

Welcome to the University of Saint Mary

Saint Mary A-Z

Annunciation Chapel

The chapel is used by the university for several special occasions throughout the year. The chapel, which is styled directly after a small chapel in Rome, was built in 1914. Mass is held Monday through Friday at 8 a.m. Anyone is welcome to attend these masses. During the school year, campus ministry posts the times of masses.

Business Office

At the business office, you may cash a personal check up to \$50 during regular business hours. Important forms for use in the business office—Purchase Order Request, Expense Report, Check Request, USM Mileage Reimbursement, Advance, Budget Change Request, etc.—can be found on eSpire. To access the forms, log on to eSpire, then click on the “Employee Information” tab and the “USM Forms” link.

Purchase order forms are to be turned in to your administrator for his or her signature and a vice president’s signature. Once approved by your administrator, take it to the business office. All purchases over \$250 will receive a purchase order. You may then order the product. Once the item is received and you have an invoice, have your administrator sign the invoice and attach it to the purchase order. Turn the invoice and attached purchase order in to the business office for payment. **Make sure to make and keep a copy.**

Check requests need to be turned in by 10 a.m. Thursday to Tammy Pike in the business office for a check on Friday. All check requests must have some sort of documentation in support—an invoice or a memo detailing what you are purchasing and its price.

Bookstore

The USM Spirit Shop is open 8:30 a.m.-4 p.m. Monday through Friday during the school year. Summer hours are typically 9 a.m.-2 p.m. The Spirit Shop is located on the first floor of Mead Hall. You will receive a 10 percent discount on all personal purchases. Office purchases are made with a special discount computed by the Spirit Shop clerk or manager at the time of purchase.

Campus Map

A campus map is enclosed in your packet. The tunnel system—which runs building to building (excluding Berkel Hall and McGilley Field House) at the basement level—is also detailed on your map. Please feel free to use the tunnels at any time, but please make sure you have your ID Access Card on hand. The tunnels are particularly useful during inclement or intemperate weather.

Celebrations

The University of Saint Mary has many unique celebrations. Some, you may be expected to participate in or help in their preparations. Some of these events include:

Convocation

Held at both the start of the Fall Semester and toward the end of the Spring Semester. The fall gathering brings together USM students, faculty, and staff to renew their commitment to the mission of the school. The spring event

	coincides with a traditional academic hooding ceremony for soon-to-be graduates.
Founders' Day	Held near Nov. 11 each year to commemorate the arrival of the Sisters of Charity (our founders) in Leavenworth. A late-morning program is typically held, as is a weekend concert.
Matriculation	A late summer celebration to welcome freshmen and other new students to the USM community
USM Christmas Party	Presents a prayer and an entertaining program for students shortly before the onset of Winter Break
Commencement	Held on a Saturday each May, commencement celebrates the completion of our students' degrees.

Computer Help Desk

You can reach tech support at extension 6420 or via email to helpdesk@stmary.edu. IT support staff are on duty Monday through Friday. If you encounter a tech-related problem over the weekend, please leave a voicemail message. The Help Desk can also help you with log-in issues, set up mobile access to your work email account, and provide laptops, speakers, microphones, and projectors for key events. **All employees are asked to log off of their computers at the end of each business day.**

Copy Machines

Copy machines are located in the development office and in the business office, and are accessible during regular business hours. There is also a machine in De Paul Library available after hours. You will receive an account code for use with the copy machines.

Your department's account will be billed for these copies on a regular basis.

Dining Hall

Meals are served in Saint Joseph Dining Hall to students, staff, faculty, and guests.

Breakfast is served from 7-8:45 a.m.

Lunch is served from 11:15 a.m.-12:30 p.m.

You may purchase individual meals—including soup, salad, and entrée—for \$6.25, or the soup and salad deal for \$4.25.

You may also buy meal tickets in bulk and at a discount. The 10 full-meal ticket package costs \$60 and the 20 meal package costs \$110. The soup and salad deal tickets can be purchased 10 at a time for \$41 or 20 at a time for \$75.

Directories

The staff/faculty directory is enclosed in your packet. Periodically, you will need to access the latest and updated version of the directory. The directory is saved as an Excel file on the V drive (or "shared drive") in the "Teledirectory" folder.

Dress Code

The university does not have a formal dress code, but there are expected standards of dress. It would be best to dress in professional attire. If you have any questions about dress, discuss them with your supervisor.

Typically, the first Friday of each month is a designated “Jeans Day,” on which you are permitted to wear jeans so long as you make a donation of \$1 to the campus ministry. Jeans Day is not an excuse to look ratty. You should still look professional in your jeans, and you should consider eschewing jeans if you have a business appointment. You may not wear jeans if the university has an important event scheduled on that particular Friday.

Email

The university uses Outlook—both the Office suite app, and an online version—for email. Contact the helpdesk for log-in and password information. You can access your USM email remotely via www.stmary.edu. Email signatures are not required, but are encouraged. In Outlook, click on the “options” tab to create a signature.

As a caring community, it is not unusual to see all-staff emails announcing the birth of a grandchild, a prayer request for the health of a co-worker, or a death in the extended family.

Exercise Opportunities

The university has a deal in place for employees with Maximus in Leavenworth. Consult Terri Brockert for more information.

Faculty/Staff Lounge

The Faculty/Staff Lounge has a coffee machine and refrigerator for employee use. The refrigerator DOES NOT have a freezer compartment. Please do not needlessly leave items in the refrigerator or leave dirty dishes in the sinks. Several bulletin boards are also present in the break room. Please consult these for important announcements.

Fax

The _____ Office fax number is _____. Instructions for using the fax are typically posted by the machine.

Handbooks

Employee and student handbooks are available on eSpire. To access the handbooks, click on the “Employee Information” tab and then the “Employee Resources” link.

ID Cards

IDs are issued by the administrative assistant in the student life office on the first floor of Berchmans Hall. The first card is free. Replacement cards cost \$6. Your ID card works as an access card to most doors with a card scanner on them. Doors around campus are secured each night and require card access until the morning. The following times are in effect most of the year:

Maria Hall	6 a.m.-11 p.m.
Berchmans	6 a.m.-6 p.m.
Miege	6 a.m.-9:30 p.m.
Mead/Saint Mary	7 a.m.-6:30 p.m.

De Paul Library 7 a.m.-5 p.m.

Your ID card can also be used to attend any athletic event on campus, with the exception of conference playoff games. For theatre department events, you and your immediate family may request free tickets.

Library

De Paul Library hours during the school year are 8 a.m.-9:30 p.m. Monday through Thursday, 8 a.m.-5 p.m. Friday, 11 a.m.- 4 p.m. Saturday, and 2-9:30 p.m. Sunday. Summer hours are posted at the library entrance. You are encouraged to use your ID card to check books out of the library. De Paul Library has special collections located on the second floor, including the Lincoln Collection, the Bible Collection, the Shakespeare Collection, and a collection of Hummel figurines. Tours of the special collections can be arranged by contacting Penny Lonergan, the head library, at ext. 6111.

Mail Room

The mail room is located in the Faculty/Staff Lounge Kitchen. Some offices have a departmental or office-wide mail box while others have individual boxes. The boxes on the far right are departmental.

The incoming first class mail is sorted each day around noon. There is a mail drop in the hallway of Mead across from the Faculty/Staff lounge for outgoing mail. Also, stamped mail may be dropped in a U.S. Post Office mailbox outside the main entrance. When sending mail, please take it to the Spirit Shop or drop slot.

Stamps should be used for personal cards (birthday, sympathy, etc.) for a personal touch.

A shredder is also available in the mail room.

Maintenance Requests

Contact maintenance at maintenance@stmary.edu for special room set-ups, to request a TV/VCR or projection screen for a classroom, or for repairs. Please provide as much information as possible. Requests need to be made at least a day or two out, except in special circumstances.

If you have a maintenance emergency (rushing water, etc.), call maintenance at ext. 6134.

Linda New handles booking dates for rooms or events that require multiple buildings. Contact Linda New at ext. 6134.

Mother House

The Mother House is home to approximately 150 Sisters of Charity. The business offices, guest visiting areas, and Ross Hall Chapel are on the first floor. As the Mother House is a residence, the sisters ask that anyone wanting a tour to request the assistance of a guide. To take a tour of the Mother House, contact Sister Mary Lenore Martin, Sister Barbara Sellers, or Sister Kathleen Wood. Ross Hall on the southern end of the Mother House is the long-term care facility for older sisters. The SCL Community Administration offices are in Cantwell Hall.

Parking

You must register your vehicle within your first week of arrival. Parking permit forms are available on eSpire with other employee information and through the business office. After completing your form, put it in the Maintenance mailbox in the Mail Room, and you will promptly receive a parking permit sticker. The sticker must be placed on your vehicle.

Staff and faculty parking is available in designated spots on the front circle, in front of and behind Miega Hall, and in the chapel parking lot in front of Annunciation Chapel. Administration parking is located directly behind Saint Mary Hall.

Recycling

USM encourages recycling. There are large blue receptacles in convenient places around campus for recycling paper. As a campus, we also try to conserve energy and other resources—including turning off lights when not needed and keeping AC and heat at moderate temperature.

Security

Public Safety is located on the ground floor of Berchmans Hall. The office is staffed from 3 p.m.-6 a.m. Security can be reached at ext. 6446 or the public safety cell phone at 913-683-5201 or the beeper at 913-651-1521. Please lock your office when you leave and have all of the windows closed. Anytime there is electronic equipment in a classroom, you are requested to lock the room when you leave.

Telephone information

Instructions for setting up your phone mail are included with this packet. Be mindful of changing your greeting to reflect extended periods away from the office. For more information on using the phones or setting up voicemail, contact Marvin at extension 555.

Long distance calls: Each department has a five-digit phone code for the billing of long distance calls. Your long distance code is _____. This number is needed for all long distance calls and is entered when prompted. Each month, your department will receive a copy of the billed long distance calls. Policy for making personal calls should be discussed with your office supervisor.