



**Joseph J. Zilber**  
**College of Public Health**

University of Wisconsin-Milwaukee  
Zilber College of Public Health  
PO Box 413  
Milwaukee, WI 53201

**Zilber College of Public Health**  
**November 14, 2023**

Recommendation of the Zilber College of Public Health to grant Ms. Sara Lueloff faculty voting rights in the Zilber College of Public Health

**Recommendation:**

The Zilber College of Public Health (ZCPH) faculty and dean submit to the UWM Faculty Senate a recommendation to grant Ms. Sara Lueloff faculty voting rights in the non-departmentalized ZCPH as stated in the UWM Faculty Policies and Procedures Chapter 2.02 Membership in College and School Faculties:

(4) a. Subject to the approval of the Faculty Senate, the Faculty of a college may designate members of its Academic Staff with training, experience and responsibility comparable to those in the Faculty ranks as voting members of its Faculty. If the college contains schools and/or departments, the Academic Staff must have been granted voting rights by the school or department prior to receiving voting rights in the college. If a school is departmentalized, the Academic Staff must have been granted voting rights in one of the departments of a school prior to receiving voting rights in the school. (Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

**Rationale:**

The ZCPH executive committee reviewed voting rights for request on September 22, 2023, and recommended unanimously that it be placed on the ZCPH Faculty Council agenda.

The Faculty Council of the ZCPH voted unanimously on October 27, 2023, to grant faculty voting rights to Ms. Lueloff. The ZCPH faculty chairs, Dr. Michael Laiosa and Dr. Ann Swartz have provided supporting evidence and materials.

**Supporting Materials:**

The ZCPH executive committee present that Ms. Lueloff has “training, experience and responsibility comparable to those in the faculty ranks” and thereby merits such rights.

- Appointment/Title: Clinical Assistant Professor, FitWell Program Director
- Status: Probationary
- Degree(s): MS
- Years of service: 1 year
- Training: Exercise Science, Personal Training, Group Exercise, Certified Wellness Coach

- Experience and Responsibilities: Extensive experience in both personal training, group exercise, wellness coaching and management in fitness facilities at UWM. Primary responsibilities in ZCPH include Director of the FitWell (formerly Sport & Rec) program, and instruction within BS and MS Kinesiology degree programs. As the Program Director, she leads all governance needs of the program, curriculum development, and manages the staff and ad hoc instructors. As such, college voting rights are essential for his position.
- CV: Current CV is attached.

DRAFT

# SARA J. LUELLOFF

5628 Bentwood Lane, Greendale, Wisconsin 53129 | 414-531-8164 | sarajean\_25@yahoo.com

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## OBJECTIVE

*Seeking to contribute superior management, teaching, and mentoring skills to UW-Milwaukee's Kinesiology Department while cultivating a positive, supportive, and engaging environment for staff and a meaningful college experience for students.*

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## EDUCATION

**Master of Science in Kinesiology, Exercise Physiology/Sport Psychology emphasis, 2010**  
*University of Wisconsin-Milwaukee, Milwaukee, Wisconsin*

**Bachelor of Science in Health Promotion/Wellness, 2003**  
*University of Wisconsin-Stevens Point, Stevens Point, Wisconsin*

**Bachelor of Science in Psychology, 2003**  
*University of Wisconsin-Stevens Point, Stevens Point, Wisconsin*

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## WORK EXPERIENCE

UNIVERSITY OF WISCONSIN-MILWAUKEE, UNIVERSITY RECREATION- Milwaukee, WI  
***Fitness Program Director & Outreach Coordinator*** August 2016-current  
***(Senior Student Services Coordinator)***

- Received a promotion and title change for taking initiative in creating a comprehensive marketing plan, spearheading the creation of a new department logo and marketing campaign, developing a student marketing team, and taking over coordinating all UREC outreach initiatives.
- Developed a comprehensive in-house training program for Personal Trainers consisting of a series of lectures, workshops, and practical assignments. I launched the program this Fall and have since trained and hired seven exceptional student Personal Trainers just this semester.
- Serve as a supervisor and mentor to Kinesiology student interns and help them gain practical real-world experience as well as professional transferable skills.
- Coach and mentor student fitness staff by spotting their skillsets, building on their strengths, challenging them to explore new skills, and helping them find their passion.
- Teach fitness workshops for Group Exercise Instructors and Personal Trainers on trending topics such as TRX Suspension Training, Cycling Formats, Creating Dynamic Warm-ups.
- Continually assess the health and fitness needs and interests of UWM students and develop relevant programs, such as Women on Weights which was launched this Fall with great success.
- Assess the department's fitness programs and services by setting annual learning outcomes and creating, implementing, and analyzing survey data utilizing Qualtrics and Microsoft Forms.
- Collaborate with the College of Health Sciences to host various events such as a Nutrition Fair and a Skills Test Fest to provide students with practical experience outside of the classroom.
- Create and deliver multi-media presentations to various campus groups to inform and engage with students regarding UREC and the benefits of participating in fitness & wellness on campus.
- Utilize the quality over quantity approach to decide which programs, services, and equipment to offer or cut to have the most impact with the least cost during times with strained budgets.

- Regularly take initiative within UREC to spearhead efforts that will positively impact our students such as creating a more inclusive environment within the Klotsche Center and Pavilion.
- Collaborate with other departments such as University Housing, Campus Cares and Health Promotion/Wellness to offer special events for students such as Find Your Fit (introduction to fitness classes in the residence halls), GLOW Zumba, and Outdoor Yoga.
- Coordinate UREC's participation in various campus events including "Love Your Body Day", the "Great American Smoke Out", and "Panther Pause – a campus wide study break".
- Oversee planning of the annual UREC Fest event, UWM's largest Fall Welcome event.
- Oversaw a \$120,000 fitness center upgrade in 2017 including purchasing all new selectorized weight equipment, designing a new weight room layout, selecting paint schemes and branding.
- Masterminded the remodeling of a new Functional Fitness Studio in 2016 and implementation of new Small-group training programs e.g., TRX and Panther Fit.
- All duties listed in the position below are also still a part of my current role.

***Fitness Program Director (Student Services Coordinator)***

*July 2007-July 2016*

- Received a promotion and title change for exceeding expectations with developing and managing the previously non-existent fitness program and facilities.
- Provide training for Fitness Specialists and Personal Trainers on topics such as conducting body composition screenings and other fitness assessments, goal setting, and effectively communicating with clients and coaching them for success.
- Manage and schedule a student staff of more than 40 Fitness Attendants, Fitness Specialists, Personal Fitness Trainers, Group Exercise Instructors, and Program Assistants.
- Conduct annual performance evaluations on all student staff, as well as find informal coaching opportunities to help staff grow and excel.
- Train students to teach group fitness classes such as Group Strength, Group Cycle, and HIIT through a comprehensive 7-week in-house Group Exercise Instructor Training Program that I developed from the ground up, which allows me to hire 5-10 instructors each semester.
- Research fitness trends by reading articles, attending webinars, following online/social media trends, and attending conferences and trade shows (as the campus budget allows).
- Manage an annual staffing budget of \$125,000 and set staffing salaries, revenue goals and fee structures for fitness programs,
- Manage an equipment budget of \$50,000 and make purchasing decisions for the fitness center and studios by assessing needs and interests of members as well current fitness trends.
- Collaborate with other campus groups such as Health Promotion/Wellness, Life Impact, and Women's Resource Center to offer fitness presentations for various underserved populations.
- Coordinate hosting various certifications and continuing education workshops for student staff.
- Work with our in-house full-time maintenance staff to ensure fitness equipment is being properly maintained and replaced on a cost-efficient and effective schedule.
- Update content on the fitness pages of University Recreation's website using WordPress.

***Fitness Coordinator (Associate Student Services Coordinator)***

*August 2005-June 2007*

- Assisted in developing and opening a brand new 9,000 sq. ft. fitness center and remodeling two 3,000 sq. ft. group fitness studios in 2006.
- Developed all fitness policies, procedures, programs, and services from the ground up.
- Recruit, hire, train, schedule and manage payroll for student staff members.
- Create new Group Exercise Schedules each semester based on student interests and current fitness trends, offering over 40 classes per week.
- Coordinated two annual large-scale Health & Wellness Fairs for students and staff including over 20 campus and community vendors.
- Taught group exercise classes as needed such as Group Cycle, Boot Camp and Group Strength.
- Served on the Workplace Wellness Committee and collaborated with Human Resources to offer fitness classes for university employees.

UNIVERSITY OF WISCONSIN-MILWAUKEE, COLLEGE OF HEALTH SCIENCES - Milwaukee, WI

**Lecturer**

*September-December 2019*

- Taught a 3-credit class: Organization and Administration in the Exercise and Fitness Industry.
- Developed all course curriculum including a syllabus, power-point presentations, assignments, quizzes, and exams.
- Taught UWM students how to start up and run their own fitness business, including topics such as recruiting and retaining members, facility planning, generating profit, interviewing and hiring staff, supervising and evaluating employees, and marketing.
- Reviewed and graded assignments including projects, online discussions, quizzes, and exams.

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**Sport & Recreation Instructor**

*September 2007-August 2018, Summer 2022*

- Taught 1-credit fitness classes including Physical Conditioning, Step Aerobics, Weight Training with Cardio, Boot Camp, and Total Body Conditioning.
- Educated students on proper exercise techniques, discussed common fitness myths, and informed of latest fitness research and trends.
- Developed course syllabi, created assignments, and assigned grades in Canvas.

WAUWATOSA RECREATION DEPARTMENT – Wauwatosa, WI

**Boot Camp Instructor**

*June 2011-August 2014*

- Initiated and taught a new Outdoor Boot Camp class in the summer months in Hoyt Park.
- Created a variety of fun and engaging workouts for participants; every class was a new and exciting challenge. Many participants signed up for the class repeatedly year after year.

WISCONSIN ATHLETIC CLUB - West Allis, WI

**Group Exercise Manager and Program Coordinator**

*June 2004-July 2005*

- Oversaw a staff of 20 Group Exercise Instructors, monitored class success rate and conducted annual performance evaluations.
- Assisted the General Manager in creating quarterly class schedules based on participation numbers, member feedback and instructor availability.
- Created and implemented various programs for members including osteoporosis workshops, H2O fitness workshops, stress management seminars, and wellness fairs.
- Oversaw marketing of various club programs including fitness workshops, nutrition seminars, and social events.

**Personal Trainer & Group Exercise Instructor**

*June 2003-July 2005*

- Performed exercise testing and created individualized workouts for clients of various ages, with various fitness abilities, and having varying degrees of health issues.
- Designed and taught cardio kickboxing, group strength, and step fitness classes to a variety of fitness levels, modifying exercises and class formats as needed.

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## CERTIFICATIONS, MEMBERSHIPS AND SKILLS

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AFAA Certified Group Exercise Instructor

ACE Certified Personal Trainer

Schwinn Certified Cycling Instructor

TRX Certified Instructor

American Red Cross CPR, AED, First Aid Instructor

American Red Cross CPR, AED, First Aid Certified

Proficient with Microsoft Office 365, Microsoft Teams, Canvas, Fusion, Adobe Spark, WordPress

Member of the National Intramural and Recreational Sports Association (NIRSA), 2005-2015

(lapsed due to departmental budget restraints)

## INVOLVEMENT AND AWARDS

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Co-chair of the UWM Student Affairs Health & Wellbeing Committee, since 2021  
Member of the UWM Student Affairs Engagement Committee, since 2021  
Length of Service Award (15 years), University of Wisconsin-Milwaukee, 2020  
Served on UWM's Panther Prowl Committee, 2008-2015  
Student Success Award, University of Wisconsin-Milwaukee, 2013-2014  
Nominated for Student Affairs STAR Award, University of Wisconsin-Milwaukee, 2013  
Served as the Chair of UWM Student Affairs Staff Development Committee, 2010-2011

## PERSONAL INTERESTS

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Biking, hiking, exploring Milwaukee, participating in various group fitness classes, finding a good coffee shop, spending time with family, doing kid-friendly activities



Joseph J. Zilber  
College of Public Health



## Memorandum

**To:** UWM Faculty Senate Rules Committee

**From:** Ann Swartz & Michael Laiosa  
Faculty Chairs, Zilber College of Public Health

**Date:** October 27, 2023

**Re:** Recommendation of the Zilber College of Public Health to grant seven Instructional Academic Staff faculty voting rights in the Zilber College of Public Health.

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### Recommendation:

On September 22, 2023 the Executive Committee of the Zilber College of Public Health unanimously (18/0/0) approved a recommendation for faculty voting rights in the Zilber College of Public Health per University of Wisconsin – Milwaukee Faculty Policies and Procedures Chapter 2.02 (4)a. (Document 3379, 02/17/22; UWM Administration approval, 03/16/22) for the following Instructional Academic Staff (IAS).

Keith Dookeran  
Rose Hennessey Garza  
John Holland  
Sara Luelloff  
Renee Scampini  
Stephanie Send  
Musa Yahaya

### Rationale:

As a result of the reorganization of our university, units within the former College of Health Sciences have merged with the former Zilber School of Public Health to create the new Zilber College of Public Health (ZCPH). Within the ZCPH, IAS are intimately involved in the creation and delivery of our curriculum. In general, Academic Staff bring expertise in practice and application beyond the Faculty in the College, so they are essential to deliver the highest quality education to our students and help students develop into capable and knowledgeable professionals.

According to UW-Milwaukee Milwaukee Faculty Policies and Procedures Chapter 2.02 (4) a, "Subject to the approval of the Faculty Senate, the Faculty of a college may designate members of its academic staff with training, experience and responsibility comparable to those in the faculty ranks as voting members of its faculty. If the college contains schools and/or departments, the academic staff must have been granted voting rights by the school or department prior to receiving voting rights in the college."



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The new ZCPH is a non-departmentalized college. In the former units, where programs were delivered through a department structure, IAS were granted voting rights both at the departmental and college level. We respectfully ask the Faculty Senate to allow us to continue this practice.

The ZCPH executive committee proposed that the Faculty of ZCPH grant the seven IAS faculty voting rights. Attached are materials that support that each of these seven IAS have “training, experience and responsibility comparable to those in the faculty ranks,” and thereby, merits such rights.

The ZCPH Faculty Council Committee reviewed this request on October 27, 2023 and unanimously recommended it be forwarded to the Dean of the Zilber College of Public Health for recommendation to the Faculty Senate.

DRAFT





**Joseph J. Zilber**  
**College of Public Health**

Amy E. Harley, PhD, MPH, RD  
*Interim Dean*  
*Associate Dean for Academic & Student Affairs*  
*Associate Professor*

University of Wisconsin-Milwaukee  
Zilber College of Public Health  
PO Box 413  
Milwaukee, WI 53201

harley@uwm.edu  
414-227-4342 teams  
uwm.edu

Date: October 27, 2023

MEMORANDUM

To: UWM Faculty Senate

From: Amy Harley   
Interim Dean

Re: Zilber College of Public Health Requests Voting Privileges to 7 Instructional Academic Staff

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At the September 22, 2023 Zilber College of Public Health (ZCPH) executive committee meeting, there was a motion to approve voting rights at the college level for seven instructional academic staff (IAS):

- Keith Dookeran
- Rose Hennessy Garza
- John Holland
- Sara Luelloff
- Renee Scampini
- Stephanie Send
- Musa Yahaya

The motion passed: 18 yes; 0 no; and 0 abstained.

At the October 27, 2023 Faculty Council meeting a recommendation unanimously passed to approve voting rights to the seven (IAS).

ZCPH respectfully submits to the Faculty Senate approval to grant voting privileges at the college level for these seven IAS. Attached are formal recommendations for each IAS and supporting materials that provide evidence they have the training, experience, and responsibilities comparable to those in the faculty ranks.

Thank you for your consideration.