

- B. In these events, the University will strive to provide as much advance notice as possible, with the goal of making announcements regarding the cancellation of morning classes by 6:00 a.m., the cancellation of afternoon classes by 11:00 a.m., and the cancellation of evening classes (beginning 5:00 p.m. or later) by 2:00 p.m. Closing decisions for the next workday may also be announced during evening hours when hazardous weather conditions warrant.

Communication to all Bismarck location students should be sent with clear instruction using the guidelines found in “Announcement of Class Cancellations/Closing Decisions” below.

All other sites and locations:

- A. The leading staff member at each site (or the next senior staff member, if that person is unavailable) is authorized to make a recommendation to the Vice President responsible for that site to cancel in-person classes, close the facility, delay opening, or close early due to inclement weather. The staff member may take into consideration the decisions by other schools in the area.

Once a recommendation has been received, the Vice President responsible for the site will make a final decision. In the event that the Vice President responsible for the site is not available, the leading staff member at the location should consult the Vice President for Academic Affairs or the Executive Vice President.

- B. The Vice President responsible for the site (or in his or her absence, the person making the decision) a(i)n1.7 (h3s) (1 9 021.7 (i))Td [(th)-2 (e)]3Tc8 Tc 0 TTW 0.81 0 T3 ()Tj -8.00

be accomplished remotely while campus is closed.

Under some conditions the University will delay opening. In these circumstances, weather reports suggest that conditions will improve early in the day and the delay allows commuter students, staff, and faculty additional time to travel to campus, limits the number of people commuting during the rush hours, and allows for clearing of parking lots and roads. Under some conditions the University will close early. In these circumstances, weather has deteriorated in the course of the day such that it is prudent for commuter students, staff, and faculty to depart from campus before travel becomes more hazardous.

There are certain personnel who must report for work even when the University is closed so that the University can serve the essential needs of residential students (see "Designated Personnel," below) .

Announcement of Class Cancellations/Closing Decisions

- A. The individual making the decision will initiate the process of communicating the class cancellations/closing decision to the University of Mary community.

- B. Once a decision has been made, the individual making the decision (e.g., Executive Vice President, Vice President for Academic Affairs, Vice President responsible for a site, etc.) must first inform appropriate staff of the decision via email. The distribution list should be as follows: President's Council (all), the Supervisor of Creative Services, the Media Relations Specialist, the Coordinator of Safety and Security, and the Switchboard Operator. These individuals can be found readily under a distribution list entitled "Weather- Related Announcement Group."
 - a. This email communication from the individual making the decision should also include a first draft of the text to be published on 8000.umary.edu .
 - b. For satellite campuses, this communication will be composed and sent

considered designated personnel, even though they may not be working remotely during a campus closure.

- B. Other categories of employees may occasionally be considered “designated personnel” when circumstances require a change in status. Supervisors will notify the employee(s) of this change in status as soon as practical which, in certain circumstances, may mean during the course of a campus closure.
- C. Designated personnel for remote campus locations are determined by the Vice President responsible for the site.

Approved

April 2017 by the President of the University

August 2017 by the Board of Trustees (EC)

October 2019 revised by the President’s Council

11 March 2021 by the Board of Trustees

18 March 2021 delivered to the University Senate

20 December 2022 revised by the President’s Council

23 December 2022 by the Board of Trustees (EC)

16 January 2023 delivered to the Shared Governance Council

14 November 2023 revised by the President’s Council