2100 - College Closing – Inclement Weather

The Vice President of Administration or his/her designee upon consulting with the Vice President of Instruction 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.

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 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 be a message on the College's telephone system which may 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.

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 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 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 under the supervision of the Dean of Academics which occur on a week day (Monday – Friday) will align with the closing of school/classes.

The recommendation of closing fine/performing arts events occurring on weekend dates shall be the responsibility of the Vice President of Administration in conjunction with the Dean of Academics. The Vice President of Administration will make notification to President's Staff.

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

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.

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 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 and 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.

Fort Riley & Fort Leavenworth Campuses

Fort Riley and Fort Leavenworth campuses will base the decision to cancel classes on whether the local USDs have closed due to inclement weather. Office staff and Military Schools Faculty/Staff will follow Garrison protocol for the respective military installation. Upon

notification, the Dean of Military Academics, Technical Education, and Outreach Programs will take the following action:

College Programs, LSEC, BSEP, and Military Schools

1. Initiate Barton at Fort Riley/Fort Leavenworth RAVE Inclement Weather Email and Test Message Alert System;
2. Inform President's Staff that classes are cancelled;
3. Coordinate the cancellation of evening classes with the Director, Army Education Center; and
4. Disseminate information regarding the cancellation of classes via appropriate social media.

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, Grandview 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); 2/24/20