

**Natural Science Division
Technician Meeting
Wednesday, August 21, 2013
Room LS 101, 11:00am**

Present: Jean Shankweiler, Cha Chang Woo, Daniel Wright, David Wright, Perfecto Micu, Cynthia Hoover, Christie Killduff, Flor Delos Santos.

1. Schedules – remember—HR is examining schedules to ensure we are complying with labor laws. If schedules are sent back—it is for this reason.
2. Safety
 - Monthly reports—be sure to turn in to Dave in a timely manner.
 - MSDS—make sure it's updated. Order new binders if needed.
 - Safety committee—Christie is the representative.
 - Training on September 12 and 26—required. Chemical safety plan will be reviewed.
 - CPR/AED training—Thursday, August 29—please attend. Certify every 2 years.
 - Doors at night/Chemistry study room—study room hours posted.
 - Make list of safety items needed—prioritized and sent to Rocky
3. Facilities
 - Construction Concerns—need to be patient. We will not have as many rooms for morning classes as it was in the summer.
4. Lab Practicum's—guidelines for expectations.
 - Start making a list of how you can assist faculty members.
 - Start dialogue to clarify technician roles.
5. New faculty—3 new full time, 8 new part time—they will look to tech's for assistance. Please look for them and offer your help.
6. Standardized lab schedules—Biology 10 very helpful to Cynthia, Chem. 4 & 20—we need more compliance. If chemistry technicians would send list, I can send reminders to faculty.
7. Flex day—please attend President Fallo's talk and any others that you are interested in hearing. Breakfast and lunch are available.
8. Division Council Rep—need tech representative. Ask for volunteers. Cynthia needs 1-2pm hour to set up labs. Christie on safety committee. Cha was recommended by majority of the people present.