



May 13

**Where's Bob?**

Do you know where University photographer Bob Elbert spotted this architectural embellishment?

May 13

**Reiman Gardens expands its gnome decorating project**

Reiman Gardens staff has decided to expand the "decorate a gnome" project that is part of its current gnome exhibition. About 75 more of the smaller gnomes could be added to the 23 already in place. Volunteer groups or individuals are sought to paint or decorate a 3-foot gnome by June 15.



Garden gnomes

May 13

**Lots, streets closed May 20-21 for Special Olympics**

Next week's Iowa Special Olympics summer games (May 20-22) will close the Iowa Center commuter lots Thursday and Friday. Other lots and streets also will be impacted.

May 13

**Performance reviews: Staff need, want to know**

It's that time of year to think about completing performance reviews, if you haven't already. Associate VP for human resource services Carla Espinoza says they're a basic courtesy to employees, and responds to questions about them.

May 13

**A dumpster isn't enough anymore**

Nonperishable food, unwanted clothing and working appliances were some of the items recycled by students as they moved out of the residence halls. The collection project was organized by the residence department.



Residence recycling

May 13

**Ombuds help is available all summer**

When there's a problem at work, a sympathetic ear is nice, but a solution is even better. ISU

**Announcements**

- Delta Dental requests your participation in an online survey about your dental care and service
- Internal search opens for part-time associate dean post in Graduate College, effective July 1
- Victor Lin memorial is May 14; gifts designated to education fund for his children
- MBA program informational lunch is May 26; RSVP requested
- Gift from credit union will fund new College of Business lecture series
- 13th Street pavement project will require 50 work days

**Receptions & open houses**

## Reception

- Kate Schwensen, May 13

## Retirement

- Thomas Ingebritsen, May 13

**Arts & events**

Season at Stephens

**Sneak peek at Stephens series**

The Iowa State Center will host a lunch-hour preview of its 2010-11 performing arts series May 18.

**Honors & awards**

- Elizabeth Hoffman
- Ingrid Lilligren and Teresa Paschke
- Soko Starobin

**Around campus**

- Engineering reorganizes

ombuds officer Elaine Newell offers both.

May 13

### **Council learns about salary increases, position cuts**

Salary guidelines and staff reductions were among the topics discussed at the May 6 P&S Council meeting.

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administrative units, eliminates  
positions

- A new breed of utility pole

#### **Inside tools**

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May 13, 2010



### **Where's Bob?**

University photographer Bob Elbert found this adornment on each face of the campanile, at the top of the entrance peak.



May 13, 2010

## Reiman Gardens expands its "decorate a gnome" project

As part of a successful gnome exhibition that opened last month, Reiman Gardens staff has decided to expand the "decorate a gnome" project. About 75 more of the smaller gnomes could be added to the 23 already in place. They support the world's tallest concrete gnome, a 15-foot fellow commissioned this spring by Reiman Gardens and located in the southwest corner of the gardens. The first 23 gnomes were sent to area schools, organizations and businesses for personalized decoration and are on display throughout the gardens' 14 acres. They include a gnome balancing on a surfboard, a "Harley" gnome sporting goggles and a bandana around his pointed hat, and a gardening gnome wearing Crocs.

### Artists wanted

Other schools, groups or individuals who would like to paint or decorate a gnome to add to the collection should contact gnome coordinator Diana Wright, 4-2444, [gnomeheadquarters@iastate.edu](mailto:gnomeheadquarters@iastate.edu). Because they're 3 feet high and 60 pounds (too heavy to ship), the unpainted gnomes need to be picked up at and returned to Reiman Gardens. The preferred deadline to have decorated gnomes returned is June 15.

Some of these additional gnomes will be used to create "Gnome Mountain" on the grassy hill at the south end of the gardens. Kids will be encouraged to spot the different gnomes along the winding path to the top of the knoll.

### World attention

After a Des Moines TV station included a glimpse of the giant gnome on its Friday night news, within three days the footage was shared on 70 TV stations from Honolulu to Maine, and from there across Europe on BBC World News. Gardens director Teresa McLaughlin said the international exposure is what compelled garden staff to expand the gnome exhibit.



A small replica gnome is pictured next to the 15-foot original at Reiman Gardens. Gardens staff hopes to expand the replica project to more than 100 personalized gnomes. *Photo by Bob Elbert.*

### Gnome HQ

Contact: Diana Wright  
515-294-BIGG  
E-mail

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## Commuter lots closed May 20-21 for Special Olympics

The Iowa Special Olympics summer games return to Ames May 20-22. An estimated 2,800 athletes will compete, accompanied by more than 1,200 coaches and chaperones. The summer games also draw at least 2,000 volunteers to work the events. Opening ceremonies are Thursday, May 20 (7 p.m., Hilton Coliseum). All events are free and open to the public.

Several campus facilities will serve as sports venues, impacting road and parking lot use. This year, the Iowa State Center commuter lots will be closed both Thursday and Friday. The CyRide orange route will be redirected through the stadium parking lots (S3-S8), where commuters are asked to park.

For more information, contact parking and transportation supervisor Aaron Steffen in the department of public safety, 4-3169.

### Road closures

- Beach Road: Closed to through traffic from Lincoln Way to Wallace Road on Thursday, May 20, and Friday, May 21 (7 a.m.-10 p.m. daily)
- South Fourth Street: Closed from Beach Avenue to just west of north entrance to stadium parking lots on Thursday, May 20 (8 a.m.-5 p.m.), for bike race events

### Parking lot changes

- Iowa State Center lots: All lots will be closed Thursday, May 20, and the commuter lots (A3, A4, B4, B5, B6) will be closed Friday, May 21 (12:01 a.m.-5 p.m. daily). Cy-Ride will be routed through stadium lots S3-S8.
- Lot 3 (north side of Beyer Hall): Saved for Lot 3 24-hour Reserve permits, Special Olympics permits and handicap permits Friday, May 21 (all day)
- Lot 50A (west side of Forker Building): Saved for Special Olympics permits or handicap permits Thursday, May 20, and Friday, May 21 (all day)
- Lots 57 and 100 (west and south sides of Lied Center): Saved for vehicles with Special Olympics permits Thursday, May 20, and Friday, May 21 (all day)
- Lot 54 (Richardson Court residence area): Saved for Special Olympics permits and handicap permits Thursday, May 20, and Friday, May 21 (all day); lots 56 and 63 will be open

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## **Espinoza on performance reviews: Staff need, want to know**

by Diana Pounds

Carla Espinoza admits it. She doesn't enjoy giving performance reviews.

"Sometimes, you're trying to deliver a tough message and it's uncomfortable," she said.

But like them or not, the associate vice president for human resource services (HRS) is passionate about performance reviews. She said reviews are just as important to employees as they are to the organization.

"Most employees are desperate for some communication from their supervisors," she said. "They want to know how they're doing, whether they're contributing. They want to know because they want to improve their performance.

"Look at what Iowa State employees have done these past two years," she added. "They are people who, for the most part, are extremely dedicated to Iowa State. They deserve the courtesy of hearing how their supervisors think they are doing."

"Look at what Iowa State employees have done these past two years. They are people who, for the most part, are extremely dedicated to Iowa State. They deserve the courtesy of hearing how their supervisors think they are doing."

-- Carla Espinoza

In the Q&A below, Espinoza answers some common questions about performance reviews.

### **When should performance reviews occur?**

Merit staff have scheduled merit review dates. While managers often do performance reviews for professional and scientific staff around this time of year, reviews can be done any time. The most important thing is that P&S staff receive reviews at least annually.

### **Do you have any advice for supervisors giving reviews?**

Remember that giving employees candid evaluations helps them grow. They end up being better producers. This is a big part of the job. You're not just managing money and programs. You have to manage the people who go with them.

### **Do you have any advice for employees facing reviews?**

It's worthwhile for employees to have a bulleted list of accomplishments. While tangibles are important, don't forget that intangibles are equally important. For example, writing and securing a grant or funds for a project are important, but so is the effort to collaborate or build relationships or lead teams. Try to highlight those performance successes that resulted in good outcomes for the unit.

### **Is there a standard review format?**

HRS has templates available for supervisors, but supervisors also can create their own review formats. Those templates should address all facets of an employee's job responsibility. Online templates include:

- [P&S Sample 1 \(doc\)](#) and [P&S Sample 2 \(doc\)](#)
- [Merit performance evaluation \(doc\)](#)

Whether you use a provided template or your own, face-to-face conversation to discuss the written evaluation is an important part of the evaluative process. The primary purpose of the evaluation is to engage in dialogue about the work, the quality of work and overall productivity.

### **What happens to performance reviews?**

A performance review should be filed in the employee's unit. It's also encouraged that a copy of an employee's performance evaluation be sent to the HRS service center (3810 Beardshear), where it becomes part of the employee's official personnel file.

The review also can be attached to the review confirmation form that should be sent to HRS whenever a performance review has been completed. Confirmation forms for both P&S and merit staff are available on the [university form templates](#) site.

### **Where can I get help dealing with performance reviews?**

HRS' employee/labor relations office helps staff deal with reviews as well as conflicts and issues that arise in the workplace. A good place to start is the [employee labor relations](#) website. Or call the office at 4-3753.

Training sessions on the new P&S performance management program are useful for those who supervise P&S staff. Upcoming sessions are: May 18, June 10 and June 23. Sign up through AccessPlus ("employee tab", then "HRS training" and "courses").

In addition, HRS is willing to provide on-site P&S Performance Management Training. For more information please contact the employee relations office at 4-3753.

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### **A dumpster isn't enough anymore**

The residence department makes a huge effort this time of year to prevent many items discarded by students at move-out time from hitting the trash pile. Not that there isn't a lot of trash -- collected around residence sites over the last week in oversized red roll-off dumpsters (above). In addition, nonperishable food items were collected near hall front desks and will be taken to the MICA and Bethesda Community food pantries. Unwanted clothes and working small appliances, also collected in each hall or building -- but already having survived an internal swap process -- will be taken to Goodwill and the Salvation Army. Nonworking appliances of any kind will be recycled in Missouri; this is being accomplished with assistance from students in the Engineering Policy and Leadership Institute and the ISU Live Green initiative. And while there's always lots and lots of discarded wood, residence director Pete Englin said none of it actually had to be hauled away this year. Recyclers from campus and Ames took care of that for them.

The collection period was April 22 through May 12. It's all part of the residence department's ongoing **SAVE (Simple Act, Vital Effect)** program. *Photos by Bob Elbert.*





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May 13, 2010

## **When you don't know where to go**

by Diana Pounds

When there's a problem at work, a sympathetic ear is nice, but a solution is even better. Elaine Newell offers both.

As ombuds officer, Newell helps faculty, professional and scientific, and supervisory/confidential staff and graduate and professional students tackle troublesome issues that arise in the workplace. Her role is to help clients find informal ways to resolve conflicts and concerns.

"The ombuds office is a great resource when you don't know where to go," Newell said. "It's also a neutral resource. I don't represent the university or the people who come here to talk. We sit down and discuss the situation and come up with some options."

Newell said poor communication is at the root of many workplace problems.

"Easily, 75 to 80 percent of issues I deal with involve a lack of information or miscommunication," she said.

When people don't have all the facts, it's easy to jump to a wrong conclusion, she added. For example, an employee who doesn't know why his or her job duties have changed might erroneously conclude that the boss is displeased.

"A lot of times, as ombuds, I can help two parties come together in a respectful way," Newell said.

Newell emphasized she won't talk to anyone without clients' permission.

"Confidentiality is really critical. But if they give me permission to talk to the other side, it provides a bit more leeway in addressing the issue."

Summer hours in the ombuds office are 7:30 a.m. to 4 p.m. on Tuesdays, Wednesdays and Thursdays. Make appointments through Newell at 4-0268 or [ombuds@iastate.edu](mailto:ombuds@iastate.edu). Walk-ins are welcome Wednesdays from noon to 1 p.m.

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## **Council learns more about salary increases, position cuts**

by Erin Rosacker

Executive vice president and provost Elizabeth Hoffman told the professional and scientific council at its May 6 meeting that salary guidelines for the FY11 budget were "a little bit confusing," and likely will be revised. Although post docs and graduate assistants were included on a list of externally funded positions eligible to receive salary increases, P&S staff were not.

"That was an oversight on our part," she said. "It was not our intention to specifically leave out P&S on grants."

When the general fund does not include new funds for salary increases, Hoffman said salary increases for externally funded employees is a "serious issue."

"There's no question that it constitutes a challenge for units that have both self-funding and general funds, as to how to be equitable in the distribution of salary increases when there is a very limited pool on one side and there may be built-in salary increases on the other," she said.

Looking ahead, Hoffman said university leaders don't anticipate that the state legislature will approve a salary appropriation for FY12. However, she said the administration is building in a "modest" salary increase for employees as it plans for FY12.

"One of the reasons that you're seeing significant budget cuts within units that may appear to be larger than would be necessary, given the FY11 budget, is that they are preparing for the need to give a salary increase and overall compensation increases in FY12."

### **Staff reductions**

Brenda Behling, assistant to the executive vice president and provost, said it is too early to know the number of staff reductions that will result from budget plans submitted by campus units. She said about half of the plans have been approved by the provost and human resource services, but some restructuring and staff notices have begun. Reduction plans that involve merit positions also must be approved by the state Board of Regents and the governor's office.

"Where those restructuring plans are developed -- they include either reduction for staff positions or full position eliminations -- at the current time, it looks like the impact to merit and P&S is about equal, as far as the numbers go," Behling said.

### **Other business**

Robin McNeely was relected as secretary/treasurer of the council for 2010-11; Trevor Riedemann was elected vice president for university planning and budget; and Amy Delashmutt was elected vice president for community relations.

A motion to amend a pair of council bylaws was introduced. The changes would fix election

irregularities and add a representative from the council's compensation and benefits committee to the council's university planning and budget committee.

Council members also learned:

- P&S employees must be at the P37 level of the new compensation structure to serve as principle investigators (Behling said a few extension titles would be eligible at level P36)
- 94 applications for the second retirement incentive option (RIO2) have been approved (47 merit, 30 P&S and 17 faculty)
- A [Q&A document \(PDF\)](#) about the RIO3 program is available on the [HRS website](#)
- The university benefits committee will survey employees this summer about the current benefits package and potential changes

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The stage version of *Mama Mia!* is one of the shows coming to Stephens Auditorium during the 2010-11 season. *Submitted photo.*

## Watch, hear show snippets during Stephens preview event May 18

by Anne Krapfl

The Iowa State Center announced its 2010-11 [performing arts series](#) last week, and will host a lunch-hour preview of it May 18 (noon-1 p.m., Memorial Union Cardinal Room). Bring your lunch with you if you like; cookies and lemonade will be provided. Attendees will see and hear segments of all 17 series shows in about 30 minutes. Some highlights include the musicals *Fiddler on the Roof* and *Mama Mia!*; theatrical performances of *Spring Awakening* and *Bus Stop*; a wide range of music ensembles; and solo performances by humor writer David Sedaris and Patrick Combs, the California-based writer/professional speaker who successfully deposited in his bank account a \$95,000 junk mail check.

"In a short time, we'll give people an inside look at each show and the type of show it is," said Angela Ossian, director of marketing for the center. "This is the first time we've tried a preview DVD. We'd like to make it easy for people to get the scoop on all these great shows."

The preview is open to the public and especially ISU staff, faculty and students. Door prizes will be awarded at the end of the hour.

### Tickets on sale now

"Subscription" tickets -- advance tickets for three or more events in the 2010-11 series -- are on sale now. Tickets to single events go on sale July 12. [Ticket information \(PDF\)](#), including pricing and

seating, is online.

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