



February 2009 HSC Communication Update

HSC Management Group (HSCMG)

Additional Copy Machine Ordered!

The HSC has ordered a new copy machine to replace the “small” copier on 4th floor. The new copier will be the same model as the current “large” copier. It will take approximately one month before the new copier arrives. This should alleviate the frustrations that have been felt during the peak times of classes. Thanks to everyone for their patience while options were being considered.

In the mean time, if the small copier breaks down, it will not be serviced. The service contract ran out in late January, and the maintenance contract was not renewed.

½ Day HSC Shut-down

A reminder that the HSC will be shut-down for ½ day the week of March 16, during spring break. Xcel cannot perform the work if there is inclement weather so we are including a back-up plan for dates. The dates are:

Monday, March 16
Wednesday, March 18 (back up)
Friday, March 20 (back up)

Please refer to Joanne Sandvick’s e-mail of February 19, which provides more details.

Electricity in the HSC

Efforts are being taken to reduce electricity usage in the building. For example, only emergency corridor lights will be on in the hallways on the weekends. You can assist in this effort by the following:

1. Turn off your office lights when you leave
2. Turn off conference room / classroom lights when you leave
3. If natural light is sufficient for a meeting in the conference room, please leave off the lights
4. If you have the option in your office / lab of two switches, only turn on one (1 or 2 fluorescent bulbs will be lit vs. all 3 in the unit)

3rd Floor Restroom Accessibility

The work order has been submitted to make the men and women's 3rd floor restroom more accessible. An electronic door opener and an additional, more accessible, soap dispenser will be added to both restrooms.

In addition, an additional soap dispenser will be added to the main public restrooms in the basement, 2nd, 4th and 5th floors.

Misc.

Certificate in Community Interpreting

Viterbo is implementing a new program this fall. Information is below, along with an attached flyer:

Dear friends:

We hope this message finds you well.

We are delighted to announce that the Viterbo University Certificate in Community Interpreting has now become a reality. As some of you may know, we have been working for over two years on developing a rigorous, quality interpreter- training program that will serve the needs of local institutions, and it is with great excitement that we are now accepting applications for our first cohort of interpreters-in-training.

We invite you to visit our web site at <http://www.viterbo.edu/interpret.aspx?id=45388> in order to find more detailed information about deadlines, core curriculum, eligibility, and the application process. Please forward this email on to any friends or colleagues who may be interested in training with us or in providing practicum sites.

For more information, please contact

Dr. Maribel Bird at mybird@viterbo.edu (608-796-3491)

or Vicente Guillot at vcguillot@viterbo.edu

Recycling Ink Cartridges

A box has been placed in the mailroom to assist in recycling ink cartridges. Thanks to Ann Brandt (information desk) for her willingness to coordinate this effort through Office Depot. Please note that Brother cartridges or ink tubes cannot be recycled through Office Depot.

Academic Team

No meeting in February

Operation Team

Met in February – no further updates

IT/AV Team

No meeting in February

Research Team

No meeting in February