

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

December 2011

These procedures are used for any situation when the cancellation of classes or closing the University of Wisconsin-Milwaukee (UWM) due to weather related issues 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 as may be necessitated by weather conditions. (See, §§36.09(1)(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 Affairs<sup>1</sup> 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 Chancellor’s Cabinet members (contact information listed below) including but not necessarily limited to the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for University Relations. After consultation, the Vice Chancellor for Finance and Administrative Affairs and/or the Vice Chancellor for University Relations 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: Provost and Vice Chancellor for Academic Affairs, 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 those described in the “Notification Process” section below. In the event that the Chancellor is not available to make a decision his designee will act, in succeeding order: Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Administrative Affairs, and Vice Chancellor for University Relations.

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<sup>1</sup> 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 2011-12 in each particular category is listed below.

<u>Campus Conditions (sidewalks, etc.)</u>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Cell</u></b> <sup>2</sup>
Associate Vice Chancellor Geoffrey Hurtado Facilities Planning and Management	5390		

<u>Transit Availability (Milwaukee County Bus Service UBUS/UPARK)</u>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Cell</u></b> <sup>2</sup>
Director Parking & Transit Nelson Ogbuagu	3076		

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

<u>Road/Travel Conditions</u>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Cell</u></b> <sup>2</sup>
Chief Michael Marzion	4627		

In the case of inclement weather that occurs in the evening or early morning, the Associate Vice Chancellor of Facilities Planning and Management or designee will contact the Vice Chancellor of Finance and Administrative Affairs (contact information below) with a report on campus, road, and other conditions.

**Time**

If at all possible the following timeline 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:

	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Cell</u></b>
Provost and Vice Chancellor(Interim)			
Johannes Britz	4501		
Vice Chancellor Michael Laliberte	4038/4508		
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 for Academic Affairs 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).

<sup>2</sup> 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 – Nelson Ogbuagu	3076		
University Housing – Kelly Haag	4059		
Facilities Planning & Mgt – Geoff Hurtado	5390		
Continuing Education – Robert Bodart	227-3370		
Enrollment Services – Beth Warner	5921		
Univ Safety & Assurances – Colleen Murphy	5265		
Finance & Admin. Affrs–Cary Kazmierski*	3621		
UWM Switchboard (7:45 a.m. – 8:00 p.m.)	1122		

\*Will send email to the following reflectors: [prep@uwm.edu](mailto:prep@uwm.edu), [bldgchrs@uwm.edu](mailto:bldgchrs@uwm.edu), [bldgalts@uwm.edu](mailto:bldgalts@uwm.edu), [deandiv@uwm.edu](mailto:deandiv@uwm.edu) and [ubr-list@uwm.edu](mailto:ubr-list@uwm.edu).

### **Contact Information**

Contact information for 2011-12 is as follows.

<b><u>Chancellor's Cabinet</u></b>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Chancellor Michael Lovell	4331		
Sr. Special Asst David Gilbert	4333		
P/VC (Interim) Johannes Britz	4501		
VC Patricia Borger	3044/3013		
VC Christy Brown	4461		
VC Michael Laliberte	4038/4508		
VC Tom Luljak	5024		
VC Joan Prince	3053		
AD Rick Costello	5158		

<b><u>Additional Staff</u></b>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Police, Michael Marzion	6887		
Univ Safety & Assurances, Colleen Murphy	5265		
Health Center, Julia Bonner	5684		
Human Resources, Sue Weslow	5536		
UITS, John McCarragher	3713		
Facilities Planning & Mgt, Geoff Hurtado	5390		
University Housing, Kelly Haag	4059		
Student Union, Scott Peak	6734		
Academic Affairs, Dev Venugopalan	5561		

4. The parties involved in these communications should ensure that appropriate parties within their lines of responsibility are given the information as soon as possible.