

Academic & Administrative Welcome for New Faculty

Friday, August 19, 2011



Welcome

Overview of the University of Connecticut

- UConn Mission Statement
- Academic Plan
- Faculty & Staff Resource Guide

Selected Information, Policies, Laws and Statements

- Division of Public and Environmental Safety
- Office of Audit Compliance and Ethics
- Division of Diversity and Equity
- Human Resources
- University of Information and Technology Services
- Selected Employee Information

Breakout Sessions, as needed

- Benefits
- Payroll
- Parking
- ING

UConn Mission Statement *excerpts from the Strategic Plan*

...national and international recognition...

Through our **focus on teaching and learning...**

Through **research, teaching, service, and outreach...**

...we embrace diversity and cultivate leadership, integrity, and engaged citizenship in our students, faculty, staff, and alumni...

... our state's **flagship public land and sea grant** institution, we promote the health and well-being of Connecticut's citizens through enhancing the social, economic, cultural, and natural environments of the state and beyond.

UConn Academic Plan

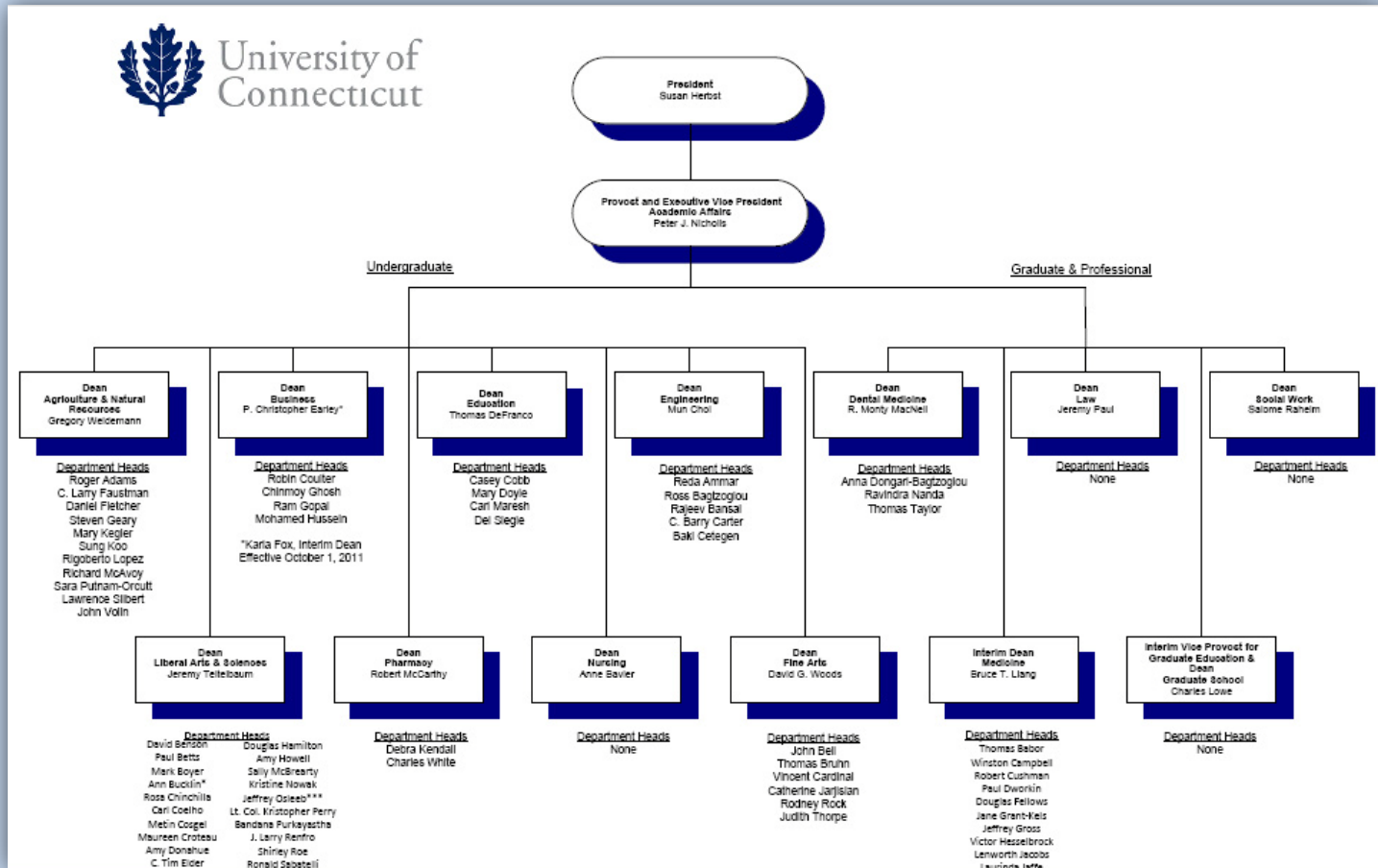
Academic Plan Excerpts

<http://academicplan.uconn.edu/>

- Honesty and fair play
- Mutual respect and cooperation
- Inclusive community
- Celebrates diversity
- Promotes civility
- Integrity

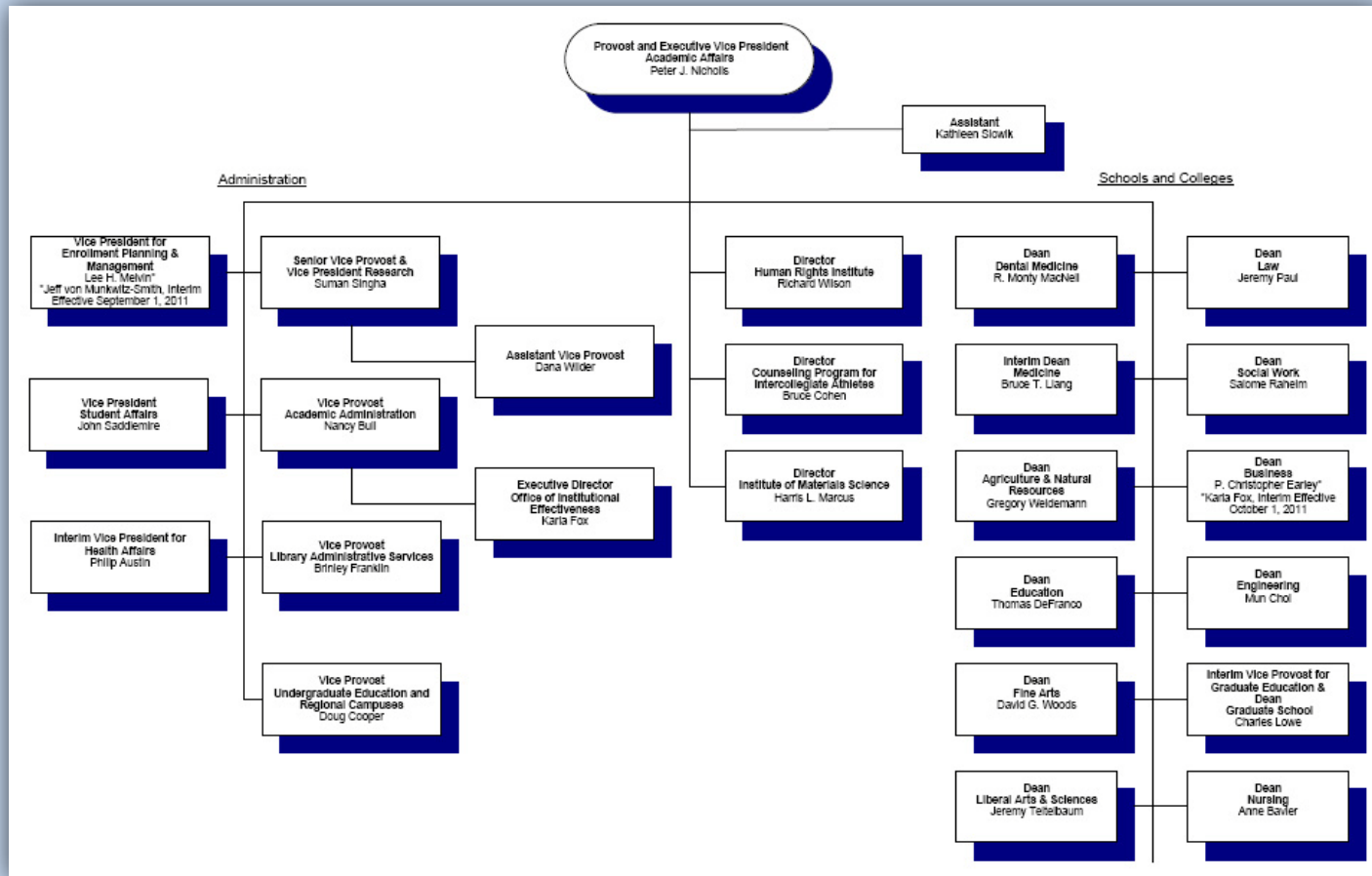
University Organizational Chart

Please reference the university organization chart in your packet.



Organizational Chart – Provost's Office

Please reference the Provost's organization chart in your packet.



Getting to Know UConn

UConn Facts 2010


- Founded 1881
- 9 locations + 8 extension centers
- Land Grant & Sea Grant College, & Space Grant consortium institution
- Oct '10 \$1.505 billion in construction
- FA '10 21,881 Undergrads
- 14 Schools & Colleges
- 208,500 Alumni
- FT & PT faculty & staff: 9,604

Points of Pride/Interest

- #1 public university in N.E.
- New Frosh, Fall '10, 44% in the top 10% of HS class
- UConn main campus ranks 21 out of 58 in graduation rate for all frosh
- FY 10 private fundraising \$45.5 million
- Nationally ranked 80/697 among all institutions & 55/403 among public institutions by NSF in research and development spending for FY 09

Faculty & Staff Resource Guide

<http://resource.uconn.edu/>



University of Connecticut

Faculty & Staff Resource Guide

UConn People

[Home](#) [About](#) [Teaching](#) [Research](#) [Engagement](#) [Provost](#) [Online Resources](#) [Site Search](#) [Contact](#)

Guide Sections

- [Academic Information](#)
- [Administration & Governance](#)
- [Audit, Compliance & Ethics](#)
- [Campus Life & Events](#)
- [Code of Conduct](#)
- [Commencement](#)
- [Consulting](#)
- [Diversity & Equity](#)
- [Emergency & Safety Information](#)
- [Emeritus Status](#)
- [Ethics](#)
- [Financial Processes](#)
- [Government Relations](#)
- [Graduate Students & Post-Docs](#)
- [Grants, Contracts, & Patents](#)
- [Health Center](#)
- [Hiring](#)
- [History of the University](#)
- [Information Technology](#)
- [Institutional Data](#)
- [Instruction](#)
- [Intellectual Property & Copyright](#)
- [International](#)

Welcome to the Faculty & Staff Resource Guide

This Resource Guide addresses the need for a single source for policies, procedures, operations, and services of the University of Connecticut, collecting all information helpful to faculty and staff in one place.

This information is located in a variety of sources, but not all of them are readily available to the entire community, or they may not be reconciled with each other.

This Resource Guide is not an exhaustive compendium of everything relevant to faculty and staff. The format of the Guide is that of an extensive outline, with hyperlinks to relevant websites and documents.

Use the Site Search

The easiest way to navigate this site is to use the Site Search.

[LINK: Site Search](#)

Purpose/Goals

This guide has two basic purposes:


- to assist the university community by providing a user-friendly, effective and transparent method for communicating the content of university policies

Can't find something?

Use the Site Search or the A to Z site index.

Related Topic Links

- [Faculty/Staff Web Page](#)
- [Human Resources](#)
- [Directory/Phonebook](#)
- [Office of Diversity & Equity](#)
- [Office of Institutional Research](#)
- [Office of the President](#)
- [Office of the Provost](#)
- [Student Affairs](#)
- [Teaching & Learning Institute](#)
- [University Libraries](#)



Select Policies for New Faculty



JP Lacombe

john-paul.lacombe@uconn.edu

University Policies e-Library

<http://policy.uconn.edu/pages/main.cfm>



University Policies e-Library



University Policies e-Library

[Search for a Policy](#)

Browse UConn Policies

[Policies By Title](#)

[Policies By Effective Date](#)

[Policies By Applies To](#)

Browse Department Guidelines/Policies

[Policies By Title](#)

[Policies By Effective Date](#)

[Policies By Department](#)

[Policies By Applies To](#)

[Text Only Version](#)

[ePolicy Administration](#)

University Policies e-Library

■ What is a University of Connecticut Policy?

A University policy is an official statement expressing the position of the University on an issue of institution-wide importance. A policy guides the decisions and actions of the institution and is consistent with its mission. As such it meets the following criteria:

- The administrative authority of the University and its governing boards has sanctioned it.
- It has a broad institution-wide application.
- It is a governing principle for both established and future activities of the University.
- It exists to ensure consistency in University practice to conform with the University's mission and goals, Federal and State legislation, collective bargaining agreements and other legal requirements.

If a policy fits these criteria, it is a University policy. If it does not, it is a departmental, office or unit policy or guideline.

■ Search for Policies

[Policy Search Page](#)

■ Browse University Policies

[Policies By Title](#)

[Policies By Effective Date](#)

[Policies By Applies To](#)

■ Browse Department Guidelines/Policies

[Policies By Title](#)

[Policies By Effective Date](#)

[Policies By Department](#)

[Policies By Applies To](#)

■ How does a policy get posted in the e-Policy Library?

Anyone wishing to post a policy in the e-Policy Library should:

1. Submit the policy to the Department Head for approval.
2. Once the policy has been approved by the Department Head, it should be submitted to the department's designated e-Policy Editor for review.
 - a. Policies approved by the e-Policy Editor will be forwarded to the e-Policy Approver.
 - b. Unapproved policies will be returned.
3. Approved policies will then be posted to the e-Policy Library.

Selected Policies – Code of Ethics

State Code of Ethics for Public Officials

- Applies to each of us as state employees
- Part of the Connecticut General Statutes
- ***Intended to prevent individuals from using their public position for personal financial benefit***
- Violations can (and have) lead to fines and penalties

Conflicts of Interest

• Gifts	• Outside Employment
• Financial Benefit (self /family)	• Appearance Fees/Honorarium
• Political Activity	• Post State Employment

Selected Policies – Code of Conduct

Individual Responsibility, Institutional Success

- Sets basic standards of workplace behavior for ALL employees
- States publicly the University's commitment to the highest standards
- Assures that ALL employees understand their shared responsibility for keeping the University in full COMPLIANCE with all laws, regulations, and policies
- Annual mandated training

Selected Policies – Code of Conduct: Campus-wide Standards

- Conduct of Faculty, Administrators, and Staff
- Civility
- Non-discrimination
- Harassment
- Confidentiality
- Computer/Telecommunications Use
- Regulatory compliance
- Health and safety
- Conflict of interest

General Rules of Conduct

General Rules of Conduct

- The General Rules of Conduct establish behavior guidelines for all University employees
- Employees have a reasonable right to know what conduct is expected of them
- Each department may have additional rules that employees should be aware of
- Employees can be disciplined or dismissed for violating the general rules of conduct

Conduct & Civility: A Respectful Work Environment

- Some inappropriate behaviors are not construed as violation of policy
- Some inappropriate behavior is clearly recognizable as a violation of policy and may violate law

Small ongoing inappropriate behaviors can escalate overtime

Foul Language

Gossip

Passive Incivilities

Harassment

Verbal Threats

Selected Policies – General Rules Conduct & Civility

Ask Yourself...

How would this (what you are doing)
look as a headline on the front page of the Newspaper?

Also...

Just because there isn't a law or University policy that prohibits an activity doesn't mean it is the right thing to do.

Selected Policies – Non-Retaliation Policy

- Retaliation is prohibited against anyone who reports a concern in good faith to the appropriate individuals or offices
- Contact the Office of Audit, Compliance & Ethics to report any activities that you feel may be retaliatory

Office of Audit Compliance & Ethics

○ 860-486-4526

○ *REPORTLINE-anonymous*

➤ 1-888-685-2637

Selected Policies – FERPA

Family Educational Rights and Privacy Act (FERPA)

From 1974, also known as the Buckley Amendment which protects students' privacy rights in their own **university records**

- **Education Record:** *information* directly related to student (“personally identifiable”) and maintained by an educational agency (UConn) or a person acting for such agency
- **Examples of “personally identifiable information”:** SSN, photographs, biometric identifiers, names/addresses of family members, address, date/place of birth, mother’s maiden name, etc.
- **Prior written consent** is needed to release records or speak to a third party about the student. Forms are available at Registrar’s website

Selected Policies – FERPA

Your Obligations Under FERPA

- To maintain the confidentiality of student records
- To maintain the confidentiality of information about students that may be contained in student records
- To only disclose the above information with the “prior written consent” of the student, unless you know a specific legal exception applies

FERPA Exceptions

- You may provide information about a student to that same student
- You may provide information about a student to another “school official” who has a “legitimate educational interest”
- You may release information in a health & safety emergency

Selected Policies – FERPA

More FERPA Guidelines

- Do keep only those individual student records necessary for the fulfillment of your job responsibilities
- Do make sure to dispose of education records that do not need to be maintained.
- Do keep a log of FERPA requests
- Do not release information for which you are not the record/data custodian
- When in doubt, don't give it out

Selected Policies – FERPA

FERPA-What About?

Parents

- To only be provided to parents if student has provided written consent

Dependent students (tax purposes)

- UConn considers all students to be “independent” for purposes of FERPA

Letters of Recommendation

- Applying to another school
- Applying for a job
- Writing letters-first hand observations and “education record”

FERPA Questions? Contact:

Rachel Krinsky Rudnick

rachel.krinsky@uconn.edu

860.486.5256

Policies – Support and Counsel

Office of Audit, Compliance & Ethics (OACE)

Don't hesitate to call us:

- *1-860-486-4526*
- *REPORTLINE-anonymous*
 - *1-888-685-2637*
- *For FERPA, contact Rachel Krinsky Rudnick*
860.486.5256, rachel.krinsky@uconn.edu

Selected Policies – Other Information

- Emergency Closing Policy
http://www.hr.uconn.edu/emerg_closing_info.html
- [Emergency Notification System: Alert](#)
- Husky One Card- your UConn ID
 - Bring your offer letter and a photo ID
- NetID - your UConn electronic ID
- Email address: [First.Last@uconn.edu](#)
- **AAUP**, AFSCME, CEUI, Police & Fire, UCPEA

Selected Policies – Records Retention

**For more information contact: University Archivist Betsy Pittman
or your Department Administrator.**

For all records: <http://www.lib.uconn.edu/online/research/spec/lib/ASC/rm/index.htm>

Record Series Title	Minimum Retention Required
Accident Records	10 yrs. from date of accident
Accounts Receivable/Payable	3 years or until audited, whichever comes later
Annual Reports-record copy	Permanent / Archival
Application for Admittance (potential students)	2 years from date of application
Applications for Employment	Hired – duration of employment + 30 yrs. Not Hired – 2 years
Employee Files	Hired – duration of employment + 30 yrs.
Invoices-CO17	3 years or until audited, whichever comes later
Purchase Orders-Equipment	Retain for economic life of equipment

Working with Students – Community Standards

The Student Code

- A clear and consistent message delivered to incoming students that certain behaviors can place their relationship with the University in jeopardy.

***Cheating and/or Plagiarism =
Academic Misconduct***

Academic Integrity

- Through the [UConn Creed](#), students are encouraged to practice both personal and academic integrity. Academic misconduct violates these principles.

Working with Students – Assisting Students in Need

A Faculty & Staff Guide For Assisting Students In Need

http://www.ossa.uconn.edu/helping_students/index.html

- Responding to emergencies
- Referring a student for professional help
- Responding victims of violence
- Responding to academic issues
- and more...

Office of Student Services & Advocacy

**Wilbur Cross Building, Rm. 203
233 Glenbrook Road, Unit 4062
Storrs, CT 06269-4026
Phone: 860-486-3426**

Counseling & Mental Health Services

**Student Health Services Annex
234 Glenbrook Road, Unit 2011
Storrs, CT 06269-2011
Phone: 860-486-4705**

Staying Safe in the Workplace – Public Safety

- Police, Fire/EMTs---24x7 Storrs
- Alert.uconn.edu
- Active Threat Training
- Uniform Crime Report
- Blue Light Phones
- Crime of Opportunity
- Escort Service



Staying Safe in the Workplace – Environmental Health & Safety

University Health and Safety Policy

The health and safety of all students, faculty, staff, and visitors shall be a principal consideration in the planning and conduct of all University activities and programs.

Employee* “Must Do” List:

- Report hazards and help to correct them
- Use Personal Protective Equipment
- Follow procedures
- Get trained and keep training current


Supervisor “Must Do” List:

- Identify and correct hazards
- Provide and require the use of Personal protective equipment
- Provide information on policies and procedures
- Ensure employees/students receive training
- Model safety

*Supervisors are also designated as employees

Staying Safe in the Workplace – Environmental Health & Safety

Employee Safety Orientation Form

 **University of Connecticut**

EMPLOYEE SAFETY ORIENTATION
(for Non-Office Settings)

Attention Supervisors and Principal Investigators:
Please complete, review with employee and return to EH&S (Unit 4097, FAX 6-1106, or ehs@uconn.edu) within five (5) days of employment, transfer, or change of job.

Supervisors, including Principal Investigators, are responsible for notifying all newly hired personnel of the apparent or potential safety and health hazards associated with the work, and of known dangerous substances to which personnel may be exposed. Mandatory safety training may be required for some job functions. Training requirements may be found at: www.ehs.uconn.edu/training or by contacting the Department of Environmental Health and Safety at 486-3613.

To the Employee: the following substances or potential safety and health hazards may be present in your workplace. Your Supervisor is prepared to answer questions you may have about potential hazards, and will advise you of the required safe work practices, training, procedures, and other safety measures employed in your workplace. Participation in the University of Connecticut medical surveillance/monitoring program may be required for some positions. In some cases, you may be exposed to:

If no apparent hazards have been noted, check here:

I. Biological Agents

BL3 agents (excluding Select Agents) BL2 agents (excluding human materials) Select Biological Agents

Blood, body fluids, blood products, tissues, organs, bone:

Human origin Animal origin

Cells harboring recombinant DNA molecules

Animals:

Rodent Amphibian Canine Feline Ruminants Pigs Sheep Horse

Feral animals (list species): _____ Other (list species): _____

Biological Toxins

Toxic Plants/Seeds

II. Chemicals and Drugs -- Is this a laboratory setting? YES NO

Ignitable Corrosive Reactive Toxic Cytogenic Nanoparticles

Controlled Substances Carcinogens Extremely Hazardous Substances

III. Sources of Radiation

Radioisotopes X-ray Machines Accelerators Lasers

Other sources of radiation (please list or explain): _____

IV. Reproductive Hazards

Teratogens/Mutagens Other Reproductive Hazards (please list or explain): _____

V. Industrial/Occupational Hazards

Machinery Electrical Equipment Noise Confined Spaces Excavations Working from Heights

Heavy Lifting Cranes/Lifts/Hoists Painted Surfaces Asbestos Materials

Chemicals/Cleaners/Solvents Pesticides Harmful Mists/Dusts/Fumes/Vapors

Forklifts Utility Carts Backhoes/Tractors Other Industrial/Agricultural Vehicles (list): _____

Other Industrial/Occupational Hazards (list): _____

Review of the Workplace Hazard of Assessment

Supervisor/Principal Investigator: Refer to the appropriate *Workplace Hazard Assessment (WHA) Form* for the workplace or job tasks to which the employee will be assigned. Review with the employee the information on the form, the personal protective equipment (PPE) required, and the safety training necessary for the job. Date reviewed with employee: _____


Blank WHA forms are available online at: www.ehs.uconn.edu/forms/WHA.php

Information about the WHA and compliance responsibilities can be found at: www.ehs.uconn.edu/docs/PPE.pdf

I have reviewed this form with the identified employee and have provided him/her a copy.		Date
Supervisor/PI Name (Please print legibly)	Supervisor/PI Signature	Date
I have reviewed this form with the identified supervisor and have received a copy.		Date
Employee Name (Please print legibly)	Employee Signature	Date
Employee Position/Title	Department	NeDd

EH&S 1/2011

Workplace Hazard Assessment

 **University of Connecticut**
Workplace Hazard Assessment Form

Use this form to help identify the Personal Protective Equipment (PPE) required within each work location. Multiple forms may be used, as needed, to include all work areas or job functions within a Department or Division unit. Use the attached guidelines to help complete the form. For information on this document: ehs.uconn.edu

Department: _____ Division/Unit/Dept: _____

Work Location(s): _____

Job Function(s) Activity: _____

Type of Hazard Present (check all that apply)	Describe Hazard	Personal Protective Equipment (check all applicable and describe the specific PPE required e.g., safety glasses, shoe shields, water gloves, hard hat, etc.)
<input type="checkbox"/> Impact (e.g., falling or flying objects, hand tool, shot, particles, etc.)		<input type="checkbox"/> Eye/Goggles <input type="checkbox"/> Hard Hat <input type="checkbox"/> Head Protection <input type="checkbox"/> Clothing <input type="checkbox"/> Footwear <input type="checkbox"/> Other
<input type="checkbox"/> Cold/Freezing (e.g., cold, pressure, ice/snow, etc.)		<input type="checkbox"/> Eye/Goggles <input type="checkbox"/> Hard Hat <input type="checkbox"/> Head Protection <input type="checkbox"/> Clothing <input type="checkbox"/> Footwear <input type="checkbox"/> Other
<input type="checkbox"/> Punct/Cut/Slit/Over (e.g., moving machine parts, sharp-edged heavy equipment, etc.)		<input type="checkbox"/> Eye/Goggles <input type="checkbox"/> Hard Hat <input type="checkbox"/> Head Protection <input type="checkbox"/> Clothing <input type="checkbox"/> Footwear <input type="checkbox"/> Other
<input type="checkbox"/> Chemical (e.g., spraying, mixing, splash, leaks, venting/cleaning, etc.)		<input type="checkbox"/> Eye/Goggles <input type="checkbox"/> Hard Hat <input type="checkbox"/> Head Protection <input type="checkbox"/> Clothing <input type="checkbox"/> Footwear <input type="checkbox"/> Other (e.g., Respirator, Goggles, etc.)
<input type="checkbox"/> Biological (e.g., infectious materials, human or animal tissue, blood, body fluids, biological toxins, etc.)		<input type="checkbox"/> Eye/Goggles <input type="checkbox"/> Hard Hat <input type="checkbox"/> Head Protection <input type="checkbox"/> Clothing <input type="checkbox"/> Footwear <input type="checkbox"/> Other

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Safety Training

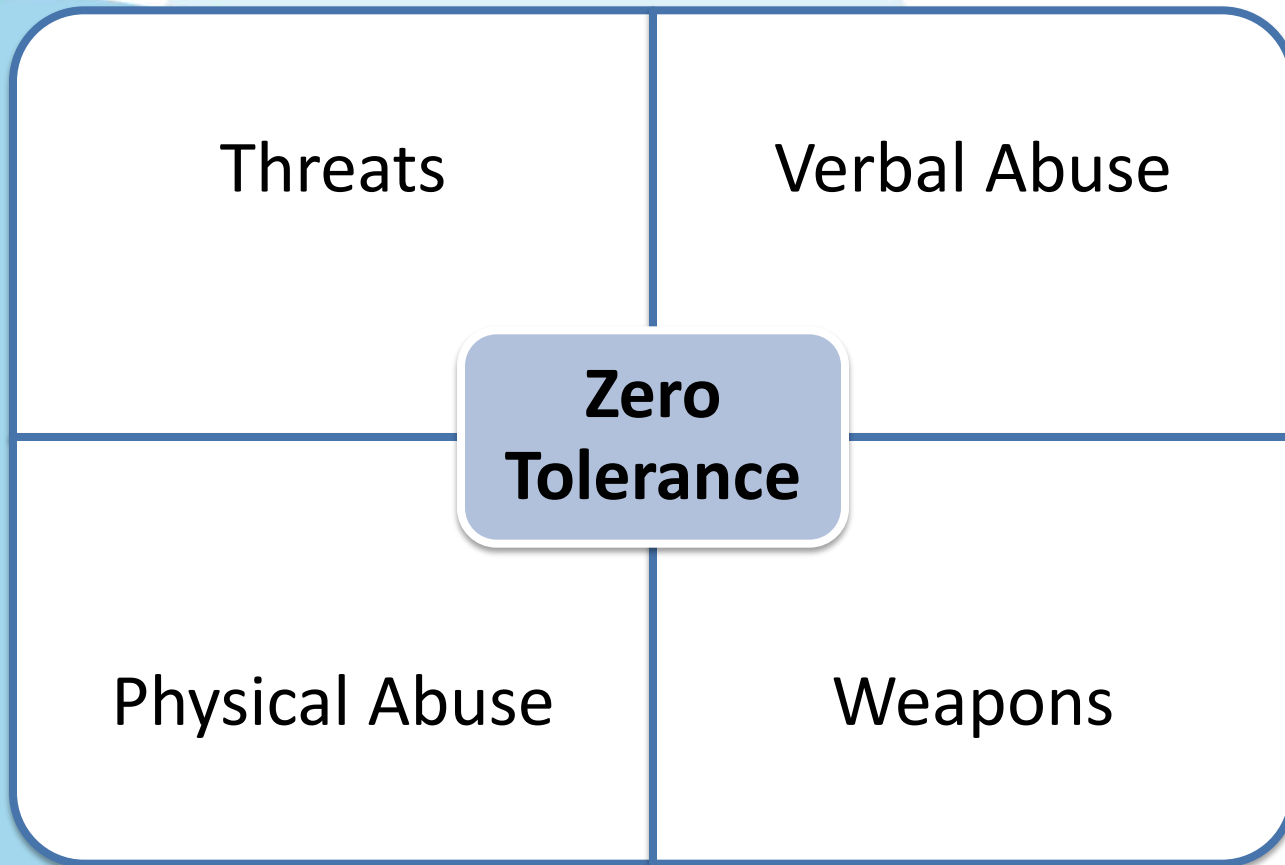


Selected Policies – Statement on Harassment

Policy Statements on Harassment

- The University of Connecticut does not condone harassment directed towards any person, or group, within its community – students, employees, or visitors
- **The failure of managers, at any level, to respond to complaints of harassment violates this policy as seriously as that of the original discriminatory act**
- Any person who feels they are being harassed based on protected class membership (e.g. race, age, sex, etc) is encouraged to contact the Division of Diversity and Equity

Selected Policies – Workplace Violence & Zero Tolerance



Staying Safe in the Workplace – Drug Free Workplace

Drug Free Workplace

- Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances, or be under the influence of a controlled substance, while on the job or in the workplace
- *Any employee violating this policy will be subject to discipline, up to and including termination*
- Concerned employees are encouraged to contact the Employee Assistance Program

UConn's Commitment to Diversity

Policy Statement on Diversity

- The University asserts that students and employees benefit from learning and working in a diverse environment
- The University is committed to providing students with a social and learning atmosphere where the population reflects the diversity of the society they are to enter
- Diversity is embedded into the University Mission Statement and has been approved at the Board of Trustees level

UConn's Commitment to Diversity – Title IX

Institutional Liability under Title IX

- When students are sexually harassed in the learning environment, a college or university will be liable if a higher-level official—who at a minimum has authority to address the harassment and institute corrective measures on the school's behalf—receives actual notice of, and is deliberately indifferent to, it.
- The U.S. Department of Education's Office of Civil Rights extends obligation to respond beyond those who actually have authority to address the harassment, but also to any individual “who a student could reasonably believe has this authority or responsibility”.

UConn's Commitment to Diversity – Mandated Training

All full-time University employees are required to attend:

- Diversity Training and
- Sexual Harassment Prevention Training
- These baseline training sessions which are run by the Division of Diversity & Equity are not annual trainings.
- Once you complete the baseline training sessions, you will be required to attend refresher sessions every couple of years.
- Check out the [Division of Diversity & Equity](#) website for dates and to sign-up.

UConn's Commitment to Diversity – Disability

Policy Statement: People with Disabilities

- The University of Connecticut is committed to achieving equal education and employment opportunity and full participation for people with disabilities
- A person with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others

Policy Statement on Reasonable Accommodations

- The University will make ***reasonable accommodations*** for the known physical and mental limitations of otherwise qualified applicants and employees
- Definition of “Reasonable Accommodations”
- Only in the rarest of instances (when undue hardship genuinely exists) will the University decline to make reasonable accommodations in keeping with the law and the spirit of this policy

UConn's Commitment to Diversity – Affirmative Action

Policy on Affirmative Action & Equal Employment Opportunity

- UConn is an equal employment /affirmative action employer
- Our policy is to comply with all laws & regulations that prohibit employment discrimination
- Equal employment opportunity (EEO) means nondiscrimination
- All services and programs are to be provided in a fair and impartial manner
- Annual State and Federal Affirmative Action Plan

Division of Diversity & Equity

Division of Diversity & Equity (DDE)

Don't hesitate to call DDE:

○ (860) 486-2943

- The Division of Diversity and Equity (DDE) assists in the development of programs, training, outreach and compliance efforts to ensure the University's commitment to a harassment and discrimination free environment.
- DDE provides support and advice to all University offices on recruitment and retention issues, sexual harassment prevention training, diversity, and the Americans with Disabilities Act.

Selected Policies – Access to Information Technology

- Access to Services (telephone, network, computer, email, etc.)
- Policies (<http://itpolicy.uconn.edu>)
- Security (<http://security.uconn.edu>)
 - E-Mail Etiquette
 - Electronic Communication
 - Security Awareness
- University Information Technology Services
 - Technology Assistance **860-486-4357 (HELP)**

Selected Policies – Access to Information Technology

Security

- Use of anti-virus software
- Encryption required on all PCs
- Security patches
- Use strong passwords
- Do not open unknown emails or attachments, only download from known sources
- Use a firewall
- Back-up your files

- Use of UConn computing & network resources
- **Email is not private**
- Official e-mail communication & UConn email lists

Summary – Your Responsibilities

- Know UConn and your departmental policies, procedures, expectations and resources
- Establish and model respectful behavior
- Understand how your behavior or that of others could be inappropriate and/or may cause harm to others at UConn
- Be familiar with State and Federal legal requirements for fair & respectful place of work and education
- As a supervisor, ensure a respectful work environment in your office, lab and classroom for your students and other employees by adhering to and if needed, enforcing policies and state/federal laws appropriately

Summary – Support Resources

Your Department Head/Dean

University offices/divisions:

- Human Resources
- Public Safety
- Environmental Health & Safety
- Office of Audit Compliance & Ethics
- Division of Diversity & Equity
- American Association of University Professors (AAUP)

- Work/Life Connections
- Multicultural Centers
 - Women's Center
 - African American
 - Asian American
 - Puerto Rican Latin American
 - Rainbow Center

Break Out Sessions – As Needed

- **Environmental Health & Safety**
 - Here in Room 201 with Terri Dominguez, Manager of Environmental Health & Safety
 - Ask questions about safety training requirements
- **Benefits** (www.hr.uconn.edu/benefits/nebe.html)
 - Downstairs in room 103 with Lori Vivian, Manager Benefits & Team
 - Sign up for one on one appointments &/or turn in paperwork
- **ING**
 - Room 100, downstairs across the foyer, with Marty Baron, Financial Representative
- **Payroll** (www.payroll.uconn.edu)
 - Here in Room 201 with Ellen Lowe, Assistant Director
 - Ask questions about paycheck, drop off tax forms/make changes, direct deposits\
- **Parking Services** (<http://park.uconn.edu>)
 - Parking video: <http://park.uconn.edu/vids.html>
 - Executive Conference Room, 2nd Floor, down the hall to the right
 - Fill out parking application, pick up your parking hangtag

Recommended Ice Cream – UConn Dairy Bar

