The Queen’s University Staff Association (QUSA) marks another milestone this year - 35 years of staff representation.

Staff representatives, elected to the QUSA Executive Committee, are essential for gaining a broad understanding of the current concerns of continuing staff and research, grant and contract staff. One hundred and sixty-eight staff members have served on Executive Committees and many others have participated in other committees: from standing committees like the Salaries and Benefits and the annual Strawberry Social Committee, to ad hoc committees that provide valuable input on a short-term basis.

QUSA’s Salaries & Benefits Committee is responsible for representing Queen’s University staff members in negotiating their compensation agreements. In 1997, QUSA members voted for the first time on their Memorandum of Agreement.

In 1989, QUSA hired Betty Pollard as Business Administrator. As the first point of contact for information relating to salaries, benefits, or other concerns, her expertise is a resource drawn on by all staff at Queen’s University.

QUSA has also been well-served by the participation of sixteen Presidents. Spring Forsberg, QUSA’s current President, has served a record of seven consecutive terms of office. This continuity of service supports her leadership through an in-depth knowledge of the ongoing interactions between staff and campus administration.

Since 1972, QUSA has been representing the interests of Queen’s University non-unionized staff. More than 600 staff members are currently members of QUSA and new members are always welcome to join.

Congratulations QUSA on 35 years!

If you would like more information about QUSA or would like to discuss any staff concerns, please contact the QUSA office at 533-2215 or write to QUSA@post.queensu.ca.
President’s Report

by Spring Forsberg

Your QUSA Executive has been busy since the start of 2007 as we look ahead to a productive new year. Many of you have taken advantage of the many sessions offered by the Education Committee, the most recent being a review of the millennial generation and the characteristics of the current student body. Thanks to our Education Committee for such great work this year! Your Salary and Benefits Committee are working with the Administration in hopes of securing additional funds to provide the full Winter Term tuition support benefit. Additionally, your Membership Committee is pursuing the notion of supporting a QUSA Staff Award. You received a survey recently with regards to that topic with hopes that you will consider this initiative.

During the month of January, the QUSA Executive and the Salary and Benefits Committee met with Mr. Crozier, an Actuary, who reviewed the proposed pension plan changes with the Executive. The Executive Pension Committee also met with Mr. Crozier for an additional meeting to address questions/concerns raised by the Executive. At this point, we anticipate a joint meeting with all employee groups on campus as we continue to move forward in unity on this topic. A special thanks to QUFA for their on-going support and assistance during these discussions.

January also saw some members of the Executive visit West Campus where we were pleased to meet with current and potential QUSA members. Thank you to those who attended, to those new members who joined at that time, and to Jessica Maskell for organizing our visit.

As the New Year unfolds we hope to bring you special events to celebrate 35 years of QUSA, continue to work with Human Resources on the review of the Job Evaluation System, and strive to increase the membership of the Staff Association to demonstrate to the administration the value of this Association.

Happy New Year!

Coming Events...
(Mark your Calendars)

February 1 to 28, 2007

Fund Raiser - Delvalle’s Art Corner,
222 Wellington Street, Kingston 613.542.4222
www.DelvallesArtCorner.com
E-mail: delvalle@kingston.net
Hours 10 - 5 Tuesday through Saturday (Sun/Mon by chance or appointment)

Local Kingston artisans have donated several pieces of original art in support of the Heart & Stroke Foundation. One-of-a-kind pottery, woodturning, stained and fused glass, ceramic sculpture, photography, metalwork, and jewelry – all designed especially for this fund-raising event.

March 1 - 2: 9:30 am - 9:00 pm
March 3 - 4: 9:30 am - 5:00 pm

The Lung Association’s Gardening Festival
Bigger and Better than ever!
Portsmouth Olympic Harbour
Admission is $7 Adult, $5 Senior and free for kids under 12.
More info at: www.whatsonkingston.com

Gardens, gardening products and services, speaker series, family fun night, entertainment, demonstrations, raffles, silent auction and much more!

March 7, 2007

Limestone Quilters’ Guild
- Little Quilt Auction
7:00 pm to 9:00 pm
Seniors Association Centre - 56 Francis St.
Free Admission
Silent Auction of handmade quilts and small quilted items, Raffle Table, Quilters’ Basket Draw, Tea Room
Proceeds support Community Projects
The Office Next Door presents ...

School of Kinesiology & Health Studies
by Melody Monte

The administrative office for the School of Kinesiology and Health Studies (SKHS) can be found on the second floor of the Physical Education Center—a building that the SKHS shares with Queen’s Athletics and Recreation. However, in three years the School will be moving into a new building on the corner of Division and Union Streets (where the current Arena stands) as part of the new Queen’s Centre—and Queen’s Athletics & Recreation will move into new facilities to the north of the current building.

The SKHS offers both a Bachelor of Physical & Health Education as well as Bachelor of Arts degrees in Health Studies. The approximately 400 concurrent BPHE students are also taking a BA, BAH, BSC or BSCH program which means that they have had a heavier work load (two to three courses extra per term) than the normal undergraduate in the Faculty of Arts & Science.

The first graduating class of students with a BPHE from Queen’s was in 1950. What is quite exciting is that as of September 2007, the concurrent BPHE will be replaced with both a Bachelor of Science degree in Kinesiology and a new honours program in Physical and Health Education—with the first graduating classes expected in 2011. A new era begins!

The SKHS is also equally proud of the new Health Studies programs. Each year, more students are excited to take a BA(H) minor, medial or major program which allows them to study health promotion, health education, population health, anatomy & physiology, epidemiology, nutrition, health behaviour change, health policy and so on. When the new programs are completely phased in, we expect an enrolment of over 400 students. The first graduating class in a BAH MAJ HLTH will be Spring 2007!

In fact the School occupies a unique position to become a leader in understanding physical activity and its effects on health enhancement, disease prevention and human performance. Students have access to an all-round education based on a multi-disciplinary study of the human body, mind & spirit as society strives to encourage a healthy, active lifestyle in an ever changing world.

Our faculty are currently conducting leading-edge research in areas such as physical fitness, public health, biomechanics & ergonomics, health promotion, and the science & psychology of physical activity. Within the SKHS you’ll find the Human Mobility Research Centre, the Ergonomics Research Group and the Centre for Obesity and Research Education.

The SKHS also offers an M.A. and Ph.D. in Psychology and Socio-Cultural Studies of Physical Activity, an M.A. or M.Sc. and Ph.D. in Physical Activity Epidemiology and Health Promotion and an M.Sc. and Ph.D. in Applied Exercise Science. Currently there are over 50 active graduate students in the SKHS.
The SKHS has a longstanding relationship with Athletics & Recreation. There is a natural ebb and flow between both the Bachelor of Physical and Health Education & Health Studies students and Queen’s Athletics & Recreation. Not only will you find our undergraduates participating as athletes, you’ll also find them working as lifeguards at the pool, athletic trainers on the sidelines, fitness instructors, sport camp counsellors, etc.

You’ll find a busy staff in PEC 223 who are responsible for ensuring that the academic programs are delivered successfully. At our front counter, our receptionist, Trish Stenzl, is a favourite with the many students seeking assistance and provides critical clerical support to the undergraduate programs. Kathy Jackson, Undergraduate Coordinator, with her Assistant, Melody Monte, face many challenges as new curriculum is developed for delivery, advising students in both old and new programs, timetabling, preregistration & registration, recruiting for the SKHS, supporting student initiatives, such as an annual Career Fair, Horizons (Professional Development Conference), the Winter Adapted Games, etc. Never a dull moment!

Angie Maltby, the Graduate Assistant and Assistant to the Director of the SKHS, is critical to the day-to-day operations of the School. She handles a multitude of tasks supporting professors and graduate students with humour and verve.

If you’re interested in learning more about us, check out the School of Kinesiology and Health Studies Website!

**Welcoming our newest Member**

- Carolyn Burley, Education
- Leslie Dal Cin, Physical Education Centre
- Jeffrey Conquergood, Education
- Anita Davies, Human Rights Office
- Xin He, School of Business
- Emily Mainse, Residences
- Kelly McGlade, Admission Services
- Jane O’Donnell, School of Business
- Beth Readman, Financial Services
- Deborah Roy, Office of Institutional Research
- Rowena Selby, International Centre
- Brenda Shantz, Education
- Frances Shepherd, Writing Centre

**Positive Space**

Been wondering about the Positive Space Program? Information Sessions are now scheduled. If you’re interested, please go to: [http://www.queensu.ca/humanrights/questionnaire.htm](http://www.queensu.ca/humanrights/questionnaire.htm)

Complete the brief questionnaire and select the session you’d like to attend. Details will then be forwarded to you. Staff are welcome to attend any one of these, including the session for instructors.

Positive Space makes a difference!
QUSA UPDATE:

What is happening within the Confederation of Ontario University Staff Associations & Unions “COUSA”? by Sharon David and Sheri Foster

Founded in 1974, the Confederation of Ontario University Staff Associations & Unions “COUSA” is an umbrella group of unionized and non-unionized staff organizations at Ontario universities. Membership includes administrative, clerical, professional and technical occupational groups.

COUSA provides a mechanism to share information on activities or trends which can affect the employment of their members. It also lobbies government in a unified way, advocates on behalf of Ontario staff to government and the public, and provides a forum whereby member organizations may act collectively on a provincial basis.

Workshops are held for member organizations on important topical issues such as labour law reform, pay equity, and negotiating skills. As QUSA is an active member of COUSA we send two members of the executive to three workshops/conferences per year to network and to obtain ideas that will help in our roles here at the University.

A summary of the workshops attended in 2006, with additional information and useful links are described below.

November 10, 2006: Gerry LeBlanc spoke on “Accommodation of Injured Workers in the Workplace.”

In 1998 the Mike Harris Conservative government introduced Bill 99 which eliminated the "Workers Compensation Board" (WCB) and replaced it with the "Workplace Safety and Insurance Board" (WSIB). Injured workers and unions have since struggled to maintain the integrity of the 100-year old compensation system. The original deal traded workers' individual right to sue for a continuance of pre-injury income whereby the uncertain prospect of a large pay-off was replaced with income security.

All incidents need to be reported, because anything might have the potential to cause a disease or injury. The worker must first notify the employer of the workplace injury and the employer must report the injury to the WSIB within 3 days using Form 7. Further forms are required such as Form 6 – the Worker's Report of Injury/Illness, Form 8 – the Physician’s First Report, Form 2647A – Functional Abilities Form (FAF), and Form 41 – Worker's Progress Form (formerly Form 28).

The FAF forms the basis of the WSIB's policy of Early and Safe Return to Work. LeBlanc felt the WSIB is heavily focused on return to work above any other concerns, and that employers are willing participants because they can save premium costs by "offering" what they deem "appropriate" modified work. Return to work while recovering may be beneficial, however, the return should be safe, appropriate, and timely.

June 10, 2006: Wayne Galandy of the Workers Health and Safety Centre and Don Fraser, President of the Hamilton & District Labour Council gave a special presentation in training for workers in Occupational Health and Safety.

Queen’s offers two training sessions through Environmental Health and Safety: Occupational Health and Safety for Supervisors, and Office Safety Awareness. Information on Occupational Health and Safety within Canada can be found at the Canadian Centre for Occupational Health and Safety, “OSH for Everyone”, and the Ontario Ministry of Labour and OHS Act websites.

Andy Simpson, an OSSTF specialist in Protective Services, and Simon Blackstone, from the legal firm Green & Chercover, Barristers & Solicitors spoke on “Progressive Dismissal”. “Progressive Dismissal” or “Progressive Discipline” is a process used for employees whose standard of performance or conduct is unsatisfactory. Rather than straight dismissal the goal of progressive discipline is to correct poor behaviour and create a better and more productive employee. The steps involved help to prevent a wrongful dismissal grievance. Read more about this topic on the Government of Canada’s website, in the Queen’s disciplinary action policy and grievance procedure.

March 4, 2006: Nora Spinks spoke on “Generational Differences in the Workplace.”

Workplaces deal with four distinct generations in the workforce, and in universities, with the impending end of mandatory retirement, this will soon be five. Each of these generations has different assumptions about what is important, how to solve problems, the use of technology, loyalty to the employer, what is appropriate compensation, and so on. “Generational Differences in the Workplace” has become increasingly important for the “veterans”, “baby boomers”, “trailing boomers”, “gen-Xers”, and just now coming into the workforce, the "Net generation". The Mayo Clinic describes these differences and provides tips to work with the various generations to help reduce workplace stress.

Tracey Henry, an associate at the legal firm Cavalluzo Hayes spoke about special issues for unions and employers in "Dealing with the End of Mandatory Retirement". Ontario's Bill 211 will make clauses in collective agreements and pension plans which require retirement at age 65 a violation of the Human Rights Code. Clauses which allow the employer the discretion to permit work after age 65 will also be a violation. However, Bill 211 allows discrimination on the basis of age to continue in the case of LTD, WSIB, Life Insurance, and other benefit plans. Employees will have the right to continue to work but increasingly at their own risk.

The effect of mandatory retirement for us here at Queen’s is outlined under the Employee Benefits section of HR: http://www.hr.queensu.ca/benefits/mandatory-retirement.php

SENATE AND BOARD OF TRUSTEES ELECTIONS/STAFF REPRESENTATIVES

February 1 through 23, 2007 vote online at http://www.queensu.ca/secretariat/election

- Nominees for Staff Senator: Irene LaFleche (Computing), Tanya Thomas (Health Sciences).
- Nominees for Staff Trustee: Bob Burge (J.D.U.C.), Laurie Ross (Business).

The Senate Nominating Committee is looking for Staff members to fill two upcoming vacancies on Senate Committees: Senate Committee on Academic Development and the Senate Nominating Committee. Terms are for two years and begin September 1. Interested Staff are encouraged to apply on-line at: http://www.queensu.ca/secretariat/senate/vacancy/stafform.html
You Can Make a Difference
by Betti Stiff

As Queen’s employees we often hear about the good work of the University’s students but the contributions of staff are rarely recognized outside of their own departments. We’d like to acknowledge these efforts and maybe even inspire others to get involved.

Kathie Granger of the University Registrar’s office reports their three units, Admissions, Records and Services, and Student Awards have been making a difference for the past three years. In 2006 they collected $1285.50 for the snowsuit fund, 423 food items for the food bank and $150.50 cash for perishable items. They were able to raise this astounding amount simply by having a volunteer in each office collecting monetary and food donations. As an extra incentive this past year, University Registrar Jo-Anne Brady generously offered a pizza lunch for the unit who collected the most. After seeing how well all of the units responded, everyone was treated to a pizza lunch. This year they are getting a head start. Friday’s are dress-down days but wearing jeans will cost you a Loonie. They will be having a monthly bake sale and are also planning a few draws and potluck lunches throughout the year. Their goal each year is to collect more than the previous year and it sounds like they are well on their way. This is one well organized (and fun) group!

But maybe, like mine, your department isn’t able to be quite so coordinated. At ITServices our main effort is raffle tickets sold at our Christmas party – this year we raised $1125.00. There are also staff members who regularly sell items for the various charities such as carnations for Multiple Sclerosis, crocuses for the CNIB, cheese for the Special Olympics and tulips for The Lung Association. The various units also participate in an Alzheimer’s Coffee Break which usually raises around $400.00/year. Helping doesn’t need to be a grand gesture. Every little bit helps.

Let’s face it, we’re pretty lucky to work at Queen’s and giving back to our community benefits everyone. We know that there are many others out there making a difference, so drop us a note at QUSA@post.queensu.ca so we can share your ideas.

Nonviolent Crisis Intervention

The QUSA Education Committee and Queen’s University Campus Security are pleased to offer a training session in the Nonviolent Crisis Intervention® program created by the Crisis Prevention Institute Inc. The session will be offered on Saturday, April 21st and costs $20.00 per person. Initially it will be offered to QUSA members only.

This training program teaches professionals how to safely manage disruptive and assaultive behaviour. Along with learning CPI’s proven methods for defusing explosive behaviour, participants leave the program with confidence to handle threatening or challenging situations with minimal anxiety and increased confidence.

The program places an emphasis on the provision of CARE, WELFARE, SAFETY, and SECURITY of all parties involved in a crisis situation. Contact Jessica Maskell at maskellj@educ.queensu.ca to register.

NOTE: This course is taught by Queens University staff trained as certified instructors of the Nonviolent Crisis Intervention® training program and is available only to members of the Queens University community. If you are looking for information on courses taught by the Crisis Prevention Institute, Inc. please go to http://www.crisisprevention.com.
Condolences ...


To family, friends and colleagues of Bob Conway, retired from Mechanical Engineering, who passed away on December 29, 2006.

Bob served as Grievance Advisor for many years and on the QUSA Executive in the following positions:
- President: 1977/78 & 1982/83
- Vice-President: 1976/77
- Past President: 1978/79 & 1983/84

His wife, Vera Conway, retired from Computing & Communication Services (now called ITS) in 1993.

REMINDER:
The deadline for Tuition Assistance and Child Care Benefit is February 28, 2007.

Let's Hear From You
Take a few minutes to write us 2 or 3 lines on E-Mail to:
QUA@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.

Contributors Wanted for:
- Announcements
- Bouquets
- Compassion in Action
- Sound-Off
- The Office Next Door
- Any other topic

NEW! Announcements for staff members other than yourself must be accompanied by written permission from the staff member concerned.

2006/2007 QUSA EXECUTIVE

President - Spring Forsberg, Cont.Distance St. 78560
Vice-President - Gail MacAllister, Psychology 36406
Secretary - Sandra Jeffers, International Cntr 32604
Treasurer - Sheri Foster, Political Studies 77451
RG&C - Pamela Bandy-Dafoe, Chemistry 32630
RG&C - Karilee Reinbold, HPCVL 78485

Members-at-Large
- Jane Dauncy, Psychology 32876
- Peg Hauschildt, Physics 32169
- Patti George, Purchasing 74233
- Jessica Maskell, Fac. of Education 74286
- Carolyn Morrison, Psychology 32493
- Lori Rand, Residences 32048

QUSA OFFICE - Betty Pollard, Business Administrator, Tel: 32215, JDUC Fax 533-6190
OFFICE HOURS: Monday to Thursday 8:30 a.m. to 2:30 p.m. Closed July & August