



Health Science Center Employee Guide

(Updated 7-20-22)

Table of Contents

[Commitment to my HSC Colleagues](#) (Page 2)

[HSC Colleague Achievement Board](#) (Page 2)

[General Building Information](#) (Page 3)

- HSC Website (Page 3)
- Hours of Operation (Page 3)
- Lighting (Page 3)
- Classrooms (Page 3)
- Copy Machines (Page 3)
- Office Supplies (Page 3)
- Mail (Page 4)
- Building Layout (Page 4)
- Trash and Recyclables (Page 5)
- Lost and Found (Page 5)
- HSC/Classroom Telephone Lines (Page 5)

[Parking](#) (Page 5)

[Security](#) (Page 6)

- Keys (Page 6)
 - Student Keys (Research) (Page 6)
 - Lost or Replacement Keys (Page 6)
 - Returning Keys (Page 6)
 - Audit of Keys (Page 6)
- Swipe Cards (Page 6)
 - Swipe Card Access to Building and Labs (Page 6)
 - Student Swipe Cards (Page 6)
 - Lost or Stolen Swipe Cards (Page 6)

[Emergency Procedures](#) (Page 7)

- Emergencies (Page 7)
- Hazards (Page 7)
- AED (Page 7)

[Catering and Food Policies](#) (Page 8)

- Catering (Page 8)
- Student Food Policy (Page 8)
- Break Rooms (Page 8)

[Scheduling Process](#) (Page 9)

- Room Scheduling (Page 9)
- Mobile Computer Carts (Page 9)
- Podiums (Page 9)
- Conference Phone (Page 9)

[Technology](#) (Page 10)

- Classroom Technology Assistance (Page 10)
- Student Computer Lab (Western) (Page 10)
- Personal Office Computer (Page 10)

[Maintenance](#) (Page 10)

- Custodian Contact (Page 10)
- Work Order Directions (Page 10)
- Tobacco-Free Grounds (Page 10)

[La Crosse Medical Health Science Consortium](#) (Page 11)

Commitment to my HSC Colleagues

As your colleague with a shared goal of providing excellent service to our students, I commit to the following:

I will establish and maintain a relationship of functional trust with you and every other member of this staff. My relationships with each of you will be equally respectful, regardless of job titles or levels of educational preparation.

I will accept responsibility for establishing and maintaining healthy interpersonal relationships with you and every other member of this staff. I will talk to you promptly if I am having a problem with you. The only time I will discuss it with another person is if I need advice or help in deciding how to communicate with you appropriately.

I will not complain about another team member and ask you not to as well. If I hear you doing so, I will ask you to talk to that person.

I will accept you as you are today, forgiving past problems and ask that you do the same with me.

I will be committed to finding solutions to problems and ask that you do the same with me.

I will affirm your contributions to quality customer service.

I will remember that neither of us is perfect, and human errors are opportunities, not for shame or guilt, but for growth and forgiveness.

HSC Colleague Achievement Board

This board is located in the 4th floor break room. It provides the opportunity to display achievements on behalf of HSC occupants.

These could be newspaper articles, professional recognition, research updates, etc. This provides an opportunity to read about the great work that is occurring with colleagues in the HSC.

General Building Information

HSC Website

Hours of Operation

The HSC is open from 7:00am-10:00pm Monday thru Friday, and all students need to exit by 10:45pm. Hours are subject to change during holiday breaks and summer.

Student weekend swipe card access is as follows:

Saturday: 10:00am-7:00pm (need to leave by 7:30pm)

Sunday: 10:00am-7:00pm (need to leave by 7:30pm)

Any weekend events need to be coordinated through the HSC Information Desk. A special weekend event form needs to be completed and can be obtained from the HSC Information Desk or by emailing hscinformation@westernnc.edu.

Lighting

The building has an automated (computerized) lighting system that regulates the hours that the lights are on in the building. The system is set to shut lights off at 11:00 pm Monday thru Friday. Anyone working late in the building can override the system by pressing “up” on the black override buttons located in various rooms and hallways throughout the building.

Classrooms

Each lecture room has a default table layout in the classroom binder. If you change the table layout for your class, it is your responsibility to return it to the default layout before leaving.

Classroom doors should be locked after each class. The only exception is when the instructor for the next class is present.

Each lecture classroom is equipped with a computer, a document camera, white board and a projection system with screen. Please bring your own dry erase markers. Please turn off all equipment, including the projector system, when leaving the classroom.

Copy Machines

HSC staff copiers are located on the 4th floor and are accessible by an access code. Each program has its own code. To obtain a new access code, please contact the HSC Information Desk at 789-6172 or by email at hscinformation@westernnc.edu.

Each department is charged monthly based on usage (cost is \$.035 per copy).

Office Supplies

All Departments are responsible for their own individual department supplies.

Mail

Please use the follow address for deliveries:

Health Science Center
Attn: (Contact Name)
1300 Badger Street
Room #
La Crosse, WI 54601

Building Layout

Lower Level (Basement)

Biology Labs - UW-L
Biomedical Lab - Western
Dental Assistant – Western
General Classrooms – 0018 and 0096
Imaging Labs – Western
Nutrition/Biology Faculty Offices – UW-L
Physician Assistant – UW-L

Main Floor

Dental Lab - Western
Student Health Services
Student Physical Therapy Services

2nd Floor

Classrooms
Recreational Management/Therapeutic Recreation Faculty Offices – UW-L
Western Student Computer Lab (2058)

3rd Floor

Anatomy Lab
Consortium Offices
LIMS - Biomechanics Lab - UW-L
PT/PTA Labs – UW-L and Western

4th Floor

Faculty Offices
General Classroom – 4024
OT/OTA Labs – UW-L and Western

5th Floor

Medical Lab Science Labs
Gundersen Research Labs
Interdisciplinary Skills Lab
UW-L Biology Labs

Trash & Recyclables

Routine building waste and rubbish will be collected by custodians on Tuesdays and Fridays. If you have your own paper shredder, you are responsible for emptying it and making sure the bag is secured.

All recyclables can be thrown in the recyclable containers (paper, plastic, metal, glass). All trash should be placed in the trash can. If you need a container, please contact the HSC custodian at 386-2518.

Lost and Found

Items that are found can be given to the HSC Information Desk on the first floor. Unclaimed lost and found items are donated on a regular basis.

HSC/Classroom Telephone Lines

- Outside local calls: Dial 7 and phone number
- 800 numbers: Dial 7+1+ 800 number
- 911: Dial 911 (no "7" required)

Parking

Parking [Policies](#) (information on annual permits)

UW-L Police monitor the parking lots and enforce parking between the hours of **7:00 am** and **7:00 pm**, Monday thru Friday. Parking is not enforced on weekends or after 7:00 pm Monday thru Friday. Overnight parking is available via the kiosk.

Parking is \$1.00 an hour and change, \$1 and \$5 bills are accepted, along with credit cards is accepted at the parking kiosk. Please note there may be a transaction fee with credit cards or paying via an app.

There is one 15-minute courtesy spot available on the west side of the lot.

HSC parking [map](#)

HSC lot:

- Pay by app "[Passport](#)"
- \$1.00/hr (plus transaction fee)
- Zone 371

Perimeter around HSC:

- Pay by app "[ParkMobile](#)"
- \$1.00/hr (plus transaction fee)
- Zone 29109

Loading and unloading vehicles are allowed either in the circular drive (pull-out area) or near the service elevator on the west side of the building. Vehicles involved in loading and unloading are to be moved out of these areas immediately when finished. A cart is available for loading or unloading and can be found on the south side of the Information Desk area across from the elevators. The lock can be opened with your HSC key. Please return the cart when you are finished.

Security

UWL Police can be contacted by calling 789-9000 - 24 hours a day. Incident investigation and reporting, along with crime prevention activities, are also provided.

Keys

All HSC staff will receive keys for their individual office, classrooms, labs and shared areas. Staff will need to complete a key request form, available at the HSC Information Desk or by emailing hscinformation@westernnc.edu.

All keys will be assigned to individual staff members and are responsible for all keys assigned to them. Keys should be kept in staff's personal possession and not lent out and always kept with you. **Custodians are unable to unlock your door.**

If locked out:

- Contact UW-L Police at 785-9000 to send over an officer
- If no phone available: 1) There is a call button on each elevator connecting you directly to UW-L Police or 2) Outside Badger St. entrance to the building, there is a blue-light call box that also links directly to UW-L Police.

Student Keys (Research)

In the event that a student needs a key, his or her instructor must fill out a [key request form](#). The key will be assigned to, and signed by, the instructor, not the student. The instructor is then responsible for retrieving the key once the student is finished.

Lost or Replacement Keys

Immediately report any lost or stolen keys to the HSC Information Desk at 608-789-6172 or at hscinformation@westernnc.edu. A new key request form will need to be completed to receive a replacement key. Costs associated with key replacement and re-keying will be charged to the individual or department.

Returning Keys

When staff leave the HSC, the key(s) should be returned to the HSC Information Desk for documentation purposes. This includes leave of absence, resignation, retirement or relocation of offices. Keys should not be transferred to the next employee, but rather transferred through the HSC Information Desk.

Audit of Keys

Keys will be audited when deemed appropriate. For example, if a researcher has provided five keys to students in his/her research area all five keys will need to be accounted for, along with the current user of each key.

Swipe Cards

Swipe Card Access to Building and Labs

The purpose of a swipe card is so individuals can have access after-hours and on weekends to the building and/or labs that have card readers. You are responsible for your swipe card. Please do not lend them out.

To request swipe card access, please contact the HSC Information Desk at 789-6172 or at hscinformation@westernnc.edu.

Student Swipe Cards

Students in allied health programs - faculty provide list to HSC Information Desk

Students not part of allied programming (research, etc.) - Supervisor provides student information (name, expiration date, rooms needed access) to the HSC Information Desk

Lost or Stolen Swipe Cards

Immediately report any destroyed, stolen or lost swipe cards to the HSC Information Desk. If you are leaving employment at the HSC, please notify the HSC Information Desk so your swipe card can be deactivated.

Emergency Procedures

Emergencies

- Dial 911 for a life-threatening emergency
- Dial 789-9999 for other emergencies
- The HSC follows UW-La Crosse's Emergency Response and Preparedness [Plan](#)
- [Excerpts](#) of this plan most applicable to the HSC

Hazards

The HSC has adopted a building-wide set of safety standards that outlines safe practices and response procedures for working with hazards in the building. If a safety-related incident occurs, please complete the "[Incident Report](#)." If you witness an activity, practice, or condition in the HSC that appears to violate the Safety Standards, or that could pose a risk to building users, please fill out the "[Safety Violation Report](#)" survey, which can be submitted anonymously.

AED

An AED is available on the main floor near the Badger Street entrance, outside the dental clinic area. If the unit is used (door opened) an alarm will sound. The unit is not connected to 911 or to the UW-La Crosse Police department.

Catering and Food Policies

Catering

The HSC can cater from outside sources for events. (This includes UW-L staff.) Contact the custodians in advance for tables and extra garbage cans.

Student Food Policy

Food consumption is only permitted by students in the atrium areas (2nd, 3rd, 4th floors) or lower level (basement) by the vending machines. Food and beverage is not allowed in classrooms or labs. Beverages with a cover are allowed in conference rooms.

If violations occur, beverage privileges will be discontinued in the conference rooms.

Food consumption is not allowed in any general area of the 5th floor due to safety concerns related to proximity of potentially harmful chemical/biological agents. There is a staff break room available for all HSC staff in room 5102.

Faculty has the right to make an exception for students to eat/drink in rooms they are teaching in, especially if the class is held for a large block of time. In turn, faculty is responsible for the following, prior to leaving the classroom:

- a. Ensure all tables are clean
- b. The garbage is placed in the garbage cans with liners
- c. Garbage should be removed from the room as a courtesy to the next users if:
 - i. There are large garbage items such as pizza boxes
 - ii. There is food that will leave a lingering smell (such as onions)*Garbage bag may be placed outside the room – please contact custodian to dispose*
- d. All spills are wiped up

Break Rooms

There is a refrigerator for the employees located in both break rooms on the 4th and 5th floor. The 4th floor refrigerator is cleaned out once a month and items will be thrown that are not labeled. Please read and follow the guidelines posted on the door.

There is a coffee maker available for use. Coffee is not provided by the HSC.

Scheduling Process

Room Scheduling

All rooms (classrooms, conference rooms, labs) should be reserved prior to use. You may request rooms via the [web](#):

An e-mail confirmation will be sent to the individual making the request and it is his/her responsibility to check the accuracy of the reservation.

The HSC Information Desk will do the scheduling. In the scheduler's absence, the Consortium office will provide backup.

If you have reserved a conference room and someone is in it, please ask them politely to leave. Students are allowed to use the conference rooms for studying; however HSC occupants have priority over students.

If you need to schedule an ongoing class for a semester, please refer to the [scheduling policy](#) and the HSC class schedule.

If you need to use a room and you have not reserved one, you may use a room that isn't already scheduled. However, you must still submit a room request afterward. This information is to track building usage.

Mobile Computer Carts

These will need to be reserved through the [EMS scheduling](#) system.

All carts must be delivered to the classroom and put back to their "home" at the end of each use. Please coordinate cart placement with your program assistant, not with the custodial staff.

Podiums

The podiums need to be reserved through the [EMS scheduling](#) system. The "homes" for the podiums are:

Room 2002 - Podium 1 – wheels

Room 2006 - Podium 2 - no wheels

Please move podium well ahead of when you need it. Do not disturb a class in session in room 2002 or 2016. Once you are finished with the podium please return it to its "home."

Conference Phone

The conference phone must be reserved through the [EMS scheduling](#) system. The "home" for the HSC conference phone is located in the mail room on the 4th floor. (See cabinet below the fax and scantron machines – sign on cabinet door). Once you are finished with the conference phone, please return phone to the mailroom location. The phone is connected via the internet jack in respective room.

Room 3071 (inside Consortium suite) has a conference phone that stays in this room.

HSC phone number: 608-785-5155

Room 3071 phone number: 608-785-5152

Technology

Classroom Technology Assistance

Western Technical College is the contact for any IT or AV support needed for the classrooms. Please e-mail any technology issues that arise to the Western Help Desk:

Monday thru Friday: 785-9107 pcservice@westerntc.edu

Student Computer Lab (Western)

Student computer lab hours (room 2058) are Monday thru Friday 7:30 am – 7:30 pm. The lab is not staffed. Western students have print cards for printing purposes. Paper is supplied by Western and program assistant monitors usage.

For assistance contact Western Technical College at: 608-785-9107 or pcservice@westerntc.edu

Personal Office Computer

Call the IT desk of the organization you are employed by:

Gundersen: 775-3070

UW-L: 785-8744

Western: 789-6266

Maintenance

Custodian Contact

There is one custodian available during the day and two on second shift. They can be reached at: 386-2518.

Work Orders Directions

[Work order](#) – Access online for both work orders and estimates. Program assistants are able to assist with completion if necessary.

Tobacco-Free Grounds

All tobacco products are prohibited on HSC premises.

Ash receptacles are located at the main entry points to the HSC property. It is expected of all individuals to be respectful when using tobacco products and ensure waste is placed in the proper containers.

Policy enforcement focuses on positive reinforcement and is the responsibility of all staff and students. The goal is self-enforcement. Repeat violations of the policy will be addressed as needed.



La Crosse Medical Health Science Consortium (LMHSC)

The [LMHSC](#) is a collaborative partnership and its mission statement is as follows:

“Fostering collaboration for healthier communities”

The Health Science Center (HSC) “building” became the first completed collaborative project of the LMHSC, which opened in September 2000. The HSC is one “project” of the Consortium (LMHSC) vs. the HSC being the “Consortium.” The LMHSC manages the HSC building, with expertise provided through the Finance Committee.

The Consortium’s main focus is in the following areas/projects:

- Better Together in La Crosse County
- Community Transitions in Care
- Nursing Education Clinical Coordination
- Population Health / Annual Health Summit

The LMHSC’s five founding partners are

- Gundersen Health System
- Mayo Clinic Health System - Franciscan Healthcare
- University of Wisconsin-La Crosse
- Viterbo University
- Western Technical College

The LMHSC Board has two representatives from each founding partner along with representation from the La Crosse County Health Department and the La Crosse County School District.

The Consortium has two fulltime staff:

Catherine Kolkmeier, Executive Director: ckolkmeier@uwlax.edu or 785-5151

Joanne Sandvick, Project Manager: jsandvick@uwlax.edu or 785-5150