

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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PROCEDURE FOR COLLEGE CLOSURE &  
CLASS CANCELLATION  
Policy No. 3357:13-16-711  
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Effective: July 2009

**I. COLLEGE CLOSURE**

- A. Only in extreme circumstances will the college close due to inclement weather or power failure.
- B. 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.
- C. 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.
- D. In case of college closure, announcements will be made on every major radio station in the surrounding five to six county area and the local television station.
- E. Do not call the switchboard or campus security for information.
- F. E-mail notification to all staff and academic offices will come through the President's Office if closure occurs during regular hours of operation.
- G. 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.

**II. CLASS CANCELLATION**

- A. 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.
  - 1. Department Chair
  - 2. Dean of Division
  - 3. Assistant Vice President for Learning
  - 4. Vice President for Learning
  - 5. President

- B. The person contacted will assist the faculty member in providing proper materials for a replacement or make a determination to cancel the class session.
- C. 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 Blackboard program for e-mail notification. Students should be informed in writing not to contact the switchboard operator, division administrative assistant, or faculty member by phone. Students should be encouraged to work out arrangements with another student if unable to access a computer throughout the day.
- D. 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 My Student portal on the North Central State web site.
- E. 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 chair or dean by e-mail or phone at the earliest possible time (using the attached list paragraph II-H).
- F. 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  
Switchboard  
Child Development Center  
Security
- G. After 5:00 p.m.
1. Follow II-A above
  2. Person contacted will call security at 419-755-4346 to post a sign on room door (if not in office it may take 6-8 rings before being transferred to radio phone)
  3. Person contacted will call Admissions' (evening switchboard) direct line, 419-755-4761 or 419-755-4800 (main line), press 0 to notify until 7:30 p.m.

H. List of Contacts for Class Cancellation – Next Page

## LIST OF CONTACTS FOR CLASS CANCELLATION

<b>BUSINESS, LIBERAL ARTS, AND EDUCATION DIVISION</b>		
<b>DEPARTMENT</b>	<b>CHAIR</b>	<b>PHONE NUMBERS</b>
BUS/ECE/ECN/EDU/PLG	Jay Jacquet	Office: 419-755-4540
English/Developmental Reading and Writing (ENG/RDG/WRT)	Vacant	
Humanities/Behavioral Sciences/Speech	Janny Nauman	Office: 419-755-5654 Home: 419-756-3545 Cell: 419-610-3586
Math/Dev. Math/Stats/FYE	John Falls	Office: 419-755-4852 Home: 419-756-7592 Cell: 419-961-2701
<b>BUSINESS, LIBERAL ARTS, &amp; EDUCATION DEAN</b>	Gail DalPian, Interim	Office: 419-755-4740 Cell: 440-263-7275
BLAE Administrative Assistant	Kimberly Lybarger –or-	Office: 419-755-4876
BLAE Office Assistant	Rhonda Reeder	Office: 419-755-5637
<b>HEALTH AND PUBLIC SERVICE DIVISION</b>		
<b>DEPARTMENT</b>	<b>CHAIR</b>	<b>PHONE NUMBERS</b>
Nursing (ADN/PNR)	Janet Boeckman	Office: 419-755-4823 Home: 419-526-0953 Cell: 419-565-1568
Allied Health (OTA/PTA/RAD/RES/CHE/BIO/SCI)	Rob Slabodnick	Office: 419-755-4891 Cell: 419-651-3331
Public Services (CRJ/HSV/Health Services)	Penny Snyder	Office: 419-755-4807 Cell: 419-565-8968
<b>HEALTH/PS DEAN</b>	Jim Hull	Office: 419-755-4850 Home: 419-529-8375
Health/PS Admin. Assistant	Betty Hager	Office: 419-755-4805
<b>TECHNOLOGY AND WORKFORCE DEVELOPMENT</b>		
<b>DEPARTMENT</b>	<b>CHAIR</b>	<b>PHONE NUMBERS</b>
Technology (CIS/DMT/Engineering/PHY)	Randy Storms	Office: 419-755-4715 Cell: 419-545-4110
Workforce Director	Ken McCreight, Interim	Office: 419-755-4732 Cell: 419-566-9001
Community Education Director (outreach centers/distance learning/on-line education)	Gina Kamwithi	Office: 419-755-4711 Home: 419-892-2037 Cell: 419-545-0808 (college) Cell: 216-403-7580 (personal)
<b>TECH/WORKFORCE DEAN</b>	Ken McCreight	Office: 419-755-4732 Cell: 419-566-9001
Tech/Workforce Admin. Assistant	Terry Miller	Office: 419-755-4700
<b>ADMINISTRATION</b>		
Assistant V.P. for Learning	Bruce Sliney	Office: 419-755-4866 Home: 419-522-6567 Cell: 419-543-0477
Vice President for Learning	Dr. Karen Reed	Office: 419-755-4538 Cell: 419-565-6091 (college) Cell: 216-633-8564 (personal)
President	Don Plotts	Office: 419-755-4758 –or- 4811 Cell: 419-566-5943 (college) Cell: 419-565-8096 (personal)