

**DEPARTMENT OF CHEMISTRY
STAFF MEETING NOTES**

Meeting #: 06 (2008-09)

Date: Tuesday, November 4, (election day) 2008

Time: 12:20-1:15 p.m.

Location: Jarvis Hall Science Wing 309

Present: Ellen Carlson (EC), Laura Giede (LG), John Kirk VIII (JK), Christopher Lutz (CL), Martin Ondrus (MGO), Brent Ristow (BR), Marcia Miller-Rodeberg (MM), Eugene Ruenger (ER), Forrest Schultz (FS), and Ana VandeLinde (AQV).

FS called the meeting to order at 12:20 p.m.

A. Minutes of Previous Meeting

ER moved and MM seconded that the **Minutes of Meeting #04**, October 7, 2008 be approved. The motion to accept the minutes with corrections passed unanimously.

AQV moved and ER seconded that the **Minutes of Meeting #05**, October 14, 2008 be approved. The motion to accept the minutes with corrections passed unanimously.

B. Announcements

1. Science Building Update:

- A “cubicle map” for Millennium Hall offices has been posted.
- LG will remain in the Science Wing during the spring semester.
- Phones will be moved to the Millennium Hall.
- A meeting concerning relocation of offices is scheduled for Nov 13 with Mike Mikulski.
- AVL and others are considering using research labs as offices next semester.
- Research labs in the new wing will have room for refrigerators but not desks.

2. Program Assistant: EC had no announcements.

3. Laboratory Technician: Boxes and tape for packing and moving have arrived and are available.

4. Faculty Senate: MM said there has been no meeting since our last staff meeting.

5. Lab Mod Update: The proposal by JK and BR is still ranked 1 or 2. Looking good for funding!

6. ATL/Special Course Fees: STEM has suggested that we submit OWL requests to Access to Learning.

Now there is a movement to reconsider or rescind course fees thought to be associated with laboratory glassware and lab manuals. We currently use course fee funds to pay for digital capabilities such as laptop data gathering equipment and software, lab printers, and glassware. If we lose funding for these things, we may have to go back to a card system and glassware fees.

7. Sustainable Management

Sustainable Management is a new program being brought to the Board of Regents this semester. It is system-wide and mostly for non-traditional students. It will include on-line courses in business, economics, and some science courses. A course in Global Environmental Chemistry to be taught on-line has been proposed. FS asked whether anyone in the department might be interested in teaching this course. JK expressed interest.

8. NCUR

The National Conference for Undergraduate Research is at UW-LaCrosse this year (April 16-18). Registration is \$160 and will be covered by the Provost's office. Students can submit a research dissemination grant proposal for travel.

9. Polytechnic Summit

This year the summit will be held at UW-Stout on July 16 and 17. The deadline for submission is November 15. FS suggested that we consider submitting a presentation or two. It is important that UW-Stout have good participation in the summit.

C. New Business

1. New HP Color LaserJet 4700: The new printer is installed and has met our high expectations.

FS asked about relocating the Phaser (Xerox) 6200 DP printer. It was decided that the Phaser will be moved to the IR room and the older Phaser moved to SW 326. The broken printer from SW 326 and the old HP printer will be sent to surplus properties.

2. Equipment: BR has met with Brucker and Shimadzu concerning FTIR, FT Raman, HPLC, UV/Vis, LC/MS, GC/MS, etc. He expects quotes to arrive soon.

3. Faculty Senate alternate: FS said that the department needs an alternate to cover when MM is not available

ER was nominated and his nomination passed unanimously.

4. Online Student Evaluations: FS said that the questions to be used must be agreed upon by Thanksgiving. This will be considered at the next meeting.

D. Staff Additions

There were no additions.

E. Adjournment

The meeting adjourned at 1:23. The next departmental meeting will be in two weeks (11/18/08).

Respectfully,

Martin G. Ondrus
Recorder