

## Important Dates

### Friday, May 2

Faculty Council Meeting  
10:00 a.m. – 12:00 noon in  
Ad Hum 527 (President's Boardroom)

### Friday, May 2

Staff Appreciation Potluck  
12:00 noon in ED 562

### Wednesday, May 7

Levene Advisory Board meeting

### Wednesday, May 7

Levene Space Ribbon Cutting &  
Open House  
Ribbon Cutting @ 1:30 p.m. &  
Open House from 1:30-3:30 p.m.  
ED 614

### Wednesday, May 7

Levene Leadership Dinner  
Queensbury Centre  
5:00 Cocktails; 6:00 Supper  
followed by Keynote Presentation

### Thursday, May 8

Hill Alumni Advisory Forum  
7:15 a.m. Registration in ED 514;  
7:30 – 8:30 a.m. Discussion

### Friday, May 9

Coffee Party  
10:00 – 10:30 a.m. in ED 562

### Tuesday, May 13

CPA Information Booth  
10:00 a.m. – 2:00 p.m. on 6<sup>th</sup> Floor

### Monday, May 19

Victoria Day – University Closed

### Thursday, May 22

APT & CUPE Staff Meeting  
9:00 – 10:30 a.m. in ED 560

## Faculty Council – May 2

We have a Faculty Council meeting scheduled for:

**Date:** Friday, May 2  
**Time:** 10:00 a.m. to 12:00 noon  
**Place:** Ad Hum 527 (President's Boardroom)

The agenda will be distributed shortly.

## Staff Appreciation Lunch – May 2

Please mark your calendar to attend a Staff Appreciation Lunch:

**Date:** Friday, May 2  
**Time:** 12:00 noon – 1:00 p.m.  
**Location:** ED 562

All APT and CUPE staff are invited to attend a Staff Appreciation lunch hosted by our Faculty members. Thanks to all faculty members involved in organizing the lunch and preparing delicious potluck dishes!

## Levene Space Ribbon Cutting – May 7

Please mark your calendar to attend a ribbon cutting and open house for the new Levene Space:

**Date:** Wednesday, May 7  
**Time:** 1:30 p.m.  
**Location:** ED 614

All Faculty and Staff are invited to celebrate the opening of the new Levene Space. **Ken Levene** along with the Levene Advisory Board will be on hand to cut the ribbon and kick off the open house which will take place that afternoon from 1:30 to 3:30 p.m.

## Hill Alumni Advisory Forum – May 8

We will be hosting a Hill Alumni Advisory Forum:

**Date:** Thursday, May 8  
**Time:** 7:15 a.m. Hot breakfast & Registration  
7:30 – 8:30 a.m. Discussion  
**Location:** ED 514

If you plan to stop in and connect with some of our past students please RSVP to **Raelynn Moorhead** by May 2.

## Important Dates

(continued)

### Friday, May 30

Faculty Council Meeting  
10:00 a.m. – 12:00 noon in ED 621

### Wednesday, June 4

Business Administration  
Convocation Celebration for Hill  
and Levene students  
11:00 a.m. – 12:30 p.m. at Conexus  
Arts Centre, Convention Hall

### Wednesday, June 4

Spring Convocation  
2:00 p.m. at Conexus Arts Centre

### Thursday, June 5

Hill Advisory Board meeting

### Thursday, June 12

APT & CUPE Staff Meeting  
9:00 – 10:30 a.m. in ED 560

### Tuesday, July 1

Canada Day – University Closed

### Monday, August 4

Saskatchewan Day – University  
Closed

### Sun. Aug 17 – Sat. Aug. 23

Based in Business

### Monday, September 1

Labour Day – University Closed

## Walk Ins

This week's walk-in hour for  
Faculty and Staff with **Dean**

**Andrew Gaudes** will be:

- Tues. April 29 – 2:00 – 3:00 pm
- Wed. April 30 – 10:00 – 11:00 am
- Thurs. May 1 – 9:00 – 10:00 am

**David Senkow** will be Acting  
Dean April 28.

## Levene Leadership Dinner – May 7

The Levene Leadership Dinner will be held on Wednesday, May 7. The keynote speaker for the Dinner is **Chris Getzlaf**, Saskatchewan Roughriders Slotback and Hill Alumnus. Chris played with the U of R Rams for two seasons before joining the Roughriders in 2007. Please contact **Stacey Gropp** to purchase your ticket to attend! The deadline to RSVP is April 30.

## Strategic Planning Sessions

All faculty, staff, sessionals, students and alumni are encouraged to attend a Strategic Planning Consultation session.

To register go to [www.uregina.ca/strategic-plan/participate](http://www.uregina.ca/strategic-plan/participate) and follow the link to Facilitated Consultation Sessions. The following consultation sessions are available:

Tuesday, April 29 from 10:00 a.m. - 12:00 noon

Wednesday, April 30 from 10:00 a.m. - 12:00 noon

Thursday, May 8 from 6:00 to 8:00 p.m.

If none of these sessions work for your schedule you can also provide your input via a written submission or on the YOURblog.

## APEA & Expense Claims

April 30, 2014 is the University's 2013-2014 fiscal year-end. It is important that you claim your 2013-2014 Accountable Professional Expense Account (APEA) and other expenses by April 30. Please submit reimbursement claim forms and supporting receipts to **Janeen Brown**.

Generally, expenses must be claimed within the fiscal year in which goods or services are received. If your receipts are dated within the 2013-2014 fiscal year, claims must be made by April 30.

The academic collective agreement permits the carry-over of unspent APEA funds to the next fiscal year. The total available for spending within your account cannot exceed three years worth of APEA allocation. The annual APEA allocation is currently \$1,500 for faculty members; this means you can't have an available APEA fund in excess of \$4,500 (\$1,500 x 3) once your carry-forward has been brought forward.

For more information on year-end procedures, APEA regulations, or reimbursement claim forms please go to <http://www.uregina.ca/fs/employees/index.html> and find the relevant button on the left-hand side.