



SCIENCE DIVISION
MINUTES OF THE SCIENCE DIVISION MEETING

Date: Aug 22, 2013

Place: MSB 211

Members present: Mesfin Alemayehu, Abraha Bahta (Chairperson), Elizabeth Bell, Bernice Filerman, Laurimar Escudero, Steven A. Fink, Sister M Gertrude Hennessey, Michael (Tony) Recht, Vered Mirmovitch, Farzaneh Paknia, Beraki Woldehaimanot (*minutes taker*).

Agenda:

1. Welcome and Introduction
2. Approval of minutes (May 17, 2013)
3. Plant facilities follow-up report on the State of the MSA laboratories
4. Chair's report:
 - A. Fiscal Year 2013-14
 - B. Summer Session 2013
 - C. Faculty addition: Dr. Patricia Zuk
 - D. Physical Science Lab Tech
 - E. Securing laptops
5. Report on Bond Construction/Planning: Elizabeth Bell
6. Fall 2013 Semester Kickoff (August 23, 2013)
7. Other business
 - A. Fall 2013 Divisional Meeting Calendar
 - B. Revisiting memberships of divisional committees and defining their tasks and missions
 - C. Establish Division Goals (develop proposals with details and costs)

The meeting was called to order by the chairperson at 13:15.

1. Welcome and Introduction

The Chair opened the meeting with words of thanks to vice chairs Steve Fink and Mesfin Alemayehu; he also thanked Biology hiring committee members Tony Recht, Laurimar Escudero, and Steven Fink for outstanding job.

2. Approval of minutes from May 17, 2013

The Minutes were approved with the following corrections:

Beraki Woldehaimanot to be listed as “Excused member” for that day.

3. Plant facilities follow-up report on the State of the MSA laboratories

The chairperson noted that Mr. A. Hansen could not be present in the meeting as he is on vacation. The chairperson further indicated that Mr. Hansen will be asked to attend our next Divisional meeting scheduled for Sep 24, 2013.

According to discussions the chairperson had with Mr. Hansen, there were a number of developments during the summer (2013) months: (i) malfunctioning trap primers, that have been causing water to evaporate in the p-traps connected to the floor drains, are being replaced with new ones; (ii) the sewer vents that are terminating at the roof level, in close proximity to the outside air intake on the building air handlers, are being re-engineered; (iii) The exhaust system for the organic laboratories that only extended a few feet above the roof, where some of the air handlers are, have been increased in height up to 15 feet; and (iv) a stand-alone venting system for the Micro lab is now in place.

4. Chair’s report:

A. Fiscal Year 2013-14

\$10,000 that was not delivered to our divisional account last year has recently been credited to us. So, for this academic year we will have a total of about \$13,400; Steven Fink suggested setting aside some money for supplies for newly hired instructors such as for equipment for Cell biology. Chairperson responded that he plans to request start-up funds for new hires.

B. Summer Session 2013

The chairperson reported that eight classes and 12 labs were offered during the summer session and was a major success. He thanked faculty who taught during the summer session.

C. Faculty addition: Dr. Patricia Zuk

The chairperson reported that Dr. Patricia Zuk C. has been hired as a replacement for the recently retired Tom Hailey.

D. Physical Science Lab Tech

The hiring process for a physical science Lab tech is still pending but before the year is up we should be able to get info on the status of the hiring process.

E. Securing laptops

The chairperson stressed the need for the Division to put in place a system that helps minimize theft. One suggestion was to take ownership of the laptops and securing them in places that no one else has access and making additional safeguards such as putting cameras etc. E Bell was tasked to put together a proposal on how to secure the laptops.

5. Bond Construction/Planning: Elizabeth Bell

E Bell went to the Bond Construction meeting on behalf of the division. She reported that there weren't many changes from before, so the construction of 4 new buildings for Business and IT is still intact. She further indicated that the college is open to input from faculty/staff as to the design of the buildings.

6. Semester kickoff Aug 23, 2013

The chairperson asked faculty to invite their students by mass email to the Semester Kickoff on Aug 23, 2013. He stressed the importance of bringing syllabi and other course info materials as well as to meet and greet students so as to alleviate some of their fears.

7. Other business

A. Monthly Divisional meeting

In previous years we met on the last Friday of the month at 8 am; now with changing schedules of instructors there was a need to find other day/time. Members agreed to meet alternatingly on Tuesdays at 4:15 pm and Fridays at 9:00 am. These are the agreed upon dates: Tuesday, Sept 24 at 4:15 pm; Friday, Oct 25 at 9:00 am; and Tuesday, Nov 26 at 4:15 pm.

B. Comments/Questions

Tony Recht: reported about lab pig hearts that are being ordered

E. Bell: asked the chairperson on the progress of the request she made for defibrillators for the electromagnetism labs. The chairperson said he didn't receive any updates on this from the college, but asked her to give him the original requests so that he can follow it up.

Sister G. Hennessey: asked if there are set protocols on safety issues in labs; The chairperson indicated that Biology and Chemistry have such protocols and Biology's safety guidelines shall be uploaded on the division website as soon as possible. B Woldehaimanot will be responsible for this.

C. Divisional goals:

The chairperson put forth the following short term goals for the division:

1. Purchase of Telescopes for the Astronomy Program

The chairperson suggested that the best way to go about this would be for E Bell to write a proposal and submit for funding from campus or elsewhere.

2. Securing a Cadaver for the Anatomy Program

Sister G Hennessey, S Fink, and L Escudero shall get together and explore on how and where to get the cadaver; recommend how and where to store the cadaver; look for means of securing money for electric saw and for instruments that would be used during the dissection etc.

3. Purchase of a Seismograph for the Earth Science Program

B Woldehaimanot was asked to write a proposal and see whether it can be funded from campus.

Next meeting: Tuesday, Sep 24, 2013 @ 16:15.

The meeting was adjourned with a vote of thanks by the chairperson at 15:05.