



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

January 25, 2011

SUPERSEDES CC03-176, CC00-030, CC99-272, CC98-267, AND CC96-040

(REVISES CC00-030 AND COMBINES OTHERS)

MEMORANDUM

TO: Presidents
Chief Instructional Officers
Registrars
Student Services Directors
System Administrators

FROM: Kennon Briggs
Executive Vice President and Chief of Staff

SUBJECT: Inclement Weather Policies

Several colleges have contacted the System Office concerning the impact of recent inclement weather on curriculum census dates for classes offered Spring Semester 2011. The response has been to reference and apply CC00-030 Effects of Inclement Weather on College Census Dates, as it provides the most recent guidance in relation to when and how to change census dates on the occurrence of inclement weather. This memorandum revises and supersedes CC00-030 because of changes in CIS software. The guidance given for adjusting census dates remains the same, but if assistance is needed in recalculating dates using CIS software, the college should open a Help Desk ticket and System Office CIS staff will work with the college to assess their situation and provide the help needed.

An additional purpose of this memorandum is to ensure that colleges are knowledgeable and can access policy regarding inclement weather. The policies reflected in previous memoranda have not changed but are now consolidated in the current memorandum. Each college's local board of trustees should have a written policy on how adverse weather impacts the operation of the college. It is suggested that such a policy might also include closures due to other causes [e.g., natural disasters, emergencies, etc.]. 23 NCAC 2C. 0210(a) requires that, "Each local board of trustees shall adopt and publish personnel policies addressing the following issues: (1) Adverse weather...". The following System Office numbered memoranda have provided instructions regarding adverse weather and how any scheduled classes/instruction should be made up.

CC11-001

Email (Paper Copy to CC Presidents for Distribution)

MAILING ADDRESS: 5001 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5001

Street Address: 200 West Jones ~ Raleigh, NC 27603 ~ 919-807-7100 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

Certain parts of this memorandum come directly from the following previous memoranda.

CC03-176	Inclement Weather Policy
CC00-030	Effects of Inclement Weather on College Census Dates
CC99-272	Procedures to Address Audit Issues Resulting from Hurricane Floyd Schedule Changes
CC98-267	Effects of Hurricane Bonnie on College Operations
CC96-040	Impact of Inclement Weather on College Operations and Related Guidelines

Census Dates

Since the degree of disruption can vary from college to college depending on the weather event, there are several options concerning census dates that may be applied. Colleges should apply the following options depending on the local situation. In all situations, it is assumed that any class time missed will be made up in accordance with your college's adverse weather policy and the information provided below.

1. For classes in which the census date was reached prior to the college missing class days due to inclement weather, no adjustment in the census date is required. The college should use the original census date, as initially calculated by CIS software based on the original published schedule to calculate student membership and tuition refunds.
2. For classes that did not meet at all prior to the original census date due to inclement weather, the college must recalculate the census date based on the new class schedule. The newly calculated census date should be based on the 10 percent point of the total hours of classroom, lab and/or clinical instruction expected to be provided based on the new class meeting schedule. Instructional time made up outside the classroom, lab or clinical setting (i.e. extra assignments, individual conferences, etc.) should be noted on the attendance roster so that hours scheduled can be assessed, but does not need to be included as class time when calculating the new census date. As stated above, if assistance is needed in recalculating census dates using CIS software, the college should open a Help Desk ticket, and System Office CIS staff will work with the college to assess their situation and provide the help needed.
3. For classes that met at least once prior to the original census date but did not reach the census date prior to the college missing class days due to inclement weather, the college may apply one of the following two options:
 - a) The college may use the census date as initially calculated by CIS software based on the original schedule, or
 - b) The college may recalculate the census date manually based on the new schedule as described above.

In applying the guidance provided via this memorandum, it is possible to have different census dates for different types of classes. The key is to be consistent in how it is applied such that all students are entered and counted for budget FTE based on the same census date. Additionally, there must be consistency in how the guidance provided via this memorandum and the college adverse weather policy is applied: for example, apply the same process to all hybrid classes; all distance learning classes; and all traditional classes. Note that this consistency can have particular significance for hybrid classes and classes that were scheduled to meet face to face prior to the census date. Classes that begin online prior to any census date should have course statistics that show entry. All applicable class rosters must document the adjustment in the census date regardless of delivery mode.

The college adverse weather policy should be clear about how classes of different types should be affected by adverse weather. Adverse weather policies should be clearly communicated to all students so that they know how to receive information concerning adverse weather events and how to respond. Class entry must be documented in all cases. Application of the policies should be consistent for all students within a class. Students within a class must all be counted for membership according to the same census date.

Rescheduling Classes and Make-up Assignments

Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, classes which are missed or not held for any reason including inclement weather should be rescheduled whenever possible in accordance with the college's adverse weather policy. If it is not possible to reschedule all class hours missed, the instruction may be made up by other alternatives as included in the college's adverse weather policy, which may include extra assignments, individual conferences, etc. Extra assignments may include additional online assignments. The college must be able to document, during its annual program audit, how any instructional time that was not rescheduled was made up in order for the class hours to be reported for budget FTE reimbursement.

Each impacted college should develop revised class rosters consistent with its adverse weather policy, making every effort to meet class hour requirements. A copy of the new class roster and the plan for making up hours that could not be rescheduled should be available during the audit review. When records for the applicable semester are pulled for review during the annual audit review, the college's adverse weather policy and revised roster will provide the required documentation for a clear audit trail in regard to class hours reported for budget FTE. As long as the plan is followed, colleges that give make-up assignments in lieu of rescheduling some missed classes will not be held responsible for providing actual class time for those hours.

Literacy programs and other instruction based on contact hours will continue to be reported on actual student contact hours. Make-up assignments cannot be given in lieu of missed classes.

Instructor Pay

Instructors compensated on an hourly basis must be paid in accordance with the hours of instruction actually provided. Therefore, if an hourly instructor misses classes due to closure of the college and the actual time is not made up, the amount of compensation and the reported student hours in membership must be adjusted as well. In instances where all missed class time cannot be rescheduled, part-time hourly instructors may make up instructional time by giving assignments and making themselves available to students at scheduled times outside of class time. The college should document how each instructor made up the instructional time (i.e. office hours, study groups, etc.). This documentation may be in the form of a memo from the instructor indicating how the additional instructional time was scheduled and should be attached to the instructor contract. For part-time hourly instructors, hours paid should be consistent with the class hours reported.

Adjunct instructors compensated on a contract basis should follow the same make-up requirements as other faculty members, i.e. rescheduled class meetings or documented make-up assignments.

cc: Dr. R. Scott Ralls
Mr. Kennon Briggs
Dr. Sharon Morrissey
Dr. Saundra Williams
Ms. Jennifer Haygood
Ms. Linda Weiner
Ms. Barbara Boyce
Mr. Rick Bundy
Ms. Annette Busby
Mr. Larry Butts
Ms. Shanté Martin
Audit Services