A lot of behind-the-scenes work goes into main- 
aining and operating the Field House and 
Aquarena on Memorial’s St. John’s campus. For 
management, maintenance managers Ed Kenny and Ken Coffey, 
it is a labour of love and self-sacrifice.

Since 1981, annual maintenance has taken place 
over the Christmas holidays, the perfect time for 
getting work done with minimal interruption in 
services for clients. Heating systems are checked, 
pumps and motors are inspected, painting and 
and major preventative maintenance is carried out, 
the main pool is drained if necessary, and

This past year, the Field House and Aquarena 
were closed during the Christmas holidays and staff 
worked around the clock to get the work done on 
time, taking only Christmas Day and New Year’s Day 
as holidays. Planning for this event starts in the 
summer when the managers of various divisions 

Upgrades to the Aquarena and Field House for 
2005 included: pressure cleaning the track, instal- 
ation of new fitness equipment; construction of a 
new staff lunch room, new tiling in the change 
rooms, replacement of saunas; maintenance of 
existing equipment; new carpeting; and major renova- 
tions to the sound system in Field House, just to 
name a few.

Ed Kenny started working at the Aquarena in 
1976. For him, the best part of his job is getting to 
see people of all ages enjoy the facility.

“This past year I was crawling down the tube slide 
to test the repairs (fully clothed), and decided to 
land in the pool instead of climbing back up. 
We definitely have fun in our jobs and each day is 
something new and different,” said Mr. Kenny with 
a laugh. “I love to see people of all ages utilizing 
and enjoy the pool. It makes what we do here that 
much more worthwhile.”

Maintenance managers Ed Kenny (front) and Ken Coffey keep things running smoothly at The 
Works.

Ken Coffey, like the Field House, is relatively 
new to Memorial. He joined the staff in 2000 and 
so far has been enjoying the day-to-day challenge 
of always doing something different.

“Our challenge over the next few years, as 
systems wear down and need to be upgraded and 
repaired, is to keep on top of it. Cleaning the track 
and refurbishing the hardwood floor is a big job and 
very important. Keeping the facility freshly painted 
so that it looks well kept up, is important too. Each 
day is a new challenge and we always have to be 
looking ahead.”

There are 32 maintenance staff members in total 
for both facilities running and operating the maint- 
tenance division seven days a week. Given the size 
and activity level of both buildings, the challenge 
is to make sure there is good management on site.

Anne Richardson, director of The Works, said 
Ken Coffey and Ed Kenny are two of the operations 
biggest assets.

“Both men work extremely hard and long hours 
to ensure that the Aquarena and Field House are well 
maintained at all times and without interruption of 
services to students and other customers,” said Ms. 
Richardson. “Neither Ed nor Ken has an easy job as 
the facility is open seven days a week, 16 hours a day 
and sees over 30,000 visits each week. They, and the 
rest of the maintenance division, are to be 
commended for their commitment and hard work.”

Out with the old . . .

In with a new look for The Communicator

It’s impossible to miss. It’s printed on higher quality 
paper and has a whole new style. After 19 years of 
publications, The Communicator is getting a new look. 
The Division of University Relations and Department 
of Human Resources have been hard at work
 redesigning the newsletter, the first which is in your

The Communicator is getting a new look.

The Division of University Relations and Department 
of Human Resources have been hard at work, 
redesigning the newsletter, the first which is in your 
newsbox.

“We have looked closely at what employees are 
interested in reading, what information they need, 
and what should be highlighted and featured,” said 
Ivan Muzychka, manager of Memorial’s News Service 
(University Relations) and managing editor of The 
Communicator. “We met with the Department of 
Human Resources and have started mapping out 
where we want employee communications to go. The new 
look is just part of an overall plan for improving 
employee communications. The content of The 
Communicator is also getting a bit of a makeover. We are 
going to focus more on things like wellness and 
employee health, a growing area of significance to all 
employees here on campus, and we will continue to try 
and include more stories about the people who work 
at Memorial, those people who make Memorial work. 
This will be an ongoing process and we are looking for 
feedback on story ideas and even ideas for 
permanent features.”

Mr. Muzychka said the new look includes full colour 
on the front and back page and an easier to read text 
font and layout. The production schedule has also 
changed from six issues a year to four, to allow for a 
timely publication and more in-depth coverage of 
issues of interest to employees. A communications co- 
ordinator – Tracey Mills — has been hired in Univer-
sity Relations who will be act as the new editor of The 
Communicator.

Retirees from Memorial also receive The Communi-
cator and this inaugural issue of the new and improved 
newsletter includes a profile of pensioner Capt. Wayne 
Norman, a retired teacher from the Marine Institute 
who has discovered a love of song writing. This issue 
also contains an article featuring Memorial researcher Dr. Barbara Rosebothan on how eating well can protect 
your heart. All the regular features like Career Scene, The 
President’s Message and The Last Word from Gerard 
McDonald remain. “Keep looking for new features 
over the coming months,” Mr. Muzychka said. “The 
newsletter will continue to evolve and we look forward 
to improving it with input from our readers.”

Readers who prefer to read an electronic copy will 
still be able to access The Communicator at 
www.mun.ca/univrel/communicator.

From left: Editor, Tracey Mills; 
production co-ordinator, 
Shannon Crotty; and graphic 
artist, David Mercer, all with 
University Relations; put their 
finishing touches to the new 
and improved Communicator.
The future direction of Memorial University is an area that affects all of us - faculty, staff and students. I invite you to take part in this important strategic planning process and help shape the Memorial of the future.

Shortly after that he started working at the Marine Institute. In his 20 years there he said he taught nearly every course offered in the nautical science program and was chair of the program in his last seven years before retiring on Feb. 1, 2004. Even though his academic life kept him busy, he still found time for his music. In 1997, he entered the Unison International Composition Contest in Hollywood with a song called You Turned my Life Around and received a certificate of merit. It was a major motivator for what happened next.

In 1999, with much encouragement from local friends and relatives, he cut his first album, The Cape Road. When asked how he felt about how long it took him to get to this point, he said: "It happened when the time was right, that's all. Perhaps the death of my father in 1999 made me realize that if I wanted to live with my passing, I would have to get busy on something. The first album, as such, was probably my way of dealing with his death."

This was just the start for Capt. Norman. In 2000 he wrote, recorded and produced his second album, The Magic Within. Since then he has written and recorded three more and is working on the sixth album. And the sky's the limit for what he wants to do next. Retirement is not slowing him down.

And the sky's the limit for what he wants to do next. Retirement is not slowing him down. He left for St. John's in 1964, three years after his 20-year work at the Marine Institute. In 1945, on discharge, he started at Oxford and was a torpedo officer. In World War II he joined the Royal Canadian Naval Volunteer Service and served as a torpedo officer. In 1945, on discharge, he started at Oxford and was a torpedo officer. In 1945, on discharge, he started at Oxford and was a torpedo officer. He also served as Newfoundland's French consular agent, as a member of Memorial University's Board of Regents, and, in 1959, as president of the Canadian Bar Association's Newfoundland chapter. In 1969, he served as the associate director of MUN Extension and as international programs officer.

Capt. Wayne Norman could not imagine what his life would be like without the sea and his music. Born in 1947, one of 12 children, in the small town of Botwood on Newfoundland's north coast, he was itching for adventure and the chance to see the world. So left for St. John's in 1964 to study nautical science, with ambitions to captain a ship's officer and eventually a captain.

"From a very early age, a major distraction in Botwood was the great number of ships that used to visit from all over the world to take paper from Grand Falls and iron ore from Labrador. I could not imagine what it would be like without that," said Capt. Norman, leaning back in his chair. "I would watch the ships loading and heading out and I always had the urge to follow them."
Memorial professor recommends eating well for heart health

Making healthier food choices is one way Newfoundlanders and Labradorians, who are at a higher risk of heart disease than anyone else in Canada, can begin improving their heart health according to Dr. Barbara Roebothan, Community Health.

Handwashing 101: your best defense against illness

Did you know that studies using hidden cameras in public washrooms have found that between 50 - 80 per cent of people do not wash their hands after using the washroom? Washing our hands regularly and properly, especially after using the washroom, is very important in reducing disease and transmission of colds, influenza, stomach flu's and other gastrointestinal infections.

How to properly wash your hands

Regular soap and water does not actually kill microorganisms. Instead they create a slippery surface that allows the organisms to slide off when you lather and rinse well. Antibacterial soaps are typically considered to be an overkill because the organisms to slide off when you lather and rinse well.

When should you wash your hands?

Different situations where people can pick up germs include:

• when hands are visibly soiled;
• after using the washroom (includes changing diapers);
• after blowing your nose or after sneezing in your hands;
• before and after eating, handling food, drinking or smoking;
• after touching raw meat, poultry, or fish;
• after handling garbage;
• visiting or caring for sick people;
• and handling pets, animals or animal waste.

If you can’t wash your hands, use alcohol-based hand sanitizer

You can buy small bottles to have on hand … literally. Keep one at your desk, one in your coat pocket, one in your glove compartment in the car, especially for when you are eating out or at drive-through windows. Note, however, that hand sanitizer products are not effective when the hands are heavily contaminated with dirt, blood, or other non-water-soluble substances. They also have a drying effect on the skin and may have odours that may be irritating to some users.

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Related Sources:

Canadian Centre for Occupational Health and Safety (CCOHS) (www.ccohs.ca/oshanswers/diseases/hand_harms.html)

American Society for Microbiology (www.microbe.org/tools/What_It's all/about)
12 Gifts for Workplace Support and Affirmation

Global Business and Economic Roundtable on Addiction and Mental Health

1. The Gift of Helping Out
Really go out of your way these days to ask your neighbor at work if he or she needs help. Employers: assist your people get off the treadmill at work.

2. The Gift of Clear Expectations
Employers and managers: make doubly sure your people know what you expect of them these days. Unclear job expectations create the kind of tension and uncertainty that grinds people down.

3. The Gift of Job Fulfillment
Bosse, remember this: a pay cheque buys bread for the table. Job fulfillment buys bread for the soul. Go out of your way to help make sure your employees have the tools and the time they need to do the job they are qualified to do. We all want to do a good job. And feel good about it.

4. The Gift of Sharing Success Not Just Work
Co-workers: share the credit for the things that get done well at work and not just the workload itself. Cheer each other on. Let the boss know who really helped you out today.

5. The Gift of E-Mail Ceasefires
Everybody, the next time you are about to e-mail a neighbor at work, don’t. Go visit them. The casualties of stress mount daily from information overload and floods of abrupt or uninvited emails.

6. The Gift of Liberation From Call-Forwarding
For all of our sakes, delete useless call forwarding messages. They seldom live up to the promise of a “real person” at the end of the line. Instead, leave a welcoming invitation in your own voice– and invite the caller to leave an informative message. And call them back.

7. The Gift of Inclusion
More than ever, make sure your neighbors and employees at work are included in meetings, going to lunch, sharing information. A lot of us feel alone these days in the midst of many.

8. The Gift of Casual Chat
These days, ask your neighbor at work how they feel about something that’s important to them. Say hello on the elevator. Bring the casual chat back to a hurried and worried work place.

9. The Gift of Listening
Give this gift to someone everyday.

10. The Gift of Trust
Managers: stop breathing down the neck of your employees. Let them know you believe in them. Co-workers, go out of your way to show your neighbors at work that you can be trusted and try hard to trust other people yourself.

11. The Gift of Being Home
In these nervous times, employers may find their people thinking overtime about their kids and their families, wanting to be home when the children come home from school. Respect this. And double-check the work deadlines your people are operating under. Are they reasonable, even necessary? Also, do something else. Be alert to the emotional commitment certain of your employees may have to an ill child or elderly parents at home or in hospital. And the time and understanding they need to manage that commitment.

12. The Gift of Fairness
Go the extra mile to make sure what you do is fair to others and seem to be fair in their eyes. Cut out clubbiness, gossip and speculation wherever you find it at work.

Wellness update from the Work-Life Programs Office

The second annual Tely 10 Team Memorial
Due to the great success we had last year, we are repeating this event again this year. This event is open to all faculty and staff, retirees, as well as family members (i.e. spouses and dependents), and participants can be from all fitness levels.

This year, for those who are interested, we will be following the 12-week training schedule outlined in this year’s Telegram. Tentative start date will be the first week in May. Look for more details in the coming weeks.

Updated wellness Web site
The wellness program Web pages are getting a face-lift; in fact, it is more like an extreme makeover. Launch date planned for late April.

Health Risk Appraisal (HRA) tool
An HRA is a series of questions pertaining to your health, your lifestyle, medical history, etc. You simply answer the questions for the type of assessment you would like to do (stress, heart health, overall wellness, etc.) and then get instant feedback and recommendations for improving your personal health profile. You can even check back every six months, every year to see if your risk profile has changed/improved. Please stay tuned for further details in the coming weeks.

New wellness newsletters available online at the HR Web site
Coming this spring, the Department of Human Resources will be posting two wellness newsletters, accessible from our wellness Web site. Look for more information to be announced on new online or visit our Web site.

• Health News, a monthly publication from Medavie Blue Cross (formerly Atlantic Blue Cross Care).
• Living Well, a publication from FGI World (our current EAP provider) usually sent to us in January, April and September.
• Health Kit is a new service offered by the Canadian Health Network to provide you with a twice monthly e-mail newsletter featuring all-Canadian articles and events as well as intriguing and little-known health facts about health promotion and disease prevention. Register online to receive this resource.

Coming attractions …
• Mental Health Week: May 2-8, 2005
• International Day for Physical Activity: May 10, 2005

For more details check out the HR Web site at www.mun.ca/humanres/v4/index.shtml or call Peter Hynes at 737-4782
**It's a risky business**

**The Enterprise Risk Management Unit**

Trevor Troake knows a lot about risk. As the director of the newly established Enterprise Risk Management Unit, it's his job to look out for the university and make sure that no unnecessary risks are being taken. It's a big responsibility, but he's up to the challenge.

In early February 2002, Mr. Troake was hired, on contract, to help the university perform a self-assessment from a risk perspective. This was deemed a necessary step after the Board of Regents dissolved the internal audit unit. The plan was for the university to move more towards an enterprise risk management approach, an area that had not been sufficiently considered prior to this time.

An outside company was contracted to assist in assessing the risks faced by the university. They prepared a report that identified a number of risks, typical of most universities, including financial and human resource risks. They then suggested an appropriate risk management structure and in February 2004 the Board of Regents established the Enterprise Risk Management Unit.

Mr. Troake said there are three primary functions of the Enterprise Risk Management Unit: first, the internal audit function (one area being examined is cash handling at the university); second, insurance and liability: his office is responsible for entire insurance program and overseeing all claims; and third, risk issues: examples such as student liability on work terms, campus alcohol policy, etc.

“Mr. Troake said there are three primary functions of the Enterprise Risk Management Unit: first, the internal audit function (one area being examined is cash handling at the university); second, insurance and liability: his office is responsible for entire insurance program and overseeing all claims; and third, risk issues: examples such as student liability on work terms, campus alcohol policy, etc.”

“The Enterprise Risk Management Unit is the central hub, but every dean, director, department head and employee is a risk owner,” explained Mr. Troake. “We try to facilitate understanding and communication with respect to risks. We want to make it clear so that everyone understands the risks that the university faces and considers these risks in their day-to-day operations.

One example of a recent enquiry about a potentially risky situation was during Celebrate Memorial 2004 and the Lanes House truck pull. There was an obvious question about liability issues, and, as a result, waivers for participants were drafted to outline the risks involved.

Mr. Troake added: “When people carry out their day-to-day work, risk is often not at the forefront of their minds. We are trying to instill a sense of risk management so that we can all be cognizant of it.”

Reporting directly to the VP (finance and administration), Kent Decker, Mr. Troake’s job is to protect and minimize exposure of the university to liabilities, to be cognizant of risks that may or may not arise, and to have practices in place to mitigate these risks.

“It is foolish to think we can get rid of risk entirely, it is an inherent part of any operation,” he said. “But what we can do is adopt a more proactive approach and thereby mitigate our exposure to risk.”

Currently, both Mr. Troake and risk analyst Leslie Parrott are preparing a seminar on risk and liability for senior officials of the university. There they will explain the university’s insurance program, outlining what is covered, and lead a question and answer period that will likely include representatives from the university’s insurance agencies, CURIE and Marsh Canada. Details on the upcoming seminar will be announced soon.

Mr. Troake said these moves are all part of a growing trend as many universities move toward an enterprise risk management model of assessment. “For the university’s employees, this move translates into a safer environment for everyone.”

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**Scholarship fundraising**

Technical Services are still going strong on their fundraising initiatives which started six years ago. This past December, they introduced something new which they hope will help them achieve their goals of another $20,000. A silent auction was held in the atrium of the Arts and Administration Building in early December raising $1,927. All items on auction were made by staff from Technical Services and included a number of glass Christmas ornaments, a glass whale, dolphin and rose, cribbage boards, brass naval canon, mantel clock, and a collectible beer telephone, to name just a few. They also held a beer bottle drive in January 2005 raising $97.

Plans are underway to hold a flea market in the spring. All staff members of the university community are invited to make donations if they have items to contribute. To date, eight students have been awarded scholarships, valued at $500 per student. Scholarship recipients are relatives of people working in Technical Services. If no appropriate students are identified, the scholarship money goes into the general Memorial scholarship fund.

President Axel Meisen said the budget provides a clear indication that the government recognizes the importance of the university to the future development of the province. “The budget confirms to me that the government is committed to ensuring the quality and development of Memorial as an outstanding university, while keeping tuition fees unchanged for Canadian students while, at the same time, providing necessary resources for the growth of the institution and its educational initiatives. In addition, new funding is allocated to encourage research which will enable Memorial to grow its multi-million dollar annual research program.

The enhancement of fine arts education throughout the school system is an initiative that will have a positive impact on arts, education and fine arts students at Memorial.

The fund of a $500,000 feasibility/planning study for the establishment of a proposed centre of environmental excellence in western Newfoundland involving Memorial’s campus in Corner Brook, Sir Wilfred Grenfell College.

The provision of $4 million to cover deferred maintenance and $1 million for teaching equipment will enable the university to continue its program to renew and refurbish its infrastructure.

The funding of a $500,000 campaign to The Opportunity Fund ($500,000) program.

The funding of a multi-million dollar annual research program to the Government of Newfoundland and Labrador.

Some of the detail of the budget’s investment in postsecondary education remains to be revealed when the provincial government releases its White Paper on Postsecondary Education. “I congratulate the government on its commitment and foresight and I look forward to the release of the White Paper, which will provide further details on the future directions of the university,” said Dr. Meisen.

The White Paper is slated for release by the Department of Education sometime this spring. “In the interim, the university and all its constituent parts including the Marine Institute, Sir Wilfred Grenfell College, the Labrador Institute, the Harlow campuses and our special facilities will continue to provide support for the development of our province,” said Dr. Meisen.
ACADEMIC

Appointments – Tenure-Track
Dr. Sharen Bungay, Department of Computer Science, assistant professor, Sept. 1, 2005
Dr. Duncan McNulty, Department of Earth Sciences, assistant professor and Canada Research Chair (Tier I) in petroleum geosciences, Dec. 1, 2004
Dr. Annie Mercier, Ocean Sciences Centre, assistant professor, May 1, 2005
Dr. Sandra Wright, Sir Wilfred Grenfell College, assistant professor, Aug. 1, 2005
Dr. Anand Yethiraj, Department of Physics and Physical Oceanography, assistant professor, March 1, 2005

Appointments – Regular Term
Donna Batten, Department of Computer Science, lecturer, May 1, 2005
David Reid, School of Music, assistant professor, May 1, 2005

Appointments – Other
Dr. Mahmood Hadadra, Co-operative Education, intern director, effective Nov. 1, 2004
Dr. Scott MacKinnon, Interdisciplinary Workplace Health and Safety Research, SafetyNet chair, commencing Feb. 1, 2005
Slavko Manojlovich, Queen Elizabeth II Library, associate university librarian (IT), effective Jan. 1, 2005
Dr. Holly Pike, Sir Wilfred Grenfell College, vice-principal, effective Jan. 1, 2005

Cross-Appointments
Dr. Rod Byrne, Department of Computer Science, cross appointed to Faculty of Engineering and Applied Science, Feb. 1, 2005
Dr. Quyng Chen, Department of Physics and Physical Oceanography, cross appointed to Faculty of Engineering and Applied Science, Feb. 1, 2005
Dr. Ian Fleming, Ocean Sciences Centre, cross appointed to Department of Biology, Sept. 1, 2004
Dr. Paul Gillard, Department of Computer Science, cross appointed to Faculty of Engineering and Applied Science, Feb. 1, 2005
Dr. Hélène Volkoff, Department of Biology, cross appointed to Ocean Sciences Centre, Jan. 1, 2005

Confirmation in Appointments – Tenure
Dr. Stephen Crocker, Department of Sociology, assistant professor, Sept. 1, 2005

Dr. David Gibbon, Faculty of Education, associate professor, Sept. 1, 2005
Dr. Kurt Gampel, Ocean Sciences Centre, assistant professor, Sept. 1, 2005
Dr. Kelly Hawtholdt, Faculty of Engineering and Applied Science, assistant professor, Sept. 1, 2005
Dr. Philip Hiscock, Department of Folklore, assistant professor, Sept. 1, 2005
Dr. Faisal Khan, Faculty of Engineering and Applied Science, associate professor, Sept. 1, 2005
Dr. Alison Leitch, Department of Earth Sciences, assistant professor, Sept. 1, 2005
Dr. Elizabeth Murphy, Faculty of Education, associate professor, Sept. 1, 2004
Dr. Yuri Muzychka, Faculty of Engineering and Applied Science, assistant professor, Sept. 1, 2005
Dr. David Peddle, Division of Arts, Sir Wilfred Grenfell College, assistant professor, Sept. 1, 2005
Dr. Lisa Rankin, Department of Anthropology, assistant professor, Sept. 1, 2005
Dr. Todd Wareham, Department of Computer Science, assistant professor, Sept. 1, 2005

Promotions
Dr. Dennis Hanlon, Faculty of Business Administration, associate professor, Sept. 1, 2005
Dr. Ken Kao, Faculty of Medicine, professor, Sept. 1, 2004
Dr. Debbie Kelly, School of Pharmacy, associate professor, Sept. 1, 2005
Dr. Wayne King, Faculty of Business Administration, associate professor, Sept. 1, 2005

Retirements
Dr. Barbara Burnaby, Faculty of Education, full professor, April 30, 2005
Andrew Crichton, Faculty of Business Administration, co-op education co-ordinator I, Aug. 31, 2005
Dr. Herbert Gaskell, Department of Mathematics and Statistics, full professor, Feb. 28, 2005
Dr. Peter Narvaez, Department of Folklore, full professor, Aug. 31, 2005
Dr. A. J. Shawyer, Department of Geography, associate professor, Aug. 31, 2005
Dr. Evan Simpson, Department of Philosophy, full professor, Aug. 31, 2005
Dr. Clifford Wood, Department of Geography, full professor, Aug. 31, 2005

Obituaries (continued from page 2)

Dr. DESMOND ROBB, professor and chair of the Discipline of Laboratory Medicine at Memorial, passed away Dec. 11, 2004, in Bonn, Germany, while having a major opera-
tion. Dr. Robb joined the faculty at Memorial in 1988, having trained as a resident at Memorial the year previously. His education included a B.Sc. (Hons) in chemistry from Bellat in 1965 and a PhD in chemistry from Cambridge University in 1969. He did his medical training at Trinity College, Dublin. Besides his faculty appointment, Dr. Robb also held an appointment with the Health Care Corporation of St. John’s as an anatomic pathologist and as divisional chief for the Division of Immunology, Cytogenetics and Molecular Genetics in the Laboratory Medicine Program. He had an impressive research car-

ADMINISTRATIVE

Appointments
Dr. Dimitrova, Faculty of Medicine, electron microscopy technologist II, Jan. 5, 2005
Beneet Eliott, Division of Distance Education and Learning Technologies, manager of client relations, Feb. 16, 2005
Michael Smith, Department of Technical Services, draftsperson (trainee), Dec. 6, 2004

Contractual to Permanent Appointments
Emily Benson, Department of Human Resources, human resources analyst, Dec. 23, 2004
Constance Dinn, Office of the Registrar, intermediate clerk, May 10, 2004
Tracey A. Powell, Division of Distance Education and Learning Technologies, instructional design specialist, Jan. 12, 2005
Janet Rideout, Department of Facilities Management, hazardous materials officer, Nov. 17, 2004
Dwayne Simmons, Department of Computing and Communications, pc consultant II, Jan. 26, 2005
Kelly Spencer, Department of Technical Services, technologist III, Dec. 20, 2004

Contractual Appointments (one year or more)
Jan Atkinson, Major Research Partnerships, contractual employee, Nov. 1, 2004
Robert Comerford, Faculty of Business Administration, contractual employee, Dec. 6, 2004
Michael Hanrahan, Office of the Vice-President (Research), contractual employee, Dec. 1, 2004
Sara-Lynn Heath, Faculty of Medicine, research assistant, Feb. 7, 2005
Sara D. Murray, Division of Lifelong Learning, program developer, Feb. 7, 2005
Michael N. Pickard, Division of University Relations, assistant-director-marketing, Jan. 17, 2005
Marc Poujol, Major Research Partnerships, research and project geochemist, Jan. 3, 2005
Paul Preston, Faculty of Business Administration, contractual employee, Oct. 25, 2004
Michael B. Shaffer, Core Research Equipment and Instrument Training Network, research laboratory co-ordinator, Feb. 1, 2005
Geoffrey Smith, Faculty of Business Administration, contractual employee, Oct. 25, 2004
Elliott Wright, Major Research Partnerships, secretary, Feb. 1, 2005

Promotions & Transfers
William Bigdood, Department of Technical Services, technical services metal fabrication supervisor, Jan. 31, 2005
Glen Brophy, Department of Computing and Communications, pc consultant III, Dec. 6, 2004

Carl Dohoy, Office of the Dean of Arts, administrative staff specialist III, Dec. 20, 2004
Jeff Finlen, Department of Facilities Management, campus enforcement and patrol officer IV, Feb. 1, 2003
Beverley Greene, Sir Wilfred Grenfell College, library assistant VII, Jan. 10, 2005
Donna Haynes, Sir Wilfred Grenfell College, library assistant VI, Feb. 7, 2005
Ruby O’Keefe, Queen Elizabeth II Library, library assistant III, Jan. 10, 2005
Beth MacNeil, Sir Wilfred Grenfell College, secretary, Jan. 5, 2005
Paul Matthews, Department of Facilities Management, radiation/bio-

Scene, under academic retirements. Dr. Maureen Laryea, School of Nursing, is a full professor not a

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Career Scene

The following career changes have received approval since the last issue of The Communicator. They are provided by Human Resources and are current at the time of publication.

Carole L. Winsor, Core Research Equipment and Instrument Training Network, research laboratory co-ordinator, Oct. 4, 2004
Kai Zhang, Core Research Equipment and Instrument Training Network, research laboratory co-ordinator, Oct. 4, 2004

Secondments
Dale Fraser, Division of Distance Education and Learning Technologies, contractual employee, Sept. 1, 2004
Fred Perry, Office of the Vice President (Research), contractual employee, Nov. 1, 2004
Michael Tubrett, Core Research Equipment and Instrument Training Network, icp-ms faculty supervisor, Jan. 17, 2005

Retirements
Mary Duke, Department of Facilities Management, custodian I, Nov. 30, 2004
Gail Listdorne, Faculty of Medicine, intermediate secretary, Jan. 7, 2005
Sterling Pritchett, Marine Institute, instructor, Jan. 31, 2005

* Please note there was a mistake in the Dec. 2004 issue of the Career Scene, under academic retirements. Dr. Maureen Laryea, School of Nursing, is a full professor not a visiting associate professor.
Current activities in Human Resources

There are a number of current activities in Human Resources which are of interest to employees. Here’s a quick update on a few of them.

New Look for The Communicator

The Communicator is an important vehicle for communication among employees of Memorial University. Together with the Division of University Relations, we’ve been considering for some time how we can improve the format and presentation of this newsletter to make it an even more meaningful part of the way employees gather information about their workplace, their co-workers and the university generally. Coincident with the new look, we will be adopting a quarterly publication schedule, and we will be strengthening our emphasis on events and activities featuring or involving our employees, both in the workplace and outside.

Please feel free to send us an idea for The Communicator content at any time. You can reach us by e-mail at humanres@mun.ca or call my office at 737-4615.

Benefit Plan Renewal

The cost of the university’s group health, dental, LTD and life insurance plans is reviewed annually. The Employee Benefits Committee met twice in February to review the renewal proposals from our plan providers and to approve a series of recommendations to the Board of Regents for necessary benefit plan adjustments with effect from April 1, 2005. The charges approved by the Board are available at www.mun.ca/humanres/pdf/Revised_Renewal_Notice_April_2005.pdf.

Evaluation of the Preferred Rate Program

The MURC Preferred Rate Program for employees and retirees was implemented in March, 2004 on a 12 month pilot basis. The university’s senior administration has accepted a recommendation by the Department of Human Resources that the PRP be renewed, and funding has been approved for a further one year period to March, 2006. The registration deadline for the coming year is April 22nd. See our web site for details at www.mun.ca/humanres.

Portability of Pensionable Service

The Board of Regents has approved a new reciprocal transfer agreement with the Government of Canada to permit the two-way transfer of pensionable service between Memorial University and the federal government for individuals who move between these two employers’ pension plans. I expect this agreement will be formally signed within the next several weeks.

Last fall the Board of Regents approved a number of proposed amendments to the Memorial University Pensions Act. One of these would provide for incoming portability of pensionable service from another employer’s pension plan for new employees of the university. Such transfers would be computed on an actuarial basis, thus they would be cost-neutral to the Memorial University Pension Plan.

For more detail on this proposed amendment and others which we have submitted to the provincial government for attention, you may refer to the article which appeared in the December, 2004 edition of The Communicator.

Valuation of the Memorial University Pension Plan

The Pension Benefits Act requires than an actuarial valuation of the Memorial University Pension Plan be conducted every three years. Memorial’s plan was last reviewed on March 31, 2002, and will be reviewed again on March 31, 2005. The purpose of this valuation is to determine the funded status of the pension plan and the adequacy of university and member contributions to the plan. The valuation report should be completed and available to the university by late May.

By the end of March all employees should have received a copy of our first annual report to Pension Plan members. This report briefly highlights key aspects of the status and financial performance of the Memorial University Pension Plan, and I hope you will have found it helpful.

Employment Equity Self-Identification Questionnaire

If you haven’t already, you may soon receive an Employment Equity Self-Identification Questionnaire. This survey is being sent only to those employees of the university for whom we do not have self-identification information. For employment equity planning purposes, it is necessary for us to be aware of the extent to which certain designated groups are currently represented in our workforce. Under the Federal Contractors Program (FCP), by which the university is governed by virtue of its participation in federal research funding, the following designated groups are identified for employment equity purposes – women, visible minorities, aboriginals and people with disabilities.

Your co-operation in completing this questionnaire, if you receive one, would be very much appreciated. In addition to the legal requirements of the FCP, faculty, staff and students benefit from the diversity resulting from a successful employment equity program, and your completed questionnaire will assist our efforts in this important area.

Tely 10 Challenge

Last summer, approximately 90 employees of the university and their family members participated in the university’s Tely 10 Challenge. We were very pleased with this level of interest in a Memorial team approach, and very excited about the fact that many in this group walked or ran the Tely 10 for the first time. We will be promoting the same challenge again this year, with more advance notice. Watch for the follow-up communication from our wellness and active living co-ordinator, Peter Hynes.

On-Line Employee Self Service (ESS)

We are planning to provide an online Employee Self Service facility to employees of the university later this spring. This service will be provided to employees through a Web-based faculty-staff portal, through which employees will be able to gain convenient, confidential access to personal information such as their pay history, leave utilization and balances, and other personal data. We are hoping the ESS will provide some update capabilities as well. Extensive testing will be conducted before this service is made available. We will not implement ESS until we are satisfied it is fully functional and secure.

A Face Lift for HR’s Wellness Web Site

With help from the Department of Computing and Communications, we have been working on an upgrade to our Wellness and Active Living Web site. Our focus has been on strengthening the educational aspects of this site to make it a stronger and more user-friendly reference source for employees on matters related to personal health and wellness. Watch for a further notice on this in April.

Retirement Planning Sessions

Two retirement planning workshops were sponsored by the Department of Human Resources in St. John’s in February. These sessions were very well subscribed, with approximately 115 employees and spouses attending in total. A similar session is planned for employees of Sir Wilfred Grenfell College in mid-April.

As always, any employee who requires assistance with a pension issue should feel free to contact any of the staff in our Pensions and Benefits Section. You can reach us by e-mail at pensions@mun.ca or by calling Linda at 737-7466.

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Human Resources to promote stronger focus on staff training and development

Recently, the university’s senior administration and the Board of Regents endorsed a plan for strengthening our approach to staff development and training. Ensuring that employees have the knowledge and skills they need to perform their job well is critical to the university’s success and growth.

Mr. Gerard McDonald, director of Human Resources, firmly believes in building a learning culture for employees and is committed to promoting ongoing training and skills development. As a result, Ann Marie O’Keefe-Penney has been appointed learning and development officer with the Department of Human Resources for this project. An alumnus of Memorial with degrees in psychology and education, diplomas in adult education and business and with a masters in business administration in progress, she is no stranger to training and skills development.

She has spent more than a decade working in education, first as a teacher in the secondary school system, a student adviser with the provincial college system, a program administrator with a private training institution and most recently as a program developer with the university.

Ms. O’Keefe-Penney says of her challenge, “It is our hope that this project will create effective processes, tools and supports that not only facilitate learning, but also better equip employees to perform their jobs well.”

The university will continue to provide training and training assistance to employees under its existing staff training and development policy. However, Ms. O’Keefe-Penney will also lead a pilot project which will focus on two areas: the immediate training needs of one or two units within the university, and the provision of group training across units in the area of management and supervisory skills. Both projects will be rolled out simultaneously and will require the support of the university community. In the former, Ms. O’Keefe-Penney will be working collaboratively with the unit to identify and procure the best possible training to meet its unique needs. It is hoped that this process will serve as a training model for future needs identification and training. In the latter the primary focus will be on leadership development through the identification of core competencies critical to management and supervisory job performance.

The Department of Human Resources hopes that the training program delivered in 2005-06 will be reflective of the university’s commitment to people development and will be a strong foundation for continued skills development.

Wage increase for student employees approved

Providing students with valuable work experience is a significant part of a university education. In 2004 Memorial University employed over 2,000 undergraduate students in academic, research and administrative support capacities. Memorial recognizes that the opportunity to work on campus provides students with valuable experience which benefits their career, financial and life decisions.

The university has always maintained a competitive salary scale for student employment with the local labour market. The Board of Regents, at the Feb. 1, 2005 meeting, approved increasing Memorial’s hourly rate of pay for undergraduate students. Effective June 1, 2005, hourly salary rates paid to students employed in academically related or non-academic capacities in an academic semester or off semester, including MUCEP students, will increase from $6.50 to $6.75 per hour. In addition, the hourly rate will increase by $0.25 per hour to $8.75 per hour, for students employed as laboratory demonstrators, markers, IT consultants, student supervisors, terminal assistants and Writing Centre tutors, effective June 1, 2005.

Details on future increases are available on the HR Web site at www.mun.ca/humanres.

If you have any questions please contact the Department of Human Resources at 737-7401 or e-mail jobserv@mun.ca.