

2100 - College Closing – Inclement Weather

The Vice President of ~~Administration~~ **Instruction** or his/her designee upon consulting with the Vice President of ~~Instruction~~ **Administration** is responsible for the decision to close the College at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

~~Employees and students who face hazardous conditions and/or unusual circumstance as a result of inclement weather are expected to contact the appropriate supervisor or faculty member to make arrangements to be absent or arrive late.~~

~~In the event the institution does not close and/or cancel classes/activities and college employees feel it is too hazardous to travel, they may choose to take a vacation and/or personal day to support their absence.~~

~~In the event the institution does not close and/or cancel classes/activities and students feel it is too hazardous to travel, they may choose to be absent and receive an excused and/or unexcused absence for their related courses as applicable to instructor policy.~~

In addition, the College president or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

Barton **County** Campus

The College will ~~utilize its media list to make notification~~ **inform the following media** of college/class cancellations ~~including newspaper and radio announcements~~. In addition, ~~notices will be made via~~ the College's ~~social media accounts~~ and there will ~~post be~~ a message on ~~its the~~ College's telephone system which ~~may can~~ be accessed at 620-792-2701. Messages will also be posted to the College's website and text message alerts will be sent to those subscribed to this service.

- ~~● KSNW-TV (channel 3)~~
- ~~● KWCH-TV (channel 12)~~
- ~~● KAKE-TV (channel 10)~~
- ~~● Eagle Radio – KVGB 1590 AM, KHOK 100.7 FM, KBGL 106.9 FM, and B 104.3 FM (GB)~~
- ~~● Rocking M – KZRS/Star 107.9 FM (GB)~~
- ~~● KRSL 990 AM / 95.9 FM (Russell)~~
- ~~● Eagle Radio – KAYS 1400 AM / 103.3 FM (Hays)~~
- ~~● KHCT 90.9 FM – Radio Kansas (Hutchinson)~~
- ~~● KHUT Country 102.9 FM / KHMV 93.1 FM (Hutchinson)~~

Workforce Training & Community Education (WTCE) **Division** events may be cancelled by the Executive Director, Director or Coordinator responsible for specific programs in consultation with the instructor if conditions at the site warrant. The Workforce Training & Community Education team and instructor will contact affected students. Notification of such cancellations will be forwarded to the Dean of Workforce Training & Community Education who in turn will notify the

Director of Public Relations and Marketing (or designee) so that cancellations may be made in conjunction with other college closing announcements, as applicable. If the Director of Public Relations and Marketing (or designee) is unavailable, the Dean will contact the media directly with the cancellation information.

College Advantage classes will be cancelled if ~~the~~ their sponsoring high school is closed. Students in this program are to notify their college instructor concerning missed coursework.

WTCE events offered in conjunction with other higher education learning institutions, clinical sites or business & industry will utilize closing procedures specific to the off-campus program site.

Fine/Performing Arts Events ~~Any such event~~ under the supervision of the Dean of Academics ~~which that~~ occurs on a week day (Monday – Friday) ~~will align with~~ should come under the same consideration for any such closing of school/classes.

~~The~~ recommendation of closing ~~fine/performing arts~~ such events occurring on weekend dates shall be the responsibility of the ~~Vice President of Administration in conjunction with the~~ Dean of Academics. ~~The Dean will be responsible for contacting the~~ Vice President of ~~Administration will~~ make notification to ~~President's Staff~~ Instruction and the office of public relations.

~~The Vice President of Administration will make the decision as to whether or not~~ Any such events held in the Fine Arts Building and/or auditorium ~~for from~~ an outside, non-Barton organization (weekday and weekend), ~~decision to close should be cancelled~~ the responsibility of the Vice President of Administration.

Learning Resource Center (LRC)

The Director of Library ~~and College Archives~~ may close the LRC in the event of inclement weather on the weekend or in the evenings when the College is not otherwise open for classes. The Director will be responsible for contacting ~~President's Staff~~ the Vice President of Instruction and the Office of Public Relations.

Athletic Department

Athletic Department events may be cancelled by the Director of Athletics in consultation with visiting colleges. Notification of such cancellations will be forwarded to the Assistant Director of Athletics and Sports Information Director who in turn will notify the media and post the cancellation on the Barton Athletics webpage.

Shafer Art Gallery

The Gallery will follow the College's closing policy during regular business hours. For special events or public openings held after regular college hours ~~then~~ the closing procedure will follow these guidelines.

- The Director of the Shafer Art Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

- Director of the Shafer Art Gallery will notify:
 1. Vice President of ~~Administration Instruction and/or~~ the Coordinator of Facility Management;
 2. Director of Public Relations and Marketing (or designee) so that the cancellation may be made in conjunction with other college closing announcements, as applicable; and
 3. If the Director of Public Relations and Marketing (or designee) is unavailable, the Director of the Shafer Art Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

Closing the Gallery during Saturday viewing hours when no special events are scheduled will be determined by the Shafer Gallery Director who will:

- Notify Campus Safety; and
- Place a notification of closing on the Gallery Facebook page.

Silver Cougar Club Events

~~The Coordinator of Fund Raising and Special Events and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows: Coordinator of Fund Raising and Special Events shall notify:~~

- ~~1. Director of Public Relations and Marketing (or designee) so that the cancellation may be made public through all communication media; and~~
- ~~2. If the Director of Public Relations and Marketing (or designee) is unavailable, the Coordinator of Fund Raising and Special Events or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly.~~

~~Due to the nature of Silver Cougar Club Events (the Foundation has a list of specific attendees), the Coordinator of Fund Raising and Special Events, along with the Foundation staff will personally contact each attendee to notify them of the cancellation and rescheduling of the event when appropriate. In those cases where an event cannot be rescheduled and members have been charged an event fee — those funds will be refunded or credited to the next event, depending on the wishes of each individual attendee.~~

Fort Riley & Fort Leavenworth Campuses

Fort Riley, ~~to include Grandview Plaza,~~ and Fort Leavenworth campuses will base the decision to cancel classes on whether the local USDs have closed due to inclement weather. The Office staff ~~and Military Schools Faculty/Staff~~ will follow Garrison ~~Division~~ protocol for the respective military installation. Upon notification, the Dean of Military Academics, ~~Services,~~ and the Dean of Fort Riley Technical Education, and Military Outreach ~~Programs Training~~ will take the following action:

College Programs, LSEC, and BSEP, and Military Schools (Dean of Military Academic Services)

1. Initiate the Barton at Fort Riley/Fort Leavenworth RAVE Inclement Weather Email and Test Message Alert System “Calling Tree”;
2. Inform the College President’s Staff and/or Vice President of Instruction that classes are cancelled;
3. Coordinate the cancellation of evening classes cases with the Director, Army Education Center; and
4. Disseminate information regarding the cancellation of classes via appropriate social media. and
5. Test message alerts will be sent to those subscribed to this service.

Grandview Plaza (GVP)

Grandview Plaza will follow the inclement weather notification of the Fort Riley Garrison Commander to operate under the conditions of delayed arrival, early release, or cancellation. The Dean of Military Academics, Technical Education, and Outreach Programs will inform the GVP Program Directors of all Fort Riley Inclement Weather Notifications. GVP Program Directors will inform the faculty and staff. Due to the nature of Grandview Plaza classes, the Program Director, along with the Program Support Specialist will personally contact each attendee to notify them of the cancellation and rescheduling of the class when appropriate. In those cases where a class cannot be rescheduled and students have been charged a class fee – those class fees will be refunded or credited to the next scheduled class. Refunds or credits are dependent on the option the affected student chooses.

The Director of Military Programs, Barton-Fort Riley, and the Divisional Administrative Assistant, Barton-Fort Riley, Grandview Plaza will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Military Programs Fort Riley/Fort Leavenworth personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

Military Programs and Grand View Plaza (Dean of Fort Riley Technical Education and Military Outreach Training)

1. Verify with G-3 that the military classes will be cancelled;
2. Initiate the Military Programs/Grand View Plaza “Calling Tree”; and
3. Coordinate with Fort Riley Dean of Military Academic Services regarding the cancellation of classes via appropriate media.

The Director of Military Programs, Barton-Fort Riley, and the Divisional Administrative Assistant Grand View Plaza will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Military Programs personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

Contact(s): Vice President of Instruction

Related Form(s)

References:

Relevant Policy or Procedure(s): [Policy 1105 – College Closing](#)

Approved by: President

Date: 10/26/01

Revision(s): 10/9/06; 1/29/07; 9/14/07; 12/4/08; 3/9/10; 10/3/13; 5/25/17 (minor revision);
11/6/17 (minor revision)