MEMORANDUM

DATE: February 8, 2013
TO: KCC Staff and Students
FROM: Mark O’Connell, Vice President for Administration and Finance
RE: Inclement Weather – Curtailment of College Activities

When inclement weather appears likely, the weather forecasts and conditions are closely monitored, and College operations will continue as long as local conditions are favorable. The President will decide if weather conditions necessitate a change in College activities. The messages relayed may be similar to the following examples:

**THE COLLEGE IS CLOSED** (specific sites named)
- College-sponsored instructional activities will NOT take place, College offices will NOT open, and staff do NOT report.

**THE COLLEGE WILL OPEN AT** _______ (specific sites named)
- This message is specifically for Administrative, Support, and Maintenance staff, as it indicates the time offices will open; staff scheduled should report to work at the identified opening time.

**DAY CLASSES ARE CANCELLED** (specific sites named)
- College-sponsored instructional activities beginning prior to 5:00pm will NOT take place.
- Students attending work-based or clinical education courses provided at locations other than KCC, please refer to your program policies for guidance.

**EVENING CLASSES ARE CANCELLED** (specific sites named)
- College-sponsored instructional activities beginning at 5:00pm or later will NOT take place.
- This decision will normally be made by 2:30pm, then announced through the notification process.
- Students attending work-based or clinical education courses provided at locations other than KCC, please refer to your program policies for guidance.

**SITES:**
- KCC – Main Campus (Battle Creek)
- KCC – Grahl Center (Coldwater)
- KCC – Fehsenfeld Center (Hastings)
- KCC – Eastern Academic Center (Albion)
- KCC – RMTC (Battle Creek)

Weather-related messages and staff reporting instructions may be obtained from any of the following:

- Text/Email Alerts (to subscribe, log into KCC Portal [https://klive.kellogg.edu/](https://klive.kellogg.edu/), then click “KCC Alert Notification – Signup” under “KCC Links”)
- College Weather line: (269) 965-4149
- KCC webpage: [http://www.kellogg.edu/facilities/opstatus.html](http://www.kellogg.edu/facilities/opstatus.html)
- KCC Portal News: [https://klive.kellogg.edu/](https://klive.kellogg.edu/)
- KCC Facebook page: [https://www.facebook.com/KelloggCommunityCollege](https://www.facebook.com/KelloggCommunityCollege)
- Local radio and television stations listed below:

  **Radio – FM Stations**
  - WBCK-FM (95.3) Battle Creek
  - WBXX-FM (104.9) Battle Creek; WNWN-FM (98.5) Coldwater/Kalamazoo/Battle Creek
  - WBCH-FM (100.1) Hastings; WRKR-FM (107.7) Kalamazoo/Battle Creek
  - WKFR-FM (103.3) Kalamazoo/Battle Creek; Q-106.5-FM (106.5) Jackson/Albion/Battle Creek

  **Television Stations**
  - WOTV-TV (Ch 41) Battle Creek
  - WOOD-TV (Ch 8) Total Area
  - WWMT-TV (Ch 3) Total Area; FOX 47 Total Area
HOW WE DETERMINE WHETHER OR NOT TO CANCEL CLASSES

The decision to cancel classes, or close the campus or centers during inclement weather events is a complex one based on a variety of factors all of which are centered on the safety and comfort of our students and staff. These factors include, but are not limited to, the following:

1. **Road Conditions**: We check with the State Police to determine the road conditions in terms of drivability and visibility. In addition, we personally have someone drive local roads near the Battle Creek campus and communities within the College’s district.

2. **Weather Conditions/Forecast**: We consider current and forecasted weather conditions for the day.

3. **Campus Parking Lots and Sidewalks**: We determine if there is ample time for our contractors to clear/salt campus parking lots and sidewalks at least one hour prior to the start of classes.

4. **Availability of Utilities**: We determine if there is available heat, lighting, and water to support College facilities and any special events.

5. **General Considerations**: Generally speaking, we also consider accreditation-based attendance requirements for many of our occupational programs, our inability to make up instructional time for students, and the philosophy that our students are capable of making adult decisions about whether or not they are taking unreasonable risk when traveling to and from the College.