SCIENCE: FACULTY ADMINISTRATOR REPORT
For Faculty of Science Council Meeting on Tuesday, January 22, 2013

Science Administrative and Technical Staff

- Registration Assistant in the Science Student Services Office
  - Lindsay Haubrich tendered her resignation effective September 21, 2012.
  - A search was conducted and the successful candidate was scheduled to begin October 10\textsuperscript{th}. A few days before the 10\textsuperscript{th} this new employee resigned from the university.
  - Wendy Hockley resigned from the university effective November 15, 2012.
  - Bryanna Sigurdson was appointed to this position on a Term basis effective November 20, 2012 through December 31, 2012.
  - A search is underway \textit{again} to fill the position permanently!

- Program Coordinator assigned to the Department of Computer Science
  - Wendy Preikchat accepted a position in ESL and resigned effective November 2012.
  - Ashley Yeaman was appointed to this position effective November 13, 2012.

- Administrative Assistant assigned to the Dean
  - Michelle Kowbel returned to the Dean’s office from maternity leave on November 13, 2012.

- Administrative Assistant assigned to the Department of Physics and the Dean’s Office
  - Jacqui Lockert resumed her position in Physics and the Dean’s Office effective November 13, 2012.

- Quantitative Environmental Scientist assigned to EQAL2
  - Gavin Simpson has been appointed to this position. His start date is TBA.

- Environmental Proteomics Scientist assigned to EQAL2
  - Tzu-Chiao Chao has been appointed to this position commencing January 17, 2013.

Science Safety:

- The Department of Biology and the Department of Chemistry and Biochemistry are taking the lead with respect to implementing new risk assessment procedures for wet labs. Three labs volunteered to be the ‘pilot’ for the new process and the risk assessments have been completed: Erhardt, Stavrinides and Sterenberg. An evaluation is underway and if adjustments are warranted they will be made before the risk assessments are conducted on the remainder of our wet labs.

- Science faculty, lab instructors and staff were a significant presence at the campus-wide safety presentation on the 17\textsuperscript{th} of November entitled: All for One – Teamwork the Meerkat Way.

Print Optimization:

- The latest MFD installation in Science (multi-function devices, i.e. copy, scan, fax, print) was the Math Laboratory on the third floor of College West – this was completed by December.

- The Science space in the Classroom Building will be our next area for print optimization. The Science staff in this building have agreed to the locations and the equipment has been ordered.

Science Website:

- The Science website is still under construction and there is no target in sight. We are tackling this work ourselves and staff training is underway.

\textit{prepared by Audrey Perra, Faculty Administrator – 16 January 2013}