Faculty Advisory Committee to the Auraria Board
Meeting Minutes
February 2, 2015
EVPA Office Conference Room 1068 9th Street Park
8:00 – 9:00 AM

Attendees:

Eric Hamilton  CCD Representative – present
Lincoln Phillips  CCD Representative – present
David Kottenstette  MSU Denver Representative – present
Zsuzsa Balough  MSU Denver Representative – present
Rafael Sanchez  CU Denver Representative – present
Leo Bruederle  CU Denver Representative – present
Barb Weiske  EVPA, Auraria Higher Education Center – present (via phone)
Ariel deGruy  Staff, Auraria Higher Education Center – present
Bill Mummert  Guest, Auraria Higher Education Center, CFO

1. Approval of Minutes:

David Kottenstette moved to approve the minutes from the December 1, 2014, regular meeting of the Faculty Advisory Committee to the Auraria Board. Leo Bruederle seconded.

The motion passed with five approvals and one abstention from Zsuzsa Balough.

2. Guest: Bill Mummert:

Bill Mummert was present to discuss distribution services with the group. He began by asking how he could help. Leo Bruederle stated that he requested this be an agenda item because of complaints he has been getting from the front desk assistant in his office. She has specific concerns including:

- The hours of pick up and drop off not known or consistent.
- The time of the last pick up is unknown and varies.
- Lots of mistaken deliveries (things get sent to their office, but are not addressed to anyone there).
- Intercampus mail takes a long time.

Bill told the group that distribution services tries their best to provide a good service. Every building should have mail delivered to it every day. He explained that they do two runs. One begins around 9:30am and is completed by noon. During this first round, mail services both picks up and drops off mail. Some buildings get another pick up in the afternoon around 1:00-2:00pm. Eric Hamilton asked how long mail usually sits at the distribution facility and Bill replied that mail should be picked up at 6am each morning, and then gets sorted and delivered that same day. Eric asked if this is something that is
consistent or if that system has flaws. Bill explained that he met with the manager of distribution
services in December to reaffirm how this process works, and making sure that mail is getting sorted
and delivered that same day. Interoffice mail, Bill told the group, is sorted and delivered the following
day. It should not take longer than two days to reach its destination. Additionally, Bill explained that for
most buildings, the mail is placed in a particular delivery location, where it is then another person’s
responsibility to deliver and distribute it to individual departments.

David Kottenstette explained that they know where to drop the mail in their buildings, and depending
on the reliability of the person working that day, it usually goes into a stack that goes out at the end of
each day. He continued that it should also be the responsibility of the faculty or staff member to get
things out themselves if necessary. He also brought up that sometimes individuals forget to put things in
the outgoing stack or whatever the case may be, but it isn’t always the fault of distribution services.

Leo expressed that the woman who has voiced these complaints in his department is the one who deals
directly with the mail, so she is aware that things are sitting down in their building’s mail room for days
at a time. Bill responded that the mail should be picked up from those centers on a daily basis, and if
there is a need for a specific or special pick up, Vicki Ulibarri is always willing to help. She is the manager
of distribution services and she is always willing to hear about any issues that people are having with the
mail.

Bill went on to say that they recently fixed an issue they were having with UPS deliveries, so they are
eager to hear about other issues and try to get them resolved as well. He said that they try to increase
the level of service based on people voicing opinions about what’s working and what isn’t. Leo asked if
there was regular communication between distribution services and other departments. Bill said that he
wasn’t sure about the level of communication between individual departments and mail services. He
explained that there used to be a guide online that explained what would be delivered where, and at
what time, but it is no longer up to date. Barb added that it would be beneficial to update the website.
She also suggested having Katy Brown put together a special message that could be sent out to all users
with the updated mail document. Bill agreed, and said he would get in touch with Vicki about posting
the hours on the website, and possibly creating a PDF with additional information.

Leo inquired about CU Denver address. He was curious how mail services decides where CU Denver mail
should go? They are getting a lot of mail that doesn’t belong to them. Bill told the group that CU Denver
is tough because often people address things incorrectly, or have a name that belongs here at Auraria
with the Anschutz address. So they try to figure out who the PERSON is, then decide where the mail
should go. The back and forth from the medical campus has always been a little issue, but mail services
does try their hardest to get things where they need to go. Bill thanked the group for allowing him to
come and requested that they let him know about any issues or concerns they have in the future.
3. **Friends of Auraria Award:**
 Eric moved on to talk about the Friends of Auraria award that the group has been discussing for some time now. At their last meeting, he introduced the idea to the Auraria Board of Directors, but they didn’t seem very excited. Eric wanted to know from FACAB if the award is something that they are all still interested in, and something that is worth pursuing. He explained that the board didn’t have a negative reaction; he just felt that they weren’t excited about the idea. Leo said that he mentioned it to his faculty and they really liked the idea of the award. David Kottenstette said that his people were also enthusiastic about it. It creates a sense of community among the three institutions, and brings them together. Recognizing someone outstanding is a positive thing.

David asked the group, since the award will include a parking pass, for people who might not park on campus every day, is this something that would be transferable to another individual. Barb responded that she would be more inclined to give another gift to the winner, rather than making the parking pass transferable. She added that the group wouldn’t want to take the risk of false nominations.

The group agreed to bring ideas for criteria to the March FACAB meeting.

4. **Updates/Concerns:**
 Eric brought up an additional item from the Auraria Board meeting. Tami Door had mentioned that she was concerned with the lack of communication about race and thought there should be dialogue with the Campus as a leader. David was surprised, and thought that there should be more investigation done about what events are already happening on campus each year regarding race. He believes that all three of the schools do a great job in creating and starting conversations about race and the individual diversity councils are always working on something new. Barb explained that Tami had said that when she first came to Denver, it was something that she didn’t believe was really addressed as much, and she thought that higher ed is a great place for those conversations to begin. Tami had expressed that she thinks it could have an effect on the fabric of Denver.

Eric stated that he believes Auraria is doing a great job with race relations. David responded to Tami’s inquiry, asking what DDP could do in order to help Auraria engage Denver in the conversations. Who can participate in the events that are already happening on campus, and bring those to light? Barb said that was a great point, and she believes that should be proposed back to Tami and the DDP. The group agreed that there should be education about what is already going on around campus and the challenge of getting the word out there about those events and discussions. Barb asked the group how hard it would be for FACAB to come up with a list of initiatives- something written and comprehensive that they could report to the board. It would be a chance to celebrate and acknowledge what is already going on. Lincoln Phillips brought up Steve Willich, Director of GLBT student services, because they are always putting on and coordinating diversity events tri-institutionally, and Steve might be very helpful in compiling their list. David also mentioned that a lot of the money for these events and activities come from student fee’s, so he asked the group if they thought that SACAB should also be involved in this project. Additionally, he requested that maybe Tami and DDP might be willing to contribute as well.
Barb suggested that the group get together the information they have and bring it to the next meeting. Eric said he would send an email out to the group and include SACAB to get feedback for the March FACAB meeting. Eric would also include the Friends of Auraria award in his email, so that people can bring their ideas about that to the next meeting as well. Zsuzsa Balough mentioned that she liked the name Friends of Auraria for the award, and she believes it’s a great idea.

5. Other:

Raphael asked about the parking area near the North Classroom. He wanted to know if there was a loading zone in that area, or if it was strictly for busses. Barb explained that there is a loading zone and some parking spaces between the PE/Events Center and North Classroom, but ACPD would ticket if a car is parked in the bus turnaround.

Zsuzsa asked when and how AHEC is involved in new neighborhood buildings. Barb responded that they are required to be a part of the process. The Master Plan and the design review process are AHEC’s main concern with new buildings. The appearance of the building is also very important to AHEC. She gave the group Carl Meese’s name, because he is highly involved in those types of things.

Leo asked where it is legal for scooters to park, because he has noticed that the sidewalk gets blocked sometimes between the old science building and the library. Barb responded that they are allowed to park at the bike racks, but that they should be contained, like a bike. They should not be protruding or blocking sidewalks. She will have staff monitor that issue.

6. Adjournment:

David Kottenstette made a motion to adjourn the meeting. Zsuzsa Balough seconded.

The motion carried unanimously.

Meeting was adjourned at 8:56