



## February 2008 HSC Communication Update

### Building Clocks

On Thursday, February 28, this e-mail was sent from UW-L's Physical Plant:

"The campus clocks system is malfunctioning due to a problem with the master clock circuit board. We are working with the manufacturer to resolve the problem; however, the clocks may be out of service until Monday.

We apologize for the inconvenience. If you have any questions, please contact the Physical Plant Office at 785-8585."

### *HSC Management Group*

### HSC Scheduling Software Update

It was approved to update the current HSC scheduling software system. Joanne Sandvick will be coordinating this effort and will be conscientious of implementing the upgrade with minimal interruption.

### HSC Information Desk

A variety of options are being currently being reviewed for a replacement. The intent is to have a decision made in the near future in regard to the HSC information desk replacement.

Thanks to Louise Jones for the great job she has been doing since January! Louise offered to work the interim period while Western searched for a replacement. Her last day will be Thursday, March 6.

Barb Knutson has been hired, who currently works within the Dental Hygiene (DH) Program. She will begin on March 10 and handle the same HSC duties Louise has, which include answering the main phone line, selling daily parking permits, and answering general questions. At the end of the May semester, Barb will be "100%" with the DH program.

**Academic Team**

**Reviewing Class Deadlines for HSC Scheduling**

The current deadlines are being reviewed to make sure they are still appropriate based on all organizations respective "campus" schedules.

**Reserving Student Computer Lab**

Ed Malone (UW-L) and Jeanne Johnson (Western) have agreed to draft a policy related to the process of reserving the student computer lab for student testing. This is part of an ongoing effort to have procedures documented.

**Operation Team**

No meeting in February

**IT/AV Team**

No meeting in February