



# April 2010

## HSC Communication Update

(Note: No update shared in March 2010)

### Misc.

#### **Furlough Day – May 17**

UW-L has a mandatory furlough day on Monday, May 17. HSC doors will be open, Ann Brandt will be at the information desk until noon, there will be custodial coverage during the day and one custodian vs. two in the evening.

#### **Annual Steam Shutdown – Mid May**

The annual summer steam shutdown will begin on the evening of Saturday, May 15th with steam service resuming on the evening of Sunday, May 23rd. Although this is a shift in timeframe from previous years, the timing of this will allow UW-L's Physical Plant to schedule an additional shutdown prior to the beginning of the fall semester, if necessary, to address any unforeseen maintenance concerns that could be identified during this shutdown.

#### **Projector Screen 2015**

The projector screen was replaced in room 2015 over spring break.

#### **State Track Meet**

The state track meet will be held at UW-L June 3-5. Please note that parking may be challenging on Friday, June 4. This year all buses will be going through a safety check in the Angel Lot (lot immediately to the east of the HSC lot). Therefore, additional cars will be parking in the HSC lot since Angel Lot will be mostly bus parking. We realize this may cause some inconvenience to staff in the HSC. In an effort to reduce the inconvenience, the following is suggested: arrive early, bring your lunch so you do not have to leave your parking spot, or consider taking a vacation day, if you have time available.

#### **Health Summit 2010**

The LMHSC will be hosting the 2<sup>nd</sup> annual Health Summit on Friday, May 7 from 9:30 am -12:30 pm in room 2006. Registration begins at 9:00 am. The HSC parking lot will be busy – if you have an annual permit, it is suggested you arrive early that day.

## **HSC Management Group (HSCMG)**

### **HSC Parking Policy Changes (Lot C15 – adjacent to HSC)**

Effective July 1, 2010 there will be several changes with the HSC lot related to parking policy:

1. Meters will be increased to \$.75/hour to reflect the cost of meters on UW-L's campus.
2. Day passes will no longer be sold, or be available for use
3. All metered parking is for meters only (no annual permits can park in a non-metered spot unless the meter is plugged)
4. All annual permit holders will need to park in a non-metered spot – since day passes will no longer be sold, there should be enough non-metered spots to accommodate annual permit holders.

#### **General Parking Information:**

If the handicap stalls are full, a vehicle with a handicap tag can park in a metered spot and will not be ticketed. (They do not have to plug the meter.)

The loading dock area can be used for unloading vehicles. This is short-term parking only and the vehicle must be moved after the unloading is completed.

There is a pullout in the driveway on the southwest corner of the HSC that can be used for short-term unloading, and the vehicle must be moved after the unloading is completed.

Students or staff can purchase an annual permit for lot C-7 (near UW-L Rec Center) – contact Ann Brandt if interested.

Students should keep a supply of quarters in their car.

*Please read the attached summary for the process that was taken to implement these changes.*

### **Academic Team**

#### **Reserving Student Computer Lab**

The academic team reviewed and updated the policy, which is attached. The main change is that all requests should first be e-mailed to Ann Brandt at the information desk.

### **IT/AV Team**

#### **Restructuring of IT/AV Team**

The HSCMG has restructured the IT/AV Team. The team will begin to meet on a monthly basis (3<sup>rd</sup> Friday of the month). In addition, HSC technology users (faculty) have been added to the team to provide better lines of communication. The representatives are as follows:

Gundersen Lutheran: Paul Fisch, Tom Wiese and Paul Larson  
UW-L: John Tillman, Jim Jorstad, Dave Faulkner, Terry Smith and Peggy Denton  
Western: Joan Pierce, Bruce Mathew and Doreen Olson

We thank the new individuals that have joined the team and thank the previous committee members for their willingness to stay on the team.

## **Room 2002 and 2006 Technology Upgrades**

Both of these rooms will begin their upgrade on May 8<sup>th</sup>. “Heavy” installation will end May 24<sup>th</sup>. This means the DE system will be operational (assuming all goes well) for the summer sessions in both rooms. “Debugging” and other fine-tuning of the system will occur August 13-21, prior to Western Technical College starting their classes.

## **Technology Incident Logs**

A technology incident log has been developed for the 2<sup>nd</sup> floor classrooms. The purpose of this log is to:

- a. Collect data on down instruction time due to technology issues
- b. Identify which technology issues occur on a regular basis

This data will then help in prioritizing rooms for upgrade and assist in identify areas where more training is needed. The log sheets will be located in each of the 2<sup>nd</sup> floor classrooms on top of the teaching station. We ask all users to complete this log when technology issues arise.

### **Operations Team**

No meeting in April

### **Research Team**

No meeting in April