

# WELCOME TO THE ISU SUPPORT STAFF

The sky is the limit



# Support Staff Council

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## WHO WE ARE!

The Indiana State University Support Staff Council is an advisory body that represents the Support Staff Community through servant leadership. We consistently strive to insure, promote, and foster equitable treatment and enhanced communication between Support Staff and Administration for continuous improvement of working relationships within the ISU Community.

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# Support Staff Council

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- Website
  - [www.indstate.edu/ssc](http://www.indstate.edu/ssc)
- Council meetings
  - Second Thursday of every month, Hulman Memorial Student Union, room 321, 11:00am – 12:30pm and are open to the public

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- ## Districts

- **District 1** - All Facilities Management Carpenters, Locksmith, Painters, Electricians, Office Staff, Mail Room, Garage Grounds Workers, Maintenance Mechanics, Plumbers, Power Plant, Stationary Engineers, Storekeeper, Utility Workers, Purchasing.
- **District 2** - All Facilities Management Custodial Workers including Supervisors and Custodial Office Staff.
- **District 3** - Hulman Memorial Student Union, Library, Student Services Building, and University Club.
- **District 4** - African American Cultural Center, Hulman Center, College of Nursing, Root Hall, College of Business, College of Education, University Hall, Landsbaum Center, and Networks staff in Indianapolis.

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- **District 5** - All Residential Life Support including Office Staff, Custodial, and Maintenance, and Early Childhood Education Center Staff at University Apartments.
- **District 6** - Condit House, Dreiser Hall, Erickson Hall, Gillum Hall, Public Safety, Student Computing Complex, and College of Technology.
- **District 7** - Parsons Hall, Rankin Hall, Tirey Hall, and Fairbanks Hall.
- **District 8** - Arena, Art Annex, Center for Performing and Fine Arts, Family and Consumer Sciences, Fine Arts, Holmstedt Hall, New Theater, Normal Hall, Science Building, and Stalker Hall.

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- Committees
  - Public Relations Committee
  - Election Committee
  - Salary and Employee Benefits Committee
  - Scholarship Committee
  - Research Committee
  - Employee Relations and Grievance Committee
- Representation on All University Committees

# Support Staff Council

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- **Events** – Dates vary from year to year
  - Soup and Sandwich Sale (September)
  - Doorway Decorating Contest (October)
  - Homecoming Tent (October)
  - Cookies and Punch Give-away/Staff Choir (December)
  - Blood Drive (February)
  - General Meeting/Awards (May)
  - Move In Day (August)
- Contact the Support Staff Council to help at any of these events

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- Dining Services

- Hulman Memorial Student Union
  - Burger King
  - Campus Cupboard
  - Charleston Market
  - Commons Coffee
  - Einstein Bros. Bagels
  - Generations Restaurant
  - George's Café
  - Mark Pi's
  - Subversions
  - Taco Bell
- College of Business
  - SubConnection
- Stalker Hall Lobby
  - Daily Grind
- Cunningham Library
  - Cup & Chaucer

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- Facilities Management - 951 Sycamore Street
  - Grounds Maintenance, 960 Spruce Street x8716
  - Custodial Services/Recycling Center x8197
  - Key request (re-keying, new keys) x8192
  - Light repair x8192
  - Request for service calls x8192
  - Special event set-ups x8101
  - University Fleet Management Services x3620
  - University Mail Services x8043

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- Telecommunications, GH 103 X4183
  - Long Distance Calling Codes
  - Unauthorized Use of Long Distance Calling Codes
  - Service Requests
  - Installation and New Service
  - Telephone Training
  - Voice Mail Instructions

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- Information Technology Help Desk X2910
  - Groupwise – every employee is entitled to an email account. You should receive the logon information through the mail to your home address
  - Network account – used to access network printers and as a file storage system
  - MyISU Portal Account (also known as Sycamore login) - access to employee personal information, leave balances, pay stubs, student information (if applicable) and a help desk self service
  - Global emails - Notices of campus-wide interest distributed in a digest format via e-mail by the Office of Public Affairs. Generally distributed daily to ISU faculty and staff. Every account is automatically subscribed to the global emails.

# Useful Information

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- Microsoft campus agreement - The Microsoft Campus Agreement 3.4 (MSCA) is an annual licensing program that allows current faculty and most staff to purchase some of today's most popular Microsoft products on **one (1)** personally owned computer
  - Software available for purchase: FrontPage 2003 and 2002, Office XP Professional, Publisher 2002, Office Professional 2000, Office 2003 Pro, Windows XP Professional, Windows 2000 Professional
  - <http://web.indstate.edu/oit/msca/index.html>
- Training available – for more information go to <http://www.indstate.edu/oit/faculty.html>

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- School Colors and Mascot
  - Sycamores
  - Sycamore Leaf
  - Blue and White
  - Sycamore Sam
  - Tagline - More. From Day One.



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- Staff Fee Waiver
  - ISU staff members, spouses, and dependent children.
    - Staff may take up to 15 hours of course work each academic year at a reduced rate.
    - Spouses may enroll in one course (maximum of four hours) per semester at half fees.
    - Dependent children who are full time undergraduate students may receive 80% of qualified tuition per semester for a maximum of 10 semesters waived. Employees must have been employed at ISU for at least one year.

- Parking and Public Safety
  - Sycamore ID cards
    - Employees are encouraged to carry at all times
    - Discounts at the following locations
      - ISU Bookstore (not for textbooks)
      - Fazoli's
      - Farmer's Market
      - Papa John's
      - Full Library Access

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## – Parking Permits

- \$85 per year
- Payroll Deduction available
- Must have vehicle registration to get parking permit

## – Community Service Officers

- Safety Escorts
- Building Security
- Motorist assistance (battery jump and lockouts)
- Injured and need to get across campus
- Call X5555

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- Mentoring Program
  - Program to match the newly hired Support Staff with an experienced ISU employee
  - Knowledgeable, supportive employees for you to contact during your 90 day introductory period
  - Orientation Day
    - Campus tour
    - Obtain Sycamore ID and parking tag
    - Free Lunch at Generations
    - Escort to your office

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# Mentors

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