

Natural Science Division Technician Meeting
Thursday, February 3, 2011
Room LS 101, 10:30am

Attendance: Flor Delos Santos, Perfecto Micu, Dan Wright, Changwoo Cha, 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: Everyone was asked to get spring work schedules in to Jean asap so she can have the ESR's submitted to Human Resources and payroll. Jean also let everyone know there is no overtime or comp time available for anyone.

Safety: The safety office is scheduling respiratory protection fitting for this spring. Almost everyone is on V. Wagner's list for fitting. Make sure to schedule your appointment with her. Online safety training courses will become available for classified staff in the near future. There will be a variety of courses and each module will take from 30 minutes to one hour online. You will be notified by the Safety Office when training is required. Also, C. Cha has not received training to use the evacuation chair. J. Shankweiler will contact the safety office to arrange for the training. Anyone else that feels they need a refresher will be invited.

Work Study Students: Fliers for Federal Work study assignments are available. If you need a student, contact L. Mancina in the financial aid office.

Supplies: Supply budgets will be distributed.

Fall 2011: The schedule for Fall 2011 is in development. Jean will get everyone a copy this week. Please look for possible problems or conflicts with lab set-ups and rooms.

Computers and Printers: D. Santoianni wanted to know about computers and printers for the technicians offices. Jean indicated we need to put these into the division plan to get approved. If a printer is an emergency, then we might be able to purchase one out of the supply budget. That would take away from the classroom supplies.

Budget: Jean discussed budget issues that will affect the college. The budget projections from the state are currently a \$7 million cut for El Camino under the best circumstances. The technicians are asked to look for ways we can reduce in their areas.

Adjourned at 1:50pm