



Courier

Queen's University Staff Association

Est'd 1972

Volume 3/2005

QUSA~Working For YOU!

JUNE 2005

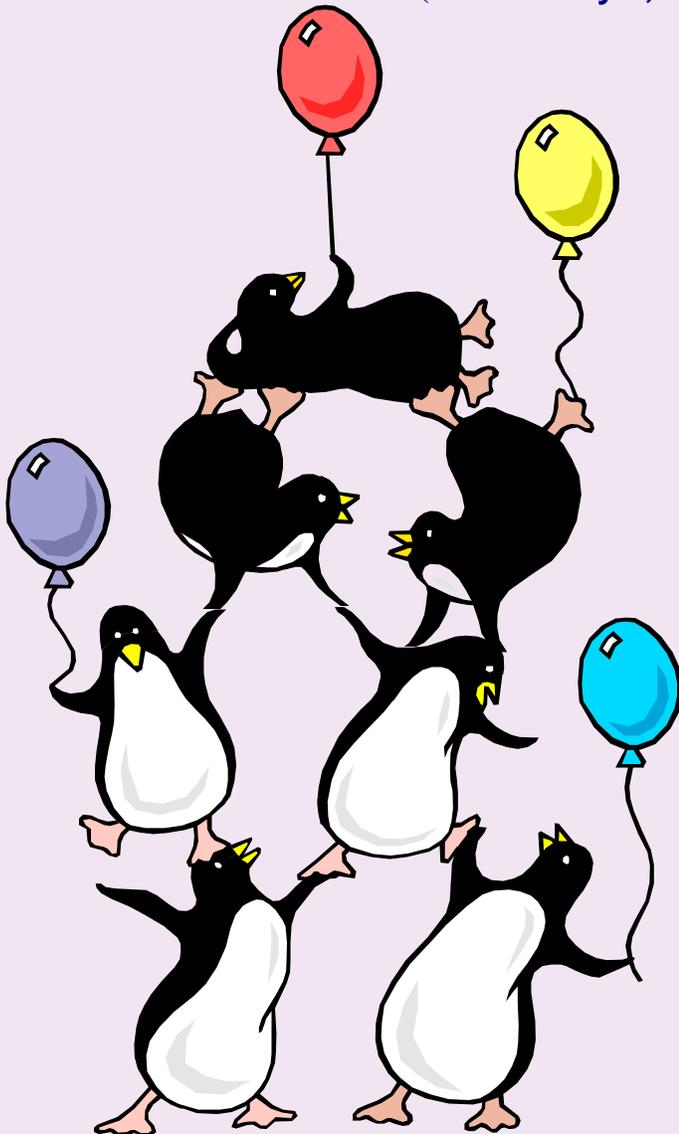
EDITORS: *Bonita Summers & Laurie Vaughan-Evans*

EXECUTIVE REPRESENTATIVE: *Gail MacAllister*

DESK TOP PUBLISHING: *Betty Pollard*

Announcing ... the 2005/2006 QUSA Executive

(TERM: July 1, 2005 to June 30, 2006)



- **PRESIDENT:** Spring Forsberg, Continuing & Distance Studies
- **VICE-PRESIDENT:** Gail MacAllister, Psychology
- **TREASURER:** Lisa Neumann, Arts & Science
- **SECRETARY:** Sandra Jeffers, International Centre

MEMBERS-AT-LARGE:

(General Staff)

- Pamela Bandy-Dafoe, Chemistry
 - Debbie Clark, Stauffer Library
- Sheri Foster, Pharmacology & Toxicology
 - David Youssef, Admissions
 - Carolyn Morrison, Psychology

(West Campus)

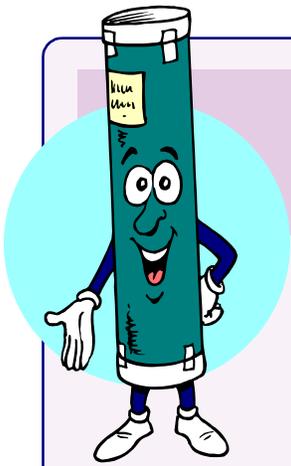
- Jessica Maskell, Education

(Research/Contract)

- Davin Carlson, QBCC- Psychology
 - Karilee Reinbold, HPCVL

SALARY & BENEFITS COMMITTEE

- Peggy Hauschildt, Physics
- Fran Lanovaz, Purchasing
- Dean Mckeown, School of Computing



Working with the QUSA Executive Committee - 10 Good Reasons by Andy Curtis, School of English

I had only been at the University for about 18 months, and I remember being nervous on my first day sitting with the QUSA Executive Committee in the spring of 2004. As all of the other members of the ExComm came in, greeted me, and sat down, I was aware – as I have been so many times over the last 2½ years since starting at Queen’s – of being the only person of colour, the only male, and perhaps the only non-Canadian around the table of a dozen or so people. In spite of my being “the odd man out” on so many levels, the Committee welcomed me warmly, and I have had a very enjoyable and enlightening year.

Much of my professional work is within the area of “reflective professional practice”, which is based on helping people find ways to step back from their day-to-day busyness so they can reflect on what they are doing. Applying that approach to my year with the QUSA ExComm, I wanted to encourage others members of QUSA to work with the ExComm – especially staff who belong to “under-represented” groups here at Queen’s.

After my brief but busy year with QUSA, here are my top ten reasons to become part of the QUSA Executive. The first two are to do with our most precious commodity – time.

- 1. The regular meetings are only one hour.*
- 2. The meetings are only twice a month. The next two reasons are also related to the regular meetings.*
- 3. There is a lot of good-natured laughter at these meetings.*
- 4. Your opinions, ideas, and suggestions are always welcomed.*

Two essential reasons are:

- 5. You get to spend time with a group of hardworking, committed, and caring individuals striving together as a team to make things better for all of us.*
- 6. You form part of an essential bridge between the senior management and the rest of the staff at the University.*

Three more reasons:

- 7. You get to work together with a group of people representing many different parts of the University.*
- 8. You learn about aspects of the University, such as grievance procedures, salary and benefits, etc., which you would not usually get to see.*
- 9. You get to help organize events and activities that bring the Queen’s community together.*

Last but not least:

- 10. There always seems to be cake.*

Thank you from QUSA Bursary Recipient:

“My name is Amanda Desjardins and I am the recipient of the Queen’s University Staff Association Bursary for the 2004/2005 academic year. I would like to convey my gratitude to all members of QUSA . I would also like to thank those who originally implemented this bursary. It is a great way to give back to the university, as well as to encourage post secondary education.

I would like to tell you a little bit about myself so you have a better idea of who received this bursary. I am entering my third year of mining engineering for the 2005/2006 academic term. Although I am enjoying my time at Queen’s I also look forward to completing my degree and moving on to a career. A career in the mining industry will allow me the flexibility to travel and to work in many different types of situations. I have the option to work in Canada or internationally, in an open pit or underground, mining uranium or mining diamonds. The possibilities are endless and I am viewing my career as nothing less than an adventure. Thank you for helping me to embark on this journey.”

(Signed) *Amanda Desjardins*





PRESIDENT'S REPORT

Spring Forsberg, Continuing & Distance Studies

As the 2004/2005 QUSA Executive term comes to a close, let me take a moment to thank all members of the current Executive who have so willingly volunteered their time to actively address matters that concern our membership. This past year, the Executive considered a variety of issues, including updating the QUSA web site, which we believe is user-friendly and administratively efficient. The QUSA Courier has also found its way to the 21st Century, as our paper newsletter is now in an on-line format. This change appears to have met with success.

Several of our committees were busy throughout the year, offering a variety of education workshops during lunch hours and attempting an ambitious drive to offer a corporate membership to the GoodLife Fitness facility. Our Salary and Benefits Committee was also active as it began an exchange of ideas regarding the upcoming last year of our current agreement, and prepared for discussions that will commence during 2005/2006 for a new agreement.

Of course, the end of an Executive term means a change in the membership of this committee. A special thanks to the QUSA Executive members who will be leaving us at the end of this term: **Annette Brick, Andy Curtis, Kim Jesse, and Ellen Hawman**, and a special thanks to those members of the Executive who have chosen to continue as an executive member for another year. A warm welcome to those who are joining us for the 2005/2006 year. Thanks, as well, to those currently serving on the various committees on campus. Committee work and service to an organization often flies under the radar, but I am very grateful for your commitment to QUSA and to your fellow staff members.

I hope we all have a wonderful summer, ensuring we find time to enjoy those gardens we are ambitiously planting, our families and friends, and that we pause to relax and appreciate what we do have. ❀❀❀

☆☆☆ **NEW TO THE 2005/2006 EXECUTIVE** ☆☆☆

DAVIN CARLSON began working for Queen's 1 year ago as Manager of the Queen's Biological Communication Centre (QBCC). He has a background in IT Systems Support and Project Management, spending the prior 4 years working in a large IT outsourcing company. He is excited about becoming a member of the Executive, and having an opportunity to contribute to Queen's by representing fellow staff.

DEBBIE CLARK began working as Secretary in the Administration Office in the Library in 1989 moving into the position of Library Personnel Assistant in 1991. She has been a QUSA member for many years and is looking forward to serving as a Member-at-Large on the QUSA Executive.

KARILEE REINBOLD has worked for HPCVL, a Queen's research centre, for almost three years. She is looking forward to assisting Queen's staff in her role as Research, Grant and Contract Member-at-Large. Karilee is a graduate of the Saint Mary's University Commerce program and recently moved to Kingston.

DAVID YOUSSEF began working at Queen's in 2003 as a Student Resource Assistant in a contract position with the Faculty of Education Registrar's Office. Since then, he has worked as an Administrative Assistant in the same faculty and is now working in a full-time position as Coordinator of Administrative Processes for Admission Services in Richardson Hall. David has been a QUSA member for over a year and is looking forward to his new role as Member-at-Large on the QUSA Executive.

UNIVERSITY COMMITTEE REPORTS



UNIVERSITY COUNCIL ON ATHLETICS *Jim Kelly, Career Services*

The University Council on Athletics normally holds five regular monthly meetings. They occur on a Tuesday evening in October, November, February, March, and April.

Council members consider business brought before it by the Director of the School of Physical and Health Education or the Chair of Athletics and Recreation. As well, the Council receives reports from a number of standing committees that deal with campus athletics and recreation. In recent months, business has included: the Queen's Centre, renewal of Outdoor Fields, growth of Athletic Booster Clubs, allocation of Endowment interest funds for new equipment, use of Plasma Display screens to convey information to building users, and the impact of increased enrollment on the future of the Student Athletic fee.

On a related topic, the UCA Sub-committee on the Budget was chaired by the QUSA representative to the Council for the third year in a row.

UNIVERSITY COUNCIL ON EMPLOYMENT EQUITY *Sandy Fox, Health Sciences & Roger Healey, Institutional Research and Planning*

The purpose of this committee is to provide a forum for discussion of issues surrounding employment equity and to make recommendations on the planning and implementation of employment equity initiatives at Queen's. The Council holds monthly meetings from September through June. We are both new members of the University Council on Employment Equity. QUSA members can review information about the Council on Employment Equity on their website:

<http://www.queensu.ca/equity/cee.php>

QUSA members are encouraged to contact us with any issues or concerns regarding employment equity.

CAMPUS RECREATION COMMITTEE *Ivanka Franjkovic, Advancement*

The Campus Recreation Committee met six times during the academic year. The members heard reports and offered suggestions on matters pertaining to athletic clubs, recreation facilities, and fitness services. Committee members individually visited assigned clubs in order to ensure that they all complied with Campus Recreation policies and procedures. In addition to these regular responsibilities, this past year committee members also discussed and provided feedback on the following specific issues:

- the new Student Centre,
- disciplinary action for an infraction that occurred,
- new online registration software, and
- the issue of booster clubs including the qualification criteria and expenditure of funds raised by a booster club.

EMPLOYEE ASSISTANCE PROGRAM *Fran Lanovaz, Purchasing & Betty Pollard, QUSA*

This committee is comprised of representatives from the various employee groups on campus. Their main focus is to heighten awareness of the program and the assistance it can offer. As a new initiative this year, articles from our EAP Provider, Warren Shepell, have been published in the Queen's Gazette. Although Queen's University pays for this service as part of our benefits, nothing is reported back to the University or this committee from Warren Shepell, except to provide statistics with no identifying information.

Please visit the website for information on all the areas covered by our EAP Program by directly linking from the Queen's Home Page or at: <http://www.queensu.ca/eap/>.

To access the program, call toll-free 1-800-387-4765, and an off-campus appointment will be set up in the Kingston area.



PARKING COMMITTEE
Sheri Foster, Pharmacology & Toxicology

The Parking Committee has had a few meetings in the past year to seek solutions to the parking issues at Queen's. It is considering parking's involvement with new construction on campus and other ideas that have come to the committee. It is working very hard to come up with some great ideas.

QUEEN'S PENSION PLAN
Linda McCauley
Health, Counselling & Disability Services

The Queen's Pension Plan has been in existence since 1969. The plan is an unusual one in that it is a hybrid: primarily a "money purchase" or defined contribution plan, with a defined benefit "floor of protection" (the minimum guarantee).

As a result of people living longer, weaker investment returns that directly impact the Reserve for Non-Reduction, projections from the actuaries that more people will be retiring under the Minimum Guarantee provisions of the Plan with salaries that have increased at a rate higher than had been anticipated, in December 2003 the Pension Committee with due diligence began to study the possibility of making some changes to the provisions of the Queen's Pension Plan.

A discussion paper was mailed to all actives, deferred, and retirees, and town hall meetings were held in Dupuis Auditorium on April 11 and April 13 to discuss the proposed changes. The Pension Committee believes that these changes are necessary in order to ensure the continued financial viability of the Queen's Pension Plan. If you have any questions about this document please email them to me at mccullol@post.queensu.ca.

Welcome - New Members!

- Jennifer Anderson, Advancement
- Davin Carlson, Psychology
- Gillian Donald, Advancement
- Carla Evaristo, Residences
- Jesselyn Lennox, Psychology
- Rosemary Welsh, Residences



A reminder that vision care will be added to our Benefit package (should you subscribe to the Queen's Benefit package) effective July 1, 2005. In addition to the coverage of \$200 for the coverage of eye wear every 24 months, employees will also be covered for \$65 for eye exams every 24 months.

**QUEEN'S UNIVERSITY STAFF ASSOCIATION
INTERIM FINANCIAL REPORT
Fiscal Period May 1, 2004 - April 30, 2005**

Balance Forward as of 13th Month 2004 **\$4,470.90**

REVENUES

Membership Dues	\$43,230.00
Strawberry Social	\$ 1,921.00
Holiday Luncheon	\$ 867.00
Food Bank Donations - Holiday Luncheon	\$ 62.25

Total Revenue **\$46,080.25**

EXPENDITURES

Office Expenses	\$35,939.68
Conferences	\$ 4,829.08
COUSA Fees	\$ 2,072.00
Executive Retreat	\$ 420.00
Strawberry Social	\$ 1,186.24

Strawberry Social - Donation to Andy Fund	\$ 536.00
Holiday Luncheon	\$ 1,018.50

Food Bank Donations - Holiday Luncheon	\$ 62.25
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Total Expenditures **\$46,063.75**

Balance Remaining as of April 30, 2005 **\$ 4,487.40**

Bank of Montreal Account,
April 15, 2005 **\$ 1,833.29**

GIC Investment as at October, 2004 **\$11,189.47**

QUSA STANDING COMMITTEE REPORTS

EDUCATION COMMITTEE

Chair – Andy Curtis

The main purpose of the QUSA Education Committee is to enable all administrative and support staff at Queens', members and non-members, to benefit from the collective knowledge, skills, and experience within this community. The seminars are free for QUSA members, with a nominal charge of \$2 for non-members. This year, we organized and presented four lunchtime seminars two in the fall and two in the winter. All the presenters were either staff at Queens' or people who work closely with Queens' staff.

In total, 74 members of Queens' staff attended the lunchtime seminars, making an average of 18 to 19 participants for each talk. Though this represents very good attendance for lunchtime events of any kind, more important than the numbers is the attendance of staff from different departments and centres. On average, 10 to 15 different units were represented at each seminar, from a total of more than 30, including: The Agnes Etherington Arts Centre, the School of English, the International Centre, Human Resources, the School of Rehabilitation, Research Services, VP Research Office, the departments of German, Law, Electrical Engineering and many more.

MEMBERSHIP COMMITTEE

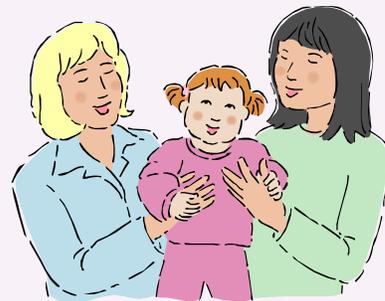
Chair – Sandra Jeffers

The Membership Committee is still looking into acquiring discounts from local area merchants for QUSA members both as a benefit for existing members and to hopefully increase membership. Unfortunately, our attempts at obtaining a corporate rate with GoodLife Fitness were unsuccessful, but it may be something for us to look at again in the future should there be sufficient interest. The Membership Committee hopes to have a list of participating retailers by the next General Meeting.

SALARY & BENEFITS COMMITTEE Chair – Sheri Foster

The final year of the agreement with the university is about to start as of July 1st. In this final year, the new vision care plan starts. The plan covers up to \$65 of the cost for an eye exam every 24 months and up to \$200 for prescription eyewear every 24 months. The committee is going to be working hard to undertake surveys in early fall prior to the end of a Memorandum of Agreement. This survey will be sent out to all members, asking their views on what they would like to see in the new agreement. The committee will present the information from the survey at an early winter general meeting, so that members clearly understand the feedback that informs the Salary and Benefits Committee. The committee has also been working continuously on queries from QUSA members.

PROCEEDS FROM THE STRAWBERRY SOCIAL TO BE DONATED TO BIG SISTERS OF KINGSTON



Big Sisters of Kingston is committed to making a positive difference in the quality of life of girls and young women, by promoting their emotional, physical and social well-being through the friendship and guidance of responsible, mature and caring women. Big Sisters of Kingston is dedicated to providing long-term, prevention-based education to its members.

Big Sisters of Kingston was founded in 1972 by a small group of women who were keenly interested in improving the life situation of girls in the Kingston community. The organization runs a wide variety of programs including Big and Little Sister Match Program, Friend for a Day Program, In-School Anti-Violence Groups for Girls, Education Programs, and a Teen Group.

For more information, please contact Big Sisters of Kingston at 542-9202 or on the web at www.bigsistersofkingston.com.

**VOLUNTEERS STILL REQUIRED
FOR HULLING BERRIES ON
JUNE 23 OR SERVING FOR
HALF-HOUR TIME SLOT ON
JUNE 24 ANYWHERE BETWEEN
11:30 AM TO 1:30 PM
CONTACT QUSA 32215**

QUSA Strawberry Social

Friday, June 24, 2005

11:30 a.m. to 1:30 p.m.

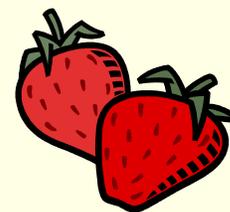
**Fresh Strawberries, Ice Cream, Tea Biscuits & Lemonade
On the grounds of Summerhill (rain location: Grant Hall)**

TICKETS:

\$3.50 Members/\$4.00 Non-Members

\$2.50 Children 12 & under

Proceeds to "Big Sisters of Kingston"



Tickets

Available

from:

Kim Garrison	Beamish-Munro	74594
Anne Henderson	Cataraqui Bldg.	32668
Val Knapp	Stauffer	32519
Marilyn Lavoie	Watson	77027
Wendy Lloyd	Richardson	74175
Leisa McDonald	Fleming	77307
Cindy Peters	West Campus	75099
Betty Pollard	JDUC/Rm235	32215
Diane Reid	Mac-Corry	77173
Lucy Russo-Smith	Botterell	33006
Kelly Smith	BioSciences	36602
Teresa Touchette	Goodes/Rm401	32303
Jill Trueman	KGH/Etherington	548-1390
Marlo Whitehead	Cancer Research	74734

★★★ DOOR PRIZE ★★★

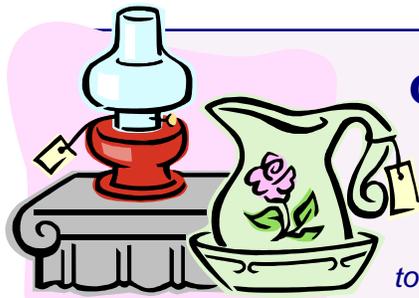
- 1) \$100 Accommodation Certificate Ambassador Hotel & 2 Tickets 1000 Islands Playhouse**
- 2) Manicure, Pedicure & Brow Wax from HAIRIS/Spa Next Door**

**♪ ♪ Acoustic Classical Guitar Entertainment Provided by:
Jeff Hanlon (Queen's Guitar Instructor) & Jon Sandler ♪ ♪**

EARLY BIRD PRIZES:

(for tickets purchased prior by noon Monday, June 20)

- | | |
|---|---------------------------|
| ● 18 hole green fee/cart - Loyalist | Gift Certificates: |
| ● 18 hole green fee/cart - Loyalist (2nd) | ● \$25 Grizzly Grill |
| ● Sweatshirt - Villager Custom | ● \$25 Chien Noir |
| ● Travel Mug & Coffee - QUSA | ● \$25 Canadian Tire |
| ● Golf Shirt - CAMM | ● \$10 Chapters |
| ● 1 month membership Leading Edge Fitness & \$10 Tim Horton's | |



One Man's Trash...

by Bonita Summers

Curiosity got the better of me, and I fired off an email to get a chance to bring my antique items to the Canadian Antique Roadshow. The little porcelain pig with Watford, England's coat of arms and the phrase "the pig that won't go" was surely worth more than the sentimental value I attached to it as a former possession of my grandmother's. Moreover, my ancient Tibetan statue depicting the buddhas Heruka and Vajravarahi would surely catch the experts' attention.

I arrived at the line-up early enough to chat with my queue companions, some laden with paintings, others with furniture including an intricately carved chair from Asia, and in one case, a large object mysteriously wrapped for protection (it turned out to be a large wooden propeller). Experts strolled along the line, looking for items to display on the set.

One who examined my statue thought it was of East Indian origin. After a brief chat, he headed on down the line. Oh well, I would have my chance a to explore its history further once I got inside.

A large silver basin replete with winged creatures was carried off by a jubilant historian, much to the delight of the owner, who was escorted inside ahead of the waiting crowd.

Cameramen appeared, and Valerie Pringle, as sparkling a personality in person as she is on television, walked out to greet the crowd. After some initial instructions, we were escorted inside and given postcards and fridge magnets promoting the show. A table sat nearby with other goodies for purchase, including a shirt that read, "The experts found me priceless at the Canadian Antique Roadshow." Too cheesy for me!

When the opportunity finally arrived to have my items assessed, I found my porcelain pig to be worth about \$10, so common were these items. However, the British gent who examined it told me that it represented a popular story I could probably find on the Internet.

My statue turned out to be East Indian, but a knock-off probably produced in the 1960's. I know I should have been grossly disappointed that my "antiques" were actually someone's trash, but I came away elated for having gone behind the scenes of this popular show, seen some real prize finds up close, and learned a bit of history behind my little porcelain pig. My precious possessions may be trash, but I treasure them still.

RESOLUTION OF WORKPLACE ISSUES FOR NON-UNION STAFF AT QUEEN'S

In the April edition of the Courier there was a brief overview of the support available to non-unionized staff members who have questions about employment-related issues or problems. A staff member may call upon this support in the event that he or she needs assistance to resolve a complaint or grievance.

The grievance procedure is designed to resolve workplace issues. Complaints or grievances first should be brought to the attention of a supervisor as soon as possible. A request to meet with the supervisor or unit head to discuss the issues must be made within 45 working days from the time the circumstance arose that led to the complaint.

If a staff member wants to be accompanied by someone, either as a friend or as a representative, this person must be a Queen's employee who has been employed for at least 12 months and who does not report to the same department head.

Current Human Resources policy limits those times when a staff member can have a friend or representative attend a meeting to *issues relating to a complaint or grievance*. Queen's retains the right to meet with staff members individually for matters unrelated to discipline, such as performance reviews.

Complete information on the grievance procedure can be found at the Queen's Human Resources homepage under "Policies". When you need information about a University policy or procedure, or when you feel a policy or procedure has been unfairly applied to you, you should contact Harry Smith, Co-ordinator of Dispute Resolution Mechanisms by telephone at (613) 533-6495 (the voice mail is confidential if you need to leave a message), or by e-mail at drm@post.queensu.ca.

Contact information for Staff Advisors is found inside the back page of the Gazette. Staff should feel free to contact any of these persons on an informal basis.



The Office Next Door series presents...



School of Nursing

by Helen Campbell & Anne Henderson

The Cataraqui Building houses the School of Nursing, Faculty of Health Sciences at 92 Barrie St. with a lovely view of the City Park cricket field. As the Cataraqui Building previously housed an animal care facility, we inherited the benefits of air conditioning and the detriment of an old clunky freight elevator.

The School of Nursing offers an undergraduate program, a Master's program, and a Nurse Practitioner Certificate Program. Our undergraduate program runs for four years, at the end of which our students graduate with a B.N.Sc. degree. Upon completion, they become eligible to write the College of Nurses of Ontario provincial nursing exams, which qualifies them for their R.N. certificate. At the School of Nursing "Pinning Ceremony" held in Grant Hall each year, you can witness what a cohesive group the nursing students have become after enjoying the support and friendship of their classmates for four years.

Our M.Sc. program is designed to meet the needs of nurses who wish to study at the Master's level to further develop research competence, rather than concentrating on advanced development of clinical practice. This is a slightly different approach from other university nursing Master's programs.

The Nurse Practitioner Program is for those who are already RNs. Graduates from this program diagnose and manage human responses and common diseases in consultation with a physician.

*We have five support staff members in our department. **Janet Ryder** is the Administrative Assistant who is responsible for the day-to-day organizational running of the office and attends to finance, purchasing, and providing administrative assistance to the Director and faculty.*

***Lilian Cook** is the Administrative Secretary to the Director of the School, Dr. Cynthia Baker. Lilian is also a support person for a number of committees, as well as being responsible for the organization of the Director's office.*

***Anne Henderson** is Senior Secretary, and fields student questions about the undergraduate program. She looks after course work, the school calendar, and WebCt sites, in addition to degree lists and exams. The traffic is especially heavy during the hectic admission and registration period, but the benefits of this busy time are that faces and names become familiar quickly.*

***Helen Campbell**, Departmental Coordinator, is involved with undergraduate students as it pertains to their progress through the school. She maintains databases, assists faculty with their grants, and serves as a support person for the Graduate Program and several school committees.*

*New to our department is **Barb Bolton**, Assistant to the Undergraduate Coordinator. She is involved in various aspects of admissions, liaison and recruitment activities, and special projects involving students.*

As you may guess, all our jobs can overlap quite a bit. Fortunately, we enjoy a cooperative environment due to our compatibility, which is augmented by supportive faculty.

If you want to find out more about the School of Nursing, you can check out our website at <http://meds.queensu.ca/nursing>.



THANK YOU



to those leaving the QUSA Executive:

Annette Brick, Andy Curtis,
Kim Jesse & Ellen Hawman

**to the 2005 Strawberry Social
Committee:**

Barbra Brousseau, Kim Garrison,
Maureen Halsall, Lori Rand &
Peggy Watkin

**to the three scrutineers from our
Salary & Benefits Election:**

Janet MacDonald, Terry Smith
& Debbie Sneddon

&

**to all volunteers and staff
representatives on
University Committees**

We appreciate all your hard work!

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.

2004/2005 QUSA EXECUTIVE

		Members-at-Large	
President - Spring Forsberg, Cont.Distance St.	78560	Annette Brick, Cont.Distance St.	77190
Vice-President - Gail MacAllister, Psychology	36406	Andy Curtis, School of English	77192
Secretary - Sandra Jeffers, Intl Centre	32604	Sheri Foster, Pharm. & Toxicology	36112
Treasurer - Lisa Neumann, Arts & Science	74722	Kim Jesse, Neuroscience Studies	36360
RG&C - Pamela Bandy-Dafoe, Chemistry	32630	Jessica Maskell, Fac. of Education	74286
RG&C - Karilee Reinbold, HPCVL	78485	Carolyn Morrison, Psychology	32493

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