



## April 2007 HSC Communication Update

### *HSC Management Group*

#### 4<sup>th</sup> Floor Copy Machine Replacement

Good news – the 'large' 4<sup>th</sup> floor copier will be replaced during the summer. This should eliminate the great amount of 'down time' the current copier has experienced.

#### Copy Increase effective July 1, 2007

Each department is currently charged \$.025 per copy. Effective July 1, 2007, copies will be increased to \$.035. Copy charges assist in covering supplies, the maintenance agreement and in building a future reserve for copy machine replacement.

#### "Key Pads" for Labs

A proposal was approved to change the current 'key pads' to a swipe card system (similar to the swipe card system to enter the building). The current key pads are no longer made and replace parts are not available. This system will allow student codes to be entered once into a database and then configured as necessary for each lab. Currently, each individual student code is entered every semester, for every lab door. The implementation date will be dependent upon receipt of the equipment.

#### Latex Safe Environment Policy Adopted

Attached is a copy of the approved "Latex Safe Environment Policy". Please review and adopt accordingly.

#### AV Contract

The AV Contract is in final stages of negotiation.

#### Anatomy Lab Ventilation/Temperature Issues

A consultant has been selected and will be providing options and estimates in regard to improving the ventilation system in the Anatomy Lab.

### *Academic Team*

#### Room Reservation Request for Spring 2008 Classes

Please provide Ann Peterson with your Spring 2008 classroom requests by June 1, 2007. Also, a reminder for all applicable programs to discuss shared lab needs, prior to submitting reservation requests to Ann.

Please note the following priority for all room reservations:

1. Semester courses for HSC programs and courses taught by HSC faculty
2. Meetings related to HSC programs
3. UW-L or Western Technical College courses not offered by HSC programs

4. Activities involving Health Science Consortium partners
5. Public events, courses, workshops

Every effort will be made to honor requests for specific rooms, however, it is the responsibility of the Scheduler to schedule rooms based on the "best fit". For example, preference for the larger tiered and non-tiered rooms will be given to programs that have a class size that precludes the use of the smaller rooms. In addition, all courses that meet irregularly (e.g. 8:00 a.m. to 5:00 p.m. for 2-3 days over a three week period of time) may be scheduled in a specific room, so as to maximize availability of rooms for use by others.

#### Thanks Michele Thorman!

Thanks to Michele Thorman (UW-L PT) for her leadership in chairing the Academic Team this past year. Following is a statement Michele sent to the Academic Team:

*"Thank you for the privilege of serving as facilitator of our team this year and for your engagement in the important issues we pondered. We have stronger and clearer procedures, a more focused definition of the team's role and a mechanism to sort out controversial decisions when the need arises. There has been an excellent degree of collaboration between HSC Management Team and the other HSC committees. Take pride in your personal contributions toward these outcomes and our work as a collective group."*

#### Academic Team Chair Needed

Academic Team is in need of a chair from Western Technical College (due to rotation procedures) for the next Academic year. If you have an interest or any questions on responsibilities, please contact Michele Thorman at 785-8466 or Joanne Sandvick at 785-5150.

#### **Operation Team**

#### Summer Hours for Student Computer Lab

There will be 'better coverage' of hours during the summer. An update with the listing of hours will be sent, once they are confirmed.

#### **IT/AV Team**

No meeting in April