SCIENCE: FACULTY ADMINISTRATOR REPORT
For Faculty of Science Council Meeting on Tuesday, January 20, 2015

Science Administrative and Technical Staff
- Rowan Pantel has been appointed as a Term Registration Assistant in the Student Service Office until February 13, 2015.
- Angela Dohms has returned to work as a Registration Assistant in the Student Service Office on a part-time basis effective January 12, 2015.
- Geremy Lague has been appointed as a Full-Time Administrative Assistant (Media Liaison) in the Dean’s Office effective October 2014.
- Jennifer Gennutt has been appointed as a Term Administrative Assistant in the Department of Computer Science effective December 8, 2014 to July 31, 2015.
- Joy Yu ended her term as the Technician in the Department of Chemistry & Biochemistry effective December 31, 2014. A search is currently underway to fill this position.

Science Safety
- The lab signage project is a work-in-progress in the Lab Building, College West and RIC.
- The Lab Risk Assessment project, a joint effort by HSE and Science, continues. There are still a few Science labs that have to be assessed.
- A new online safety program has been developed for Science TAs. It is being rolled out in the Departments of Biology and Chemistry and Biochemistry. As soon as the procedural kinks are sorted out it will be rolled out across Science. TAs need only complete this training once during their employment at the UofR.
- A joint autoclave working group, with members from Science and HSE has met and will continue to meet with the goal of creating new autoclave safety policies on campus.

Science Administrative Procedures
- Print Optimization:
  - Science has placed an order with IS for all the MFDs (multi-function devices) Science requires to comply with the Print Optimization plan for Science spaces in the Classroom Building, College West, RIC and the 2nd Floor of the Lab Building. We are awaiting delivery and installation. When these devices are installed Science will turn over all non-research printers to IS.
  - Science continues to work with IS and FM to find an acceptable solution for the location of MFDs for the 1st, 3rd and 4th floors of the Lab Building.

Submitted by Lee Aument, Faculty Administrator
15 January 2015