

**University Planning Committee Meeting**  
**10/7/24**  
**Virtual (MS Teams)**

Committee Members:

\*Bonnie Burr, Co-Chair, CAHNR  
\*Amvrossios (Ross) Bagtzoglou, Co-Chair, Engineering (*absent*)  
\*Oksan Bayulgen, CLAS  
\*Christian Brueckner, CLAS  
\*Beth Ginsberg, CLAS (Stamford Campus)  
\*Justin Rogowski, Law Library  
\*Del Siegle, Neag School of Education  
Maria Groza, UPDC  
Dan Schwartz, Office of the Provost (Ex-Officio Member)  
Julie Schwager, OVPR

\*Senate Member 2024/2025

1. Welcome
2. Review & acceptance of [September 9, 2024 Meeting Minutes](#) :
  - a. the minutes were approved unanimously
3. Mail & Parking Update (Andy Kelly)
  - a. [Parking Report](#) (Amvrossios Bagtzoglou)

Bonnie Burr introduced the concerns around recent mail delivery challenges and welcomed Andy to present to the group. Andy Kelly shared that of the two mail positions in the office, both have been out for various reasons, which has impacted mail services. He added that he has been raising concerns about staffing levels in the mail office for at least a year, fearing a situation such as the one we are facing now. Since these staffing leaves and the subsequent impact on mail services, the CFO's office approved two new positions, which has been reduced to one approved position for hire by the PRC, and the role is currently being filled. One current employee has returned as of 10/7 so that mail will now be delivered once/week (as opposed to last week's situation of no delivery) and the hope is that services will be improved once the new position is filled. Andy Kelly confirmed that there should be no disruptions on the regional campuses. Bonnie Burr asked about the standard length of time between a letter being put out by a department, and the item reaching USPS. Andy Kelly stated that this can depend on which type of mail is going out and what time of day it is released by the department. He shared that any mail that needs to be metered may be delayed due to the staff shortages, but any postmarked mail should be out within a day or two at this point. He added that student mail has been less impacted as student workers tend to handle sorting and processing of student mail. Dan Schwartz asked about the history of mail services on campus and subsequent staffing levels. Julie Schwager asked whether temp coverage has been considered, and Andy Kelly added that due to the high need for training, temp services have not been a successful solution in the past. Questions were

also raised around how mail services work with USPS and how mail gets on and off campus.

Bonnie Burr thanked Andy Kelly for his discussion and welcomed him to the floor once again to present on parking updates. Andy Kelly summarized that with the new School of Nursing building coming up, and construction scheduled to start in December, his office is optimistic that parking impacts should be minimal. He added that Lot Y is now fully Area 2 staff parking (it used to include some student commuter spots). This is an increase of 320 Area 2 parking spots. He added that Lot N (in front of Science 1) which used to be Area 1/Premium Commuter, and is now just Area 1. Lot R behind SFA is also Area 1. He added that all lots are being constantly evaluated to calculate need and make adjustments accordingly. Regarding enforcement, he added that the enforcement team is fully staffed for the first time since the COVID-19 pandemic which has been a great help. Bonnie Burr thanked him for the update and opened the floor to questions. Del Siegle raised concerns about the “available spots” signs that were outside of the parking garages and Andy Kelly confirmed that those signs are out of order and his office is in the process of trying to fix this and get them up and operating appropriately. He added that long-term the goal is to have available spot signs around campus that would feed into an app to help when community members are coming to campus and looking for parking, rather than driving around until they find a spot. Beth Ginsberg raised concerns about handicap parking cost, availability, and enforcement on the Storrs campus and shared concerns about parking on the Stamford campus. Regarding the Stamford campus, Andy Kelly recommended Beth connected with Aris Ristau, Associate Campus Director, Operations on the Stamford Campus. With regard to handicap parking, Andy Kelly shared that enforcement is consistent for these spots and towing is also allowed and added that there are handicap spaces available in Area 1, 2, 3, etc and that the costs associated with these spots are by area, but not exclusively within Area 1. Dan Schwartz asked whether parking could be done by lot and what the pro’s/con’s might be to do so. Andy Kelly answered that this used to be done in some lots in the past, specifically commuter lots, but administering a system like that is cumbersome and time consuming. The hope is that soon the technology (aforementioned app) will be helpful for people to find available spaces without driving around. Bonnie Burr shared a request to put up more signs on how to pay for parking in the parking garages, as well as better signage for handicapped spots, citing a case where a campus visitor with a handicap permit parked in front of the Dairy Bar and was ticketed for parking longer for 30 minutes. Bonnie Burr thanked Andy Kelly for their presentation.

After Andy Kelly left the meeting, the committee discussed the two presentations and what, if anything, this group or the SEC can do to move things forward.

4. Questions this Committee would like OVPR to address in their upcoming presentation to the SEC (Oct 11)
  - a. Due to time constraints, this item was not discussed. Michelle Everard asked committee members to send any questions to her by end of day, Tuesday October 8<sup>th</sup>. Compliments were shared by Del Siegle and Bonnie Burr regarding IRB services.
5. Upcoming Topics:
  - a. Procurement & Travel (Concur) Discussion (ongoing)