

# Memo

To: Midway College Employees  
From: Sarah Laws, Provost  
CC: file  
Date: January 17, 2007  
Re: Campus Closings

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## ***Procedures for the closing of Midway College***

**Academic Classes:** In conjunction with the Provost,

- The VP/Dean of the Women's College determines the status of classes at Midway College for the Day College.
- The VP/Dean of SCD determines the status of classes at Midway College campus for the evening/weekend classes.
- Off site classes follow the status of the community college at that site.
- The decision to delay the opening or to cancel day classes is made by 6 a.m. for day classes and by 4 p.m. for evening classes and conveyed to area media. The media only lists places that are closed or have a delayed opening. If nothing is listed on the media, then classes are *not* cancelled and classes will meet.
- *Additionally, the message is placed on campus voice mail, # 5858, by 6 a.m. for day classes and by 4 p.m. for evening classes.*

**Campus Offices:**

- The Provost determines the status of campus offices and other work outside of classes.
- Canceling of classes does not close the offices or work on campus.
- Campus Offices will be open and employees expected to work, unless specifically closed by separate action of the Provost. Employees not working on these days will not receive pay for the day; however, vacation days may be taken, if available.
- If offices are closed, a message will be placed on campus voice mail, #5350 along with the announcement about classes. Only essential employees are required to work on these days.

**Essential Employees:**

- Essential Employees are designated by position and are required to work on all scheduled days.
- Essential positions are Executive Council, Physical Plant, Security, Equine Barn Personnel, Dining Services, Residence Directors and others as may be designated contingent upon needs.