



ROBERT V. ANTONUCCI  
PRESIDENT

FITCHBURG STATE COLLEGE

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**Please Note Delayed**  
**College Openings**

October 8, 2009

Dear Colleague:

As the seasons change it is once again time to look ahead and plan for unexpected weather problems. Please note the following procedures to be observed when weather conditions may affect operation of the college or the McKay School. Usually, the college will announce the cancellation of classes or the closing of the college by 6 a.m. on the radio/TV stations listed below:

WPKZ (1280/AM) Fitchburg    WXLO (104.5/FM) Worcester    WBZ (1030/AM) Boston  
WBZ Storm Center (News 4)    WCVB-TV (News 5)    WHDH-TV (News 7)

We encourage all staff and students to use the college's Connect Ed Messaging system to be alerted by phone about any emergency campus situations and inclement weather closings.

To sign up for this service, simply follow these steps:

1. Login to Blackboard at <http://blackboard.fsc.edu> using your faculty/staff or student Falcon Key account
2. Click on Personal Information in the Tools box on the left
3. Click Edit Personal Information
4. Enter your Home/Dorm and/or Mobile phone number(s) in the format of xxx-xxx-xxxx
5. Click Submit

When classes are cancelled or the college is closed, the following factors apply:

1. Administrative, library and classified staff who have been designated as emergency/essential personnel are required to report to work, and in accordance with the appropriate agreement will be granted compensatory time.
2. Due to the need to clear walkways, parking lots, streets, etc., for the re-opening of school **employees not designated as emergency/essential personnel** should not report to work and will not be eligible for compensatory time. Weekly attendance reports should record the day/s as snow day.
3. Employees not expected to be present due to previously authorized vacation, personal or sick leave, shall be recorded as such and shall not be entitled to compensatory time.
4. Employees who have been designated as emergency/essential personnel who do not report as scheduled must notify their supervisor of their absence in accordance with the established procedures of the work area. Weekly attendance records must report this absence as other than snow day.

**IMPORTANT:** The closing of the McKay Campus/Fitchburg Public Schools does not mean the College will be closed. Please listen for a **FITCHBURG STATE COLLEGE CANCELLATION.**

## **DELAYED COLLEGE OPENINGS**

In the event of a delayed opening, the academic day and work day will begin on the hour following the announced delay based on the official college opening time of 8 a.m. Because of the block scheduling, classes will resume at the start of the next time block. For example, in the event of a one-hour delay, classes will resume at 9:30 a.m., and offices will open at 9 a.m.

Should a storm develop during the day, appropriate cancellations will be announced on all of the radio/TV stations listed above and a message will be sent from the Connect Ed emergency messaging system.

We strongly urge that employees and students listen to the radio cancellations/announcements. If you must call the College, please use the following telephone numbers: 978 665-4003, 665-4004, and 665-3006. The number to check on faculty absences is 978-665-3580 and should be used when the college is in session.

Your understanding and cooperation during the winter months is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Robert V. Antonucci". The signature is written in a cursive style with a large, prominent initial "R".

Robert V. Antonucci  
President