



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

| Procedure Title                              | Procedure Number | Page(s) | Date Adopted: |
|--|------------------|---------|---------------|
| College, College Campus States of Operations | CH - III         | 3       | 08/26/2025    |

## BASED ON BOARD POLICY

| Section                           | Policy Title    | Policy Number | Date Adopted: |
|-----------------------------------|-----------------|---------------|---------------|
| C – Business and Support Services | Site Management | CH            | 08/26/2025    |

## DEFINITIONS

**Junior College:** An educational institution that provides two years of academic instruction beyond secondary school, as well as technical and vocational training to prepare graduates for careers. For the purposes of this document McLennan Community College is the institution and all functions of the institution are included in the definition.

**Campus:** The grounds and buildings of a university, college, or school. For the purposes of this document MCC has identified three campuses. Main campus consists of all grounds and buildings located at 1400 college drive as well as the Community Service Center (CSC) located 4601 N. 19<sup>th</sup>. The Emergency Service Education Center (ESEC) located at 7601 Steinbeck Bend Rd. and the Highlander Ranch located at 223A Cobbs Lane.

## PROCEDURE

McLennan Community College (MCC) has three states of operations: **Normal**, **Remote**, and **Closed**.

### Normal Operations

As a general rule, the College is always under normal operations. Unless specifically stated, the College is open during normal business hours and will follow regular operating procedures.

It is the personal responsibility of all faculty, staff, and students to make their own decisions and judgments concerning travel conditions and the danger of attending classes or coming to work under conditions which they personally believe to be unsafe.

### Remote Operations

The following generally occurs when severe weather or other condition warrants suspension of some or all campus activities:



- Regular online classes continue to meet as usual.
- Face-to-face classes attempt to continue by transitioning to an online modality or may be cancelled if necessary. Faculty are responsible for communicating with their students about the status of their classes and are asked to be flexible with attendance.
- All services and offices remain open virtually and employees who can do so should work remotely, except for employees who work in identified required service operations. Required services are those designated by the president or a vice president and are generally defined as critical services and facilities required to maintain business operations for MCC, and support the physical operations, or safety of the College. Employees who do not work in required service operations should not report for on campus in-person work.
- Those employees who normally are not able to work remotely and do not work in a required service operation should complete tasks or professional development as assigned by their supervisor during regular work hours.

It is the expectation that required service employees will report to work on campus if advised to do so. However, if any required service employee determines that the employee is are unable to work for any reason, then the employee should notify the supervisor. The absence will be considered approved with available vacation, sick, compensatory time, floating holiday, personal leave, or leave without pay authorized accordingly.

All College events, including hosted events, should be canceled or moved to a virtual modality unless permission is received from the President or her Designee to proceed with the event.

## **Closed Operations**

### **Campus Closed**

In some cases, not all MCC locations may close, such as when utilities and services may be impacted at a specific location. In these cases, the College will remain open and function as normal. Only the impacted location will have an operational change. At the impacted location required employees will report to work. The College will remain open and function as normal. Regular online classes continue to meet as usual. Face-to-face classes attempt to continue in an online modality or may be cancelled as necessary. Faculty are responsible for communicating with their students about the status of their classes and are asked to be flexible with attendance.

All services and offices remain open virtually, and employees who can do so should work remotely, except for employees who work in identified required service operations. Required services are those designated by the President or a Vice President and are generally defined as critical services and facilities to maintain business operations for MCC, or to support the physical operations, or safety of the College. Employees who do not work in required service operations should not report for in-person work.



### College Closed

This state will only be activated in extreme events, such as when utilities and services may be impacted or there is a life-threatening emergency--for example: severe inclement weather or active shooter scenario. Only required employees will report for on campus in person work. All classes will be canceled, including those taught online; all offices and facilities are closed; and except for specifically selected employees working in the required service operations described above, employees would not be expected to work. All College events, including hosted events, will be canceled.

### **Required Employees**

Employees will be informed in advance by their supervisor that they are “required employee.”

During remote operations state, all employees designated as “required employees” by the College must come to work on campus and remain at work. All other employees are expected to work remotely.

During College or Campus Closed states, some employees who are “required” during remote state may be switched to non-required status, depending upon the needs of the department and/or College. The employees at home during College or Campus Closed operations states are not expected to work because the area may be expected to suffer power outages and/or other events that will interrupt the ability of employees to work.

If there is the potential for a change in operational state (i.e., severe weather expected), employees should be prepared in advance to work remotely.