



August 2008

HSC Communication Update

Misc.

"Welcome Back" Gathering!

An e-mail was sent inviting all HSC occupants to attend. If your schedule allows, please join us!
The dates are:

Wednesday, September 3 – 4:30 pm – room 2002

Thursday, September 4 – 4:00 pm – room 2002

If you have not already done so, please respond to Joanne Sandvick at sandvick.joan@uwlax.edu with the date you plan to attend, so refreshments can be planned accordingly. Thanks to Western Technical College for sponsoring a portion of the treats!

Daily Parking Permits

A reminder that students should purchase parking permits from their respective program assistants at \$2.00 per day (room 4031). If Nancy is at the HSC information desk, she will sell a permit to a student. (A reminder that her hours are 7:30-12:00 Monday – Thursday, and at times her tasks will take her away from the desk.)

PTA Accreditation Site Visit

Western's PTA program will be having a site visit from Sunday, September 14, through Wednesday, September 17. They have scheduled conference room 2076 for this visit. This conference room will be locked and not available for other use during this time frame.

HSC Class Start/End Dates

Attached is an academic schedule for the year. Good news – both UW-L and Western have the same week for spring break!

New HSC Scheduling Link

This past summer the HSC scheduling software was upgraded. Directions are reattached for those that are unfamiliar with the new software. Link is below:

<http://pandora.westerntc.edu/VEMSLite/default.aspx>

HSC Conference Rooms & Scheduling

The HSC does allow students to use the conference rooms for studying. If you have scheduled a meeting and students are in the conference room, please ask them politely to leave. HSC staff has priority over students, unless a conference room was reserved for students by a faculty member, for a specific meeting.

If an unplanned meeting arises, feel free to use a conference room or any other room that is not being used. After the meeting, please enter a schedule request, even though it is after the fact. It is important all rooms are scheduled accurately based on organizational usage. This information is used at the end of the year to determine space and usage calculations and in turn, billing of the organizations.

Emergency Preparedness

Since UW-L has the Operation & Management Contract for the HSC, the HSC will follow the same emergency plan as UW-L. Attached are portions of this plan, with a link to the entire document.

One item to note: Section XIV Evacuation Procedures for Persons with Disabilities – pg. 8-9.

In addition, City Watch was added for HSC occupants beginning this fall semester. This information was sent out in a previous e-mail.

HSC Management Group (HSCMG)

Parking Meters Stay at \$.50/hour

The Operation Team had recommended to the HSCMG to increase the parking meters from \$.50/hour to \$.75/hour to coincide with UW-L increasing their meters on campus to \$.75. After much discussion, the HSCMG voted to keep the meters at \$.50/hour and will evaluate at a later date if this has caused any issues (ie: the lot is always full because students find out the lot costs less than UW-L's lots).

HSC Governance

Attached is an organizational chart showing the respective HSC teams and the reporting structure. If you have any questions, please talk to your Program Director.

Operation Team

Met in August. Nothing additional to report at this time.

Academic Team

Rosanne Schulz (UW-Madison/Gundersen Lutheran Western Campus of Nursing) is this year's chair. Academic Team meets the 4th Monday of each month. The next meeting will be Monday, September 22, at 12:15 pm in room 2076.

No meeting in August.

IT/AV Team

No meeting in August.

Research Team

The Research Team has been reactivated and plans to meet on a quarterly basis. Catherine Kolkmeier is the current chair. Several policies will be developed related to HSC “research” guidelines, since there are two research organizations in the HSC, and each respective organization has their own guidelines.

One policy that was recently adopted is as follows:

“All projects involving vertebrate animals housed in the HSC Lab Animal Facility must be approved, with regard to the safety and welfare of animals and associated personnel, by the IACUC of the institution managing the facility.” (Currently UW-L is the facility manager.)