



# Health Science Center Employee Guide

(Updated 8-6-25)

The most current version of this document  
can be found on the [Consortium website](#).

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## 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

Monday - Friday (**Sept - Mid-May**)  
Doors open: 7:00 am - 9:00 pm  
All students must leave by 10:00 pm

Monday-Friday (**Mid-May - August**)  
Doors open: 7:00 am - 6:00 pm  
All students must leave by 10:00 pm

Student weekend swipe card access is as follows:

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

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

Any weekend events need to be coordinated through the Consortium Office. A special weekend event form needs to be completed and can be obtained from the Consortium Office by emailing [hscinformation@westernnc.edu](mailto:hscinformation@westernnc.edu).

#### Lighting

The building has an automated 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 4<sup>th</sup> floor and are accessible by an access code. Each program has its own code. To obtain a new access code, please contact the Consortium Office 785-5150 or by email at [hscinformation@westernnc.edu](mailto: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.

## **HSC Bulletin Board Policy**

### **General Use/Community Bulletin Boards**

(Large white bulletin boards located on main floor by entry doors and board by 2<sup>nd</sup> floor atrium)

- Display of community materials and miscellaneous advertising
- Community posters will have a 30-day limit, unless the event expires prior to 30 days
- Items do not need to be stamped for approval
- Outdated items will be removed on a regular basis
- HSC employees have the right to remove any materials that are deemed inappropriate
- At the end of the semester (January 1 and June 1), bulletin boards will be completely cleared of all materials

**Please note:** posters/signs cannot be hung on walls, bathroom stalls, doors, or in the elevator. Any items found posted outside of a bulletin board will be removed.

## **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 - UWL  
Biomedical Lab - Western  
Dental Assistant – Western  
General Classrooms – 0018 and 0096  
Health Science Academy Classroom - 0096  
Imaging Labs – Western  
Nutrition/Biology Faculty Offices – UWL  
Physician Assistant – UWL

### **Main Floor**

Dental Lab - Western  
Student Health Services

### **2nd Floor**

Classrooms  
Recreational Management/Recreation Therapy Faculty Offices – UWL  
Western Community Corner (2058)

### 3rd Floor

Anatomy Lab  
Consortium Offices (3065)  
LIMS - Biomechanics Lab - UWL  
PT/PTA Labs – UWL and Western

### 4th Floor

Faculty Offices – UWL and Western  
General Classroom – 4024  
OT/OTA Labs – UWL and Western

### 5th Floor

Medical Lab Science Labs  
Emplify Research Labs  
Interdisciplinary Skills Lab  
UWL 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 608-386-2518.

Boxes should be broken down and taken to the back dumpster or to the bin for boxes on the loading dock.

### **Lost and Found**

Items that are found can be given to the Consortium Office. Unclaimed lost and found items are donated on a regular basis.

### **HSC/Classroom Telephone Lines**

- Outside local calls: Dial 7 + 1 (if not local) + area code + phone number
- 800 numbers: Dial 7 + 1 + 800 number
- 911: Dial 911 (no “7” required)

## Parking

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

The HSC parking lot is monitored from 7:00 am - 7:00 pm Monday thru Friday. Hourly parking is available through the Passport Parking app for \$1.00 an hour. Please note there may be a transaction fee with credit cards or paying via the Passport app.

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

Parking areas at and surrounding HSC parking [map](#)

### HSC lot:

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

### Perimeter around HSC (13<sup>th</sup> St., Pine St.):

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

For frequent guests and visitors to your department, see your Program Assistant for information about providing parking accommodation through your department budget.

Loading and unloading vehicles are allowed either in the circular drive (pull-out area) or near the service elevator on the east 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.

## Security

UWL Police can be contacted by calling 608-789-9000, 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 Consortium Office or by emailing [hscinformation@westernnc.edu](mailto: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 not permitted to unlock your door for you.**

If locked out:

- Contact UWL Police at 608-785-9000 to send over an officer
- If no phone available: 1) There is a call button on each elevator connecting you directly to UWL Police or 2) Outside Badger St. entrance to the building, there is a blue-light call box that also links directly to UWL Police.

## **Lost or Replacement Keys**

Immediately report any lost or stolen keys to the Consortium Office at 608-785-5150 or at [hscinformation@westernnc.edu](mailto: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, their key(s) should be returned to the Consortium Office 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 Consortium Office.

## **Audit of Keys**

Keys will be audited when deemed appropriate.

## **Swipe Cards**

### **Swipe Card Access to Building and Labs**

The purpose of a swipe card is to give individuals 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 Consortium Office at 608-785-5150 or at [hscinformation@westernnc.edu](mailto:hscinformation@westernnc.edu).

### **Student Swipe Cards**

Students in allied health programs - faculty provide list to Consortium Office.

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

### **Lost or Stolen Swipe Cards**

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



## Emergency Procedures

### Emergencies

- Dial 911 for a life-threatening emergency
- Dial 608-789-9999 for other emergencies (9999 from UWL phones)
- 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 and Nalox-Zone Boxes

An AED is available on the main floor near the Badger Street entrance, outside the dental clinic area **and on the third floor outside the PT lab in the hallway**. 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.

A Nalox-Zone box is also located on the wall next to the first floor AED.

## Catering and Food Policies

### Catering

The HSC can cater from outside sources for events. (This includes UWL 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 (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floors) or lower level (basement) by the vending machines. Food and beverage are 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 5<sup>th</sup> 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:

- Ensure all tables are clean
- Ensure garbage is placed in the garbage\* cans with liners
- Ensure all spills are wiped up
- Garbage should be removed from the room as a courtesy to the next users if there are large garbage items such as pizza boxes or if there is food that will leave a lingering smell
- Garbage bag may be placed outside the room – please contact custodian to dispose

### Break Rooms

There is a refrigerator for 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. Please contact your respective assistant or the Consortium Office to request room reservations. If a room is no longer needed, the request should be cancelled to open the room to others and to avoid additional costs.

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 Consortium Office will do the scheduling.

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 if they are not scheduled; however HSC occupants have priority over students. **Conference rooms are not allowed to be reserved for student use.**

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

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

### Mobile Computer Cart

Cart needs to be reserved through the [EMS scheduling](#) system in the same way you would reserve a room.

Cart must be put back to their "home" location at the end of each use. Please coordinate cart placement with your program assistant, not with the custodial staff.

### Podiums

Podiums need to be reserved through the [EMS scheduling](#) system in the same way you would reserve a room. The "home" locations for the podiums are:

Room 2002 - Podium 1 – wheels

Room 2006 - Podium 2 - no wheels

Please move podiums well ahead of when you need them. 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" location.

## Technology

### Classroom Technology Assistance

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

Monday thru Friday: 608-785-9107 [pcservice@westerntc.edu](mailto:pcservice@westerntc.edu)

### Student Computer Lab (Western)

Student computers (room 2058) are part of the Western Community Corner. Hours are Monday thru Friday 7:30 am – 7:30 pm. The lab is not staffed. Western students have printing accounts through Western, where they can add funds 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](mailto:pcservice@westerntc.edu)

### Personal Office Computer

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

Emplify: 608-775-3070  
UWL: 608-785-8774  
Western: 608-789-6266

## Maintenance

### Custodian Contact

There is one custodian available during the day and two on second shift: 608-386-2518.

### Placing Work Orders

[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 Consortium, which opened in September 2000. The Consortium manages the HSC building, with expertise provided through the Finance Committee.

In addition to the HSC, the Consortium focused on facilitating collaborative projects in the following areas:

- Transitions in Care
- Nursing Education/Clinical Coordination
- Healthcare Workforce
- Community Coalitions focused on public health improvement
- Resilience and Trauma-Informed Care

The Consortium’s five founding partners are

- Emplify Health by Gundersen
- Mayo Clinic Health System
- University of Wisconsin-La Crosse
- Viterbo University
- Western Technical College

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

The Consortium has two full-time staff:

Catherine Kolkmeier, Executive Director: [ckolkmeier@uwlax.edu](mailto:ckolkmeier@uwlax.edu) or 608-785-5151

Kat Anderson, Administrative Coordinator: [kanderson3@uwlax.edu](mailto:kanderson3@uwlax.edu) or 608-785-5150

