

ISU Nursing Orientation Information for
Newly hired faculty, professional staff, adjuncts and/or support staff

Hello! My name is Peg Myers. I am the Director of the Learning Resource Center (LRC - entire 2nd floor) and have also been assigned by the Dean as the Building Coordinator. In this dual role, I would like to take the opportunity to first of all welcome you and give you this informational document which will hopefully serve as a helpful tool for you.

Resources for information may be found in the University Handbook, the Nursing Handbook, the Student Handbook, the Nursing Web site (www.indstate.edu/nursing) and by clicking on Centers / Learning Resources on the web page as well (many questions can be answered here). Procedure manuals are available for the support staff, professional staff and certain offices.

I will order support staff a name insert for his/her desk or wall as indicated. For faculty/professional staff, I will order a name strip for the office wall sign. Normal work hours are 8:00 AM - 4:30 PM Monday through Friday with lunchtime for support staff usually 11:45 AM - 1:00 PM. The Dean's administrative assistant will order you a key which will be for your office, all common areas such as classrooms, lounges, copy/mailroom etc., and a key for entrance doors (north, east and west sides) to the building. New faculty will have to pick up a black media cabinet key after talking to the Dean's Administrative Assistant to order one for you. All of the keys need to be personally picked up at Facilities Management. If a tour of the building has not been provided, please see me and I will be glad to assist you.

All new employees need to email an office permission statement to Rhonda Reed so that electricians, painters, IT workers, etc., can have permission to enter your office space.

I update the first floor photo gallery and would appreciate new employees (does not include adjunct faculty) calling Tony Campbell (Photography Services - basement College of Education 002) at extension 3788 to make an appointment to have a picture taken for the gallery. This picture will also be on our website.

I will have Telecommunications reset the office phone so that a new personal greeting can be recorded (tutorial can be put on the phone for assistance). There are telephone orientations offered on campus for newly hired individuals if you desire to attend. The Dean's Administrative Assistant manages the assignment of your long distance code (see Ruth Thompson). The tutorial passcode is 1234.

The LRC maintains records regarding the building inventory so if anyone wants to move any University owned furniture from one area to another, I need to know. I also need to be consulted if any permanent changes to your office space are desired such as mounting something on the wall or painting anything as there are costs involved for specific changes.

Each office is generally equipped with a desk, chair, file cabinet, bookcase, computer and wardrobe (optional). Please see the assigned support staff person for additional office supplies needed. If anyone has problems with the building temperature, repairs, leaks, etc.,

please see me. I am the liaison/contact person for all electricians, movers, carpenters, painters, etc.

Please do not place signage in the elevator. You can use your course bulletin board or the bulletin board on the first floor, west side.

Rhonda Reed, Technology Coordinator in the LRC, (9 month contract) is the contact person for computer needs and is our web maintainer. Rhonda offers orientations to our multimedia cabinets/equipment for correct usage and security. There are always computer workshops available for employees on campus with online registration and information especially helpful if not familiar with the programs used by the University.

Rhonda also does all the room scheduling and reservations of equipment / supplies / recruitment equipment for our building. All requests need to go to her and me via the web form at http://indstate.qualtrics.com/SE?SID=SV_5clHo0jN2vhhE9K&SVID=Prod A confirmation will be sent to you when the reservation is confirmed.

The Nursing Student Lounge (206) has a microwave and coffee maker. Beverage and snack machines are located across from this lounge. A soft drink machine is also located on the first floor. There are no change machines available in the building. Problems with vending machines or student copier should be reported to Peg Myers or Rhonda Reed.

Linda Moore will assign a mailbox to new employees with the name/label in place. Mail comes mid afternoon. She also does the locking of rooms at the end of the day (4:30 PM approximate).

We have an Emergency Preparedness Plan which can be found completely from the Nursing web site. You may be asked for a home phone number for a roster and I also need the information as a part of my responsibility as the Emergency Preparedness representative.

Rhonda and I have signs on our office doors (207, 208 and 211) which let people know where we are when we are not in our offices so that we can be quickly located if needed. Phone numbers to call are posted on our doors.

Please consider me a resource for any questions you may have ... if I don't have an answer I can hopefully give you an appropriate referral.

Again, welcome!
Peg

August 09

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