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Temporary layoff/furlough details released

Details of a temporary layoff/furlough plan for faculty, professional and scientific staff and supervisory and confidential staff are available online.

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Partial shutdown at semester break

Units are encouraged to consider shutting down Dec. 24-Jan. 3 to give employees a window to use their temporary layoff/furlough days.

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Library will close for 11 days during winter break

The University Library will close its physical facilities from Dec. 24 through Jan. 3, 2010, to conserve energy and reduce operating costs.

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The Juull of University Museums

Allison Juull has gained an appreciation for art and history through her own personal experiences. She works every day to expose Iowa State students to the virtues of the visual arts.



Allison Juull

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Closing for renovations

Beginning Nov. 13, the ISU Meat Lab's retail sales will close temporarily, while crews replace outdated refrigeration equipment. The project, which will recover its costs through efficiency and environmental savings, should be completed by mid-January.

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One less place to read

The Physical Sciences Reading Room, 208 Office and Laboratory Building, will close permanently beginning Dec. 18.

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A dirty (but purposeful) job

The report from an Oct. 30 campus trash sort project could point to additional recycling opportunities.



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Announcements

- Carpool advisory: Multiple Iowa State Center events on Nov. 13
- Talk entrepreneurship with a CEO
- "Coach Talks" start next week
- Several wellness events are planned for next week
- Donate gently used outerwear to Give Some Warmth drive
- Phi Kappa Phi induction is Nov. 15
- Giving Tree season begins Nov. 16
- Start reserving materials now for spring semester
- Cloud computing seminar is Nov. 12
- Auditions for *The Vagina Monologues* are Nov. 17-19
- Human Sciences holds open forums for associate dean finalists

Receptions & open houses

Receptions

- Solar Decathlon team, Nov. 13
- Welcome: Keith Robinder and Kipp Van Dyke, Nov. 17

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

Do you know where university photographer Bob Elbert spotted this grid?

Honors & awards

- Pat Swanson

Around campus**Glacier in a freezer**

ISU geologist Neal Iverson has created an indoor glacier simulator that will help him study glacier movement.

Carver math project moves to Moodle

The Carver Initiative, designed to help math educators better teach and assess critical algebra and math skills

Drug drop-off is Nov. 18

Local law enforcement and healthcare agencies will hold another prescription drug drop-off on Nov. 18 (10 a.m.-2 p.m., driveway on the west side of Stephens Auditorium). It will provide a convenient, safe and confidential way for community members to dispose of old, unused or unwanted medications.

Trash sort

to high school students is taking math lessons into the 21st century using Moodle, an online course management system and learning environment.

Inside tools

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Nov. 12, 2009



Making progress at the lab

Construction at the Biorenewables Research Laboratory site south of the College of Design is about two-thirds complete and on schedule for mid-March completion. It will be home to ISU's Bioeconomy Institute. Tenants could move into the office spaces later that month and the laboratories in May, at the completion of spring semester.

This wing is phase 1 of a larger project. Phase 2, a new home for the agricultural and biosystems engineering department, is in the design phase. *Photo by Bob Elbert.*

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Nov. 12, 2009

*The temporary layoff/furlough plan is one university-wide strategy approved Oct. 29 by the state Board of Regents to help meet a \$24.5 million state funding reversion. Other strategies include a **partial closing** of the university during the Dec. 24-Jan. 3 window and a **temporary reduction in the university's contribution** to employees' TIAA-CREF retirement accounts. The board approved a **second retirement incentive option** program, for which most of the savings will be seen in FY11. Lastly, the board will take final action on a proposed spring semester tuition surcharge when it meets Dec. 10 in Ames.*

Temporary layoff/furlough plan taking shape

by Diana Pounds

Details of a temporary layoff/furlough plan for faculty, professional and scientific staff and supervisory and confidential staff are now available on the [Human Resource Services](#) web site.

The plan applies to Iowa State's faculty, P&S and S&C staff. Iowa Gov. Chet Culver and AFSCME leadership have a proposal covering AFSCME employees that will be presented to union membership for ratification.

The FY10 Temporary Layoff/Furlough Program requires A-base faculty and staff to take a defined number of days or shifts off without pay between Dec. 1, 2009, and June 30, 2010. B-base (9-month) faculty must take furlough days between Dec. 1, 2009, and May 15, 2010, and in summer months when summer salary is earned.

About the program

Here are key points about the temporary layoff/furlough program for faculty, P&S and S&C staff. For more information, see the [program description](#) and [FAQ](#).

- The program applies to employees with A, B, and P pay bases or K base contracts and supervisory and confidential merit staff, regardless of funding source. Some **employees are exempt** from the ISU program due to contractual or other obligations. *
- The pay reduction for A-base faculty and P&S staff temporary layoff/furlough days will be spread across their monthly payroll from Jan. 1 through June 30, 2010. For B-base faculty, the reduction will be spread over the Jan. 1 through May 15, 2010, pay periods. Supervisory and confidential merit staff's paychecks will reflect time off when it is taken.
- The number of days/shifts employees must take as unpaid time off is based on their salary levels and percent of full-time employment ([see tables](#)).
- Faculty must schedule furloughs on days that don't conflict with scheduled class times, labs, recitation/discussion sections and exams.
- Employees will submit temporary layoff/furlough dates to their department chairs or supervisors for approval.
- Generally, faculty and staff are expected to take time off in whole day or shift increments.
- To reduce the impact on teaching, B-base faculty are encouraged to take furlough days within the winter or spring break periods when classes are not in session.
- The expectation is that employees will not do university-related work on temporary

layoff/furlough days. Supervisors may not require employees to work, nor may employees volunteer to work.

- Temporary layoffs or furloughs will not affect accrual of vacation and sick leave.

*Employees exempt from the temporary layoff/furlough requirements due to contractual or other obligations include: A, or P base , and S&C staff whose home department code is Ames Laboratory , those holding an H1-B visa, post docs, those retiring by Jan. 31 on the retirement incentive option, and employees on military leave for active duty. AFSCME-covered employees are not included in this temporary layoff/furlough plan.

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Nov. 12, 2009

*A partial closing of the university from Dec. 24 to Jan. 3 is one budget-saving strategy approved Oct. 29 by the state Board of Regents. Other strategies to help meet a \$24.5 million state funding reversion include a **temporary layoff/furlough plan**, temporary reduction in the **university's contribution to employees' TIAA-CREF retirement accounts** and a second retirement incentive option (**RIO**) program. Most of the savings for the RIO program will be seen in FY11. Lastly, the board will take final action on a proposed spring semester tuition surcharge when it meets Dec. 10 in Ames.*

Guidelines announced for partial shutdown over semester break

by Anne Krapfl

By coincidence of the 2009 calendar, university employees could achieve an 11-day respite from their jobs (Dec. 24-Jan. 3) during the semester break by taking paid or unpaid leave for just four of those days, Dec. 28-31. The other seven days fall on weekends or university holidays, which for the majority of employees are not regular workdays. University leaders are encouraging units to consider taking advantage of this, and have set guidelines for a partial shutdown of Iowa State.

Vice president for business and finance Warren Madden said the intent is that, for those 11 days, Iowa State will operate as if it were a weekend or holiday. He said that, traditionally, many employees are away from campus during this time already. Campus buildings will be locked and employees are encouraged to turn off electronic equipment and lower thermostats before they depart on Dec. 23.

He said a partial shutdown would achieve several things:

- Allow employees to use temporary layoff/furlough time when classes aren't meeting to lessen the impact on the university's mission
- Contribute to mid-year cost savings through reduced demands for electricity and steam (heat), at an estimated savings of \$4,800 per day

He noted that the partial shutdown is not mandatory. Critical university services, facilities, events and maintenance or research programs that need to keep operating may do so. But many services won't be available or will have reduced staffs.

What to do

Units interested in participating in at least a partial shutdown during the Dec. 24-Jan. 3 timeframe should:

- Get approval from the appropriate dean or vice president for your plans.
- Communicate your plans to staff and post an announcement on your web site by the end of November, if possible.
- Post changes to office hours in voice messages and on web sites prior to and during the shutdown. Include a contact phone number in case of emergencies.
- Turn off printers, copiers, computers and other office equipment and turn down thermostats before leaving work on Dec. 23.
- Due to the possibility of sub-freezing temperatures, designate someone to periodically check workspaces for plumbing, heating or cooling problems. Madden said trouble calls can be placed to the FPM service desk, 4-5100; or the department of public safety, 4-4428; or, in a true emergency, 911.

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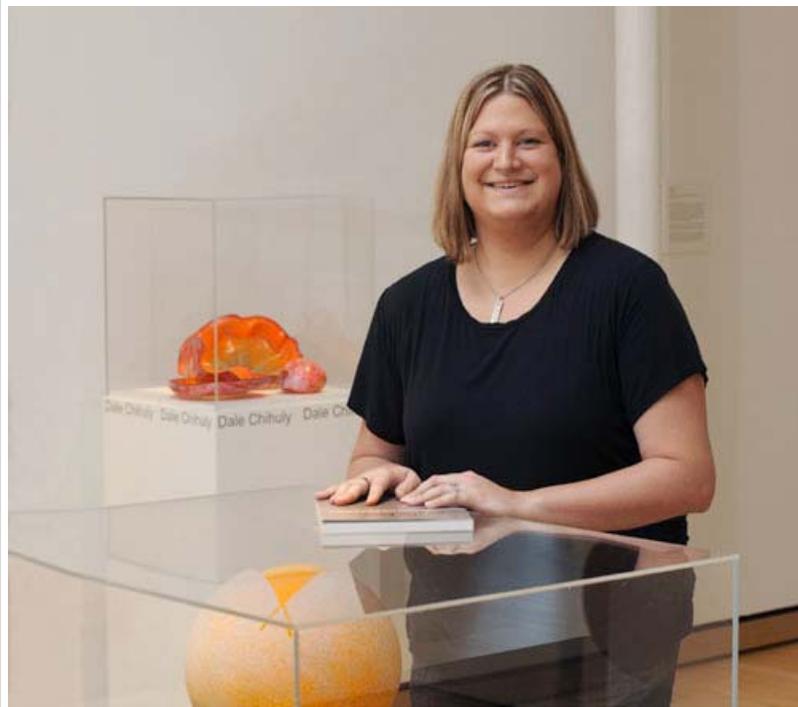
Library will close for 11 days during winter break

The University Library -- including the Parks and Veterinary Medicine libraries and all reading rooms -- will close its physical facilities from Dec. 24 through Jan. 3, 2010, to conserve energy and reduce operating costs. The "e-Library" collection of online books, journals and other media will continue to be available around the clock during these 11 days, but staff-assisted services within the e-Library will be suspended.

Library users also may continue to submit online forms for services such as interlibrary loan or course reserve, but these requests won't be processed until Jan. 4, when the library reopens. The chat, phone and instant messaging features of the "Ask a Librarian" service also won't be staffed during the shutdown. David Gregory, associate dean for research and access, said the week between the Christmas and New Year's holidays is a time of "extremely low building use." Library leaders decided that a shutdown at this time would create minimal inconvenience to the university community.

Gregory noted that clients who access e-Library from a computer that isn't part of the campus network will see a login screen. Logging in requires a borrower ID (the last 11 digits of your ISUCard number) and a library PIN. [Instructions for setting a library PIN](#) are online.

Nov. 12, 2009



Allison Juull, collections manager and communications coordinator with University Museums, has an innate love of art. She works every day to help ISU students also gain an appreciation of the visual arts. *Photo by Bob Elbert.*

Crossing the threshold

by Paula Van Brocklin

Allison Juull loves the "aha" moments -- when a student stands before a piece of art during a visit to one of three museums that make up Iowa State's University Museums, and "gets it." The student understands, and perhaps even appreciates, what the artist is attempting to convey. That's the moment, according to Juull, the student has crossed the threshold -- art is no longer something to be feared, but something to be embraced.

The aha moments are sprinkled throughout Juull's position as collections manager and communications coordinator for University Museums. As collections manager, she's responsible for keeping track of the 30,000 objects in the Museums' permanent collection, making sure they get out of storage, into an exhibit and back into storage without a scratch. And as communications coordinator, she handles the museums' public relations and marketing efforts, doing everything from writing press releases to designing exhibition books to updating the Museums' Facebook and Twitter pages.

Student becomes the teacher

In addition to her regular duties, Juull also co-teaches the "Introduction to Museums" undergraduate course with Museums' director Lynette Pohlman and textiles and clothing faculty. And in true serendipitous fashion, this is the same class she took during fall semester 2000 as an ISU senior, which helped her land an internship with University Museums the following spring. After she graduated in 2001 with a bachelor's degree in history, the Museums hired Juull full-time.

Target audience

In her public relations role, Juull spends a lot of time thinking about how to best reach the Museums' target audience, which she describes as the "elusive Iowa State student."

"[Students] are so busy," Juull said. "They are bombarded with all kinds of events on campus, which is great because we have a really active campus. But to make your event stand out, it often takes multiple means of information dissemination."

But despite her best efforts to reach students through Facebook, Twitter and old-fashioned e-mail messages and fliers, there still are many students unaware of University Museums and what it offers. That's when professors sometimes step in, requiring students to visit the museums for a class.

"They get that initial visit down, and then they feel 100 percent more comfortable coming back," Juull said. "And maybe they bring a boyfriend or girlfriend or a roommate or a friend. It then starts to build."

Juull believes the key to unlocking students' appreciation of art is that first step -- literally -- into the museum. To get them through the door, she believes you have to look at what keeps students away in the first place.

"What prevents students from walking in is the unexpected, or something they can't interpret," she said.

But then something clicks. They stand transfixed as they ponder realistic N.C. Wyeth paintings, or they closely examine the contemporary glass forms by Dale Chihuly.

"They think, 'Wow, this is neat.' That's what keeps them coming back. It's getting over that threshold of not understanding or being afraid of what they will encounter."

And Juull knows it's important to keep students coming back.

"Those freshmen who are exposed to the art on campus, they are our future donors," Juull said. "That's fostering a new generation for us. That's the generation that's going to go out in the world more culturally well-rounded because they were exposed to the arts."

Art appreciation

While Juull enjoys being surrounded by art every day, she's not an artist.

"I'm an anomaly," she said. "I can do a stick person really well, that's about it. I'm not crafty or artsy. I have no talent in that area whatsoever."

She credits her parents, both life-long educators, for developing her love of art. With their summers free, Juull's parents carted her all over the world, including Europe, China, Egypt, Turkey, the Greek Isles, South America, the Caribbean, Canada and the United States. She was 3 years old the first time she went overseas. On every trip, she visited museums and churches, steadily gaining an appreciation and understanding of art and history.

Like her parents did for her, Juull wants to expose Iowa State students to the value of art and museums.

"Those aha moments are what all museum folks live for," Juull said. "We get it, but it's fun to see others get it, too."

Nov. 12, 2009

Make room in your freezer

by Erin Rosacker

Tradition is a big part of the holidays for many people. If one of yours happens to be purchasing the celebratory main course from the ISU Meat Laboratory, you had better get there between 11 a.m. and 1 p.m. on Friday. After Nov. 13, retail sales at the Meat Lab in Kildee Hall will cease until mid-January while new refrigeration equipment is installed.

"The Thanksgiving and Christmas holidays are not the favorite time of the year for contractors to have a work project," said Joseph Cordray, animal science professor and Extension meat specialist.

"However, it is being done at this time to minimize the effect on teaching, research and Extension activities."

ISU's request to spend \$1.4 million to replace its outdated refrigeration system was approved by the state Board of Regents in September. The new equipment promises to be more efficient and environmentally friendly. In fact, cost recovery for the project should be realized in about five years.

"Over the last two to three years, the Meat Laboratory refrigeration system has experienced escalating repair costs and there have been serious concerns about the dependability of the system," Cordray said.

"The Meat Laboratory is an important part of many activities relating to undergraduate teaching, graduate teaching, research, Extension and industry collaborations."

The unsold inventory of retail products will be stored at a freezer warehouse in Des Moines and in a Friley Hall ISU Dining storage area. In anticipation of the project, this semester's classwork in the Meat Lab was scheduled around the facility's shutdown.

"The Meat Laboratory plans to be back in business by Jan. 13, 2010," Cordray said. "We look forward to again being able to serve our retail customers at that time."

Nov. 12, 2009

Physical Science Reading Room to close

by Paula Van Brocklin

Students will have one less study space on campus beginning Dec. 18. That's when ISU Library will permanently close the Physical Sciences Reading Room, located in 208 Office and Laboratory Building.

The closure is part of a campus planning initiative to make better use of limited university resources.

The reading room currently houses collections of chemistry, physics and materials science and engineering journals. The most popular journals will be added to the Parks Library collection after Dec. 18. The remaining journals will be stored indefinitely until additional space becomes available in Parks Library. Library staff will be able to retrieve items from storage upon request.

Subject librarians **Heather Lewin** (chemistry) and **Steve McMinn** (physics, materials science and engineering) will continue to service these collections.

The reading room has averaged 2,000 visits per month for the past several years. And while it's a favorite study nook for some students, the long-term impact should be minimal.

"A vast amount of collections, especially in science, are available online," said David Gregory, associate dean for research and access. "And across the street [from the reading room] is Parks Library," where students can study.

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Nov. 5, 2009



A dirty but purposeful job

Fifteen volunteers from the Iowa State and Ames communities took to the dumpsters Oct. 30 during an eight-hour campus waste sort. The intent was to see what's being tossed in campus dumpsters and what part of the trash might be directed instead to recycling opportunities if they existed. Pictured are Merry Rankin, ISU's director of sustainability programs, and psychology student Kevin Marquardt, who has been conducting an independent study of university recycling programs. The results of the day's work will be part of a recycling report provided next month to president Gregory Geoffroy.

Photo by Bob Elbert.

Nov. 12, 2009

Prescription drug drop-off to be held at Iowa State Nov. 18

by Tim Greene, News Service

In an effort to decrease prescription drug abuse and water pollution, local law enforcement and healthcare agencies will hold another prescription drug drop-off on Wednesday, Nov. 18. The event, from 10 a.m. to 2 p.m. in the driveway on the west side of Stephens Auditorium, will provide a convenient, safe and confidential way for community members to dispose of old, unused or unwanted medications.

A similar drop-off Aug. 1 at Ames City Hall netted 331 pounds of unused or expired pills, liquids and creams that were subsequently incinerated.

"Youth in particular seem to believe that prescription drugs are safer than illegal drugs because they were prescribed by a doctor. They don't take in the fact that they were prescribed for a certain person during a certain time period," said Erin Kennedy, Youth and Shelter Services' drug-free coordinator and an organizer of the event.

Often, children and teens don't have to look farther than the medicine cabinet to find prescription drugs. Kennedy says decreasing availability is an important step toward lowering drug abuse rates and preventing accidental overdose.

Pre-holiday cleaning

"With Thanksgiving around the corner, there may be a lot of people in your house who aren't there normally. I advise people to take a few minutes to clean out their medicine cabinets and help remove this threat," Kennedy said. "This is a way to get rid of unwanted medicine before it has a chance to harm someone else," added ISU police sergeant Elliott Florer, another event organizer.

Improper disposal of prescription drugs, such as flushing them down the toilet, also can contribute to pollution of rivers, lakes, streams and the groundwater supply. People who throw away medicines in the trash -- pill bottle and all -- run the risk of their drugs and personal information falling into the wrong hands.

"It's better to let us take care of it," Florer said.

The pharmaceutical drop-off program will accept pills, creams, gels, liquids and even pet medications, but cannot accept shards, thermometers or needles for safety reasons.

In addition to the ISU police and Youth Shelter and Services, event sponsors are Story County, Ames Police Department, Mary Greeley Medical Center and McFarland Clinic.

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Where's Bob?

University photographer Bob Elbert is shooting along the east side of the Administrative Services Building (ASB) on Stange Road.

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