



# January 2008

## HSC Communication Update

### **Friendly Reminders**

#### **Classrooms/Labs**

If you change a classroom around (for example, change a POD classroom into lecture style) please put the classroom back to its "normal" setting when the class is over. This will ensure the next instructor is not 'surprised' when he/she opens the classroom door to begin class.

#### **Parking**

With snow occasionally covering up the yellow parking lines, along with a few stalls temporary used for excess snow, all are being asked to park conservatively when the lines are hidden. With everyone back in session, the parking lot has become full again.

#### **Swipe Cards**

If anyone is having problems entering the HSC building after hours, via their swipe card, please document the date and time and e-mail to Joanne Sandvick. [sandvick.joan@uwlax.edu](mailto:sandvick.joan@uwlax.edu)

### **HSC Management Group**

Met in January – no further updates at this time

#### **Academic Team**

No meeting in January

#### **Operation Team**

No meeting in January

#### **IT/AV Team**

No meeting in January