

3357:13-18-131 Procedures for College Closure and Class Cancellation

(A) College Closure

- (1) Only in extreme circumstances will the College close due to inclement weather or power failure.
- (2) The College might close for only morning classes and reopen for afternoon and evening classes or close later in the day. The College may close only one or two buildings on campus due to power failure or may close the entire College.
- (3) As a co-located campus, the NCSC president and the Ohio State University dean/director work together in making a decision regarding College closure based on information provided from the campus superintendent of physical facilities, who consults with the staff of physical facilities and security and the Ohio Highway Patrol in several surrounding counties.
- (4) In case of College closure, the College will issue an announcement using the Mansfield Alert system to the email addresses of enrolled students, faculty and staff. The announcement will also be posted to the home page of the website and on social media. In addition, announcements will be made on numerous radio stations and their websites. The local television station (WMFD) also provides a texting service for closings and delays for those who sign up for those notifications.
- (5) Do not call the main College telephone number or campus security for information.
- (6) During the normal work week, if the College is forced to close outside of regular hours of operation, every effort is made to contact faculty and staff by phone through departmental supervisors who have a calling procedure in place.

(B) Class Cancellation

- (1) Faculty who must miss a class session due to illness or emergency (including weather) must inform one of the following in the order listed (see paragraph II-H for contact phone numbers) at least one hour prior to the class session.
 - (a) Assistant Dean
 - (b) Dean of Division
 - (c) Vice President for Learning
 - (d) President
- (2) The person contacted will assist the faculty member in providing proper materials for a replacement or make a determination to cancel the class session.
- (3) To assist in notification of students, each faculty member will provide to students in the first-day handout the preferred method of contact for class cancellation. It is recommended that the method include use of the class roster or Canvas program for e-mail notification. Students should be informed in writing not to call the College main telephone number, division administrative assistant, or faculty member.

- (4) Once the faculty member has made initial contact with an appropriate person listed in paragraph II-A, this person, not the faculty member, will then contact the department's administrative assistant during regular office hours (contact phone numbers on last page). All attempts will be made by the administrative assistant to contact students via phone if time allows. Faculty will remind students to update phone numbers through the MyNC portal on the North Central State web site.
- (5) If an evening or weekend class has already started and there is a concern about worsening weather conditions or illness, the faculty member should cancel the class and contact the assistant dean or dean by e-mail or phone at the earliest possible time (using the attached list paragraph II-H).
- (6) When a class is cancelled prior to starting for the day, the administrative assistant will send out an e-mail to the class cancellation group and post the proper notice outside the classroom. After regular business hours, security will be contacted to post a notice. If a class is cancelled within the regular class period, no notification will be sent to the cancellation group.

Class Cancellation Group

Administrative Assistants
 Admissions Staff
 College main telephone number
 Child Development Center
 Security

(7) After 5:00 p.m.

(a) Follow (B)(1) above

(b) Person contacted will call security at 419-755-4346 or Kehoe Facilities (419-544-4135) to post a sign on room door (if not in office it may take 6-8 rings before being transferred to radio phone)

(8) List of Contacts for Class Cancellation – Next Page

LIST OF CONTACTS FOR CLASS CANCELLATION

LIBERAL ARTS DIVISION		
DEPARTMENT	CHAIR	PHONE NUMBERS
LIBERAL ARTS, DEAN	Deb Hysell	Office: 419-755-4894 Cell:
Liberal Arts, Assistant Dean	Dr. Steve Haynes	Office: 419-755-4570 Cell:
Liberal Arts Admin. Assistant Liberal Arts Office Assistant	Kimberly Lybarger –or- Christie Bowie	Office: 419-755-4876 Office: 419-755-4560
HEALTH SCIENCES DIVISION		
DEPARTMENT	CHAIR	PHONE NUMBERS
HEALTH/PS DEAN	Dr. Kelly Gray	Office: 419-755-4823 Cell:

Assistant Dean/ Dir. of Nursing (ADN/PNR)	Melinda Roepke	Office: 419-755-4848 Cell:
Health Admin. Assistant	Amy Burns	Office: 419-755-4805
BUSINESS, INDUSTRY, TECHNOLOGY AND WORKFORCE DEVELOPMENT DIVISION		
DEPARTMENT	CHAIR	PHONE NUMBERS
BITW DEAN	Dr. Greg Timberlake	Office: 419-755-4740 Cell:
BITW Assistant Dean	Dr. Toni Johnson	Office: 419-755-9028 Cell:
Workforce Director	Linda Hess	Office: 419-755-4832 Cell:
Tech/Workforce Admin. Assistant	Linda Nicol	Office: 419-755-4700
ADMINISTRATION		
President	Dr. Dorey Diab	Office: 419-755-4758 –or- 4811 Cell: 330-949-3944
Vice President, Academic Services	Dr. Karen Reed	Office: 419-755-4538 Cell: 419-565-6091 (college)
Vice President, Business Services	Lori McKee	Office: 419-755-4828 Cell:
Vice President, Student Services	Tom Prendergast	Office: 419-755-4712 Cell:
Executive Assistant to the President	Steve Williams	Office: 419-755-4811 Cell: 419-685-1605
Dean, Compliance, Curriculum	Dr. Gina Kamwithi	Office: 419-755-4554 Cell: 419-545-0808 (college)

Effective: January 23, 2018

Next Review: January 1, 2023

Review Dates: 01/16/09, 07/14/09, 1/23/18