SCIENCE: FACULTY ADMINISTRATOR REPORT
For Faculty of Science Council Meeting on Wednesday, May 15, 2013

Science Administrative and Technical Staff

• Registration Assistant in the Science Student Services Office – 60%
  o Luanne Sawatzky was appointed March 1, 2013.

• Administrative Assistant in the Dean’s Office, Science Operations, Science Safety – 40%
  o Luanne Sawatzky was appointed March 1, 2013.

• Administrative Assistant assigned to the Department of Mathematics and Statistics
  o Pamela Sparvier accepted a one-year term in the Faculty of Fine Arts in February.
  o Cheryl Risling accepted a one-year term in this position effective March 18, 2013.

• Program Coordinator assigned to the Department of Mathematics and Statistics
  o Sadia Mwangangi’s term in this position has been extended to 2016.

• Computer Systems Administrator for Science Research Computing
  o Robert Cowles successfully completed probation in this position and was appointed permanent effective April 2013.

• Microbiology Technician assigned to the Department of Biology
  o Angela Arthur resumed her position in Biology in March following a one-year maternity leave.

• Electronics Technician
  o Keith Wolbaum retired effective April 30, 2013 following 29 years of service. Thanks Keith.

Science Safety:

• Implementation of the risk assessment procedures for wet labs is continuing.

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

Print Optimization:

• Print Optimization for the Science space in the Classroom Building will be completed by the end of June 2013.

• Print Optimization for the Lab Building is next. Moving forward with this initiative has been stalled because Facilities Management expects to announce a new policy on hallways soon, i.e. what may or may not be located in a hallway. The hallway is our choice location for the MFDs on the 1st, 3rd and 4th floor of the Lab Building, however, it seems prudent to wait for the policy decisions before taking further steps. If the hallways are ruled out we will have to find an acceptable alternative on these floors. Suggestions are welcome.

Science Website:

• The Science website is still under construction and target for completion is August 1, 2013. We are tackling this work ourselves and staff training is underway.

prepared by Audrey Perra, Faculty Administrator
15 May 2013