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April 26, 2018

Gregory Straub
Equal Rights Officer
Equal Rights Division
201 E. Washington Ave, Rm A100
P.O. Box 8928
Madison, WI 53708-8928

Email: gregory.straub@dwd.wisconsin.gov

Re: *Miller v. UW-Oshkosh*
ERD Case No. CR201800841
EEOC Case No. 26G01800648C

hand delivered *ejl*
RECEIVED
2018 APR 30 PM 2:14
DWD DIVISION
EQUAL RIGHTS DIVISION

Dear Officer Straub:

Enclosed for filing please find the University of Wisconsin-Oshkosh's response materials.
By copy of this letter, I am also serving Peter Culp, attorney for the complainant.

Sincerely,

Jennifer Sloan Lattis
Deputy General Counsel

cc: Peter J. Culp
Dempsey Law Firm
210 North Main Street
Oshkosh, WI 54901

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

BRANDON MILLER,

Complainant,

v.

ERD Case No. CR201800841
EEOC Case No. 26G01800648C

UNIVERSITY OF
WISCONSIN-OSHKOSH,

Respondent.

RESPONSE OF THE UW-OSHKOSH

Brandon Miller, brings a complaint alleging that the University of Wisconsin Oshkosh (UWO) discriminated against him based on race/color (white), sex (male), and sexual orientation. He also alleges that he opposed discrimination in the workplace and was retaliated against for doing so.

UWO asserts that Dr. Miller was terminated because he behaved rudely toward both co-workers and superiors and because he failed to complete assignments in a timely or competent manner. Toward the end of his employment at UWO, Dr. Miller displayed a lack of the skills and professionalism necessary to perform his job. UW-Oshkosh denies discriminating against or retaliating against Dr. Miller and asserts that no employer would have put up with Dr. Miller's performance.

RECEIVED
2PM APR 30 PM 2:16
DWD
EQUAL RIGHTS DIVISION

Statement of the Case

Brandon Miller began employment at the UWO as an Associate Vice Chancellor for Enrollment Management on July 27, 2015 and served as Interim Vice Chancellor for Student Affairs for the academic year of 2016-17. Enrollment manager is an important core position responsible for the recruitment and retention of students. The position was "limited," pursuant to Wis. Stat. § 36.17(1), meaning that Dr. Miller served at the pleasure of the Board of Regents of the University of Wisconsin System and had no job security rights. Chancellor Andrew Leavitt was and is the chief executive at the UWO and is vested with the responsibility of administering board policies. See Wis. Stat. § 36.09(2)(a).

Dr. Miller appeared to have significant difficulty relating to women in the workplace, particularly those in management roles. For example, he did not get along with Anne Milkovich, the Assistant Chancellor of Information Technology, Jamie Ceman, the Assistant Chancellor of University Marketing and Communication, or Sylvia Carey-Butler, the Associate Vice Chancellor for Academic Support of Inclusive Excellence. Dr. Miller was particularly difficult toward Ceman, whom he resented after some enrollment management marketing tasks were removed from his purview and given to Ceman.

Leavitt tried to mediate between Dr. Miller and others in the administration. ~~In the case of Ceman, he required that the two meet with him periodically in his~~ office. Chancellor Leavitt concluded that Dr. Miller was primarily responsible for his poor relationships with female colleagues.

On January 31, 2017 a bizarre incident occurred. Dr. Miller was scheduled to attend an advisory board meeting in Phoenix, Arizona. He flew to Phoenix but did not attend the meeting nor answer his phone. Another board member notified UWO which in turn notified his emergency contact and requested police entry into his hotel room where his possessions were seen, but he was not. Eventually, Dr. Miller resurfaced and returned to Oshkosh. He never gave any explanation for why he failed to attend the meeting or where he had been. The situation was embarrassing to UWO.

In November of 2017, the UWO engaged an outside search firm to develop candidates for a permanent Vice Chancellor of Student Affairs. The application deadline was January 6, 2017. At some point Dr. Miller asked Chancellor Leavitt if he should apply for the permanent position of Vice Chancellor. Chancellor Leavitt neither encouraged nor discouraged Dr. Miller from applying, but he did warn him that a down side of applying for a permanent position when serving as interim is that it can be difficult to return to the previous position if you are not selected. Dr. Miller never applied for the permanent position of Vice Chancellor of Student Affairs.

The search firm originally produced a pool of ten, racially diverse but all-male candidates. Chancellor Leavitt asked the firm to develop some female candidates. At no time did Chancellor Leavitt ever say to anyone that black women normally held the position of Vice Chancellor for Student Affairs, nor would such a statement have been true. In the late spring when presented with four finalists (a black

female, an Hispanic male, and two white males), Chancellor Leavitt may have remarked that he was pleased with the diversity of the finalist pool, but he does not recall saying that he wanted to hire a black woman. Chancellor Leavitt did say that he wanted to hire Cheryl Green, who is a black woman.

On May 5, 2017, the UWO hired Dr. Cheryl Green as Vice Chancellor for Student Affairs. She began work on July 1, 2017 and Dr. Miller returned to the position as Assistant Vice Chancellor of Enrollment Manager. Dr. Miller apparently found it difficult to return to his original position and seemed to resent reporting to Dr. Green.

Dr. Green soon discovered that Dr. Miller related poorly to women. For example, he had completed an unfairly negative evaluation of one of his female employees (UWO, pp. 44-49). He yelled at her and caused her to feel threatened by him. She requested that she not have to interact with him. Following a failed Human Resources attempt to mediate the situation, Dr. Green agreed to take over her supervision.

The first incident Dr. Green recalls of Dr. Miller's unacceptable performance occurred shortly after she started work at UWO. Vice Chancellor for Business Affairs, Jim Fletcher, asked for a report on the consulting contracts in enrollment management. Dr. Green assigned Dr. Miller to prepare the report. He did nearly nothing. At a meeting with Dr. Green shortly before the report was due, Dr. Miller gave her a few written lines which did not meet the objectives at all. Dr. Green was shocked at the substandard work Dr. Miller had provided. With only two days

before the due date, Dr. Green prepared the report herself. Because she was new, she decided to forgive Dr. Miller and she put both her and his name on the report.

The second serious incident occurred in mid-September. Dr. Green asked Dr. Miller to attend a meeting about software changes for enrollment management. Also attending were Assistant Chancellor of Information Technology Anne Milkovich and Assistant Chancellor of University Marketing and Communication Jamie Ceman. Dr. Miller behaved outrageously during the meeting. He was verbally abusive toward all three women. He raised his voice and moved forward toward Ceman in a threatening manner. Ceman began to cry and Milkovich was visibly shaking.

The meeting concluded and Dr. Green asked Dr. Miller to remain. Out of the blue, Dr. Miller said "Did the chancellor tell you to fire me today?" Dr. Green told him she had not received such a call, but that based upon his behavior in the meeting with Milkovich and Ceman, she was not surprised that Dr. Miller expected to be fired. She told him that his behavior was completely inappropriate, unprofessional, and unacceptable. She told him that he needed to apologize to the two women. Dr. Miller was non-committal and it is not clear that he ever apologized or even recognized that his behavior had been inappropriate.

UWO administrative staff held monthly, Monday meetings. From July to December (6 months), Dr. Miller missed many of the Monday meetings even though he was scheduled to present a report at each one of them. He made no effort to arrange for someone to present a report in his place. Dr. Green was embarrassed at

how unprepared Dr. Miller made the Student Affairs area look in front of the rest of campus leadership.

On or about November 22, Chancellor Leavitt asked the Vice Chancellors for strategic plan updates (UWO, p. 32). Dr. Green assigned the managers who worked for her, including Dr. Miller, to prepare the reports (UWO pp. 24-40). She expected the managers to have their staff put together information for their areas and for the managers to consolidate the staff's work into a final report. Dr. Green's other direct reports did the work they were assigned. Dr. Miller just forwarded his staff's work directly to Dr. Green. When she called him on it, he said, "What did you expect?" When Dr. Green sent him an example of what she expected, he ignored her, and complained that she was harassing him (UWO pp. 50-52). In the end, Dr. Green worked directly with one of Dr. Miller's staff members, Jenny Hartzheim, to prepare the report.

Shortly after Labor Day weekend 2017 a community member contacted Chancellor Leavitt's office and informed him that Brandon Miller had distributed pictures of his genitals over the internet to members of the Fox Cities community. The caller was given the opportunity to file a formal complaint but did not do so.

Dr. Green called Dr. Miller into her office, told him about the complaint over his pictures, and asked whether he had any response. He did not deny having sent out pictures of his genitals and said only, "So what happens next?" Dr. Green told him that this was very serious misbehavior for someone of his position in the community, but the UWO did not further pursue the matter. By this time Dr. Green

was strongly considering terminating Dr. Miller for poor performance.

In December 2017, Dr. Charles Hill, executive director of online and continuing education, was tasked with coordinating a visit from the Higher Learning Commission, which accredits institutions of higher education in the Midwest. On the afternoon of December 14, Dr. Green notified Dr. Miller of a request for information she had just received from Hill that was required for the HLC the next day. As reported by Dr. Green in an email to Provost John Koker, Dr. Miller said to her, "I'll see what I can get done before I leave today but its late and I have one hour before its 4:30. If its not done oh well. I headed [sic] to a trip out of town." (UWO p. 5).

Dr. Green was fed up with Dr. Miller's disrespectful treatment of her and others, unacceptable performance, and overall bad attitude. She responded, "I know its late but I just got it and we don't work to punch the clock. We work as salaried people."¹ His response: "If I get it done, I will. If I don't, I don't." Dr. Green's final response was, "We cannot jeopardize the HLC accreditation reporting process. If you don't get it done, I will need to address that." In the end, he provided nothing to help Dr. Green, not even a draft or notes.

Not only did Dr. Miller's performance deteriorate to the point where he was accomplishing nothing that his supervisor asked of him, but his behavior in the office continued to be disturbing. He questioned support staff asking if he had been fired yet, making everyone uncomfortable. He accused staff members of colluding

¹ Dr. Miller was a salaried employee who was expected to stay late and work during non-business hours as were all others at UWO who held positions of similar responsibility.

against him.

The UWO holds a nice event for students during finals week (mid-December) in which the administrative staff work the cafeteria lines and serve a night breakfast. In December 2017, Dr. Green was assigned to work with Dr. Miller. During the event he was kind and solicitous toward her and she began to wonder if he had turned over a new leaf. He had not. Following the event, he told another staff member that Dr. Green was a racist, that she had spoken only to black students and had given more food to black students. The staff member reported the comments to Dr. Green, telling her essentially "I don't believe this for a minute, but I thought you should know that you cannot trust Brandon Miller." Dr. Green was hurt and upset to be slandered in this fashion. She had served food fairly to all students, and the food was free and plentiful. She had engaged with all students equally and had enjoyed the event thoroughly.

At no time did Dr. Green ever display "blatant animus" toward Dr. Miller regarding his sexual orientation. She never said, "You should be lucky to be this high up in light of being gay," nor "I forget you people are able to marry these days," nor "don't sit by me" (in disgust.) In fact, Dr. Green made no statements that are even remotely like those allegations. Dr. Miller's statements are untruths.

Dr. Miller claims that he informed the Human Resources Department of ~~discriminatory treatment by Dr. Green. If he did so, apparently no one ever took~~ him seriously. No complaint investigation was opened and neither Dr. Green nor Chancellor Leavitt were ever informed that Dr. Miller had made such complaints.

Dr. Miller was out of the country on vacation over the 2017 holidays. Upon his return he requested an appointment with Chancellor Leavitt, but no meeting occurred because Dr. Green had already recommended Dr. Miller's termination and Chancellor Leavitt had concurred.

Dr. Miller was terminated on January 8, 2018, at a meeting in Dr. Green's office with Interim Associate Vice Chancellor of Human Resources Shawna Kuether present. He was suspended from campus and placed on paid administrative leave for three months consistent with his limited appointment notice period. Dr. Miller's last day of employment at UWO was March 31, 2018 (UWO p. 2).

Discussion

Dr. Miller cannot bring a complaint under the Wisconsin Fair Employment Act over his failure to be hired for the permanent position of Vice Chancellor for Student Affairs. The application deadline was January 6, 2017, and the UWO made the decision to hire Dr. Green on or about May 5, 2017. Dr. Miller did not file this complaint until March 20, 2018 which puts this claim beyond the 300-day statute of limitations imposed by the Fair Employment Act, Wis. Stat. 111.39(1).

Dr. Miller was terminated for being a thoroughly unprofessional employee whose performance was substandard at best. His allegations of discriminatory statements by Dr. Green and Chancellor Leavitt are untruthful and he will be unable provide any credible evidence supporting his claims.

Dr. Miller cannot sustain a claim of retaliation for opposing discriminatory

behavior in the work place. None of the decision makers in his termination were made aware of his complaints or opposition of discriminatory behavior.

The respondent seeks a determination of no probable cause.

Dated this th26 day of April 2018.

Jennifer Sloan Lattis
Deputy General Counsel

Jennifer Sloan Lattis
Attorneys for Respondent

University of Wisconsin System Administration
Office of General Counsel
1802 Van Hise Hall, 1220 Linden Dr.
Madison, WI 53706

State Bar No. 1000387
(608) 262-0747 phone
(608) 263-3487 fax
jslattis@uwsa.edu



June 29, 2015

Brandon B.A. Miller
[REDACTED]

Dear Mr. Miller:

It is a genuine pleasure to extend to you this offer of appointment to serve as Associate Vice Chancellor for Enrollment Management at the University of Wisconsin Oshkosh. Your considerable skills and abilities make you an ideal candidate to serve in this most challenging role.

This is a 1.0 FTE Annual year appointment, effective July 27, 2015, at an annual base salary of \$120,000. In this position, you will report formally to Petra Roter, Vice Chancellor of Student Affairs. This position is a Limited appointment as defined in Chapter UWS 15, Wisconsin Administrative Code (see attached).

After you have reviewed this letter, please indicate your acceptance of these terms by signing and dating in the space provided below, and returning it to the Human Resources Office.

Sincerely,

Andrew J. Leavitt
Chancellor

Attachment: Chapter UWS 15

I accept the terms and conditions of appointment, as outlined above.

Brandon B.A. Miller
Date 7/1/15

HUMAN RESOURCES DEPARTMENT
UNIVERSITY OF WISCONSIN OSHKOSH • 800 ALGOMA BLVD • OSHKOSH WI 54901-8620
(920) 424-1166 • FAX (920) 424-2021

An Equal Opportunity/Affirmative Action Institution • www.uwosh.edu

UWO 001

OSHKOSH

HAND DELIVERED

January 8, 2018

Dr. Brandon Miller
AVC Enrollment Management

Dear Dr. Miller,

I regret to inform you that your position at UW Oshkosh will terminate on March 31, 2018. As you know, you serve in a limited position at the pleasure of the Chancellor. Thus you do not have any right to appeal this decision.

During the next three months, (January, February, and March) you will be on paid administrative leave. Your pay checks will be deposited on the first of each month and your benefits will continue during this time. If you need to come onto campus for any reason, please contact me, and I will make the necessary arrangements.

If you have questions about the continuation of your benefits, please contact Shawna Kuether, Interim AVC of Human Resources Department.

You need to leave your campus keys, cell phone, iPad/laptop and ID with me today. Any other UW Oshkosh property that you have in your possession must also be returned. Shawna Kuether will go through the Separation Checklist with you.

If you require a reference from UW Oshkosh, someone will be able to provide one for you. If this is a request that you will be making, we would like to work out the actual phrasing and text of that document, in the next few weeks. Please let me know.

Finally, UW Oshkosh will make its employee assistance program available to you if you choose. Please contact LifeMatters at 1-800-634-6433.

Sincerely,

Dr. Cheryl Green
Vice Chancellor of Student Affairs

Cc: Dr. Andrew J. Leavitt, Chancellor

P-File

UNIVERSITY OF
WISCONSIN
OSHKOSH

C
5-11-16 ST

Hand
delivered

Hand Delivered

May 9, 2016

Dr. Brandon Miller
Associate Vice Chancellor
Enrollment Management

Dear Dr. Miller:

Thank you for agreeing to serve as the Interim Vice Chancellor for Student Affairs at the University of Wisconsin Oshkosh. Duties for the role are outlined in the attached job description. Your considerable skills and abilities are well-suited for this challenging role.

This is a 1.0 FTE annual year appointment, effective July 1, 2016, at a total salary of \$142,000. The total salary is comprised of your annual base salary of \$120,000 and an administrative stipend of \$22,000. The administrative stipend will be removed at the end of the interim appointment period. The interim appointment will be effective until a new Vice Chancellor for Student Affairs is named, at which time you will return to your role as Associate Vice Chancellor of Enrollment Management.

You will formally report directly to me, as Chancellor. This position is a Limited appointment as defined in Chapter UWS 15, Wisconsin Administrative Code (see attached). The role of Interim VC for Student Affairs requires you to file a statement of economic interest for the Government Accounting Board. UW System Administration staff will send you more information about this requirement after July 1, 2016. This role requires you to complete a criminal background check which is already on file.

After you have reviewed this letter, please indicate your acceptance of these terms by signing and dating in the space provided below and returning it to the Human Resources Office.

I look forward to working with you in your new role.

Sincerely,



Andrew J. Leavitt
Chancellor

Attachments: Chapter UWS 15; job description

I accept the terms and conditions of appointment, as outlined above.

Brandon Miller

Date

OFFICE OF THE CHANCELLOR
UNIVERSITY OF WISCONSIN OSHKOSH • 800 ALGOMA BLVD • OSHKOSH WI 54901-8617
(920) 424-0200 • FAX (920) 424-0010

UWO 003

UNIVERSITY OF
WISCONSIN
OSHKOSH

Hand Delivered

May 9, 2016

Dr. Brandon Miller
Associate Vice Chancellor
Enrollment Management

Dear Dr. Miller:

Thank you for agreeing to serve as the Interim Vice Chancellor for Student Affairs at the University of Wisconsin-Oshkosh. Duties for the role are outlined in the attached job description. Your considerable skills and abilities are well-suited for this challenging role.

This is a 1.0 FTE annual year appointment, effective July 1, 2016, at a total salary of \$142,000. The total salary is comprised of your annual base salary of \$120,000 and an administrative stipend of \$22,000. The administrative stipend will be removed at the end of the interim appointment period. The interim appointment will be effective until a new Vice Chancellor for Student Affairs is named, at which time you will return to your role as Associate Vice Chancellor of Enrollment Management.

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After you have reviewed this letter, please indicate your acceptance of these terms by signing and dating in the space provided below and returning it to the Human Resources Office.

I look forward to working with you in your new role.

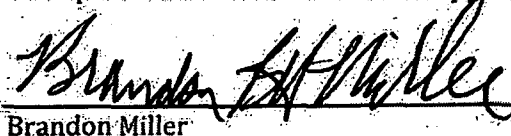
Sincerely,



Andrew J. Leavitt
Chancellor

Attachments: Chapter UWS 15; job description

I accept the terms and conditions of appointment, as outlined above.



Brandon Miller

Date

6/6/16

OFFICE OF THE CHANCELLOR
UNIVERSITY OF WISCONSIN OSHKOSH • 800 ALGOMA BLVD • OSHKOSH WI 54901-8617
(920) 424-0200 • FAX (920) 424-0010

UWO 004

From: Cheryl Green
To: Jennifer Lattis
Subject: Fwd: Employee Matter
Date: Wednesday, April 18, 2018 6:25:49 PM

FYI,

CG

----- Forwarded message -----

From: Cheryl Green <green@uwosh.edu>
Date: Thu, Dec 14, 2017 at 3:45 PM
Subject: Employee Matter
To: Andrew Leavitt <leavitt@uwosh.edu>
Cc: John Koker <koker@uwosh.edu>

Hi Andy,

I just had an interaction with Brandon about his responsibilities that are due before he departs for a three week vacation to South Africa. The matter at hand is that I just received an updated request from John Koker regarding the HLC report. John's specific request was as follows:

2. Part C, Item # 5 – Post-Restructuring Enrollment (When sending response to this item back, please include your four-year institution's projected enrollments for FY19 & FY20).

As Brandon Miller is paid to be the Associate Vice Chancellor of Enrollment Management, I gave the assignment to him and I copied Paul Gedlinske, as I believed he might need assistance to meet the deadline. I let him know that the new due date is Dec. 22, 2017. His exact remarks were " I'll see what I can get done before I leave today but its late and I have one hour before its 4:30. If its not done oh well. I headed to a trip out of town. "

My response was I know its late but I just got it and we don't work to punch the clock. We work as salaried people. His response, If I get it done, I will. If I don't, I don't.

My final response was, "We cannot jeopardize the HLC accreditation reporting process." If you don't get it done, I will need to address that."

CG

--

Cheryl Green, PhD
Vice Chancellor of Student Affairs
University of Wisconsin-Oshkosh
800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
Cell: 920 410 3743
Email: green@uwosh.edu

Confucius Quote:

If your plan is for one year, plant rice.
If your plan is for ten years, plant trees.
If your plan is for one hundred years, **educate children**.....

--
Cheryl Green, PhD
Vice Chancellor of Student Affairs
University of Wisconsin-Oshkosh
800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
Cell: 920 410 3743
Email: green@uwosh.edu

Confucius Quote:

If your plan is for one year, plant rice.
If your plan is for ten years, plant trees.
If your plan is for one hundred years, **educate children**.....

Charles Hill <hill@uwosh.edu>

to Anne, me, James, Brandon, Robert, Stephen, Carmen, John

Hi everyone,

It's come to my attention that some of you may have only a hard copy of the HLC Response Outline and could possibly use an electronic copy, so I've attached one to this email.

Governance leaders at all three campuses have asked for a chance to review the entire document that we pull together before we send it to System. And of course, I'd like to give the Provost and Chancellor a chance to review it before submitting it. In order to provide some time for this review, please submit your part of the response to me no later than 12:00 noon on Wednesday (Dec. 13). That will give me Wednesday afternoon to pull everything together into one document, distribute it for input with a very narrow 24-36 hour window, and submit it to System on Friday the 15th.

Sorry that I didn't anticipate all of the intricacies of this process from the beginning, but please understand that we are trying to stay true to the Chancellor's vision of making this an inclusive and transparent process while working within an insanely tight--and mandated--time-frame.

Thanks for all of your help with this. If I can clarify anything in the Response Outline or help in any way with your assigned section, don't hesitate to let me know.

Charles Hill <hill@uwosh.edu>

to me, Brandon

Hi Cheryl and Brandon,

Because of a communication glitch, I have just received the attached document. I don't know whether it will be helpful to you for preparing your section(s) of the HLC document that I have requested by Wednesday noon, but I am forwarding it, just in case.

----- Forwarded message -----

From: **John Koker** <koker@uwosh.edu>
Date: Mon, Dec 11, 2017 at 9:34 AM
Subject: Fwd: Short Summary SAEM
To: Charles Hill <hill@uwosh.edu>

----- Forwarded message -----

From: Ann Fisher <afisher@uwsa.edu>
Date: Thu, Nov 30, 2017 at 12:50 PM
Subject: Short Summary SAEM
To: HLCReOrgGroup <HLCReOrgGroup@uwsa.edu>

Good afternoon,
Carleen asked me to share this with you.
Ann

Ann Fisher
UW System Administration – Office of Academic Programs and Educational Innovation
1640 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706
608.262.5862

Attachments area

Charles Hill <hill@uwosh.edu>

to John, Andrew, Carmen, Stephen, Anne, Martin, James, me, Lori, Brandon, Robert

Hi everyone,

The Accreditation Liaisons and Provosts received a document from System this morning that attempts to address some questions and to provide more detail in terms of the requirements for the HLC document that is due this Friday.

The Liaisons had a teleconference with Carleen Vandezande at System and went over the points in this document. I have attached the document that we received along with my notes from the teleconference.

In the teleconference, it was made more clear that, while a lot of issues need to be decided and ready to be implemented by July 1, we are following a two-phase approach. While some decisions that we make before July 1 may be permanent, many will simply provide guidance for our activities and processes during the 2018-2019 academic year, during which we will develop more permanent policies and processes.

I hope that this is all helpful, both for compiling the HLC document and for further planning and discussions. In any event, don't hesitate to reach out to me with any questions, or if anything needs clarification. Thanks, everyone!

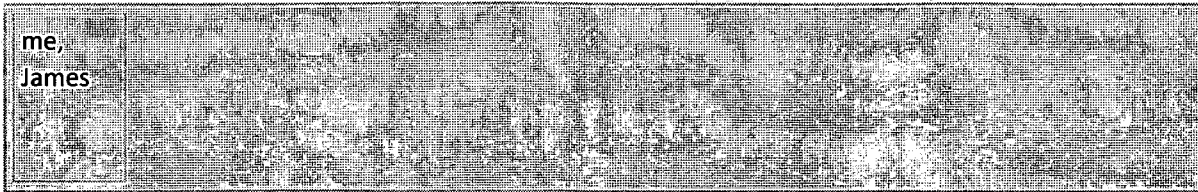
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Charles Hill
Executive Director
Division of Online and Continuing Education
University of Wisconsin Oshkosh

John Koker <koker@uwosh.edu>

12/14/17

to
Anne,
Charles,
Martin,
Andrew,



HLC changed to December 22 deadline for 3 items. Not sure if we will need to add to those 3 or not. Just reading document now.

John

----- Forwarded message -----

From: UW Restructuring Info <UWRestructuring@uwsa.edu>
Date: Thu, Dec 14, 2017 at 11:06 AM
Subject: HLC Institutional Responses - Update
To:

The following message is sent on behalf of Dr. Carleen Vande Zande, Interim Associate Vice President of Academic Programs and Educational Innovation, to the HLC Accreditation Functional Team

cc: Chancellors, Provosts, CBOs, Steering Committee

--

Dear HLC Liaisons,

The Higher Learning Commission (HLC) Change Request process is a critical element of the UW Colleges restructuring. We greatly appreciate the effort that you've put into crafting those responses, and we've also heard your requests for data to help provide meaningful responses. Relevant financial, organizational, and enrollment information will be forthcoming shortly to inform institutional responses to those items. To allow more time for data to be provided and incorporated into institutional responses that will inform that Change Request, the due date for institutional responses to the following three items from the HLC request will now be Friday, December 22, 2017. The item numbers correspond with the revised HLC Response outline from December 4, 2017.

1. Part B, Item #7 – Organizational Charts (for branch campuses to include administrative oversight and student support services)

2. Part C, Item # 5 – Post-Restructuring Enrollment (When sending response to this item back, please include your four-year institution's projected enrollments for FY19 & FY20)

3. Part C, Item #7 – Planning and Budgeting

The remainder of the institutional response outside of those items listed above should be sent to UWRestructuring@uwsa.edu by Friday December 15, 2017.

Sincerely,

Carleen

John Koker
Interim Provost and Vice Chancellor

Academic Affairs
University of Wisconsin Oshkosh
Oshkosh, WI 54901

koker@uwosh.edu
920.424.2220



to UW,
Brandon,
Andrew,
John,
James,
me,
Martin,
Anne

Attached please find the following items:

1. The narrative response from UW Oshkosh to Part B, Item #7 and Part C, Item #5.
2. A current organizational chart for UW Oshkosh.
3. A proposed new organizational chart for post-restructuring, incorporating functions and personnel from UW-Fox and UW-Fond du Lac.
4. Enrollment projections for all three campuses.

Our pro forma budgets in response to Part C, Item #7 will be submitted early next week.

Thank you for all of the guidance and additional information that you have provided during this process. We are currently utilizing some of that information to refine the pro forma budgets.

Have a safe and happy holiday!

On Thu, Dec 14, 2017 at 11:06 AM, UW Restructuring Info <UWRestructuring@uwsa.edu> wrote:

The following message is sent on behalf of Dr. Carleen Vande Zande, Interim Associate Vice President of Academic Programs and Educational Innovation, to the HLC Accreditation Functional Team

cc: Chancellors, Provosts, CBOs, Steering Committee

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3. Part C, Item #7 – Planning and Budgeting

The remainder of the institutional response outside of those items listed above should be sent to UWRestructuring@uwsa.edu by Friday December 15, 2017.

Sincerely,

Carleen

—
Charles Hill

Executive Director
Division of Online and Continuing Education
University of Wisconsin Oshkosh

(920) 424-1255
hill@uwosh.edu
219 Lincoln Hall

4 Attachments

Preview attachment HLC Response from UWO submitted 12-22-17.docx

W

HLC Response from UWO submitted 12-22-17.docx

14 KB

Preview attachment UWOSH Item B.7a.pdf

PDF

UWOSH Item B.7a.pdf

499 KB

Preview attachment UWOSH Item B.7b.pdf

PDF

UWOSH Item B.7b.pdf

646 KB

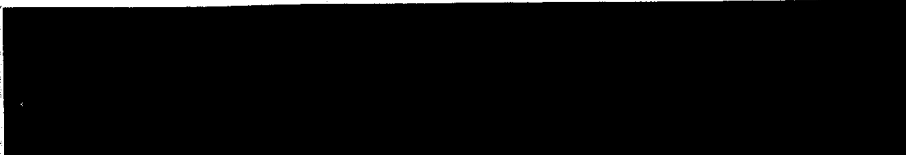
Preview attachment UWOSH Item C.5.pdf

PDF

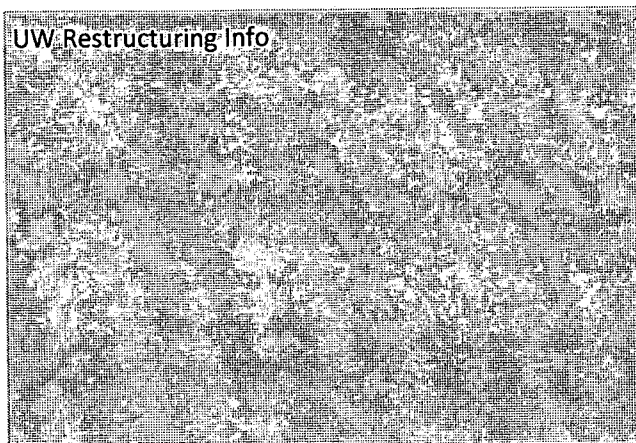
UWOSH Item C.5.pdf

169 KB

Reply Reply to all Forward




UW Restructuring Info Thank you, Dr. Hill. Stefan -- Stefan Fletcher, PhD, JD Special Assistant to ... 12/22/17



Thank you, Dr. Hill. Stefan -- Stefan Fletcher, PhD, JD Special Assistant to ...



UW Restructuring Info 12/22/17

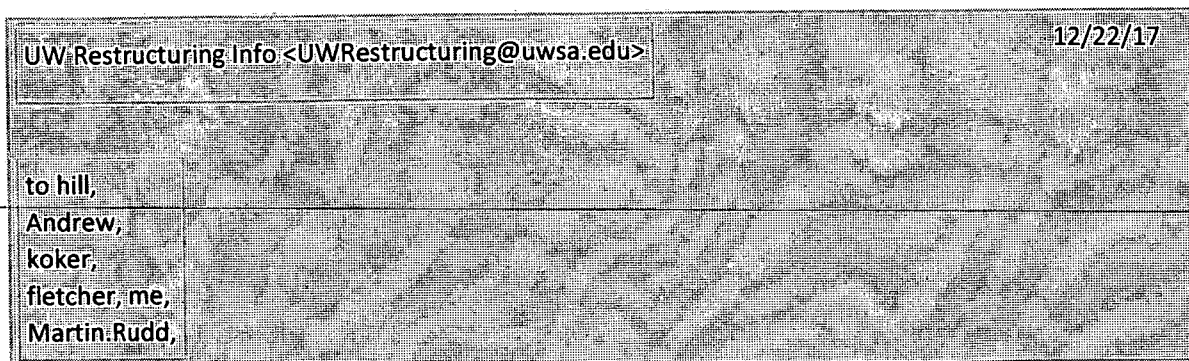


Loading...



UW Restructuring Info <UWRestructuring@uwsa.edu> 12/22/17

to hill,
Andrew,
koker,
fletcher, me,
Martin.Rudd,



Anne,
millerbr

Thank you, Dr. Hill.

Stefan

Stefan Fletcher, PhD, JD
Special Assistant to the Vice President for Administration

1752 Van Hise Hall
1220 Linden Drive

Madison, WI 53706
E: sfletcher@uwsa.edu

P: 608-262-8939
C: 517-703-6164

From: Charles Hill [mailto:hill@uwosh.edu]
Sent: Friday, December 22, 2017 1:09 PM
To: UW Restructuring Info <UWRestructuring@uwsa.edu>; Andrew Leavitt <leavitt@uwosh.edu>; koker@uwosh.edu; fletcher@uwosh.edu; green@uwosh.edu; Martin.Rudd@uwc.edu; Anne Milkovich <milkovich@uwosh.edu>; millerbr@uwosh.edu
Subject: Re: HLC Institutional Responses - Update

Attached please find the following items:

1. The narrative response from UW Oshkosh to Part B, Item #7 and Part C, Item #5.
2. A current organizational chart for UW Oshkosh.
3. A proposed new organizational chart for post-restructuring, incorporating functions and personnel from UW-Fox and UW-Fond du Lac.
4. Enrollment projections for all three campuses.

Our pro forma budgets in response to Part C, Item #7 will be submitted early next week.

Thank you for all of the guidance and additional information that you have provided during this process. We are currently utilizing some of that information to refine the pro forma budgets.

Have a safe and happy holiday!

On Thu, Dec 14, 2017 at 11:06 AM, UW Restructuring Info <UWRestructuring@uwsa.edu> wrote:

The following message is sent on behalf of Dr. Carleen Vande Zande, Interim Associate Vice President of Academic Programs and Educational Innovation, to the HLC Accreditation Functional Team

cc: Chancellors, Provosts, CBOs, Steering Committee

--

Dear HLC Liaisons,

The Higher Learning Commission (HLC) Change Request process is a critical element of the UW Colleges restructuring. We greatly appreciate the effort that you've put into crafting those responses, and we've also heard your requests for data to help provide meaningful responses. Relevant financial, organizational, and enrollment information will be forthcoming shortly to inform institutional responses to those items. To allow more time for data to be provided and incorporated into institutional responses that will inform that Change Request, the due date for institutional responses to the following three items from the HLC request will now be Friday, December 22, 2017. The item numbers correspond with the revised HLC Response outline from December 4, 2017.

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Sincerely,

Carleen

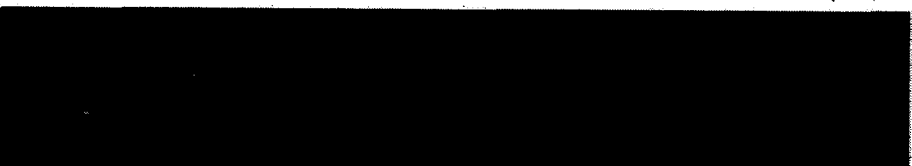
--

Charles Hill

Executive Director
Division of Online and Continuing Education
University of Wisconsin Oshkosh

(920) 424-1255
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219 Lincoln Hall

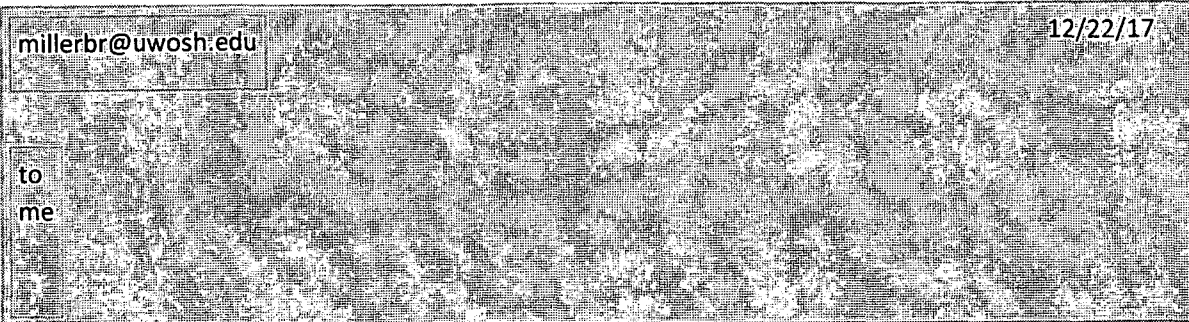
Reply Reply
to all Forward



| | | |
|--|--|----------|
| millerbr@uwosh.edu | FYI my title on the org chart attached is inaccurate.....unless it has been c... | 12/22/17 |
| FYI my title on the org chart attached is inaccurate.....unless it has been c... | | |

millerbr@uwosh.edu 12/22/17

Loading...



FYI my title on the org chart attached is inaccurate.....unless it has been changed without my knowledge.

Sent from my iPhone

Begin forwarded message:

From: UW Restructuring Info <UWRestructuring@uwsa.edu>
Date: December 22, 2017 at 9:16:10 PM GMT+2
To: "hill@uwosh.edu" <hill@uwosh.edu>, UW Restructuring Info <UWRestructuring@uwsa.edu>, Andrew Leavitt <leavitt@uwosh.edu>, "koker@uwosh.edu" <koker@uwosh.edu>, "fletcher@uwosh.edu" <fletcher@uwosh.edu>, "green@uwosh.edu" <green@uwosh.edu>, "Martin.Rudd@uwc.edu" <Martin.Rudd@uwc.edu>, Anne Milkovich <milkovich@uwosh.edu>, "millerbr@uwosh.edu" <millerbr@uwosh.edu>
Subject: RE: HLC Institutional Responses - Update

Thank you, Dr. Hill.

Stefan

Stefan Fletcher, PhD, JD
Special Assistant to the Vice President for Administration

1752 Van Hise Hall.
1220 Linden Drive

Madison, WI 53706
E: sfletcher@uwsa.edu

P: 608-262-8939
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Sincerely,

Carleen

--
Charles Hill

Executive Director
Division of Online and Continuing Education
University of Wisconsin Oshkosh

(920) 424-1255
hill@uwosh.edu
219 Lincoln Hall



The pro forma budgets for UW Oshkosh were completed today, so I am sending a revised version of the narrative that I sent earlier today. This one includes the two sections that were in the earlier narrative, unchanged, with the addition of the narrative for Part C, Item #7. In addition, I have attached two separate PDF documents: one with the two-year pro forma budget, and one that outlines the assumptions that were used in developing the pro forma budget.

We are happy to continue working with you over the next few weeks to help finalize the submission to HLC. Happy holidays!

On Thu, Dec 14, 2017 at 11:06 AM, UW Restructuring Info <UWRestructuring@uwsa.edu> wrote:

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Sincerely,

Carleen

--

Charles Hill

Executive Director
Division of Online and Continuing Education
University of Wisconsin Oshkosh

(920) 424-1255
hill@uwosh.edu
219 Lincoln Hall

3 Attachments

Dr. Brandon Miller <millerbr@uwosh.edu>

to Laurie, me, Shannon

FYI regarding response below.

Would you like to contact Ameerah?

I do not think I am going to get very far with her.

If I can assist you with prepping for conversation, please let me know.

Thanks much,

Brandon

----- Forwarded message -----

From: **Patty Schrader** <schraderp@uwosh.edu>

Date: Thu, Aug 31, 2017 at 1:51 PM

Subject: Re: Job note added

To: "Dr. Brandon Miller" <millerbr@uwosh.edu>

Cc: Shannon Lemke <lemkes@uwosh.edu>, Jean Kwaterski <kwatersk@uwosh.edu>, Laurie Textor <textorl@uwosh.edu>

Brandon,

As you can see by the email from PageUp the decision on the compliance review was made by Ameerah.

I would ask that if you have questions regarding the final decision you contact Ameerah directly.

I can not speak for her on this matter.

Regards,

Patricia A. Schrader, PHR®, CDR®

Senior Equal Employment Opportunity Specialist

920-424-1536 | schraderp@uwosh.edu

University of Wisconsin Oshkosh | Office of Equal Opportunity & Access

On Thu, Aug 31, 2017 at 12:42 PM, Dr. Brandon Miller <millerbr@uwosh.edu> wrote:

Is there any way we can meet and discuss?

Jean and I are confused regarding statement #1 and #2.

We agree with statement #3 and accept our mistake.

Please advise.

Thanks much,

Brandon

—
Dr. Brandon B. A. Miller

Jean

Jean Kwaterski, MBA
Certified Auxiliary Services Professional (CASP)

Executive Director for Campus Life
Division of Student Affairs
University of Wisconsin Oshkosh
800 Algoma Blvd., Dempsey Hall 148
Oshkosh, WI 54901
920-424-4000
920-424-3982 FAX

Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Paul

Here is another form Paul with Undergraduate Admissions.

Brandon

Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

University of Wisconsin Oshkosh
800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

**Strategic Plan Impacts
Undergraduate Admissions**

Submitted by Paul Gedlinske

**What have you done in the past year to positively impact Priority A:
Enhance Student Success?**

The Undergraduate Admissions Office has increased calls to students with incomplete applications, as well as admitted students we want to encourage to submit their deposit. We have formalized the process, becoming proactive, setting dates and the audience for the calling efforts, rather than reactive by calling when we fall behind in a given area of the application/admission process..

Dr. Brandon Miller <millerbr@uwosh.edu>

to me

Per my earlier email, please see attachments.

Brandon

----- Forwarded message -----

From: **Jennie Hartzheim** <hartzheimj@uwosh.edu>

Date: Thu, Dec 14, 2017 at 1:26 PM

Subject: Strategic Plan Impacts

To: Brandon Miller <millerbr@uwosh.edu>

--

Jennie Hartzheim
Coordinator of New Student and Family Programs
Dempsey Hall - 148
920-424-3269

--

Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

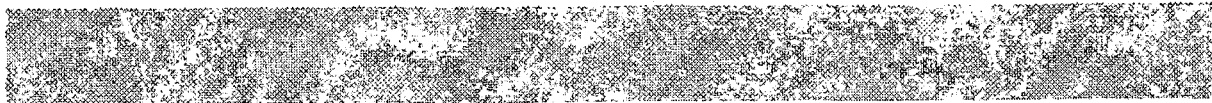
University of Wisconsin Oshkosh
800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

920.424.4000 - Office

920.424.3982 - Fax

3 Attachments



Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Jennie

Please see Jennie's submission below for the Strategic Plan Update request.

Supporting materials will come in a separate email.

Please let us know if you have any further questions.

Brandon

----- Forwarded message -----
From: **Jennie Hartzheim** <hartzheimj@uwosh.edu>
Date: Thu, Dec 14, 2017 at 2:00 PM
Subject: Strategic Impact with Edits
To: Brandon Miller <millerbr@uwosh.edu>

--
Jennie Hartzheim
Coordinator of New Student and Family Programs
Dempsey Hall - 148
920-424-3269

--
Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

University of Wisconsin Oshkosh
800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

920.424.4000 - Office
920.424.3982 - Fax

Attachments area

Strategic Plan Impacts – New Student & Family Programs

What have you done in the past year to positively impact Priority A: Enhance Student Success?

Titan Takeover

Titan Takeover was a new initiative/tradition implemented in the Fall of 2017 semester. It was designed to build student success by fostering school spirit and pride, connect new students with each other, and engagement with UWO Athletics and campus community.

Titan Takeover not only benefited the over 300 new students who participated, but also our student athletes, specifically our football players (see attached document).

Our campus' new tradition of Titan Takeover at the first home football game was developed, supported and made possible by many campus partners, some of which include: Reeve Union, UWO Athletics, University Marketing & Communications, Residence Life, Dining Services, New Student & Family Programs.

Summer Outdoor Adventure Camp - Extended Orientation Program

The Summer Outdoor Adventure Camp was a pilot program held in August 2017 that focused on the transitional needs of first-generation students. As part of the program, students developed academic and co-curricular goals for their first month as a UWO student. Participant feedback has been positive and they have indicated that this program helped them feel connected to campus and get to know other new students.

The program will expand in 2018 to provide two adventure based experiences and one that focuses on community service and engagement in the Oshkosh community. The pilot program was facilitated by Outdoor Adventure/Student Recreation. The 2018 programs will be facilitated through a collaboration of Outdoor Adventure/Student Recreation, Volunteerism/Reeve Union, and New Student and Family Programs.

Cheryl Green <green@uwosh.edu>

to Brandon

Brandon,

I have completed a review of the documents that you sent to me for the strategic plan assignment. I have 3 questions from Paul, one question and 3 news clips from Jennie, nothing from Kim and nothing from you. If I

have overlooked what was sent, please re-send immediately. I should have received one document with all of the questions answered by all of your team and by you for EM.

Cheryl

—
Cheryl Green, PhD
Vice Chancellor of Student Affairs
University of Wisconsin-Oshkosh
800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
Cell: 920 410 3743
Email: green@uwosh.edu

Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Jennie

Please see Jennie's submission below for the Strategic Plan Update request.

Supporting materials will come in a separate email.

Please let us know if you have any further questions.

Brandon

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Date: Thu, Dec 14, 2017 at 2:00 PM
Subject: Strategic Impact with Edits
To: Brandon Miller <millerbr@uwosh.edu>

—
Jennie Hartzheim
Coordinator of New Student and Family Programs
Dempsey Hall - 148
920-424-3269

--
Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

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800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

920.424.4000 - Office
920.424.3982 - Fax
Attachments area

Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Paul

Here is another form Paul with Undergraduate Admissions.

Brandon

--
Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

University of Wisconsin Oshkosh
800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

920.424.4000 - Office
920.424.3982 - Fax

Strategic Plan



Jennie Hartzheim <hartzheimj@uwosh.edu>

to me

Dr. Green,

The Coordinator of New Student and Family Programs position was created as part of the Strategic Plan Part A: Goal Two (see attached document DRAFT...) This position is a part of the Enrollment Management Unit and is responsible for the following efforts and programs to foster student success:

- Plan, develop, implement, and assess registration/orientation programs for new students
- Plan, develop, coordinate, and assess welcome and transition activities and programs to ensure student success.
- Plan, develop, implement, and assess Parent and Family programs and services.
- Develop and maintain relationships with key stakeholders and vendors to ensure proper execution of signature programs.
- Assist with design and development of publicity and marketing materials to include websites, email and social media communication, informational mailings, and day-of publications.

Full Position Description:

Working with the university community, the Enrollment Management Team, and a dynamic group of student orientation leaders, this position will implement new student orientation services and programs for over 2,000 new students and respective family members. Reporting to the Associate Vice Chancellor for Enrollment Management, this position will develop and implement a comprehensive new student program in collaboration with key stakeholders to ensure the success of all new students. As a professional staff member within the Division of Student Affairs, the incumbent will be responsible for services and programs that directly impact institutional strategic goals and increase student retention, persistence, and graduation rates. The individual in this position will maintain active participation in key professional organizations relevant to the study of new student orientation and transition.

A. Plan, develop, implement, and assess registration/orientation programs for new students.

1. Coordinate the logistical and operational components for registration and orientation
2. Hire, train, and supervise the student orientation leaders and staff
3. Develop and maintain budgets associated new student programs and services.

Essential

25

B. Plan, develop, coordinate, and assess welcome and transition activities and programs to ensure student success.

1. Coordinate the logistical and operational components of fall and spring welcoming activities.
2. Design, implement, and evaluate programs for special undergraduate populations, including transfer, non-traditional, commuters, out-of-state, first generation, and undeclared majors

Essential

20

C. Plan, develop, implement, and assess Parent and Family programs and services.

1. Create and produce the monthly Parent and Family Newsletter
2. Develop and implement a Parent and Family Weekend program.

Essential

20

D. Develop and maintain relationships with key stakeholders and vendors to ensure proper execution of signature programs.

1. Work with other campus partners to ensure continuity and synergy among all programs for new students.

Essential

10

E. Assist with design and development of publicity and marketing materials to include websites, email and social media communication, informational mailings, and day-of publications.

1. Collaborate with university departments and with University Marketing & Communications.

Attachments area



Andrew Leavitt <leavitt@uwosh.edu>

to Alexander, Ameerah, Anne, Art, Barbara, Brandon, Carmen, Charles, me, Chuck, Colleen, Darryl, E

Campus Leaders-

This past year has been the first operational year of the 2016-2021 Strategic Plan for UW Oshkosh. There are so many positive things happening on our campus that highlight our strategic priorities, and this is the time of year we share those with our many stakeholders.

It is in this spirit that I write to you. I need your help.

Please submit your 2016-17 Strategic Plan accomplishments so we can create our Annual Report and accompanying website with the outcomes from your areas of respective responsibility and involvement. I ask the Vice Chancellors, Assistant Chancellors and the Deans, in particular, to coordinate the submission of materials for each division or college you are responsible for.

To simplify and standardize the process, I ask you to fill out the Strategic Plan Reporting form below.

Any specific initiative that relates to a Strategic Priority should be submitted via this form. A separate form should be completed for each initiative:
<https://goo.gl/forms/PEuJBe5B40qczPx83>

Questions on this process can be directed to Anne Milkovich. All submissions must be turned in for review and inclusion in our 2016-17 Strategic Plan Update and Annual Report **no later than Friday, December 22, 2017.**

Please note, submissions will not be accepted after the deadline as the UMC staff needs time to develop the Annual Report, print and distribute.

Thank you for your timely response to this request,

Chancellor Andy Leavitt

Cheryl Green <green@uwosh.edu>

to millerbr, munina, kwatersk

Team,

Did we identify a date to turn in the reports to me before it's due to Chancellor on Dec 22?

Cheryl Green

Sent from my iPhone



Jean Kwaterski <kwatersk@uwosh.edu>

to me, Brandon, munina

Yes, we're going to bring them to our December 11 Exec Team meeting to discuss and decide which ones to turn in.

Jean

--

Jean Kwaterski, MBA
Certified Auxiliary Services Professional (CASP)

Executive Director for Campus Life
Division of Student Affairs
University of Wisconsin Oshkosh
800 Algoma Blvd., Dempsey Hall 148
Oshkosh, WI 54901
920-424-4000
920-424-3982 FAX

Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Paul

Here is another form Paul with Undergraduate Admissions.

Brandon

--

Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

University of Wisconsin Oshkosh
800 Algoma Blvd.,
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millerbr@uwosh.edu

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Undergraduate Admissions**

Submitted by Paul Gedlinske

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to me

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Brandon

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Date: Thu, Dec 14, 2017 at 1:26 PM

Subject: Strategic Plan Impacts

To: Brandon Miller <millerbr@uwosh.edu>

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Jennie Hartzheim
Coordinator of New Student and Family Programs
Dempsey Hall - 148
920-424-3269

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Dr. Brandon B. A. Miller
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920.424.4000 - Office

920.424.3982 - Fax

3 Attachments



Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Jennie

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Supporting materials will come in a separate email.

Please let us know if you have any further questions.

Brandon

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Date: Thu, Dec 14, 2017 at 2:00 PM

Subject: Strategic Impact with Edits

To: Brandon Miller <millerbr@uwosh.edu>

--
Jennie Hartzheim
Coordinator of New Student and Family Programs
Dempsey Hall - 148
920-424-3269

--
Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
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Attachments area

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Our campus' new tradition of Titan Takeover at the first home football game was developed, supported and made possible by many campus partners, some of which include: Reeve Union, UWO Athletics, University Marketing & Communications, Residence Life, Dining Services, New Student & Family Programs.

Summer Outdoor Adventure Camp - Extended Orientation Program

The Summer Outdoor Adventure Camp was a pilot program held in August 2017 that focused on the transitional needs of first-generation students. As part of the program, students developed academic and co-curricular goals for their first month as a UWO student. Participant feedback has been positive and they have indicated that this program helped them feel connected to campus and get to know other new students.

The program will expand in 2018 to provide two adventure based experiences and one that focuses on community service and engagement in the Oshkosh community. The pilot program was facilitated by Outdoor Adventure/Student Recreation. The 2018 programs will be facilitated through a collaboration of Outdoor Adventure/Student Recreation, Volunteerism/Reeve Union, and New Student and Family Programs.

Cheryl Green <green@uwosh.edu>

to Brandon

Brandon,

I have completed a review of the documents that you sent to me for the strategic plan assignment. I have 3 questions from Paul, one question and 3 news clips from Jennie, nothing from Kim and nothing from you. If I

have overlooked what was sent, please re-send immediately. I should have received one document with all of the questions answered by all of your team and by you for EM.

Cheryl

—
Cheryl Green, PhD
Vice Chancellor of Student Affairs
University of Wisconsin-Oshkosh
800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
Cell: 920 410 3743
Email: green@uwosh.edu

Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Jennie

Please see Jennie's submission below for the Strategic Plan Update request.

Supporting materials will come in a separate email.

Please let us know if you have any further questions.

Brandon

----- Forwarded message -----

From: **Jennie Hartzheim** <hartzheimi@uwosh.edu>

Date: Thu, Dec 14, 2017 at 2:00 PM

Subject: Strategic Impact with Edits

To: Brandon Miller <millerbr@uwosh.edu>

—
Jennie Hartzheim
Coordinator of New Student and Family Programs
Dempsey Hall - 148
920-424-3269

--
Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

University of Wisconsin Oshkosh
800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

920.424.4000 - Office
920.424.3982 - Fax
Attachments area

Dr. Brandon Miller <millerbr@uwosh.edu>

to me, Paul

Here is another form Paul with Undergraduate Admissions.

Brandon

--
Dr. Brandon B. A. Miller
Associate Vice Chancellor for Enrollment Management
Division of Student Affairs

Senior Lecturer
College of Education and Human Services

University of Wisconsin Oshkosh
800 Algoma Blvd.,
Dempsey Hall, Suite D148
Oshkosh, WI 54901

millerbr@uwosh.edu

920.424.4000 - Office
920.424.3982 - Fax

Strategic Plan



Jennie Hartzheim <hartzheimj@uwosh.edu>

to me

Dr. Green,

The Coordinator of New Student and Family Programs position was created as part of the Strategic Plan Part A: Goal Two (see attached document DRAFT...) This position is a part of the Enrollment Management Unit and is responsible for the following efforts and programs to foster student success:

- Plan, develop, implement, and assess registration/orientation programs for new students
- Plan, develop, coordinate, and assess welcome and transition activities and programs to ensure student success.
- Plan, develop, implement, and assess Parent and Family programs and services.
- Develop and maintain relationships with key stakeholders and vendors to ensure proper execution of signature programs.
- Assist with design and development of publicity and marketing materials to include websites, email and social media communication, informational mailings, and day-of publications.

Full Position Description:

Working with the university community, the Enrollment Management Team, and a dynamic group of student orientation leaders, this position will implement new student orientation services and programs for over 2,000 new students and respective family members. Reporting to the Associate Vice Chancellor for Enrollment Management, this position will develop and implement a comprehensive new student program in collaboration with key stakeholders to ensure the success of all new students. As a professional staff member within the Division of Student Affairs, the incumbent will be responsible for services and programs that directly impact institutional strategic goals and increase student retention, persistence, and graduation rates. The individual in this position will maintain active participation in key professional organizations relevant to the study of new student orientation and transition.

A. Plan, develop, implement, and assess registration/orientation programs for new students.

1. Coordinate the logistical and operational components for registration and orientation
2. Hire, train, and supervise the student orientation leaders and staff
3. Develop and maintain budgets associated new student programs and services.

Essential

25

B. Plan, develop, coordinate, and assess welcome and transition activities and programs to ensure student success.

1. Coordinate the logistical and operational components of fall and spring welcoming activities.
2. Design, implement, and evaluate programs for special undergraduate populations, including transfer, non-traditional, commuters, out-of-state, first generation, and undeclared majors

Essential

20

C. Plan, develop, implement, and assess Parent and Family programs and services.

1. Create and produce the monthly Parent and Family Newsletter
2. Develop and implement a Parent and Family Weekend program.

Essential

20

D. Develop and maintain relationships with key stakeholders and vendors to ensure proper execution of signature programs..

1. Work with other campus partners to ensure continuity and synergy among all programs for new students.

Essential

10

E. Assist with design and development of publicity and marketing materials to include websites, email and social media communication, informational mailings, and day-of publications.

1. Collaborate with university departments and with University Marketing & Communications.

Attachments area

From: Cheryl Green
To: [Jennifer Lattis](mailto:jennifer.lattis@uwosh.edu)
Subject: Fwd: Enrollment Data for HLC
Date: Wednesday, April 18, 2018 6:26:45 PM

FYI,

CG

----- Forwarded message -----
From: Cheryl Green <green@uwosh.edu>
Date: Thu, Dec 14, 2017 at 3:21 PM
Subject: Enrollment Data for HLC
To: Brandon Miller <millerbr@uwosh.edu>
Cc: Paul Gedlinske <gedlinsk@uwosh.edu>

John Koker has an updated request for enrollment data for the HLC report. It is due before Dec. 22, 2017. See below:

2. Part C, Item # 5 – Post-Restructuring Enrollment (When sending response to this item back, please include your four-year institution's projected enrollments for FY19 & FY20)

Please respond before you depart.

CG

--
Cheryl Green, PhD
Vice Chancellor of Student Affairs
University of Wisconsin-Oshkosh
800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
Cell: 920 410 3743
Email: green@uwosh.edu

Confucius Quote:

If your plan is for one year, plant rice.
If your plan is for ten years, plant trees.
If your plan is for one hundred years, **educate children**.....

--
Cheryl Green, PhD
Vice Chancellor of Student Affairs
University of Wisconsin-Oshkosh

800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
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Email: green@uwosh.edu

Confucius Quote:

If your plan is for one year, plant rice.
If your plan is for ten years, plant trees.
If your plan is for one hundred years, **educate children**.....

From: Shawna Kuether
To: [Jennifer Lattis](mailto:jennifer.lattis@uwosh.edu)
Subject: Fwd: performance evaluation - so sorry
Date: Monday, April 16, 2018 10:31:12 AM

FYI

--

Shawna M. Kuether

Shawna M. Kuether, MPA
Interim Associate Vice Chancellor of Human Resources
University of Wisconsin Oshkosh | Human Resources
800 Algoma Blvd | Oshkosh, WI 54901
920-424-0283 | kuethers@uwosh.edu

----- Forwarded message -----

From: Rae Wetzel <wetzelr@uwosh.edu>
Date: Fri, Aug 18, 2017 at 11:00 AM
Subject: performance evaluation - so sorry
To: Shawna Kuether <kuethers@uwosh.edu>

Hello Shawna,

I am so sorry to bother you with this, I thought the last email was the end of this performance evaluation dilemma.

As you know, I asked Dr. Miller, to print, sign and send a paper copy of the evaluation with the correct date to me per your advice.

My fear had been he would make changes to the document as I only had an electronic version that Dr. Miller had not signed, if I printed the document and then sent it to him, he could change the document.

Yesterday, while I was in the Student Affairs office and saw Dr. Miller, he did not hand me the document himself. After an interview with a candidate, he had the student worker hand it to me in an interoffice envelope, not marked confidential or sealed. The document had been changed slightly compared to the electronic version.

Are the evaluations confidential? Should a student have handled the document that was not sealed? What do I do about the slight changes in the document?

I hope you have a wonderful weekend.

Best,

Rae Ann

Rae Ann Wetzel

University of Wisconsin Oshkosh

Office Manager/Administrative Assistant for OSA, Student Allocations, and Student Legal Services

Reeve Memorial Union, Room 112N - Next to B&G Grill

wetzelr@uwosh.edu

(920) 424-3202

OSA Web Address

From: Shawna Kuether
To: Jennifer Lattis
Subject: Fwd: reminder of meeting today
Date: Monday, April 16, 2018 10:39:13 AM

fyi - The mediation was between Rae Ann and the student governance, however, Brandon was present and we addressed some of the performance issues he had concerns about. Please let me know if you want further detail.

Thanks,

--

Shawna M. Kuether

Shawna M. Kuether, MPA
Interim Associate Vice Chancellor of Human Resources
University of Wisconsin Oshkosh | Human Resources
800 Algoma Blvd | Oshkosh, WI 54901
920-424-0283 | kuethers@uwosh.edu

----- Forwarded message -----

From: <millerbr@uwosh.edu>
Date: Fri, Feb 3, 2017 at 4:29 PM
Subject: Re: reminder of meeting today
To: Rae Wetzel <wetzelr@uwosh.edu>
Cc: OSA Speaker <osaspeaker@uwosh.edu>, OSA President <osapres@uwosh.edu>

Rae Ann,

Why do you need an attorney present? Not sure this is the best use of his time and he is here to serve students, correct?

I do believe HR will be a good resource.

Brandon

Sent from my iPhone

On Feb 3, 2017, at 4:00 PM, Rae Wetzel <wetzelr@uwosh.edu> wrote:

Brandon,

I am going to speak to Shawna in HR. I do believe I would like Erik at this meeting with HR.

I will keep you all posted on this.

Thank you
Rae Ann

[OSA](#)
[Home](#)

Best Regards,

Rae Ann Wetzel
Office Manager/Administrative Assist for OSA, Student Allocations, and Student
Legal Services
Reeve Memorial Union, 112N
University of Wisconsin Oshkosh
Oshkosh, WI 54901
wetzelr@uwosh.edu
Phone: 920-424-3202

On Fri, Feb 3, 2017 at 3:46 PM, Rae Wetzel <wetzelr@uwosh.edu> wrote:
Samantha,

I only do that for the first semester. The second semester the exec should have a feel on how to set up reminders on their calendars. It is not my job to remind you every day of your meetings. Sorry but my schedule is busy as well.

If you feel I should remind you every day, please let's talk about that at our HR meeting on Friday.

Have a good weekend.

[OSA](#)
[Home](#)

Best Regards,

Rae Ann Wetzel
Office Manager/Administrative Assist for OSA, Student Allocations, and Student
Legal Services
Reeve Memorial Union, 112N
University of Wisconsin Oshkosh
Oshkosh, WI 54901
wetzelr@uwosh.edu
Phone: 920-424-3202

On Fri, Feb 3, 2017 at 3:43 PM, OSA Speaker <osaspeaker@uwosh.edu> wrote:
Hello,

I apologize for missing the meetings. It was easier to remember meetings for the day when you would remind us everyday in the morning of our scheduled meetings. I do not know why these reminders stopped.

As you can see my calendar is extremely busy therefore it is hard for me to remember everything. Once again I apologize, it won't happen again.

Samantha

On Fri, Feb 3, 2017 at 3:06 PM Rae Wetzel <wetzelr@uwosh.edu> wrote:
Samantha,

We missed you again at the Student Org Database Work Team that Austyn appointed you to for TitanLink conversations, discussions, and ideas on databases to use instead of TitanLink at 2 today.

I could not give Missy a reason for your absence as you accepted Missy's calendar invite. You were in the OSA 10 minutes before the meeting and I thought you were headed to the meeting when you said goodbye to Alex. If you could communicate those reasons or just tell me you won't be there that would be nice.

Have a good weekend.

Rae Ann

[OSA](#)
[Home](#)

Best Regards,

Rae Ann Wetzel
Office Manager/Administrative Assist for OSA, Student Allocations, and Student
Legal Services
Reeve Memorial Union, 112N
University of Wisconsin Oshkosh
Oshkosh, WI 54901
wetzelr@uwosh.edu
Phone: 920-424-3202

On Thu, Jan 12, 2017 at 11:56 AM, OSA Speaker <osaspeaker@uwosh.edu> wrote:
Hi,

Thank you for the reminder. I was going to try and make it but with the roads being extremely bad and my car not being good in this weather I need to head out right after my class is finished. I am free a lot of the days Tuesdays (before the 4:00pm) and all day on Thursdays.

Thank you again,
Samantha

On Thu, Jan 12, 2017 at 11:53 AM, Rae Wetzel <wetzelr@uwosh.edu> wrote:
Samantha,

When I just checked the Google Calendar 5 minutes ago the invite from Missy you had marked it maybe with a question mark so I was unsure if you were going or not. I just thought I would send you a reminder in case you planned on going.

I had seen the doctor appointment but I was unaware if you were coming for part of the meeting and then leaving early. We will be picking February meeting dates at this meeting today, so I will bring my phone and take a peak at your calendar when we are trying to determine when to meet in February. I will inform Missy.

Rae Ann

[OSA](#)
[Home](#)

Best Regards,

Rae Ann Wetzel
Office Manager/Administrative Assist for OSA, Student Allocations, and Student
Legal Services
Reeve Memorial Union, 112N
University of Wisconsin Oshkosh
Oshkosh, WI 54901
wetzelr@uwosh.edu
Phone: 920-424-3202

On Thu, Jan 12, 2017 at 11:44 AM, OSA Speaker <osaspeaker@uwosh.edu> wrote:
Hello,

I put I was unable to go to this meeting due to a doctors appointment in Madison. I have had this doctor's appointment on my calendar for two weeks.

I apologize for missing, but I am able to come to the next one.

Samantha

On Thu, Jan 12, 2017 at 11:42 AM, Rae Wetzel <wetzelr@uwosh.edu> wrote:

Samantha,

Just a friendly reminder, that we have the Student Organization Database Management Working Group today at 12:30 PM in the Reeve Admin Conference Room.

Thanks and see you then.

Rae Ann


Best Regards,

[OSA](#)
[Home](#)

Rae Ann Wetzel
Office Manager/Administrative Assist for OSA, Student Allocations, and Student Legal Services
Reeve Memorial Union, 112N
University of Wisconsin Oshkosh
Oshkosh, WI 54901
wetzelr@uwosh.edu
Phone: 920-424-3202


--

Samantha K. Swartz


Oshkosh Student Association Speaker of Assembly
University of Wisconsin Oshkosh |
112N Reeve Union | 800 Algoma Blvd | Oshkosh, WI 54901 |
920.424.3202 (Office) | 920.424.3204 (Fax) |


--

Samantha K. Swartz

Oshkosh Student Association Speaker of Assembly
University of Wisconsin Oshkosh |
112N Reeve Union | 800 Algoma Blvd | Oshkosh, WI 54901 |
920.424.3202 (Office) | 920.424.3204 (Fax) |


Samantha K. Swartz

Oshkosh Student Association Speaker of Assembly
University of Wisconsin Oshkosh |
112N Reeve Union | 800 Algoma Blvd | Oshkosh, WI 54901 |
920.424.3202 (Office) | 920.424.3204 (Fax) |


From: Shawna Kuether
To: Jennifer Lattis
Subject: Fwd: Submit your 2016-17 Strategic Plan accomplishments
Date: Monday, April 16, 2018 10:28:47 AM
Attachments: Strategic Plan Accomplishments.docx

FYI -

I will be forwarding a few emails for documentation.

Thanks,

--

Shawna M. Kuether

Shawna M. Kuether, MPA
Interim Associate Vice Chancellor of Human Resources
University of Wisconsin Oshkosh | Human Resources
800 Algoma Blvd | Oshkosh, WI 54901
920-424-0283 | kuethers@uwosh.edu

----- Forwarded message -----

From: <millerbr@uwosh.edu>
Date: Fri, Dec 22, 2017 at 9:05 AM
Subject: Fwd: Submit your 2016-17 Strategic Plan accomplishments
To: textorl@uwosh.edu, kuethers@uwosh.edu

Please see below for your records.

I am tired of her harassment!

Thanks much,

Brandon

Sent from my iPhone

Begin forwarded message:

From: Cheryl Green <green@uwosh.edu>
Date: December 22, 2017 at 4:36:40 PM GMT+2
To: Brandon Miller <millerbr@uwosh.edu>
Subject: Fwd: Submit your 2016-17 Strategic Plan accomplishments

Brandon,

If you would like to see an example of what was expected and delivered by both members of the executive team, please refer to the report that Art delivered. It is attached below. Jean delivered an identical product. In both cases one

document summarized the report for all areas and even included items completed by the administrative head. That is what was expected and was not delivered. I should not have to piece together documents from each one of your team members and yourself.

In the future, please do not tell me " I gave you what you needed." If that had been the case, I would not have asked for the materials. Please use more discretion with your tone. When you make statements like:

1. I gave you what you needed.
2. If I get it done, I get it done, if I don't then I don't.

it implies a level of disrespect that is not desirable or professional..

CG

----- Forwarded message -----

From: **Art Munin** <munina@uwosh.edu>
Date: Mon, Dec 11, 2017 at 3:31 PM
Subject: Fwd: Submit your 2016-17 Strategic Plan accomplishments
To: Cheryl Green <green@uwosh.edu>

Cheryl,

Here are the Strategic Plan Accomplishments for my areas of supervision.

Thanks!

Art

Art Munin, Ph.D.
Associate Vice Chancellor & Dean of Students

University of Wisconsin Oshkosh
800 Algoma Blvd.
Dempsey Hall, Suite 125
Oshkosh, WI 54901

munina@uwosh.edu

920.424.3100 - Office
920.424.2405 - Fax

----- Forwarded message -----

From: **Andrew Leavitt** <leavitt@uwosh.edu>
Date: Wed, Nov 22, 2017 at 9:17 AM
Subject: Submit your 2016-17 Strategic Plan accomplishments
To: Alexander Hummel <hummela@uwosh.edu>, Ameerah Mcbride <mcbridea@uwosh.edu>, Andrew Leavitt <leavitt@uwosh.edu>, Anne Milkovich <milkovich@uwosh.edu>, Art Munin <munina@uwosh.edu>, Barbara Rau <rau@uwosh.edu>, Brandon Miller <millerbr@uwosh.edu>, Carmen Faymonville <faymonvc@uwosh.edu>, Charles Hill <hill@uwosh.edu>, Cheryl Green <green@uwosh.edu>, Chuck Hermes <hermes@uwosh.edu>, Colleen McDermott <mcdermot@uwosh.edu>, Darryl Sims <sims@uwosh.edu>, Elizabeth Alderton <aldertone@uwosh.edu>, Elizabeth Hartman <hartmane@uwosh.edu>, Greg

Wypiszynski <wypiszyn@uwosh.edu>, James Fletcher <fletcher@uwosh.edu>, Jamie Ceman <cemanj@uwosh.edu>, Jean Kwaterski <kwatersk@uwosh.edu>, JoAnn Rife <rife@uwosh.edu>, John Koker <koker@uwosh.edu>, Judy Westphal <westphaj@uwosh.edu>, Kate Mcquillan <mcquillk@uwosh.edu>, Kevin Crawford <crawfork@uwosh.edu>, Laurence Carlin <carlin@uwosh.edu>, Laurie Textor <textorl@uwosh.edu>, Lori Worm <worm@uwosh.edu>, Lynn Kleman <klemanl@uwosh.edu>, "M. Ryan Haley" <haley@uwosh.edu>, Robert Roberts <robertrw@uwosh.edu>, Sylvia Carey-butler <careybus@uwosh.edu>



Campus Leaders-

This past year has been the first operational year of the 2016-2021 Strategic Plan for UW Oshkosh. There are so many positive things happening on our campus that highlight our strategic priorities, and this is the time of year we share those with our

many stakeholders.

It is in this spirit that I write to you. I need your help.

Please submit your 2016-17 Strategic Plan accomplishments so we can create our Annual Report and accompanying website with the outcomes from your areas of respective responsibility and involvement. I ask the Vice Chancellors, Assistant Chancellors and the Deans, in particular, to coordinate the submission of materials for each division or college you are responsible for.

To simplify and standardize the process, I ask you to fill out the Strategic Plan Reporting form below.

Any specific initiative that relates to a Strategic Priority should be submitted via this form. A separate form should be completed for each initiative:
<https://goo.gl/forms/PEuJBe5B40qczPx83>.

Questions on this process can be directed to Anne Milkovich. All submissions must be turned in for review and inclusion in our 2016-17 Strategic Plan Update and Annual Report **no later than Friday, December 22, 2017**.

Please note, submissions will not be accepted after the deadline as the UMC staff needs time to develop the Annual Report, print and distribute.

Thank you for your timely response to this request,



Chancellor Andy Leavitt

--
Cheryl Green, PhD
Vice Chancellor of Student Affairs

University of Wisconsin-Oshkosh
800 Algoma Boulevard
Oshkosh, Wisconsin 54901

Office: 920 424-4000
Fax: 920 424-3982
Cell: 920 410 3743
Email: green@uwosh.edu

Confucius Quote:

If your plan is for one year, plant rice.
If your plan is for ten years, plant trees.
If your plan is for one hundred years, **educate children**.....

FIRST CLASS

RECEIVED

2018 APR 30 AM 8:25

DVID
EQUAL RIGHTS DIVISION

First Class Mail



Office of General Counsel
1852 Van Hise Hall
1220 Linden Drive
Madison, WI 53706

Gregory Straub
Equal Rights Officer - ERD
201 E. Washington Ave, Rm A100
PO Box 8928
Madison, Wi 53708-8928

FIRST CLASS

