



Courier

Queen's University Staff Association

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QUSA~Working For YOU!

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What's on your Mind?

The QUSA Executive invites you to participate in a very short survey. In an attempt to address the ever-changing needs of our membership, we have a few questions for you, and you may have a few questions or suggestions for us!

Please take a few minutes and complete the survey enclosed with this Courier. Then just pop it in the mail and send it to the QUSA office. We will review the survey and provide you with the results in the next Courier.

Thank you in advance for your participation.



Staff Opening on Senate Send in your Nomination

The Senate requires the election of ONE staff member to fill a three-year term. Nomination forms are available from the University Secretariat at B-400 Mackintosh-Corry Hall or via the Secretariat website

<http://www.queensu.ca/secretariat/election>. Nominations close at 4 pm on Friday, February 27.

Balloting takes place March 15-31. Polls close at 4 p.m. on March 31. Results will be announced on the University Secretariat website by April 5.



Cocooning

by Bonita Lapenna

Walking home from work on the coldest day this year, wrapped to the eyeballs to avoid frostbite, I passed by the rinks at Victoria Park. They were packed as ever with young people playing hockey, despite a wind chill that could freeze the skin in 10 minutes.

I marvel at the love of sport that can overcome such inclement weather. All I wanted was to get home to a warm couch and watch Dr. Phil over a steaming cup of hot chocolate. The cold brings out the cocooning instinct in me. While I accept that a vigorous trudge through the snow is necessary to get me home, it's the respite from the cold once I get there that makes the walk worthwhile.

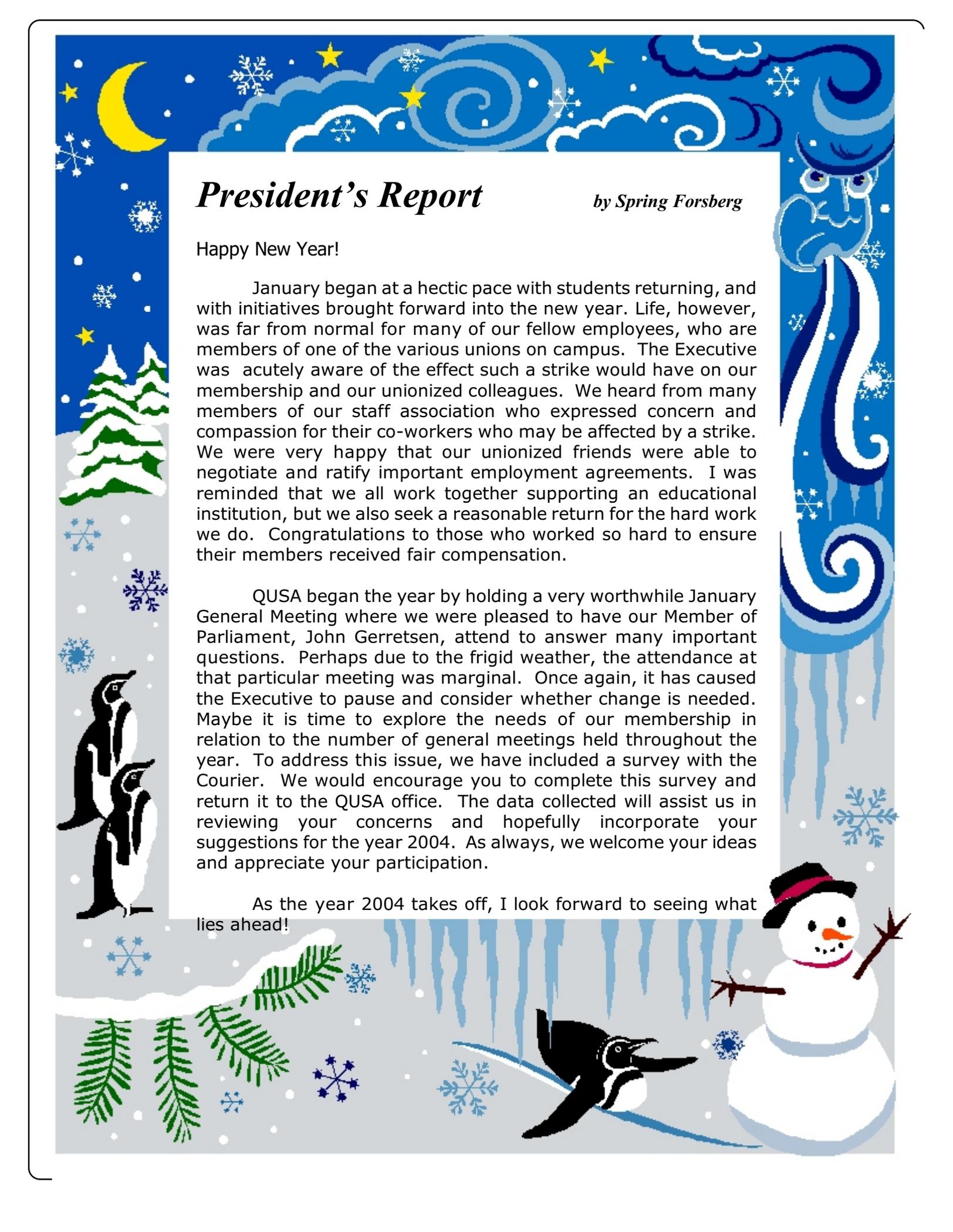
I don't think I'm the only one who likes to hibernate in the winter. I see it as a time of hunkering down into a warm, pillowy space as often as possible, both literally and figuratively. It's the easiest time of year for contemplation. I use the coldest evenings to ponder in what direction my life is taking me and where I want it to go next. It's a time of resolution for positive action and change - as long as it does not involve taking up an outdoor winter sport.

Winter is a time for savouring the warmth of a good bed, burrowing under the covers and appreciating the luxury of sundry pillows and duvets. Several sleeping cats, a good book, and a cup of tea complete the experience. This is in stark contrast with hot summer nights when there is often no way to get comfortable. Then, it's too hot to read, and the cats must tolerate the insult of being pushed about as I orient myself to the fan (which only blows warm air).

While summer for me is a time of events and activity, it seems even my blood slows in the winter. Perhaps it's my age. The children do not feel a need for scarves and toques as much as I, and it's a struggle sometimes to get my daughter to bundle up. I walk with her each morning, wearing a large cloth coat, mukluks, a hat with earflaps, a scarf, and mittens. She asks me if I will take an alternate route to work and not embarrass her by walking past her school. I comply; I was young and "cool" once, too.

Yet, when the sun stays longer and the days warm, I know I will drop my extra layers of clothing, and the time for contemplation will be over. I'll shed my woolly blankets and be too busy acting the social butterfly to spend much time in thought. I will have left my cocoon.





President's Report

by Spring Forsberg

Happy New Year!

January began at a hectic pace with students returning, and with initiatives brought forward into the new year. Life, however, was far from normal for many of our fellow employees, who are members of one of the various unions on campus. The Executive was acutely aware of the effect such a strike would have on our membership and our unionized colleagues. We heard from many members of our staff association who expressed concern and compassion for their co-workers who may be affected by a strike. We were very happy that our unionized friends were able to negotiate and ratify important employment agreements. I was reminded that we all work together supporting an educational institution, but we also seek a reasonable return for the hard work we do. Congratulations to those who worked so hard to ensure their members received fair compensation.

QUSA began the year by holding a very worthwhile January General Meeting where we were pleased to have our Member of Parliament, John Gerretsen, attend to answer many important questions. Perhaps due to the frigid weather, the attendance at that particular meeting was marginal. Once again, it has caused the Executive to pause and consider whether change is needed. Maybe it is time to explore the needs of our membership in relation to the number of general meetings held throughout the year. To address this issue, we have included a survey with the Courier. We would encourage you to complete this survey and return it to the QUSA office. The data collected will assist us in reviewing your concerns and hopefully incorporate your suggestions for the year 2004. As always, we welcome your ideas and appreciate your participation.

As the year 2004 takes off, I look forward to seeing what lies ahead!

Research Services Restructures to Improve Service Delivery to Researchers

Recent re-structuring at the Office of Research Services has improved the quality of research project support for Queen's faculty.

"We are a service-oriented resource providing assistance to faculty at all stages of the research process from project definition to closing out budget accounts when the project is completed," says Director **Sandra Crocker**.



To do this more effectively, Research Services has re-oriented its staff to create three grant facilitator positions, one in each of the broad areas of Tri-Council programming. **Bonnie Stewart** (Research Facilitator, Fine Arts, Humanities, and Social Sciences) **Robin Ashcroft** (Research Facilitator, Health and Related Sciences) and **Nancy Wood** (Manager and Research Facilitator, Natural Sciences and Engineering) are the first points of contact for researchers when they are seeking funding and approval for research projects. The grant facilitators work exclusively with faculty in specific disciplines to assist in identifying all sources of funding, both internal and external, for a given research program.

In addition, **Susan Marlin** (Associate Director, Research Grants and Ethics) oversees the grant application process and provides direction in the area of research with human participants. The Associate Director can assist in reviewing a research plan so that it reflects both a coherent vision and realistic goals for all aspects of the project, from acquiring funding to publishing findings.

The grant facilitators are proactive in their search for new funding sources to assist researchers who are expected to be nationally competitive for funding. We subscribe to a variety of databases of funding agencies wherein the facilitators and faculty themselves can search for potential funding sources once the researcher has developed an idea. The grant facilitators send funding opportunities to researchers through our fund-ops listserve and maintain archives of opportunities and up-to-date deadlines through the Office's deadlines calendar found on our web page. Throughout the year, each grant facilitator will co-ordinate and host a variety of workshops for faculty in their respective disciplines that are designed to help with the application process.

Once funding has been obtained, the Associate Director approves the opening of budget project accounts. As the research unfolds, **Pamela Armitage** (Post-Award Administrator) helps with any issues that may arise and, at the completion of projects, assists with closing out the award.

Kathy Reed, Linda Frid, and their assistant **Tina Burke** guide researchers through the steps required to obtain human ethics approval and certification for their research projects. Kathy administers the Research Ethics Board (REB), which is responsible for human ethics approval for research undertaken in the Health Sciences disciplines. Linda coordinates human ethics certification for all other research through the General Research Ethics Board (GREB). This entails adhering to policies and processes put in place by both the University and by



funding agencies, and ensuring compliance with the Tri-Council Policy Statement (TCPS). The two boards are made up of faculty members as well as community representatives and are chaired by two very knowledgeable and capable faculty members, Dr. Albert Clark (REB) and Dr. Joan Stevenson (GREB).

Monica St. Pierre (Administrative Assistant to the Director) manages a variety of committee functions, coordinates visits to the University, performs data and information searches, and effectively administers the office budgets.

Cathy Wood (Receptionist/Secretary) is the initial contact within the Office of Research Services and will direct callers to the appropriate Research Facilitator or to other staff members within the office, depending on their need.

David Bruce (our in-house Legal Council, Contracts and Agreements) and **Donna Ivimey** (Research Contracts Coordinator) process in excess of 400 contracts and agreements each year on behalf of researchers at Queen's University. Each of these documents is scrutinized thoroughly to ensure that the rights and entitlements of researchers, students, and the University are protected.

Kathleen Williams, (Coordinator, Research Information Systems) manages the research database, implements new systems, and oversees all of the computing requirements of staff members in the Office of Research Services.

Dr. Bonnie Beresford (University Veterinarian) and **Laurel Amey** (Research Coordinator and Secretary to the UACC) assist researchers in obtaining certification for animal care. Laurel administers the work done by the UACC, which is made up of faculty members and community representatives and is chaired by Dr. Michael Blennerhassett.

The Office of Research Services reviews and signs off on approximately 1000 grant and contract proposals each year. Secured funding increased to \$143 million last fiscal year, up from \$60 million five years ago. There are currently over 21,000 different funding programs to which faculty apply at Queen's.

Please visit the Office of Research Services web-site at:
<http://www.queensu.ca/vpr/index.html>

Coming Events:



Monday, February 23, 2004
Humphrey Hall, Room 201
TAX TIPS & ANSWERS TO
TAX QUESTIONS

Pamela Bandy-Dafoe has 28 years' experience in the income tax business and is willing to share her knowledge with us. If you have any questions or topics that you would like addressed, e-mail them to Pam at pfb@post.queensu.ca and she will address them during the seminar.



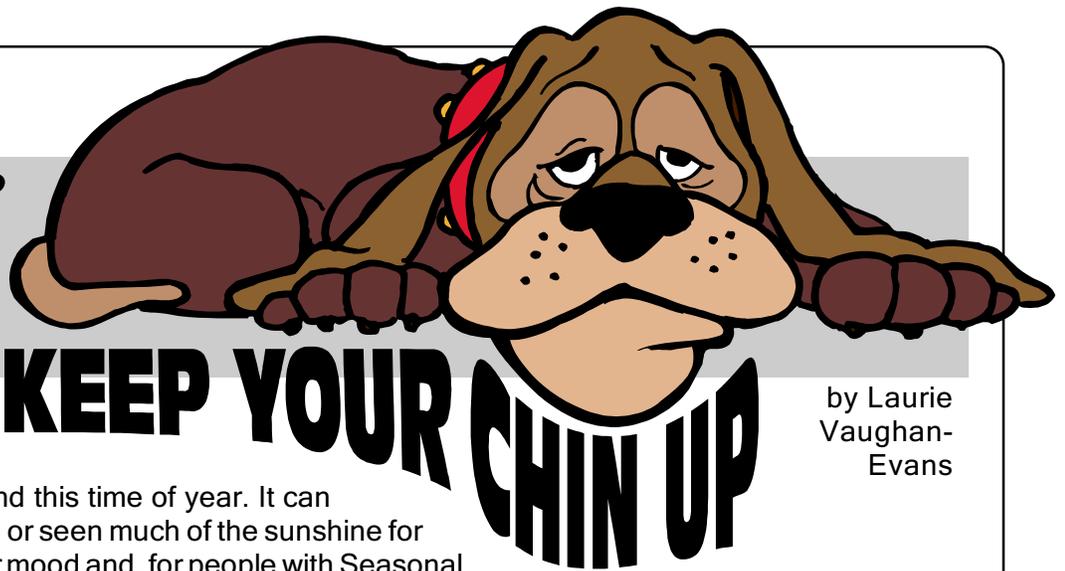
Thursday, March 4, 2004 &
Thursday, March 25, 2004
McLaughlin Room, JDUC
MEDITATION

GEN Thekchen
Kuluta Buddhist Centre
Learn how to relieve stress and increase concentration through meditation. **Please bring a towel or something to lay on.**



Thursday, April 6, 2004
Robert Sutherland Rm, JDUC
SELF-ESTEEM
Marg Holland, Certified
Parent Educator

Got the Blahs? EAP can help...



by Laurie
Vaughan-
Evans

For many people, winter really begins to drag on around this time of year. It can feel like we haven't been warm or seen much of the sunshine for far too long. This can affect our mood and, for people with Seasonal Affective Disorder (SAD), this brings heightened meaning to the February Blahs!

If you would like to talk with someone about how you are feeling and methods for coping, help is at hand through Queen's Employee Assistance Program (EAP). EAP has been available to Queen's employees since 1990. It is a voluntary, confidential counselling and referral service provided at no cost to all employees of Queen's University and their families. EAP can help you with personal concerns, tensions, and stress before they lead to more serious difficulties. The service provider for Queen's University is Warren Shepell Consultants. Counsellors have a master's degree or doctorate in the fields of psychology, clinical social work, or educational psychology and can assist with a range of concerns, including addictions assessment and counselling, marriage and family therapy, assertiveness training, sex therapy, play therapy, bereavement issues, anger management, stress, and physical/emotional abuse.

To find out more about the help that is available through EAP, you can call 1-800-387-4765, or you may visit their website at <http://www.queensu.ca/eap/main.html>. This website contains a wealth of information on the types of problems that can be addressed, the services offered and counsellor qualifications. It also provides a link to a series of articles from an online newsletter called Health Quest. The following is a short excerpt from a Health Quest article entitled: "Beat The Blahs & Bouncing Into Work After A Day."

Managing the "Monday Blahs"

Understanding some of the common reasons for "Monday Blahs" is one thing. Figuring out what to do about it is something else again. Most of us just accept "blue Monday" as a fact of life. In other words, we believe there is nothing or very little we can do about it. But the truth of the matter is that there are a number of ways that we can exercise more control over Mondays. For instance, we can plan something enjoyable for Mondays to keep the child part of our personality happy - if not on Monday, then later on in the week as something to look forward to. We can try to view Mondays and our work in a more positive way. And we can organize our lives so that the first day back to work gets off to a better start, and the day goes more smoothly.

Here are some tips worth considering from EAP counsellors Eva Sansom and Bill Tibbo:

- ❖ Try your best to complete your work on Friday so that you can start Monday with a relatively clean slate. If you have the type of job that allows you to do this, you'll find that this fresh start makes it easier to look forward to Mondays. If you need to take work home with you, set aside a specific block of time (on the next day if possible) to complete your home work so that you're not distracted by concern about getting at your work.
- ❖ List your goals for Monday before you leave work on Friday. This enables you to start work right away and helps to lessen that swamped feeling if you have a lot to do.
- ❖ Strive for some sense of organization on weekends. You can do this quite simply by listing your household chores.

What's more, you'll probably find that a little organization can mean getting your chores done in two hours instead of five. Try not to overwork yourself on household chores. Some folks run so many errands on their days off that these days feel like regular workdays. Prioritize what needs to be done, what can wait, and what it is that family or others can assist with.

- ❖ Set leisure goals for the weekends. When we don't get much fun out of life, we often see work as the culprit. But more often than not, the problem stems from not making the effort to plan something enjoyable for the weekend. Planning is the key. It allows us to anticipate and get excited about our personal plans, and once enjoyed, we get a sense of accomplishment from having designed our life. If we don't plan, don't anticipate, and coast into weekend activities, the activities tend to lack variety. And we often answer the Big Question of what we did on our days off with the ever common "Not much."
- ❖ Free up the night before the big day back to work, and use the night as a time to relax.
- ❖ Plan what you will wear to work on Monday or your first day back. You can boost your self-confidence and make your return to work more enjoyable by giving your personal appearance the attention it deserves.
- ❖ Get up earlier on Monday morning and have a good breakfast. You might even want to go into work a little earlier on Monday. Remember that a head start will make you feel more in charge of your workday.
- ❖ Plan something pleasant for Monday such as meeting with a friend. Or try to schedule a part of your work that you really enjoy for Monday morning.
- ❖ Give your co-worker's spirits a lift on Monday. For instance, slip a note on a co-worker's desk complimenting him or her on something you like about working with that person.
- ❖ Designate Monday as humour day. Bring some of those amusing cartoons or quotations from the weekend paper and share them with co-workers or post them on the bulletin board.

- ❖ Most of us work with at least one person who bounces into work most every day with energy and enthusiasm. For other ideas that really work, spend some time with this person and ask what his or her secrets are on beating the blahs.

When the Blahs Last All Week...

But what if you have a nagging negative attitude toward work that lasts longer than Monday - how can you handle this? Counsellor Bill Tibbo offers the following advice:

- ❖ Set goals - daily, weekly, and monthly. Checking goals off your list can provide you with a sense of accomplishment. In fact, most people feel a sense of exhilaration when they cross that last item off the list and realize that a day's work or a special project has been completed. What's more, goal setting puts you in charge of your job. You aren't waiting for your pay cheque or praise from your boss to provide gratification. If you find your work to be fairly routine, and can't identify daily goals, set personal goals such as reading a particular book over the next week on your way to and from work while you're on the bus.
- ❖ Deal with unpleasant circumstances at work instead of tolerating them. For instance, if you've had a disagreement with a co-worker, it makes more sense to discuss the problem and try to resolve it instead of just worrying about it.
- ❖ Try to take a break during the workday - at lunch or at coffee break - where you take this time to recoup.

...Imagine how nice it would be to just enjoy the weekend - and not to dread Monday.

For EAP counselling services through WarrenShepell Counselling Services, please call and discuss your concerns and issues with a professional counsellor. All contact between you and your counsellor is completely confidential.

English Language Service 1-800-387-4765

French Language Service 1-800-361-5676

Counselling services are available 24 hours a day,
7 days a week.

Welcome New Members!

Carole Morrison - Disraeli Project

**Jeanette Parsons,
University Advisor on Equity**

Erin Webster, Arts & Science

David Youssef, Education



SENATE COMMITTEES NEED STAFF MEMBERS

Including: Budget Review, Creative Arts,
Educational Equity, Non-Academic
Discipline, and more...

Terms for Staff start September 1

Apply now! Deadline: Friday, February 13

www.queensu.ca/secretariat/senate/vacancy

**or call 533-6095 or
Visit Mackintosh-Corry, B400**

Let's Hear From You

Take a few minutes to write us
2 or 3 lines on E-Mail to:
QUSA@post.queensu.ca



SEND A BOUQUET:

Give someone a pat on the
back: let us know if
something is going right.



SOUND-OFF:

Have a comment,
complaint,
question?

Bouquets/Sound-offs should be sent to
the QUSA Office, Room 235, JDUC

POLICY REGARDING LETTERS TO THE EDITOR, SOUND-OFFS, OR BOUQUETS

We would ask that submissions be signed so that,
if need be, we can clarify any information with the
writer. If you wish to have your name withheld,
should your letter be published in the Courier,
simply indicate so and we will honour your request.

- Reminders:**
- QUSA Membership Fees are tax deductible and appear on your T4
 - Deadline for Tuition Assistance & Child Care Benefit - February 28

2003/2004 QUSA EXECUTIVE

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OFFICE HOURS: Monday to Thursday 8:30 a.m. to 2:30 p.m. Closed July & August