



March 2008 HSC Communication Update

HSC Management Group

HSC Audiovisual, Distance Education and Computer Equipment - Infrastructure/Utility Replacement Policy

A new policy has been developed to address the infrastructure/utility replacement plan for the HSC. As many of you are aware, the building is eight years old and updates will need to be made. This policy is attached for your information.

In addition, a new e-mail address has been created for HSC users to forward any requests for new equipment or replacement of equipment (HSC shared equipment, not individual organization requests). Requests should be sent to the following e-mail address: HSCAV-ITRequests@westerntc.edu. The AV/IT Committee will review these requests at their quarterly team meetings and take appropriate action to address the requests.

Coffee Pot – 4th Floor

Thanks to the HSCMG for agreeing to purchase a new coffee pot for the 4th floor. It has been ordered and should arrive within the next week.

Operation Team

Emergency Preparedness Plan

In efforts to have all HSC “partners” on the same page, a sub-group will be formed to review and document the best procedures for the HSC. Once the procedures are finalized, all occupants will receive the information. As always, if there is an emergency, please call UW-L Police at 789-9999. For non-emergencies, please call 789-9000.

Student Day Parking Permits

There was discussion related to eliminating the sale of parking permits to students at the HSC information desk, which will have part time hours in the future. Based on the fact there needs to be a person available to sell the permits, and a person will only be at the desk for limited hours, it was motioned and passed “to no longer sell parking permits to students after June 1, 2008, from the HSC information desk.” This item will be placed on the Academic Team’s April agenda for questions and concerns. Parking permits will still be available to purchase for guest speakers, etc.

General Updates

Accreditation Site Visits

Two of UW-L's programs will be having accreditation site visits – PT and OT. PT will be the 2nd week of April and OT will be the 3rd week in June.

PT “Lab Swap”

The final designs are being completed, and the swap should occur over the summer. As details are confirmed, they will be shared.

IT/AV Team

No meeting in March

Academic Team

No meeting in March