

Natural Science Division
Technician Meeting
Thursday, September 3, 2009
Room LS 101, 1pm

Attendance: Flor Delos Santos, Perfecto Micu, Dan Wright, Sim Yoe, Cynthia Hoover, Linda Ohara, Christie Killduff, Jean Shankweiler

Excused: Ann Pham, Don Santoianni

Lab Assignments: J. Shankweiler passed memos from past semesters to the Life Science and Chemistry technicians to see if the assignments were still the same. Corrections were made and the memos will be distributed to the Life Science and Chemistry faculty members.

Schedules: Flor and Perfecto are working overtime and comptime to provide coverage for the labs until Ann Pham returns from maternity leave. They are communicating with instructors to let them know they need to leave at night before the labs are finished, since they need to be back at work by 8am. Linda's Friday schedule has her leaving before the labs are finished, but she needs to be in early to have everything set up.

Safety: No concerns at this point.

Work Study Students: Sim and Flor have work study students for this semester. This is the only way we will be able to afford student workers this year.

Supplies: Supply budgets were distributed.

Spring 2010: The schedule was distributed for spring 2010. Everyone was asked to look for possible problems with lab set-ups and rooms.

Department Technician Meetings: Jean suggested department technician meetings at least one time a semester to discuss department issues. Everyone is also encouraged to attend the monthly department meetings.

Adjourned at 1:45pm