

HERKIMER COUNTY COMMUNITY COLLEGE

Oct. 15, 2007

TO: Students, Faculty, and Staff
FROM: Ronald F. Williams, President
RE: CLASS CANCELLATIONS/CAMPUS CLOSING

When conditions exist (poor weather, utilities interruption, etc.) which threaten the health or safety of students, faculty, and staff, one of three separate decisions will be made:

-Delayed start or early closure: will always indicate a time “on the hour” (i.e., The College will open at noon.). The “on the hour” time eliminates confusion, often projected by the media, when closing announcements are aired. ***Please understand***, if the College opens at 12:00 p.m. (noon), faculty and students should be at their first class, that day, which has a start time closest to noon, **but not preceding** noon (i.e., not a class with an 11:45 a.m. start time, but any class starting from noon on).

OR

-Classes will be canceled: which means that, although students and teaching faculty will not be required to report to campus, all others are expected to report for work. Non-teaching faculty responsibility is outlined in the Faculty-Staff Handbook. All athletic events will be canceled. The Fitness Center and computer labs will remain open.

OR

-The College will be closed: which means that all employees and students will not be required to report to campus. Campus safety officers and maintenance personnel are to report to their regular shift schedules, unless otherwise notified.

The decision to cancel classes or close the campus will be made by the President no later than **6:30 a.m.**, and will be communicated to local radio and television stations as soon as possible.

Radio stations carrying official notices will be:

WIBX (950 AM)	WRUN (1150AM)	WLFH (1230AM)	WTLB(1310AM)
WRNY(1350AM)	WADR(1480AM)	WUTQ (1550AM)	WVTH(1570AM)
WVHC (91.5FM)	WXUR (92.7FM)	WUCL(93.5FM)	WKLL (94.9FM)
WODZ (96.1FM)	WOUR (96.9FM)	WSKS (97.9FM)	WLZW (98.7FM)
WBGK (99.7FM)	WBUG (101.1FM)	FROG (104.3FM)	WSKU (105.5FM)
WRCK (107.3FM)	WGY (810AM/99.5FM)		

Television stations carrying official notices will be:

HCTV WKTV News 10 Now

DAYTIME CLOSING affects all College activities, including athletic contests, scheduled to begin prior to 5 p.m.

EVENING CLOSING: If a decision to close evening activities (after 5 p.m.) is made, announcements will be made as outlined above. This decision will be made no later than **3 p.m.**, and communicated to local radio and television stations as soon as possible.

EVERY EFFORT WILL BE MADE TO KEEP THE COLLEGE OPEN.