



Dec. 9

A little bug fun

An annual friendly competition among campus entomologists this year asked participants to create a humorous scene with dead insects and get it photographed. The results? Quite entertaining.

Dec. 9

If you're off campus for winter break ...

For the second year in a row, university officials are encouraging (but not mandating) that departments and units shut down during winter break. Find out how to prepare offices and buildings for your extended absence.

Dec. 9

How does it work?

Fifty-six teams from four design courses in mechanical engineering this fall demonstrated their prototypes and answered questions from visitors during the mechanical engineering department's first Design Expo Dec. 7 in Howe Hall. The expo gives students a place to show off their work and practice talking about their designs -- an important skill for the workplace -- say the faculty members who organized the event, assistant professors of mechanical engineering W. Ross Morrow and Erin MacDonald.



Mechanical engineering design expo

Dec. 9

Senate debates NTE teaching limits, faculty misconduct policy

A set of recommendations for targeting and tracking non-tenure eligible teaching loads, and new handbook language for the faculty misconduct policy were topics of discussion at the Dec. 8 Faculty Senate meeting.

Dec. 9

Council considering performance pay, effort reporting

Professional and scientific council members will vote next month on motions endorsing a new

Announcements

- Save the date: Financial aid mini-conference is Feb. 4, 2011
- Reading improvement clinic for 1-8 graders is taking applications
- Book club, reading group proposed for spring at Sloss women's center
- Next Osborn Club lecture is Dec. 13
- CODAC art sale ends Dec. 10
- You can help Reiman Gardens get a grant for a rain garden
- Forestry Club's tree sale ends this weekend

Receptions & open houses

Retirements

- Sally Gleason, Dave Scott, Dec. 9
- Corly Brooke, Dec. 9
- Max Porter, Dec. 10
- John Maves, Mary Joyce VeVerka, Dec. 13
- Deb Michel, Dennis Olson, Dec. 14
- Don Wirth, Dec. 14
- Dianne Anderson, Dec. 15
- Tom Hillson, Dec. 16
- Pam Myers, Dec. 16

Open house

- Farm House Museum, Dec. 11-12

Arts & events

Nutcracker Ballet

Nutcracker returns to Stephens
New York-based professional dancer Joy Voelker returns to her hometown to star in the annual local production of *The Nutcracker Ballet* at Stephens Auditorium.

effort reporting policy and a retooled performance pay program.

Dec. 9

Get ready for the flexible spending account deadline

All 2010 flexible spending account claims must be filed by April 30, 2011 (eligible expenses must be incurred by Dec. 31). Employees who miss the deadline forfeit any unclaimed money in their flex accounts. Included are some tips to help you claim your cash.

Dec. 9

Save a seat at the campus sustainability symposium

Registration is open for Iowa State's third annual symposium on sustainability, Feb. 21-22, 2011, in the MU. Registration is free; all students, staff and faculty are invited to learn more about successful "green" campus initiatives and help decide what the next ones ought to be.

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Honors & awards

- Lorraine Hoffman
- Amy Slagell

Around campus

- ISU students help Lake Delhi residents explore options
- ISU researcher helps protect soldiers
- Design faculty, grad students contribute to way-finding project

Inside tools

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Dec. 9, 2010



"Bug Gym," submitted by professor Bryony Bonning



"Jousting," submitted by graduate student Missy Rynerson

Who knew bugs could be so fun(ny)?

The entomology department has held various competitions, themed around insects and demanding a bit of creativity, for the last several fall semesters. For example, last year's challenge:

- Create an entomology sniglet, a word that does not exist in the dictionary but should, or
- Give an existing word a new, entomology-related meaning

Some of the winners included: "between," an 11- to 12-year-old bee that has yet to reach puberty; "philanthropy," exhibiting behaviors that benefit arthropods and the people who study them; or "paramount," displaying two insects on the same pin.

The task this year? Create a scene or scenes that include one or multiple dead insects, and get it photographed. The inspiration is a series of [humorous dead fly photos](#) by Swedish photographer Magnus Muhr that received international attention in the last year.

Entomology's competition was open to anyone in the entomology department, anyone related to anyone in entomology and anyone interested in entomology. Winning entries will be announced at the department's holiday gathering Dec. 17, but *Inside* received permission to share a few with readers this week.



"Mirror, Mirror," submitted by assistant professor Lyric Bartholomay



"Moulten Larva," submitted by graduate student Missy Rynerson

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Dec. 9, 2010

Be prepared for winter break

by Paula Van Brocklin

Last year's partial university shutdown during winter break saved nearly \$118,000 in energy costs, so university officials again are **encouraging departments and units** to shut off the lights and lock the doors Dec. 23 through Jan. 2; the shut-down is not mandatory. Officials also acknowledge that employees often take leave during winter break since classes are not in session and campus activity slows down.

Open or closed?

Winter break
schedules

According to facilities planning and management, at least 30 buildings will be locked during break, though staff and faculty may be working inside. Building supervisors should contact **Bob Currie** at FPM by Dec. 22 to indicate whether a building will be closed or to request a temperature setback.

If your department chooses to temporarily close, here are some tips for keeping your offices and buildings safe and energy-efficient.

Turn off the lights and more

- Shut down all computers, printers and other accessories, such as speakers. Leave your office computer on if you need remote access from home, but power off the monitor, printer, speakers, etc. A computer's sleep mode uses less energy than full power, but information technology services recommends shutting down computers completely to protect data. A machine may be left on during break if it's providing access to a critical application. If possible, plug computers and printers into a power strip and then shut off the power strip before you leave.
- Turn off and unplug copiers.
- Shut off and unplug small appliances, like coffeepots.
- Unplug all chargers for cell phones, MP3 players and similar devices.
- Check faucets in bathrooms and break rooms to make sure they are completely turned off and not dripping. If you notice a dripping faucet, contact your building's maintenance team.
- Facilities planning and management staff will adjust building temperatures centrally upon request. If you can manually adjust the thermostat in your office, turn it down to 65 degrees.
- Close fume hood sashes completely or open them only minimally.
- Shut down unnecessary climate-controlled plant growth chambers.
- Shut down cooling water systems to eliminate potential flooding issues.
- Remember to turn off your office lights and as much public lighting (hallways, bathrooms, conference rooms) as possible before you leave.
- Check windows to make sure they're shut tight.

Keep in touch

If your department is closing over break, discuss how to handle incoming phone calls. One option is to direct all departmental calls to one voicemail box to be checked periodically by designated

employees during the break. Employees also should change their personal voicemail messages. Consider stating the dates you will be absent, and if you'll be checking your voicemail or e-mail messages. If necessary, include an off-campus number where you can be reached.

Wear your boots

Facilities planning and management crews will work reduced hours during winter break. Snow removal will be limited, which means parking lots and building entrances may not be plowed by 8 a.m. FPM staff also will not plow lots or sweep sidewalks for less than 2 inches of snow outside of weekday business hours (Monday through Friday, 7 a.m. to 4 p.m.).

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Dec. 9, 2010

Open or closed? Winter break schedules

Following is a list of closures for various campus facilities during winter break. When in doubt, call ahead.

Be prepared

Winter break tips

Athletics ticket office, Jacobson Athletics Building

Closed: Dec. 23-28, 31; Jan. 1-2

Holiday hours: Dec. 29-30, noon-3:30 p.m.

Brunnier Art Museum and Store (290 Scheman)

Closed: Dec. 23-Jan. 3

Christian Petersen Art Museum (1017 Morrill)

Closed: Dec. 18-Jan. 9

Farm House Museum (central campus)

Closed: Dec. 18-Jan. 9

Hotel Memorial Union

Closed: 5 p.m. Dec. 23-8 a.m. Dec. 26

ISU Dining

[Winter break hours](#)

ISU Postal and Parcel

Operating normal hours with reduced staff; regular service will continue to accessible buildings

Lied Center/Beyer Hall

[Winter break hours](#)

Maintenance Shop, Memorial Union

Closed: Dec. 16-Jan. 9

Memorial Union

Closed: 5 p.m. Dec. 23-8 a.m. Dec. 26 (free parking in ramp during this time)

Reiman Gardens

Closed: Dec. 25 and Jan. 1

University Book Store

Closed: Dec. 23-26; Dec. 31-Jan. 2

Holiday hours: 7:45 -5 p.m., Dec. 20-22 and Dec. 27-30

University Library (all sites)

Closed: Dec. 23-Jan. 2

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How cool is that?

Mechanical engineering seniors (l-r, back row) Alexander Everett, Alex Kalitzki and Eric Havran successfully demonstrate their vortex ring generator to an unidentified classmate during the mechanical engineering department's first Design Expo Dec. 7 in Howe Hall. The team designed this one as an attention-grabber -- similar to a promotional searchlight -- for use in advertising. Similar devices reportedly have been used in spraying orchards for insects or (in an industrial application) to mix fluids. The "ring guys" were one of 56 student teams who shared a prototype at the expo. *Photo by Leah Hansen.*

Dec. 9, 2010

Senate debates NTE teaching limits, faculty misconduct policy

by Erin Rosacker

Several items were cleared from the docket at the Dec. 8 Faculty Senate meeting, but two motions received the most attention. Lengthy discussion preceded a decision on non-tenure eligible teaching recommendations, but the debate will continue next month about changes to the faculty misconduct policy.

NTE teaching recommendations

Senators voted to approve a [set of recommendations \(PDF\)](#) for non-tenure eligible (NTE) teaching percentages. The senate's faculty development and administrative relations (FDAR) council created assessment and reporting tools for departments and colleges to use in defining and justifying "optimal" NTE teaching loads.

An amendment to add a headcount of NTE vs. tenure-track faculty to the metrics for measuring percentages was narrowly defeated (38-21). As is, the approved motion gives departments and colleges three ways to gauge NTE teaching -- section credits, student credit hours or course sections.

"The goal is to initiate more dialogue, to work on tracking this, to make things more transparent, and to be more explicit in the needs of NTE," said FDAR chair Ann Smiley-Oyen. "What we are stating here is a recommendation. We are not in any way making this a punitive statement. In fact, for better or for worse, we don't have any real teeth with this -- it's a recommendation to the provost."

The [ISU chapter](#) of the American Association of University Professors responded to the recommendations after they were introduced at last month's senate meeting. In a statement issued via e-mail, the AAUP chapter opposed the motion, arguing that the recommendations would allow departments and colleges to exceed the NTE teaching percentage limits (25 percent in any department, 15 percent as a university) suggested by the national AAUP and adopted by the Faculty Senate in 2001.

Citing an "undue burden on the tenure-track faculty to provide service and maintain active faculty governance," the chapter's statement proposed a different recommendation: Make teaching faculty tenure-eligible.

"Teaching-only faculty would gain stature as full members of the community with the benefits inherent in tenure, and their presence would relieve some of the service commitment of the tenure-eligible faculty," the statement read.

Misconduct policy

Changes to the conduct policy section (7.2) of the *Faculty Handbook* were introduced, filling in a "gap" which omits procedures for handling cases in which faculty are not fulfilling their responsibilities.

"This provides us with a guideline to address those issues where there is chronic unacceptable performance," said senate president Micheal Owen.

Three ways to determine unacceptable performance of duty are part of the proposed changes, including:

- Failure to meet duties defined in the faculty member's position responsibility statement "for a significant period of time"
- "Substantial and manifest neglect" of duties or "unwillingness to perform" duties defined in the faculty member's position responsibility statement
- Continued performance concerns despite "reasonable efforts" by department, college and university officers to resolve them through university policy guidelines

As proposed, a complaint of unacceptable performance of duty would move forward from the college dean only after it's been vetted through the department chair and faculty colleagues. If a formal complaint is warranted, it moves forward to the provost and faculty senate president for evaluation. Only then would it be sent through the **complaint review and resolution procedures** already outlined in the handbook -- an intricate process that includes a thorough investigation by an unbiased faculty review board and an appeals process.

Lengthy discussion about the motion included concerns about its lack of specificity and its correlation to upcoming post-tenure review policy changes. More discussion is expected at next month's meeting, when the item is eligible for a vote.

Other business

Senators unanimously approved:

- *Faculty Handbook* revisions (section 2.8), which spell out the approval process for renaming academic units
- Three new minors in the kinesiology department (health promotion, exercise science and kinesiology)
- Updated catalog copy
- The fall graduation list

Dec. 9, 2010

Council considering endorsement of effort reporting policy and performance pay program

by Erin Rosacker

Members of the Professional and Scientific Council are considering a pair of motions introduced at their Dec. 2 meeting. Both are endorsements -- one for an effort reporting and certification policy and the other for a revamped performance pay program. A vote on both motions is expected in January.

Performance pay

A P&S Council working group is putting the final touches on a program to replace the **exceptional performance pay program (PDF)** implemented in 2008. The motion indicates that the previous program is under-utilized and ISU administrators asked for revisions.

"The idea is to make the new program more accessible, so more supervisors will nominate eligible employees for the program," said Shirley Huck, chair of the policies and procedures committee.

The final draft of the "Extra-meritorius Performance Pay Program" will be sent to council members to review prior to their Jan. 13 meeting.

Effort reporting

The first motion endorses a proposed policy on effort reporting and certification. The new policy outlines procedures that would ensure ISU's compliance with requirements for federally funded salaries -- particularly, for researchers and B-base faculty (nine-month appointments) who conduct grant-funded projects.

"We are undertaking this policy initiative due to an internal audit and high-profile audits going on across the country," said Brenda Behling, assistant to the executive vice president and provost. "This will force us to have our effort and payroll match. This is an audit risk if we are not doing it right."

A copy of the **draft policy** is available in the policy library for public review. Comments are welcome via e-mail (policy@iastate.edu) through Dec. 15.

Dec. 9, 2010

Flexible spending accounts: Now's the time to get organized

by Paula Van Brocklin

As 2010 draws to a close and you hunker down for the long winter, spend some time reviewing your 2010 health and dependent care expenses, and organizing (or locating) your receipts.

All 2010 flexible spending account (FSA) claims must be filed by April 30, 2011 (eligible expenses must be incurred by Dec. 31). If you miss the deadline, you'll lose any unclaimed money that was deducted from your paycheck to cover qualified expenses in 2010, per Internal Revenue Service guidelines and ISU policies.

If you have trouble locating your receipts, here are a few pointers.

Log in

Your medical, dental and pharmacy claims history may be accessible online. Click on the member or subscriber links on your providers' websites and register to access your 2010 claims information. Pharmacies also may provide a year-to-date record of your out-of-pocket expenses. This is the amount you may claim through flexible spending. Some health care offices may provide you with this information, but they could charge a fee.

A [list \(PDF\)](#) of 2010 qualified health care expenses is available online.

New health care guidelines for 2011

As part of the federal health care reform mandates that begin Jan. 1, 2011, over-the-counter medications and drugs (except insulin) purchased without a prescription will no longer be reimbursed through an FSA. This means you'll need a prescription for medicines like ibuprofen, aspirin or antacids if you wish to be reimbursed for these items through your FSA. Other items, such as bandages or hearing aids, still may be claimed without a prescription. Review the open change guides ([ISU Plan](#) or [nonsupervisory merit](#)) for more information.

Dependent care claims

If you have no receipts from your daycare provider, ask your caregiver to sign and complete the dependent care portion of the reimbursement form. Wellmark, the FSA administrator, does not accept canceled checks, credit card or bank account statements.

How to file a claim

You may access reimbursement claim forms [online](#) through Wellmark. First-time users need to click on "New User" and create a username and password. Questions regarding claims should be directed to Wellmark at (800) 624-2755.

Dec. 9, 2010

Reserve your seat at the campus sustainability symposium in February

by Anne Krapfl

Online registration is open for Iowa State's [third annual symposium on sustainability](#), Feb. 21-22, 2011, in the Memorial Union.

Registration is free for all members of the university community and includes a Tuesday lunch that features local and organic foods. The event is intended to share information about successful initiatives on campus and identify other needs -- as well as collaborative options for addressing them.

Two-day format

To enable more people to attend, symposium organizers structured this year's event as two half-day sessions (Monday afternoon and Tuesday morning), with a public lecture Monday evening.

Monday afternoon will feature three visioning/work sessions organized according to participants: faculty, staff and students. Peers will lead each group in discussion of topics most relevant and of interest to that group. The sessions conclude with an hour of summary and the opportunity to explore shared interests.

Tuesday events include the keynote address, highlights of some faculty research on sustainability innovations and current projects by facilities operations, a Live Green! progress report by campus sustainability director Merry Rankin, a summary report of the Monday discussions and the awards luncheon. [Details about the schedule](#) are posted online.

Online participation in the symposium, which was piloted last year, will not be offered this year.

Joining symposium attendees this year to provide the keynote talk is Jerome Ringo, a 20-year veteran of the petrochemical industry who now advocates for clean energy and environmental justice. Ringo currently serves as senior executive for global strategies for Green Port, a private company that focuses on establishing sustainable "green" ports around the world. Ringo took part in the United States' 1998 global warming treaty negotiations in Kyoto, Japan, and appeared in the 2006 award-winning documentary *An Inconvenient Truth*.

Call for posters

Monday events will include a poster session and reception prior to the public lecture. Posters will remain in the Memorial Union Great Hall throughout the symposium. Organizers encourage posters that highlight all types of campus sustainability initiatives, including research, facilities/operations, administration, student organizations, and community or personal initiatives. The deadline to submit an abstract for consideration is Jan. 21; all those submitting abstracts will be contacted by Feb. 1.

Symposium on Sustainability

ISU Memorial Union

- Monday, Feb. 21 (2-5 p.m.)
- Tuesday, Feb. 22 (8 a.m.-1:30 p.m.)

[Guidelines for the posters](#) are online.

Call for award nominations

Launched at last year's symposium, the President's Live Green Excellence Awards recognize faculty, staff and students who are making an impact on campus sustainability by building awareness and interest in green initiatives in teaching, research, outreach and operations. Excellence Award recipients last year were [ISU Dining](#), the [GreenHouse \(student\) Group](#) in the residence system and the [Solar Decathlon team](#). Nominations for the 2011 awards will open Dec. 15; self-nominations are encouraged.

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Dec. 9, 2010

A December classic

The 30th anniversary production of Ames' *The Nutcracker Ballet*, which features more than 200 central Iowa dancers, will be on the Stephens Auditorium stage this weekend, Dec. 10-12. Performances begin at 7:30 p.m. Friday and 1:30 p.m. Saturday and Sunday. Tickets, \$20 for adults and \$18 for seniors, ISU students and youth, may be purchased through [Ticketmaster](#) or at the Stephens ticket office.

Ames native and current New York City resident Joy Voelker, who played Clara in the 1995 Stephens edition of *The Nutcracker Ballet*, returns as the Sugar Plum Fairy, one of two professional dance roles in the performance. *Submitted photo.*



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