



## A-Z REFERENCE GUIDE

### ADDRESS

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

### AUTOMATIC TELLER MACHINES ON CAMPUS

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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.

### BANKS

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Sterling Savings Bank  
302 S. Main St.  
Independence  
838-3744

West Coast Bank  
200 E. Main St.  
Monmouth  
838-0601

Washington Federal Savings  
523 Main St.  
Monmouth  
838-1466

US Bank  
250 E. Main St.  
Monmouth  
838-1716

### BUILDING REPAIRS

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

### CAMPUS DIRECTORY

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An Online Campus Directory is available in the WOU Portal. The directory allows you to search for faculty, staff, and departments and includes a photo and contact information. If you have questions, contact Teresa Hutchinson at [hutchinsont@wou.edu](mailto:hutchinsont@wou.edu).

## **CHAMBER OF COMMERCE**

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

## **CHECK CASHING**

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

## **COMPUTER-RELATED QUESTIONS**

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

## **CONFERENCE ROOMS**

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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](http://wilbur.wou.edu/pls/wou/wuc.facility_reservation.form)

**Hamersly Library:**

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

## **CREDIT UNIONS**

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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

**First Tech**

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

**MAPS**

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

**OSU Federal**

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

## **CUSTODIAL SERVICE**

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You may reach Custodial Services by calling ext. 88013.

## **DISCOUNTS**

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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**

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Dial 9-911 to report fire or medical emergencies.

## **IDENTIFICATION CARDS**

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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**

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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**

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

## **MAIL, SENDING AFTER LAST PICKUP**

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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**

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

## **MAIL, SENDING PERSONAL**

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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**

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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**

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Notary services are available on campus. Please contact Human Resources (ext. 88490) for more information.

## **PUBLIC SAFETY**

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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**

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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**

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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**

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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**

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*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. 2<sup>nd</sup> 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**

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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**

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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

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**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

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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

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**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**

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### **SEIU (Classified Employees)**

President, Jackson Stalley (ext. 88894)

### **WOUFT (Faculty)**

President, Emily Plec (ext. 88819)

## **VOICE MAIL**

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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**

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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](http://www.wou.edu/hr). For more information on using Web for Employee contact the Human Resources Office at ext. 88490.

## **WEB PAGE**

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The University website, located at [www.wou.edu](http://www.wou.edu), offers quick links to specific website pages as well as other information about university news and events.