Spring 2019
ENVD Faculty and Staff Guide

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GENERAL CU INFO AND SERVICES

Campus Map
The interactive campus map is very useful for finding your way around campus. Here are some commonly used buildings:

- **Euclid Parking Garage and CASE** (Center for Academic Success and Engagement – newly opened) - Parking garage is underneath CASE, hourly parking for guest of ENVD
- **University Memorial Center (UMC)** – houses the bookstore, multiple event spaces and a food court/cafeteria
- **Center for Community (C4C)** – home to largest dining center on campus and the Buff OneCard office
- **Norlin Library**

Office of Information Technology (OIT) – 303-735-4357

- All employees are provided an @Colorado.edu email account for all official CU and ENVD business. The Outlook calendaring system is also provided. Please see the Room Reservations section below for more details.
- [https://oit.colorado.edu/support/it-service-center](https://oit.colorado.edu/support/it-service-center)
- Call 5-4357 or email help@colorado.edu if you need help with accessing your Colorado.edu email.
- For internet connectivity and other technology-related questions or problems on university-owned computers, contact OIT. Contact Daniel Perez, Design Technology Coordinator, in the Print Lab if you work on your personal computer.

Office Phone

- **Office Phone Number** – on the upper left-hand corner of your phone screen
- **To make an on-campus call** – dial last five digits of the phone number (ex. 303-492-8010 or 303-735-1115)
- **For local off-campus calls** – dial 8 and then the number
- **For long distance calls** – dial 8-1 and then the number
- Please contact the ENVD Telecommunication Liaison, Emily Lawrence, for any phone issues or visit: [https://oit.colorado.edu/services/voice-communications/telephone-service/help/using-your-phone](https://oit.colorado.edu/services/voice-communications/telephone-service/help/using-your-phone)

CU Boulder Text Alerts

- Emergency notification system for campus closures, extreme weather and other emergencies
- Faculty and staff email addresses (@colorado.edu) are automatically added to the CU Boulder Alerts. We encourage faculty and staff to add mobile phone numbers for text alert capability.
- To set [text alert preferences](https://oit.colorado.edu/services/voice-communications/telephone-service/help/using-your-phone)

Textbooks, Desk Copies and Evaluation Copies

- Textbooks should be ordered well ahead of time to ensure they are available at the bookstore at the beginning of the semester. Email ryan.windle@colorado.edu to request textbook adoption for your courses.
- Desk copies and evaluation copies need to be ordered directly through the publisher. Most publishers will have you create an account on their website so you can request Desk Copies for free. Desk Copies are for books that are already assigned to your classes. Evaluation copies are for books that you are considering adopting for one of your classes. Sometimes there is a small fee for evaluation copies, if so talk to Emily Lawrence.
- If you can’t find instructions, try searching for the book you need and then see if there is a desk/evaluation copy link directly under the book’s listing.

Art & Architecture Librarian and Library Books

- Alexander Watkins is the Art & Architecture Librarian (alexander.watkins@colorado.edu).
- To [request library books](https://lib.colorado.edu)

Large Copy/Print Jobs - CU Imaging Services

- For any copy or print jobs that are more than 100 pages at a time, please use CU Imaging Services.
- You can bring your print/copy job into the Ink Spot in person (first floor of UMC in food court area-room 130C)
- Or you can submit your request online through the Imaging Services website
- Click “Browse” under “Copy Center”, Click “Buy Now” next to the type of document you need, upload the document from your computer, choose number of copies, etc. When you get to the payment page at the end, select “speedtype” as the payment method. Use **11001644** for “Instructional Support”.
ENVD CONTACT INFO

- Mailing Address:
  Program in Environmental Design
  UCB 314
  1060 18th Street
  Boulder, CO 80309

- Main department phone number: 303-492-8010

ENVD SERVICES

Administrative/Front Desk Staff

- Peer Advisors – Front Desk - (303-492-8010 – acepeeradvisors@colorado.edu) – Available 8-5 Monday-Friday
  Tejas Srikanth – Lead Peer Advisor, Dylan West – Peer Advising Supervisor
  Check students in for advising appointments, first point of contact for visitors to the front, can answer general
  questions and available to call in emergency building maintenance issues.

- Student Administrative Assistant (Ezra Gunn – ezra.gunn@colorado.edu)-Available M,W,F 10-2 and T,Th 9:45-1:45
  Responsible for ordering instructional materials/office supplies, manages room calendars, orders keys, available to help
  with printing or scanning difficulties and submits non-emergency work orders for building maintenance.

- Emily Lawrence – Room 160 - (303-735-6180 – Emily.b.lawrence@colorado.edu)
  Professional Development & Program Support Coordinator (Building Proctor)

In-House Printing (Room 171)

- Emily will assign you a copy code for the Xerox machine in the staff lounge; you will need to use this code every time
  you print and copy in color. You will be limited to 5 color copies/prints per student per semester. Keep in mind that if
  one page of a document is in color, the whole document will count as color.

- The HP LaserJet 600 is also available for black and white printing.

Print Lab – Room 306 in ENVD – 303-735-1704 – envdprintlab@colorado.edu

- Design Technology Coordinator – Daniel Perez
- Large and small-format specialty printing, 3-D Printing and design software support (Rhino, Revit, AutoCAD, SketchUp)
- If needed, Daniel is available to connect your personal computer to the ENVD printers in the print room (171). Daniel is
  also available to help set up Outlook on your personal computer if you have difficulty. For all issues with university-
  owned computers, contact OIT.

Digital Media Center (DMC) – Room 305 in ENVD - 303-492-2808 – envdcheckouts@colorado.edu

- Digital Media Center Manager – Stephen Cardinale
- Student and faculty academic support center where cameras, laptops and other AV equipment can be checked out.
- Also houses the portfolio photography studio and scanning services, as well as instructional support in design and
  imaging software (Adobe CC suite), including video tutorial creation and assistance.

Communications & Marketing Team – Room 143

Allyson Maturey (Allyson.Maturey@colorado.edu), Amanda Pyers (Amanda.Pyers@colorado.edu)

- Photography and promotion requests should be submitted at least a week in advance to allow for appropriate planning
  and coverage of an event.
- Contact Allyson or Amanda with all story ideas and media pitches. They will work with CU Strategic Relations and
  Communications to get in touch with local/national media outlets.
- See ENVD program communications section for email and newsletter content.

Advising Center for Excellence (ACE) – serves ENVD, ENVS and GEOG students

- https://www.colorado.edu/envd/current-students/academic-advising
- Our advising staff will be happy to help you with any concerns you have about your students. If a student needs to see
  an advisor and does not know who their assigned advisor is, please refer them to one of the following advising staff:
  • First and Second Year Students – Dylan West or Elizabeth Pike
  • Third and Fourth Year Students – Nate Jones or Shawn Arnold
  • Future Students and our DWB Scholars – Fernando Martinez
  • Advising Unit Manager – Alea Richmond Akins
- Any advising staff member can also inform you who the assigned advisor of a specific student it.
- Student programming offered through ACE – Peer Mentors, Peer Advising and Designers Without Boundaries (DWB)
Creative Labs Center – in the Center for Innovation and Creativity (CINC) on East Campus - 1777 Exposition Drive – 303-735-6177

- Creative Labs Support—Marcel de Lange (Faculty Director), Jeff Allen (CINC Facility Mgr.)
- Specialized workshop & studio space with advanced technologies for design visualization, production & simulation.

ENVD Computer Lab – Room 211 in ENVD

- Computer Lab – Open campus computer lab managed by OIT. Software is updated yearly.

Keys

- Ezra Gunn can order you keys if you are moving into a new office.

Office Supplies

- We have a variety of office supplies in the print/copy room (171). If you can’t find what you need, please write it down on the whiteboard in 171.

Room Reservations through Outlook

Desktop Instructions

- Once you have Outlook set up on your computer, you will have access to make room reservations in the ENVD building. You will automatically be given reviewer status for all ENVD room calendars that are available for booking. Reviewer status means that you can see specifics on what each room is reserved for and when, but you will not be able to add meetings directly into the calendars.
- Here is how to add the ENVD Room Calendars to your Outlook Calendar:
  1. On the Home tab of your calendar, select “Open Calendar/Open Shared Calendar”
  2. Search “ENVD-ENVD” or “ENVD-CINC”
  3. Select room numbers that you would like to add one at a time.
- To reserve a room:
  1. Look at the specific room calendar to see if the time you want is available.
  2. Click “New Meeting” on the Home tab.
  3. On the “To” line, type or select the full name of the room you would like to reserve (ex. ENVD-ENVD-134NW) – If it doesn’t automatically pop-up, type the full address (ex. ENVD-ENVD-134NW@colorado.edu). Note that CINC rooms start with “ENVD-CINC”.
  4. Enter your class title or meeting purpose in the subject line.
  5. You will receive an email letting you know if your request was accepted or declined. If you do not receive this then your room request did not go through successfully.
  6. If you need to edit the meeting, open it in your personal calendar and make the appropriate changes there.

Online Instructions

- Go to outlook.office.com
- Enter in your IdentiKey email address (ex. emla3838@colorado.edu)
- Click on the calendar icon on the bottom left-hand corner of the screen.
- Add all of the room calendars that you may need to use so you can see what is available before you reserve:
  1. Click on “Add calendar” on the left panel, Select “From directory”
  2. In the “From directory” field type “ENVD-ENVD” or “ENVD-CINC” and click “Search Directory”
  3. Select the room you want, Click “Open”
  4. Do this separately for each room calendar that you would like to add. Each of these calendars will remain displayed on the left panel in your calendar tab.

To reserve a room:

1. Click “New” on the upper left-hand corner of the screen
2. Enter in the room number in this format, ENVD-ENVD-102, under the “Add a location or a room” field and make sure to select the room from the dropdown. If not dropdown appears, click on the person icon on the top of the page (circled below). Type “ENVD-ENVD” or “ENVD-CINC” in the search field to pull up the full list of rooms. Select the room and click save.
3. Click “Send” at the top of the page
4. You will receive an email within a few minutes letting you know if your request was accepted or declined. If you do not receive this then your room request did not go through successfully.
5. If you need to edit the meeting, open it in your personal calendar and make the appropriate changes there.

Parking Permits
• See Emily Lawrence (ENVD Parking Liaison) for all parking permit applications. Parking permits can take up to a month to process. You can call the parking office to get a temporary permit during processing.

Guest Parking
• Euclid Parking Garage – hourly parking lot – Let Ezra Gunn know a week in advance if you have guests come for instructional support. Make sure to include the length of time needed in an email and he will provide a parking code and instructions for use.

Building Maintenance Issues/Concerns
• Report emergency maintenance issues in the Environmental Design Building to the peer advisor working at the front desk immediately. Report concerns with your office, studio, or non-emergency issues to Ezra Gunn.

Course and Enrollment Management Issues
• Please let Peggy Gordon (Academic Services Manager – Room 170) know if you need help with any course and enrollment management issues.

Human Resources and Finance Assistance
• Vanessa Spencer (Business Services Manager – Vanessa.L.Spencer@colorado.edu) or Lori Bailey (Finance and HR Assistant – Lori.Bailey@colorado.edu) can assist you with any human resources, finance, or payroll issues.

Classroom and Extracurricular Events
• Please reserve a room for your event as soon as possible as space is very limited.
• If you want food at your event, you will be responsible for placing an order through UMC Events Planning and Catering. Their office can be reached at 303-492-8833. They have a variety of menus to choose from for a variety of price points. If you are unsure about what to order just give them a call and they will be happy to help you put together a menu. They require at least 10 business days of notice for catering. Events can be paid for using the faculty discretionary fund speedtype (11005664), or another speedtype if prior approval has been received. If you are unsure which speedtype to use, please ask Vanessa.
• In the event you are unable to meet the 10 business day rule, you may order food from another source using your own funds and seek reimbursement by submitting the receipts to Lori Bailey. If you already have a CU procurement card, you can use that in lieu of your own funds, using the processes already in place.
• The UMC will do full set-up and clean-up for all food they serve. If you are using another source, please coordinate your own set-up and clean-up.

Field Trip Forms
• Please have all students fill out a Participant Notice of Risk and Waiver form when you go on any class field trip.
• Return all forms to the front desk once they are filled out.
ENVD PROGRAM COMMUNICATIONS

- The ENVD Faculty and Staff newsletter will be sent out to Colorado.edu email addresses on a biweekly basis from the ENVD Program email account envdprogram@colorado.edu. Other important program communications will also be sent out from this address.
- Newsletter content should be submitted to envdprogram@colorado.edu by the end of the day each Wednesday to be featured in the following newsletter.
- If you are not receiving these newsletters/emails, please contact the ENVD Communications Team at envdprogram@colorado.edu.

Envd-faculty@lists.colorado.edu

- To receive general information and updates from ENVD faculty and staff, subscribe to the ENVD Faculty email list here: https://lists.colorado.edu/sympa/info/envd-faculty
- To share relevant information with ENVD faculty and staff, send the information in an email to: envd-faculty@lists.colorado.edu.

Program Meetings

- All-program meetings will be held every other Wednesday from 12:00 – 1:00 PM
  PhD/grad students and lecturers are not required to attend All-Program meetings but are welcome to participate.
- Faculty-only and staff-only meetings will alternate on the Wednesdays in between all-program meetings.

ENVD ETHICS

Expectations

- The Program in Environmental Design maintains the highest ethical, professional, and legal standards in accordance with those laid out by the University of Colorado, Board of Regents Policy.
- Employees within the Program in Environmental Design are expected to model exemplary behavior as it relates to respect for others, conflicts of interest, research and academic integrity, stewardship of finances and property, contributions to a safe and healthy workplace, privacy and confidentiality, communication, and reporting of misconduct.
- Employees who report in good faith may not be retaliated against.

Reporting Misconduct

- Employees who have concerns about misconduct can report them directly to their supervisor, or other CU employee as warranted by the situation. All employees have an obligation to report suspected misconduct.
- If an employee wishes to make an anonymous report, they can do so through the University’s ethics hotline provider.

Financial Misconduct

- Suspected misconduct related to financial matters such as fraud, theft, embezzlement, abuse, or waste can be reported to the Internal Audit Department at:
  1800 Grant St., Suite 600, Denver, CO 80203-1148
  Phone: 303-837-2200
  Email can be directed to Kevin.Sisemore@cu.edu

Discrimination and Harassment

- Misconduct involving potential discrimination and harassment should be reported to CU Boulder’s Office of Institutional Equity and Compliance (OIEC). In accordance with CU policy, any ENVD employee with supervisory authority on campus must refer reports of potential misconduct of this nature to OIEC.
- Misconduct can be reported here
<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Room Features</th>
<th>A/V</th>
<th>Natural Light?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVD 102</td>
<td>24</td>
<td>Large table for discussion, whiteboard, pin-up walls</td>
<td>Projector w/ screen</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 120*</td>
<td>65</td>
<td>Classroom setting, seats w/ writing surface, lectern, chalkboards, pin-up walls</td>
<td>Projector w/ screen</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 122*</td>
<td>30</td>
<td>Classroom setting, seats w/ writing surface, lectern, chalkboards, pin-up walls</td>
<td>Projector w/ screen</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134NW</td>
<td>TBD</td>
<td>Lectern, 6’ tables and folding chairs as needed, pin-up walls</td>
<td>Projector w/ screen</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134SW</td>
<td>TBD</td>
<td>6’ tables and folding chairs as needed, pin-up walls</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134NE</td>
<td>26</td>
<td>Small rolling tables and chairs to seat 20 people</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 134SE</td>
<td>25</td>
<td>Small rolling tables and chairs to seat 20 people</td>
<td>Monitor w/ AV hookup</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 211**</td>
<td>19</td>
<td>Windows 10 computer lab. Chalkboard, pin-up walls</td>
<td>Projector w/ screen</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 213</td>
<td>28</td>
<td>CEDaR Private Offices <em>(NOT AVAILABLE FOR RESERVATION)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVD 305D</td>
<td>8</td>
<td>Small conference room, table for discussion</td>
<td>Monitor w/ AV hookup</td>
<td>No</td>
</tr>
<tr>
<td>CINC152F</td>
<td>50+</td>
<td>Classroom with 10-8 ft. folding tables, chairs, white board, pin-up boards on all walls</td>
<td>Projector on cart, pull-down screen, 80 inch TV, speakers</td>
<td>No</td>
</tr>
<tr>
<td>CINC152H</td>
<td>40</td>
<td>Computer Teaching Lab, 40 computer stations</td>
<td>Two 70 inch TV’s as teaching Monitors</td>
<td>No</td>
</tr>
</tbody>
</table>

*Please contact Peg if you would like to use Room 120 or 122 when it does not say “Reserved for ENVD”.

**Please submit a [computer lab room request form](#) if you would like to use Room 211 when it does not say “Reserved for ENVD.”