

WESTERN OREGON UNIVERSITY

REFERENCE GUIDE

ADDRESS

Western Oregon University
345 N. Monmouth Ave.
Monmouth, Oregon 97361

AUTOMATIC TELLER MACHINES ON CAMPUS

There are two ATM's, provided by MAPS and US Bank, located on the bottom floor of Werner University Center. These ATM's are available during Werner University Center hours: Monday through Thursday 7:30 a.m. to midnight, Friday 7:30 a.m. to 2 a.m., Saturday noon to midnight, and Sunday 5:00 p.m. to midnight.

BUILDING REPAIRS

If you observe anything needing repair please notify the Physical Plant at ext. 88239.

CAMPUS DIRECTORY

The Campus Directory is produced yearly and distributed to staff and students. For information about the directory or to request a copy of the directory please contact Teresa Hutchinson at ext. 88010.

CHAMBER OF COMMERCE

Monmouth/ Independence area Chamber of Commerce
355-A Pacific Avenue N
Monmouth, Oregon 97361
(503) 838-4268

CHECK CASHING

Checks can be cashed at the Cashier's Office on the first floor of the Administration Building.

COMPUTER-RELATED QUESTIONS

The University Computing Services Help Desk provides computer maintenance and desktop support. For computer-related questions call ext. 88925.

CONFERENCE ROOMS

Conference rooms in the Werner University Center and the Hamersly Library may be scheduled for meetings. Schedule the use of conference rooms online at the following Websites:

Werner University Center:

http://wilbur.wou.edu/pls/wou/wuc.facility_reservation.form

Hamersly Library:

<http://www.wou.edu/provost/library/about/calendars/>

CREDIT UNIONS

Local Branches of Oregon First Community Credit Union, Marion and Polk Schools Credit Union (MAPS), First Tech, and OSU Federal Credit Union are listed below:

Oregon First Community Credit Union

1310 E. Main St
Monmouth, OR 97361
(503) 838-2723

MAPS

163 N. Knox St
Monmouth, OR 97361
(503) 838-2224

First Tech

1550 State Street
Salem, OR 97301
(503) 585-7084

OSU Federal

464 South Pacific Hwy
Monmouth, OR 97361
(503) 838-0203

CUSTODIAL SERVICE

You may reach Custodial Services by calling ext. 88013.

DISCOUNTS

Some discounts are available on and off campus for faculty and staff. Currently, Dell and Apple offer a discount for WOU Faculty and Staff. Employees should use the Member ID # US22324319 when ordering online. Although the Bookstore does not offer discounts specifically to staff and faculty, a 10% discount is offered to all departments.

EMERGENCIES

Dial 9-911 to report fire or medical emergencies.

IDENTIFICATION CARDS

Staff ID cards can be obtained at the Office of Human Resources located in room 206 of the Administration building. Staff ID cards can be used as identification throughout campus as well as serve as a library card at Hamersly Library. Contact the Office of Human Resources at ext. 88490 with any questions.

KEY SHOP

Any keys that you will be provided during your employment at WOU can be obtained at the Key Shop located in the Physical Plant. Lost keys or duplicate orders can also be directed to the Key Shop. Please contact Edward Camacho with any questions at ext. 88239.

LOST ITEM NOTIFICATION

Please contact Campus Public Safety at ext. 88481 to report a lost item.

MAIL, SENDING AFTER LAST PICKUP

The Mail Room can be reached at ext. 88383 if you will have mail to go out after pickup. Mail must be received in the mailroom by 3 p.m.

MAIL, RECEIVING

Campus, shuttle, and U.S. mail are received throughout the day and distributed to your department on a daily basis.

MAIL, SENDING PERSONAL

Stamped, personal, U.S. mail placed in any of the outgoing mail trays will be taken to the mailroom to be picked up by the U.S. post office. Otherwise, there are various mail drop boxes around campus.

MEDIA SERVICES

The Technology Resource Center is a teaching and technology support lab located in IT204. The Technology Resource Center provides technology support and resources to faculty, staff, and students. They provide assistance with a wide variety of technology issues -- scanning documents, help with programs like Excel and PowerPoint, creating digital videos with iMovie, assistance with Moodle and other online course materials, and much more. The TRC is also an open lab for your use, with lots of specialized equipment you won't find elsewhere on campus, including: a high-speed CD/DVD duplicator, duplication stations for transferring materials from cassette to CD, VHS to DVD, and other formats; A 11" by 17" scanner; Camcorders, digital cameras, and other equipment available for short-term checkout; Digital taping rooms for doing interviews and other projects; Lamination and large format printing.

NOTARY INFORMATION

Notary services on campus are available with the following employees. Please call for an appointment:

Deb Charlton

Phone: ext. 88175

Office: AD 207

Heather McDaniel

Phone: ext. 88963

Office: AD 205G

PUBLIC SAFETY

The telephone number for WOU Public Safety is ext. 88481. Call them if you need help with a dead battery, to report a stolen item, to request an escort to your car, etc.

PARKING PERMITS

Parking permits can be obtained through the Cashier's Office located on the first floor of the Administration building. The Cashier's Office can be reached at ext. 88284. Permits are required for parking in campus lots and are enforced year round. Metered parking and short term guest parking are clearly marked in the main parking lots. For questions about parking contact Parking Services at ext. 88267.

PAYDAY

Payday is the last working day of the month. For employees with direct deposit, paychecks are deposited by 8:00 a.m. on payday. Employees receiving paper checks may pick up their check in the Payroll office located in room 306 of the Administration building.

PERSONAL COMPUTER USE

Personal use of computers, Internet connection, and e-mail is acceptable as long as it does not interfere with an employee's ability to perform job duties, the ability of other users to carry out their job duties, or does not violate the other provisions of acceptable use.

POST OFFICES

Monmouth Post Office is located at 437 Clay St. E. and is open Monday through Friday 8:30 a.m. to 5:00 p.m. and Saturday 11 a.m. to 1 p.m.

Independence Post Office is located at 216 S. 2nd St. in Independence and is open Monday through Friday 8:30 a.m. to 5:00 p.m. and Saturday 8:30 a.m. to 10:30 a.m.

RECREATIONAL FACILITIES

A weight room is available as well as basketball courts, indoor and outdoor tennis courts, racquetball courts, handball courts, and a pool.

Various intramural activities are available on and off campus. Some of these activities include basketball, volleyball, softball, Frisbee, golf, and running. Outdoor activities may vary depending on the season. For general information or an intramural schedule, contact Richard Sedgwick, Director of Campus Recreation, at ext. 88513.

RECYCLING

We strongly encourage recycling in the workplace. Each workstation should be provided with a recycling bin for paper. Please contact Allen Risen at ext. 88156 for recycling information.

SENATES

FACULTY SENATE: The Faculty Senate is a representative body composed of faculty elected by various academic elements of the University. The Senate in turn appoints members of its committees and coordinates and reviews the work of those committees as it deems necessary. The senate also provides advice and recommendations to the President and personnel in other areas of the university on whatever matters it considers appropriate. For more information regarding the Faculty Senate and their Executive Committee, visit their website at: <http://www.wou.edu/president/facultysenate>.

STAFF SENATE: The Staff Senate represents all classified staff and administrative staff at WOU in the following areas: Academic Support Services, Administrative Support Services, and Student Support Services. As the mission statement reads, the Staff Senate “seeks to promote dialogue and works to complement all faculty, staff, and student senates and councils in an effort to influence positive and progressive change to the Western Oregon University community.” For more information regarding the Staff Senate and the current Senators, visit their website at: <http://www.wou.edu/president/staffsenate>.

SNACKS, BEVERAGES

There are snack and beverage vending machines in several locations throughout the campus. The Wolf Grill, The Wolf Deli, The Wolf Express, Valsetz Dining Hall, and Café Allegro are located in the Werner University Center.

TELEPHONES

LOCAL CALLS: Dial 9 and the number

LONG-DISTANCE: For long-distance phone numbers not on the OUS phone network, you will need an authorization code. Authorization codes can be obtained by contacting telecommunications at ext. 88010.

OUS Campus Area Codes & Prefixes:

Eastern Oregon University, LaGrande	541-962-XXXX
Oregon Institute of Technology, K-Falls	541-885-XXXX
Oregon Institute of Technology, Metro Ctr	503-725-XXXX
Oregon State University, Corvallis	541-737-XXXX
Oregon State University, Corvallis	541-713-XXXX
Portland State University, Portland	503-725-XXXX
Southern Oregon University, Ashland	541-552-XXXX
University of Oregon, Eugene	541-346-XXXX
Western Oregon University, Monmouth	503-838-XXXX

UNIONS

SEIU (Classified Employees)

President, Jackson Stalley (ext. 88894)

WOUFT (Faculty)

President, Emily Plec (ext. 88819)

VOICE MAIL

The University voice-mail system is “AUDIX.” Employees are encouraged to keep their voice-mail greeting current so callers may know, for example, that you are out of the office for the entire day and may not be available to return a call. For more information on using the AUDIX voice-mail system please contact telecommunications at ext. 88010.

WOLF WEB

The Wolf Web is a secure way for employees to view their personal information and payroll data that is stored in the University’s Human Resources Information System (HRIS). Information regarding paychecks, payroll address, benefits and deductions, and W-4 are available at anytime. The Wolf Web may be accessed from the Human Resources web page at www.wou.edu/hr. For more information on using Web for Employee contact the Human Resources Office at ext. 88490.

WEB PAGE

The University website, located at www.wou.edu, offers quick links to specific website pages as well as other information about university news and events.