

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

April 1998

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1998 Arts and Administration Fun Bowl was largest ever

(The Communicator - April 1998)

For the third year in a row the employees of the Arts and Administration Building attended the annual Fun Bowl in recognition of Healthy Lifestyles Week. This year's event was organized by the employees in the Division of Labor Relations: Eileen Bruce, Claude Horlick, Heather Roche, Jack Strawbridge and Raelene Thomas.

Over 100 people paid \$6 each to attend the event, which included an hour of bowling at the Plaza Bowl, a pizza and pop lunch, and the chance to win a prize. Over 90 prizes were awarded, ranging from one night's accommodation at the Holiday Inn, St. John's, to combination packages of pens, paper, licence plates, T-shirts and mouse pads. The event also raised \$123.81 for the Gary Bourne Memorial Fund.

Now the statistics: The winning team was from the Division of University Relations, and was headed by the female bowler with the highest score, Bobbi Dwyer, who bowled an amazing 305. The highest scoring male bowler was Bruce Faulkner of the Comptroller's Office, who bowled 258. Next year's event will be organized by the Division of University Relations.

Performance management project continuing

(The Communicator - April 1998)

The performance management portion of the JEPAS project is continuing after a successful pilot in the Department of Facilities Management. The purpose of the performance management project is to help employees determine their main work objectives in relation to their unit and the university's mission, and to assist in the identification of training and development needs. Its intent is to provide an opportunity for open and useful communication between employees and their supervisors, and to ensure that employees are equipped to meet the requirements of their jobs.

The project moves next to Sir Wilfred Grenfell College in Corner Brook, where representatives of the Department of Human Resources will facilitate the process. Information sessions were held in the fall to introduce the concept and process to the administrative staff. This will be followed by supervisory training sessions in March and April.

For information about this project, contact either Dr. George Hickman, 737-4420, ghickman@morgan.ucs.mun.ca or Marilyn Thompson, 737-4627, marilyn@morgan.ucs.mun.ca in the Department of Human Resources.

Update on job evaluation

(The Communicator - April 1998)

The Job Evaluation Committee has expanded to include some new raters from a variety of employee groups. A training session in the AIKEN Plan was conducted for new raters during the week of Feb. 23-27, 1998, by KPMG Management Consultants. Existing raters also attended the session as a rating refresher; and it is anticipated that annual sessions will be held for new and existing raters in the future. Once trained, these new raters will serve on the ongoing Job Evaluation Committee.

Job Evaluation has moved into a system maintenance phase and the Department of Human Resources is working with individual departments regarding outstanding issues.

The Job Evaluation System (i.e. The AIKEN Plan) is now being used for all classification reviews of permanent and contractual CUPE, NAPE - Custodial, NAPE - Maintenance, NAPE - Marine Institute, non-bargaining, management and professional positions. It is anticipated that upon completion of collective bargaining, NAPE - Campus Enforcement and Patrol will also be included, resulting in the implementation of the AIKEN Plan for all employee groups.

A joint union/employer committee has been formed to address the issue of job evaluation anomalies as a result of the implementation of the AIKEN system for CUPE employees. Members include Joe Boland, Technical Services; Corinne Budgell, CUPE; Mary Clarke, Human Resources; Monty Green, Human Resources; Claude Horlick, Labor Relations; Lorraine Jackson, QE II Library; Robert Nichols, Human Resources; and Jerry Smith, Technical Services. Job evaluation data and assistance is provided by Colleen Walsh, Human Resources. The committee has been meeting regularly and it is anticipated that the work will require a few months to complete. It is also anticipated that a similar committee will be formed for NAPE groups.

A joint union/employer Job Titling Committee has also been formed to address the issue of revising job titles at the Marine Institute. Members include Fred Christian - Quinton, Mary Clarke, Mike Fowler, Debbie Janes, Sandra Kavanagh, David Keeping. Once finalized, employees will be advised of the new titles.

We welcome your questions on the new system at e-mail address mclarke@morgan.ucs.mun.ca.

Follow-up to the signing of the CUPE collective agreement

(The Communicator - April 1998)

A joint union/employer committee has been formed to discuss and revise the list of positions to be included in and excluded from the CUPE bargaining unit. Members include Corinne Budgell, Mary Clarke, Human Resources; James Cooper, Engineering; Morley Garrett, Biochemistry; Monty Green, Human Resources; Claude Horlick, Labour Relations; Ralph Tapper, QE II Library; and Judy Winsor, QE II Library. The committee will meet with representatives from all departments to discuss individual positions to be included in or excluded from the bargaining unit.

Improve productivity - communicate!

(The Communicator - April 1998)

Lost productivity and low morale can be the result of unresolved workplace conflicts. In a national survey by *Communication Briefings*, a management newsletter, 32 per cent of 501 executives surveyed reported that productivity suffers when conflicts interfere with work. Another 45 per cent said strained relations between colleagues hurt morale.

Directions unclear

The study found that 59 per cent of workplace conflicts could be traced to unclear job responsibilities or the lack of clear directions. The study results also showed that almost one third of the conflicts go unresolved.

Quality suffers, profits suffer

"Conflicts happen when people don't communicate," says publisher Don Bagin. "Recognizing the cause of the problem is good, but managers need to know what steps to take next to solve the problem. If they don't, conflicts begin to interfere with an employee's ability to do the job and quality and service suffer."

Communicating priorities reduces conflict

Admit problems and commit to solving them. Refusing to acknowledge problems doesn't make them go away; it only makes them ultimately harder to deal with. Use clear, concrete words when giving directions or requesting information.

Special leave to be granted by HR director

(The Communicator - April 1998)

A number of collective agreements, as well as the terms and conditions of employment for non-bargaining employees, refers to Leave in Special Circumstances. In the past, this leave could only be granted by the president. However, the president recently delegated authority for this leave to the director of human resources, who will review such requests and determine which leave is appropriate. It should be noted that this type of leave will only be granted in extremely unusual and extraordinary circumstances. This change was effective as of February, and all requests for special leave should be forwarded directly to the director of human resources.

Wet floor can hurt your phone

(The Communicator - April 1998)

If you use a cigarette lighter adapter when using your cellular phone in your vehicle, keep the adapter off the floor when not in use. The wet floor causes a corrosion buildup on the adapter and this corrosion is transferred to the cell phone. The cost of repairs for resulting damages is not covered by warranty. Suggestion: use a piece of Velcro to attach the adapter to the dash or console.

Win a MUN sweatshirt!

(The Communicator - April 1998)

Have an idea for a slogan for the red Memorial signs on the corners of the St. John's campus? Send your ideas to *The Communicator*. If we use your slogan, you'll receive a MUN sweatshirt. Send your slogan to:

ivanm@morgan.ucs.mun.ca or to:
Sign Contest, c/o *The Communicator*,
University Relations, Room A-1024.

Employees help colleague make special journey

(The Communicator - April 1998)

Memorial University employees have not forgotten Rita Matchim. Rita works in the Department of Human Resources but has been off work on long-term disability since 1990. She suffered a fall and has had trouble ever since. In addition to food allergies, her muscular injuries won't heal, and she cannot sit, stand, or even lie down for any period of time. A chronic physical weakness has left her almost helpless. Medical treatments here in the province have not helped, and Rita's doctors are mystified and can't pinpoint what exactly is ailing her.

Rita is now embarking on a special journey to the Mayo Clinic in the United States, which she says is her only hope. However, the trip to the famous clinic is costing a whopping \$30,000. The media have helped publicize Rita's story and, upon hearing about her plight, some of Rita's co-workers in the Department of Human Resources recently got together to help her out. A series of draws were organized, and tickets sold throughout the university, especially when people heard Rita's story. The draws were organized with very little overhead, and when it all added up, the Department of Human Resources had raised \$450 for Rita's trip.

"I was really amazed," Rita told *The Communicator*, "because it has been a very long time since I have been back to work there..." She said she was touched by the gesture, and appreciates the help she received from Memorial. Rita also said that she is counting down the days, and she is hopeful the doctors there can help her. "They have been so supportive and kind," she said of various fundraising efforts, "...people who don't even know me have helped." Rita left for Rochester, Minnesota on March 20.

Organizers of the fundraising events included Jackie Kennedy-Dalton, intermediate clerk; Patsy Burry, payroll officer; and Madeline Taylor, records supervisor, all of the Department of Human Resources.

www.mun.ca gets new look

(The Communicator - April 1998)

Memorial University of Newfoundland launched a new, re-designed version of its Web site on Feb. 26. The site is being managed by the Campus Wide Information System (CWIS) Team. Members of the CWIS team are: Andrew Draskoy, Computing and Communications; Ivan Muzychka, University Relations; and Alberta Wood, QE II Library. The CWIS team welcomes input about the Memorial home page, and encourages all units on campus to develop their own sites.

Please direct any questions or suggestions to individuals on the CWIS team, or e-mail the team directly at cwis@morgan.ucs.mun.ca

Poster Contest

(The Communicator - April 1998)

Want to earn some extra cash? We are looking for creative slogan/poster ideas for a poster to be used across campus to raise awareness of the issues surrounding sexual harassment. Deadline for entries is April 10, 1998, and the best entry will receive a monetary prize. For more information contact Sandra Chaytor at 737-2015, or e-mail at: schaytor@morgan.ucs.mun.ca

You can send your entries to SN-1017.

Promote Memorial

(The Communicator - April 1998)

The Division of University Relations and Printing Services have produced a colorful folder that has a variety of uses throughout the university. The front and back covers contain a large panoramic aerial shot of Memorial's St. John's campus with the province's capital city in the background.

The back cover contains basic information about the university. Memorial's mission statement is printed on an inside pocket and there is a slot for business cards. The folder cover also has room for a label, which makes it easy to personalize the folder to your occasion or subject.

Folders cost \$1.25 each and can be ordered in any quantity from Printing Services using the regular requisition form. Printing Services is located in Room A-1001A or can be reached by dialing 737-8233.

The Opportunity Fund - opportunities realized

(*The Communicator* - April 1998)

It was just one year ago that we launched our most ambitious fundraising campaign ever - *The Opportunity Fund*. Of course there had been a good deal of preparatory work extending over the previous 18 months and during that period a number of the potential larger donors had been approached. We have now passed the \$21 million mark and we are looking forward to closing the active solicitation part of the campaign within a few months. There will, of course, be a period of several years of ongoing activity in order to collect on pledged commitments.

There are some significant reasons for the success of the campaign. They include the government's commitment to match dollar for dollar, the student commitment of \$3.2 million, the faculty and staff commitment in excess of \$1 million, the determination of our chancellor who never takes no for an answer, and the dedication of our campaign staff and volunteers. We are not quite there yet and all of our campaign activities are still in high gear, but we are at a point where we can see the end of the road, and that is why I thought it timely to make this report.

In speaking to alumni and community groups I emphasize the importance of participation over the actual amount committed. The simple arithmetic is that if our nearly 50,000 graduates were to contribute \$100 each annually (\$2 a week), which would cost them substantially less after their tax deduction, we would collect \$5 million per year without having a campaign at all. Participation is the secret to all fund raising. We have done well within the university community and a number of our organizational units are participating at 100 per cent of their numbers. Should anybody not have been approached to consider participating in *The Opportunity Fund*, perhaps you would consider doing so now in order to put us over the top. Five dollars a pay day would be a big help if enough people were to do it. Meanwhile we have already begun to see the benefits from the campaign.

The Student Centre Annex in Corner Brook has been built and is in use.

Four-hundred and twenty-five entrance scholarships will be offered to incoming students for September of this year, almost entirely paid for by *The Opportunity Fund*. We are in the middle of a first competition for projects to be funded from our academic endowment. Most of that money was there already, but *The Opportunity Fund* is increasing it. The University Centre is under construction and we look forward to it being open no later than the autumn of next year. The Field House construction will begin as soon as we have enough cash flow from *The Opportunity Fund* to see it through to completion. We would like to get it under way in the spring of 1999 for completion by the autumn of 2000.

Prior to this campaign, I had no previous experience in fund-raising, so this was something new and

different for me. In fact it was quite a learning experience. On the positive side, there were a few very pleasant surprises such as the phone call from out of the blue from a national foundation which heard that we had a fund-raising campaign and offered \$250,000 for scholarships. Another was a commitment of half a million dollars from another foundation to our University Centre even though that particular foundation didn't operate in Newfoundland. Yet another was the commitment of over \$400,000 to scholarships by one of our graduates from the '50s (the first scholarships have been awarded). We have also had very substantial commitments (in the many tens of thousands of dollars) from individuals who wish to remain anonymous.

But it is not just the big donations that count. Participation, as I noted earlier, is also very important and it is a real pleasure to acknowledge the many and varied activities from casual Fridays to the establishment of scholarships in memory of colleagues. A whole variety of small initiatives has added tens of thousands to the fund.

Of course there have been some disappointments as well; internal and external, where approaches to organizations and individuals were met with a flat no. Fortunately, they were few and we won't dwell on them.

The fact that we have been able to do as well as we have done at a difficult time in the provincial economy says a great deal for the commitment of our community, including our provincial government, to its only university. This is a commitment which we should recognize, and of which we should be keenly aware in terms of meeting that community's expectations.

I look forward to an opportunity later in the year to close the campaign in an appropriate manner.

Sincerely yours,

A. W. May
PRESIDENT AND VICE-CHANCELLOR

Career Scene

(The Communicator, April 1998)

ACADEMIC

Appointments

Dennis Peters, Engineering and Applied Science, assistant professor

Dr. Xikui Wang, Medicine, assistant professor

Term Appointments

Dianne Cmor, Medicine, librarian I

Appointments, Other

Dr. M. R. Haddara, Engineering and Applied Science, associate dean

Dr. Elizabeth Dow, Social Work, associate professor and director

Cross Appointments

Dr. Margaret Brosnan, Biochemistry to Faculty of Medicine

Dr. Carolyn Harley, Psychology to Medicine

Tenures

Dr. Ken Kao, Medicine

Promotions

Dr. Wieslaw Kubiak, Business Administration, professor

Dr. Andrew Luchak, Business Administration, associate professor

Dr. John Usher, Business Administration, associate professor

Dr. Alice Collins, Education, professor

Dr. Elizabeth Yeoman, Education, associate professor

Alison Mews, Education, librarian IV

Dr. James MacLean, French and Spanish, associate professor

Dr. Marguerite MacKenzie, Linguistics, associate professor

Dr. Lydia Hatcher, Medicine, associate professor

Dr. Kristina Szutor, Music, associate professor

Judith Blakeley, Nursing, associate professor

Dr. Lee Rainey, Religious Studies, associate professor

Retirements

Dr. Elaine Davis, Counselling Centre

Kathryn Hustins, Nursing

Dr. S. Paddi Reddy, Physics and Physical Oceanography

ADMINISTRATIVE

Contractual to Permanent Appointments

Fraser Rodgers, Computing & Communications, postal clerk I

Corrections to January Board Appointments

Susan Murphy, Social Work, field administrator; this should have read Susan Murray

Service awards presented at Grenfell

On Dec. 5, 1997, Employee Service Awards were presented to the following people at Sir Wilfred Grenfell College in Corner Brook:

20 year pins:

Dr. James Greenlee, Historical Studies chair

Dr. Georg Gunther, head, Science

Dr. Randall Maggs, English

Prof. Eric Mintz, Economics/Political Science

Dr. Michael Parker, Classics

Dr. Gunars Tomsons, Philosophy

Dr. Martin Ware, English

25 year pin

Prof. Henry Mann, Biology

Safety Notes

Safety Notes is compiled by the Office of Safety and Environmental Services, Department of Facilities Management, Memorial University of Newfoundland, St. John's, Nfld., Canada, A1C 5S7. It is distributed in the university's employee newsletter, The Communicator, and to external safety organizations. For further information contact Wally Drover, manager of safety and environmental services, 709-737-4393.

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- [Help save the ozone](#)
- [Help keep buildings smoke-free](#)

Environmental change prompts new regulations

(The Communicator - April 1998)

Environment Canada has proclaimed Climate Change as the topic for this year's Environment Week (May 31 to June 6). This winter season the effects of climate change were observable in the broad range of abnormal weather conditions throughout the country. Temperature fluctuations ranged from 7°C above normal in Manitoba to 1°C above here in Newfoundland. Although the national average for rainfall was above normal, the average precipitation in Newfoundland was well below normal levels. These varied weather fluctuations are thought to be a result of global warming caused by an atmospheric build up of greenhouse gases - carbon dioxide, methane, CFCs, nitrous oxide.

In response to this problem, many levels of government have introduced new environmental regulations. Our provincial government has introduced new ozone-depleting substances regulations, some of which are discussed on this page. The federal government is in the process of introducing a new Canadian Environmental Protection Act (CEPA). The goal of the new act is environmental protection through pollution prevention. A guide to the new CEPA can be viewed on the Internet at http://www.ec.gc.ca/cepa/guide_e.html.

Other Web sites of interest:

- Climate Trends and Variations Bulletin for Canada - 1997
<http://www.tor.ec.gc.ca/ccrm/bulletin>
 - The Green Lane Home Page, Environment Canada
<http://www.doe.ca/envhome.html>
-

Help save the ozone

(The Communicator - April 1998)

Members of the university community should be aware that new provincial regulations on ozone-depleting substances will greatly affect our use and disposal of refrigeration and air conditioning equipment and halon fire extinguishing systems.

Anyone who services refrigeration or air conditioning equipment, or who purchases regulated substances, must complete a one-day environmental awareness course. Whenever refrigeration or air conditioning equipment is serviced, an apparatus for recovery of the refrigerant must be used. Refrigerant must be removed from equipment prior to disposal or if the equipment is non-operational for more than eight months.

New halon fire extinguishing systems are prohibited and the safety office is preparing a strategic plan to phase out existing systems. Intentional release of halon is no longer allowed and annual reports must be made on all discharges of halon systems.

For further information on these regulations, contact the associate manager, safety and environmental services, at 737-8250 or the Newfoundland Department of Environment and Labor at 729-2273.

Help keep buildings smoke-free

(The Communicator - April 1998)

Memorial employees should be proud of the fact that the university was a leader in formulating and implementing a smoke-free environment for campus buildings. In fact, Memorial had a smoke-free policy some two years before the provincial government Smoke Free Environment Act came into being. However, there are still situations where disregard for the smoking regulations create problems for building occupants.

Lately, the university has encountered a rash of violations, including people who are smoking in lunch rooms, offices and building entrances. Smoking in entrances seems to generate the most complaints, especially when smokers insist on using porches and alcoves. People entering the building have to traverse a smoke screen because the natural draft draws smoke into the building, which then also contaminates interior work and study space.

How are smoking regulation complaints addressed? Usually an initial investigation is conducted and if the offender is located, he/she is made aware of the regulations and a request is made to respect these regulations. Usually there is no problem, the person cooperates, and the problem is solved. If there is a persistent problem in a specific area, the safety office will seek the assistance of senior departmental officials in resolving the issue.

The safety office encourages any member of the campus community to exercise their right to remind any persons found disregarding smoking regulations that their behavior is offensive and not acceptable. The policing of the smoking policy is a team effort on the part of the campus community as a whole.

Occasionally Campus Enforcement officers are requested to assist in policing, although that is obviously a last resort. Similarly, there have been situations where the safety office has had to call government enforcement officers who have the authority to issue fines for violations of the Smoke Free Environment Act.

The key to maintaining a smoke-free environment on campus is the acceptance of the spirit of the regulations by all members of the campus community, particularly individuals that smoke. Everyone should do their part to maintain an acceptable air quality level in campus buildings. It's a community effort!

Need help quitting?

The Office of Safety and Environmental Services and the Wellness Centre are presently coordinating

Smoking Cessation Seminars for members of the campus community. Contact Kathie Saunders at the Wellness Centre, 737-2659, for further details.

From the Garden

(The Communicator, April 1998)

by Carl P. White, Botanical Garden

It's time to start thinking about starting some annual flowers for your garden. For containers you can use just about anything from cut-off milk cartons or plastic margarine dishes (punch holes in the bottom for drainage) to germination trays with clear plastic covers or peat pellets (these are available at garden centres). Fill the containers with a sterilized potting mix and place in a basin of warm water. Once they are wet on the surface raise one end of the container so excess water will drain off. Tamp the mix down lightly with a piece of wood and you are ready to sow. Read your seed packet to find out about sowing dates, depth to sow, temperature needed to germinate, if light is needed for germination, and final spacing of plants. Make shallow furrows in the mix about one inch apart and space your seeds along them. About an inch apart works well for most seeds. Very small seeds are sprinkled on the surface and pressed down lightly to make sure they are in contact with the mix. Spray lightly with a hand mister. Most seeds like a warm place to germinate, and the top of the fridge is just about perfect. Cover with clear plastic so the mix doesn't dry out. Keep an eye on them and remove the plastic once they start to sprout. When they need water use a hand mister, not a watering can; you could knock over the seedlings.

Finding the best light

Now put the seedlings in the best lit place you can find (east-facing windows are ideal). Rotate the containers every day so the plants don't lean to the light. If you are using lights, move the containers around so each one gets a chance in the best spot. Once your seedlings have two sets of leaves (the first set are the seed leaves or cotyledons and the second set are the true or adult leaves) they are ready to transplant into larger containers. Prepare them as you did the seed containers. Use a pencil to make holes in the mix (spacing will depend on the type of plant). Carefully dig the seedling out with a popsicle stick or small spoon. Handle the seedlings by the leaves, not the stems, as you can easily bruise the soft stem tissue. This is not rocket science, so after the first few you will be able to do it with a minimum of root damage. Place the lifted seedling in one of the holes in your tray with the soil right up to the seed leaves (first set). Level out the surface after all the holes are filled and water by soaking or with a watering can with a fine head. Grow in a well-lit area. Before they are planted outside, they will need to be hardened off. When the weather warms up (mid to late May) put your trays outside for a few hours a day,

gradually moving them into a sunnier place and leaving them out longer. Work up to placing them in full sun, leaving them out all day and moving them inside at night. Around the first week of June you can start leaving them out all night, but watch the forecast and move inside if frost or low temperatures are called for. On the magic date of June 15 you can finally get to the fun part creating your garden with your own home-grown beauties. Plant at the desired spacing and water with a weak solution of a water-soluble fertilizer.

Some easy annuals you can start yourself:

Cosmos - Early Sensation. This tall (3 ft.) variety is a mix of white, pink and rose and will provide good late-season color. Plant in a sunny, well drained area.

Rudbeckia - Gloriosa Daisy Mix. Another tall annual for the back of the bed. Large single daisy-like blooms in combinations of yellow, gold and bronze. Good as a cut flower.

Mesembryanthemum - Livingstone Daisy Mix. This 'ice plant' has been a big hit at the garden over the past few years. Large (2-3 inch) blooms in a variety of colors on 6-inch plants make them great front-line plants for boxes or the perennial border.

Helianthus - Mammoth Russian. This sunflower is listed as a six-footer (we had one go to 11 feet this year) and is topped with a large (up to a foot across) yellow bloom. Plant in a sunny spot, stake and feed well throughout the growing season. Leave the seed heads on the plant and watch the blue jays eat the seeds.

Points to remember: Read the seed packet; what you need to know is usually there. Don't start your seeds too soon. I find you can add two weeks (at least) to the sowing dates listed. Most of the usual annuals should be started late April or early May. Don't overfeed the seedlings. If planted in good mix they will not need any fertilizer until you plant them in the garden. You want them to look good in the garden, and not almost finished by the time you plant them out.