

Procedures for the Weather Related Canceling of Classes and Closing of UWM

March 10, 2009

[NOTE: The purpose of this document is to provide background information on how these procedures work. For confidentiality reasons, home and cell phone numbers have been redacted. The people who are expected to execute these procedures have the appropriate contact information].

These procedures are used for any situation when the cancellation of classes or closing the University of Wisconsin-Milwaukee (UWM) is being considered.

Authority

The Chancellor has authority to cancel classes, close the campus to the public, or close the campus to the public and employees. (See, §§230.35(5)(c), 36.09(1)(a) and (f) and 36.09(3), Wis. Stats.). UWM notes that it is State practice to keep State offices “open” for employees if at all possible when severe weather causes State offices to be closed to the public.

Procedure

Upon learning of the possible need to cancel classes or close all or part of UWM, the Vice Chancellor for Finance and Administrative Affairs¹ will consider all relevant factors including those listed in “Weather Factors” and “Time” sections below. The Vice Chancellor for Finance and Administrative Affairs will consult with as many Chancellor’s Cabinet members as practicable (contact information listed below) including but not limited to the Provost and Vice Chancellor, Vice Chancellor for Student Affairs and Vice Chancellor for University Relations. After consulting with the available people, the Vice Chancellor for Finance and Administrative Affairs will make a recommendation to the Chancellor for a decision.

Decision to Cancel Classes

If the Chancellor decides to cancel classes, the Vice Chancellor for Finance and Administrative Affairs will contact people as described in the “Notification Process” section below. In the event that the Chancellor is not available to make a decision, the following people will act in the Chancellor’s absence, in the following order: Vice Chancellor and Provost, Vice Chancellor for Student Affairs, and Vice Chancellor for University Relations.

Decision to Close to Public and/or Employees

If the Chancellor decides to close the campus to the public and/or employees, the Vice Chancellor for Finance and Administrative Affairs will contact people as described in the “Notification Process” section below. In the event that the Chancellor is not available to make a decision, the following people will act in the Chancellor’s absence, in the following order: Vice Chancellor and Provost and Vice Chancellor for Finance and Administrative Affairs.

¹ The Vice Chancellor’s designee acts in the absence of the Vice Chancellor for Finance and Administrative Affairs, with the exception of making the decision to close the campus to the public and /or employees.

Weather Factors

The Vice Chancellor for Finance and Administrative Affairs will consider at least the following factors when formulating a recommendation to cancel classes, close the campus to the public or completely close the campus to the public and employees due to inclement weather. The person to contact in 2008-09 in each particular category is listed below.

<u>Campus Conditions (sidewalks, etc.)</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u> ²
Director of Physical Plant Dave Danielson	6368		
Buildings and Grounds Superintendent Steve Butzlaff	5102		

Transit Availability (Milwaukee County Bus Service UBUS/UPARK)

University Police 229-4627

<u>Milwaukee City Streets and Public Schools</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Vice Chancellor for University Relations Tom Luljak	5024		

Interstate System

University Police 229-4627

In the case of inclement weather that occurs in the evening or early morning, the Director of Physical Plant Services or designee will contact the Interim Vice Chancellor of Finance and Administrative Affairs, Christy Brown (contact information below) with a report on campus, road, and other conditions.

Time

If at all possible the following time line will be followed for cancellation of classes.

<u>Class Time</u>	<u>Announcement Time</u>
7:30 a.m. – Noon	preferably by 6:00 a.m. - no later than 6:45 a.m.
Noon – 4:00 p.m.	before 10:30 a.m.
4:00 p.m. or later	before 2:00 p.m.

Notification Process

If classes are canceled and/or campus is closed, the following notifications will be made.

1. The Vice Chancellor for Finance and Administrative Affairs or designee will contact the following:

	<u>Office</u>	<u>Home</u>	<u>Cell</u>
University Police	4627		
Provost and Vice Chancellor Rita Cheng	4501		
Vice Chancellor Helen Mamarchev	4038		
Vice Chancellor Tom Luljak	5024		

2. The Vice Chancellor for University Relations will notify University Relations staff to contact the media, update the UWM Voicemail (229-4444), and update the UWM Home Page. The Vice Chancellor for University Relations will consult with the Provost and Vice Chancellor and Vice Chancellor for Student Affairs to formulate the message to the public and/or follow-up instructions to students and employees (e.g., messages about rescheduling of classes and events or make-up exam arrangements).

² All area codes are (414) unless otherwise noted.

3. The UWM Police will contact the following people who will direct their operations as appropriate:

	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Parking & Transit – Claude Schuttey	6764		
University Housing – Scott Peak	4059		
Physical Plant Services – Dave Danielson	6368		
Continuing Education – Gerry Becker	227-3193		
Enrollment Services – Jon Lenichek	4876		
USA - John Krezoski	5265		
Finance and Admin. Affrs – Jerry Tarrer*	0503		
UWM Switchboard (7:45 a.m. – 8:00 p.m.)	1122		

*Will send email to the following reflectors: allchairs-list@uwm.edu, bldgchrs@uwm.edu, bldgalts@uwm.edu, deandiv@uwm.edu and ubr-list@uwm.edu .

Contact Information

Additional contact information for 2007-08 is as follows:

<u>Chancellor's Cabinet</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Chancellor	4331		
P/VC Rita Cheng	4501		
VC Patricia Borger	3044		
VC Christy Brown	4461		
VC Tom Luljak	5024		
VC Helen Mamarchev	4508		
VC Joan Prince	3053		
VC Colin Scanes	2591		

<u>Directors</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Police (Interim) Mike Marzion	4627		
USA John Krezoski	5265		
Health Center Julia Bonner	5684		
HR Karl Sparks	5640		
UITS Bruce Maas	2834		
FS Dave Danielson	6368		
University Housing Scott Peak	4059		
Student Union Scott Gore	6734		