



December 2007

HSC Communication Update

HSC Management Group

HSC Information Desk

As previously shared, Ann Peterson was 50% Dental Hygiene and 50% HSC. Dental Hygiene will be increasing this position to a “full-time” 10-month position and will begin advertising in January. At this point in time, this person (once hired) will continue to assist with answering the main HSC phone line, handling daily parking permits, and providing directions to visitors, through the end of May. The HSC Management Group is in the process of evaluating how the HSC information desk will be staffed after May.

Thanks to Ann for processing all requested scheduling changes for spring, summer, and fall, prior to her leaving. In the interim period, Joanne Sandvick will be checking the ‘scheduling requests’ e-mail and will input requests. She asks for your patience during this interim period.

If you have any suggestions in regard to the HSC information desk and the responsibilities, please contact Joanne Sandvick at sandvick.joan@uwlax.edu or at 785.5150.

Policies Approved

The HSCMG approved the following policies: (attached)

- ▶ 4th Floor Office Policy
- ▶ Conflict Resolution Policy
- ▶ Recognition Plaque Policy
- ▶ Classroom Teaching Lab Reservation Policy

PT Lab/Biomechanics Lab “Swap”

Initially the goal was to “swap” these two labs prior to UW-L’s J-term. Due to increasing remodeling costs, further review needs to be completed. Therefore, this project “is on hold” and would not occur until after classes are completed for spring 2008.

Academic Team

No meeting in December

Operation Team

No meeting in December

IT/AV Team

HSC Audiovisual, Distance Ed & Computer Equipment Infrastructure/Utility Replacement Policy Draft

The draft policy was discussed at the December HSCMG meeting. There was a request for better communication between the HSC occupants and the IT/AV team. In addition, the question was raised as to what process should be used if faculty were interested in upgrading technology. The committee plans to create a 'general' e-mail address for HSC occupants to use for this purpose.

Each February the IT/AV team will present equipment plan/needs to the HSCMG for consideration for the upcoming fiscal year.

Portable White Board

A portable white board has been ordered for room 2002. This should arrive sometime in January.

4th Floor Conference Room

A new projector screen has been ordered for the 4th floor conference room.