

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

Resources for information may be found in the University Handbook, the Nursing Handbook, the Student Handbook, the Nursing Web site ([www.indstate.edu/nursing](http://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.

The building coordinator (Mark Schaffer) orders support staff a name insert for his/her desk or wall as indicated. For faculty/professional staff, he 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.

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 office spaces.

New full time employees (does not include adjunct faculty) need to call Tony Campbell (Photography Services - basement College of Education 002) at extension 3788 to make an appointment to have a picture taken for the website.

Telecommunications has reset your 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. (Dial 2727 to get started).

The LRC maintains records regarding the building inventory so if anyone wants to move any University owned furniture from one area to another, the Technology Coordinator needs to know. The Building Coordinator needs 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. The Dean has approved only 4 colors for painting anywhere in the building (including offices).

Each office is generally equipped with a desk, chair, file cabinet, bookcase, 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 contact the Building Coordinator. He is the liaison/contact person for all electricians, movers, carpenters, painters, etc.

Signage is not to be placed on the elevator.

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 be sent via the web form at [http://indstate.qualtrics.com/SE?SID=SV\\_5clHo0jN2vhhE9K&SVID=Prod](http://indstate.qualtrics.com/SE?SID=SV_5clHo0jN2vhhE9K&SVID=Prod) This form sends an email with all needed information to both Rhonda and the LRC Director to provide coverage for requests. You will be able to download a pdf of your request when you complete the form. A confirmation will be sent to you when the reservation is confirmed.

The Student Lounge (206) has 2 microwaves, a toaster oven, 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 should be reported to the Building Coordinator. Problems with the student copier in Room 214 are to be reported to the LRC Director.

Carol Layton will assign mailboxes to new employees with the name/label in place. Mail comes mid afternoon. Teresa Stateler does the locking of rooms at the end of the day (4:30 PM approximate). Please remember to lock your office door when leaving (even if going to return shortly) as thefts have occurred in our building when an area is not locked.

We have an Emergency Preparedness Plan which can be found on the Nursing web site at <http://www.indstate.edu/nursing/lrc/pdfs/emergency-plans/nursing-emergency-plan.pdf> You may be asked for a home phone number for a roster and the Building Coordinator also needs the information as a part of his responsibility as the Emergency Preparedness representative.

LRC Personnel have signs on the office doors (208 and 211) to let people know their locations when not in their offices so that they can be quickly located if needed. Phone numbers to call are also posted on the doors.

May 12

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