

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

December 1998



1998's
exemplary
employees (L-
R): Gerard
Hayes, Student
Housing;
Monty Green
Human
Resources;
Christine
Burke,
Business;
Memorial
president Dr.
Arthur May;
Vera Gfffin,
Medicine,;
Wayne Thistle,
vice-president
(administration
and finance)
and legal

counsel. Missing from photo: Nora Kennedy, Fine Arts, Sir Wilfred Grenfell College.

Inside

- [News Stories](#)
- [From the President](#)
- [Human Resources](#)
- [Campus Life](#)
- [Ask Me](#)
- [Career Scene](#)
- [Employee Service Awards](#)
- [Holidays](#)
- [Safety Notes](#)
- [From the Garden](#)
- [Letter from Santa](#)

You can perform a full-text keyword search on [this issue](#) or on [all on-line issues](#) of the *Communicator*.

| [Memorial Home Page](#) | [Communicator Home Page](#) | [Division of University Relations Home Page](#)

Memorial honours outstanding employees

Memorial University recognized its outstanding employees at two special events held in October and November. Memorial President Arthur May presented awards to faculty and staff for their exceptional efforts. Outstanding work in teaching and research at Memorial was acknowledged on Oct. 21 at a reception at the Art Gallery of Newfoundland and Labrador. On Nov. 13 the fourth annual President's Awards for Exemplary Service were presented during the annual Employee Service Awards ceremony. The 1998 employee service awards were presented by Dr. May and Wayne Thistle, vice-president (administration and finance).

Memorial University's top professors

On Oct. 21 Memorial University acknowledged the contributions of exceptional members of its faculty with the President's Awards for Distinguished Teaching, the President's Awards for Outstanding Research, and by naming University Research Professors. The President's Awards for Distinguished Teaching recognize the crucial nature of teaching excellence in the Memorial University community. Each winner of the teaching award receives a \$5,000 grant contributed by the Memorial University Alumni Association. The President's Awards for Outstanding Research recognize Memorial University researchers who have made outstanding contributions to their scholarly disciplines. Each award includes a \$5,000 research grant. The title University Research Professor is the most prestigious award Memorial University gives for research, and goes to faculty who have demonstrated a consistently high level of scholarship and whose research is of truly international stature. The designation carries with it a \$4,000 research grant (each year for five years) and includes a reduced teaching schedule and increased research time.

This year's recipients for teaching and research awards were: Dr. Graham Bodwell, Department of Chemistry, President's Award for Outstanding Research; Dr. Mark Joyal, Department of Classics, President's Award for Outstanding Research; Dr. Barbara Neis, Department of Sociology, President's Award for Outstanding Research; Dr. Fereidoon Shahidi, Department of Biochemistry, University Research Professor; Dr. Derek Nurse, Department of Linguistics, University Research Professor; Dr. Andrea Rose, Faculty of Education, Distinguished Teaching Award; Dr. Alan Goodridge, Faculty of Medicine, Distinguished Teaching Award.

Exemplary and long-time employees recognized

On Nov. 13 five employees were presented with the President's Award for Exemplary Service. The award winners were chosen by a university-wide selection committee. In choosing the award winners, the selection committee considered nominees' continuing contributions in the following areas:

- significant contributions made to the university, evidence of excellent performance, and of extending help to students, faculty, fellow employees, parents and university guests;
- making the university a welcoming community for students and employees;
- involvement with committees and organizations.

This year's winners were: Christine Burke, manager, Faculty of Business Administration; Monty Green, manager, Department of Human Resources; Vera Griffin, student affairs officer, Faculty of Medicine; Gerard Hayes, assistant director, Student Housing and Food Services; Nora Kennedy, secretary, Division of Fine Arts, Sir Wilfred Grenfell College.

Each employee received a \$1,000 cash prize and a framed certificate noting the achievement. Their accomplishments will also be noted in a public display in the Arts and Administration Building. Close to 200 employees turned out for the ceremony where long-serving employees received pins acknowledging 20 or more years of service to the university. (see list)

No need to apologize for new University Centre

(December 1998)

Why do we have a major building project on campus when we are short of money for day-to-day operations? It's a good question, and because the new construction and the tightness in operating budgets are equally visible these days, it is not surprising that it should be asked. I think there is a good answer and, if you are asked the question or you are asking it of yourself, I hope you will find the following to be helpful.

Our student facilities were built in the mid-'60s when we had about 5,000 students registered at St. John's. The numbers throughout the '90s have been 15,000 or more. The result is a grossly overcrowded student facility. In spite of creative upgrading and superb facilities management by all those concerned, the TSC has, for the past 15 - 20 years, been hopelessly inadequate for the purpose.

Recruitment issue

Over the past 15 years I have visited almost every university campus in Canada. In relation to size of student body, our non-academic student facilities are at rock bottom. They create for us an image of an overcrowded and uncaring institution. Don't take my word for it; the surveys and focus groups say so. This obviously detracts from our image and results in decisions to go elsewhere by some proportion of potential students.

In designing the new facilities, we built in not just the facilities to be used directly for student activities, but office space for those university employees directly concerned with student well-being — counselling services, medical services and student services generally so that, to the extent possible, there would be a "one-stop shopping" approach to student services. We also plan to have a variety of shops and services for the everyday needs of the whole university community. We therefore took the opportunity to place the new student centre at the geographic centre of campus for maximum convenience to all, which means that it must span the Prince Philip Parkway. This will assist in correcting the artificial physical division that effectively creates "two solitudes": the undergraduate campus and support facilities on the south side and the professional campus on the north. We obviously need more than physical links to rebuild the sense of community, which I think is weak at Memorial, but the physical bridge will, nevertheless, be an important step in the process. I believe it will also result in more interaction between students, faculty and staff, outside classrooms and labs, than now exists.

In short, we need not apologize to anybody for finally providing for the students at Memorial a student centre that has facilities comparable to those they would expect to find at any other Canadian university.

Funding issue

These facilities are not being provided through normal funding sources, those sources that allow us to operate from day-to-day and year-to-year. The money is coming from a special capital campaign organized for that purpose. Three million dollars of the \$16 million in construction cost is coming from the student body through a \$5 levy on each course registration. Five million dollars is coming from private sources through our fundraising, and the total of \$8 million is being matched by the provincial government. This money would not be available to us for operating purposes. If we weren't using it to construct the student centre, we wouldn't have it.

Personally, I look forward to seeing the building completed at about the time that I complete my term as president. The timing will be convenient from another viewpoint. We are getting very close to the point where our library will need more space. When that occurs, the former student centre is close at hand and available to be utilized for library and archives, study space, lecture theatres, and associated purposes. It will need some costly transformation, but that's another challenge!

A.W. May, OC
President and Vice-Chancellor

Human Resources

(December 1998)

- Human Resources is your partner in the employment relationship
 - Update on CUPE Anomalies Committee activities
-

Human Resources is your partner in the employment relationship

The fall 1998 seminar for administrative staff specialists and executive assistants was held Nov. 25 at Hampton Hall in the Fisheries and Marine Institute. The day-long seminar involved a series of presentations from each section of Human Resources. Among the topics covered were recruitment and job evaluation, immigration, benefits and pensions, payroll, leave management, alternative dispute resolution and quality service.

The group also heard from Donna Scotton, regional manager of CHC Working Well, the university's Employee Assistance program (EAP) providers.

The Department of Human Resources views these workshops as an opportunity to receive feedback from university personnel. It is expected that the fall workshop will become an annual event. Plans are now underway for a series of workshops and presentations on the University's Performance Management System.

Update on CUPE Anomalies Committee activities

As part of job evaluation system maintenance, and in conjunction with the CUPE Anomalies Committee, CUPE classification titles are being reviewed and revised. Committee membership includes Joe Boland, Mary Clarke, Brian Farewell, Monty Green, Claude Horlick, Lorraine Jackson, Robert Nichols and Jerry Smith.

The proposed changes will reduce the number of classification titles substantially, which is consistent with one of the goals of the job evaluation system.

Four reasons for the proposed title changes include:

1. **Gender** - Use titles that do not refer to gender (e.g., craftsperson will replace craftsman);
2. **Dated titles** - Use titles that reflect Memorial's current environment and technology (e.g., stores attendant will replace stores clerk);
3. **Duplicate titles** - Titles allocated to the same band level, will be deleted and replaced with one title (e.g., delete clerk and intermediate clerk and replace with clerical assistant);
4. **Classification series** - Classification titles in a numbered series will now be referenced by band level number only (e.g., library assistant, band level 1 will replace library assistant I).

For recruitment purposes, advertisements will include the salary scale and band level assigned to the vacant position.

Although the generic classification title will be revised, employees, in conjunction with their supervisors, may still use working titles that are more reflective of the work performed.

The review of CUPE classifications should be completed over the next few months. At that time, employees will be informed in writing that their classification title has been changed without changing their assigned band level. Implementation will occur for non-bargaining staff shortly thereafter, following the same notification procedure.

The CUPE Anomalies Committee has also developed a memorandum of understanding that deletes reference to Clause 39.06 (a) of the collective agreement which states that:

"A request for classification review shall not be entertained on the grounds of the inadequacy of the band level assigned to the classification."

This deletion reassures employees of the benefits and greater flexibility of the new system for classification review.

If you have any comments or questions, please contact on the committee members listed above.

Campus Life

(December 1998)

- Card access conversion has begun
 - Facilities Management holds open house
 - New club is coming!
 - No Christmas shutdown this year
-

Card access conversion has begun

Many people may have noticed the electronic keypads installed during the summer months on exterior entrances of various campus buildings. These installations are part of the initial phase of a project to introduce electronic key access to campus. Buildings included in phase one include the Arts and Administration, Facilities Management, Business Administration and three of the residences in Paton College. The following are some commonly asked questions and answers about this project.

Why is the university introducing electronic key access?

There are a number of benefits to this technology. Our current manual keys require that a CEP officer physically lock and unlock all entrances at opening and closing. Electronic access will allow us to program the doors so that these functions occur automatically based on a programmed schedule or as a security issue arises. Installations also include electronic door alarms, which will identify doors that have been left ajar or forced open, allowing CEP personnel to be dispatched quickly to secure the entrance or deal with the intrusion. Where an individual has access to more than one building controlled by card access, he/she will no longer require multiple keys. All access will be granted through rights assignment to their One Card. Card access will result in an improvement to the overall security of the buildings affected.

How will the project affect the occupants of these buildings?

Quite simply, occupants who require access after regular building hours will need a university One Card and authorization from their department head to access the building. Buildings will be phased in over December and January. Your department head will be contacted with the schedule and access requirements for your area. There will be a turnover date provided. Effective that date access will be available to you through use of the One Card.

Will I need my card to exit a building?

No. Electronic access is used only to validate that you have permission to enter the building after regular operating hours.

What happens on the implementation date if I don't have a One Card?

There will be a grace period of a couple of weeks to allow all occupants time to obtain a card. During that period access will be available through existing keys. Once the grace period has expired, locks will be changed and access will be available only to valid cardholders.

How do I obtain a One Card?

Visit the General Student Services in the Thomson Student Centre, Room T-2015. Hours of operation are 9:30 a.m. - 4:30 p.m Monday through Friday.

Once I have a One Card, how long will it take to process my access rights?

Information is downloaded from the One Card System to our Millennium Software daily. Once you have your card, and assuming that authorization has been forwarded to CEP by your department head, access will be available within 48 hours.

What are my responsibilities as a cardholder?

You may not lend or exchange your card. Access will be suspended immediately where inappropriate use is identified.

What happens if I lose my card?

Lost cards should be reported immediately to CEP, where access rights can be suspended immediately. CEP may also issue temporary access cards, which are typically active only long enough to facilitate issue of a new One Card. CEP is open 24 hours a day, seven days a week.

Facilities Management holds open house

Employees had an opportunity to see inside Facilities Management on Nov. 24. Approximately 150 visitors from across the St. John's campus took the opportunity to visit various shops and sections, review displays and system demonstrations and talk with front-line and management staff about services

offered by Facilities Management. Highlights included the launch of the department's mission/vision statement, departmental logo and new Web site. Of particular interest to visitors were the updated service guide, on-line work request form and on-line registration form for safety seminars included on that site (see <http://www.mun.ca/facman>). Visitors were also shown the use of technology within the department: computerized systems including energy management software used by Energy Management and Controls and Central Utilities, the maintenance management system in Work Control, the new card access software in Campus Enforcement and Patrol, and the facilities atlas software administered by Facilities Engineering and Development. Visitors were greeted by members of the Campus Enforcement Honour Guard in full dress uniform. This is a recently formed volunteer group of staff who participated in recent Remembrance Day activities held at the St. John's War Memorial.

New club is coming!

The board of directors of the Memorial University Club had a busy summer making plans for the new club, which will be located on the fifth floor of the Arts and Administration Building. They report that extensive renovations have begun to convert the former fifth floor cafeteria into a comfortable and attractive club with bar, coffee shop, dining facilities and a reading area/lounge. The board anticipates that the work will be completed by December and that the club will be open for business by the beginning of the winter semester. For further information, please call 737-8328, or visit <http://www.mun.ca/univclub>

No Christmas shutdown this year

There will not be a university-wide closure for the period between Christmas and New Year's Day this year. The university offered CUPE a two-for-one vacation day arrangement in an effort to effect some cost savings during the period, but the union rejected the offer, indicating they will deal with it only during collective agreement negotiations next year. Because the university cannot achieve any offsetting cost savings by closing buildings and reducing power consumption unless all employee groups participate, there will not be a Christmas shutdown this year. The Jan. 2, 1999, holiday will be observed on Dec. 31, 1998. Therefore, there will be two work days, Dec. 29 and 30, between Christmas and New Year's. Employees can use two days of vacation time to take these days off unless they are required to work. If all employees in an area use vacation to take the time off, then some units may opt to close for this period. In such cases, unit heads should provide closure information to the Division of University Relations for dissemination. Of course, units providing essential services and/or support services for academic staff members must continue to do so, in accordance with Clause 26.14 of the MUN/MUNFA collective agreement. Any questions or concerns about this arrangement should be directed to the Division of Labour Relations, 737-4732.

Ask Me... about students at Memorial

(December 1998)

Kathie Saunders
Wellness Educator
Student Development

'Tis the season for higher stress levels

The barometer is rising on campus. As the holiday season draws nearer, so do paper, exam and thesis deadlines for students. With commitments to meet, lack of sleep and finances to stretch, this time of year can be particularly stressful for students, faculty and staff alike. Often the joys of the season get lost! So what can we do to help students and ourselves?

First it is important to note that stress relief is personal; what decreases stress for one person can actually add stress for others. For instance, one person commented that baking holiday cookies was a stress reliever for her — I cringed at the thought of tackling such a messy job with two kids fighting to lick the spoon! So off to the bakery I go!

But seriously, for many, not knowing what to do about stress is usually not the problem, but rather the difficulty is trying to find the time to fit relaxation into the day. Exam time is especially busy for everyone, so we must try to make special efforts to provide supportive environments for those around us and for ourselves. To do this takes commitment: commitment to say no when we have too much on our plates, commitment to be honest to ourselves about our work and family limits, and commitment to make our health a top priority in our lives! Once this is achieved, we may find that we have a greater desire to do good things for ourselves. How about suggesting to students or trying some yourself of the following ideas for stress relief:

- **Meditate** — Eliminating outside stimuli and focusing on slow relaxed breathing does wonders.
- **Exercise** — The beauty you can see on a walk at this time of year can very effective in reducing stress.
- **Think positively** — Nothing is more rewarding than feeling and being optimistic!
- **Build skills** — Learn how to manage your time and, of course, how to say no!
- **Be creative** — The joy of using parts of our brain that are often dormant is very stimulating.

Helpful support is available on campus! Students can be referred to the Wellness Educator, TSC-2006,

737-2659. Students, faculty and staff are invited for Prime Relaxation Time — Dec. 1, 8, and 15 from 1 - 2 p.m. in TSC 2006. Also encourage students to visit our Web site www.ucs.mun.ca/~wellness for information on variety of wellness programs.

Overall, identifying the stressors in our lives and tackling them one by one may make stress more manageable. Just remember, we are all good people, we should enjoy the positives in our lives, and we should treat ourselves and others with kindness!

Career Scene

(December 1998)

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.

ACADEMIC

Appointments

Dr. Sukhinder Kaur, Biochemistry, assistant professor, May 1, 1999

Dr. Radu Popescu, Engineering and Applied Science, associate professor, Dec. 1, 1998

Dr. Victoria Crosbie, Medicine, clinical assistant professor in Discipline of Pediatrics, Nov. 16, 1998

Dr. Robert Forward, Medicine, clinical assistant professor in Discipline of Anesthesia, Nov. 16, 1998

Dr. Chumei Li, Medicine, assistant professor of laboratory medicine (cytogenetics), Nov. 1, 1998

Dr. Angela Penney, Medicine, clinical assistant professor in Discipline of Psychiatry, Nov. 16, 1998

Dr. Jeremy Pridham, Medicine, clinical assistant professor in Discipline of Anesthesia, Nov. 16, 1998

Dr. Judith Roger, Medicine, clinical assistant professor in Discipline of Surgery, Nov. 16, 1998

Dr. Suryakant Shah, Medicine, assistant professor of pediatrics, Nov. 16, 1998

Dr. Pamela Snow, Medicine, clinical assistant professor in Discipline of Family Medicine, Nov. 16, 1998

Dr. Rhonda Vardy, Medicine, assistant professor of psychiatry, Sept. 1, 1998

Dr. Lili Wang, Pharmacy, assistant professor, Dec. 1, 1998

Appointments, Other

Dr. Kim St. John, Medicine, assistant dean, Postgraduate Medical Studies, Nov. 16, 1998

Dr. Cathy Vardy, Medicine, assistant dean, Postgraduate Medical Studies, Nov. 16, 1998

Cross-Appointments

Dr. Douglas May, Economics to Community Health, Medicine, Nov. 16, 1998

Dr. Sean Brosnan, Biochemistry to Basic Medical Sciences, Medicine, Nov. 16, 1998

Dr. Jon Church, Basic Medical Sciences to Community Health, Medicine, Nov. 16, 1998

Dr. Michael Hatcher, Discipline of Medicine to Discipline of Pediatrics, Nov. 16, 1998

Dr. Sandra LeFort, Nursing to Community Health, Medicine, Nov. 16, 1998

Dr. Russell J. Adams, Psychology to Discipline of Pediatrics, Medicine, Nov. 16, 1998

Dr. Mary L. Courage, Psychology to Discipline of Pediatrics, Medicine, Nov. 16, 1998

Dr. Charles Maisbury, Psychology to Basic Medical Sciences, Medicine, Nov. 16, 1998

Promotions

Dr. Marc Thackray, Sir Wilfred Grenfell College, assistant professor, Sept. 14, 1998

Retirements

Dr. Andrée Lidell, Psychology, Nov. 16, 1998

ADMINISTRATIVE

Appointments

Debbie McGee, Continuing Studies, television producer/director, Oct. 13, 1998

Philip Van Ulden, Engineering & Applied Science, programmer consultant, Aug. 27, 1998

Jeanie Haynes, Facilities Management, intermediate clerk stenographer, Dec. 14, 1998

Audrey MacInnis, Physical Education & Athletics, clerk stenographer, Sept. 1, 1998

Secondments

Raelene Thomas, Human Resources, leave management and quality improvement co-ordinator, Oct. 1, 1998

Employee Service Awards

(December 1998)

The following employees of Memorial University were recognized for their long service to the institution at the Employee Service Awards ceremony held on Nov. 13. The university also held a ceremony at the Corner Brook campus on Nov. 25.

20 YEARS SERVICE

Olga G. Alexander
Queen Elizabeth II Library

Dr. Wayne Andrews
Faculty of Medicine

Cathy A. Antle
Department of Biology

Kenneth C. Austin
Animal Care Services

Dr. Detlef Bieger
Faculty of Medicine

Dr. Stuart C. Brown
Department of
Anthropology

Paul J. Cantwell
Department of Chemistry

William E. Carroll
Department of Facilities
Management

25 YEARS SERVICE

Patricia M. Adams
Division of University
Relations

S. Edward Andrews
Sir Wilfred Grenfell
College

Dr. John N. Atherton
Department of
Chemistry

Herbert A. Bartlett
Department of
Facilities Management

Marilyn R. Beaton
School of Nursing

S. Elaine Boone
Department of
Computer Science

Edward N. Brown
Marine Institute

Dr. Vit M. Bubenik

30 YEARS SERVICE

Dr. James G. Barnes
Faculty of Business
Administration

William Barnes
Department of Facilities
Management

Mary E. Barry
Department of English
Language & Literature

Dr. Roberta Buchanan
Department of English
Language & Literature

Russell Callahan
Technical Services

Dr. George J. Casey
Department of English
Language & Literature

Dr. Howard J. Clase
Department of Chemistry

Randolph Coffin

35 YEARS SERVICE

Dr. Iain A. F. Bruce
Department of Classics

Dr. William D. Machin
Department of
Chemistry

Dr. S. Paddi Reddy
Department of Physics
and Physical
Oceanography

Gerald M. Chafe Computing and Communications	Department of Linguistics	School of Continuing Education
Pamela E. Clancey Office of the Comptroller	H. Bruce Burton Faculty of Education	Dr. Douglas G. Copeman Department of Chemistry
Dr. Harry Clarke Faculty of Medicine	Sharon P. Cochrane Department of Folklore	Dr. R. James Dawe Department of Computer Science
Dallas H. Collins Computing and Communications	Terrence J. Conway Department of Facilities Management	Roland H. Eddy Department of Mathematics & Statistics
James D. Cooper Faculty of Engineering & Applied Science	Shirley B. Cooper Faculty of Medicine	Dr. David Facey-Crowther Department of History
Ginger L. Cross Faculty of Medicine	Barbara Cox Office of Research	Roy C. Ficken Department of Biology
Walter Dyer Ocean Sciences Centre	Jane Dempster School of Social Work	Isaac Fifield Department of Facilities Management
Denis English Computing and Communications	Derek M. Dunn Queen Elizabeth II Library	Dr. Nevin D. Foltz Department of Physics & Physical Oceanography
Deborah A. Evans Sir Wilfred Grenfell College	Terrence F. Dyer Faculty of Engineering & Applied Science	Patricia Furlong Office of the Registrar
Dr. Dzintra Fernandez Faculty of Medicine	James Eustace Faculty of Medicine	Bertram G. Gillard Department of Facilities Management
Dr. Paul Gillard Department of Computer Science	Thomas W. Evans Department of History	Rosemary Gladney Computing and Communications
William Gin Department of Biology	Alex P. Finn Department of Facilities Management	Dr. John Marshall Green Department of Biology

Patricia E. Grattan Art Gallery	Gerald H. Ford Department of Earth Sciences	Dr. Gary P. Haardeng- Pedersen Sir Wilfred Grenfell College
Luke Grenning Animal Care Services	Linda Gaborko Department of Psychology	Dr. Gunther Hartmann Department of Political Science
Alfreda F. Gulliver Faculty of Medicine	Dr. Herbert S. Gaskill Department of Mathematics & Statistics	Dr. Philip R. Heath Department of Mathematics & Statistics
Margaret B. Hackett School of Nursing	Edward P. Gellately Department of Computer Science	Deanna S. Janes STEM~Net
Susan A. Hann Department of Human Resources	Dr. Peter D. Golding Department of Chemistry	Dr. Everard H. King Department of English Language & Literature
Patrick E. Hannon Department of Chemistry	Dr. Edgar G. Goodaire Department of Mathematics & Statistics	Dr. Melvyn K. Lewis Department of Mathematics & Statistics
Clyde A. W. Harris Department of Facilities Management	E. Monty Green Department of Human Resources	Thomas MacDonald Department of Mathematics & Statistics
Genevieve A. Howell Department of Facilities Management	John Hare Department of French & Spanish	Dr. William Marshall Faculty of Medicine
Pamela C. Howley Queen Elizabeth II Library	Terrance R. Harris Technical Services	Dr. D. Vance Maxwell Department of Philosophy
Douglas Scott Jamieson Sir Wilfred Grenfell College	Dr. Christopher Heughan Faculty of Medicine	Catherine McGrath Student Recruitment & Promotion
Dorothy E. Joy Faculty of Education		
Doreen R. Kane Queen Elizabeth II Library		Dr. Johannes Molgaard Faculty of Engineering & Applied Science

William B. Kieley Department of Physics and Physical Oceanography	Marlene H. Hooper Department of Chemistry	Maire O'Dea Office of the Registrar
Aidan E. Kiernan Department of Facilities Management	Dr. Frederick A. Johnstone Department of Sociology	Dr. Ralph T. Pastore Department of History
Ann M. Lambe Computing and Communications	John F. Jones Marine Institute	John J. Power School of Continuing Education
Peter F. Lawlor Department of Facilities Management	Dr. Royston R. Kelleher Faculty of Education	Margaret E. Pynn Office of the Registrar
William J. Layden Sir Wilfred Grenfell College	John C. Kennedy Department of Anthropology	Dr. Neil V. Rosenberg Department of Folklore
Dr. Andrejs Liepins Faculty of Medicine	Karen Lippold Queen Elizabeth II Library	Dr. Rick Roskin Faculty of Business Administration
Dr. Malcolm K. MacLeod Department of History	Dr. Michael D. Mackey Department of Chemistry	Dr. Robert W. Sexty Faculty of Business Administration
Paula Mahon School of Continuing Education	Richard I. Maddigan Department of Psychology	Dr. Margarete Smith Department of French & Spanish
Dr. J. Douglas May Department of Economics	Barbara Meade Department of Mathematics & Statistics	Dr. Anne S. Staveley Department of English Language & Literature
Dr. Sherry J. May Department of Mathematics and Statistics	Dr. Shannon D. Moeser Department of Psychology	Dr. Michael Staveley Department of Geography
James T. Maynard Department of Facilities Management	Dr. Shannon D. Moeser Department of Psychology	Michael J. Sullivan School of Continuing Education
Alison Mews	Brian William Murphy	W. Wayne Thistle, QC Office of the Vice- President (Administration)

Faculty of Education	Art Gallery of Newfoundland and Labrador	and Finance) and Legal Counsel
Stephen Milway Department of Psychology	Dr. Wayne C. Nesbit Faculty of Education	James Tobin Department of Facilities Management
Barbara J. Morris Office of the Comptroller	Robert L. Nichols Department of Human Resources	Dr. James A. Tuck Institute of Social and Economic Research
J. Wayne Morrissey Ocean Sciences Centre		
Rosemarie E. Murphy Faculty of Medicine	Dermott E. Penney Marine Institute	William Woolgar Office of the Comptroller
Zita Murphy University Bookstore	Selby Piercey Marine Institute	
Michael C. Newton Sir Wilfred Grenfell College	Barbara C. Puxley Faculty of Medicine	
Patricia O'Brien Animal Care Services	Dr. Norman F. Rehner Department of Computer Science	
A. David Percy Department of Facilities Management	Aiden Ryan Department of Facilities Management	
Oscar G. Perez Technical Services	Dr. Paul Sachdev School of Social Work	
Rose Marie Power Queen Elizabeth II Library	Joan H. Scott Department of Biology	
Richard D. Predham Computing and Communications	Dr. Peter J. Scott Department of Biology	
Lisa Savage Faculty of Business Administration	Ellen M. St. Croix School of Continuing Education	
	Dr. Damodar V. Vaze	

Douglas Skinner Marine Institute	Faculty of Medicine
Dr. Lessey R. Sooklal Faculty of Business Administration	Ronald W. Wallace Department of English Language & Literature
Rennie E. Squires Department of Facilities Management	Dr. Robert L. Walley Faculty of Medicine
Judy Tucker Art Gallery	Mary A. Walsh Department of Religious Studies
Cynthia A. Whelan Department of Facilities Management	Calvin J. Ward Faculty of Engineering & Applied Science
Alberta Auringer Wood Queen Elizabeth II Library	Leo H. White Faculty of Engineering & Applied Science
Dr. H. Banfield Younghusband Faculty of Medicine	Dr. Alan Whittick Department of Biology
	Betty Wong Faculty of Medicine

Holidays

(December 1998)

Schedule of University Holidays for 1999 for Newfoundland Association of Public Employees, Locals 7801, 7803 and 7804

Please be advised that the approved schedule of 1999 university holidays for the above employee groups is as follows:

- | | |
|--------------------|-------------------|
| 1. New Year's Day | Friday, Jan. 1 |
| 2. Good Friday | Friday, Apr. 2 |
| 3. Victoria Day | Monday, May 24 |
| 4. Memorial Day | Thursday, July 1 |
| 5. Regatta Day | Wednesday, Aug. 4 |
| 6. Labour Day | Monday, Sept. 6 |
| 7. Remembrance Day | Thursday, Nov. 11 |
| 8. Christmas Day | Monday, Dec. 27 |
| 9. Boxing Day | Tuesday, Dec. 28 |

In the case of the Sir Wilfred Grenfell College, an alternate holiday may be substituted for Regatta Day.

Schedule of University Holidays for 1999 for all Administrative, Technical and Technical Support Staff

Please be advised that the approved schedule of 1999 university holidays for the above employee group is as follows:

- | | |
|----------------------|-------------------------|
| 1. New Year's Day | Friday, Jan. 1 |
| 2. January 2 Holiday | Thursday, Dec. 31, 1998 |
| 3. Mid-March | Monday, March 15 |
| 4. Good Friday | Friday, Apr. 2 |
| 5. Victoria Day | Monday, May 24 |
| 6. Discovery Day | Monday, June 21 |
| 7. Memorial Day | Thursday, July 1 |
| 8. Mid-July holiday | Monday, July 12 |

9. Regatta Day	Wednesday, Aug. 4
10. Labour Day	Monday, Sept. 6
11. Thanksgiving	Monday, Oct. 11
12. Remembrance Day	Thursday, Nov. 11
13. Christmas Day	Monday, Dec. 27
14. Boxing Day	Tuesday, Dec. 28

In the case of the Sir Wilfred Grenfell College, an alternate holiday may be substituted for Regatta Day.

Schedule of University Holidays for 1999 for Academic Staff Members

The following is a list of university holidays for 1999 in accordance with Article 22, Clause 22.10:

1. New Year's Day	Friday, Jan. 1
2. Second January holiday	Wednesday, Dec.30, 1998
3. Good Friday	Friday, Apr. 2
4. Memorial Day	Thursday, July 1
5. Labour Day	Monday, Sept. 6
6. Thanksgiving Day	Monday, Oct. 11
7. Remembrance Day	Thursday, Nov. 11
8. Christmas Eve	Friday, Dec. 24
9. Christmas Day	Monday, Dec. 27
10. Boxing Day	Tuesday, Dec. 28
11. New Year's Eve	Friday, Dec. 31

Schedule of University Holidays for 1999 for Marine Institute Employees

1. New Year's Day	Friday, Jan. 1
2. Mid-March	Monday, Mar.15
3. Good Friday	Friday, Apr. 2

4. Easter Monday (Support Staff/Management Only)	Monday, Apr. 5
5. St. George's Day (Instructors/Demonstrators/Technical Assistants Only)	Monday, Apr. 19
6. Victoria Day	Monday, May 24
7. Discovery Day	Monday, June 21
8. Memorial Day	Thursday, July 1
9. Mid-July holiday	Monday, July 12
10. Regatta Day	Wednesday, Aug. 4
11. Labour Day	Monday, Sept. 6
12. Thanksgiving Day	Monday, Oct. 11
13. Remembrance Day	Thursday, Nov. 11
14. Christmas Day	Monday, Dec. 27
15. Boxing Day	Tuesday, Dec. 28

Safety Notes

(December 1998)

- Tips for safer winter driving
 - Expect the unexpected by driving defensively
 - Safety training and education programs to be offered
 - Have a safe Christmas
-

Tips for safer winter driving

(December 1998)

Did you know that it takes between three to nine car lengths to stop on an icy road? Do you allow those extra car lengths when driving in slippery conditions? The most important things you can do to avoid accidents when driving in such conditions is to slow down, leave lots of room and anticipate situations where you may need to stop or turn sharply. Yet even the most careful driver may occasionally be involved in an emergency.

Your first decision is whether you are going to try to stop or steer out of trouble. Braking is nearly everyone's first instinct, and if done correctly, it can buy you time to make your decision. "Correctly" means threshold braking – squeezing the brakes gradually and gently to the point just before the wheels lock. If you feel the wheels locking, ease up on the brake pedal and re-apply.

While braking, check for a safe escape route. Hitting a snowbank is far better than hitting another vehicle. If the wheels have not locked, you will still be able to steer. If you get no response when you turn the wheel, release the brakes and the car will go in the direction the wheels are turned.

Adapted from: *Winter Driving: Applying the Brakes*, Mines Accident Prevention Association

Expect the unexpected by driving defensively

Defensive driving is driving to prevent accidents, despite adverse weather conditions and the incorrect actions of others. Consider the following tips to promote safe driving.

- Keep an eye on other drivers, even when you have the right-of-way.
- If in doubt, yield. Don't gamble that other drivers will.
- When behind the wheel, give driving your FULL attention.
- Allow enough distance between vehicles for adequate time to act.
- Road rage can be a serious problem. To help avoid it, be courteous.

Possibly the best defensive driving technique is the ability to adjust to conditions. This is even more important this time of year when we are facing winter driving conditions.

Let's prepare both physically and mentally.

Safety training and education programs to be offered

The office of Safety and Environmental Services will be offering a series of seminars, courses and general interest programs on a variety of safety and environmental topics during the fall and winter. Information on these programs, including topics, schedules, etc., is available on the Facilities Management Web page. Please note that program booklets are no longer being distributed as in past years. All members of the campus community are invited and encouraged to participate in any program which they may find of interest. To peruse offerings, go to the Facilities Management Web page at <http://www.mun.ca/facman>. Register by phoning Rodger Ludlow at 737-4326 or e-mail rludlow@morgan.ucs.mun.ca.

Have a safe Christmas

Test all tree and decorative lighting before you put them up. Check wiring, plugs and bulbs. Discard any that are old, brittle, or flickering. Make sure all lights and cords are CSA approved. Pets and small children are in danger from Christmas trees and the ornaments that decorate them. Home owners with cats, children and small dogs should ensure the tree is fastened near the top to the wall or to the ceiling using a piece of fine wire or string.

Real trees must be watered daily with a solution of 1 litre of water to 2 tbsp. of sugar and 1 tsp of bleach. Water at least twice a day (morning and night) and if more than two cups of needles drop to the floor in

a single day the tree should come down. Remember that only fire-resistant artificial trees are permitted in campus buildings.

Ensure that family and guests do not drive under the influence of alcohol. Be prepared to have someone stay over or designate a driver to get folks home safely.

Tempting as it may be to have a yule log, if your fireplace and chimney have not been properly cleaned and serviced in the past two years, don't do it. A chimney fire is a tragic end to a holiday season. If you are having a fire, keep it small. It's prettier, lasts longer and is safer. Keep doors closed and a screen across. Keep children away from the fire and don't let them add wood or paper. Fire tending is an adult's job.

Dispose of wrapping paper in the garbage. Have a garbage bag ready to put wrappings into. A floor littered with paper and ribbons is a trip hazard and an accident waiting to happen.

Wrapping paper burns too quickly to safely burn in a fireplace in large quantities. Burning boxes can cause creosote buildup and lead to a chimney fire because of the glues in the cardboard.

All of us at Safety and Environmental Services wish you a safe and happy holiday!

Christmas plants brighten the holiday season

(December 1998)

Carl White, Botanical Garden

Christmas Cactus

This plant needs short days to form flower buds, so when it is dark outside, your plant should be in the dark inside. Don't put it in a dark, cool basement; keep it in a warm, dark place during nighttime. This plant is dormant from late winter to late spring and should start to produce flower buds by sometime in September. Try to keep track of the number of short days it takes to get it flowering, then you can plan to have it flowering for Christmas. During the dormant stage, reduce watering and do not feed. A weekly dilute feed of house plant fertilizer during the growing period will help produce flowers later in the year. Magenta-pink flowers appear between October and January.

Poinsettia

These 'most Christmassy of Christmas plants' will come from the florist or garden centre ready to display. The red, pink or white "flowers" are not really flowers but leaf bracts. The true flowers are the little knobs surrounded by the colourful bracts. To keep it looking good during the festive season, this plant should be kept cool (15 degrees Celsius), given moderate light and kept moist but not wet. If light levels are not adequate, it will drop its leaves and bracts quickly. If you want to keep this plant going for another year, here is the deal: after flowering is finished, cut back on watering, put in a cool dark place for the winter. In early June cut back stems to about four inches and repot in fresh soil (you can use these cuttings to start new plants). Water well and place in moderate light. During the summer, feed with dilute houseplant fertilizer. By late August there should be lots of new growth; prune now (cut off 1/3) to encourage flowering later. By mid-September, give it short days (like the Christmas cactus). Remember, even an outside light shining into the room can affect poinsettias and prevent them from flowering.

Gardening Tools

By the time you read this you will have already put your garden to bed for the winter, but you should also put your tools to bed. Clean off any dirt and remove rust with emery cloth and WD-40. Give your digging tools a light coat of oil or WD-40 and hang them up out of the way. Cutting tools (pruning shears, saw, loppers) should be cleaned, oiled and sharpened before being put away. I like to sharpen in the fall (when I have time) and be ready for that first fine Saturday in May when I run around trying to do everything at once. Smaller tools can go in a tool box, which is great for carrying gear around the garden.

On the subject of tools, and seeing how it is so close to Christmas, here is a gardener's wish list. If some of these prices seem high, mull over what the old guy working in the feed store told me: "If you want good oats, then you have to pay a good dollar for them. If you're satisfied with oats that have already been through the horse once, they come a little cheaper". In other words, you get what you pay for.

Hand trowel and fork — You will use these a lot, for everything from weeding to planting annuals and bulbs. I prefer one with a longer handle, about 10 inches. A good one will be anywhere from \$8-\$12. The cheap ones bend where the blade meets the handle.

Hand pruners — A good pair (just like pants, one is a pair) will cost about \$50. Felco is a good name and I have been using a pair of Felco #8 for five years at the Botanical Garden. Few people will use gardening tools as much in a year as we do. Keep them oiled and sharp, and do not try to cut two-inch limbs with them, and they will last as long as you will.

Holster for pruners — Great item for about \$10. Wear it on your belt when gardening and you will be surprised how well you can keep up with the pruning when the tool is in your hand in a second, rather than on a shelf in the garage.

Sheep shears — A wonderful tool for deadheading, pruning things like spiraea and cutting down and cleaning up perennials. They run about \$35-\$40 but are worth every cent. Made in England of Sheffield steel, these shears can be sharpened with a file or stone and if looked after (not thrown into the compost with the stuff in your bucket) they will eventually become a family heirloom.

Cultivator — Has a long handle and a three- tine head. Good for weeding, loosening soil to improve aeration and removing footprints from flowerbeds. Use it for the intended purposes (not as a pickaxe) and it will last many years. Costs around \$15.

Digging fork — Yes, you need one. No, a shovel is not just as good. Order a stainless steel beauty from Lee Valley for \$40 or spend \$20-\$30 around town for a perfectly adequate one.

Cutting spade — A narrow, flat-bladed, straight top shovel. This could be the most versatile gardening tool of all. Sharpen the straight top like you would an axe and you can use it to transplant shrubs, edge a bed, mix soil and cut through sod and stubborn roots. About \$30.

Merry Christmas and best wishes for the New Year from all the staff at your Botanical Garden!

To: *Faculty, Staff, Students and Retirees*

From: *Santa Claus, North Pole*

Subject: *Annual Carol Sing, 1998*

In preparation for the Christmas Season, I extend a cordial invitation to all faculty, staff, students and those retired from the university community to come along to the annual Carol Sing on Thursday, December 24, 1998.

Arrangements have been made for refreshments to be served in the foyer of the Arts and Administration Building at 10 a.m., followed by the Carol Sing in Robert G. Reid III Theatre at 10:45 a.m. I would be very happy if you would add to the spirit of the occasion by having your family join in the festivities.

Merry Christmas to you all!

Ho! Ho! Ho!

Santa