SCIENCE: FACULTY ADMINISTRATOR REPORT
For Faculty of Science Council Meeting on Monday, September 22, 2014

Science Administrative and Technical Staff
- Marilyn Hepp, Administrative Assistant assigned to the Departments of Computer Science and Math & Stats, retired August 2014.
- Joy Yu was appointed as a Term Technician assigned to the Department of Chemistry and Biochemistry effective August – December 2014.
- Angela Dohms, Registration Assistant in Student Services Office, began a six-month LOA effective August 2014.
- Maftuna Abdualimova was appointed as a Term Registration Assistant in Student Services Office September 2014.
- Teri Dibble, Administrative Assistant, Department of Chemistry and Biochemistry will retire December 2014.
- Audrey Perra, Faculty Administrator, will retire December 2014.
- Lee Aument, has been appointed Faculty Administrator for Science, effective January 2015.
- A search is underway to fill the position of Coordinator, Science Operations.
- A search is underway to fill an Administrative Assistant position as Science webmaster and administrative support for the student course evaluation process.

Science Budget Items
- The University of Regina approved a balanced operating budget for 2014-2015 and the full budget plan can be found at: http://www.uregina.ca/orp/UofRBudget/2014-15_comprehensive_budget_plan_ltr.pdf

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.
- Fire extinguisher signage is being installed in labs in RIC over the next week.
- 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 Audrey Perra, Faculty Administrator
15 September 2014