



201 S. Grant Ave.
Columbus, OH, 43215
franklin.edu

April 21, 2020

Office of Workforce Development
4020 E. Fifth Avenue
Columbus, OH. 43219
Via Regular U.S. Mail and Email
Breeyn.handberg@jfs.ohio.gov

Dear Rapid Response Program Manager:

This is to notify you, in accordance with State and WARN requirements that Urbana University, a Branch Campus of Franklin University, intends to close and cease operations. This closing will be permanent and the University will cease all operations.

This closing is the result of and necessitated by the unforeseen and unprecedented Coronavirus pandemic and the associated governmental orders and business interruption, which has caused a significant adverse economic impact on the University. Due to the sudden and unanticipated nature of the Coronavirus pandemic and its effect on the University, we could not provide notice sooner. This notice, as well as notice to affected employees, is being given promptly after the University made the determination and decision to close.

The closing will be permanent and will result in the termination of employment for all employees (other than a small number of direct placement transfers and a few others selected to transfer to Franklin University). It is expected that the separations will occur on April 21, along with a transition team whose employment will continue until May 21, 2020. The affected employees have been provided notice of the permanent closing on this date. A schedule of the job titles and the respective number of affected employees in each classification is attached as Exhibit A.

This notice is intended to fulfill any requirements that may be imposed by WARN. Due to the unforeseen business circumstances attendant to this closing, earlier notice was not practicable.

If you need any further information, please contact: Christi Cabungcal, Chief of Staff and SVP, Administration, Franklin University, 201 S. Grant Ave., Columbus, OH. 43215; 614/947-6542; Christi.Cabungcal@Franklin.edu

We appreciate any assistance that you may be able to provide to these employees.

Sincerely,

A handwritten signature in black ink that reads 'Cabungcal'.

Christi Cabungcal
Chief of Staff and Senior Vice President, Administration

The name and address of the employment site where the closing will occur is the Urbana University campus, 579 College Way, Urbana, OH. 43078

Received April 22, 2020 at 8:00am

Exhibit A

Affected jobs of Urbana University are listed below:

Job Group	#
Administrative Assistant	6
Admissions - Coordinator	2
Admissions - Counselor	4
Admissions - Management	2
Alumni Relations - Management	1
Athletics - Coach	34
Athletics - Coordinator	1
Athletics - Management	4
Athletics - Trainer	2
Band Director	1
Business Office - Clerical	1
Business Office - Management	1
Campus Security	6
Campus Security - Management	1
Choir Director	1
Clerical	2
Facilities - Clerical	1
Facilities - Management	2
Facilities - Technician	3
Faculty	17
Human Resources	1
IT - Technician	1
Librarian	1
Library - Management	1
Purchasing - Clerical	1
Registrar	1
Student Affairs - Advisor	1
Student Affairs - Coordinator	3
Student Affairs - Management	2
Tutor	1
Adjunct	123
Student Worker	93