



Technology@UWGB Governance Charter

Campus Calendar Workgroup

A sub-group of the Information Technology Administrative

Advisory & User Group Teams

The Campus Calendar Workgroup provides oversight and sets priorities for optimizing the full potential of all aspects of the Campus Calendar, including its development, layout, maintenance, and upgrades. The goal is to have one calendar system with a complete picture of what is happening on campus, providing a full overview of events, lectures, meetings, activities, and performances for students, faculty/staff, and the public.

The Campus Calendar Workgroup is a Technology @ UWGB Governance advisory committee.

Objectives

Analyze the current state of the Campus Calendar, including the current processes of how events are added, updated, accessed, and displayed on the calendar.

Create and maintain all policies, procedures, standards, practices, priorities and recommendations relating to the content, functionality and usage of the calendar.

Expand the adoption and use of the Campus Calendar and increase student, faculty/staff, and public awareness.

Develop, expand and maintain functional and technical resources for the Campus Calendar, ensuring that the calendar is updated in a timely manner with thoughtful event summaries and pictures/marketing (if available). Define, document, and administer responsibilities of the resources.

Train users or provide training documentation.

Provide a single point of contact to the UWGB University community for all issues concerning the Campus Calendar.

Structure

A member of University Inclusivity & Student Affairs and a member of the Division of Information Technology serve as co-chairs. These individuals have the knowledge of importing events and have the technical knowledge of existing event program knowledge (EMS) and how it impacts the Campus Calendar.

Advisory team – functions as a high-level campus-wide guiding group that reports both to Information Technology and the User group.

User group – Represents all active users or stakeholders in the Campus Calendar.

Advisory Team Members

Staci Baumann, University Inclusivity & Student Affairs, co-chair



Paul Wikgren, Information Technology, EAI, co-chair
Kimberly Vlies, Marketing & University Communications
Ryan Martin, Academic Affairs Rep
Frankie Rabas, Student Affairs, Marketing & Graphic Design Specialist

Calendar Managers

Lisa Francl, Manitowoc Campus
Linda Hornick, Marinette Campus
James Schramm, Sheboygan Campus
Jeff Krueger, University Recreation UREC
Joseph Daniels, Green Bay Athletics
Stephanie Maufort, Weidner Center
Troy Williams, Weidner Center
Patricia Adams, Theatre & Dance

User Group Members

Staci Baumann, University Inclusivity & Student Affairs, co-chair
Paul Wikgren, Information Technology, EAI, co-chair
Drew Ryan, Information Technology, EAI - Web Development
Mai Lo Lee, Multi-Ethnic Student Affairs (MESA)
Adam Neveau, Residence Life
Adam Novotny, Student Engagement
Frankie Rabas, University Union
Kimberly Vlies, Marketing and University Communication
Stacie Christian, Pride Center and Inclusive Excellence
Andrea Felmer, Continuing Education & Community Engagement
Mary Kate Ontandea, Alumni Relations
Dan Vende Yacht, Registrar
Julie Flenz, Human Resources
Luke Konkol, Center for the Advancement of Teaching & Learning (CATL)
Nicole Wirkuty, Student Billing Resources
Kathleen Gajeski, UW-Green Bay Libraries
Mary Kate Ontaneda, Chancellors Office
Kim Mezger, SOFAS

Operating Principles

Meetings are held monthly, or as determined by the committee.

Campus Calendar Setup

List of current licensed calendars

- Student Events
- Student Org Meetings
- Housing & Residence Life
- Art, Music, and Theatre
- Human Mosaic
- Rec, Fitness, Intramurals



UNIVERSITY of WISCONSIN
GREEN BAY

- Green Bay Athletics
- Academics
- Meetings
- Manitowoc Campus
- Marinette Campus
- Sheboygan Campus