

PROVOST'S BULLETIN

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NEXT FACULTY MEETING

The next faculty meeting is scheduled for Wednesday, May 9, 2007, from 4:00 p.m. to 6:00 p.m. in the Campus Center South Lounge. Immediately following the meeting, President and Mrs. McMillan will be hosting a reception at their home. At this reception, we will be honoring **Dr. James Scheirer**, who will be retiring after 35 years at Albright.

PROFESSIONAL ACTIVITIES

Carla Abodolo, Sociology and Criminology, presented a lecture on Terrorism at Holy Name High School as part of their Middle East cultural awareness week. She also attended the Pennsylvania International Association for Identification Educational Conference. The focus of this conference was on forensics, and the CSI effect and its current impact on the legal system.

Adam John, Modern Foreign Languages and Literature, attended the spring Board of Directors meeting for the Haitian Studies Association held at Lynn University in Boca Raton, FL April 13-14, 2007. Adam is also serving on the planning committee for the association's nineteenth annual conference to be held at Lynn University October 4-6, 2007.

Tom Brogan's book review of *Devastation and Renewal: An Environmental History of Pittsburgh and Its Region* edited by Joel A. Tarr (University of Pittsburgh Press) was published in the March 2007 edition of *Commonwealth: A Journal of Political Science*. The journal is a joint publication of the Pennsylvania Political Science Association and The Legislative Office for Research Liaison of the Pennsylvania House of Representatives. Tom also attended the Pennsylvania Political Science Association Annual Meeting on April 20 - 21 as Treasurer and meeting Registrar. On April 27th, he attended a meeting of the Northeastern Political Science Association Executive Council in New York City.

Chuck Brown, Sociology, presented a paper entitled "The Evangelical Environmental Network: Constructing a "Christian Call" for an Environmental Crusade" at the Midwest Sociological Society meetings held in Chicago, IL in April.

Doreen Burdalski, Fashion Merchandising, is now serving as an executive member of the Fashion Group Educational Foundation Board. The mission of the Foundation is: To promote educational programs devoted to fashion and to the study of fashion related businesses through the creation and awarding of scholarships; establishment of internship programs; provision of career counseling services; organization and sponsorship of seminars and other educational activities on a national and worldwide basis; to sponsor public service activities in which the fashion industry works, to serve relevant community needs and concerns and to stimulate and encourage membership and industry participation in such public service activities.

Betsy Kiddy, History and Latin American Studies and Caribbean Studies, had her article, "The Place of 'Africa' in Brazilian History" published in the scholarly journal ETHNOS BRASIL

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(vol. 4, no. 2), a journal published by the Universidade Estadual Paulista (São Paulo State University - UNESP) in São Paulo, Brazil.

Geoffrey Schad, History, spoke on the former Soviet Central Asia to the "Great Decisions" class of the Cheltenham Township Adult School, Cheltenham, PA. He also had an article published in the Albright Reporter.

Richard Hamwi, Art, had a watercolor and ink collage titled "Eagle Rock" accepted into a statewide juried exhibition titled "Art of the State: Pennsylvania 2007," which will be held at The State Museum of Pennsylvania, in Harrisburg, June 9 through September 9, 2007. The exhibit and opening reception on June 9th is open to the public.

David Osgood, Biology, and **Barty Thompson**, Sociology, co-authored a presentation at the April National Conference for Undergraduate Research in San Francisco. The title of their presentation was "Developing a Study Abroad Research Methods Course with an Interdisciplinary Emphasis."

Kristen Woodward, Art, participated in the Baker's Dozen 10th Annual Collage Exchange, organized by the International Museum of Collage, Assemblage & Construction in Fort Worth, TX. Two of her collages were selected for their permanent collection.

John Incledon, Modern Foreign Languages and Literatures, gave a talk entitled "Jewish Martyrdom during the Holocaust: The 93 Maidens of Bais Yakov," at Keshet Zion Synagogue on April 14.

Mane Men, with **Adlai Binger**, director, Music, recently gave two off-campus concerts. The ensemble performed a variety of works that included pop hits from the past, inspirational music, drinking songs, songs honoring women, and traditional American spirituals. On Friday evening, March 30, they performed at Friedens Lutheran Church in Bernville, PA. Their second performance was at St. Matthew Evangelical Lutheran Church in Lancaster, PA, where they were featured on St. Matthew's Young Artists Concert Series.

Kristen Zacharias, Philosophy, had three entries recently published. "Lamarck publishes 'Zoological Philosophy'" and "Neanderthal Skull is Found in Germany" were published in *Great Events from History: 19th Century* (Salem Press, 2007) and "Ellen Swallow Richards, American chemist and social reformer" was published in *Great Lives from History: The 19th Century* (Salem Press, 2007).

A total of 62 students, sponsored by 14 Albright faculty, presented at the **8th Annual Conference for Undergraduate Research and Creative Expression at Penn State Berks, April 21, 2007**, as listed below:

Zakiyyah Archie, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)

Sarah Bertrand, *Memory Consolidation and Sleep* (sponsor: Dr. Julia Heberle)

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- Stephanie Borelli, *Differences in Infidelity and Relationship Length* (sponsor: Dr. Julia Heberle)
- Kyle Bredbenner, *Fashion Timelines*, (sponsor: Prof. Connie Heller-Horacek)
- Steve Brightbill, *Ceramic Basics*, (sponsor: Prof. Connie Heller-Horacek)
- Jackie Brunton, *Childhood Morality Assessment Tool*, (sponsor: Dr. Brenda Ingram-Wallace)
- Kelly Burn, *Fashion Timelines*, (sponsor: Prof. Connie Heller-Horacek)
- Valerie Busz, *Other's Perception of Divorce*, (sponsor: Dr. Julia Heberle)
- Gina Carfagno, *Evaluation Overload: Influences of the Imaginary Audience*, (sponsor: by Dr. Julia Heberle) and *Interpersonal Coping Ability Scale*, (sponsor: Dr. Brenda Ingram-Wallace)
- Kellie Connors, *Drugs in Film: Who is Using?* (sponsor: Dr. Margaret Rakus)
- Megan DellaCroce, *Of Memorials and Monuments: A Freshman Collaboration*, (sponsor: Prof. Connie Heller-Horacek)
- Alyson Dudek, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
- Audrey Eshleman, *What is True Liberty and Equality*, (sponsor: Dr. Fouad Kalouche)
- Kristina Flanagan, *Interpersonal Coping Ability Scale*, (sponsor: Dr. Brenda Ingram-Wallace)
- Stephanie Francelli, *Fashion Timelines*, (sponsor: Prof. Connie Heller-Horacek)
- Stanislav Freydin, *Effects of Lead and Cadmium Exposure on CHO Cells and Hsp70 Protein Expression*, (sponsor: Dr. Andrew Samuelson)
- Sarah Germain, *Social Comparison and Praise Feedback: Effects of Test Performance*, (sponsor: Dr. Julia Heberle)
- Alexandra Gnafakis, *Alexandra Gnafakis – Vietnam War Protest and Albright College*, (sponsor: Dr. Gerry Ronning)
- Megan Gring, *Situational Lie Telling in Relationships*, (sponsor: Dr. Julia Heberle)
- Allison Hansen, *Child Interpersonal Safety Skills Assessment (CISSA): An Assessment Tool for Children with Mental Retardation and/or Pervasive Developmental Disorder* (sponsor: Dr. Brenda Ingram-Wallace)
- Shelby Harrison, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
- Ashley Jared, *Childhood Morality Assessment Tool*, (sponsor: Dr. Brenda Ingram-Wallace)
- Melissa Jaworski, *Intimate Relations: The Romantic Relationship Roadmap*, (sponsor: Dr. Julia Heberle)
- Shalaya Jiles, *Length of Relationships and Role of Breakup on Self Esteem*, (sponsor: Dr. Julia Heberle)
- Annie Johnston: *Society's Feelings About Individuals with Depression*, (sponsor: Dr. Julia Heberle)
- Lauren Kazimer, *Child Interpersonal Safety Skills Assessment (CISSA): An Assessment Tool for Children with Mental Retardation and/or Pervasive Developmental Disorder*, (sponsor: Dr. Brenda Ingram-Wallace)
- Kaitlin Kelly, *Perceptions of the Student-Athlete: Exploring the Aspects of This Dual Role*, (sponsor: Dr. Julia Heberle)
- Sean Kirk, $+(GrAiN*S)+\&+(PiXeL*S)_+$, (sponsor: Prof. Tom Watcke)
- Thomas Koop, *Visual Judgment of Sexual Orientation: Fact or Fiction?* (sponsor: Dr. Julia Heberle)

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- Corrine Kopp, *Communication and Interaction Assessment (CIA)*, (sponsor: Dr. Brenda Ingram-Wallace)
- Lindsay Krejci, *Moods Effect on Learning and Memory Processes on College Students*, (sponsor: Dr. Jerry Lee)
- Elizabeth Kwiatkowski, *Childhood Morality Assessment Tool*, (sponsor: Dr. Brenda Ingram-Wallace)
- Stacey Law, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
- Alexa Liberti, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
- Christopher Lind, *Animals Aiding in the Lowering of Anxiety Levels to Improve Cognitive Ability*, (sponsored by Dr. Julia Heberle)
- Brianna Linehan, *Child Interpersonal Safety Skills Assessment (CISSA): An Assessment Tool for Children with Mental Retardation and/or Pervasive Developmental Disorder*, (sponsor: Dr. Brenda Ingram-Wallace)
- Rachael Lowery, *Child Interpersonal Safety Skills Assessment (CISSA): An Assessment Tool for Children with Mental Retardation and/or Pervasive Developmental Disorder*, (sponsor: Dr. Brenda Ingram-Wallace)
- Melissa Lutz, *Fashion Timelines*, (sponsor: Prof. Connie Heller-Horacek)
- Stephanie McCrane, *Interpersonal Coping Ability Scale*, (sponsor: Dr. Brenda Ingram-Wallace)
- Caitlin McMahon, *Artemisia Gentileschi: A Feminine Perspective*, (sponsor: Dr. Barbara Fahy)
- Tanya Merriam, *Communication and Interaction Assessment (CIA)*, (sponsor: Dr. Brenda Ingram-Wallace)
- Samantha Nimmerichter, *Cultural Identity Formation Based on Geographic Prominence*, (sponsor: Dr. Gerry Ronning)
- Dan Oliner, *Interpersonal Coping Ability Scale*, (sponsor: Dr. Brenda Ingram-Wallace)
- Dinna Pich, *Communication and Interaction Assessment (CIA)*, (sponsor: Dr. Brenda Ingram-Wallace)
- Joseph Polinski, *Progress Toward Synthesizing a Hydrogen-Bonded Phenoxyl Radical*, (sponsor: by Dr. Ian Rhile)
- Abigail Reames, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
- Bradley Rhodes, *The Effect of Cumulative Compliance Strategies*, (sponsor: Dr. Julia Heberle)
- Stephanie Riccardi, *Interpersonal Coping Ability Scale*, (sponsor: Dr. Brenda Ingram-Wallace)
- Patry Rodriguez, *Childhood Morality Assessment Tool*, (sponsor: Dr. Brenda Ingram-Wallace)
- Erica Rubin, *Disaster Relief: An Evolving Process*, (sponsor: Dr. Gerry Ronning)
- Rebecca Schleicher, *Parental Conflict: Grounds for Future Relationship Quality*, (sponsor: Dr. Julia Heberle)
- Megan Sem, *The Effect of Fear Arousal on an Individual's Physiology*, (sponsor: Dr. Julia Heberle)
- Kaitlin Shala, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
- Bonnie Stahl, *An Experiment Looking at Who and What People Disclose to Others and How They Feel When People Do the Same*, (sponsor: Dr. Julia Heberle)
- Lisa Staub, *The Teacher's Perspective*, (sponsor: Dr. Susan Seidenstricker)

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Michael Thompson, *Sense of Community in Reading, PA*, (sponsor: Dr. Lisa Wilder)
Maria Valentine, *Fashion Timelines*, (sponsor: Prof. Connie Heller-Horacek)
Jennifer Widin, *Eye of the Beholder: Recycled Art Wearable*, (sponsor: Prof. Connie Heller-Horacek)
Kate Wilkie, *Fashion Timelines*, (sponsor: Prof. Connie Heller-Horacek)
Ashley Wilson, *Communication and Interaction Assessment (CIA)*, (sponsor: Dr. Brenda Ingram-Wallace)
Sherri Young, *The Rearrangement of Heterocyclic Imines*, (sponsor: Dr. Pamela Artz)

In April, eight students gave presentations at the **National Conference for Undergraduate Research in San Francisco**, as listed below:

Gina M. Carfagno and Dr. Julia Heberle, *Evaluation Overload: Influences of the Imaginary Audience*

Megan L. Dietz, (Kristen T. Woodward) Department of Art, *Paper-Making and Found Objects*

Janeil K. Gilyeat (Dr. Stephen Mech) Biology Department, *Using Microsatellite Analysis to Determine Linkage in White-Footed Mice*

LaKeisha A. Hall, Devin A. Zysling, and Gregory E. Demas, Department of Biology, Indiana University, Bloomington, IN, *Seasonal Changes in Immunity Track Changes in Energetics and Not Reproduction in Female Siberian Hamsters (phodopus sungorus)*

Melissa A. Hamilton (Teresa Gilliams) Department of English Studies, *"Trouble In Mind, I'm Blue, But I Won't Be Blue Always": The Role Of Blues Music Throughout Gayl Jones' Novel, Corregidora.*

Lisa A. Staub (Dr. Susan S. Seidenstricker) Department of Education, *Urban Education: The Teacher's Perspective*

Wilkerson, Sheritta L. (Dr. Teresa Gilliams) English Department, *"Crabs Don't Make Papayas": Some Feminist Observations on Edwidge Danticat's Breath, Eyes, Memory*

Jessica Winski, (Thomas C. Brogan), Department of Political Science, *Why Become A Politician? A Study Of Personality And Political Motivation*

PROVOST'S ANNOUNCEMENTS

1) NEW FACULTY MEMBER

We have successfully concluded the remaining faculty search for this year. I am delighted to announce that **Bonnie Hamwi** will be a member of the Education Department. Professor Hamwi has taught previously at Millersville University, Gannon University, and Mercyhurst

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College, as well as having supervised student teachers at Albright since 2004. She received her bachelor of science and masters degrees from Cumberland College and is completing her doctoral degree in curriculum and instruction at Argosy University.

2) ADMINISTRATIVE CHANGES

The following administrative positions have been added or restructured in the Academic Affairs Division:

- a) Dean of Undergraduate Studies – changed to full-time position, primary responsibility will be academic advising, curriculum, student academic issues, and faculty support and development.
- b) Disability Support – new full-time position in the Academic Learning Center to provide direct service to students with learning disabilities. This position will enable the Director (Dean Archie) to increase faculty support in working with students with special academic needs and expansion of the tutoring center.
- c) Dean of Continuing Education and Community Outreach – formerly the co-director of ADP position. This Dean will oversee academic components of ADP, including serving as program coordinator of DSP, oversee non-credit programs and community outreach components of academic affairs.
- d) Clerical Assistant – new full-time clerical position to support Dean of Undergraduate Studies, Assistant Dean of Academic Support and Assistant to the Provost.
- e) Director of Planning and Assessment – changed to full-time position to oversee planning and assessment of the College. This person will work closely with administrators and academic department chairs to develop and implement assessment plan, direct continued cycle of updating strategic plan, ensure budget process reflects strategic priorities and assessment results, and improve College use of data in decision-making.

3) WHAT BELONGS IN THE PROVOST'S BULLETIN?

What should and should not be listed in the Provost's Bulletin under "Professional Activity?" In general, those items listed under scholarship in the faculty handbook, although that list is not exhaustive.

Such activities include: peer reviewed publications, including performances or exhibits, books, book chapters, journal articles; peer reviewed entries in reference works or reviews; major editorial responsibilities or reviewer with a nationally or internationally recognized journal or other publication; major role in conference or scholarly event organization; offices in professional organizations and elected/nominated memberships; reviewer or editorial board member; grant writing and acquisition; professional conference presentations and invited addresses; entries in reference works, reviews and other non peer-reviewed works; student involvement in faculty scholarship or supervision of student scholarship; and work submitted but not yet accepted for publication or showing (excerpt from faculty handbook).

The Dean's Bulletin is distributed to the entire campus community, including the Board of Trustees, and is posted on the campus website. I encourage all faculty to submit their activities for posting in the Bulletin.

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4) AUGUST DATES – PLAN ACCORDINGLY

As you plan your summer, please note the following events at the beginning of the 2007-2008 academic year at which faculty attendance is expected:

- 1) Friday, August 17 – President's State of the College Address, Employee Recognition Ceremony and All-Campus Picnic
- 2) Monday, August 21 – Department Chairs Meeting
- 3) Wednesday, August 22 – workshop on proposed general education revisions. Facilitator: Dr. Terrel Rhodes, Vice President for Quality, Curriculum, and Assessment, Association of American Colleges and Universities (AAC&U).
This summer the General Education Assessment Committee will develop possible models of general education, which will serve as the focus of this all-day workshop. GEAC will be creating a Blackboard site and invite all interested faculty to contribute to the ongoing discussion throughout the summer.
- 4) Thursday, August 23 – Convocation
- 5) Friday, August 24 – faculty advising sessions, department meetings

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WEATHER POLICY

Guiding Principles

As a residential learning community, Albright College provides many services to its students and others on a 24/7 basis. It is imperative, therefore, that essential services be maintained and safety preserved. Given the wide variation in where college personnel live and the range of work activities they perform, it is not possible to have a one-size fits all inclement weather policy. Individual employees and the College collectively share an interest in and concern for both getting the work done and protecting the well-being of those performing the work. In this spirit, individuals should make reasonable efforts consistent with individual safety to be at work.

All efforts will be made to ensure the overall safety and security of our total campus community. This includes the students, faculty, support staff, and administrators and every effort will be made to minimize the concerns of all as we commit to providing essential services for those who rely on us. In the event external conditions prevent individuals from performing their duties, the following procedures will apply:

1) **Practices and Procedures**

When inclement weather creates a condition that might raise questions whether the College can operate on a normal basis, the Director of Facilities Operations & Services, following consultation with the Director of Public Safety, will advise the Vice President for Administration and Finance on the feasibility of continued operation. A recommendation will then be made to the President, by the Vice President for Administration and Finance, who will make a decision on the continued operations of the College based on the information provided. Depending on the circumstances of the inclement weather, all efforts will be made to have a decision rendered as early as possible. (Ideally, 5:00 a.m. for day schedule and no later than 3:00 p.m. for evening activities).

If the President decides to modify the schedule or, on rare occasions, close the College, the President or his/her designee will communicate this decision to key personnel. Each Divisional Vice President will, as necessary, notify their respective staffs as to the decision.

The Associate Vice President of College Relations will initiate communications for inclement weather and emergency delays and closings as follows:

Broadcast Voicemail Message

Broadcast messages go to all College phones, including students. Broadcast messages are posted first: students and employees should dial into their campus voicemail to receive the most accurate and timely information. For remote voicemail access, dial 610-921-7898. Press * (star) and enter your ID (four-digit extension number) and your voicemail password.

Albright Hot Line

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Call 610-921-7800. Information is updated as necessary. All messages indicate date and time of posting.

Albright Web

Go to www.albright.edu and click on the inclement weather link on the left-hand side of the front page, or bookmark www.albright.edu/news/emergencyclosings

Local Media

College Relations will inform local radio and TV stations about closing information. Identification of media stations is in the College phone directory, posted on the College website, and is distributed to the campus community every semester.

2) **Changes in College Schedule**

As referenced earlier, when weather conditions do become extreme, the following procedures and principles are in effect for all students (residential, commuter, or evening) and employees of the College:

a) **Day**

Until formally announced by the President, regular day classes meet as normally scheduled. On an individual basis, classes may be canceled or postponed if a faculty member is unable to report to the campus. Faculty members are required to notify their students, the Registrar's Office, the Provost's Office, and Public Safety of any cancellations or postponements due to inclement weather.

Unless otherwise indicated, administrative and department offices will remain open. All employees are expected to report to work, even if they are late, during inclement weather. If, for safety concerns or personal reasons, an employee cannot reach the campus, the employee is **required** to contact his or her supervisor to report the situation.

In the event that weather requires a modification to the daily schedule, the following types of schedule changes may occur:

1. **Delay**

- a. **Delay (Late Opening):** The normal schedule of classes and work is delayed for a defined period of time. Classes that are scheduled during the period of delay will not meet; all other classes will. Employees are expected to report to duty at the specified time and will be paid for a regular full day.

- **One-Hour Late Opening:** All classes before 9 a.m. are cancelled. Students report to 9 a.m. classes on MWF and 9:30 a.m. classes on T/Th. Administrative offices and all departments open as soon as possible, but no later than 9 a.m.
- **Two-Hour Late Opening:** All classes before 10 a.m. are cancelled. Students report to 10 a.m. classes on MWF and 11 a.m. classes on T/Th. Administrative offices and all departments open as soon as possible but no later than 10 a.m.

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All key emergency personnel are required to report for duty without delay if possible.

- b. **Class Delay:** Classes only are delayed for a specific period of time. When classes resume, students report to their regularly scheduled class, for example, if class is delayed two hours, students report to their regularly scheduled 10:00 a.m. class. All administrative offices remain on their normal schedule with employees reporting at their normal time. All key emergency personnel are expected to report for duty without delay if possible.
- c. **Staff Delay:** Classes meet as regularly scheduled, but the opening of administrative offices is delayed for a specific period. Staff members are expected to report for duty at the specified time and will be paid for a full regular day. All key emergency personnel are expected to report for duty without delay if possible.

2. **Closed**

No classes are held and all administrative and department offices are closed. Employees will be paid for an emergency day with no effect on their accrued vacation or personal time. Key emergency personnel are expected to report for duty without delay if possible.

b) **Evening**

The College will follow the same procedure in determining the continuation of evening classes with a decision to be rendered no later than 3:00 p.m. based on the information available at the time regarding weather and road conditions. This decision will again be made through consultations with the Director of Facilities Operations, the Director of Public Safety, the Vice President for Administration and Finance and the President.

Main Campus: Cancellation of evening classes means all classes on the main campus that begin at 5 p.m. and after.

Satellite locations: Students attending classes at other locations follow the details specified procedure for each respective site.

Activities, events or individual facilities may be closed or cancelled even when the College is open. Individual events may take place even when classes are cancelled

3) **Emergency Personnel & Flex-Time**

a) **Key Emergency Personnel**

Key emergency personnel are defined as members of the Facilities, Food Service, Public Safety, and Housing Departments as specified by the respective Directors, approved by the appropriate Vice President(s), and submitted to Human Resources for official documentation. An employee who is designated as a member of the “key emergency

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personnel” group will be expected to report to duty as specified by the College and his or her supervisor. Employees who are classified as hourly employees and are members of the “key emergency personnel” team will receive 2 ½ times their regular hourly pay for all hours worked during the time that the College is closed due to the weather emergency.

b) **Voluntary Emergency Personnel**

Human Resources will also compile a list of voluntary emergency personnel who have willingly offered their services during times of weather emergencies to assist in various necessary tasks at the College. This list will be based on the home location of the volunteers, their interest in serving, and the need to use their services. Each volunteer will then be listed with the appropriate key department for possible service during the inclement weather. Hourly employees who have been identified as voluntary emergency personnel and are asked to report for emergency duty and are able to do so will be paid their normal hourly rate for time worked at the College during the emergency closing.

In those rare occasions when the College decides it is in the best interest of the community to close due to the inclement weather conditions, nonessential personnel shall receive pay for the part of the work schedule missed during the official closedown period in the following circumstances:

1. Individual is at work until the closedown officially begins.
2. Individual is officially informed not to report to work during the closedown.

If the inclement weather day is not proclaimed an emergency “closed day”, an employee who is not able to report for work at all that day will have the option of using a vacation day, a personal day, or an unpaid day.

c) **Flex-Time**

If the College remains open during a time of inclement weather, supervisors will have the option of offering “flex-time” for employees in their department. This “flex-time” would be used as follows:

- Supervisors may allow their staff to modify their normal work schedule to accommodate weather conditions by coming into work late and leaving early and make up the lost time.
- Employees may elect to be paid for hours not worked by using accrued vacation or personal time leave.
- Employees may take hours off without pay and without the requirement of making up the time.
- Employees who elect to make up their lost time must duly inform their supervisor and that time must be made up no later than the end of the following month after the inclement weather day.
- All flex-time must be pre-approved by the direct supervisor.
- Flex-time is not available to be used for a whole day’s absence.

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All employees are reminded that they need to communicate directly with their supervisors regarding any deviation in schedule beyond the modified one affirmed by the College.