



# Courier

Queen's University Staff Association

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**VOLUME 3/10 – NOVEMBER 2010**

## QUSA WORKING FOR YOU

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### QUEEN'S UNIVERSITY STAFF ASSOCIATION / QUSA

CAMPUS LOCATION: Room 235, John Deutsch University Centre (JDUC)

OFFICE HOURS: MONDAY, TUESDAY & THURSDAY 8:00 AM - 4:00 PM

PHONE: 613-533-2215

EMAIL: [qusa@queensu.ca](mailto:qusa@queensu.ca) WEB: <http://www.queensu.ca/qusa>

## President's Report

It's hard for me to believe that four and a half months have passed since I began my term as QUSA President. It has been a busy time, and in the next few lines I would like to give you my update on what has happened. I am pleased to report that we now have a full 13 person QUSA Executive after the recent acclamation of Holly Spencer to the position of Member-at-Large for Research Grant and Contract staff, and the acclamation of Susanne Cliff-Jungling as Member-at-Large for West Campus Liaison. More details of these appointments and brief biographies of the two new members of your Executive are provided elsewhere in this issue of the Courier.

We continue to monitor the future Academic Planning process as it moves through Senate. QUSA's Report to the Academic Writing Team (AWT) authored by Kelly Smith was well received by the Team members and the Principal. We continue to seek out ways to remind those planning the academic future of Queen's of the vital role that every staff member plays - and will continue to play - in the future success of Queen's.

On October 21, it was heartening to see approximately 75 QUSA Members attend our General Meeting. It is a priority of this Executive to be available with information and to answer questions of our Members at our General Meetings so that you are comfortable with what we are doing on your behalf, and so that we know we have your confidence in what we are doing. We will continue to try to communicate with you regularly, clearly, and openly.

We are always pleased to receive comments and questions from Members. Among the pages which follow is an inquiry from a Member regarding the grid progression steps (or lack thereof) and my response to that Member. We encourage all Members to contact us if you have workplace questions. We may not respond in the Courier, but we will respond.

You should know that I am concerned about the current state of the relationship between QUSA and this Administration. We have received very little communication of any nature either from Human Resources or from Senior Administrators. We have had to pursue the University to hold our Joint Consultative Committee (JCC) meeting and after agreeing to a date we were informed that neither the Principal nor the Provost will be attending.

Communication, consultation and goodwill are the foundation of the historical QUSA/Queen's

relationship, and are the heart of the *Memorandum of Understanding* between Queen's University and QUSA. It defines our status and relationship within the University, was signed by previous Principals and QUSA Presidents, and continues to be our mandate to represent Staff in dealings with Queen's on your behalf. We have asked the Principal to address our concerns with their commitment to meet with QUSA in the very near future.

I am also pleased to report that the University has set a date to meet with representatives of *all* affected employee groups about proposed changes to the Queen's Pension Plan. QUSA will be participating on behalf of its Members in these discussions and will report on progress as we are able to.

QUSA Vice President Gill Berry and I were asked to meet with consultants hired by the University to review the role and structure of the Human Resources function at Queen's. We had an open and frank discussion with the Consultant Representative regarding our positive and negative perceptions of HR, as well as particular areas that require attention.

We continue to monitor the restructuring/amalgamation process occurring in the five Basic Science Departments in Health Sciences. We have met with some of the affected staff members and are in the process of engaging Human Resources and Faculty Administrators to ensure that all staff are provided with appropriate information, opportunities to ask questions, human resources support, training, and any other assistance they may require to have a successful transition to the new single department model. We know that a Top 100 Employer like Queen's will do the right thing by its staff, especially when many have been recognized as performing above and beyond normal expectations. We have confidence that these staff will be provided with every opportunity so that their contributions to the past successes of these units are recognized, and to ensure that this continues throughout the reorganization process.

I invite your comments and questions on any of the above and thank you again for your confidence.

**Mark Publicover**

## · QUSA's Tradition upon Welcoming a New President

It has been 10 years since QUSA has had a new President so many of you may not be aware of this tradition. At the first Executive meeting of the newly elected Executive in July 2010, [Spring Forsberg](#) passed along the gavel and Robert's *Rules of Order* to incoming President [Mark Publicover](#) in this traditional QUSA ceremony.

This was followed by a thank-you celebration for Spring to acknowledge her dedication and hard work on behalf of QUSA members.

**Sharon David**  
*Courier Co-Editor*



Left & center: Spring Forsberg passes the gavel and *Rules of Order* to incoming President Mark Publicover. Right: Spring enjoying the celebratory cake.

### QUSA Bursary Recipient

Announcing the recipient of the 2009 Queen's University Staff Association Bursary:  
[Sarah Mundell](#), Bachelor of Science (Engineering)

This bursary has a positive financial impact on a student's ability to cover the cost of their education.

***Congratulations Sarah!***

### Treasurer's Report

(as reported at the GM of October 21, 2010)

Operating	\$ 15,762.66
Bank of Montreal	\$ 1,122.63
G.I.C.	\$ 11,000.00
Barb Geddes Fund	\$ 3,805.99

**Cheryl Power**  
*Treasurer*

## Academic Planning Sub-Committee Update

Principal Woolf commenced the academic planning process in January 2010 when he released his "*Where Next?*" vision document to the Queen's community. The vision document was further complemented with the formation of the Academic Writing Team (AWT). The AWT was charged with the mission of providing the Principal with wide-spread input from all areas of the Queen's community which would, in turn, aid him with the creation of the Academic Plan. The process of pulling together the Academic Plan was then turned over to Senate officials in September, and it is anticipated that we will soon hear about their progress.

Over the summer, the AWT canvassed Queen's support staff for their input regarding the Academic Plan. It was in reply to this request that QUSA submitted the report entitled "*Our Contribution Toward a University Academic Plan*" (<http://www.queensu.ca/qusa/>).

The report called on the Principal to better integrate support staff into the process to allow *all* staff to participate more broadly and effectively. To facilitate this goal, the following recommendations were presented:

RECOMMENDATION 1: As the Academic Plan takes shape, measures should be taken to facilitate the more active participation of *all* staff as recommendations and changes slowly come to realization across campus.

RECOMMENDATION 2: The Principal and his Advisory Team need to address the concerns regarding methods of communication and finding creative ways to engage staff.

RECOMMENDATION 3: Clarity regarding the Academic Planning Process itself needs to be provided by the Principal to the entire Queen's community.

RECOMMENDATION 4: It would be beneficial if QUSA were able to communicate with *all* non-academic employees at Queen's during the coming months as the academic planning process progresses.

To supplement QUSA's report, the Academic Planning Sub-Committee has been formed to move forward with the process. Members of this committee include: [Roger Healey](#) (IRP), [Hans Metz](#) (Biochemistry), [Jeannette Parsons](#) (Grad School), [Bob Burge](#) (Education), and [Kelly Smith](#) (Arts & Science).

If you are interested in participating on this committee, or if you have comments, please send an email to [QUSA@queensu.ca](mailto:QUSA@queensu.ca).

***Kelly J. Smith, Member  
QUSA's  
Academic Planning Sub-Committee***

## QUSA General Meeting

At the October 21 QUSA GM, 75 members attended. The previous minutes were approved and a number of current issues/agenda items were addressed. Following the members' meeting an open discussion for all staff took place. The minutes of this meeting will be circulated prior to the next GM in the new year.

[Susan Anderson](#) was the lucky door prize winner of a fall decoration.

Pictured here is [Myrna Horton](#), presenting a cheque for \$440.95 to [Chris Whitaker](#), Chair of the Education Sector and [Shelley Aylesworth-Spink](#), Staff Co-Chair of the Queen's United Way Campaign. This donation represented the proceeds from the QUSA Strawberry Social held this past June.



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## We're Moving!

After about 15 years in the JDUC, QUSA has agreed to a request from the University to move our office space to make room for expansion of the SGPS (Society of Graduates and Professional Students) offices.

We will be moving during the week of November 22 - 26 to #49 Division Street, a small white house just north of Dupuis Hall. (pictured here)

QUSA will be the sole occupant of this house so we will have a more space and functionality at our new location. We will have room for two offices, storage, and two small meeting rooms. The University is covering the costs of this relocation. Once the dust settles, we welcome and encourage Members to come and visit us at our new location.



## Nominating Committee Report

After several unsuccessful attempts to attract staff members to serve on the QUSA Executive in the two vacant positions of Member-at-Large for West Campus and Member-at-Large for Research Grant and Contract staff, two nominations were received following the QUSA General Meeting October 21<sup>st</sup>. Following discussions among the QUSA Executive and with the candidates, nominations were accepted from [Susanne Cliff-Jungling](#) for the West Campus position and from [Holly Spencer](#) for the RG&C position. There being no other nominees for either position both Members are acclaimed to these positions for the Executive term ending June 30<sup>th</sup>, 2011, effective immediately. Brief bios for each of the new Executive Members are included in this *Courier*.

Holly will bring to the Executive a much needed perspective from the research sciences, technical and laboratory research contract staff lense, from her position in the Biochemistry Department. Susanne will be meeting with QUSA Members at West Campus to learn of their issues and concerns and to be a liaison between the QUSA Executive and these staff. Susanne currently works in the Geography Department.

I am pleased to report that the QUSA Executive now has its full complement of 13 members, a listing of who is included on the second last page of this issue.

*Mark Publicover  
Acting Chair*



**Holly Spencer**  
**Member-at-Large**  
**(R G & C)**



**Susanne Cliff-Jungling**  
**Member-at-Large**  
**(West Campus)**

I have been working at Queen's as a Research Technician since 2000, and specifically in the Biochemistry Department since 2002. My job is complicated; I often tell people that I am one part lab Mom, one part secretary, one part researcher, and one part manager. I love what I do, and can't imagine doing it anywhere but Queen's. Queen's offers me the perfect mix of flexibility, small city atmosphere, opportunity to grow, and benefits that have served me well over the years (especially as I work towards a degree). We also have a great sense of community here; one only has to look at the success of the United Way campaign, or QUSA's Strawberry Social to see that. I have been a member of QUSA for several years now, and have always been deeply appreciative of the hard work everyone on the Executive does (especially the Salary and Benefits committee) on my behalf. I have noticed however, that the atmosphere on campus has changed over the past year, and I feel like it's time to stop watching and start doing. Research, Grant and Contract employees make up a significant portion of Queen's staff, yet it often seems like we are not really considered part of the group. I would be proud to represent R G & C staff on the QUSA Executive, and make sure that our opinions are heard.

I came to Queen's in 1998 as a PhD student in the Department of Geography. Early on I realized that Kingston was a place I wanted to call home and decided to leave graduate studies in order to, well, get a job and start putting down roots. I began working at Queen's in 2000 as a casual employee in what was then called the Program of Development Studies. Over the last ten years I have worked for the Department of Geography, the Industrial Relations Centre and the eQUIP Task Force before returning to Geography this Spring as Project Coordinator (RG&C). I have been a QUSA member since 2002, was on the Executive in 2009, and am the QUSA staff representative on QUIC. I feel strongly that all staff need representation that goes beyond the salary and benefits portfolio and includes overall working conditions and policies.

## The Premier's Awards for Excellence in the Arts

The Premier's Awards for Excellence in the Arts recognizes artists and arts organizations for outstanding achievements and contributions to arts and culture in Ontario.

**Staff and faculty are eligible for this award.** Is there someone in the Queen's community whom you would like to nominate? Information about the nomination process and nomination forms is posted on the Ontario Arts Council website: <http://www.arts.on.ca>

Artists and arts organizations may be engaged in a variety of disciplines including, but not limited to:

community arts and crafts, dance, music, opera, theatre, visual and media arts, Writing, book and magazine publishing, digital media, film and television, sound recording

**Submission deadline: December 1, 2010**

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## The Human Rights Initiatives Award

[Nominations for the 2010 Human Rights Initiatives Award](#) are requested.

This award recognizes initiatives that have made an outstanding contribution to the advancement of equality and human rights at Queen's University.

The name of this year's award-winning initiative will be announced on **December 10**, International Human Rights Day.

Awardees will subsequently be given a framed certificate at a reception in their honour in addition to having the name of their initiative inscribed on the University's Initiatives Award plaque (located in Mac-Corry Hall).

**Submission deadline: November 30, 2010**

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### Kingston Coalition for Active Transportation

The Kingston Coalition for Active Transportation invites Kingstonians to become involved in the development of a plan where all modes of active transportation are made more safe, secure, convenient, and efficient:  
<http://www.kcat.ca/home.html>

### Kingston Humane Society

The Kingston Humane Society is currently seeking to fill several vacancies on the volunteer Board of Directors and, as such, has created a recruitment notice to advise of this effort.

If interested please contact Maggie Warner, Community Relations at 613-546-1291 ext. 106.

[Adopt a shelter animal and save a life ... visit \[www.kingstonhumanesociety.ca\]\(http://www.kingstonhumanesociety.ca\) and click on the Adoption tab.](#)

## Salary and Benefits Committee Report

The Salary and Benefits Committee held their first meeting in August. Members of the committee include: Maureen Bartram (International Relations), Davin Carlson (Psychology), Denise Cameron (Biochemistry), Teresa Pires (Global Development Studies), Phyllis Reid (Law), and Kelly Smith (Arts & Science).

The first order of business was to review and discuss the *Wage Restraint Legislation (Bill 16)* and its impact on Queen's Staff. In the end, it was decided that this issue is not a Salary and Benefits issue to be discussed with Administration, but rather a policy issue that the Executive must pursue. Certainly the Committee supports the position that the Executive, as a whole, has taken on the *Wage Restraint* issue.

Beyond this, we trust that everyone is aware that our *Memorandum of Agreement* with the University expired on June 30, 2010. No scale or step increases were allocated to staff on July 1, 2010. Further, and due to the Statutory Freeze surrounding the unionization vote, there have been no discussions regarding salary and benefits for staff with the University. This state of affairs will continue until resolution has been reached on this front.

The Committee, however, is preparing for these discussions now so that there are no further delays when union certification vote issues are resolved. These preparations include reviewing the survey data that the previous Salary and Benefits Committee collected last winter. The Committee will continue to prepare for discussions with the Administration, but if you have any suggestions or comments about things you would like to see reviewed, please email [QUSA@queensu.ca](mailto:QUSA@queensu.ca) and they will be passed to the Committee.

**Kelly J. Smith**  
Chair

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### Membership Report

I am pleased to report that as of October 31, 2010, QUSA has over 600 Members in good standing. While growing the QUSA membership is always a priority, in the current situation, there are no extraordinary activities underway to increase membership. New employees who are eligible for membership receive a package from QUSA. Staff who change positions, and are not members, are sent a membership application.

**Mark Publicover**  
Acting Chair

### Research Grant & Contract

We're really pleased to welcome Holly Spencer, the new RG&C Member-at-Large, and look forward to working with her on addressing, and advancing the profile of RG&C issues on campus.

**Maureen Bartram**  
Chair

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### Grievance Report

We are pleased to report that five QUSA members have been recommended to the Principal for appointment as Staff Advisors, as described in the Staff Grievance Policy. Once these appointments have been confirmed training will be provided. We will then publicize the Advisors' names so staff in need of assistance or consultation on workplace matters are able to make contact. QUSA remains available to engage the University in discussions to improve the Staff Grievance process. To date, the University has made no indication of willingness to re-engage in such dialogue.

**Deborah Stirton-Massey**  
Chair

## COUSA Conference Report Fall 2010

On October 29 and 30, Gillian Berry (Vice-President and Chair of the Education Committee) and Kelly J. Smith (Member-at-Large and Chair of the Salary & Benefits Committee) attended the Fall COUSA Conference.

For more information about the COUSA Conference please go to <http://www.cousa.on.ca/index.html>.

On the evening of October 29, there was a round table discussion between all the Universities in attendance: McMaster (CAW Local 555), University of Waterloo Staff Association, Carleton (CUPE 2424), Brock (OSSTF District 35), University of Ottawa (OSST District 35), Lakehead University (COPE 96), Wilfred Laurier (OSSTF District 35), and the Queen's University Staff Association (QUSA).

It was interesting and reassuring to know that for the most part, we are all experiencing some of the same issues. These similar issues include:

- Pension solvency discussions
- Job evaluations
- Bargaining (for our unionized colleagues)
- Grievances
- Traditional ways to engage members to become involved

On October 30 two education sessions were held:

**Workshop # 1- Engaging Members through Social Media** by [Anthony Marco](#) and [Kara Hiltz](#) (OSSTF) Did you know that 1 in 10 people have a *Facebook* page? In this fun and creative workshop, Anthony and Kara showed how *social media* could provide positive results for our membership and how it takes as little as 5-10 minutes a day, 2-3 times per week, to keep members interested and active online. Anthony and Kara showed how easy it was to create blogs, upload pictures and even create a simple podcast with your own personal smart phones. There were discussions about membership protection and smart ways to do this. This exercise had us thinking about the QUSA website and the possibility of having a more interactive site that could engage more of our members. *QUSA wants to know your thoughts on this.*

**Workshop #2 - Wage Restraint Legislation and its impact on the University Sector**  
Panellists came from across the province to provide updates on the *Ontario Public Wage Restraint Legislation* and its impact on the University sector. Discussions highlighted the following:

- **Public Government Consultations** ([Manzur Malik](#), Research Officer, OPSEU)
  - Mr. Malik spoke about Jurisprudence (theory and philosophy of law), how employers are reluctant to bargain, and that most scale increases have already been budgeted by employers across the province for their employees.
  - He provided statistical information on the proposed wage restraint savings (\$1.7 billion) that *might be* realized under this legislation. This was compared to large corporate companies who, under new provincial legislation, will collectively retain ~\$2.4 billion in corporate tax changes which are only of benefit to them.
  - The overall messages presented by Mr. Malik were that workers matter less and are bearing the burden of the provincial deficit, and those profits for large corporations matter more than workers.

- **Details of the Wage Restraint Bill 16** ([Alex McKinnon](#), Research Associate, United Steel Workers)
  - Although the wage freeze legislation window is from March 25, 2010, to March 31, 2012, it will actually proceed farther into the future as *Collective Agreements* expire. There can still be wage increases, but “*total (increased) compensation should remain at zero.*”
  - **Good news** - Bill 16 states that for Staff Associations or Unions the legislation does not apply. This means that the government can't enforce the legislation unilaterally. They can and have, however, asked employers (like Queen's) to follow the legislation as if it were enforceable. Essentially, the legislation is comparable to a “policy” which is now affecting University colleagues (including Queen's). Further good news is that if there was a pre-existing pay grid, the career progression wage element (like our step increase at Queen's) is still acceptable and allowable under the policy and should not cease for eligible employees.
  - **Bad news** - The Government wants employers and employees to voluntarily take a 2-year wage freeze when we next negotiate our *Collective Agreements* or discuss our *Memorandums of Agreement*. The government has indicated that, if an increase is negotiated, they might cut the funding for Universities. This is difficult to understand, as our current funding strategy is tagged to our BIU count (students in seats), not our operating or compensation costs.
- **Arbitrations with SEIU (Nursing Home Workers) and University of Toronto** ([Eion Callan](#))
  - The implementation of Bill 16 has not been a well-managed process, and it appears to have been more of a political move. The McGuinty government seems to be under pressure to be more financially prudent.
  - Arbitrators do not seem to be buying into the government's desire to slow down the growth of wages for public service employees, as was evident in the recent ruling of the 17,000 nursing home members. The ruling was in favour of awarding an increase to these employees and was the first to challenge Bill 16.
- **Negotiations Settlements** ([Ron Smith](#), CAW Negotiator)
  - Bill 16 will have a significant impact on members (and industry) and there does not seem to be any facts, figures, or particulars about significant recognized savings.
- **Faculty Perspectives** ([Mark Langer](#), President, Ontario Confederation of University Faculty Associations (OCUFA))
  - All faculty unions seem to be on the same page with regard to Bill 16. OCUFA as a whole, does not accept the government arguments that the public sector is the *cause* of the government deficit; nor do they believe the public sector wage freeze would *solve* the deficit problems.
  - There doesn't seem to be much appetite to strongly defend and impose this legislation on the part of government, as evidenced by the recent agreements at the University of Waterloo and the University of Toronto.

**Gillian Berry**  
**QUSA Vice-President**

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**Education Session on Finances** - Are you ready regarding your parent's finances or even your own? Are your kids ready regarding your finances?

Attend this informal session given by Kathryn Wright (<http://www.kingstonfinancial.com/aboutus.html>) on Thursday November 25<sup>th</sup> 12:10-1:00 in the McLaughlin Room, JDUC

## From our Members

*Good morning!*

*I have heard that QUSA has been in talks with Queen's HR to give staff a salary increase of at least a step on the grid (like at least a couple of other universities in Ontario who have given their staff some form of remuneration). My question is with regards to staff, like me, who have been at Queen's for a long time and who are at the top of their pay grid. In the past, we have received \$300 which, after taxes and divided by 12, barely covers a movie (and almost feels like an insult instead of a pat on the back for good work and loyalty). Should the University agree to give staff a step, what happens for these individuals who do not qualify for a step? ...*

*Regards,*

*Name withheld at the request of the Member*

Dear QUSA Member,

You have asked questions and made observations that are on many Members' minds. First, QUSA is not in talks with the University. We raised the issue of salary progression to the Administration in September and have received absolutely no reply. We will be trying to raise this issue again at our Joint Consultative Meeting with the Senior Administration.

The University has indicated that it will not enter into salary increase discussions with QUSA because of the Government Wage Restraint Legislation (Bill 16) and because of the freeze on the terms and conditions of employment of staff potentially affected by the union certification vote. However, we are of the opinion that the implementation of grid steps to eligible staff is not prohibited by either of these factors and should go ahead because it is part of the terms and conditions of our current employment. In regard to any payment to staff not receiving steps because they are at or above the maximum in their level, this would have to result from new salary discussions.

Thank you for your questions.

Mark Publicover

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### Food, Glorious Food!

**\$5.00 Fridays** - Queen's Hospitality Services is proud to offer \$5.00 Friday lunches again this year for all staff and faculty at Leonard Dining Hall, and Ban Righ Dining Hall. Please see the [Hospitality Services](#) website for menus and scheduled dates. Bring your employee ID.

**Lug-a-Mug Discount** - Help save the environment! Bring your own reusable mug to any Hospitality Services retail outlet on campus and receive a discount of 10 cents off your coffee or tea purchase.

*Jean Jeffrey, SGS  
QUSA Food Services Representative*

### Weight Watchers

**Why not get ahead of the holiday pounds before they get ahead of you?**

Join us at the Queen's Weight Watchers Open House on **Monday, November 29** at noon in the Robert Sutherland Hall, Room 411 (formerly Policy Studies).

Learn how holiday eating can work into your weight loss plan!

We hope you'll join us.

*Kellie Meacher (McGlade)  
Registrar's Office*

## About QUSA and Committee Representation

*The Queen's University Staff Association (QUSA) represents the interests of Queen's University non-unionized staff and membership is voluntary. New members are always welcome. Please visit our website for a [membership form](#).*

*QUSA members are also invited to participate in various committees across campus. As required, these committee representative positions are advertised through our QUSA Listserv to all its members. As positions become available, we encourage you to submit your name outlining your interest and any particular qualifications that would be relevant for consideration in representing said committee.*

*We thank all outgoing committee members for their service to QUSA and to Queen's. Please see the [QUSA website](#) and the [Queen's website](#) for a complete list of all Staff Representatives on Committees.*

### 2010-11 Executive Committee

**President:**

Mark Publicover, Geography 77218

**Past-President:**

Spring Forsberg, Arts & Science 78560

**Vice-President:**

Gillian Berry, University Registrar 74058

**Secretary:**

Lisa Neumann, Arts & Science 74722

**Treasurer:**

Cheryl Power, Rehabilitation Therapy 75381

**Members-at-Large**

**General Support Staff:**

Davin Carlson, Psychology 32867

Carol Johnson, Law 74295

Carol Kavanaugh, Arts & Science 77170

Kelly Smith, Arts & Science 77168

Deborah Stirton-Massey, History 74360

**Research, Grant & Contract Staff:**

Maureen Bartram, International Relations 32381

Holly Spencer, Biochemistry 33161

**West Campus Staff:**

Susanne Cliff-Jungling 75718

**QUSA Business Administrator:**

Myrna Horton 32215

## Welcome and Announcements

### New Members

Welcome to the following new members who have joined since the last issue of the Courier:

Hilary Davies  
Pamela LeBlanc  
Kristie Salisbury  
Kathy Baer

Research Services  
Graduate Studies  
Materials Management  
Gender Studies

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### Senate and Board of Trustees

Nominations are requested for the following:

1 Staff member	Senate (3-year term, 2011-2014)
1 Staff member	Board of Trustees (4-year term, 2011-2015)

Nomination forms and information about the process are available online at <http://www.queensu.ca/secretariat/election> or by contacting the University Secretariat, 153 Richardson Hall by 4 pm on Friday, December 10, 2010

### Joint Health & Safety Committee

A second QUSA representative from Arts & Science is required on the JHSC to effectively meet the requirements of the Occupational Health & Safety Act. Along with seven other Queen's joint health and safety committees, the Arts and Science QUSA representative would be required to attend quarterly meetings (1-2 hours in duration) and undertake workplace inspections (10-20 hours annually).

Contact Dan Latham at [dan.latham@queensu.ca](mailto:dan.latham@queensu.ca) or at ext. 74980

## About the Courier

*The Courier is the on-line Newsletter of the Queen's University Staff Association, and is published three times a year. Mark Publicover, Carol Johnson, Sharon David, Barbara Quesnel and Myrna Horton form the current Editorial Committee. The Courier belongs to you, our QUSA members, and we welcome your submissions. We encourage you to share your news of milestones in your life and career (births, marriages, promotions, retirements, volunteer service, etc.). Pictures are always welcome. Before each issue we will advise, via our ListServ, the deadline for receipt of such information.*

*Longer articles and letters on topics of interest to the Queen's University staff community, or in response to Courier content, are also welcome. We ask you to contact the Business Administrator at the QUSA Office, so that a word limit can be agreed and space can be allocated. Submissions must be original and signed. Opinions expressed are those of the writer. Please include your name, affiliation and phone number, and submit by email to: [qusa@queensu.ca](mailto:qusa@queensu.ca) We reserve the right to edit submissions to address style, length and legal considerations. We also reserve the right to edit or reject any submission that does not comply with policy.*