



2025-26 Inclement Weather Policy and Procedures

MCC Students and Employees:

With the winter season upon us, safety remains one of our greatest responsibilities. Please take a few minutes to read MCC's Inclement Weather Policy below. Hopefully, the policy will answer many of your concerns or questions. If not, feel free to contact Dan Rinsema-Sybenga, Dean of Academic Affairs at dan.rinsema-sybenga@muskegoncc.edu or 231-777-0569.

In general, the primary ways you will hear about weather closures are muskegoncc.edu, MyMCC, social media, local TV and RAVE text messages.

MCC Inclement Weather Policy and Procedures

MCC intends to keep normal College operations on all regularly scheduled days. However, severe weather conditions may prevent this from happening on campus. Weather conditions forcing the closure of the MCC main campus, the Sturges Technology Center, the Ottawa Center, or any MCC Extension Centers may not affect all students and employees. Students in online classes, both synchronous and asynchronous, and students in classes at open sites must attend class, even though the other sites may be closed due to inclement weather.

In those instances when the College is open but individual travel may be dangerous, the following will apply:

- A student or employee required to be on-site will make their own determination concerning attendance, based on the conditions of their unique situation.
- Students scheduled for an on-site class but unable to travel due to inclement weather must communicate their absence to their instructors.
- Faculty are encouraged to be flexible in their classroom policies about make-up work for students unable to get to classes due to severe weather.
- Faculty scheduled for an on-site class but unable to travel due to inclement weather must contact the department chairperson per their department call-in process and alert their students.
- Staff unable to report on-site due to inclement weather must contact their supervisor, and are encouraged to have their laptops with them.

When inclement weather is present or imminent, the College may consider the following options for on-site operations:

- Remain open.
- Delay opening and require only personnel providing essential services to report to work prior to a delayed opening.
- If already open, close the College and require only personnel providing essential services to report to work, while encouraging on-site students and employees to leave the College early if they feel it is safe to travel.
- Close the College before the start of on-site classes and require only personnel providing essential services to report to work prior to opening.
- Close the college.

Inclement Weather Procedures

In making the decision to close, the College considers several factors, including a thorough assessment of current travel and weather conditions throughout the College's service areas. Conditions can vary from one location to another. Factors considered in the decision include:

- overall road conditions, particularly main routes throughout the MCC region.
- the impact of severe wind gusts, fog, precipitation etc. on visibility and driving conditions.
- short-term forecasts with radar as an indicator of more immediate storm intensity and duration.
- the ability to plow and maintain College parking lots.
- law enforcement official warnings that limit or restrict travel.
- closings by area businesses, colleges, and/or school systems. NOTE: There may be days when many or most K-12 school systems are closed, but MCC is open.

When weather conditions appear hazardous, the following actions will be taken:

- For daytime schedules, the College will make every effort to communicate by 6:30 a.m. a decision to delay opening or to close entirely.
- For evening schedules, the College will make every effort to communicate by 3:00 p.m. the decision to close the College. There is a possibility that MCC would cancel day classes but hold evening classes.

Emergency Closing Notifications

When the College closes the main campus or all of its on-site locations, a message will be sent through RAVE Emergency Alert to the email addresses and cell phone numbers of MCC faculty, staff, and students who have registered for the service. Information and a link to register are found at MyMCC or www.getrave.com. Once registered, you can opt out of RAVE SMS messages at any time by texting STOP to 226787.

When off-campus sites are closed, and/or when the entire college is closed, information will also be posted on the MCC website at www.muskegoncc.edu, the MyMCC homepage at mymcc.muskegoncc.edu, and MCC's Facebook & Instagram accounts. Alerts will also be posted on the following television stations – WZZM TV13, Wood TV8, and Fox 17.

Definition of Terms

Severe Weather - Regionally, this typically means excessive snow and/or ice, which makes driving hazardous, but it could also refer to other hazardous conditions, such as a tornado, severe thunderstorm forecast, or dangerously low temperatures.

Delayed Opening - The College will open late. Personnel providing essential services and required to be on campus before the specified opening time will be asked to report to campus or may be called in to work. Staff should report to work 30 minutes before the designated opening time. Students should report to on-site classes at the designated opening time. If a student's on-site class begins before the designated opening time, the on-site class will be canceled.

College Closed - Personnel providing essential services that day may be asked to report to campus or may be called into work.

College Open - The decision to attend scheduled on-site classes is the responsibility of each individual student, faculty, and staff member. Students must inform their instructors of a decision to miss their on-site class by phoning or sending an email. Staff or faculty unable to report on-site due to inclement weather must contact their supervisor or department chairperson.

General Safety Tips

Safety is our number one priority, and our facilities are located where weather may impact those who drive as well as those who take the bus, walk, and move about on campus. If you see hazardous conditions (such as slippery sidewalks/parking lots) at one of our facilities, please report it to the Physical Plant at 231-777-0465 or 231-777-0318.

Walking on Snow and Ice (Walk Like a Penguin)

- Wear boots or shoes appropriate for the conditions.
- Wear gloves and keep your hands out of your pockets.
- Bend slightly, walk flat-footed, and keep your arms out for balance.
- Point your feet out slightly like a penguin.

- Keep your center of gravity over your feet as much as possible.

Winter Driving Safety Tips

- Leave early, allow for delays.
- Slow down and leave extra space between vehicles.
- Turn on headlights.
- Clear all windows, lights, and the license plate.
- Remove distractions.

Snowplow Safety Tips

- Stay back at least ten car lengths.
- Watch for plows turning/crossing the center line.
- Slow down (plows typically travel at slower speeds).