

## **Update from SLLLC Admin Staff, November 2018**

We hope everyone has had a good start to the semester. Following are some updates which we hope will be helpful for the year ahead. Please review the information carefully and let Katherine Guevara ([kguevara@ucalgary.ca](mailto:kguevara@ucalgary.ca)) know should you have any questions.

The following documents (also attached to this message) will be added within the next week to our "School Documents" website ([https://slllc.ucalgary.ca/school\\_documents](https://slllc.ucalgary.ca/school_documents)):

- A "go to" listing of staff roles
- A calendar with School deadlines
- A "how to" document for inviting visiting speakers
- A "how to" document for organizing an event
- A document on the School's facilities and resources
- Process for expense reimbursements (those charged either to the School or a research account; PER claims are handled by HR ([https://www.ucalgary.ca/hr/academic/academic\\_per\\_overview](https://www.ucalgary.ca/hr/academic/academic_per_overview)))
- A draft committee listing; please let Katherine know of any inaccuracies or updates

A document outlining the School's Administrative Policies & Procedures will be forthcoming. There have been many policies to create and/or harmonize; some are still pending so the document will be a work in progress.

### **Event emails**

Starting the week of November 12, one message will be emailed each Wednesday, announcing upcoming events. Please provide Francey Pisicoli ([fapisico@ucalgary.ca](mailto:fapisico@ucalgary.ca)) with event information no later than noon on the Tuesday two weeks prior to the event. In an effort to reduce your weekly incoming e-mail, we will not send reminders or individual notices of events in addition to the weekly newsletter.

### **Events calendar**

Francey has set up an Outlook calendar that lists events, meetings, etc. in the School. Anyone interested should contact Francey directly so that she can facilitate the appropriate access. Please ensure that Francey is notified of all activities so that scheduling conflicts may be avoided.

### **School Space and Keys**

A request has been submitted to put all of the SLLLC classrooms and meeting rooms (except CHE212) on one key and have the three photocopy rooms also share one key. The key shop has advised that this will likely not happen for a few months but the request is in the queue. In the meantime, the current key sign out process will continue. Once the rekeying is complete, keys to these spaces will be distributed to continuing members.

All faculty, staff, sessionals, and grad students will be given 24 hour access to CHD 3<sup>rd</sup> floor (for copy room and lounge); please note that this requires a valid UCID card from the Unicard office. Please ensure you have your card with you after hours.

All continuing members will receive a key to Craigie Hall.

A number of spaces in the School can be booked (CHC102, CHC201, CHC309, CHD301A, CHD316B, D401A, D401B, and E212). Please note that ALMC, CHIN, JPNS, GERM, and RUSS will have priority for reserving E212 during the day however late afternoon and evening bookings are possible for all other divisions and groups in the School. Please see Mariana should you wish to book a space. Should you need equipment, please specify that when requesting the booking.

### **Office Supplies**

Photocopy rooms will be checked on Friday afternoon, Monday morning, and mid-week. Should supplies be running short, please let Mariana know. Please also advise her with advance notice should you require any special supplies (coloured paper, whiteboard markers, exam booklets, etc.). Paper supplies have been disappearing at a rapid pace these last weeks. We assume that this is reflective of the season of midterms however we ask that members continue to be conscious of the environment as they plan activities and assignments in their classes.

### **File Storage**

Please note that IT provides all faculty members with individual file storage on the U of C server. Storage can be available on or off campus. See the IT website [https://ucalgary.service-now.com/it?id=sc\\_cat\\_item&sys\\_id=cfa549701315be0053f2f7b2e144b0db](https://ucalgary.service-now.com/it?id=sc_cat_item&sys_id=cfa549701315be0053f2f7b2e144b0db) for more information.

Students have access to One Drive, see: [https://kb.ucalgary.ca/files/itkb/pdf-attachments/office\\_365\\_getting\\_started\\_for\\_students.pdf](https://kb.ucalgary.ca/files/itkb/pdf-attachments/office_365_getting_started_for_students.pdf)

### **Mailbox access for those with a mailbox in CHD310**

We ask that members who have mailboxes in CHD310 please access their mail from the corridor. As of next week (November 12) we will begin locking the main mailbox doors in CHD310. Should you require a key to your box, please let Mariana know.

### **Expense reimbursements**

For those submitting claims which require the Director's approval, please send the expense cover sheet to the Director ([mark.conliffe@ucalgary.ca](mailto:mark.conliffe@ucalgary.ca)) and to the Manager ([kguevara@ucalgary.ca](mailto:kguevara@ucalgary.ca)) with a brief explanation of the charges and what account was charged. That way, errors in accounting can be corrected in a timely manner.

### **Facilities issues**

Should your office be too hot or too cold, please submit a request for facilities to come and check it.

- Go to your Portal
- Click on the "Around campus" tab
- "Report a facility issue" (under "Get help")
- Choose "Maintenance Request"
- "Too Hot/Too Cold"
- Fill in the boxes
- If the request requires that you enter an accounting string, Include the following: Fund 10, Dept 11350, Account 69010
- Put in a description of the issue and submit (top right)

### **Occupational and Environmental Health & Safety**

Please ensure you have completed the mandatory Occupational Health & Safety Orientation and Hazard Assessment Training (<https://www.ucalgary.ca/safety/courses>) and have familiarized yourself with your rights and responsibilities as an employee of the University of Calgary ([https://www.ucalgary.ca/safety/system/files/ohsms\\_responsibilities\\_all.pdf](https://www.ucalgary.ca/safety/system/files/ohsms_responsibilities_all.pdf)).

Please be advised that we have three qualified first aiders in the School: Mariana Raffo in CHD310, Jin Meng in CHD307, and Micheline Lee Chick Ban in CHC302. First aid kits are currently held in each of the three photocopy

rooms to ensure greater access (i.e. after work hours). The School is in the process of assessing if and where additional kits may be necessary.

One last gentle request for patience when asking the administrative staff to do things. We are responding as quickly as we can, but with a unit as large and complex as ours, we do need to triage these requests. If you have emailed your request, please know that we will respond as soon as we can so there is no need to immediately follow up with phone calls or a visit to the office. Thank you for your patience and understanding.

Thank you for taking the time to read through this information. As always, I (Katherine) am available should you have questions, suggestions, or requests related to administration in the School.

*Best wishes for a restful reading week!*