



April 2008 HSC Communication Update

HSC Management Group

IT Contract Renewal

The IT contract will be renewed for three years with Western Technical College, beginning July 1, 2008. The IT contract handles the classroom computers, networks, and student computer lab.

Restroom Faucets

The current sensor faucets will be replaced with a "lever" type faucet. Each of the main public bathrooms will retain one sensor faucet for those individuals that may not be able use a lever faucet.

Waste and Smoke Receptacles

New waste and smoke receptacles have been ordered for the entrances to the building, since the current receptacles have seen better days. The new receptacles will be larger and should help with the overflow problems, along with a cover to eliminate rain water filling up the can.

Scheduling Software Update

The current software for scheduling HSC rooms will be upgraded. Some changes will include (1) scheduling of rooms similar to the outlook process, and (2) individuals requesting scheduling will need to create a one-time account. The requests will be forwarded as before and an e-mail confirm will be sent back. Thanks to Mike Caretta with Western Technical College for assisting with this upgrade. Joanne will be learning the system and send out a memo with the next steps that need be to taken.

Spring 2009 Classes

Joanne would like to add the spring 2009 classes with the new scheduling software system. If any of you are working ahead on room requests, please do not enter a request until the new system is up and running.

Academic Team

Academic Team Chair Updates

Thanks to Jeanne Johnson (Western) for chairing the Academic Team this past year! Thanks to Rosanne Schulz (UW-Madison Nursing – Gundersen Lutheran) for agreeing to be the 2008-2009 chair!

Reserving HSC Student Computer Lab

Attached is the suggested policy that was approved at the meeting. If no further suggestions come forward prior to May 1, this policy will stand as approved. (Send to Joanne Sandvick)

HSC Scheduling Dates

Based on each organizations required reservation dates and the complexity of sharing labs among organizations, etc., the fall class deadline was changed slightly from November 15 to December 1 for the upcoming year. HSC reservation deadlines are as follows:

Summer 2008 – April 1, 2008
Spring 2009 – June 1, 2008*
Fall 2009 – December 1, 2008

*Joanne would like to add the spring 2009 classes with the new scheduling software system. If any of you are working ahead on room requests, please do not enter a request until the new system is up and running.

HSC Building Access Acknowledgement of Receipt and Responsibility for Students

This document was updated and is attached with the changes that were approved at the meeting. If no further suggestions come forward prior to May 1, this document will stand as approved. (Send to Joanne Sandvick)

This should be given to each student who has swipe card access at the beginning of each semester, unless you do not have any student turnover for the semester.

Summer Hours – Student Computer Lab

Monday	11:00 a.m. – 3:00 p.m.
Tuesday	11:00 a.m. – 3:00 p.m.
Wednesday	8:00 a.m. – 4:00 p.m.
Thursday	8:00 a.m. – 4:00 p.m.
Friday	8:00 am. – 4:00 p.m.

Hours will begin the first day of summer classes and end when summer classes end.

Operation Team

No meeting in April

IT/AV Team

No meeting in April