



# September 2010

## HSC Communication Update

(Summary of September HSC Team Minutes)

### HSC Management Group (HSCMG)

#### HSC Rental Rates

The HSCMG reviewed the rental rates for events outside the normal HSC program/service scheduling. (The rates have not been changed in 10 years.) The new rates are attached and apply to any event that is not directly related to a HSC class and will be invoiced as a room rental. Examples of groups paying rent are any outside entities or continuing education/special event type activities. Examples of groups not paying rent are student clubs related to the programs housed in the HSC and programs currently scheduled at the HSC.

#### Weekend Rentals

Any program/entity that reserves the HSC outside of normal business hours (weekends) will need to pay a custodian fee, a fee to open and lock the HSC and if technology support is needed, the cost is \$100 per hour. In addition, events falling under the rental rate policy will also pay the appropriate rental rate. See attached for further information.

#### Student Research and Table Display Policy

Please see the attached related to student research posters and table displays.

### IT/AV Team

#### Upgrade Schedule

Room 2067 - starts Friday, Oct. 15  
Room 2065 - starts Friday, Oct. 22  
Room 2015 and 2016 - starts Friday, Oct. 29

Western will have a spare mobile cart ready for Monday morning as a backup, in case there are problems during the installation.

#### VCR/VHS and DVD Stand-alone Units

As rooms 2015, 2016, 2065 and 2067 are upgraded, they will not be programmed for stand-alone VCR or DVDs. The DVDs can be played in the computer tower. There will be VCRs available to reserve.

The IT/AV Team highly recommends that all faculty teaching with VHS tapes work with their respective media department to have the VHS tapes converted to DVD sooner rather than later.

## **Operations Team**

### **4<sup>th</sup> Floor Kitchen Clean-up**

Thanks to UW-L for thoroughly cleaning the 4<sup>th</sup> floor kitchen area. In an effort to keep the kitchen and refrigerator clean, it was agreed that UW-L, GL and Western will rotate months. This means at the end/beginning of each month the refrigerator will be cleaned through and “old” items will be thrown.

Please mark your containers if you plan to leave them in the refrigerator for a period of time and do not want them thrown away (such as salad dressing).

## **Safety Team**

This is a new team that just formed. The function of the safety team is attached. The first meeting will be held on Wednesday, October 6.

## **Academic Team**

Met in September, no updates.