VOLUME: 3/08 - JUNE 2008

Editors:
Sharon David
Barbara Quesnel
Betti Stiff

Executive Representative:
Spring Forsberg

Production:
Betty Pollard

QUSA - Working for YOU!

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2007/2008 EXECUTIVE Committee
(term July 1/07 to June 30/08)

President: Spring Forsberg
Faculty of Arts & Science 78560

Vice-President: Gail MacAllister
Psychology 36406

Secretary: Carolyn Morrison
Psychology 32493

Treasurer: Sheri Foster
Political Studies 77451

MEMBERS-AT-LARGE

General Staff:
Erika Becker, Policy Studies 32972
Jane Dauncey, Psychology 32876
Peg Hauschildt, Physics 32169
Patti George, Purchasing 74233
Lori Rand, Residences 32048

Research, Grant & Contract:
Pam Bandy-Dafoe, Chemistry 32630
Karilee Reinbold, Computing 77494

West Campus:
Jessica Maskell, Education 74286

QUSA OFFICE:
Room 235, J.D.U.C.
Tel: 32215 Fax: 36190

Business Administrator:
Betty Pollard

Office Hours: Monday to Thursday
8:30 AM to 2:30 PM
The QUSA General Meeting was held on Tuesday, May 27th. President, Spring Forsberg opened the meeting and thanked the outgoing and welcomed the incoming executive members. Spring thanked Betty Pollard for her years of service and announced that Betty would be retiring in June but returning to help train the new assistant in September.

Next, the Treasurer, Sheri Foster reviewed QUSA’s financial report and Carolyn Morrison announced and presented the new executive.

Sheri Foster moved the motions for the Membership fee increase. Motion 1 to transfer a balance over and above $10,000 in the GIC to the operating budget was passed. Discussion took place concerning whether an increase in membership fees beyond $0.50 per month was necessary. Motion 2 to increase membership fees by $0.50 per month, effective July 1, 2008, was passed.

Dean McKeown, School of Computing, presented a “Year in Review & Future Direction”. Dean was on QUSA’s Salary & Benefits Committee over 2 years ago. He presented material for us to think about, such as why unionization has once again come to the forefront; what changes he felt would make QUSA a stronger organization; suggesting the establishment of a staff relations committee like the University of Waterloo has rather than unionizing; and a review of Queen’s internal hiring and training policies.

Our guest speaker was Dr Jana Raver from the School of Business who spoke on “Workplace Bullying”. Dr Raver introduced us to what constitutes bullying – that it often starts with incivility, proceeds to aggression, and escalates into bullying. Examples of aggression/bullying include verbal abuse, withholding needed information, sabotaging work, public embarrassment, or deliberately harming a person’s reputation. These negative acts occur frequently (typically at least once a week), and continue to occur over an extended period of time (typically at least 6 months). It is often a supervisor but coworkers can also bully – Dr Raver’s paper on Workplace aggression from supervisors and coworkers: Comparing targets’ outcomes found bullying was targeted by both supervisors and coworkers in ~50% of cases and that coworker aggression alone was the second-most prevalent form of aggression.

Dr Raver continued on to discuss how aggression/bullying in the workplace is a workplace stressor and the negative effects it has on the target’s health. She concluded by discussing tactics for dealing with bullying in the workplace, that many institutions are recognizing it as a serious problem, and that anti-bullying policies and better guidelines for reporting bullying are expected (Quebec and Saskatchewan currently have workplace bullying/psychological harassment laws).

Thank you to Dr Raver for such an informative presentation! You can view Dr Raver’s “Workplace Bullying” presentation at: http://www.queensu.ca/qusa/RAVERonBULLYING.pdf

Some helpful links:

- Canadian Centre for Occupational Health and Safety: “Bullying in the Workplace”
- Canada Safety Council: “Bullying in the Workplace”
- Workplace Bullying Institute and their excellent video “Bullying on the Job”
- No Bully For Me
The end of a QUSA year offers the Executive a time to reflect on a year gone by and to position ourselves during the summer months for the year ahead. 2007/2008 has been an exciting year as we have attempted to meet the developing and changing needs of our members. This year the university has also undergone significant changes with a new Principal at the helm and inevitably a season of change. The current climate on campus has undoubtedly led staff to closely review our representation to the Administration. The QUSA Executive welcomes this review and has answered the call to initiate the examination of another type of representation.

The 2007/2008 Executive hopes that along with the representation discussion, you might also be interested in some of the other areas that QUSA has been diligently working on. For your information:

- QUSA Executive members have met with the Dispute Resolution Coordinator and Staff Advisors several times to discuss an alternative way for non-union employees to receive assistance should they find they are experiencing problems in their department and/or with university policy.

- The Job Evaluation Committee has been brought back to the table with the goal of restarting the project this summer with expected completion in early 2009.

- Human Resources advised us that the job freeze has been temporarily lifted for those positions which have significantly changed.

- The on-going pension discussions with all on campus employee groups have continued and in fact, we have recently presented a proposal to the Administration as to what the joint employee groups might be willing to do to address the pension issue.

- We have presented to the Administration the results of the QUSA survey which was soberly but well received – raising the awareness of some of the ongoing issues and worries that staff face regularly: concerns for layoffs, departmental bullying, job dissatisfaction; over-worked and stressful workplace environments; ongoing concerns regarding internal hiring policies and necessary improvements in the area of appropriate training for Queen's employees to ensure they qualify for available internal positions.

A very active 2007/2008 Education Committee has tried to address the ongoing comment that QUSA is a social group. Feeling connected socially with your peers is just one of many positive aspects of QUSA, and we strive to go far and beyond the few social activities that we offer. In fact, we have offered lunch hour education sessions and discussed issues such as healthy eating, mentoring, and sleeping disorders. Further, at our recent General Meeting guest speaker Dr Jana Raver addressed the important issue of bullying in the workplace.

The Salary and Benefits Committee will be meeting this month with members of Human Resources to review our vacation day policy and the Christmas Holiday shut down period. Human Resources has also made a commitment to review, in the Fall, the funding available for staff to engage in professional development and post-secondary education programs outside of Queen's.

In summary, 2007/2008 has been a year of celebration of 35 years of QUSA. It has demonstrated the need for the Executive to continue to actively pursue with the Administration’s areas of concern, and to closely examine whether QUSA continues to meet the needs of our members. It is the 2007/2008 Executive's belief that our ability to personally engage with the Administration affords QUSA a direct line to express our concerns and issues and that we have a strong commitment to both our members and non-members...because we are you!

Thank you to all members of the 2007/2008 Executive and to those who have so diligently served on the various committees on campus to ensure staff continue to be represented and have our needs heard. And thank you, QUSA members, for your support and interest in the issues that affect us all.  

* * *
YEAR 3

Effective July 1, 2008:

- All salaries in grades 2 to 9, except those which are at or above the range maxima, will be moved up to the next step within the grade;
- A scale increase of 3.0% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;
- A one-time payment will be made to each general staff employee who is at the range maxima or above the range maxima on June 30, 2008 and who is not eligible for a step increase. To be eligible for this one-time payment each employee must be actively employed on July 1, 2008. The payment will be in the amount of $400.00 less statutory deductions and included in the July 30, 2008 pay;
- If C.U.P.E. Locals 254, 229 or 1302 receive a scale increase of .5% greater than the increase outlined in this agreement, salary discussions with QUSA will be re-opened regarding the third year only.
- Amendment to the Vision Care Benefit (forms part of current Supplementary Medical Plan). The Vision Care Benefit will be increased to a maximum limit of $250.00 per eligible person every 2 years.

Effective January 1, 2008 - Appendix A1 Child Care Benefit Plan

Amendment to the Child Care Support Plans. The Child Care Support Plans set out in Appendices A and B will be amended as follows:

- Inclusion of before and after school care, PA day programs and summer camps to be eligible for reimbursement purposes.

### Salary Ranges – Grades 2 to 9 – Effective: July 1, 2008

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<th>GRADE</th>
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<th>STEP 2</th>
<th>STEP 3</th>
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### Salary Ranges – Grades 10 to 14 – Effective: July 1, 2008

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<td>14</td>
<td>112,904</td>
<td>129,841</td>
<td>150,542</td>
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Announcing...

the 2008/2009

QUSA Executive Committee

(term: July 1, 2008 to June 30, 2009)

- **PRESIDENT:** Spring Forsberg, Arts & Science
- **VICE-PRESIDENT:** Mark Publicover, Geography
- **SECRETARY:** Carolyn Morrison, Psychology
- **TREASURER:** Tracy Elliott, University Secretariat

- **MEMBERS-AT-LARGE:**
  - (General Staff)
    - Jane Dauncey, Psychology
    - Peg Hauschildt, Physics
    - Sandra Jeffers, International Centre
    - Michelle Knapp-Hermer, Global Development
    - Lori Rand, Residences
  - (West Campus)
    - Jessica Maskell, Faculty of Education

- (Research/Contract)
  - Pamela Bandy-Dafoe, Chemistry
  - Kelly Petrunka, Better Beginnings

Pros and Cons of Unionization

Professor Robert Hickey from Policy Studies spoke to QUSA members on April 9, 2008 about the Pros and Cons of unionization. His objective was to show the strengths and weaknesses of both staff associations and unions.

Dr Hickey discussed the strengths and weaknesses of professional associations and unions in general, along with the motivations for unionization (some good, some bad). These comparisons can be viewed at [http://www.queensu.ca/qusa/Pros&ConsPres.htm](http://www.queensu.ca/qusa/Pros&ConsPres.htm).

A question period followed with questions being asked about the effectiveness of in-house unions, and unionization in general.

Magna Automotive was brought up as an example of an automotive company who avoided unionization until recently, when they joined a union to preserve their current work environment. Their union contract is quite different from most other unions, and is also controversial (For details see [http://www.labornotes.org/node/1450](http://www.labornotes.org/node/1450)).

Thank you to Dr Hickey for his time and expertise in facilitating this discussion for us.

SALAR Y & BENEFITS COMMITTEE

- Davin Carlson, Psychology
- Carla Ferreira, Alumni Relations
- Dean McKeown, School of Computing

Thank you to our three scrutineers during the election process:
Wanda Kay, Marg Lawson & Olga Oleinikow
Education Committee Report

The aim of the Education Committee this year was to provide a balance of professional and personal development opportunities for QUSA members.

Education Committee Members:
- Lori Rand, QUSA Member-at-large
- Jessica Maskell, QUSA Member-at-large
- Sandra Jeffers, QUSA Member
- Carla Ferreira, QUSA Member

Education sessions that took place during the 2007-2008 academic year were:

- In October, 33 QUSA members and 4 non-members attended The Citizens’ Assembly on Electoral Reform session with Dr. Jonathan Rose from Political Studies.
- In November, 17 QUSA members and 3 non-members attended the Emotional Intelligence session with Elspeth Christie from the Learning Commons & HDCS.
- In November, 8 QUSA members and 1 non-member attended the 100 Mile Diet session with Emily Dowling from the Root Radical Community Shared Agriculture (CSA).
- In January, 10 QUSA members attended the Mentoring–Success Models from Socrates to Seuss to Social Networks session with Jane Good from Career Services.
- In January, 20 participants attended the Healthy Eating session conducted by the KFL&A Public Health Unit.
- In February, 15 participants attended the Reading Food Labels session conducted by the KFL&A Public Health Unit.
- In February, the QUSA Education Committee held a Student Initiatives session.
- In February, 25 QUSA members and 2 non-members attended the Sleeping Disorders session with Dr. Alistair MacLean from Psychology.

Following each Education Session, the Education Committee conducted an on-going assessment to ensure that the needs of members were being met, and the session outcomes were achieved.

In addition, the Education Committee was dedicated to ensuring that learning opportunities also occurred in written format. The following reports were included in The Courier on behalf of the Education Committee:

- Your Health: Osteoporosis
- Your Health: Headaches and Migraines
- Your Health: Naturopathic Medicine
- Your Health: Obsessive Compulsive Disorder
Salary & Benefits Report

It has been a very interesting year for the Salary & Benefits Committee as we have seen an increase in the use of the Queen’s benefit packages culminating in the Tuition Support for General Staff and Child Care Support funds having been utilized to the max.

When the Tuition Support for General Staff funds fell short this year the committee and the executive approached the administration to see if there was a possibility to have the fund topped up again this year as done it the past year, but at the time the University has had to address funding issues and there were no funds available.

In June the Salary & Benefits committee is meeting with the University administration to review the agreement that is about to go into the final year. The committee feels strongly about getting the issues concerned with the agreement addressed before the new Salary & Benefits committee takes over in July 2008. Also in the past year the University has been working with QUSA on the job evaluation system and the University is making every effort to address this issue.

| QUEEN’S UNIVERSITY STAFF ASSOCIATION |
| FINANCIAL REPORT |
| Fiscal Period July 1, 2007 - April 30, 2008 |

<table>
<thead>
<tr>
<th>Balance Forward as of June 2007</th>
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<td><strong>REVENUES</strong></td>
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<td>Membership Dues</td>
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<td>Cost Recovery</td>
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<td>Holiday Luncheon</td>
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<td>Barb Geddes Endowment</td>
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Membership Committee Report

QUSA members numbered 616 this year with 52 new members. The Membership Committee provided benefits of membership through discounts offered at ICI Paints Canada and Premiere Fitness. Revision to communications to members is a continuous process for the Membership Committee. Before the end of this Executive term we will hold a membership drive in order to increase our strength for the upcoming salaries and benefits negotiations.

Please continue to let us know your suggestions and concerns regarding QUSA. We want to hear from you: qusa@queensu.ca
Global Development Studies
by Michelle Knapp-Hermer

The administrative office for the Department of Global Development Studies (DEVS) can be found on the third floor Mackintosh-Corry Hall. Here you will find Kelly McNeely, our Programme Assistant. Kelly is the “friendly face” of DEVS and is always eager to lend a helping hand to our students. Michelle Knapp-Hermer recently joined DEVS and is the Department Administrator. Michelle assists with the day-to-day operations of the department.

Students in Global Development Studies explore issues of relevance to developing countries and aboriginal communities. DEVS offers major, medial and minor courses of study. We are an interdisciplinary programme involving the departments of Geography, Economics, Environmental Studies, History, Political Studies, Sociology, Women’s Studies, as well as the Queen’s Aboriginal Council.

DEVS offers a wide range of opportunities for undergraduate students to work and/or study in development context and to receive credit towards their DEVS degree. We have programmes in China and Cuba and students have completed independent work-study placements around the world.

DEVS recently celebrated its 10th Anniversary. Faculty, staff, alumni and students gathered to reconnect and discuss career opportunities in the field of Development Studies. With a modest beginning of only 20 students in 1997, the department of Global Development Studies has grown to more than 280 students and some 300 alumni. Our new DEVS 100 course alone has 425 students and there are many new courses in the major, medial and minor programmes. With a growing number of students, faculty and staff, DEVS has plenty to celebrate. The department has maintained a close community feel, with an active student council, regular social events, and strong student-faculty linkages.

In other exciting news, DEVS plans to launch a Master’s of Art in Global Development Studies in the Fall of 2009. The introduction of a Master’s degree will be a natural extension of our flourishing growth. If you are interested in learning more about us, visit the Global Development Studies website.

QUSA 35th Anniversary Cake Recipe Contest

Our anticipated recipe booklet from the Bake a Cake to Celebrate contest, as part of QUSA’s 35th anniversary celebrations, is now available on our website at: http://www.queensu.ca/qu/USABAKEA-CAKERECIPES.pdf

Thank you to the contestants, to all those who came out to celebrate, and congratulations to the winners! Details about the event can be found on page 5 of the December 2007 Courier.
Welcome to New Members of the 2008/2009 Executive

Tracy Elliott began working at Queen’s as a casual employee in September 1991 – working in various departments across campus until she was hired as a contract employee by the Department of Mechanical Engineering in April 1995. She was hired full time in July 1996 by the University Secretariat where she is currently employed as Information Coordinator – maintaining databases, assisting with elections to governing bodies, maintaining the departmental website, and assisting with convocation ceremonies. Tracy has been a member of QUSA since 1996 and is looking forward to being part of the QUSA Executive.

Sandra Jeffers began working at Queens in April 2001 in Residences. She then went on to a position at the Queen’s University International Centre (QUIC) as the Emergency Support Program Assistant, International Housing Office Coordinator. Sandra was a member of the QUSA Executive from 2003 - 2007 and she looks forward to once again representing Queen’s staff.

Michelle Knapp-Hermer began working at Queen’s in 1998 for the Department of Mining Engineering as the Undergraduate/Graduate Program Assistant. Looking for variety and experience Michelle moved to the Registrar’s office as the USAT Coordinator. Currently Michelle is the Department Administrator for Global Development Studies in the Faculty of Arts and Science. Michelle is looking forward to her new role as member-at-large on the QUSA executive.

Kelly Petrunka began working at Queen’s in 1990 on a longitudinal research project called Better Beginnings, Better Futures. Eighteen years later, she is happy to report that the research project still continues! She has been a QUSA member for several years and looks forward to serving as the Research, Grant and Contract Member-at-Large on the QUSA Executive.

Mark Publicover has been a member of the Queen’s Community for thirty-three years, as a graduate student, contract worker (18 years), technician and currently as Program Associate for the Geography Department. He served as President of QUSA between 1992 and 1998 and as President of the Technicians Union, CUPE Local #254 between 2000 and 2005. He has served staff on Senate and ten years on the Board of Trustees of Queen’s. Mark looks forward to working with the QUSA Executive to represent QUSA Members and the interests of all staff including contract staff as he advocates for legal bargaining status for all staff not currently covered by a collective agreement.

Welcome - New Members!

- Lise Alban, Enrichment Studies
- Jacqui Andreola, Arts & Science
- Ken Ball, Faculty of Education
- Anne Burns, Math & Stats
- Maria Cardoso, Arts & Science
- Stephen Childs, Policy Studies
- Tammy Donnelly, Arts & Science
- Maureen Graham, Art Dept.
- Dianne Hyde, Geology
- Kelly McGarry, Strategic Procurement
- Kelly McNeely, Global Development Studies
- Barb Mundell, Career Services
- Henderika Penning, Office of Research Services
- Teresa Pires, South African Research Centre
- Anne Smith, Office of Research Services
- Yong Zhang, GIDRU

Welcome to our newest Co-editor – Barbara Quesnel

The QUSA Courier is pleased to welcome Barbara Quesnel as our new co-editor. Barbara has been employed with Queen’s since January 2007 and works in the NCIC CTG as a Document Production Assistant. She has many years of experience creating and editing documents of all kinds. Barbara is very loyal to Queen’s and to Kingston, having moved to Kingston in 1971 when her father accepted a Professorship here at Queen’s. She is delighted to have this opportunity to contribute her editing skills to the QUSA Courier. Welcome to the Courier Barbara!
Tuesday, June 24, 2008
11:30 a.m. to 1:30 p.m.
On the Grounds of Summerhill (rain location: Grant Hall)

Fresh Strawberries, Ice Cream, Tea Biscuits & Lemonade/Iced Tea

TICKETS:

Members: $ 4.00 Non-Members: $ 4.50
Children (12 & Under) $ 2.50
All tickets purchased at the door: $ 5.00

Tickets Available from:
Jane Dauncey Humphrey Hall 32875
Carla Ferreira Summerhill 75403
Patti George BioScience Complex 32136
Val Knapp Stauffer Library 32519
Karen Knight Ban Righ Centre 32976
Bonnie Livingstone Gordon Hall 78886
Jessica Maskell West Campus 74286
Jane O'Donnell Etherington, Rm 3013 36619
Betty Pollard JDUC, Rm 235 32215
Diane Reid Mac-Corry Hall 77173
Lucy Russo-Smith Botterell Hall, Rm 234 36360
Teresa Touchette Goodes Hall, Rm 401 32303

Proceeds to Kingston Extend-A-Family

DOOR PRIZES!!!

1st Prize: Signatures Spa Package, plus a $25 gift certificate for “King Street Sizzle”, and a $30 Grand Theatre Gift Certificate
2nd Prize: Signatures Spa Package, a Digital Music Player from Campus Computer Sales and a $15 gift certificate for “Boston Pizza”
3rd Prize: Digital Music Player from Campus Computer Sales, Passes for 4 at Expert Tees for either Miniature Golf or a Bucket of Balls, and a $15 gift certificate for “Boston Pizza”

EARLY BIRD PRIZES - for tickets purchased before noon on Wednesday, June 18

- Green Fees for two - The Landings
- Gift Basket - Quattrocchi’s
- $25 Gift Certificate - Greek Islands Restaurant
- Queen’s Stadium Blanket - Alumni Relations
- Frozen Cake Gift Certificate - Dairy Queen (2)
- $25 Gift Certificate - Cavalier Room
- Golden Gaels Sweater - Athletics & Recreation
- $25 Gift Certificate - Pam’s Flower Garden
- “Celebrating Ontario” Book - Camera Kingston Foto Source
- A “Rose-A-Month” Gift Certificate - Pam’s Flowers
- Queen’s Hooded Sweatshirt - Campus Book Store
- $25 Gift Certificate - King Street Sizzle
- Metal Butterfly - Creative Gifts & Baskets
- Two Adult Admissions - Haunted Walk Kingston
- Passes for two for either Miniature Golf or Bucket of Balls - Expert Tees (3)
- $15 Lunch Certificates - JM’s/Ambassador (5)
- Special Edition Indiana Jones Adventure Collection - with a $5 gift certificate - Classic Video (2)
Alas, the time has come to bid farewell to two long-standing Queen’s employees, Steve and Nancy Cutway, who will be retiring in June.

Steve’s 35 years with Queen’s has had him involved in many activities. His was an unpredictable path from station manager at CFRC to his current position with IT Services as an Accessibility Specialist. He has been active in a variety of activities, holding the University Club and University Council close to his heart. His desire to assist, coupled with his phenomenal facility of recall, has served the University well.

Nancy’s first appointment was a ten-month contract in 1994 with the Arts and Science SOAR program, followed by a couple of short contracts. Fortunately, someone in the Dean’s Office had the good sense to hire her full time, which has resulted in a lot of faculty and staff in Arts and Science benefitting from Nancy’s meticulous attention to detail and professional manner over the years.

Colleagues at the Faculty of Arts and Science, IT Services, and QUSA wish Steve and Nancy all the best in their future endeavours.

On June 30, Beth Simard will be retiring from Queen’s. She has worked at the university for 22 years, all in the Registrar’s Office, and principally in Admission Services. She is the guru of admission information, and we will deeply miss her for this, not to mention her feisty personality.

Beth, we wish you all the best as you move into a more leisurely lifestyle, having more time to do things you truly enjoy.

Your friends and colleagues in Admission Services, Registrar’s Office.

A Fond Farewell to those members of the Executive leaving this year.

- Erika Becker
- Sheri Foster
- Patti George
- Gail MacAllister
- Karilee Reinbold
- and to Fiona Froats & Diann King
- Salary and Benefits Committee

Thank you for your time and dedication to QUSA.
Proceeds from Strawberry Social to be donated to
Kingston Extend-A-Family

About Kingston Extend-A-Family:

◆ It is a local non-profit, so all of the money stays in Kingston.

◆ They provide respite opportunities for over 125 families in the Kingston area and recreational programming for children and adults with disabilities – physical, intellectual, dual diagnosis, ADD, ADHD, Oppositional Defiant Disorder (ODD), and Autism Spectrum Disorders (ASD) that include Asperger’s Syndrome, Rett Syndrome, Childhood Disintegrative Disorder, and Pervasive Developmental Disorder Not Otherwise Specified.

◆ They run school year programs: PA Day programs, Winter Break, March Break, and an 8 week long Summer Camp at St. Lawrence College for children 4-17. In addition there is an ASD camp for children who are high on the spectrum.

◆ This year their Summer Camp will cost approximately $180,000, with close to $125,000 in payroll costs. They receive $30,000 from the Ministry of Children and Youth Services to offset the cost of camp, but the remainder has to be raised through camp fees, fundraising and grants. The staffing cost is high because unlike most camps, a 3:1 ratio is provided, and in some cases a 2:1 and 1:1 camper to staff ratio as 25% of the campers have complex needs and are medically fragile.

◆ For many families, the summer camp is the only camp in the Kingston area where they are welcomed.

◆ This year they need to purchase another Hoyer Lift for wheelchair bound campers, so they can be lifted onto change tables, etc. This will cost $5,000.

For further details see: http://www.eafkingston.com.

Special Thanks to this Year’s Strawberry Social Committee:

◆ Stephanie Beauregard, Education
◆ Susan Bowen, Mechanical & Materials Eng.
◆ Wendy Clarke, Advancement
◆ Jane Dauncey, Psychology
◆ Sheri Foster, Political Studies
◆ Vanessa McCourt, Four Directions Aboriginal Student Centre
◆ Deb Sneddon, Advancement

We are still looking for volunteer hullers & servers. Please contact the QUSA office if you can help out.

NOTE:
Announcements for staff members other than yourself require permission from the staff member concerned. Submissions must be signed so information can be clarified with the writer, if necessary.