

# UNIVERSITY AT STONY BROOK • SUNY • CURRENTS

DECEMBER 17, 1990

## SPECIAL EDITION

### University to Curtail Operations for 16 Days, Most of Campus to Shut Down Until January 7

The University at Stony Brook will shut down most campus operations for a 16-day period starting with the close of business on Friday, Dec. 21 in a move to trim energy costs during the winter holiday period.

While most of the campus will return to normal intersession operations on Monday, Jan. 7, the School of Dental Medicine, Allied Health, the School of Medicine and Basic Science programs will resume classes on Wednesday, Jan. 3.

Only University Hospital will remain on a normal schedule.

This is the second year in a row that university employees have been asked to voluntarily use vacation, compensatory or personal leave days during the holiday period so that all but essential operations can be curtailed.

"The university community has been generous in its cooperation in the past and we are appreciative of an even greater effort in this coming period in light of the State's fiscal crisis and SUNY budget reductions," said President John H. Marburger.

University officials expect to save approximately \$500,000 as a result of the phase down, said Carl E. Hanes, deputy to the president for special projects and co-chairman of the University's Energy Conservation committee. "That averages out to about \$30,000 per day." The university will continue its energy conservation effort when the campus reopens on Monday, Jan. 7. The university community will be asked to

continue to curtail the use of electric heaters and small appliances such as coffee pots and to turn off lights and office equipment when not in use.

Stony Brook is one of several SUNY campuses that

will be trimming back operations during the holiday period. Buffalo, Albany, Binghamton and Old Westbury also have asked employees to take an extra-long holiday break as a cost-saving measure.

#### GENERAL INFORMATION

##### When is the shutdown?

Except for University Hospital, the shutdown will begin for all shifts at the close of business on Friday, Dec. 21 and last until the beginning of business on Monday, Jan. 7.

##### What will happen to the campus during the shutdown?

Buildings have been designated as "open," "critical" or "closed but accessible."

The only "open" building is University Hospital. On the east campus, the designations apply to zones within the HSC rather than the entire building.

Buildings designated "critical" will be open only for essential activities. Such buildings will be locked and the temperature reduced to 62 degrees except where there are animal facilities. Air handling systems will be reduced and there will be limited custodial services. The buildings will be accessible only to authorized personnel. The following buildings have been designated as "critical."

Administration  
Central Services Building  
Commissary  
Computer Services  
Dutchess Hall

Earth & Space Sciences  
Engineering  
Graduate Chemistry  
Health Sciences Center  
Indoor Sports Complex/Gym

Lab Office Building  
Library  
Life Sciences Center  
Physics  
Psychology A

Buildings designated as "closed but accessible" will be locked but accessible to authorized individuals. There will be no custodial services but emergencies will be addressed as required. Temperatures will be reduced to 52 degrees and lighting will be kept to a minimum. Air handling systems will be turned off where possible. Periodic checks will be made to insure minimum use of energy consistent with good maintenance and safety practices.

*All buildings not designated "open" or "critical" are "closed but accessible."*

#### EMPLOYEE INFORMATION

##### What can employees do to help?

All employees, except essential service employees, are encouraged to use vacation, compensatory and personal leave days for the eight days (Dec. 24, 26, 27, 28 and 31, Jan. 2, 3 and 4) on which the University would otherwise be open. Alternate work locations and assignments are being given to those employees who desire to work despite the shutdown. Under New York State Civil Service Law, only the Governor has the authority to close a facility or force employees to take a day off.

Employees are asked to prepare for the shutdown by securing their offices, taking home sensitive house plants and aquariums, making certain that equipment and appliances such as refrigerators are cleaned out and unplugged and that printers, copying machines, computers and facsimile machines are shut down (more about computers and fax machines later). Remember to turn the lights out and make sure windows are shut tight before you leave!

##### What are my options?

Employees who want to work should discuss the tasks to be accomplished with their supervisor before the shutdown. If no tasks are assigned by the supervisor, alternate tasks within the employee's job description will be assigned. A supervisor will be available to monitor work and coordinate activities of employees assigned to an alternate location to work. Questions about job assignments should be directed to *Alan Entine on the west campus (632-6140)*.

##### Leave accruals and credits

Employees can use accumulated vacation time, compensatory time, personal leave or opt to take the days off as leave without pay. Sick time may not be used to cover this period. Employees who do not have eight days accumulated vacation, personal leave or compensatory time but who desire to be off during this period can have up to five days of vacation time advanced by the University. The

University will also advance up to five days of vacation time for employees who have five days or less accumulated vacation or comp time and who desire to save these days for use at a later time. Advanced days will be paid back from vacation accumulations earned over the Jan., February and March period.

Opting to be off during this period will not jeopardize your plans to be off at other points during the year, subject to available leave credits and departmental operating needs.

##### Furlough

Several weeks ago, the Governor proposed a five-day furlough of state workers in order to close the budget gap and reduce layoffs, leading to speculation that USB employees who take vacation days during the extended closing might get credit for the time through the furlough program.

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### An Alphabetical Guide To Campus Operations During The Extended Holiday

*Offices and services not listed below should be contacted directly before the close of business on Friday, Dec. 21 to determine if they have operating hours during the extended holiday period.*

##### Accounts Payable

Accounts Payable will be closed Monday, Dec. 24 and Tuesday, Dec. 25 and Monday, Dec. 31 and Tuesday, Jan. 1. On the other days, the department will operate with limited staff until Monday, Jan. 7.

##### Admissions Office

The Admissions Office will be closed from Monday, Dec. 24 through Tuesday, Jan. 1. The office will reopen on Jan. 2 with limited staff.

##### Banking Machine

The banking machine at the Stony Brook Student Union will be turned off. All funds stored in the machine will be removed before the shutdown.

##### Bookstore

The Bookstore will close at 4 p.m. on Friday, Dec. 21 and will reopen on Wednesday, Jan. 2.

day, Jan. 2.

##### Bursar

The Bursar's office will be closed from the close of business on Friday, Dec. 21 and will reopen on Wednesday, Jan. 2 with a limited staff through the remainder of the week to process student payments.

##### Bus Service

Regular bus service will cease on Friday, Dec. 21 after the 11 p.m. run and will resume on Wednesday, Jan. 2 with the 7:30 a.m. run. From Wednesday, Jan. 2 through Sunday, Jan. 27 (Intersession) limited bus

service will be provided, with north-south local service available weekdays every half hour and southbound only on weekends. For schedule information, call 632-6418 or 632-6424.

##### Central Receiving

Central Receiving will be open except for Tuesday, Dec. 25 and Tuesday, Jan. 1. Because many west campus departments and offices will be closed during the extended vacation period, normal deliveries will be stopped. *Departments on the west*

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# An Alphabetical Guide To Campus Operations During The Extended Holiday

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campus that plan to be open and want deliveries, should call Dennis Wells at 632-6290 before the close of business on Friday, Dec. 21. Deliveries to the east campus will be on a normal schedule.

## Check Cashing

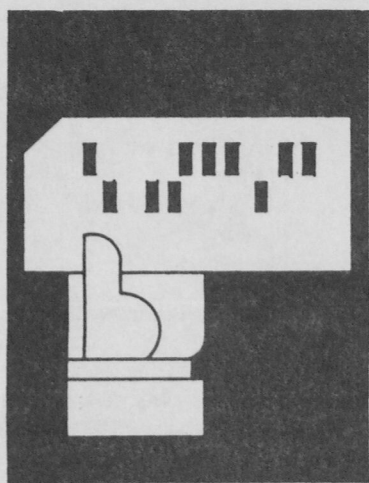
The FSA will offer check cashing services on Friday, Dec. 28 and on Friday, Jan. 4, from 11 a.m. to 3 p.m. at the Bursar's Office, Administration Building.

## Child Care

Stony Brook Child Care Services will close its four centers at Noon on Monday, Dec. 24 and will remain closed until Wednesday, Jan. 2 when regular hours will resume.

## Computing Services

The Computing Center will be closed on Monday, Dec. 24, Tuesday, Dec. 25 and Tuesday, Jan. 1. The Center will be open on Wednesday, Dec. 26, Thursday, Dec. 27 and Friday, Dec. 28 from 8:30 a.m. to 11:30 p.m., on Saturday, Dec. 29 from 9 a.m. to 4 p.m. and on Monday, Dec. 31 from 8:30 a.m. to 9 p.m. There will be attended operations on Saturday, Dec. 22, from 9



a.m. to 4 p.m., and virtually round-the-clock coverage (8:30 a.m. to 7 a.m.) on Dec. 26, 27 and 28. If systems or networks breakdown during unattended periods, restoration will not occur until the next operator-attended shift.

## Emergency Telephone Numbers

If you have a heating or cooling emergency, water pipe break or related problem during the extended holiday period, call 632-6400 if you are on the west campus or 444-2400 on the east campus. Public Safety can be reached from on campus by dialing 632-3333. Environmental Health And Safety also can be reached at 632-3333.

## FAX Machines

The office of Graphic Support Services in the Administration Building, which operates a FAX limited to official campus business, will be closed for the duration of the extended holiday. The FAX (632-6252) will be left on to receive messages but messages won't be distributed until the staff returns on Monday, Jan. 7. There are nearly three dozen other FAX machines around the campus. Individuals should check the campus directory for specific information. Departments who do not wish to receive FAX messages during the holiday period should remember to shut off or disconnect their FAX machines so that during the shutdown callers will receive a "ring-no-answer" message. This will prevent FAX messages from accumulating, and senders from assuming FAX messages have been received.

## Food Services

All food services will be closed with the following exceptions: the Tree House cafeteria at the Health Sciences Center will operate on a limited schedule of 8 a.m. to 2



p.m. but will be closed on Tuesday, Dec. 25 and Tuesday, Jan. 1. The Fanny Brice cafeteria in Roosevelt Quad will be open daily from 8:30 a.m. to 5 p.m. to serve employees and residents staying on campus during the extended holiday period. That food service facility will also be closed on Tuesday, Dec. 25 and on Tuesday, Jan. 1.

## Human Resources

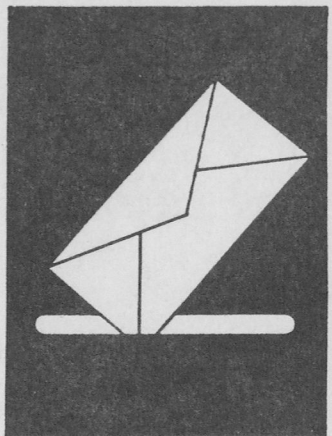
The office of Human Resources will be closed from the close of business on Friday, Dec. 21 through Wednesday, Jan. 2. The office will reopen with limited staff to handle internal business only until Monday, Jan. 7 when full operations resume.

## Libraries

The Main Library and all west campus libraries will be closed weekends starting Saturday, Dec. 22 through Sunday, Jan. 27. They will also be closed on Monday, Dec. 24 and Tuesday, Dec. 25 and on Monday, Dec. 31 and Tuesday, Jan. 1. Hours during the holiday through intersession will be 8:30 a.m. to 5 p.m.

## Mail Delivery

There will be no mail delivery on Monday, Dec. 24 and Tuesday, Dec. 25 and on Monday, Dec. 31 and Tuesday, Jan. 1. From Wednesday, Dec. 26 through Friday, Dec. 28, and from Wednesday, Jan. 2 through Friday, Jan. 4, there will be no mail delivery on the west campus *unless departments request it by the close of business on Friday, Dec. 21*. Call Dan McGrath at 632-6231 to be put on the delivery list. Twice a day delivery/pick-up will resume on Monday, Jan. 7.



## Office of Research Services

The Office of Research Services will be closed from Monday, Dec. 24 through Wednesday, Dec. 26 and on Monday, Dec.

31 and Tuesday, Jan. 1. On Thursday, Dec. 27 and Friday, Dec. 28, a reduced staff will be on hand to handle emergency actions on sponsored project accounts.

## Physical Plant

Physical plant will be operating with a reduced staff to handle minimal services and emergencies. They may be contacted at 632-6400 (west campus) and 444-2400 (east campus).

## Public Safety

Public Safety will operate full shifts throughout the shutdown period. Several steps will be taken to guard against theft and provide personal protection for the limited number of employees and students on campus.

## Purchasing

Purchasing will operate with a reduced staff throughout the entire extended holiday period.

## Registrar

The Registrar's Office will operate with a minimal staff from 9 a.m. to 5 p.m. throughout the extended holiday period except Monday, Dec. 24, Tuesday, Dec. 25, Monday, Dec. 31 and Tuesday, Jan. 1, to receive grades from faculty.

## Residence Halls

The campus will consolidate students from all residence halls into three buildings (Sanger, Keller and Stimpson) throughout the extended holiday period and into intersession. The Chapin Apartments and the new graduate housing complex will remain open. All other residence halls will be locked and energy-saving measures will be instituted.

## Student Accounts

The Office of Student Accounts will shut at the close of business on Friday, Dec. 21 and will not reopen until Monday, Jan. 7.



## Employee Information

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This apparently will not happen. At press time, it appears that the Legislature and the Governor will opt instead for a lagged payroll, the details of which have yet to be finalized.

### How will I get my paycheck?

Arrangements have been made for employees to pick up their paychecks if their departments are closed for the extended holiday period.

The Payroll Office will be closed on Monday, Dec. 24 and Tuesday, Dec. 25, but will resume operations on Wednesday, Dec. 26 and Thursday, Dec. 27 to process payroll. The office will resume a full schedule and full staffing on Friday, Dec. 28.



## Student Health Services

The Infirmary will be closed from Saturday, Dec. 22 through Sunday, Jan. 6. Students with emergencies should call Public Safety at 632-3333 or the University Hospital Emergency Room (444-2465).

## Telephones

A reduced schedule of telephone operator services may be warranted. If so, calls will be routed to offices that are open via automated attendant services. There will be normal repair services. If you have a problem during the extended holiday period, call 632-9130. Departments that have phone mail should reprogram their mailbox message with one related to the shutdown. A suggested taped message is, "You have reached the Department of (.). The University at Stony Brook is closed from Dec. 22 to Jan. 6. Please leave a message and we will get back to you as soon as possible." Please be sure to check your messages during the holiday period to avoid overloading your mailbox. If you don't know how to access phone mail messages, check the manual or ask someone to show you how. And remember to change the message on Jan. 7!

## WUSB-FM

WUSB, the campus radio station (90.1 FM) will broadcast on a 24 hour basis throughout the extended holiday period. The station can be reached by calling 632-6901. If you are out of the area and want to stay in touch with the campus, call 632-1662 for WUSB's "Air Line."

