

Wittenberg University
Administrative Planning Calendar 2009-2010

Date	Event	Location	Time	Event Owner	President's Role	Notes
JULY 2009 Events						
July 3	Independence Day- No Classes in Session; Offices Closed					
July 13-14	Board of Directors Executive Retreat					
July 23	Overlap Term Ends			Moore		
JULY Processes						
July 15-September 15	Performance Management: Goal Setting			Supervisors		
AUGUST Events						
August 5-7	Admission's Summer Program	CDR/Alumni Way	9-11:30 am; 2-4:30 pm	Matesich	BR	* 2 sessions each day
August 6-20	Summer College Program Begins			Bladh		
August 7	Summer Term II Ends			Moore		
August 8	Electrical Shutdown (excluding rental properties)		6 a.m.-6 p.m.	Paulsen		
August 11	End of Summer Picnic	Reci end of Hollow	11:30 a.m.-1:30 p.m.	Massaro	A	
August 13-14	Senior Staff Retreat			Massaro		
August 17	Summer Flextime Ends			Human Resources		
August 17-18	New Faculty Orientation			Buckman	BR	
August 19	Opening Faculty Coffee	Bayley Auditorium	9-11 a.m.	Dunn	BR	
August 20-23	New Student Days			DeVilbiss		
August 20	Move-In Day	Residence Halls	8-11 a.m.	DeVilbiss	A	
August 20	Worship Service	Weaver Chapel	11:15 a.m.	R. Tune	BR	
August 20	New Student Assembly	Commencement Hollow	1-1:45 p.m.	DeVilbiss	BR	
August 20	Opening Assembly	HPERC Arena	1:45-3 p.m.	DeVilbiss	SP	
August 20	President's Reception	BP House	4-5:30 p.m.	DeVilbiss	H	
August 21	Ramadan begins at sundown					
August 24	Classes Begin			Campbell		
August 27	Passport to Springfield	Student Center	5-7 p.m.	McCustion	A	
SEPTEMBER Events						
September 3	Student Activities Fair and All Campus Picnic	Alumni Way	5-8 p.m.	DeVilbiss	A	
September 5	New Student Service Plunge	Alumni Way	11 am-4 pm	Collier	A	
September 7	Labor Day - Classes in Session; Offices Closed					
September 9	Witt Series: Opening Convocation--David Rusk	Weaver Chapel	11 a.m.	Fox	BR	
September 15	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
September 18	Rosh Hashanah Begins at Sundown					

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September 20	(Eid) al Fitr Begins at Sundown					
September 22	Chair/Director Meeting	262 Kuss Science Center	4 p.m.	Bladh		
September 23	Staff Coffee	CDR	9:30-10:30 a.m.	Massaro	SP	
September 24	New Staff Orientation	105 Shoumlin	8:30 a.m.-1:00 p.m.	Massaro	SP	
September 25-27	Family Weekend			D. White		
September 26	President's Coffee	105 Shoumlin	10 a.m.	D. White	H	
September 26	Senior Wine & Cheese	Science Center	4-6 p.m.	Beals	BR	
September 27	Yom Kippur begins at sundown					
September 29	TIAA-CREF Sessions	Admission Conf. Rm.	9 a.m.-4 p.m.	Shafer		
SEPTEMBER Processes						
September	Board of Directors Email Update			Marr		
September	Budget: Planning for 2010-2011 begins. Review preliminary planning assumptions.			Kitchen/DeWitt		
OCTOBER Events						
October 1	Witt Series: Leventhal Lecture--Greg Mortenson	HPERC Arena	7:30 p.m.	Fox	BR	
October 3	Admission Fall Visit Day	Bayley Auditorium	8 a.m.-3 p.m.	Matesich	BR	
October 6	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
October 12	Admission Math and Science Visit Day	TBA	TBA	Jusiewicz	BR	
October 13	Chair/Director Meeting	262 Kuss Science	4 p.m.	Bladh		
October 16	Admission Fall Visit Day	Bayley Auditorium	8 a.m.-3 p.m.	Matesich	BR	
October 16	Admission Multi-Cultural Visit Day	TBA	9 a.m.-3 p.m.	Gresham	BR	
October 19-20	Fall Break- No Classes; Offices Open					
October 21	Unity March	Alumni Way	4 p.m.	Wortham	A	
October 22	Board of Directors Orientation	Li Room	6 p.m.	Marr	BR	
October 22-24	Alumni Board Meeting	Bayley Alumni House		Beals	BR	
October 23-24	Board of Directors Meeting			Marr		
October 23	Board Partners Luncheon			L. Erickson		
October 23-25	Homecoming/Alumni Weekend			Beals		
October 23	Athletic Hall of Honor	Marriott	6-9 p.m.	Beals	BR	
October 24	Awards Brunch	CDR	9:30 a.m.	Beals	BR	
October 25	Worship Service	Weaver Chapel	11 a.m.	R. Tune	A	

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October 25	Witt Series: Festival Choral Eucharist for Reformation--The Rev. Elizabeth Eaton	Weaver Chapel	7:30 p.m.	A. Tune/Fox	BR	
October 26	Witt Series: Sauer Symposium--Deanna Thompson	Bayley Auditorium	7:30 p.m.	A. Tune/Fox	BR	
October 27	TIAA-CREF Sessions	Admission Conf. Rm.	9 a.m.-4 p.m.	Shafer		
October 30	Staff Coffee	CDR	9:30-10:30 a.m.	Massaro	SP	
October 31	Make A Difference Day	Gus Geil Lounge	9 a.m.-1:30 p.m.	Collier		
OCTOBER Processes						
October	Budget: Notice to Dept. Directors for budget requests			DeWitt		
October	Budget: Notice to Dept. Chairs for budget requests			Bladh		
October	Budget: Begin discussion with EMG in consultation with HRC			Hunt/Kitchen		
October 15	Official Census Date			Campbell		
October 26-30	Academic Advising Week					
NOVEMBER Events						
November 3	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
November 10	Witt Series: Literary Program--Joseph O'Neill	Bayley Auditorium	7:30 p.m.	Fox	BR	
November 10	Chair/Director Meeting	262 Kuss Science Center	4 p.m.	Bladh		
November 14	Admission Fall Visit Day	Bayley Auditorium	8 a.m.-3 p.m.	Matesich	BR	
November 14	Witt Guild Style Show	Courtyard by Marriott	10:00 a.m.	Himes		
November 24	TIAA-CREF Sessions	Admission Conf. Rm.	9 a.m.-4 p.m.	Shafer		
November 25-29	Thanksgiving Break- No Classes					
November 26-27	Thanksgiving Break-Offices Closed					
November 26	(Eid) al Adha begins at sundown					
NOVEMBER Processes						
November	Board of Directors Email Update			Marr		
November	Budget: Enrollment Planning Assumptions Finalized			Hunt/Kitchen		
November	Budget: Budget Requests Due			DeWitt		
DECEMBER Events						

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December 1	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
December 7	Emerging Leaders Program Finale	Ness Auditorium	7 p.m.	C. Stevens	BR	
December 8	Chair/Director Meeting	262 Kuss Science Center	4 p.m.	Bladh		
December 9	Reci Caroling	Recitation Lobby	10 a.m.	Massaro		
December 11	Witt Series: Lessons and Carols	Weaver Chapel	7:30 p.m.	R. Tune/Fox	BR	
December 11	Classes End					
December 11-19	Hanukkah Begins at sundown (8 days)					
December 12	Reading Day			Bladh		
December 13	President's Holiday Open House	BP House	5-8 p.m.	L. Erickson	H	
December 13	Midnight Breakfast	CDR	11 p.m.-12:30 a.m.	D. White	A	
December 14	Rotary Christmas Party	Smith Arena	10:30 a.m.-2 p.m.	L. Erickson		
December 14-18	Final Exams					
December 17	Islamic New Year begins at sundown					
December 18	Support Staff Luncheon	CDR	11 a.m.-1 p.m.	Massaro	BR	
December 19- January 10	Winter Break- No Classes in Session					
December 24-25	Christmas Holiday- Offices Closed					
December 26	Kwanzaa					
December 27	Ashura					
December 31-January 1	New Year's holidays--offices closed					
DECEMBER Processes						
December	Budget: Staffing Requests prepared for Senior Staff Review			Department Chairs and Supervisors		
JANUARY 2010 Events						
January 10	German Epiphany Service	Weaver Chapel	7:30 p.m.	A. Tune		
January 11	Spring Semester Classes Begin					
January 16	Martin Luther King Day of Service	Gus Geil Lounge	11 a.m.-4 p.m.	Collier		
January 18	Martin Luther King March	Springfield Museum of Art	8:30 a.m.	Wortham	BR	
January 18	MLK Convocation--Elizabeth Alexander	Weaver Chapel	11 a.m.	Fox	BR	
	Convocation Luncheon	CDR	12 noon	Fox	A	
January 19	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
January 26	Faculty Retreat			Buckman	A	
January 29-30	Board of Directors Meeting			Marr		
JANUARY Processes						

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January	Budget: Capital Budget requests for 2010-11 due. Deadline for changes in line item expense budget for 2009-10.			DeWitt		
January 1-February 15	Performance Management: Mid-Year Review			Supervisors		
	Performance Management: Upward Feedback			Staff		
January 29-30	Board approves tuition, fees, room & board, Witt Fellows and Honorary degrees			Senior Staff		
FEBRUARY Events						
February 2	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
February 2	Candlemas	Weaver Chapel	7:30 p.m.	A. Tune		
February 4-6	Alumni Board Executive Committee Meeting	Bayley Alumni House		Beals		
February 4	Witt Series: IBM Endowed Lecture--Keith Devlin	Bayley Auditorium	7:30 p.m.	Fox		
February 4	100 Days Til Graduation	Recitation Lobby	9-11 p.m.	Beals	BR	
February 6	Admission Scholarship Visit Day	CDR/Shouvlin	8 a.m.-4 p.m.	Matesich	BR	
February 9	Staff Coffee	CDR	9:30-10:30 a.m.	Massaro	SP	
February 9	Chair/Director Meeting	262 Kuss Science Center	4 p.m.	Bladh		
February 11	Administrative Services Award Luncheon	SCC	11:30 a.m.-2 p.m.	Massaro	A	
February 12	Admission Scholarship Visit Day	CDR/Shouvlin	8 a.m.-4 p.m.	Matesich	BR	
February 15	Admission Accepted Senior Visit Day	105 Shouvlin	9 a.m.-4 p.m.	Matesich	BR	
February 16	Witt Series: The Acting Company	CSCC PAC	7:30 p.m.	Fox	BR	
February 17	Ash Wednesday Worship Service	Weaver Chapel	7:30 p.m.	R. Tune		
February 18-20	Admission Broadwell Chinn Weekend	TBA	7 pm (18th); 10 a.m. (20th)	Gresham	BR	
February 20	Admission Scholarship Visit Day	CDR/Shouvlin	8 a.m.-4 p.m.	Matesich	BR	
February 26	Admission Scholarship Visit Day	CDR/Shouvlin	8 a.m.-4 p.m.	Matesich	BR	
FEBRUARY Processes						
February/March	Board of Directors Email Update			Marr		
February 8	Mail Tuition Letters to Parents/Students			Marr/DeWitt		
MARCH Events						
March 2	Witt Series: Chanticleer	Weaver Chapel	7:30 p.m.	Fox		
March 2	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
March 4-14	Choir Tour			Busarow		

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March 8-12	Spring Break- No Classes in Session; Offices Open					
March 16	Chair/Director Meeting	262 Kuss Science Center	4 p.m.	Bladh		
March 18	Witt Series: Kinnison Lecture--William Chester Jordan	Bayley Auditorium	7:30 PM	Fox	BR	
March 19	Home Choir Concert	Weaver Chapel	8 p.m.	Busarow		
March 20	Admission Accepted Senior Visit Day	CDR/Shouvlin	9 a.m.-4 p.m.	Matesich	BR	
March 22-26	Academic Advising Week					
March 26-28	Lil' Sibs Weekend			DeVilbiss		
March 29	Admission Tiger Day (Juniors)	TBA	TBA	Matesich	BR	
March 29	Passover begins at sundown					
MARCH Processes						
March	Budget: Faculty and staff salary spreadsheets developed			DeWitt		
APRIL Events						
April 1	Maundy Thursday					
April 2	Good Friday- No Classes in Session; Offices Closed					
April 4	Easter Sunday					
April 5 week	Witt Series: Visual Artist Lecture--Robert Kipniss '52	Kissell Auditorium	7:30 p.m.	Fox	BR	
April 6	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
April 7	Staff Coffee	CDR	9:30 – 10:30 a.m.	Massaro	SP	
April 9	Admission Accepted Senior Visit Day	CDR/Shouvlin	9 a.m.-4 p.m.	Matesich	BR	
April 10	Admission Multi-Cultural Parent Round Table	TBA	TBA	Gresham	BR	
April 10-11	Yom Hashoah					
April 12	Admission Counselor Visit Program	TBA	3-7 p.m.	L. Stevens	BR	
April 13	Chair/Director Meeting	262 Kuss Science Center	4 p.m.	Bladh		
April 15	Senior Salute	Myers Steps	4:30-5:30 p.m.	Beals	A	
April 15	President's Reception	Fountain	5:30- 6:30 p.m.	Beals	H	
April 15	Senior Circle	Bayley Alumni House	6:30-8:30 p.m.	Beals	A	
April 15-16	Alumni Board Meeting	Bayley Alumni House	11 a.m.-4:30 p.m., 7:45 a.m.-3 p.m.	Beals	BR	
April 16	Honors Convocation	Weaver Chapel	4 p.m.	Bladh	BR	
April 16	Honors Reception	Ness Auditorium	after convocation	Bladh	A	

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April 17	Admission Tiger Day (Juniors)	TBA	TBA	Matesich	BR	
April 21	CBS Walkout	Wittenberg Seal	10:20-11:45 a.m.	Wortham	A	
April 22	RA Dinner	105 Shouplin	6 p.m.	Jensen	H	
April 24	Celebrate Service	Alumni Way	11 a.m.-4 p.m.	Collier	BR	
APRIL Processes						
April	Board of Directors Email Update			Marr		
April	Budget: Faculty spreadsheets completed			Bladh/DeWitt		
April 15-July 31	Performance Management: Assessment			Supervisors		
MAY Events						
May 1	Wittfest	Myers Hollow	11 a.m.	DeVilbiss		
May 4	Faculty Meeting	Bayley Auditorium	3:45 p.m.	Incorvati	BR	
May 5	Classes End					
May 6	Reading Day			Bladh		
May 6	Exam Cram Jam	CDR	9-11 p.m.	D. White	A	
May 7-12	Final Exams					
May 7-8	Board of Directors Meeting			Marr		
May 7	Board Partners Annual Meeting			L. Erickson		
May 14	Honor Societies Luncheon	CDR	11:30 a.m.	Bladh	BR	
May 14	Baccalaureate	Weaver Chapel	2:15 p.m.	R. Tune	BR	
May 14	President's Reception	Ness Auditorium	after Baccalaureate	Marr	H	
May 15	Commencement	Hollow or HPERC	1:30 p.m.	Marr	SP	
May 17	Summer Flextime Begins			Human Resources		
May 18	Summer Term I Begins			Moore		
May 20-22	Synod Assembly	HPERC		Bates	BR	
May 31	Memorial Day- No Classes in Session; Offices Closed					
MAY Processes						
May 7-8	Board Meeting Agenda: Approve adopted budget for 2010-11, Tenure, Promotion & Emeritus			Senior Staff		
JUNE Events						
June TBA	Pre-Orientation			Bladh	SP	
June TBA	Pre-Orientation			Bladh	SP	
June TBA	Pre-Orientation			Bladh	SP	
June TBA	Pre-Orientation			Bladh	SP	
June 7	Overlap Term Begins			Moore		
JUNE Processes						

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June	Board of Directors Email Update			Marr		
JULY Events						
July 23	Upward Bound Summer Awards Banquet	Benham-Pence Student Center	6:30 p.m.	Chambers		