

DEPARTMENT OF CHEMISTRY
University of Wisconsin-Stout
Menomonie, WI 54751

Minutes
Staff Meeting Number 2 (2007-2008)

Monday, Sept. 17, 2007
11:15 am – 12:10 pm
Jarvis Hall Science Wing 309

Attendance: Laura Giede (LG), Ellen Carlson (EC), John Crandall (JC), Eugene Ruenger (GR), Chris Lutz (CL), Marcia Miller-Rodeberg (MM), Martin Ondrus (MO), Forrest Schultz (FS), Ana Vande Linde (AVL).

A. Minutes of Previous Meeting

1. Meeting #13, May 14, 2007
2. Meeting #1, Aug. 27, 2007

MO moved to accept both sets of minutes. JC seconded the motion. There were no additions or corrections. The minutes were approved.

B. Announcements:

1. University of Wisconsin System Chemistry Faculties UW-Green Bay Meeting on October 19-20: Please fill out the registration form and have it back to EC by 9/24.
2. University Listening Sessions: Alignment will be discussed; attendance is encouraged.
3. Science Building Update: The hood matrix needs to be completed. More detail will be needed on lab furniture. By Christmas, the building scheme and budget should be decided.
4. Web Assistant: Jessica and Tom: Jessica will have contribute access. Tom will be the web master.
5. Door Closures on Monday and Friday important!
6. Program Assistant: EC – no announcements
7. Laboratory Technician: LG- Are faculty ok w/ students working alone? Yes, in specific cases.
8. Other announcements. CL – the Stout Science club has a D2L page.

C. New Business

- 1.A. Shane Medin lost his Grad assist appointment due to a technicality. He will be rehired as an LTE by the dean. We now have funds to hire a new grad assist, which FS will be doing.
1. Budget: Professional Funds: Tenure (track) faculty have \$500; EC and LG have \$250. Academic staff: (CL and JC) please see FS with requests
2. Open Lab Procedures: Get names of students who are “ok’d” to work to the Grad assists.

3. Promotion Election: CAS committee needs a chemistry member. MO volunteered for the position; AVL volunteered to be the alternate. MM made a motion to accept MO and AVL for the position. GR seconded the motion. The motion carried.
4. Chemistry 489 Course Proposal: Please review for discussion at the next meeting. MM will look into a Chem 470 equivalent course.
5. Equipment/Supply Needs: LG will look in to the purchasing of medium sized glass desicators for quant.
6. Applied Science Revisions: Please review for next week's meeting.
7. University Priorities: Please think about as U priorities will be discussed on campus at the listening sessions and in faculty senate.

The meeting was adjourned at 12:12 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marcia Miller-Rodeberg".

Marcia Miller-Rodeberg