

### **3 ORGANIZATION**

#### **3.1 UNIVERSITY OF WISCONSIN SYSTEM**

##### **3.1.1 Board of Regents**

Final authority for the administration of all Wisconsin Universities rests with the Board of Regents of the University of Wisconsin. The Board of Regents is responsible for the definition of basic policy and for the selection of the university chancellors to whom certain duties and responsibilities are delegated. A current list of the Board of Regents may be found at the UW System web site <http://www.uwsa.edu/bor>.

The agenda for the Board of Regent meetings is distributed to the chancellors, faculty senate presidents, to other agencies, and to faculty members designated to act as institutional governance representatives. The agenda and minutes are housed in the archives area of the Jim Dan Hill Library and may be found at the web site <http://www.uwsa.edu/bor>.

##### **3.1.2 UW System Administration**

The Board of Regents is assisted in its duties by the UW System Administration. The relationship of the University of Wisconsin-Superior to the Board of Regents is, in part, accommodated through a system administration organized under the direction of the University of Wisconsin System President. That office works cooperatively with the Board of Regents and the campuses to establish planning policies, personnel rules, and accounting procedures, to collect and analyze data, and to serve a variety of other functions in administering the UW System.

#### **3.2 CHANCELLOR**

The Chancellor is the Chief Executive Officer of the University and is vested with the responsibility of administering the policies of the Board of Regents under the coordinating direction of the UW System President and is accountable and reports to the President and the Board on the operation and administration of the University. Subject to Board policy, the Chancellor in consultation with the faculty is responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual salary adjustments; administering associated auxiliary services; administering all funds, from whatever source, allocated, generated or intended for use by the institution; and, providing for the general welfare of the institution.

In carrying out his/her administrative responsibilities, the Chancellor consults with, and delegates assignments to, members of the Chancellor's Cabinet. The Cabinet members are: the Provost/Vice Chancellor, the Vice Chancellor for Administration and Finance, the Assistant Chancellor for University Advancement, the Dean of Faculties, the Dean of Students, and the Director of University Relations.

#### **3.3 PROVOST/VICE CHANCELLOR**

The Provost/Vice Chancellor is the Chief Academic Officer and the Chief Operating Officer of the University. In these capacities, he/she consults with, and delegates assignments to: the Dean of Faculties on academic matters such as instructional staffing, academic standards and program development; the Assistant Vice Chancellor/Director of Enrollment Services in the areas of enrollment planning and student support services; the Director of Continuing Education and Extension on external programming and small business educational consulting; and the Chief Information Officer on matters relating to information technology support for all academic and administrative endeavors. In addition, the Provost/Vice Chancellor works with students, faculty and staff, on matters of University governance, and serves as the Chief Executive Officer of the University in the absence of the Chancellor.

### **3.3.1 Dean of Faculties**

The Dean of Faculties provides leadership in the development, promotion and continual improvement of all graduate and undergraduate academic programs; works to procure and allocate resources to the academic programs based on student demand and the goals of the Strategic Plan; works with departments and governance groups to develop and/or improve academic personnel policies and other related operating procedures; and, promotes and coordinates professional development opportunities for the faculty and teaching academic staff. The Dean of Faculties reports to the Provost/Vice Chancellor and supervises the activities of the Department Chairs.

#### **3.3.1.1 Departments**

Fifteen departments carry out the UW-Superior mission through the offering of quality educational opportunities in more than 30 undergraduate academic majors and six graduate programs. Each department is administered by a department chair. The majors are coordinated by their respective Departmental faculty.

Biology  
 Business and Economics  
 Chemistry  
 Communicating Arts  
 Counseling and Psychological Professions  
 Educational Administration  
 History, Politics, and Society  
 Human Behavior and Diversity  
 Health and Human Performance  
 Language and Literature  
 Library Science  
 Mathematics & Computer Sciences  
 Music  
 Teacher Education  
 Visual Arts

#### **3.3.1.2 Department Chair Duties and Responsibilities**

The Department Chair is the chief representative of the department in the formal administrative structure of the University. The chair is elected/recommended by the department and appointed by the Chancellor or designee. The appointment will normally be for a three-year period with the opportunity for re-election and reappointment. The chair may be removed during her/his term of office by the Chancellor or designee after consultation with the department. The chair may also be removed by a recommendation for removal approved by two thirds of the department faculty and approved by the Chancellor or designee. In the event the chair resigns during the term of office the department faculty will vote to recommend a replacement to the Chancellor or designee for the remaining term of office. The Chair will be given assigned time for at least 25% for this appointment and a stipend for the summer session to support his/her administrative responsibilities.

The Chair's appointment includes the responsibility to act as the facilitator of departmental goals. The Chair will provide the formal input to the administration received through consultation with the departmental peers on all recommended policy and administrative changes which could affect the department's operations. The Chair will interact with other department Chairs to insure connection and a systematic approach to reaching the mission, goals, and strategic objectives of the University.

The Chair will 1) prepare the Department's Annual Report; 2) prepare and monitor the department's operating budget; 3) implement and monitor the compliance of the department to UW System, University and Departmental Personnel Rules and

Procedures and general academic policies; 4) facilitate departmental curriculum revisions and implementation; 5) facilitate the deployment of material and human resources by developing class schedules and teaching assignments; 6) schedule and preside over department meetings; 7) respond to requests for information/assistance on behalf of the department; 8) serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts; 9) promote a team effort within the department for addressing departmental and institutional issues; and 10) facilitate implementation of revisions in catalog copy/web sites/policies which address departmental curriculum issues.

### **3.3.1.3 Department Chair Selection**

The Chancellor appoints department chairs to a three-year term following an advisory election held by the department. Any member of the department holding the rank of Assistant Professor or higher may serve as chair. All department members holding at least a half-time faculty appointment, and those members of the academic staff granted faculty status by the department, may cast ballots in the advisory election.

Prior to the election, the Dean of Faculties will prepare a ballot containing the names of department members who are eligible to serve as chair. This ballot is distributed to the department members who are eligible to vote in the advisory election. The completed ballots are returned to the Dean of Faculties who tabulates the results of the election and submits them with a recommendation to the Provost. The Provost in turn submits the results and a recommendation to the Chancellor. If the Chancellor does not concur with the outcome of the election, the Dean will be asked to conduct another advisory election.

### **3.3.2 Assistant Vice Chancellor/Director of Enrollment Services**

The Assistant Vice Chancellor/Director of Enrollment Services provides leadership for enrollment management and the enrollment services units (admissions, advisement, financial aid, records and registration, career planning/placement, student support services, veteran's affairs); works with enrollment services units to provide high quality student services and to implement the recruitment and retention goals of the Strategic Plan; assists the Provost/Vice Chancellor in preparing external proposals and reports, in arranging and coordinating campus-wide events; and, promotes and coordinates professional development opportunities for the enrollment services staff. The Assistant Vice Chancellor/Director of Enrollment Services reports to the Provost/Vice Chancellor and supervises the activities of the directors of student services units.

#### **3.3.2.1 Admissions**

The undergraduate Office of Admissions administers three functions. One is generally described as a public relations effort to create awareness of and knowledge about the University through mass media, targeted media, community and social gatherings, and one-on-one contact. Guided by the Strategic Marketing plan, Admissions works with faculty/staff, the Enrollment Management Committee, and the Marketing Group with the primary objective of reaching enrollment targets consisting of special adults, transfer students and new freshmen. Another function is pre-enrollment counseling. Most of the activities of this function are accomplished on a one-on-one basis in which the staff attempt to determine the needs of a potential student, assess if the University is an appropriate match for the student, and then provide information on how the University can meet the student's needs. The last component is directed at assisting students with information and advice on the process of enrolling at the University and it includes activities such as testing, advisement, transfer of credits, registration, and applying for financial aid and scholarships.

### **3.3.2.2 Advisement**

All new freshmen, transfers, reentry, special adults and continuing students are assigned an advisor by the Coordinator for Undergraduate Academic Advisement. The Office of Undergraduate Advisement is responsible for training new advisors, assisting administration in retention and enrollment management concerns, providing feedback to Academic Affairs, creating advisement folders, processing changes in student majors and advisors, provide data for degree audits, and maintain lines of communication between faculty, staff and students. All questions regarding student academic advisement should be directed to the Coordinator for Undergraduate Academic Advisement.

### **3.3.2.3 Career Center**

The Career Center assists students and alumni in making accurate vocational self-assessments, provides individual and group career counseling sessions, conducts job hunting workshops, assists students with graduate school selection/applications, manages on campus recruiting programs, maintains a career resource library, processes credential requests, and publishes a weekly vacancy bulletin.

### **3.3.2.4 Financial Aid**

Due to the ever-changing regulatory system of disbursing federal and state financial aid, faculty and staff should become familiar with a referral procedure through which they can direct students with financial concerns to the appropriate office. UWSuperior Financial Aid Office is located in Old Main 110. The office is staffed with aid professionals who are able to identify student financial problem areas and solutions, coordinating federal, state and institutional resources.

#### **3.3.2.4.1 Student Employment Opportunities**

The terms, policies and procedures governing the student work program are outlined and explained in the Work Study and Student Assistant-Supervisor's Manual and Student Employee Handbook. These source-books are updated regularly and are available through the Student Financial Aids Office. In that our policy is reviewed and improved upon regularly, it is incumbent on prospective supervisors and employees to obtain current copies whenever entering a work relationship.

### **3.3.2.5 Registrar**

The Registrar's Office maintains the permanent academic records of students, organizes the scheduling of classes, organizes the production of the University catalog, supervises registration and validation, coordinates cross-registration with cooperating campuses, issues and processes drop/add forms, withdrawals and cancellations, repeat course cards, pass/fail agreements, probations, suspensions and reinstatements, petitions for exceptions to policy, determines residency status, determines athletic eligibility, verifies and processes veteran enrollment, processes transcript requests for students and alumni, processes student loan deferments, admits re-entry students, produces and collects grade rosters, processes grade changes, documents student standing, processes academic honors, and clears students for graduation.

#### **3.3.2.5.1 Veterans Programs**

Veterans Programs are approved by the Wisconsin Educational Approval Board for the training of veterans. At UW-Superior, the Registrars Office, located in Old Main, is responsible for assisting veteran students in applying for educational benefits as well as providing information regarding educational programs administered by the Wisconsin Department of Veteran Affairs.

At the start of each academic year, veteran students need to inform the Registrar's Office of their intent to receive VA educational benefits. The Registrar's Office at that time will submit the appropriate VA paperwork certifying the student's enrollment.

Veteran students will receive a monthly check as long as they remain in school. The amount based on their total credit load. It is important that students notify the Registrar's Office if there is a change in their credit load during a term.

Veteran students having questions concerning benefits other than educational benefits are urged to contact the Douglas County Veterans Service Office located at the Douglas County Court House, 1313 Belknap Street, Superior, telephone 715/394-0331.

### **3.3.2.6 Student Support Services**

Student Support Services is a federally funded program designed to serve those students with college ability but without college level expertise. According to federal guidelines, Special Services is required to serve students who fall into one or more of the following categories:

First generation-college educated (neither parent has a 4-year college degree)

Low income individual

Physically handicapped

The target group is the academically deficient, however, any students qualifying through the above mentioned criteria are encouraged to use counseling (see sections 3.3.2.2 and 3.3.2.3), writing, and study skills services. These services are available during normal working hours. Special arrangements can be made as the situation dictates.

The Writing Center offers students tutorial assistance for courses involving writing skills. Tutors help with general theme structure, grammar, punctuation, sentence patterns and paragraph development, as well as use of word processors. Students can drop in or make an appointment to work with a tutor. Referrals can be made by instructors or students can self-refer.

### **3.3.2.7 Testing Services**

Testing activities are conducted through the Office of Enrollment Services. UW-Superior serves as a site for the American College Testing program (ACT), and the College Level Examination Program (CLEP).

Other testing activities are conducted through Enrollment Services departments. Career interest tests and some tests required for graduate school admission are available on campus through the Career Center. If the tests are not available on campus, the Career Center will serve as a referral.

### **3.3.3 Center for Continuing Education/Extension**

The Office of Continuing Education and Extension develops, promotes and delivers continuing education programming through credit and non-credit courses, workshops, conferences and other events. The Office also works with UW-Cooperative Extension and the Small Business Development Center in planning, budgeting and delivering educational programs and one-to-one consulting and counseling services to citizens and small business owners/managers in the UW-Superior service area. This office is also responsible for the Youth Summer programs.

UW-Superior, through its Interinstitutional Agreement (IIA) with University of Wisconsin-Extension, is responsible for extending lifelong education opportunities to citizens of

Burnett, Douglas, Washburn, Bayfield, Sawyer, Ashland, Iron, Price, Villas, and Oneida Counties.

### **3.3.3.1 Statewide Extension Program**

Statewide, University of Wisconsin-Extension is divided into the following three Units:

Cooperative Extension is responsible for educational efforts supported by the joint federal, state, and county partnerships established under the provisions of the Smith-Lever Act.

Continuing Education Extension is responsible for development of continuing education opportunities, both credit and non-credit, accessible to the people of the state.

Extension Communications is responsible for assisting the UW System and UW-Extension to deliver lifelong education to the citizens of the state through technological delivery methods. This includes programming on the Educational Telephone Network (ETN), teleconferencing systems, satellite uplinks, and public radio and television. Media Resources and radio station KUWS are UW-Superior's link to the Division of Extension Communications.

### **3.3.3.2 UW-Superior Extension Programs**

UW-Superior has collaborative appointments with Cooperative Extension in three programmatic areas: Environmental Resources, the Center for Economic Development, and the Northern District.

UW-Superior Continuing Education Extension programs are the Business Development Center, Education Outreach, Credit Outreach, Liberal Studies, and Health and Human Services.

### **3.3.4 Extended Degree Program**

The University of Wisconsin-Superior Extended Degree Program is a part of the UW System network of extended degree programs which provide adults the opportunity to complete undergraduate degrees. The UW-Superior program offers an individualized major in an extended format to adults who do not have access to regular, on-campus instructional programs due to work requirements, family responsibilities, or geographic location. The Extended Degree Program recognizes college-level learning which occurs outside the classroom, offers competency based instruction and evaluation, and provides a flexible calendar for enrollment and completion of learning experiences.

### **3.3.5 Information and Instructional Technology Services**

Information and Instructional Technology Services (IITS) is a group of units established to provide information and technology resources, and expertise and service in the use of these resources, for students, faculty and staff. The IITS units are the Library, Computing and Media Services, and Administrative Information Services.

#### **3.3.5.1 Chief Information Officer**

The Chief Information Officer (CIO) represents the University, both internally and externally, as the spokesperson for information technology services. In this capacity the CIO works with his/her colleagues at other UW campuses in developing UW System plans and policies for the procurement and use of information technology resources. The CIO is elected for a three-year term by the directors of the IITS units.

#### **3.3.5.2 Library**

The Library makes available information resources and services, in a variety of formats, to meet the curriculum and learning needs of students and the teaching, learning, and scholarly activities of the faculty. The Library collection balances information in traditional formats with those available on-line. Information literacy

instruction, inter-library loan, reference, computer labs, and System-wide access to information are some of the services provided by the Library. Specialized collections and services include Government Documents and the Legal Resource Center. The Library has cooperative agreements with other libraries in the local area including reciprocal borrowing agreements with the University of Minnesota-Duluth, the College of St. Scholastica, and the Superior Public Library.

### **3.3.5.3 Computing and Media Services**

Computing and Media Services provides desktop computing support for all faculty, staff, and students. This support includes a help desk, training service for standard software, purchasing advice for hardware and software, and staff support in student laboratories. Media services for teaching and learning include production of instructional media, technology loan, user seminars, planning for new or updated learning facilities, and access and support for distance learning systems.

### **3.3.5.4 Administrative Information Services**

The office of Administrative Information Services (AIS) is responsible for the installation, development and production of information systems essential to the operation of the University. This involves supporting the software and hardware systems for student records, financials, human resources, telephones and the web. AIS also supports all aspects of campus and wide area networking including the installation and configuration of network connections.

### **3.3.6 Learning Technology Development Center (LTDC)**

The Learning Technology Development Center provides leadership and support in the use of technology to improve teaching and learning. Support activities include providing support for multimedia instruction, creating and managing on-line courses and promoting high touch and high tech teaching and learning.

### **3.3.7 Assessment**

The Office of Assessment collects and analyzes student educational output information, conducts annual longitudinal studies for ACT-COMP, PPST, and alumni and employer satisfaction surveys. In addition this Office works with the Assessment Committee in designing and conducting major program and general education assessment methodologies.

### **3.3.8 Institutional Research**

The Office of Institutional Research and Grants Coordination collects, analyzes and reports institutional data needed for enrollment management, enrollment projections, strategic planning, budgeting, accountability and other reports in response to internal and external requests.

### **3.3.9 Grants Coordinator**

This Office serves as a clearinghouse for grant information and applications for external funding by maintaining records of funding sources and UW-Superior applications to these sources.

### **3.3.10 Lake Superior Research Institute**

LSRI is a research and educational unit of the University. Its mission is to conduct research on physical, chemical and biological factors affecting Lake Superior and the nation's surface waters; and to educate the public on Lake Superior and its tributaries, as well as on methods of performing research investigations in aquatic systems.

The Institute performs biological and chemical research, and provides environmental education. Research efforts have included studies in aquatic toxicology, sediment quality, microbial degradation of chemicals, taxonomy of plants and invertebrates, and populations of fish and invertebrates. Educational efforts have included Lake Superior

cruises aboard the L.L. Smith, Jr., summer science programs for minority high school students, and the offering of college courses in environmental toxicology.

LSRI utilizes campus research laboratories, and University vessels in its programs, and hires UW-Superior students to assist in these projects. Projects have been supported by the Environmental Protection Agency, National Park Service, National Science Foundation, Army Corps of Engineers, Fish and Wildlife Service, Dept. of Transportation, Bureau of Indian Affairs, Wisconsin Dept. of Natural Resources, Chemical Manufacturers Association, and numerous private agencies.

### **3.3.11 Transportation and Logistics Education and Research Center**

The Transportation and Logistics Education Research Center serves as both clearinghouse and focal point for applied research projects, student internships and employee training programs. These projects and programs connect the transportation industry and its workers to students and faculty in the baccalaureate program in Transportation and Logistics Management. Through the Center's activities transportation businesses receive consultative planning advice, specialized training, and certificate programs while students gain on-the-job experience.

## **3.4 DEAN OF STUDENTS**

This office directs the basic human services necessary for student development such as housing and food services, health services and counseling, as well as other services that assist in the affective and social development: orientation, student activities, discipline, and day care. The physical development of students in the Dean of Students' areas include: athletics, recreation and intramurals, the personal safety needs of students and faculty, campus safety; the appreciation of diversity through the multicultural office and activities, the American Indian Center and international student coordinator's office; and the ancillary services, bookstore and parking services.

### **3.4.1 Athletics**

Intercollegiate women's sports are softball, basketball, volleyball, hockey, golf, soccer, track, and cross-country.

The intercollegiate men's programs are soccer, baseball, hockey, basketball, track, and cross-country.

All sports are non-scholarship and compete in the NCAA Division III Conference.

### **3.4.2 Campus Safety**

The Campus Safety Department is a service agency providing assistance to the students, faculty and staff on the campus. The primary function of the department is to provide basic security, assist in crime investigations, disturbances or accidents, develop crime awareness programs and patrol the campus buildings and grounds. Located in the Rothwell Student Center, persons requiring the services of Campus Safety can contact them 24 hours a day at 715/394-8114.

### **3.4.3 Campus Volunteer Group**

The Campus Volunteer Group is a student organization, advised by staff, that provides community service and service learning opportunities to all members of the campus community. The group is based out of the Campus Volunteer Center in Rothwell Student Center and works with other campus organizations to provide a variety of service projects.

### **3.4.4 Center for American Indian Studies**

The American Indian Services Specialist will assist students in the areas of general advisement, cultural counseling, advocacy, financial assistance, as well as helping to meet other needs.

### **3.4.5 Day Care Center**

Children of UW-Superior students, faculty and staff are welcome at the Children's Center. The Center is licensed to care for children 6 weeks to 10 years of age.

The Center staff provide educational based programs as well as supervised free play to develop each child's independence and creativity, along with some scheduled activities such as music, story time and art activities. The certified and degree staff seek to provide supportive attention and encouragement to meet each child's needs. Registration for children is encouraged early as spaces fill up quickly. The Children's Center is located in the basement of Sundquist Hall.

### **3.4.6 Health Services/Personal Counseling**

Student Health Services is located in Sundquist Hall. The University nurse practitioner is on duty Monday - Friday from 9:00 a.m. to 4:00 p.m. A University physician is available.

All students registered at the University whose activity fee has been paid are eligible to use the Health and Counseling Services. Tests are available for common health infections. Stress and weight counseling is available. Major medical problems are referred to community professionals. Personal counseling is available to assist students in personal and social adjustments to help support their academic role. Referrals are made when indicated and confidentiality is assured. Health and Counseling are located in the same office suite.

### **3.4.7 International Student Services**

The office of International Student Services assists international students in all matters including immigrations, visa regulations and other social, personal and academic concerns. The International Student Advisor is housed in Old Main.

### **3.4.8 Intramurals and Recreation**

The University Intramural/Recreation staff welcomes the opportunity to serve the leisure needs of students at UW-Superior. We hope that students will take advantage of the low cost, numerous and varied programs offered not only on campus, but especially those through the "Northern Exposure" Outdoor Recreation Program that take students off campus to explore options of challenge. Programs range from scheduled tournaments and leagues in Gates Gym to off campus activities such as alpine and cross country skiing, fall camping, canoeing, dog sledding, plus much more in the great outdoors. The IM/REC main office is located in the lower level of the Rothwell Student Center.

### **3.4.9 Multicultural Student Affairs**

The Multicultural Student Affairs office is in Old Main. Students of color will receive assistance in the areas of advisement, financial assistance, counseling, advocacy, and many other forms of assistance from the staff.

### **3.4.10 New Student Orientation**

"YES UWS - You Equal Success at UW-Superior!"

The New Student Orientation program provides new and incoming students with the tools necessary to be successful in their college career at UW-Superior. Students are welcomed into the campus community through a variety of activities filled with opportunities to meet new friends, learn their way around campus and feel at home here in Superior.

Orientation Group Leaders, or OGL's, lead students in small and large group activities that challenge new students to explore the UW-Superior campus as well as themselves. The OGL's are very instrumental in assisting students in their transition to university life. There are three major goals OGL's strive for in leading Orientation groups: 1) enhancing individual readiness, 2) providing knowledge of the campus and its services; and 3) creating a sense of campus community.

The Orientation planning committee works in conjunction with a variety of departments across campus and has created a very successful program over the years.

#### **3.4.11 Parking**

Information and parking services are located at the corner of Belknap and Catlin Avenue in the historically restored M&C gas station. Annual permits as well as weekly, daily, and guest permits are available.

#### **3.4.12 Residence Life**

On campus housing provides a great opportunity for students to become acquainted with other students of various cultures and backgrounds. Many students may have problems adjusting to living with others and being away from home, but the trained live-in staff will assist students to deal with interpersonal problems and adjustment problems associated with the University environment. The Residence Life Office is located on the lower level of the Student Center.

#### **3.4.13 Rothwell Student Center**

Rothwell Student Center is the campus community center at UW-Superior. It is the gathering place for students, faculty, staff, alumni, and guests. It is a place where all can come to learn, relax, and play; a place to come to know and understand other people.

Rothwell Student Center is an integral part of the educational mission of the University. As the center of campus community life, RSC complements the academic experience by offering a variety of services and facilities, as well as cultural, educational, social and recreational programs.

Through its various boards, committees, and staff positions, RSC offers opportunities for first hand experience in citizenship. Rothwell Student Center educates students in leadership and social responsibility, fostering personal growth and self-realization.

Rothwell Student Center houses meeting rooms, lounges, study areas, food services, the University Bookstore, the Information Desk, University Student Senate, Intramurals/Recreation, Student Activities Board, Residence Life offices, computer labs, a Student Organization Center, the University Copy Center, and Campus Safety.

The Bookstore is open from 8:00 AM to 4:25 PM weekdays during the academic year. The bookstore is a shopper's market for souvenirs, clothes, gifts, art, classroom and other materials. The bookstore will cash checks and offers UPS and USPS services. Faculty may order all class textbooks and materials through the Bookstore.

#### **3.4.14 Student Activities Board - SAB**

The Student Activities Board is a student organization, advised by staff, that provides a wide variety of entertainment and programming opportunities for the campus community. Using the time and talent of students, SAB brings comedians, musicians, variety acts, local talent, films, lectures and much, much MORE to UW-Superior.

Students gain valuable leadership experience working in groups and with budgets, contracting, marketing and technical set-up of events. Through SAB's membership in the National Association of Campus Activities (NACA), there are opportunities to attend leadership workshops, regional conferences and national conventions. Here Students network with students from other campuses and sharpen interpersonal skills.

All students at UW-Superior are invited to get involved with the programming areas that include Comedy Shop, PubTime!, Family Weekend, Snow Week, Cinema, Travel, Community Service, and Promotions.

### **3.5 VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE**

Administration and Finance performs a variety of services including the following responsibilities:

**3.5.1 Accounting**

The accounting office performs financial reporting for the campus, controls the budget, reconciles and safeguards all external and internal accounting records, and designs and maintains all automated financial systems.

**3.5.2 Accounts Receivable**

Accounts receivable office administers the Perkins loan program, manages the accounts receivable system, performs all cashier functions, and operates a delinquent loan collection office.

**3.5.3 Accounts Payable**

Accounts payable office processes the payment of all campus financial obligations including payment of all vendor invoices, honoraria, travel expenses, refunds, reimbursements, cash transfers, and chargebacks.

**3.5.4 Budget Office**

The Budget Office coordinates the preparation of the budget for all areas of the campus; analyzes and inputs the entire campus budget.

**3.5.5 Internal Auditor**

The Internal Auditor performs auditing services for the entire campus to help insure adequate internal controls exist. This office also is the liaison with external audits of the campus.

**3.5.6 Human Resources/Affirmative Action**

Human Resources is responsible for all classified personnel functions (staffing, classification, evaluation, reporting, etc.), employee contract administration and grievance hearings, classified and unclassified payroll and benefits, and legal issues in employment. Assistance is given to the Administrative Officers/Directors in academic staff titling and related matters, and to the Affirmative Action Officer in data collection, reporting, and analysis.

**3.5.7 Facilities Management**

Facilities Management - its primary goal is to reliably and efficiently provide a physical environment and deliver essential logistical services to support and enhance the educational process at UW-Superior. Also, long term physical plant planning is performed in this office.

**3.5.8 Environmental Health and Safety**

Environmental Health and Safety deals with environmental health safety issues as they might affect students, faculty, staff, and other users.

**3.5.9 Purchasing**

The purchasing office assists campus offices in maintaining equipment inventory, controlling surplus property acquisitions/disposals, the bidding of vendor materials and services, conducting contract negotiations, and processing field orders, purchase requisitions and purchase orders. This Office also manages and supervises the mail room and copy center.

**3.5.10 Wessman Arena**

This facility is home to the UW-Superior women's and men's hockey programs as well as the Superior Senior High School boy's hockey program. The Superior Skate Club also calls the the Wessman Arena home. Hockey camps are conducted periodically in the summer months. During "non-ice" times (generally between March and September), the Arena hosts conventions, seminars, sport shows, car shows, wedding receptions and other events that require a large enclosed space. The Wessman Arena's construction

and current operation is a joint effort between the University of Wisconsin-Superior and City of Superior.

### **3.6 ASSISTANT CHANCELLOR FOR UNIVERSITY ADVANCEMENT**

The Office of University Advancement promotes the campus through the management, administration, coordination, and cooperation of University Relations, the UW-Superior Alumni Association, UW-Superior Foundation, faculty, students, staff, alumni, UW System personnel, local and state government, and institutional friends.

University Advancement builds relationships with the surrounding community, alumni and friends of the institution and initiates fund raising activities for the campus. It coordinates these efforts with the UW-Superior Foundation and its staff and the campus community. Key to the efforts of this office is the overall coordination of fund-raising activities and donor recognition programs.

The Advancement personnel are also liaisons to the UW-Superior Alumni association. These efforts promote UW-Superior through events and advocacy focusing on alumni and friends of the institution.

#### **3.6.1 University Relations**

The University Relations staff manages the information and image sector of University Advancement. The office maintains the campus news bureau, contracts off-set printing operations, community relations activities, web home page, information services and marketing efforts. University Relations also maintains the University signature and manages its external use and other aspects of maintaining a consistent institutional image.

### **3.7 SUPPORTIVE ORGANIZATIONS**

#### **3.7.1 UW-Superior Alumni Association, Inc.**

The UW-Superior Alumni Association, Inc. exists to promote, support and serve the University, its students and community in the achievement of their common goals through the involvement of its members and friends. Its volunteer members and directors sponsor events and activities which further the mission of UW-Superior within the local and worldwide community of the institution's alumni. Its operational functions and executive secretary functions are located with the Office of University Advancement.

#### **3.7.2 UW-Superior Chancellor's Council of Advisors**

The UW-Superior Chancellor's Council of Advisors was created for the purpose of obtaining information about the University's mission and activities; to advise and assist the Chancellor in improving relations and communications with the University's various constituencies and, in consultation with the Chancellor, choose one or more projects each year for special study and review.

The Council consists of members appointed to three-year terms, representing the University's service area and broadly representative of the public it serves.

#### **3.7.3 UW-Superior Foundation, Inc.**

The UW-Superior Foundation is a non-profit corporation, incorporated under the laws of the State of Wisconsin and established to assist the University through the acquisition of private gifts to serve educational, literary and scientific purposes. Voluntary gifts from private sources are used to provide students scholarships, to support educational innovation and, in general, to enhance the University's margin of excellence.

The Foundation is governed by a citizen Board of Directors which meets at least once each year with the corporate membership. The Executive Committee of the Board meets monthly to oversee the Foundation's investment program and make policy decisions.