



# Courier

Queen's University Staff Association

Est'd 1972

## VOLUME 2/09 – AUGUST 2009



QUSA MEMBERS VOTE "NO"  
to proposed new S&B Agreement  
More on Page 4

IN  
THIS  
ISSUE

The New Faces of QUSA	Page 2
Member-at-Large Election Result	2
President's Report	3
S&B Vote Results	4
New QUSA Representatives on University Committees	4
Sunny Memories - The 2009 QUSA Strawberry Social	5
Sunny Memories - Volunteers, Donors and Prizewinners	6
<b>Courier</b> Correspondence	7
QUSA Financial Report	7
Updates on Pensions	8
Courier Masthead Acknowledgement	8
Welcome to New Members	9
Staff Senate Appointments	9
QUSA Education Committee Message	9
AGM Door Prize Donor/Winners	9
About QUSA	10
About the <b>Courier</b>	10
Fond Farewells/Congratulations	10

### QUEEN'S UNIVERSITY STAFF ASSOCIATION

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## The New Faces of QUSA

### QUSA's New Secretary

QUSA's new Executive Committee Secretary is **Melissa Gunton**. Melissa came to Queen's in 2000, and worked for several years as a Residence Life Coordinator. She then moved to the Bader International Study Centre as the Student Services Manager. Melissa currently works in the Office of the AVP/Dean, Student Affairs.



### New Members-at-Large



**Susan Kemp** (School of English) is a new Member-at-Large for Research, Grant and Contract staff, joining Kelly Petrunka. Susan began her association with Queen's in 1978 as a mature student, and is now a proud Alumna with an honours BA and an MA in Sociology. Susan joined Queen's School of English in 2002

as an instructor. Last year she moved to the position of Senior Program Coordinator.

**Davin Carlson** is taking a seat on the 09-10 QUSA Executive as a Member-at-Large (General Support staff). Davin began working at Queen's five years ago as Manager of the Queen's Biological Communications Centre. In January 2008 he accepted his current position in the Department of Psychology as Technical Supervisor. A long-time member of the QUSA Salary & Benefits Committee, Davin has been named Chair of this Committee for 09-10.



Another new Member-at-Large (General Support Staff) is **Kelly McGarry** (Strategic Procurement Services). Kelly came to the University 18 months

ago as a Procurement Specialist focusing on research procurement. She also serves as a member of the Queen's Accessibility Committee.

### New S&B Committee Members

**Teresa Pires** (Southern African Research Centre) and **Bob Burge** (Faculty of Education) are new Salary & Benefits Committee members, joining continuing member **Carla Ferreira**.

### Member-at-Large Election Results

In June QUSA held an election for the remaining Member-at-Large (General Support Staff) position on the 09-10 Executive. **Gillian Berry** (Office of the University Registrar) was the successful candidate. Gillian is a long-standing member of QUSA, having joined in 1997 shortly after she began work at Queen's. She is an active volunteer, and has supported causes including the Terry Fox Foundation, Partners in Mission Food Bank, and Clothes for Kids. Gillian is also a member of the Steering Committee of the QUSW staff union drive.



In accordance with the new Bylaw passed at the May Annual General Meeting, the results of the Election are reported below:

Number of votes cast: 354  
Number of votes counted: 352  
Votes received by G. Berry: 191  
Votes received by J. Sakell: 160  
Empty ballots: 1  
Late ballots: 2

We thank Judy Sakell for putting her name forward and running a close race. We also thank our Scrutineers, Mark Publicover, Barbara Seamone and Lauren Sharpe.

## President's Report

As I attempt to write this President's Report, I almost don't know where to begin! The past months have been full of changes for the QUSA Executive.



As of June 30th, we said goodbye to several members of our Executive and Salary and Benefits Committee, and I would like to thank Lori Rand (Member at-Large and 2008-09 Salary and Benefits Committee Chair), Michelle Knapp-Hermer (Member-at-Large and S&B Committee member), Sandra Jeffers (Member-at-Large and Education Committee Chair), Jane Dauncey (Member-at-Large and Membership Committee Co-Chair), and Carolyn Morrison (Secretary). All have been extremely dedicated and valuable members of our Executive team. Thanks also to Dean McKeown, who served on last year's S&B Committee. A special note of congratulations and best wishes to Carolyn, who is now enjoying retirement and life on 'the outside'! We welcome our new Executive Members, and you can learn more about them from page 2.

Welcome also to our bumper crop of 34 new members (see page 9), who have joined QUSA since our last *Courier* in March. We look forward to getting to know you, and to hearing from you as to your concerns and interests.

Uppermost in my mind, of course, is this year's **Salary & Benefits process**, and the "no" vote on the proposal that we brought to you as the outcome of the discussions between our Salary & Benefits Committee and Human Resources. As always, the QUSA S&B team did an outstanding job, leaving no stones unturned. Beginning with a survey to all staff, they tried to negotiate a fair and equitable agreement for our members, and for all those in the support staff employee group. We had so hoped that we would be considered the last of the employee groups to negotiate, and would receive a compensation package equal to those enjoyed by other groups on campus. Alas, as you know, this was not the case, and we were considered as the first group to negotiate in this current stringent climate.

We have made considerable efforts to keep you informed and engaged. We hosted four information sessions (two of them open to all staff) covering the factors influencing the Agreement and - after conclusion of the discussions - the terms of the Agreement itself. We were pleased that representatives of the Administration - VP (HR) Rod Morrison, acting VP (Operations & Finance) Bill Bryck, and Budget Director Donna Janiec - accepted our invitation to speak at our May AGM and answer your questions. Many of you attended these meetings, and many of you voiced questions and raised concerns that are similar to ours. We left the final decision up to you, and you have spoken.

A special thanks to all those who helped us host yet another successful **Strawberry Social**, and to our Business Administrator Sarah Pugh who coordinated the complex logistics of this annual campus community event. As always, it was a wonderful day and a chance to embrace a pleasant hour together. It seems these opportunities are rare these days with much distrust, frustration and anxiety on campus.

QUSA's goal is to try and mitigate those negative feelings, and we welcome your suggestions as to how to successfully achieve that goal. We are anxious to be transparent, to be responsive to your needs, and to unite this employee group as we move forward.

Moving on to other topics, we have met with Human Resources regarding a new and improved **Grievance Process**. All employee groups are continuing to meet together to discuss **Pension** concerns and changes, and you can read more about this in Peg Hauschildt's reports (page 8). Finally, I would like to remind our membership of the **ongoing staff union drive**, with the suggestion that you make efforts to keep yourself informed. Links to information on unionization and the QUSW website are provided on our website <http://www.queensu.ca/qusa>.

Thank you for your ongoing support of QUSA and as always, we welcome your suggestions and your involvement.

*Spring Forsberg*

## S&B Vote Results

In July 2009 QUSA members made history by turning down a proposed one-year Salary & Benefits Agreement. The Agreement was rejected by 62% of those who voted.

By contrast, the ballots cast in respect of the last two Staff Agreements decisively endorsed these Agreements: in 2006, there were 265 Yes votes and 16 No votes from a total of 281 voters; in 2003, 275 out of 308 voters said Yes and 33 said No.

The 2009 vote is noteworthy not only for its negative result, but also for higher participation by eligible voters. In spite of the vacation season timing, 356 QUSA members came out to make their voices count, some interrupting their summer holidays to do so. Participation rate was 56% .

What made QUSA members turn

the proposed agreement down? One factor was the glaring disparity between the meagre 1.25% increase offered to the staff and the raises of over 3% enjoyed by the other employee groups, QUFA and CUPE, as part

of ongoing multi-year agreements. Another factor was that there were to be no "steps", or progress through the ranks to the next level on the salary grid. Thirdly, staff members had concerns about dispensing fee co-payments which would have accompanied the introduction of a drug card.

### THE QUESTION

Do you support the signing of the Memorandum of Agreement presented on July 7 and July 16, 2009?

### THE ANSWER

**YES - 133**  
**NO - 222**

### PARTICIPATION

356 of 625 eligible QUSA members-in-good-standing  
1 spoiled ballot

### What's Next?

The response to the result by Rod Morrison, VP Human Resources, indicates disappointment, but also a commitment to "continue to work with the QUSA Salary & Benefits Committee to reach an Agreement that respects the important role staff play at the University, while recognizing Queen's financial situation."

The QUSA Salary & Benefits Committee will be meeting in August. Watch the ListServ for updates!

*Sarah Pugh*

## New QUSA Representatives on University Committees

QUSA enjoys representation on many University committees, campus-wide.

Recent appointments are:

**International Centre Council**

**Susanne Cliff-Jungling** (EQUIP Task Force)

**Joint Health & Safety Committee**  
(University Administrative Services)

**Sandra Jeffers** (International Centre)

We thank outgoing Committee members Patricia Payne (QUIC representative) and Wanda Kay (JHSC representative) for their service to QUSA and to Queen's.

## July 2009 S&B Poll Assistants

Barbara Seamone	Marg Lawson
Denise Cameron	Pamela Williams
Gill Berry	Patti George
Jane Good	Sandra Jeffers
Jean Jeffrey	Sharon Weiler
Jessica Maskell	Spring Forsberg
Kelly McGarry	Susan Kemp
Kelly Petrunka	Susanne Cliff-Jungling
Lee Atkinson	Tracy Elliott

### Scrutineers

Judy Sakell, Kelly Petrunka and Roger Healey

*Sincere thanks to all!*

## Sunny Memories - The 2009 QUSA Strawberry Social

Members of the Queen's University Community came out in droves to enjoy the fun, sun and fellowship of this year's QUSA Strawberry Social, held on Wednesday June 24, on the grounds of Summerhill. The chosen day proved to be one of the hottest so far in a summer characterized by coolness and rain. The strawberries were the first of the season - large and succulent.



The luck with the weather, the strong efforts of the Advance Ticket Sales Team, and the enticing prizes (obtained by QUSA Executive members Sandra Jeffers and Jane Dauncey) were features that combined to attract the highest event attendance for several years. 606 tickets were sold. We served until the tea biscuits were gone (and we had already ordered extra). During the event we had to run out for extra drinks.

Lively Caribbean-style music was provided by the six-member jazz/ska band [Tea for the Voyage](#).



As well as donating the facilities of Summerhill, Principal Williams put on a work apron, a pair of plastic gloves and a pair of sunglasses to join the team of servers and scoopers on the day. Other servers/scoopers included QUSA member volunteers and a work-party of eight from Strategic

Procurement Services who volunteered a half-hour time-slot as a team-building exercise.

### Warm Thanks

Special thanks are due to the managers and crew members of Physical Plant Services, who once again kindly donated services in setting up and taking down the chairs and tables. Thank you to all our volunteers (see page 6). We are proud to announce that, thanks to all of you, the 2009 Strawberry Social raised \$824 for this year's charity, [Bereaved Families of Ontario, Kingston Region](#).



Leftovers were minimal - just three tubs of ice-cream and two bowls of strawberries. These were donated to [Lunch by George](#), the daily meals program for the needy at St. George's Cathedral.

*Sarah Pugh*

**Photos by Christine Ng**

## Sunny Memories - Volunteers, Donors and Prizewinners

### Ticket Sellers

Barbara Seamone  
 Carol Noel  
 Denise Cameron  
 Darlene Jones-Moar  
 Deb Emerton  
 Debbie Sneddon  
 Diane Reid  
 Habiba Allidina  
 Inara Metcalfe  
 Jane Dauncey  
 Jessica Maskell  
 Joanne Organ  
 Karilee Reinbold  
 Kathy Hoover  
 Kelly McGarry  
 Kim Garrison  
 Kim Jesse  
 Lori Rand  
 Lucy Russo-Smith  
 Marnie Girard  
 Pam Bandy-Dafoe  
 Peg Hauschildt  
 Terry Smith

### Strawberry Hullers

Barbara Yates  
 Deb Emerton  
 Debbie Sneddon  
 Deborah Spaar-Mueller  
 Darlene Jones-Moar  
 Jane Good  
 Louise Philippe  
 Kim Sell  
 Nicole Godfrey  
 Pam Bandy-Dafoe  
 Paul Carl  
 Sandra Murray  
 Stephanie Beauregard  
 Susan Fleury  
 Wendy Cumpson



### Event Volunteers Servers/Scoopers/Runners Greeters/Ticket Takers

Barbra Brousseau	Margot Coulter
Bonnie Stewart	Mary Wales
Carla Ferreira	Megan George
Carrie Fraser	Melissa Gunton
Davin Carlson	Nicki Mundell
Deb Emerton	Peggy Watkin
Dr. David Pugh	Phil Lancaster
Geoff Lancaster	Pam LeBlanc
Jane Dauncey	Pamela Williams
Janet MacDonald	Principal Williams
Jessica Maskell	Ruth Lappan
Karilee Reinbold	Sandy Fox
Kelly Petrunka	Sara Gillespie
Kim Garrison	Scott Armstrong
Laurie Vaughan Evans	Shelley Lloyd
Leisa McDonald	Shirley Romain
Lori Rand	Spring Forsberg
Louise Philippe	Susan Kemp
Marie-Thérèse Ferguson	Tracy Elliott



Special thanks to the Summerhill housekeepers  
**Edythe McDonell** and **Sandra Chand**

### Prize Donors

1,000 Islands Playhouse	Hobbytime Designs
Camera Kingston	JM's Restaurant/Lounge
Campus Bookstore	King Street Sizzle
Canadian Tire	Kingston Symphony
Chapters	Montana's
Cineplex Odeon	Morgan Scott
Creative Gifts & Baskets	Queen's Alumni Relations
Domino Theatre	Sears Canada
Fisher Scientific	Second Cup
Grand Theatre	Silverbrooke Garden Centre
Grand & Toy	Signatures Spa
Grizzly Grill	Zellers

### Door Prize Winners

#### First Prize

Signatures Spa Package  
 Grizzly Grill Gift Certificate  
 Symphony Tickets  
 Jack Chiang Souvenir Book

#### Sheena Graham

(VP Ops & Finance Office)

#### Second Prize

Signatures Spa Package  
 Montana's Gift Certificate  
 Cineplex Gift Certificate

#### Sara Gillespie

(Psychology)

#### Third Prize

King St. Sizzle Gift Certificate  
 Grand Theatre Gift Certificate

#### Joan Sharpe

(Sociology)

### **Letter to the Courier** **Publish and Meet** **More Often**

I would like to add my thanks and congratulations for a job well done to former **Courier** editors Sharon David and Barbara Qusenel. The **Courier** is a long-standing and important communications tool among QUSA members and between the QUSA Executive and its constituents.

I would, however, like to raise my concerns about the new schedule for the **Courier**. It is important that QUSA members should have ample, timely and open opportunities to raise concerns and issues to one another and to QUSA Executive members. The infrequent General Meetings with their "squeezed" time allotments do not seem to be conducive or welcoming of members raising issues. One can have too many meetings - but I am suggesting right now that there are too few. Also - in the meetings that we have - more time should be set aside for good discussions.

The **Courier** is another open forum where members should be able to raise issues for the attention of other members and the Executive. It should be welcoming of opinion and timely in response, so that members feel comfortable sharing their concerns, criticisms and praises of the work that QUSA is doing. Long intervals between the publication of information tends

to make it less relevant, and to discourage submissions on the issues of the day. The ListServ alternative - while good for timely outgoing communications - does not provide a forum for discussion and debate.

I would encourage the QUSA Executive to revisit its decision to reduce the number of issues

of the **Courier** and go back to five issues per year.

The Executive should also consider providing monthly membership meetings as a means to engage members in the issues of their workplace.

I believe this would encourage more members to step forward and be involved.

**Mark Publicover**

### **QUSA AGM Financial Report to Members** **Tracy Elliott, Treasurer**

#### **QUEEN'S UNIVERSITY STAFF ASSOCIATION** **INTERIM FINANCIAL REPORT** **Fiscal Period July 1, 2008 - April 30, 2009**

Balance Forward as of June 2008	\$1,767.67	<b>\$1,767.67</b>
<b>REVENUES</b>		
Membership Dues	\$47,599.00	
Strawberry Social	\$580.15	
Revenue Miscellaneous (GIC Interest)	\$2,279.76	
<b>Total Revenue</b>		<b>\$50,458.91</b>
<b>EXPENDITURES</b>		
Office Expenses	\$2,587.62	
Executive Retreat	\$434.16	
Strawberry Social	\$250.26	
Salary & Benefits	\$35,992.70	
Space Rental	\$435.00	
Intertransfer fund	-\$1,814.81	
<b>Total Expenditures</b>		<b>\$37,884.93</b>
<b>Balance Remaining as of April 30, 2009</b>		<b>\$14,341.65</b>
Bank of Montreal Account, April 17, 2009		\$1,858.16
GIC Investment as at April 30, 2009	Principal	\$10,000.00
	Interest	\$147.95
		<b>\$10,147.95</b>
Barb Geddes Endowment fund, April 30, 2009		\$ 3,805.99

## Board of Trustees Pension Committee Report

The Board of Trustees Pension Committee last met on Thursday, April 30. The following is a brief summary:

- 1. Pension amendments and governance*  
Rod Morrison, VP Human Resources, consolidated all the documentation and correspondence pertaining to the governance issue and prepared a revised governance document for dissemination to the employee groups on May 6.
- 2. Consolidation of university pensions*  
An article in the April 23 Globe and Mail discussed the possibility of merging all Ontario university pension assets, in an attempt to ease some of the funding liabilities that the universities are facing. It was noted that the University of Toronto, which has a huge unfunded liability, is one of the driving forces behind this proposal. Queen's is not in favour of such an approach at this time.
- 3. Valuation filed with government*  
Upon the advice of Bill Bryck (Acting VP, Ops & Finance) and Chief Financial Officer Dan Hogg (who has now left Queen's), the Board of Trustees Pension Committee approved the recommendation that Queen's file a valuation with the government for the pension year ending August 31, 2008.
- 4. Upturn in performance*  
Because of the world-wide market volatility, our pension plan investments have been, for the most part, doing poorly for the current plan year. Having said this, however, the most current report for the quarter ending June 30, 2009, indicates a slight upturn. Please remember that even if the year as a whole shows a negative return, retirees will not see a decrease in their monthly pension incomes because of a non-reduction clause in our plan.

The next meeting of the Board of Trustees Pension Committee is scheduled for September.

## Update from the QUSA Ad-Hoc Employee Pension Group

The members of the ad-hoc employee pension groups of QUSA, QUFA and CUPE met in late June to continue discussions with respect to the pension governance document and the pension plan amendments. At this meeting QUFA indicated that it would like to proceed with the pension amendment discussions on an issue-by-issue basis, thus ensuring that each issue receives focused attention.

In early July a letter signed by the presidents of all three employee groups was submitted to VP Morrison proposing "a more formal structure to guide negotiations regarding possible changes to the provisions of the Queen's Pension Plan". This formal structure identifies a Pension Negotiating Team for each employee group, and also recommends that we jointly develop a schedule of regular meetings to commence as soon as possible with a view to resolving the current pension issues. The Pension Negotiating Team for QUSA comprises Spring Forsberg, Sandra Jeffers and myself. As well, each group reserves the right to have advisors attend meetings.

The ad-hoc employee pension groups have collectively emphasized the need to resolve any outstanding governance issues before proposed changes to the Queen's pension plan can be discussed. Everyone is aware of the urgency in completing this.

We will keep our members up to date on further developments as they happen.

*Peg Hauschildt*

Thank you to **Sean Richards**,  
Executive Director of the  
Queen's Society of  
Graduate and Professional Students  
<http://www.sgps.ca>  
for volunteering time to improve  
the quality of our **Courier** masthead!



### 2009-10 Staff Representatives on Senate Committees

<b>Academic Development</b>	
Jane Emrich	Law
<b>Academic Procedures</b>	
Cindy Price	Business
<b>Budget Review</b>	
Diane Pointer	Human Resources
<b>Campus Planning &amp; Development</b>	
Lynn Freeman	Policy Studies
Stacy Kelly	Development
<b>John Deutsch University Centre Council</b>	
Ruth Wannemacher	Annual Giving
<b>Nominating</b>	
Gloria Saccon	Business
<b>Operations Review</b>	
Shannon Goodspeed	Business
<b>Residence</b>	
Adam Say	Advancement
<b>University Council on Athletics &amp; Recreation</b>	
Roger Healey	Institutional Research & Planning

### QUSA Education Committee seeks ideas from QUSA members

QUSA would like to hear from members as to what kind of Education Sessions you would like us to organize for the upcoming academic year.

Last year's Education Committee organized a session on "Workplace Bullying" given by Dr. Jana Raver from the School of Business, two information sessions on Queen's building projects, tours of the Agnes Etherington Art Gallery, and a five-week fitness/lifestyle program Motiv8.

Send your suggestions for lunch-hour topics to [qusa@queensu.ca](mailto:qusa@queensu.ca), and we will get working for you in September!

### QUSA welcomes 34 New Members

Ashley Wightman	HPCVL
Barb de Haas	Advancement
Barbara Mayer	Clinical Trials Group
Brad Barbeau	Business
Brenda Miesseau	Clinical Trials Group
Bryn Fisher	Clinical Trials Group
Catherine Cowperthwaite	Mining Engineering
Chris Degen	Psychology
Colin Soule	ITS
Diana Purvis	Research Services
Diane Davies	Research Services
Eliot Frymire	Clinical Trials Group
Elisa Mullins	Business
Eric Brousseau	Psychology
Francisca Brandao	Business
Giovanna Crocco	Research Services
Jeananne Vickery	Political Studies
Jim Petrunka	ITS
Jennifer Falle	Political Studies
Julie Heagle	Alumni Relations
Kim Sell	Education
Paul Smith	Career Services
Philomene Kocher	Psychology
Louise Segsworth	Physics
Lyndsey Darling	Physics
Melanie McCormack	VP Academic Office
Natasha Redknapp	ITS
Rebecca Coupland	University Registrar's Office
Rebecca Jozsa	Medicine
Robert Holliday	Residences
Sara Gillespie	Psychology
Stacy Tibbutt	International Centre
Susan Goodfellow	Education
Tracy Hodge	University Registrar's Office

### QUSA AGM Door Prizes

We thank **Dr. John Burge**, distinguished Canadian composer and Professor and Head of Queen's School of Music, for donating a copy of his Juno-Award-Winning CD "Flanders Fields Reflections" as one of our May 21 AGM Door Prizes! The lucky winner was **Jane Good** (Career Services). **Bryn Fisher** (Clinical Trials Group), a new QUSA members, won the second AGM Door Prize of coffee and a cloth bag from Coffeeco.

## About QUSA

The Queen's University Staff Association (QUSA) has been representing the interests of Queen's University non-unionized staff for 37 years. Membership is voluntary and new members are always welcome. Visit the website for an enrolment form.

### 2009-10 Executive Committee

<b>President:</b>	
Spring Forsberg, Arts & Science	78560
<b>Vice-President:</b>	
Peg Hauschildt, Physics	32169
<b>Secretary:</b>	
Melissa Gunton, Student Affairs	33332
<b>Treasurer:</b>	
Tracy Elliott, University Secretariat	77225

### Members-at-Large

<b>General Support Staff:</b>	
Pam Bandy-Dafoe, Chemistry	32630
Gillian Berry, University Registrar's Office	74058
Davin Carlson, Psychology	32867
Patti George, Strategic Procurement	32136
Kelly McGarry, Strategic Procurement	33380
<b>Research, Grant &amp; Contract Staff:</b>	
Susan Kemp, School of English	75530
Kelly Petrunka, Better Beginnings	74952
<b>West Campus Staff:</b>	
Jessica Maskell, Education	77295

<b>QUSA Business Administrator:</b>	
Sarah Pugh	32215

## A Fond Farewell to Carolyn Morrison

QUSA is sad to say goodbye to **Carolyn Morrison** (Psychology), who retired in May, both as a QUSA Executive member and as a Queen's employee. Carolyn served for several years on the QUSA Executive as a Member-at-Large and, most recently, as the QUSA Executive Committee Secretary. We send her our very best wishes for a happy and fulfilling retirement. Thanks, Carolyn, for your hard work on behalf of QUSA!

*Congratulations and best wishes to **Janet Cowperthwaite** who is retiring after 16 years of dedicated service to Queen's, most recently as Administrative Assistant in the University Secretariat.*

*A Reception will be held on Monday, August 31, 2-4 pm, 3rd Floor, Richardson Hall.*

Congratulations to **Cathy Wagar** (Civil Engineering) on her 2008-09 AMS Staff Award!

Happy Retirement wishes to:

- Bonnie Lawrie** (International Centre)
- Heather Jackson** (Biology)
- Karin Lavin** (German)
- Wanda Kay** (JDUC)

TO ALL OUR MEMBERS



HAPPY SUMMER VACATIONS!

## About the Courier

The Courier is the on-line Newsletter of the Queen's University Staff Association, and is published three times a year. Spring Forsberg, Peg Hauschildt and Sarah Pugh 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.). 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.