communicating the operational status of the College.
- b. The following positions are designated “essential personnel” for purposes of this procedure:

Senior Vice President for Administrative and Fiscal Services
Director of Communications
Media Relations Director
Web Content Strategy Manager
Director of IT Applications and Web Services Response Center
designee (may vary based upon manager’s discretion)
MCTV designee
Telecommunications Coordinator

Facilities: All facilities employees at Germantown, Rockville, and Takoma Park/Silver Spring unless otherwise noted.
(Not all job titles exist at each campus and staffing structures vary at each campus).

Vice President of Facilities and Security
Automotive Technician (G only)
Building & Grounds Maintenance Supervisors (TP/SS & G only)
Building Equipment Mechanic Supervisor (R only)
Building Equipment Mechanics (Lead) (R & TP/SS only)
Building Equipment Mechanics (R & TP/SS only)
Building Service Workers
Building Service Workers (Lead)
Building Services Manager (R only)
Building Services Supervisors (R only)
Campus Directors of Facilities
Director of Public Safety and Emergency Management
General Maintenance Worker
General Maintenance Worker (Lead)

Grounds Maintenance Supervisor (R only)
Plant Maintenance & Operations Supervisors (R & TP/SS only)
Safety & Security Officers
Safety & Security Shift Supervisors
Safety & Security Managers
Trades Helper (TP/SS only)

- c. All or some of the following positions may be designated "essential personnel" depending on the nature of the emergency:

A/C Mechanic (R only)
Building Controls Mechanic (R only)
Building Equipment Mechanics (G only)
Building Equipment Mechanics (Lead) (G only)
Building Maintenance Mechanics
Building Maintenance Mechanics (Lead)
Construction Services Supervisor (Central Services)
Construction Trades Workers (Central Services)
Electricians
Environmental Safety Coordinator
Facilities Material Specialists (R only)
Painter (Lead) (R only)
Painters
Plant Maintenance & Operations Supervisor (G only)
Plumbers (R only)
Pool Operator (TP/SS only)
Sheet Metal Mechanics (R only)
Service Center Supervisor (R only)
Trades Helper-Automotive (G only)
Trades Helper-Building Maintenance (R & G only)

- d. Individual unit administrators may require other personnel to report to work when the College, a campus, or a specific building(s) are closed; for example, to produce payroll, or for data center monitoring.
- e. All members of the President's Executive Cabinet who are not designated "essential personnel" shall be available by telephone and e-mail when the College is closed.

C. Responsibility

1. Any decision to close the College or any operations, or to delay opening, will be made by the Senior Vice President for Administrative and Fiscal Services. The Senior Vice President's decision will be made in consultation with the Vice President of Facilities and Security (or designee) and conveyed to the College President, the Senior Vice President for Academic Affairs, the Senior Vice President for Student Services, the Vice President/Provosts, the Senior Vice President for Advancement and Community Engagement, the Office of Communications, and the Campus Directors of Facilities. The Office of Communications will notify the media, so that public radio and TV announcements will be made, and will notify the in-house

communications systems (e.g., MC Alert, Call Response Center, voice-mail, e-mail, Web site).

2. Continuing education courses on campus shall be governed by the decisions of the campus on which they are located. Decisions regarding off-campus credit and noncredit courses shall be made by the Senior Vice President for Administrative and Fiscal Services.

II. Special Considerations for Power Outages and Other Non-Winter Weather Events

A. General

If there is not a total power outage to a campus or the region, it is possible that some College campuses and buildings will have power while others do not. In these cases, the decision to remain open or to close specific campuses, sites, or buildings will depend upon a variety of factors including, but not limited to; if classes are in session, time of day, season/temperature, expected duration of power outage, etc. For these reasons, definitive guidance in advance may not be possible. Decisions will then be made based on the available information, with the best interest of the College and the safety of individuals in mind.

B. Alternate Workplaces for Staff for Partial Closures

If a building is closed due to loss of power (for example), the unit administrator, or designee, may reassign staff to an alternate location that has power from a list of approved locations, if possible and practical. In these cases, the Office of Human Resources and Strategic Talent Management and the appropriate Senior Vice President must be notified as soon as possible.

III. Non-Emergency Closing

A. General

The dates on which the College is scheduled to be closed in any given year are contained in the official College calendar. In addition to scheduled closed dates contained in the College calendar, there may be occasions, other than emergencies, which arise in any given year for which it is desired to suspend classes on a campus or collegewide, or to close all operations of a campus or the College. Proposed suspension of classes, and any related closings of administrative offices, must be recommended in sufficient time to allow proper administrative processing and public announcement of the scheduled suspension at least ten work days, where possible, ahead of time.

B. Suspension of Classes

1. The Senior Vice President for Academic Affairs, after consultation with the appropriate offices of the College, will render a decision on any occasion when it is desired to suspend classes for less than one day, and will inform the President of the decision.
2. The Senior Vice President for Academic Affairs will recommend to the President any occasion for which it is desired to suspend classes for one full day.

C. Closing of a Campus

1. The Vice President/Provost, after consultation with the appropriate offices of the College, will render a decision on any occasion when it is desired to suspend all campus operations for less than one day and will notify the Senior Vice President for Academic Affairs, the Senior Vice President for Student Services, and the Senior Vice President for Administrative and Fiscal Services.
2. The Vice President/Provost will recommend to the Senior Vice President for Academic Affairs any occasion for which it is desired to suspend classes or to suspend all operations on a campus for one full day.

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