



October 2013

HSC Communication Update

Misc.

Rental Rates

In an effort to streamline, rental rates for outside users are now \$30/hour vs. different amounts for ½ day, full day, etc. Video conference rentals fall under a different category. Please see attached.

Room 2006 Update

The failed piece of equipment has been repaired and is currently in the shipping cycle. Once received, Western will install and remove the temporary equipment.

IT/AV Team

Did you know?

More than half the HSC technology repair calls received by Western Technical College are because someone using the room previously attempted their own repair and disconnected or rewired the equipment.

PLEASE don't "fix" the technology yourself. Call for assistance. Even if your solution works, still contact Western's repair service to let them know what you did. The overall problem may not be completely addressed, and an incomplete repair may cause more problems for others (or you) later. **Call Western's repair team at (608) 789-6266 during office hours and (608) 785-9107 after hours. Or email at pcservice@westerntc.edu. It's easy!**

- These numbers are programmed into every classroom phone's speed dial and clearly labeled.
- This info can be found in the "Classroom Guidelines" binder in every classroom.
- This info can be accessed in the Employee Guide sent out every fall and is also posted on the Consortium's website at http://www.lacrosseconsortium.org/content/health_science_center/employees.

We try to make it very simple for everyone to get the service they need. Please take a moment to contact Western when you need help and not inadvertently leave problems for the next person. It will save everyone a lot of frustration.

Thank you for your cooperation!

Safety Team

Volunteer Safety Wardens - 4th Floor

The Safety Team is establishing teams of Safety Wardens for each floor of the HSC who will receive training in fire and shooter safety and assist in planning for evacuations and emergency responses. *Volunteers are still needed from the 4th floor.* Trainings and planning for drills will be held as soon as these teams are completed. Please contact Catherine Kolkmeier at ckolkmeier@uwlax.edu to volunteer.

Green Team

The Green Team has begun meeting again and is reviewing the 2011 HSC Energy Audit findings for possible actions to conserve energy. They will also be exploring conservation options for holiday and summer breaks. New members to the Green Team are welcome. Please contact Catherine Kolkmeier at ckolkmeier@uwlax.edu or [\(608\) 785-5151](tel:(608)785-5151) to join the Team.

Academic Team

Met, no updates