

\*\*left side even numbered offices, right side odd numbered offices  
All campus phone #s begin w/ (515) 294 - ####

To dial on campus: 4-XXXX

To dial off-campus: 81-XXX-XXX-XXXX

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**COLLEGE OF DESIGN  
IOWA STATE UNIVERSITY**

**NEW EMPLOYEE RESOURCES**

(last updated August 13, 2024)

**GETTING STARTED**

Welcome to the College of Design!

This document is intended to ease the transition into your new position, to the College of Design, and to Iowa State University. It is also a good resource for existing faculty and staff members.

You will encounter situations that are unfamiliar to you, that are ambiguous and sometimes counterintuitive. The best advice: Ask before acting. Ask your department chair, your departmental partner, your faculty mentor or your supervisor.

The goal with this handbook is not to replicate information available elsewhere, so in many cases, you will find links to appropriate sites, information resources and so on.

**ISU ONBOARDING INFORMATION:** Please review for additional content:

[https://iastate.service-now.com/uhr?id=kb\\_article\\_view&sysparm\\_article=KB0021200](https://iastate.service-now.com/uhr?id=kb_article_view&sysparm_article=KB0021200)

# STARTING YOUR EMPLOYMENT

1. Sign up for payroll. This step is necessary before going any further.

- <https://hr.iastate.edu/>
- 3810 Beardshear Hall ([map to Beardshear](#))
- 515-294-4800 or toll free 1-877-477-7485

This step will also begin the process for your benefits package.

2. Get your ISU ID card.

- <https://www.isucard.iastate.edu/>
- 0530 Beardshear Hall ([map to Beardshear](#))
- 515-294-2727

3. Get a Net-ID (your email address).

- Click [here](#) to sign up for a Net-ID.
- The Net-ID also serves as your login name for most applications (including email) on campus. When you register for your Net-ID, you will be automatically set up for Workday and email.

4. Inform the College of Design (134/146 Design) of your status.

- Inform **Amy Bannister** ([amyb@iastate.edu](mailto:amyb@iastate.edu)) or **Shawnia Silverthorn** ([shawnias@iastate.edu](mailto:shawnias@iastate.edu)) of your new University ID number (located on your red ISU Card) and your email address.
- Shawnia will also start the process to get you access to the building and your office and/or studio keys.

5. Inform the Administrative Services Office (146 Design) of your status.

- Meet with your **departmental partner**, who will add any additional department-specific information. (See the Administrative Services Office section of this document for departmental contacts).

6. Determine your parking options.

- <https://www.parking.iastate.edu/>
- Department of Public Safety
- Room 27 Armory ([map to Armory](#))
- 515-294-3388

7. Login to Workday to set your personal information.

- <https://iastate.okta.com/app/UserHome>
- You will login with your ISU ID (from your red card).
- Pay particular attention to **Emergency Contact Information** and the **ISU Alert** areas.
- Begin by navigating to [OKTA](#) and sign in using your ISU Net-ID and password. This will open a dashboard that you will navigate frequently for daily tasks.
- In the upper left corner you will see a navigation bar with the house symbol that says "My Apps." Here, you can create sections that organize the applications you will be using. Examples of this would be a section for Daily use apps, benefits apps, Misc apps, etc. You can customize this dashboard as you see fit.
- You can add apps that you will need/want by clicking on the "Add apps" toggle. This will take you to a list where you can search for apps that you may need to add to your dashboard.
- Once you have logged into OKTA, you can open the Workday portal. You should see your welcome page that has a few commonly accessed titles within Workday for daily/weekly use.
- If you click on the menu button in the upper left corner, this will open a list of navigable tabs to complete certain tasks.
- NOTE: If you click on the red **IOWA STATE UNIVERSITY** logo in the upper left corner, it will redirect you back to the Welcome page of Workday.

## ABOUT THE UNIVERSITY

“Iowa State University is an international university with a friendly welcoming personality. Students from all 50 states and more than 100 countries come to Ames, Iowa, to choose from [100 majors](#), study with world-class scholars and hone their leadership skills in [800-plus student organizations](#). Iowa State offers a great environment where students can enjoy reaching their potential and discovering their passions.”

- [ISU Fact Book](#)
- [Peer Institutions](#)

## ABOUT THE COLLEGE OF DESIGN

### Mission:

Educate students to become successful designers, planners, artists, and scholars who improve the quality of life, enhance human experience, and advance environmental sustainability; and to serve as a resource for Iowa and beyond through research, creative endeavors, extension and outreach.

### Values:

Innovation, curiosity, collaboration, open exchange of ideas, diverse perspectives, environmental and social responsibility.

### Vision:

Our vision for the College of Design is to be the leading comprehensive college of design in the world. Our faculty, staff, students, and alumni will increasingly be known for their ability to lead interdisciplinary processes and draw upon disciplinary expertise to generate informed, innovative responses to challenges and opportunities.

To view the four interrelated priorities and goals identified to achieve this vision, please see the [College of Design Strategic Plan 2022-2030](#)

The Iowa State University College of Design is home to seven departments ([Architecture](#), [Art and Visual Culture](#), [Community and Regional Planning](#), [Graphic Design](#), [Industrial Design](#), [Interior Design](#) and [Landscape Architecture](#)) with over 160 faculty members, 40 staff members, roughly 1,910 undergraduate students and 180 graduate students. We're a small college at a big university, and you can enjoy the best that both have to offer.

Most of our undergraduate students entering the College of Design enroll in the [Core Design Program](#), a first-year foundation curriculum that prepares them for application to any of our degree programs: architecture, biological and premedical illustration (joint program with College of Liberal Arts and Sciences), community and regional planning, graphic design, industrial design, integrated studio arts, interior design and landscape architecture. Undergraduate students can also add interdisciplinary design as a secondary major.

Graduate students can enroll in master's programs in architecture, community development (online only), community and regional planning, experiential graphic design, graphic design, industrial design, integrated visual arts, interior design, landscape architecture, real estate development (interdepartmental major, hybrid in-person and online), sustainable environments and urban design.

## GENERAL INFORMATION

The college sends an e-newsletter to all faculty and staff called “This Week in the College of Design.” This email is sent every Monday morning during the academic year (mid-August to mid-May, except some university breaks). **This is the primary source of information sent from the college.** It includes current activities and events as well as important information from the university, college and departments, in addition to faculty, staff and student recognitions. We recommend you read “This Week” regularly as it may contain important information applicable to you.

### COLLEGE WEBSITE

The College of Design maintains a comprehensive website at [design.iastate.edu](http://design.iastate.edu). The site is recruitment-oriented to appeal to prospective students. Under the Info and Resources tab is a link for [Faculty and Staff](#) that includes quick links to D-TRAK, online room reservations ([Skedda](#)), CyBox, university directory, schedule of classes, etc., as well as forms and guides (travel authorization request form, field trip participation agreement, design P&T information), governance documents, marketing and communication requests, etc. There are also links to university-wide resources.

### DIRECTORIES AND PERSONAL INFORMATION

The college maintains an electronic directory of faculty and staff. The directory is populated from information mostly provided by you. This information is entered using the [college intranet](#) (D-TRAK). Login using your Net-ID and password. The category “Update Your Info” provides links to update your information (education, current research, etc.), add faculty activities (grants, publications, exhibitions, classes, etc.), upload a vita, etc. This may need to change with the new website implementations – please keep an eye on your emails for such updates.

You are required to maintain your faculty/staff info. In addition to providing current info on you, it can also be used as part of your annual reporting process for performance reviews. Current directories (faculty-staff roster) can always be printed by accessing the [college intranet](#)

### OFFICES

Most full-time faculty have an office with furniture (desk, chair, file cabinets, shelving, phone, network connections). Some offices are shared due to space constraints and usage. For tenure-track faculty only, computers are typically provided as part of your startup package; the college currently has a 4-year replacement cycle for basic machines (subject to annual budgets). For all employees, if you need equipment, please start the conversation with your department chair or supervisor.

If you need a cart to help you move materials, please see **Shawnia Silverthorn** ([shawnias@iastate.edu](mailto:shawnias@iastate.edu)) in 146 Design.

### RECYCLING AND MATERIAL DISPOSAL

The university recycles white paper and cardboard. White paper can be placed in any of the blue bins in your offices and studios. Cardboard should be taken to the dock (on the ground level of the SW corner of the building). Please make sure that all packaging materials are removed from the boxes. Please do not put any flammable liquids or leave any broken appliances or furniture on the dock. Contact the building manager, **Jeremy Thurlby** ([jthurlby@iastate.edu](mailto:jthurlby@iastate.edu)), for information about disposal procedures.

## KEYS

You will be authorized for a key to your office. Key requests are initiated through the college. You are expected to go to [Facilities Planning and Management](#) to pick up keys when they are ready. Your ISU Card also serves as a key card to access the building. You will be authorized for all-hours access to the building. The mail room, 158 Design, requires an individual code unique to you that you can find on D-TRAK. Some of the studios in the building have electronic locks, and some use a realtor's lock box. **Shawnia Silverthorn**, in 146 Design, can assist with classroom access. If you need to reserve a room for a meeting or want to use another classroom for something, please schedule this with **Shawnia or using Skedda** and you may check out the keys from her. Certain rooms may need to be reserved through your **departmental partner**.

## MAIL

USPS and express mail are delivered by the college Administrative Services Office to your mailbox in Room 158 College of Design. University business-related outgoing mail should have a mailing slip attached to it with the appropriate bar code sticker and can be deposited in the outgoing mail slot in 146 Design. Barcode stickers and mailing slips are available in 146 Design at the main reception desk. Sending or receiving personal mail or packages is not allowed. Please use other means.

**College of Design's mailing address:**

**146 Design**

**Iowa State University**

**715 Bissell Road**

**Ames, IA 50011-1066**

## TELEPHONES (LAND LINE AND CELLULAR)

Your office may have a phone. If so, the office phone is not to be used for personal calls. The university has contracts with U.S. Cellular and Verizon; however, your department will not provide for cellular service for your business use unless your position requires extensive travel (e.g., Extension faculty) or if you pay for it from contracts or other sources (assuming it is allowed). Any university-paid-for phone is not intended for personal use. **To dial out: Press 81 then dial phone number**

## RESTROOMS

Restrooms are located on each floor of the main College of Design building and the King Pavilion. A gender-inclusive/family restroom is located on the ground floor of the College of Design, near the loading dock entry. A new inclusive/family restroom and lactation area, both on the first floor, will be coming soon.

## PARKING

Parking is not included as a benefit. While there are [many options](#), most faculty and staff choose to purchase a parking permit. The parking division is located in the Armory. It is common to offer visitors (lecturers, guest critics, etc.) one-day parking passes. You can get them from your **departmental partner** or **Shawnia Silverthorn** ([shawnias@iastate.edu](mailto:shawnias@iastate.edu)) in 146 Design by providing the name, address, phone number and email address of the visitor, along with your department Worktag to charge it to. Or, you can have the visitor [request a parking permit](#), and note there is a fee.

If you want the parking permit to be sent to the visitor ahead of time, you will need to communicate this with your **departmental partner** or **Shawnia** ([shawnias@iastate.edu](mailto:shawnias@iastate.edu)). Otherwise, the visitor can come to Room 146 when they arrive and ask for a printed parking permit; it would be a good idea to give the staff a heads-up that they're coming before they arrive on campus. All guest passes are for the General Parking areas (Yellow). If guests park in Reserved (Red) or any spaces other than General Parking, **they will receive a ticket** even with a visitor parking pass.

## ISU INFORMATION TECHNOLOGY

A majority of campus information technology services are handled by the Office of Information Technology. Their website has many subareas of information and how-tos. The college also has an IT unit headed by **Mike Miller** ([mcmiller@iastate.edu](mailto:mcmiller@iastate.edu)). The college IT team will work with you to get the right equipment ordered and set up with the software you might need. The team can be contacted through the support help line, 294-1774.

# EMERGENCY AND SAFETY INFORMATION

## In case of FIRE

In case of a fire alarm in the building, all faculty and staff are expected to leave their offices and evacuate classrooms and studios. Please proceed to the main level using the staircases (not the elevators). Staff will be positioned at the stairways to direct you and your students to a safe place.

## In case of TORNADO

If the tornado sirens sound on campus, all faculty and staff are expected to leave their offices and evacuate classrooms and studios. Please proceed to the ground floor of the building. Follow the signs directing you to the designated tornado shelter area.

## Other EMERGENCIES

If there is an emergency on campus that requires a building evacuation or lockdown, please check the college or Iowa State websites first for additional information. Depending on the situation it may be necessary to evacuate the building or barricade yourself and your students in a studio or classroom. The administration and the ISU Alert system will help keep you informed. Each teaching studio has a first aid kit. There are also first aid supplies in the King Pavilion restrooms. Contact **Shawnia Silverthorn**, [shawnias@iastate.edu](mailto:shawnias@iastate.edu), if the kits need to be replenished.

## In case of STUDENT CRISIS

Make sure that you are familiar with the policies and procedures outlined on the [Dean of Students Office website](#).

**In the event of a crisis requiring emergency response, please call 911 or contact the Iowa State Police Department at 515-294-4428.** When an emergency occurs, the Dean of Students Office will typically be notified. If a critical campus-wide situation occurs, the [ISU Alert](#) emergency notification system may also be activated. For further information on understanding students in distress, ISU additional resources and contacting emergency responders, please consult the "[911 Guide for Faculty and Staff](#)."

# ISU FACULTY HANDBOOK

The [Faculty Handbook](#) is your go-to guide for all university policy regarding your professional life (and even some of your personal life). It includes the following general categories:

- The Faculty Handbook
- The University
- Appointment Policies And Procedures
- Salaries And Benefits
- Evaluation And Review
- Faculty Recognition And Development
- Faculty Conduct Policy
- University Community Policies
- Faculty Grievance Procedures
- Instruction

# GRADUATE COLLEGE HANDBOOK

For policies regarding graduate students, including committees, “programs of study,” thesis vs. creative component, deadlines, etc., see the following:

[GRADUATE COLLEGE HANDBOOK](#)

# COLLEGE GOVERNANCE DOCUMENT

The [College of Design Governance Document](#) defines the organization of the college and policies and procedures that supplement university policies and procedures with regard to hiring, promotion and tenure review, roles and responsibilities of college committees (called councils and boards), etc. Other [governance and related information](#) is found on the college’s website under Info and Resources > Faculty and Staff (requires scrolling down to the Shared Governance heading where links are provided to additional information).

# DEPARTMENTAL GOVERNANCE DOCUMENTS

Each department also has a governance document that outlines membership, organization, promotion and tenure policies (that supplement the college and university policies), etc. Links to departmental governance documents are provided in the Shared Governance section of the [Faculty and Staff Resources](#) page on the college’s website.



# ISU POLICY LIBRARY

For all policies the [ISU Policy Library](#) is a one-stop shopping location.

## [ACADEMICS](#)

Students, Faculty, Endowed Chair & Professorships, Special Course Fees, Scheduling of Instructional Rooms, Conflicts of Interest & Commitment, Consulting, Undergraduate Student-Employee Grievances, and more.

## [BUSINESS ADMINISTRATION](#)

Trademarks, Business Conduct, Gifts, Payroll, Expenditures, Purchasing, Sales, Accounting, Receivables, Travel, Vehicles, and more.

## [FACILITIES-PROPERTY](#)

Facilities & Grounds Use, Equipment Acquisition & Disposal, Inventory, Animals on Campus, Scheduling & Space Allocation, Naming, Parking, Solicitation, Keys Building Access, and more.

## [INFORMATION-TECHNOLOGY](#)

Acceptable Use, IT Security, Privacy, Records, Social Security Numbers, Wireless, and more.

## [PERSONNEL, CONDUCT & HUMAN RELATIONS](#)

Benefits, Classifications, Salary Adjustments, Privacy, Student Employees, Discrimination, Conflicts of Interest & Commitment, Background Checks, Hiring Authority, Dismissal, Volunteers, and more.

## [RESEARCH & INTELLECTUAL PROPERTY](#)

Animal Subjects, Human Subjects, Export Controls, Contracts & Grants, Patents, Copyrights-Software, IACUC, IRB, Research Misconduct, Laboratory Use, Effort Reporting, Cost Share, Training, Reporting Results, Research Equipment, Biohazards, and more.

## [SAFETY & HEALTH](#)

Accidents, Biosafety, Air & Water Quality, Fire, Firearms, Environment, Water, Smoke-Free, Drug-Free, Violence-Free, Children & Youth, and more.

## [STUDENT LIFE](#)

Residence, Student Organizations, Privacy, Emergency Notification, Missing Student, Student Disciplinary Regulations (Code of Conduct), Alcohol, Drugs, Sexual Misconduct, Consenting Relationships, and more.

# ADMINISTRATIVE SERVICES OFFICE PROCEDURES

## ORDERING OFFICE and CLASS SUPPLIES

**Basic office supplies** (staplers, tape, file folders, etc.) can be ordered. The primary point of contact for your office supplies is the departmental partner/business administrator for the department. **If there is a question about who pays, it is usually brought to the department chair who may choose to approve the purchase from departmental accounts.**

If you are ordering supplies for a **specific course** for which course fees have been assessed to students, the **primary point of contact is your departmental partner/business administrator** for your course.

When purchasing supplies on your own, it is a good idea to check with the Administrative Services Office and your **departmental partner** first to ensure that you can be reimbursed.

The Administrative Services Office has some supplies on hand like pens, markers, highlighters, sharpie markers, paper for the copiers, paper clips, binder clips, sticky notes, tape. These items are to be treated as supplemental, as needed items. Envelopes labeled for the Dean's office and mailing instruction cards to attach to mailings are available in Room 146. Expo markers are available in Room 146 to all faculty/staff.

For a general guide to buying materials through the university, the Purchasing Office has a web page called "[How do I buy...](#)"

## PHOTOCOPYING/PRINTING

Faculty are allocated a monthly allowance for general copying/printing on the college printer/copiers in room 158. It is expected that most documents (course syllabi, assignments, readings, etc.) will be made available online. Large print jobs (necessary class handouts, report production, etc.) are to be done through [ISU Printing Services](#).

The copiers also serve as scanners which email you the final scans. ISU Printing Services has large-format printing as well, but you can also use the [College of Design Output Center](#) on the fourth floor of the College of Design. If this is a reimbursable expense, you will need to set up an account and get access to use that account in the college Output Center. Please see **Dustin Smith** to get this process started.

Larger copying jobs may be sent to ISU Printing Services. You must work with **your departmental partner**, to arrange outsourced copy or printing jobs. They will need to know what it is for (course, course paid with course fees, professional development, etc.). Any expense involving department/college funds will require approval by the chair.

## BOOK ORDERS

Textbooks for classes are typically ordered early in the semester before the class is offered. Your departmental partner will send out notices and reminders. Your departmental coordinator typically will be the person in charge of sending in your Adoption list of course materials for you; however, your department may have you do this on your own as well.

If you prepare readers for classes, those are handled through third-party commercial vendors. For those of you who are new to the college, here are some guides that will walk you through the process:

- [Course Reserves Guide](#)
- [Creating a Course Shell in Canvas](#)
- [Enabling Course Reserves in Canvas](#)
- [Beginning Course Reserves](#)
- [Requesting New Items for Course Reserve](#)

If you have any questions or need help with this process, or anything else, please don't hesitate to reach out to the bookstore. The contact information is below.

### **Other Resource: Iowa State University Book Store**

If faculty are needing a desk copy of their course book, this may be ordered through the Publisher's Representative of the course book and not through the University Book Store (UBS). If you're having trouble finding the Publisher's information, the UBS can help you with that.

If you need to purchase items from the UBS for your courses or office/classroom, you may do so through the UBS. Make sure you have your department Worktag to order with; your departmental coordinator should have this information for you.

If you are in need of Course Packets and not books, then you or your departmental coordinator will send this list to UBS and they will set that up for you.

### **Contacts at [ISU Bookstore](#) that can help you**

**Carl Arbuckle:** [carabuc@iastate.edu](mailto:carabuc@iastate.edu) / 4-0236

- Desk copy of books for courses
- Print course materials

**John Wierson:** [jwwiers@iastate.edu](mailto:jwwiers@iastate.edu) / 4-3501

- Digital course materials

**Emma Hartman:** [ehartman@iastate.edu](mailto:ehartman@iastate.edu) / 4-0362

- Adoption Lists
- Course Packets

## COURSE FEES

Course fees are charges above tuition that are used to cover “exceptional costs.” See the [University Course Fee Policy](#).

Authorization to assess special course fees for exceptional costs will be granted on a case-by-case basis. Examples of costs that may be recovered by assessing a special course fee include:

- Required travel costs for students to visit off-campus sites as part of the course.
- Consumable supplies, such as art supplies.
- Non-inventoried instructional materials used as part of the course.
- Maintenance costs of instructional equipment.
- Amortized replacement costs of equipment with a typically expected usable life of less than five years.

The [ISU Course Catalog](#) and the [schedule of classes](#) must list course fees associated with a course, so fees must be initiated as part of the annual catalog revision process. All course fees are fixed, while others (typically involving field trips) are variable, but the fee must be established before the **Oct. 1** deadline for spring semester and **March 1** deadline for fall semester.

## TECHNOLOGY SUPPORT

Students receive [technical support](#) in the college with software, lab access and an [output center](#) on the fourth floor. The output center also has a range of equipment available for check out (cameras, tripods, etc.). Both faculty and students enrolled in College of Design have access to Adobe Creative Cloud.

## TRAVEL

Faculty often engage in travel to present papers at conferences, to attend meetings, for professional development or as part of their teaching or research. In other words, travel is expected, but we need to be sure it doesn't significantly interfere with your other responsibilities. In terms of travel expenses, the university considers travel to be a reimbursable personal expense. The following is the go-to website for [general travel information and how-tos](#). **Individual departments may also have departmental travel policies. Check with your chair or departmental partner.**

<http://www.controller.iastate.edu/travelinformation/homepage.htm>

### **University Policy – Authorization and Funding**

You must have permission to travel using university funds. Please review the [policy](#) before traveling.

### **University Policy – Reimbursement**

Reimbursement is intended to cover “extraordinary” expenses associated with travel, not expenses that you would incur whether you were traveling or not (haircuts, dry cleaning, etc.). See the [Summary of Allowable Expenses](#)

It is preferred that expenses like air tickets are purchased through the Administrative Services Office. Your **departmental partner** is the point of contact for travel arrangements and travel reimbursements. Some expenses are reimbursed post travel. Please review the reimbursement [policy](#).

[Transportation Services](#) offers a range of vehicles for rent for travel. You can make reservations on your own, through your departmental partner, or through one of the Administrative Services Office staff. If you do it on your own, you will still need a Worktag, so you will need a [Design Travel Authorization](#)

[Request Form](#) and authorization. If you are paying from a research grant, you can do it, but please inform the person managing your grant account.

Field trips are important experiences for College of Design students. Work with your departmental partner to make travel arrangements.

ISU also has agreements with Enterprise and National that apply to personal travel as well as business travel. Please note that those contracts will have to be paid by you personally, then reimbursed by the university.

## USE OF SPACE

### CLASSROOM REQUESTS

Classrooms are assigned via a range of methods. Room scheduling typically starts about a year in advance. For classes scheduled outside of the College of Design, classes are assigned by University Room Scheduling. If you have specific requirements for classrooms (movable furniture, audio/visual, etc.) please inform the department chair as far in advance as possible. Please remember that if a class changes times or the maximum number of students allowed to register changes, the scheduling process will also have to start over. This can result in delays in the scheduling process. There are blackout periods prior to the beginning of each semester when classroom changes CANNOT be made.

### COLLEGE SPACE REQUESTS

To request the use of Gallery 181 or Room 181-1, please contact Gallery Manager **Rachel Connell**, [raconn@iastate.edu](mailto:raconn@iastate.edu). To request the use of other spaces in the building, contact your **departmental partner** or Administrative Assistant **Shawnia Silverthorn** ([shawnias@iastate.edu](mailto:shawnias@iastate.edu)) in 146 Design. You can reserve some spaces, like 116 Design, 158A Design, 411 Design, etc., through the [college's online booking system, Skedda](#). Kocimski Auditorium (101 Design) will need to be reserved through the [University Room Scheduling Platform](#) and not through the College of Design.

### COMMUNAL SPACE REQUESTS

To request the use of shared space (e.g., Atrium, 116 Design) you must use [Skedda](#), the online booking system for the College of Design. You may need to request Skedda access from **Mike Miller** ([mcmiller@iastate.edu](mailto:mcmiller@iastate.edu)). **Shawnia Silverthorn** in 146 Design ([shawnias@iastate.edu](mailto:shawnias@iastate.edu)) can help you to make room reservations as well. **\*PLEASE NOTE\*** just using Outlook will **NOT** ensure a room reservation!!

### STUDIO REVIEWS

Beyond space, faculty may need access to pin-up boards, display screens, model stands or chairs:

- Rolling white boards for pin-ups are located in the lobby of Kocimski Auditorium (first come, first served).
- Model stands are located in room 169 Design. Ask **Rachel Connell**, [raconn@iastate.edu](mailto:raconn@iastate.edu) for use of these items.
- The fourth-floor Output Center can help if a screen is needed.
- Clean up after class. Return all items to their respective spaces.

## **OTHER HELPFUL LINKS FOR NEW HIRES**

### **How to apply for your Procurement and Travel & Hospitality Cards**

<https://www.procurement.iastate.edu/card-services/procurement-card/how>

<https://www.procurement.iastate.edu/card-services/travel-and-hospitality-card/how-to-get-a-card>

### **Orientation to register to be able to use your P-card and T&H card**

<https://www.procurement.iastate.edu/card-services/procurement-card/-procurement-card-orientation>

<https://www.procurement.iastate.edu/card-services/travel-and-hospitality-card/travel-and-hospitality-card-orientation>

### **Amazon (CyBuy) purchasing orientation**

<https://www.procurement.iastate.edu/cybuy/amazon-business-training>

### **Name tag and name plate ordering information**

<https://www.brandmarketing.iastate.edu/print-standards/print-collateral/nametagsbadges/>

<https://www.brandmarketing.iastate.edu/print-standards/print-collateral/desk-nameplates/>

### **ISU Dining information**

<https://www.dining.iastate.edu/>

### **Childcare at ISU**

<https://childcare.hr.iastate.edu/child-care-services>

### **Become a member of ISU Alumni Association and have access to local and national discounts (free for your first 6 months!)**

<https://www.isualum.org/s/565/20/interior-subnav.aspx?sid=565&gid=1&pgid=6087>

### **Where to buy ISU swag**

[https://www.isubookstore.com/?gclid=Cj0KCQjw4NujBhC5ARIsAF4lv6c8LgQiPYofRgsL7zwTo281fWnJmrx4Lr5034ynwP9aWXSC3UL424aAsKZEALw\\_wcB](https://www.isubookstore.com/?gclid=Cj0KCQjw4NujBhC5ARIsAF4lv6c8LgQiPYofRgsL7zwTo281fWnJmrx4Lr5034ynwP9aWXSC3UL424aAsKZEALw_wcB)

<https://moormanclothiers.com/product-category/isu-apparel/iowa-state-alumni/>

<https://www.rallyhouse.com/college/iowa-state-cyclones#/?resultsPerPage=60>

<https://cyslockerroom.com/>

## **Finally**

This document is not comprehensive. However, our staff members in the College of Design are always here to answer questions and provide support for you. Our goal is to make your transition to Iowa State and the College of Design as easy as possible.

\*Please see below a Directory for Administration and Student Services for your reference and needs.

# DESIGN ADMINISTRATIVE AND STUDENT SERVICES DIRECTORY

To dial on campus: 4-XXXX

To dial off-campus: 81-XXX-XXX-XXXX

## Dean's Office / Room 134 Design (accessed through 146 Design)

- **Luis Rico-Gutierrez:** [lrico@iastate.edu](mailto:lrico@iastate.edu) / Contact: Exec. Admin. Asst.: Amy Bannister 4:7427
  - ' Dean of the College of Design
  - ' Executive Officer of college supervising associate deans, department chairs and Director of Strategic Communications.
  - ' Reports to the Senior Vice President and Provost.
- **Seda McKilligan:** [seda@iastate.edu](mailto:seda@iastate.edu) / Contact: Admin. Asst. II: Shawnia Silverthorn 4-7428
  - Senior Associate Dean for Academic Personnel Success and Strategic Initiatives
  - ' Oversees academic personnel success, research, strategic initiatives.
  - ' Develops faculty and staff professional development opportunities, manages personnel hiring, grievances and other HR processes, and provides support to promotion and tenure processes.
  - ' Supports faculty on research opportunities.
  - ' Manages budget planning and fiscal responsibilities and assists the dean in strategic planning.
  - ' Supervises Director of Equity, Inclusion and Multicultural Success, Director of Marketing and Enrollment Strategy, Director of Budget and Finance, Director of GIS Facility, and Associate Director of IDRO.
  - ' Works with the college Equity Advisor and the Professor-in-Charge of Innovation and Entrepreneurship.
- **Rob Whitehead:** [whitehd@iastate.edu](mailto:whitehd@iastate.edu) / Contact: Admin. Asst. II: Shawnia Silverthorn 4-7428
  - ' Associate Dean for Academic Programs and Student Success
  - ' Oversees academic programs and student success.
  - ' Coordinates collegiate academic programs, directs interdisciplinary and international programs, provides oversight for student services and building operations.
  - ' Serves as the Director of Design Studies and Core Design Program.
  - ' Supervises Director of Student Services and Programs, Career Services Director, International Programs Director, and Director of Operations.
- **Erin Olson-Douglas:** [eod@iastate.edu](mailto:eod@iastate.edu)
  - Associate Dean for Extension and Outreach
  - Oversees faculty outreach activities.
  - Serves as the director of Community and Economic Development unit at ISU Extension and Outreach.
- **Lisa Shen:** [lisashen@iastate.edu](mailto:lisashen@iastate.edu)
  - ' Director of Budget and Finance
  - ' Develops fiscal planning and operations for the college. Responsible for college budget, allocation and expenses.
  - ' Supervises the Departmental Partners.
- **Tiffany Nagel Spinner:** [tspinner@iastate.edu](mailto:tspinner@iastate.edu)
  - Senior Director of Development
  - Works with dean, alumni and donors to build gift support for students/faculty/facilities.

**Rebecca Green:** [rgreen@iastate.edu](mailto:rgreen@iastate.edu)

- Human Resources Partner, Juniper Team
- Provides support for faculty and staff appointments, promotion and tenure, hiring, and advancement.

- **Adam Peters:** [apeters1@iastate.edu](mailto:apeters1@iastate.edu)

- Human Resources Coordinator, Juniper Team
- Works with the HR partner in supporting the college operations regarding HR processes.

### **Administrative Office** / Room 146 (+lost and found)

- **Amy Bannister:** 4-7427 / [amyb@iastate.edu](mailto:amyb@iastate.edu)

- ' Executive Administrative Assistant to the Dean
- ' Implements the Dean's initiatives, manages the interface among department chairs, faculty and staff.
- ' Manages the Dean's calendar.

- **Shawna Silverthorn:** 4-7428 / [shawnias@iastate.edu](mailto:shawnias@iastate.edu)

- ' Administrative Assistant II – Assistant to the Senior and Associate Dean
- ' Main office receptionist. Directs traffic and inquiries to appropriate persons.
- ' Supports faculty, staff and students with access to building and college room reservations and checking out keys for room/building access, printing, mailing, ordering keys for faculty/staff, etc.
- ' Manages Lost and Found.
- ' Develops reports from student evaluations

- **Esmeralda Mendiola:** 4-2265/ [mendiola@iastate.edu](mailto:mendiola@iastate.edu)

- Development Coordinator
- Assists the Senior Director of Development.

### **Department Chairs** – General Calls/Inquires **must** go through **Departmental Partners** first!

**Graphic Design** — **Paul Bruski:** 4-5635 / [bruski@iastate.edu](mailto:bruski@iastate.edu) / Room 156

- Department Partner: Hope Kepler / 4-4665

**Architecture** — **Cameron Campbell (Interim):** 4-8881/ [cameronc@iastate.edu](mailto:cameronc@iastate.edu) / Room 146

- Departmental Partner: Samantha Hirschman / 4-2557

**Art and Visual Culture** — **Sarah Kyle:** 4-1556 / [skyle@iastate.edu](mailto:skyle@iastate.edu) / Room 156

- Departmental Partner: Jena Jones / 4-9985

**Community and Regional Planning** — **Dr. Susan Bradbury (Interim):** 4-8720 / [bradbury@iastate.edu](mailto:bradbury@iastate.edu) / Room 156

- Departmental Partner: Karolyn Knoll/ 4-6743

**Landscape Architecture** — **Carl Rogers:** 4-5334 / [rogersc@iastate.edu](mailto:rogersc@iastate.edu) / Room 146

- Departmental Partner: Karolyn Knoll / 4-6743

**Industrial Design** — **Akshay Sharma:** 4-2264 / [akshays@iastate.edu](mailto:akshays@iastate.edu) / Armory (TBD)

- Departmental Partner: Hope Kepler / 4-4665



**Interior Design** — **Kotaro Nakamura**: 4-6404 / [kotaro@iastate.edu](mailto:kotaro@iastate.edu) / Room 156

- Departmental Partner: Jena Jones / 4-9985

**Departmental Partners** / Departmental financial matters and accounting, course and classroom scheduling / Room 156

- **Samantha Hirschman**: 4-2557
  - Business/Design Administrator
  - Departmental Partner for:
    - **Architecture**
    - **Design Studies and other interdisciplinary programs**
- **Karolyn Knoll**: 4-6743 / [kknoll@iastate.edu](mailto:kknoll@iastate.edu) / Room 156
  - Business/Design Administrator
  - Departmental Partner for:
    - **Community and Regional Planning**
    - **Landscape Architecture**
- **Jena Jones**: 4-9985 / [jonesj@iastate.edu](mailto:jonesj@iastate.edu) / Room 156
  - Business/Design Administrator
  - Departmental Partner for:
    - **Art and Visual Culture**
    - **Interior Design**
- **Hope Kepler**: 4-4665 / [hjkepler@iastate.edu](mailto:hjkepler@iastate.edu) / Room 156
  - Business/Design Administrator
  - Departmental Partner for:
    - **Graphic Design**
    - **Industrial Design**

**Student Services** / [design-ss@iastate.edu](mailto:design-ss@iastate.edu) / Room 297 / **General questions 4-6983**

**Student Needs:**

Advising/talk to advisor - Course questions - Portfolio questions - Job/internship postings

- Recommend that students email prior to sending their calls to the office or any advisors.

- **Michelle Rasmussen**: 4-0732 / [mrasmuss@iastate.edu](mailto:mrasmuss@iastate.edu)
  - Student Services and Programs Director
- **Carly Groninga**: 4-6983 / [cparks@iastate.edu](mailto:cparks@iastate.edu)
  - Student Services Specialist

**Career Services** / [designcareers@iastate.edu](mailto:designcareers@iastate.edu) / Room 297

- **Tiffany Atilano**: 4-0735 / [tiffany@iastate.edu](mailto:tiffany@iastate.edu)
  - Design Career Services Director
- **Brooke Hartmann**: 4-4390 / [bhart@iastate.edu](mailto:bhart@iastate.edu)
  - Student and Career Services Specialist
  - Scholarship Coordinator

## Undergraduate Advisors

- **Mindy Cooper:** 4-3680 / [macooper@iastate.edu](mailto:macooper@iastate.edu) / Room 288
  - **Majors:** Landscape Architecture and Pre-LA, Design Open (Core only)
  - Orientation, Orientation Questions, Learning Communities and Peer Mentors
- **Jeremy Miller:** 4-1846 / [jmiller9@iastate.edu](mailto:jmiller9@iastate.edu) / Room 291
  - **Majors:** Architecture
  - + Honors
- **Karly Nelson:** 4-7001 / [kfnelson@iastate.edu](mailto:kfnelson@iastate.edu) / Room 290
  - **Majors:** Community and Regional Planning, Graphic Design, Secondary Major in Interdisciplinary Design
  - **Minors:** Digital Media, Design Studies, Entrepreneurial Studies, Geographic Information Science, Urban Studies, Preservation and Cultural Heritage
- **Erin Quinn:** 4-5840 / [emquinn@iastate.edu](mailto:emquinn@iastate.edu) / Room 293
  - **Majors:** Art and Visual Culture (Art & Design, Integrated Studio Arts), Industrial Design, Interior Design
  - **Minors:** Illustration, Critical Studies in Design, Textile Design
- **Emily Tyndall:** 4-7361 / [etyndall@iastate.edu](mailto:etyndall@iastate.edu) / Room 289
  - **Core Design Program** (P ARC, PID, P IND, P ISA, P GR)

## Graduate Student Services

- **Anne Grevstad-Nordbrock:** 4-8634 / [annegn@iastate.edu](mailto:annegn@iastate.edu) / Room 292
  - + Graduate Student Services // [designgrads@iastate.edu](mailto:designgrads@iastate.edu)

## Multicultural Student Success

- **Jarael Madyun:** 4-4136 / [jmadyun@iastate.edu](mailto:jmadyun@iastate.edu) / Room 286
  - ' Director of Multicultural Student Success
  - ' International Undergraduates
- **Ani Das:** 4-5665 / [anidas@iastate.edu](mailto:anidas@iastate.edu) / Room 205 (MSS Office & Design Closet Info)
  - ' Community Engagement Strategist

**Asst Director of Students and Director of Multicultural Student Affairs: Jordan Brooks:** 4-6338

- Admin Asst: **Jacki Mobley:** 4-6338

## International Programs/Study Abroad

- **Jen Hogan:** 4-8275 / [jenhogan@iastate.edu](mailto:jenhogan@iastate.edu) / Office: Room 295
  - Director of International Programs
- **Anne Grevstad-Nordbrock:** 4-8634 / [annegn@iastate.edu](mailto:annegn@iastate.edu) / Room 292
  - Study Abroad Programming

## Marketing & Enrollment Strategy (Student Recruitment)

- **Jennifer Anderson:** 4-7415 / [janders@iastate.edu](mailto:janders@iastate.edu) / Room 166
  - Director of Marketing and Enrollment Strategy
- **Bryce Bonnsetter:** 4-0816 / [brycebon@iastate.edu](mailto:brycebon@iastate.edu) / Room 162
  - Undergraduate Student Recruiter + Design Dimensions Camp Coordinator
- **Melissa Stenstrom:** 4-3366 / [msten@iastate.edu](mailto:msten@iastate.edu) / Room 159
  - Graduate Student Recruitment

- **Mark Whitmore:** 4-3792 / [mwhitty@iastate.edu](mailto:mwhitty@iastate.edu) / Room 159
  - Digital Content Specialist and college videographer
- **Alison Weidemann:** 4-3238 / [johnson9@iastate.edu](mailto:johnson9@iastate.edu) / Room 160
  - Graphic Designer and college photographer

**Strategic Communications** / Produces a weekly email newsletter for faculty, program information, college web content, news releases and stories, Inspire alumni magazine, social media content, etc.

- **Heather Sauer:** 4-9289 / [hsauer@iastate.edu](mailto:hsauer@iastate.edu) / Room 164
  - Director of Strategic Communications
- **Lauren Johnson:** 4-1344 / [laujohn2@iastate.edu](mailto:laujohn2@iastate.edu) / Room 159
  - Communications Specialist

### **Event Planning and Alumni Relations**

- **Karlynn Rainey:** 4-5791 / / Room 146
  - External and Alumni Event Planner and Alumni Relations Coordinator
  - Coordinates external and Alumni events hosted by the college.
  - Compiles and distributes monthly Designotes alumni e-newsletter.
  - Can assist with obtaining alumni lists and communicating with alumni.

### **Graduate College (General)**

- 4-4531 / [grad\\_college@iastate.edu](mailto:grad_college@iastate.edu)

## **Other Contacts and Information**

### **Building Operation and Maintenance**

- **Michael Miller:** 4-8509 / [mcmiller@iastate.edu](mailto:mcmiller@iastate.edu) / Room 495
  - Director of Operations and IT
  - In charge of lock/key issues (see **Shawnia** first in Room 146).
  - Supervises the building and technology staff.
  - Oversees departmental room allocations, building furniture, and building maintenance.
- **Jeremy Thurlby:** 4-9799 / [jthurlby@iastate.edu](mailto:jthurlby@iastate.edu) / Room 28 (ground floor)
  - Building and Model Shop Manager
  - Faculty questions or building work issues.

### **Technical Support Staff**

- **Dan Carlisle:** 4-4550 / [carlisle@iastate.edu](mailto:carlisle@iastate.edu) / Room 432
  - System Support Specialist
  - Manages faculty and staff computer and other technology needs.
- **Lieb Chol:** 4-5841 / [laptopsupport@iastate.edu](mailto:laptopsupport@iastate.edu) OR [lichol@iastate.edu](mailto:lichol@iastate.edu) / Room 430
  - Laptop Program Coordinator
- **Mitchell Versteeg:** 4-7332 / [mversteg@iastate.edu](mailto:mversteg@iastate.edu) / Room 433
  - Lab Manager

- **Dusty Smith:** 4-1774 / [dsmith1@iastate.edu](mailto:dsmith1@iastate.edu)
  - Output Center Manager
  - Questions about checking in/out equipment
  - Questions about printing/general costs
  - System Support Specialist

## **Institute for Design Research and Outreach (IDRO - 126 COLLEGE OF DESIGN)**

IDRO in the College of Design is your main source for research and outreach consultation (after your department chair and/or mentor) and support. The document [Research and Outreach in the College of Design](#) provides a summary of responsibilities and support for College of Design researchers.

- **Julie Robison:** 515.231.8457 / [jrobison@iastate.edu](mailto:jrobison@iastate.edu) / Room 126B
  - Associate Director, Research Administration and Outreach
  - Support with locating outreach collaborators and funding
  - PLaCE Coordinator
  - Special Projects Coordinator
- **Sandra Norvell** 4-1594/ [snorvell@iastate.edu](mailto:snorvell@iastate.edu) / Room 126A
  - Support with locating research funding and proposal development
- **Nora Ladjahasan** 4-0734 / [nading@iastate.edu](mailto:nading@iastate.edu) / Room 126A
  - Research support services including analysis, IRB, etc.
- **Dawn Krause** 4-3237 / [dkrause@iastate.edu](mailto:dkrause@iastate.edu) / Room 126
  - Cost Center Manager
- **Chad Hunter** 4-0526 / [cahunter@iastate.edu](mailto:cahunter@iastate.edu) / 2321 North Loop Drive, Ames
  - Project Manager for the Community Design Lab
- **Sandra Oberbroeckling** 4-3721 / [soberbr@iastate.edu](mailto:soberbr@iastate.edu) / Research Park
  - Project Manager for Extension and Outreach
- **Unfilled position** / Room 126
  - Administrative Assistant for IDRO

## **ISU GIS RESEARCH LAB (DURHAM CENTER)**

Faculty using GIS in teaching or research, labs, training and student support are available through the [GISF](#).

- **Kevin Kane** / [kkane@iastate.edu](mailto:kkane@iastate.edu) / Durham Bldg Room 211
  - Facility Director
- **Gregg Hadish** / [gahadish@iastate.edu](mailto:gahadish@iastate.edu) / Durham Bldg Room 227
  - GIS Analyst
- **Amy Logan** / [amylogan@iastate.edu](mailto:amylogan@iastate.edu) / Durham Bldg Room 219
  - GIS Analyst
- **Josh Obrecht** / [jobrecht@iastate.edu](mailto:jobrecht@iastate.edu) / Durham Bldg Room 213
  - GIS Analyst

## **Other Extensions**

- Thielen Student Health Center: 4-5801
- Student Counseling Center: 4-5056 (business hours only – takes walk-ins for crisis)

appointments)

- Refer a Student for Assistance Form [Student Assistance Referral Form](#)
- Student Assistance: 4-1020 / [studentassistance@iastate.edu](mailto:studentassistance@iastate.edu)
- College of Design Output Center: 4-1774 / Room 426
- College of Design Dean's Office: 4-7427 / Room 134 (accessed through Room 146)
- ISU Index - <https://www.iastate.edu/index>
- Design Cafe: 4-2845
- Facility & Safety: 4-5100 (For urgent issues)

# COLLEGE OF DESIGN BUILDING GUIDE

(\* indicates room reservable through [Skedda](#))

## Ground Floor

**Ceramics** / Room 38  
**College Model Shop**/ Room 20  
**Fiber Design** / Room 85  
**Jewelry and Metalsmithing** / Room 44  
**Painting** / Room 54  
**Photography Lab** / Room 3  
**Printmaking Lab** / Room 11  
**Wood Design** / Room 34  
**CNC Router**/ Room 30  
**\*Classroom**/ Room 77

## First Floor

**Administrative Services Office (Keys, Lost and Found)** / Room 146  
**College Deans and Department Chairs** / Room 146  
**Design Café**  
**Gallery 181**  
**\*Flying man Atrium, Central Atrium, SW Atrium** / Open and Reservable Spaces  
**IDRO (Institute for Design Research & Outreach)** / Room 126  
**\*Kocimski Auditorium** / Room 101 *Reserve through* [University Room Request](#)  
**Marketing and Enrollment Strategy (Student Recruitment)** / Rooms 159, 160, 162, and 166  
**Strategic Communications** / Rooms 164 and 159  
**Reading Room** / Room 111  
**\*Conference Room** / Room 116  
**\*Meditation Room** / Room 118  
**\*Classroom**/ Room 130

## Second Floor

**\*2<sup>nd</sup> Floor Center** / Open and Reservable Space  
**Bookstore Outlet (The Design Store)** / opposite Room 297  
**Drawing Studios** / Rooms 240, 246, 252, and 258 (typical freshman freehand drawing studios)  
**Interior Design Studios** / Rooms 203, 207, 211 (typical ID studio) and 216 (Interior Design Resource Room), 226, 230, 234  
**Student Services and Career Services** / Room 297  
**Academic Advisors** / Undergrad and Graduate  
**Vendoland** / triangle opposite Room 216  
**Community and Regional Planning Studio** / Room 262

## Third Floor

**Graphic Design Studios** / Rooms 307, 311, 326, 330, 334, 346, 303 (graduate students), and 340 (seniors)  
**Art & Visual Culture (Integrated Visual Arts Graduate Students)** / Room 316  
**Architecture (Juniors)** / Rooms 340, 346, 352, 358  
**Community and Regional Planning Studio** / Room 362  
**\*Surprenant Ingenuity Lab** / Reservable Space  
**\*3<sup>rd</sup> Floor Triangle** / Open and Reservable Space

## **Fourth Floor**

**Computer Teaching Lab** / Room 434 and 440

**Landscape Architecture Studios** / Rooms 401, 407, 452, 458, and 462

**Computer Open Lab** / Room 446

**Output Center (college printing services and equipment checkout)** / Room 426

\***Conference Room** / Room 411

\***Classroom** / Room 416

\***4<sup>th</sup> Floor Center** / Open and Reservable Space

\***4<sup>th</sup> Floor Triangle** / Open and Reservable Space

## **Fifth Floor**

**Interior Design Studios** (Sophomores) / Rooms 503, 507, 511 and 516

**Graphic Design** / Room 530

**Art Education** / Room 534

**Architecture Studios** (Sophomores) / Rooms 540, 546, 552 and 558

**Community and Regional Planning Studio** (Grads) / Room 562

\***5<sup>th</sup> Floor Center** / Open and Reservable Space

\***5<sup>th</sup> Floor Triangle** / Open and Reservable Space

\***Metal Room** / Room 596

## **King Pavillion**

**Architecture** (4<sup>th</sup> year) / Upper KP Rooms 1742, 1744, 1748, 1752, 1756

**Landscape Architecture** (Juniors) / Upper KP 1734 and 1738

**Architecture** (Grad students) / Lower KP Rooms 748, 752, 756

**Design Studies (102 Studios)** / Lower KP Rooms 734, 738, 742

\***Hanson Exchange** / Upper KP Open and Reservable Space

\***Beckman Forum** / Lower KP Open and Reservable Space

## **Outside the College of Design**

**Armory** / 2519 Osborn Dr, Ames, IA 50011 (**Industrial Design Studios**)

[ISU Online Campus Map](#)

# COLLEGE OF DESIGN MAJORS

- **ARC** – Architecture (undergrad)
- **ARCH** – Architecture (grad)
- **ARTDN** – BA Art and Design
- **ARTGR** – Graphic Design
- **ARTID** – Interior Design
- **ARTIS** – Integrated Studio Arts and Integrated Visual Arts
- **C R P** – Community and Regional Planning
- **DSGN** – Design (undeclared)
- **DSGNS** – Design (non-degree-seeking)
- **DSN S** – Design Studies (not a major but all first-year Core courses and option studios have this designation)
- **I DES** – Interdisciplinary Design
- **IND D** – Industrial Design
- **L A** – Landscape Architecture
- **P ARC** – Pre Architecture
- **P CRP** – Pre Community and Regional Planning
- **P GR** – Pre Graphic Design
- **P ID** – Pre Interior Design
- **P IND** – Pre Industrial Design
- **P ISA** – Pre Integrated Studio Arts
- **P LA** – Pre Landscape Architecture