



May 4, 2020

RECEIVED
MAY 06 2020
BY.....

VIA CERTIFIED MAIL

The Wisconsin Department of Workforce Development
Dislocated Worker Unit
PO Box 7972
Madison, WI 53707

RE: Notice of Permanent Closing

Dear Members of the Dislocated Worker Unit:

Today we made the difficult announcement that Holy Family College, located at 2406 S. Alverno, Manitowoc, WI 54220, is permanently closing and ceasing all operations on or about August 29, 2020 with a phased wind down between now and then. Holy Family College is a tax-exempt organization, and therefore, not covered under the Wisconsin's Business Closing and Mass Layoff law (Wis. Stat. 109.07 et seq.) In addition, Holy Family College does not meet the threshold for coverage under the federal WARN Act. However, in an effort to keep open lines of communications with your office and our pledge to be transparent and engage with the community as our partners in this process, Holy Family College is providing the Dislocated Worker Unit with this notice. Holy Family College provided employees with notice of the closing on May 4, 2020. The Manitowoc Mayor has also received notice.

Please be advised that the College faces a number of unforeseen and rapidly developing circumstances that exceed our control and resources. These factors include our current and new enrollment, retention challenges and market challenges. The impact of COVID-19 accelerated our financial instability and created additional unforeseen circumstances for Holy Family College and our campus community.

Holy Family College anticipates separations will begin on June 13, 2020. A second wave of separations will occur on June 30, 2020 and the final separations will occur on August 29, 2020. All separations will be permanent. Please see the enclosure which identifies the job titles of the affected positions and the number of employees in each affected position, and outlines the anticipated schedule for separations. None of the Holy Family College employees are represented by a union, and no bumping rights exist.

We will work with our employees to ensure a smooth transition.

Should you have any other questions, please do not hesitate to contact me at 920.686.6138 or by email at Robert.Callahan@holyfamilycollege.edu.

Sincerely,

Dr. Robert B. Callahan
President

Enc. Affected Employee List



800-236-4752 or 920-684-6691



920-684-7082



holyfamilycollege.edu

2406 S. Alverno Road, Manitowoc, WI 54220-9319

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Holy Family College

AFFECTED POSITIONS

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Academic Affairs	2	June 13, 2020
	2	June 30, 2020
	1	August 29, 2020
Adjuncts	29	May 6, 2020
	1	May 30, 2020
	9	June 30, 2020
	10	August 29, 2020
Admissions	1	June 13, 2020
	2	June 30, 2020
Advancement	3	June 13, 2020
	1	June 30, 2020
Athletics	11	June 13, 2020
Business Office	1	June 13, 2020
	1	June 30, 2020
	1	August 29, 2020
Facilities	5	June 13, 2020
	2	June 30, 2020
Faculty	14	June 13, 2020
Financial Aid	1	August 29, 2020
HR	1	August 29, 2020
IT	1	August 29, 2020
Library	2	June 13, 2020
Marketing	1	June 13, 2020
Mission	2	June 13, 2020
Registrar	1	June 13, 2020
Student Services	4	June 13, 2020
	1	August 29, 2020



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