

QUSA Courier

Queen's University Staff Association

Est'd 1972

Volume 2/2004

QUSA~Working For YOU!

APRIL 2004

EDITORS: *Bonita Lapenna & Laurie Vaughan-Evans*

EXECUTIVE REPRESENTATIVE: *Mary Jane Kingston* **DESKTOP PUBLISHING:** *Betty Pollard*

ANNOUNCING: *the 2004/2005 QUSA EXECUTIVE*



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Andy Curtis, School of English
Sheri Foster, Pharmacology & Toxicology
Jessica Maskell, Education (West Campus)
Kim Jesse, Neuroscience Studies
Carolyn Morrison, Life Sciences

(Research, Grant & Contract)

Pamela Bandy-Dafoe, Chemistry
Ellen Hawman, Disraeli Project

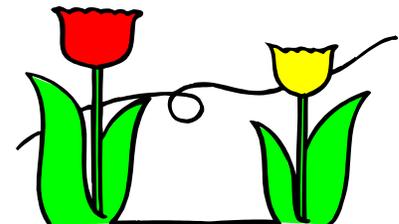
Salary & Benefits Committee:

Audrey Hunt, Emergency Medicine
Fran Lanovaz, Purchasing
Dean McKeown, School of Computing

**NEW TO THE
2004/2005 EXECUTIVE**

ANDY CURTIS

Since September 2002, Andy Curtis has been the Director of the School of English (not the Department). He has a Master's in Applied Linguistics and a PhD in International Education, both from the University of York in England. He has published around 60 papers, articles, book chapters and books and given 100+ presentations in about 20 countries. He is interested – both personally and professionally – in models of “change management”, “cross-cultural community building” and “servant leadership”. His wife and son are from China and he is from England via India and South America, making his a Sino-Indo-Anglo-Carib-Canadian household! He is very much looking forward to serving staff at Queen's through his contributions to the work of QUSA.



CAROLYN MORRISON

Carolyn Morrison started working at Queen's in the fall of 1983 in the Administration Office of Douglas Library as the Receptionist. She is now the Administrative Secretary in the Life Sciences Office. She has been a QUSA member for many years, was on the QUSA Executive as a Member-at-Large in 1999/2000, and has returned to the same position. She looks forward to the year ahead.

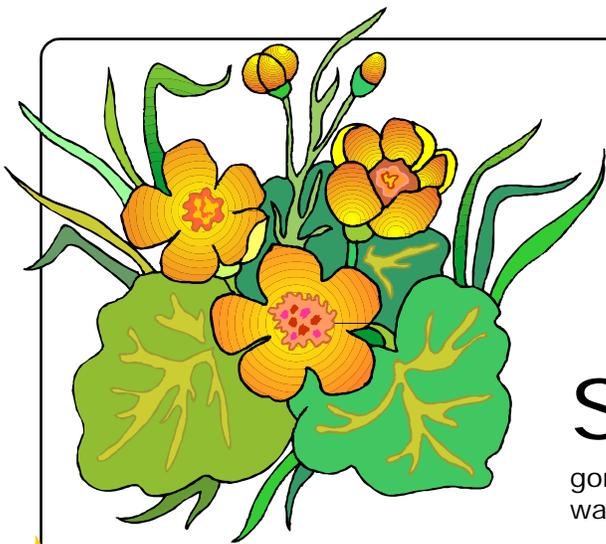
**QUEEN'S UNIVERSITY STAFF ASSOCIATION
INTERIM FINANCIAL REPORT
Fiscal Period May 1, 2003 - February 29, 2004**

Balance Forward as of 13th Month 2003		\$3,804.65
REVENUES		
Membership Dues	\$35,424.00	
Strawberry Social	\$1,937.50	
Christmas Luncheon	\$1,044.00	
Total Revenue		\$38,405.50
EXPENDITURES		
Office Expenses	\$28,308.89	
Conferences	\$3,607.19	
COUSA Fees	\$2,072.00	
Wine & Cheese	\$486.00	
Executive Retreat	\$446.91	
QUSA Bursary (Endowment/ Strawberry Social)	\$800.00	
Strawberry Social	\$1,111.32	
Christmas Luncheon	\$960.00	
Total Expenditures		\$37,792.31
Balance Remaining as of Feb. 29, 2004		\$4,417.84
Bank of Montreal Account		\$1,804.86
GIC Investment as at October, 2003		\$10,997.93

WELCOME NEW MEMBERS!



Penny Barr, Residences
Diane Bootsma, Equity Office
Kim Delaney, MBA for Science & Tech.
Wendy Gollogly, NCIC Clinical Trials
Carol Kavanaugh, Arts & Science



PRESIDENTS REPORT

By Spring Forsberg

Spring has finally arrived, and I feel like I am coming out of hibernation after what has been a long and cold winter! Before long, the bulk of the students will be gone and the summer workload will kick in but it will be warm and the sun will be shining.

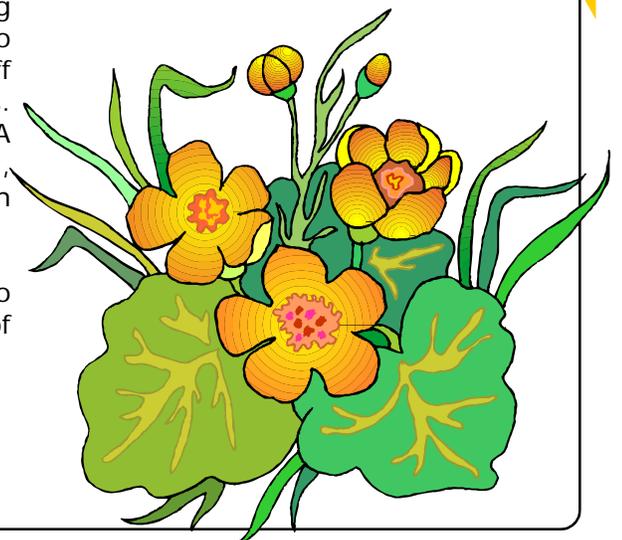
Recently, we invited you to participate in a survey (included with your last Courier). For your information, the surveys are currently under review and are being discussed in our Executive meetings. The findings will be reported in a future Courier. Of interest, along with the responses to the specific questions asked, were the comments that many of you offered. Thank you for your input and for taking the time to respond to the survey. We will begin shortly planning our Executive retreat to help guide us during the 2004/2005 year. The survey results will be the basis of that planning session.

As the term for our current Executive ends, I would like to thank the members who will be leaving us at the end of this term Julia Blackstock of Career Services, and Mary Jane Kingston of the Department of Art. Both have been a strong voice on our Executive and will be missed. A special thanks to those members of the Executive who have chosen to continue in their capacity for another year and to those who are joining us for the 2004/2005 year. The continuity of returning members is extremely helpful, while the addition of new members brings fresh ideas and insights and keeps your staff association moving forward.

Also, a special thanks to all who are currently serving on the various committees on campus. I realize that service on these committees often takes up your valuable time. Thank you for your willingness to make certain that staff are represented across this campus. Special mention to our Courier volunteer staff your ongoing work is much appreciated!

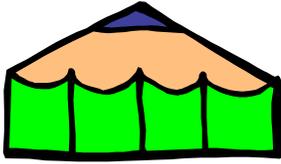
Finally, thank you for your ongoing support of QUSA. Your membership is extremely important; your name adds to the validity of an association designed to meet the needs of the staff. Our membership is strong and committed, and although we hope to continue to grow, it is your membership which has ensured that staff issues are reviewed and discussed on a regular basis. Please invite your non-member colleagues to join QUSA and add their name to the membership list, demonstrating their interest in matters that concern them.

Have a great spring! I know I am looking forward to the colours of the season and the lazy days of summer.



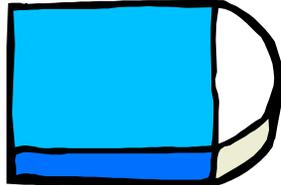
Office Next Door - Purchasing Dept.

WHERE ARE WE?

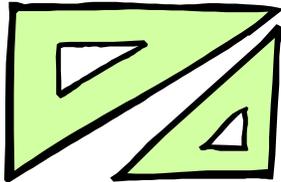


Purchasing Services currently shares space with Financial Services on the 3rd Floor of the Rideau Building.

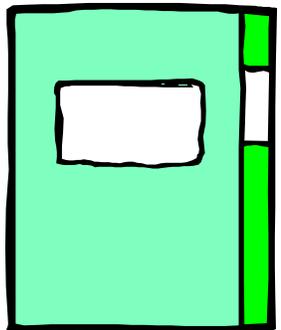
WHO ARE WE?



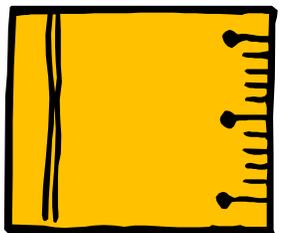
Fran Lanovaz is the Buyer responsible for scientific equipment and supplies, office supplies, and audiovisual equipment.



Patti George is the Buyer responsible for office furniture, computer purchases, and vehicle purchases and leases. She also oversees the JDUC Canada Post Franchise and the surplus Furniture Warehouse.



Order and Invoice Clerks **Jenny Galloway**, **Barb Brooks**, and **Ruth Lappan** do all the data entry and pay the bills.



Traffic and Customs Clerk **Jan Voigt** is the liaison with our customs broker and does all the paperwork for imports and exports, as well as handling our FedEx account.

Procurement Card Coordinator **Denise Webster** oversees the Visa program and is also managing the UPS and Purolator agreements.

Mike Stefano is the Director and sets Purchasing Policy in addition to overseeing Printing Services, Mail Services, and the JDUC Canada Post Franchise.

WHAT DO WE DO?

The question we hear most often is “when do I use Purchasing Services?” The answer is that anytime you’re anticipating making a purchase is a good time to contact a buyer and talk about it. The Visa Procurement Card has made it easy to purchase lower value items independently, but its often worth making a quick call to a buyer to check history on a vendor or to see if there might be a better choice out there. The Visa card has been well accepted at Queen’s, and there are 700 cards in use, with an annual spend of \$8M and climbing.

Buyers spend a lot of time establishing pricing and expected service levels with many of our vendors and you can benefit from this. We have preferred vendor programs in place with Steelcase/Upper Canada (office furniture), Grand & Toy (office supplies), Office Equipment Kingston (photocopiers), CBCI/Bell Mobility (cell phones), and Praxair (cylinder gases). More are in the works. This program, as well as other individual negotiations have generated \$175,000 in annual savings in each of the last 10 years.

For larger value purchases, the Buyers obtain quotations on your behalf. There are some new regulations in place that govern how educational institutions purchase goods and services, and Queens Purchasing Policy is aligned with these regulations. Orders over \$10,000 must have at least one other competitive bid and orders over \$100,000 must first be advertised on MERX (a government approved on-line bidding system). Buyers can normally obtain competitive bids through MERX in 2 weeks or less.

We will also advertise surplus items for sale on your behalf or arrange for disposal of items that are no longer useful.

Buyers are also responsible for determining the tax status of each purchase made.



Customs and Traffic is an area where there is increased regulation. Canada Customs has instituted AMPS (administrative monetary penalty system) that makes importers liable for misstated values or poor documentation on incoming shipments. We are also required to maintain spotless records for audit purposes and may be fined if values for customs are incorrect or if our record keeping is suspect. Obviously, with the increased research activity on campus, Customs and Traffic gets special attention.

Overall, there has been a steady increase in the workload over the past several years. We've addressed it by implementing an on-line P.O. system, introducing the Visa Procurement Card Program, and paying more of our vendors on-line. These efficiencies have enabled us to maintain service levels while still meeting annual budget reduction targets.



OTHER NEWS

April will bring a change to Purchasing Services this year as we say goodbye to Jan Voigt who is going to be busier than ever now that she's retiring. We wish her a long and happy retirement with her husband Pete. Ruth Lappan will be taking over Jan's duties as Customs and Traffic Clerk, effective April 19th.

NEWS FROM HUMAN RESOURCES

Over the past year, the Human Resources department has been monitoring the first phase of a move away from job postings in the *Gazette*.

The move has gone smoothly and the transition will now continue with the second phase effective July 1, 2004. Staff jobs will no longer be posted in the

Gazette. All staff job postings will only be posted on the Human Resources website at www.hr.queensu.ca. To facilitate the posting process, jobs will be moved to a weekly advertising schedule. This will allow departments to fill jobs faster and employees to have a consistent date to check for postings on the web.



In addition, the Human Resources department is in the last stages of designing a webpage for posting all research jobs as well. This site will be available on July 1, 2004 and will assist both research staff and researchers in ensuring that research jobs are posted quickly and efficiently to the whole community.

While the vast majority of employees have computer access, public computer sites are also available across campus, including:

- University Library system Stauffer Library, Douglas Library, Bracken Library (Botterell Hall), Education Library (McArthur Hall, West Campus), William R. Lederman Law Library
- Mac-Corry Hall main thoroughfare by the cafeteria just before the entrance to Dunning Hall
- Mac-Corry B109 and B111
- Jeffery Hall 155

In addition, complete job details will be available from the Human Resources office in Richardson Hall. We are open from 8:30 a.m. to 4:30 p.m. weekdays, and including the lunch time.

More details about the above changes will be forthcoming in the next few weeks. We are sure that these changes will be positive for both employees, researchers and departments.

2003/2004 EXECUTIVE STANDING COMMITTEE REPORTS

MEMBERSHIP COMMITTEE CHAIR: SANDRA JEFFERS

QUSA's membership at the end of January 2004 was 588. The Committee is currently working on organizing a focus group (consisting of both members and non QUSA members) who will meet sometime in March or April to discuss ways to increase our current membership. The Membership Committee would like to hear from anyone who wants to participate.

RESEARCH GRANT & CONTRACT STAFF CHAIRS: ELLEN HAWMAN & PAM BANDY-DAFOE

The RG&C committee would like to invite others who are interested in issues affecting research grant and contract staff to join this committee. There are about 600 of us on campus and we would like to have your input. In the past year QUSA, in conjunction with Human Resources staff, has continued to monitor and address issues and concerns which are peculiar to RG&C staff, in particular, the red staff cards. We expect there may be a resurgence of interest in these issues when contracts are renewed and staff need to reapply for the use of the Physical Education Centre.

THE EDUCATION COMMITTEE CHAIR: KIM JESSE

The Education Committee has had a busy year planning the Lunchtime Seminar Series. Several members of QUSA came forward to share their talents and knowledge with us through very professionally planned and executed seminars. QUSA was also very fortunate to have two very eager staff members, Lisa Rodrigues and Deb Emerton, who co-organized a very successful knitting circle teaching anyone willing to learn. Well done to all of you! You make my job fun and interesting. If you have a suggestion for a seminar, craft, event, or even a trip that you think the members would be interested in please feel free to contact us.

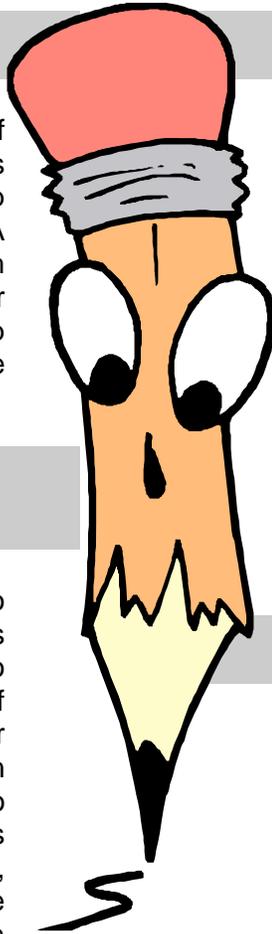
SALARY & BENEFITS COMMITTEE CHAIR: ELLEN HAWMAN

Since the 3-year agreement with the university was signed in July 2003, the salary and benefits committee has continued to respond to queries from QUSA members about salary and benefits by either giving advice or by passing the query along to the appropriate person in Human Resources. In preparation for the next agreement, the committee is now looking into pay equity issues in their broadest definition, hoping to investigate the effects of the salary grid and the job evaluation process, among other factors.

GRIEVANCE COMMITTEE CHAIR: MARY JANE KINGSTON

The purpose of this committee is to address issues concerning conflict resolution for general staff. This committee is a part of the University's Grievance Coalition, a group that is comprised of representatives from QUSA (namely the Grievance Committee), Human Resources, Human Rights Office, Campus Security, and the Coordinator of Dispute Resolution Mechanisms. As part of that group, the Grievance Committee brings forward any issues of a systemic nature regarding conflict resolution for general staff at Queen's.

The Grievance Committee got off to a slow start this year. The Grievance Coalition was scheduled to meet in December 2003; however, that meeting was cancelled as our colleagues at Human Resources were occupied with contract negotiations. A subsequent meeting was held on February 17, 2004. At that meeting, all Coalition members discussed their contributions to the production of a pamphlet and web page describing the conflict resolution resources available to staff at Queen's. The Grievance Committee will be meeting at least once more before June to discuss this project and any other issues brought to our attention by members and the Executive.



**QUSA REPRESENTATIVE REQUIRED FOR
FACULTY OF ARTS & SCIENCE
JOINT HEALTH & SAFETY COMMITTEE**
(Term to Commence: September, 2004)

WHAT IT INVOLVES:

It is a requirement of the Occupational Health & Safety Act (hereinafter "the Act") to establish a policy to encourage the active participation of the employer and all employees in the prevention of accidents and the promotion of occupational health & safety in the workplace. Queen's University, CUPE Locals 229, 254 and 1302, QUFA, QUSA, and the Society of Graduate and Professional Students agreed to establish Joint Health & Safety Committees under the Act.

To fulfill the requirements of the Act, the functions of the committee are as follows:

- to identify, evaluate, and recommend a resolution of all matters pertaining to occupational health and safety in the workplace to the appropriate official
- to encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities, and duties under the Act
- to address matters related to all Regulations under the Act, including WHMIS and Designated Substances where applicable, and to receive copies of all reports as they relate to health and safety issues
- to deal with any occupational health and safety matter that the committee deems appropriate

Committee members shall be given adequate release time from their job duties to participate in activities associated with carrying out their responsibilities as members of the committee. All time spent in attendance at committee meetings or in activities relating to the function of the committee will be paid for at the member's appropriate rate of pay for performing work, and the time spent is to be considered as time at work. Duties of members of the committee include:

- attending meetings, from 30 to 90 minutes in length, once a month - except in the summer months (July and August)
- assist with workplace inspections
- assist in the investigation of workplace accidents

GOOD-BYE & THANK YOU!



**TO THOSE LEAVING THE
EXECUTIVE:**

Julia Blackstock, Career Services
&
Mary Jane Kingston,
Art Department

Coming Events...

Gardening for Birds and Butterflies
Monday, April 26, 2004 at Noon
Humphrey Hall, Rm 201
by: Sharon David, Psychology Dept.

Many of you already have flowers planted in your garden that attract both hummingbirds and butterflies, but we also need to provide food for them during the winter months. Through this slide show, Sharon will discuss the flowers, trees and shrubs that you can plant to encourage birds and butterflies to use your garden year round.



QUSA STRAWBERRY SOCIAL

Thursday, June 24, 2004
11:30 a.m to 1:30 p.m.
on the Grounds of Summerhill
(Rain Location: Grant Hall)

Volunteers Required for:

- Planning Committee
- Selling Tickets
- Hulling Berries
- Kitchen Help
- Scooping/Serving

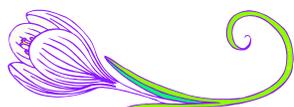
Please contact the QUSA Office at 32215 or via e-mail

qusa@post.queensu.ca, if you can help in any way.



CONGRATULATIONS & FOND FAREWELL

Friends gathered on March 22nd to offer their best wishes to **Mary Ann Smith** who retired after a long career at Queen's, most recently as Governance Assistant in the University Secretariat since 1992. Laughter and smiles greeted sisters Joan and Jan, the current gang from Richardson Hall, several retirees full of the joys of "life after work" such as Duncan Sinclair, Margaret Hooley and Joy Hoselton, and former associates from across campus who filled Mac-Corry B400 on Mary Ann's last afternoon to share cake and punch - even the Principal was able to enjoy two helpings of cake to mark the occasion! We hope that Mary Ann and Vic enjoy this very special time, that is if they are not too busy with activities for the Lion's Club and their expanding family.



Congratulations to Mary Ann's
daughter **Tracy Elliott** and son-in-law Marty
who adopted baby boy "**Pierce**" on
December 24, 2003.

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.

Reminder:

- QUSA Membership Fees are tax deductible and appear on your T4

2003/2004 QUSA EXECUTIVE

		Members-at-Large	
President - Spring Forsberg, Cont.Distant	78560	Julia Blackstock, Career Services	74045
Vice-President -Gail MacAllister, Psychology	36406	Annette Brick, Cont.Distant Studies	77190
Secretary - Mary Jane Kingston, Art	77354	Sheri Foster, Pharm.& Toxicology	36112
Treasurer - Lisa Neumann, Arts & Science	74722	Sandra Jeffers, International Ctre	32604
RG&C - Pamela Bandy-Dafoe, Chemistry	32630	Kim Jesse, Neuroscience Studies	36360
RG&C - Ellen Hawman, Disraeli Project	32764	Jessica Maskell, Fac.of Education	77249

QUSA OFFICE - Betty Pollard, Business Administrator, Tel: 32215, J.D.U.C. Fax 533-6190

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

E-Mail - QUSA@post.queensu.ca

QUSA WEBSITE: www.queensu.ca/qusa/