

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

June 2000

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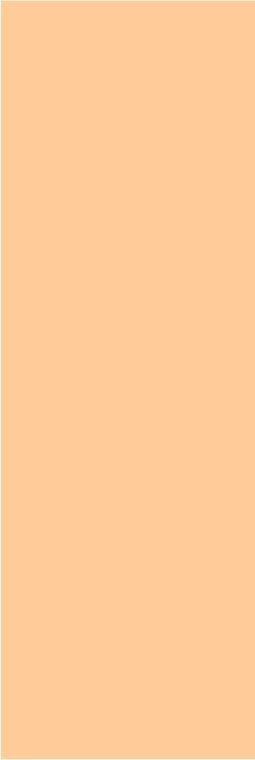
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Spring clean-up! (L-R) Memorial students Jeff Morrissey, Brandi Green and Elizabeth Laurie are working with Facilities Management to keep the campus looking bright and clean. The students are part of normal summer operations which see the employment of about 20 students from the end of May to the end of August.

Grenfell College site of regional conference

New Realities is the theme of the Association of College and University Student Services AACUSS 2000 conference, being held in Corner Brook at Sir Wilfred Grenfell College, June 4 - 7. The conference, which will see the delivery of 25 sessions and two keynote addresses, is expected to be attended by some 100 to 150 delegates from all over the Atlantic region. "During its 25 years, AACUSS has mapped and engineered immense change in the area of student services," says Mary Sparkes, co-ordinator of Student Affairs at Grenfell and chair of the AACUSS committee.



Conference delegates will celebrate a quarter century of student services and hear from innovators and leaders in counseling, career programs, housing, residence life, scholarships, financial aid, special needs, health, orientation, learning assistance and more. Participants will also help Grenfell College commemorate its 25th anniversary; a number of activities are geared toward the simultaneous anniversaries.

Keynote speakers include Dr. Robert Richards, who will address the conference on Virtue Veracity and Viagra: Realities of Human Beings and Being Human in Virtual Worlds, and Eric Norman, whose speech is titled Accountability and Special Needs in Post-secondary Education.

"We have made great strides in bringing together academic and non-academic experiences to enhance student development," says Ms. Sparkes. "New Realities brings even more opportunities as we build on past successes and strive to meet future challenges."

From the President

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It is amazing how quickly time passes. The two main teaching semesters of the academic year are now over and we are entering the busy summer period. Many of you will concentrate on graduate student supervision and research. Others will concentrate on completing a book, editing a journal, writing important papers and preparing new courses and assignments for next year. Many will be attending conferences here and elsewhere. All these activities and the associated exchange of ideas are essential to the life of our university and community.

I would like to extend a hearty thank-you to faculty for your dedication and hard work over the past two semesters. Please talk about your work, especially your summer activities, with colleagues, students and people outside the university. The summer is often the busiest time of the year, but this is not well understood.

I also wish to thank staff members for their good work over the past two semesters. For them, the summer season represents an opportunity to catch up, improve systems and develop new ways of doing things. An example of the latter is MUNet 2, the installation of new hardware and software to improve communications on the campus.

However, I want to extend special thanks to all those members of the university community who helped make the Spring 2000 Convocation a fine success. Convocation is always a team effort. As you know, we faced serious challenges since the St. John's Arts and Culture Centre was unavailable due to the Viking Exhibition. There were some students and others who expressed

concern that the gymnasium in the Physical Education Building could simply not provide the graduation experience that student and families had come to expect. Faced with this challenge, university employees from numerous units collaborated and transformed the gym and the former food court in the Thomson Student Centre into two fine spaces. I was impressed by the motivation and effectiveness displayed at all levels. In particular, I wish to recognize the efforts of the Division of University Relations (for planning the convocation ceremony), the Centre for Academic and Media Services (for providing audio and videotaping services), and the Department of Facilities Management (for reconfiguring the gym as well as a myriad of other tasks including grounds-keeping, parking and cleaning).

The students, their parents and friends who came to the St. John's Campus and Sir Wilfred Grenfell College said that they went away with wonderful memories of graduation. We can all be proud of Spring 2000 Convocation. It is also very gratifying to see that so many of our graduates have found good jobs or entry into excellent graduate programs. Congratulations to all of you for making this possible!

For me, the summer will also be busy. The investigative phase of the Priorities and Planning Process was completed earlier this year and the action plan needs to be finalized for in-depth discussion and implementation in the Fall. I want to see the completion of new collective agreements with CUPE and MUNFA. I want us to develop and announce plans for new academic initiatives (including the oil and gas initiative, co-operative education, international programs, entrepreneurship programs and international programs), and student initiatives (especially recruitment, retention and placement actions).

I will also take time to spend with my family and friends and to see more of our beautiful province. I hope that you will do the same and I wish you and your families a wonderful summer.

Axel Meisen
PRESIDENT AND VICE-CHANCELLOR

Visit the president's homepage at: www.mun.ca/president

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Ask Me .. about students at Memorial

An information column provided by the Student Development Office of Student Affairs and Services

Here at Memorial University, volunteerism plays an important role in adding to the quality of campus life. While it is not a well-known fact, many students, faculty and staff are actively involved in on-campus and community volunteer programs, each with goals and initiatives of varied and distinct natures.

The Student Volunteer Bureau (SVB) works to promote volunteerism on campus. The bureau operates primarily as a referral service for Memorial students interested in getting involved with on-campus or community-based volunteer work, and we place approximately 500 students each year within volunteer programs offered by over 100 agencies listed in our office. We post information for on-going programs with agencies such as the Boys and Girls Club, Hoyles-Escasoni Complex, the Canadian Hard of Hearing Association and many other community agencies.

We also post information on short-term volunteer projects, including the Newfoundland and Labrador Summer Games, the Rabbitown Community Centre, Association for New Canadians, and the Osteoporosis Society. This year, in order to promote the various community volunteer programs, the SVB hosted its first MUN Volunteer Fair, which allowed these community

agencies to exhibit their volunteer programs on campus. The event was a great success, so watch out for it in the years to come!

The SVB is very active with on-campus volunteer work. One of its largest projects is the recruitment and training of about 120 volunteers for the First-Year Orientation Series, during which time we promote the Ask Me Campaign, which identifies students, faculty, staff and administrators who can provide information to confused students. Ask Me posters, buttons and information sheets are distributed around campus prior to the beginning of classes in September.

While the SVB can be considered the primary centre for volunteerism, there are other facets of other volunteerism happening on campus. All of the clubs, societies, and resource centres provide essential services to students, and these groups are operated primarily by volunteers. Our campus newspaper, the muse, and our campus radio station, CHMR, are run by volunteers, and the Campus Foodbank and the CSU Child Daycare Centre are supported in their daily operations by numerous volunteers.

In order to recognize the outstanding volunteer efforts of the members of Memorial University, the Student Volunteer Bureau hosts our annual MUN Volunteer Day. This ceremony is one of the most important events for our office because it allows us to publicly recognize the generosity of many volunteers. During this ceremony the SVB presents four awards to various members of the university community - MUN Volunteer of the Year, MUN Club/Society/Resource Centre of the Year, MUN Faculty/Staff of the Year, MUN Residence of the Year. The event is attended by various university officials, community agency representatives, students, faculty, and staff, and this year we had the honour of welcoming the Lieutenant-Governor, Hon. Dr. A. M. House, as our guest speaker. Our MUN Volunteer Day celebration marks a significant day for Memorial's volunteers.

Quiet glory is very characteristic of Newfoundlanders, and the volunteer efforts of the members of Memorial University are a testimony to this. The students, faculty, and staff of our campus are actively involved in many on-campus and community volunteer programs, and it is these generous efforts that make a difference within our university environment and the community at large.

If you have any questions or inquiries regarding volunteerism, please contact the Student Volunteer Bureau at 737-4301, or e-mail us at svb@mun.ca.

New services added to your EAP

Memorial University is a strong supporter of its Employee Assistance Program. Changes in the workforce and society, and the pressures facing individuals and families continue to underscore the need for employee assistance programs. It is important that employees know about the program, trust it and use it. As the university's most important asset, all staff may access externally-based professional assistance to enhance their well-being.

The university is pleased to announce the Family Advisory Service, which will come into effect in September. To help employees balance work and family needs, CHC Working Well has expanded and enhanced our resources to include information, support and advice for the different caregiving stages in life, including information for expectant and new parents, general childcare and parenting advice, advice in caring for children and adults with special needs, a YouthLine, home care information and planning for family members with health concerns, and elder care information.

To make it as easy as possible for employees and their family members to contact and use EAP services, a national, toll-free number (English: 1-800-268-5211; French: 1-800-363-3872) is available 24 hours a day, seven days a week. Professional teams of counsellors are specifically trained to deal with any type of personal crisis and have immediate access to community emergency services and local counsellors.

2000 Arts and Administration Fun Bowl

On Friday, March 9, employees of the Arts & Administration Building attended the fifth Annual Fun Bowl in recognition of Healthy Lifestyles Week. This year's event was organized by employees of the Department of Human Resources: Deborah



Morrissey, Mary Clarke, Madeline Taylor, Karen Slaney and Jackie Constantine.



Over 120 employees paid \$6 each to attend the event, which included an hour of glow bowling at Plaza Bowl followed by a pizza lunch and prize draw at Pete's Place, Hatcher House. Over 130 donated prizes were awarded, ranging from a dinner for two at the Cellar to \$10 gas certificates. The event also raised \$102.33 for the Campus Food Bank. The winning team comprised of employees from the Registrar's Office: Glen Perfect (top male bowler with a score of 255), Kim Osmond, Marjorie Rose, Tish Walsh, Lynn Goodland and Nancy Wood. Top female bowler was Kim Simms, Education, with a score of 223.

Next year's event will be organized by Catherine McGrath, Carol King, Shona Perry-Maidment, Jean Graham and Wendy Fewer of Student Recruitment and Promotion, and Dorothy Joy, Education.

New sexual harassment advisor appointed

Human Resources is pleased to announce the appointment of Lori Yetman to the position of sexual harassment adviser, effective Wednesday, May 3, 2000. Ms. Yetman will be responsible for the creation of a campus awareness and education program on sexual harassment and sexual assault, and ensuring support services are made available within the university community. She is located within the University Centre, Room UC-4012, and can be reached at 737-2015 or loriy@mun.ca. A graduate of Memorial's Faculty of Arts, she holds a diploma in information technology. She has worked in a number of positions related to equity within the workplace.

safety notes

Use cooking appliances safely

Many offices around campus have small cooking appliances in their kitchen/

eating areas. These are convenient, but they can be a source of fires and electric shocks. Recently a coffee maker in the Engineering Building overheated and caught fire, resulting in fire and smoke damage and evacuation of the building it had been left plugged in and unattended.

To ensure the safe operation of kitchen appliances remember the following:

- Always use a good quality CSA approved appliance.
- Designate someone to check the department lounge/lunchroom at the end of each day to ensure all appliances are unplugged.
- Never leave appliances unattended if they are in use. Appliances are not permitted to be used in laboratories, workshops and any other place that might have any chemicals or other hazardous materials.

Are you transporting dangerous goods?

Under the Transportation of Dangerous Goods regulations, training is mandatory for personnel who package, ship, transport, receive, load, unload or unpack dangerous goods which are transported by any means. A dangerous good is any material that can harm health, property or the environment and falls under one of the nine classes of dangerous goods. If you are unsure if the material you are handling falls under the regulations, or if you want information regarding training programs, please call the Safety Office at 737-4320 or 737-8250.

Tips for e-mail efficiency

E-mail can be a useful tool but if it's not managed well it can be a serious drag on your time. Some people receive so many e-mail messages that sorting through them all can be a job in itself. Below are some time-saving tips to keep in mind when using e-mail:

When sending e-mail:

- Use a subject line: this will help the receiver sort your messages.
- Be courteous to others. Before copying a message to someone, think about whether they really need to see it. Since it is electronic, e-mail appears to be cost-free and this has led to indiscriminate messaging and copying. Remember the cost of time: someone has to read your

message. Also keep in mind that there is a question of copyright; an electronic letter belongs to the sender and forwarding it without permission may be a violation of copyright.

- Keep e-mail messages short and to the point. E-mails are memos – stick to one topic.
- Compose your messages on a word processor. This allows for easy editing of the message before you send it. Use spell-check. Just because you are using e-mail does not mean grammar and spelling need to go out the window.
- Be sparing with assigning a priority listing to your e-mail. If it really isn't high priority, don't mark it as such.
- When replying, include some of the initial message so the receiver has your response in context.

When receiving e-mail:

- Use mailboxes to sort incoming messages. Most e-mail programs have a function that allows you to sort messages by sender. This allows you to concentrate on the most important messages first.
- Check your e-mail at regular intervals. E-mail can be a constant interruption; set aside a time every few hours to check it, instead of having the PC beep at you all day long.
- Be careful about opening attachments from anonymous sources. As a rule you should never execute (open by double clicking) an .exe file received from someone you don't know. You should also be careful about opening multimedia files - they are often a source of bugs and viruses.
- When you read an e-mail message, try to deal with it immediately; this will save you having to read the same e-mail twice. Once you have dealt with a message, delete it or relegate it to the Trash bin. This practice reduces in-box clutter.
- Check to see if your e-mail program is downloading the messages from the server. If you are reading it directly from the server then make sure you periodically clear out the in-box. Using the server to store your messages takes up valuable system computing space. If you are unsure how your e-mail system is set up, check with a PC support specialist.

You asked for it, you got it! @mun.ca e-mail

addresses now available

Computing and Communications has enhanced its central e-mail services in response to users' requests for simpler e-mail addressing. This is an optional feature and anyone content with current e-mail addresses need not make any change. All e-mail addresses of the form *username@morgan.ucs.mun.ca* or *username@plato.ucs.mun.ca* may instead be addressed as *username@mun.ca*

E-mail addressed to *username@morgan.ucs.mun.ca* will continue to be delivered. The change affects *plato.ucs.* and *morgan.ucs* accounts only. Departmental addresses such as *username@physics.mun.ca* cannot use the abbreviated *@mun.ca* format.

To find out more about how to change your e-mail address and to find out about how the new format may affect mailing list subscribers, please see <http://www.mun.ca/cc/cc-announce.html>, or contact The Help Centre, Computing and Communications, e-mail: help@mun.ca, or by phone, 737-4595.

Retirement



The Department of Biology held a retirement party for Shirley Hawco on April 7. Shirley worked in the department as a science technician for the past 18 years. Shirley's approach to microbiological cleanup won the respect of many of her colleagues, who noted her sense of humour and positive attitude.

Shirley plans to enjoy her time travelling.

Employee Profile - Jean Voisey

Jean Voisey

In the almost 25 years that Jean Voisey has worked at Memorial, she has seen thousands of students come through Paton College and has met as many visitors and conference delegates from here and away.

"I love my job – it's given me a chance to meet such a wide variety of people over the years," says Jean of her work as supervisor of Food Services and Conference Office.

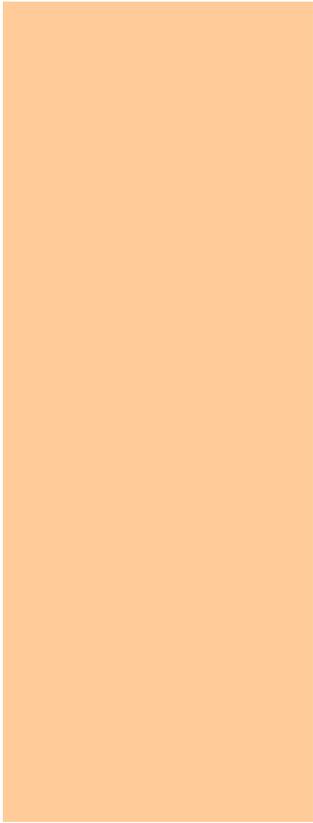
Jean started work at Memorial in 1975 as the senior secretary to Dr. Stan Carew, who was the director of conferences. After his death in 1977 the office was re-organized and moved under the jurisdiction of Student Housing, with Jean as the supervisor. Her job evolved over years and most recently it involved handling internal conferences, coordinating special events held on campus and working with Nova Services to plan campus food services.

"During the summer, we basically run the residences like a hotel and offer accommodations, meals, banquets and those kind of services. It's a great way to bring in some money during the summer and it also helps to introduce people to the university and give them a good impression," says Jean.

Jean's department has played host to everything from weddings and senior proms to conferences for the Embroiderer's Guild, softball teams and the Kinsmen. But the high point for her has been working with the Memorial students who make Paton College their home.

"The students are our bread and butter – they are the reason that we're all working here. So I always make sure I treat them with respect and let them know that I appreciate having them here."

While she's enjoyed her time at Memorial, Jean is eager to get to her next project – retirement. She finished work at the end of April, the week after her colleagues at Memorial hosted her going-away party.



"I have loved my job but there comes a time when you realize there's more to life. There's my family, my hobbies, some volunteer work...I'm looking forward to a whole new life in retirement – no worries, no stress!"

This summer Jean hopes to devote most of her time to working on her garden, a beautiful backyard retreat that features a gazebo. She also plans to spend more time with her family, which includes her husband, Bob, who's already enjoying the retired life, their four children and their two grandchildren. Down the road, she may volunteer at the children's hospital or the cancer clinic and get more involved in making crafts. But for now the emphasis is on relaxation.

"I'm not going to commit to anything for a while. I'm just going to take each day and do whatever I want to do!"

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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.

ACADEMIC

Appointments

Dr. Cynthia Coles, Engineering and Applied Science, associate professor, April 3, 2000

Dr. Carrie Dyck, Linguistics, assistant professor, May 1, 2000

Dr. Osvaldo Croci, Political Science, associate professor, July 1, 2000

Jeffrey Pittman, Business Administration, assistant professor, July 1, 2000

Dr. Pamela Snow, Medicine, assistant professor of family medicine, April 1, 2000

Dr. Mark Borgaonkar, Medicine, assistant professor of medicine, July 17, 2000

Dr. Paul Gardiner, Medicine, assistant professor of surgery, April 1, 2000

Dr. Sean Murphy, Medicine,

ADMINISTRATIVE

Appointments

Paula Alexander, French and Spanish, administrative staff specialist I, Jan. 28, 2000

Christopher Baird, Facilities Management, horticulturist, Feb. 14, 2000

Mark Penney, Budgets and Audits, internal auditor, Feb. 7, 2000

Megret Yabsley, University Relations, university information officer (business administration), Dec. 20, 1999

Contractual to Permanent Appointments

Krista Cole, University Relations, intermediate clerk stenographer, Dec. 20, 1999

Loretta Cook, Alumni Affairs and Development, administrative staff

assistant professor of medicine,
July 1, 2000

Dr. Cherie Jones-Hiscock,
Medicine, assistant professor of
psychiatry, April 1, 2000

Dr. Tina McWilliam-Burton,
Discipline of Psychiatry,
Medicine, clinical assistant
professor, April 1, 2000

Dr. Norman Kennedy, Discipline
of Psychiatry, Medicine, clinical
assistant professor, April 1, 2000

Dr. Jill Rice, Discipline of Family
Medicine, Medicine, clinical
assistant professor, April 1, 2000

Dr. David J. Allison, Division of
Community Health, Medicine,
clinical assistant professor, April
1, 2000

Dr. Aryn Alidina, Discipline of
Medicine, Medicine, clinical
assistant professor, April 1, 2000

Dr. Fiona O'Shea, Discipline of
Medicine, Medicine, clinical
lecturer, April 1, 2000

Dr. Ian Landells, Discipline of
Medicine, Medicine, clinical
assistant professor, April 1, 2000

Appointments - Other

Dr. Michael Deal, Anthropology,

specialist II, Dec. 9, 1999

Linda Genge, Graduate Studies,
intermediate clerk stenographer,
Jan. 24, 2000

Michael Hollahan, Technical
Services, technologist II, May 10,
1999 Blair Morris, Facilities
Management, accounts clerk-
facilities management, Feb. 8,
2000

Cynthia Turpin, Folklore,
intermediate clerk stenographer,
Feb. 21, 2000

Promotions and Transfers

Sharon Cochrane, Folklore,
administrative secretary, Jan. 24,
2000

Yvonne King, Engineering and
Applied Science, intermediate
secretary, Jan. 26, 2000

Retirements

Kevin Shannahan, Fisheries and
Marine Institute, equipment
operator II, March 7, 2000

head, May 1, 2000

Dr. M. R. Haddara, Engineering
and Applied Science, acting dean,
April 1, 2000

Dr. Glenn Rowe, Business
Administration, associate dean,
graduate programs and research,
April 1, 2000

Dr. Lilly Walker, Student Affairs
and Services, dean, and professor
of psychology, Aug. 1, 2000

Dr. Barbara Burnaby, Education,
dean and professor of education,
July 1, 2000

Cross Appointments

Dr. Patricia Canning, Education
to Psychology, April 1, 2000

Dr. Daryl Pullman, Medicine to
Nursing, April 1, 2000

Tenures

Dr. Sharon Roseman,
Anthropology, Sept. 1, 2000

Dr. G. Fåhraeus-Van Ree,
Biology, Sept. 1, 2000

Dr. Luise Hermanutz, Biology,
Sept. 1, 2000

Dr. Ian Jones, Biology, Sept. 1,
2000

Dr. Glenn Rowe, Business
Administration, Sept. 1, 2000

Dr. Edward Brown, Computer
Science, Sept. 1, 2000

Dr. Xiaobu Yuan, Computer
Science, Sept. 1, 2000

Dr. Paul Sylvester, Earth
Sciences, Sept. 1, 2000

Dr. Kam Hon Chu, Economics,
Sept. 1, 2000

Dr. Theodore Norvell,
Engineering and Applied Science,
Sept. 1, 2000

Dr. Siu O'Young, Engineering
and Applied Science, Sept. 1,
2000

Dr. Philip Branigan, Linguistics,
Sept. 1, 2000

Dr. Nabil Shalaby, Mathematics
and Statistics, Sept. 1, 2000

Kati Szego, Music, Sept. 1, 2000

Michelle Cheramy, Music, Sept.
1, 2000

Dr. Michael DeRoche, Religious
Studies, Sept. 1, 2000

Dr. Amar Sodhi, Sir Wilfred

Grenfell College, Sept. 1, 2000

Dr. Don-Roger Parkinson, Sir
Wilfred Grenfell College, Sept. 1,
2000

Don Foulds, Sir Wilfred Grenfell
College, Sept. 1, 2000

Dr. Ian Warkentin, Sir Wilfred
Grenfell College, Sept. 1, 2000

Colleen Field, Q.E. II Library,
librarian II, Sept. 1, 2000

Promotions

Dr. John Grant McLoughlin,
Education, associate professor,
Sept. 1, 2000

Dr. Roberta Hammett, Education,
associate professor, Sept. 1, 2000

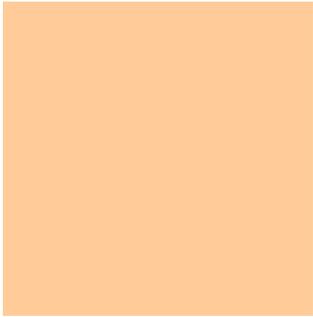
Dr. Henry Schulz, Education,
associate professor, Sept. 1, 2000

Dr. Nancy Dahn, Music, associate
professor, Sept. 1, 2000

Sandra Small, Nursing, associate
professor, Sept. 1, 2000

Dr. Sandra MacDonald, Nursing,
associate professor, Sept. 1, 2000

Dr. Traceyanne Loeffler, Physical
Education, Recreation and
Athletics, associate professor,



Sept. 1, 2000

Dr. David Behm, Physical
Education, Recreation and
Athletics, Sept. 1, 2000

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From The Garden

Basic maintenance for the average lawn

Carl White, Botanical Garden

Lime should be applied to established lawns every two years (in late May) to keep the soil pH in a favourable range for grass growth. If the soil is too acidic the grass plants can't assimilate nutrients very well and much of applied fertilizer is wasted. Lawns prone to becoming mossy should be limed every year.

Thatch is a layer of dead stems, roots and grass blades mixed with the living plants on the surface of the soil. About one-half inch or so of thatch is fine as it provides a cushion for falling children/foot traffic and can help insulate the lawn against extreme cold and heat. When the thatch layer becomes thicker than an inch it can cause problems (shallow roots, drought susceptibility) and should be removed. There are gadgets and mower attachments for this but on the average size lawn a gravel rake works just fine.

Mowing is more important than people may realize: too short and the grass roots can burn during hot, sunny weather; too long and the turf doesn't thicken up as it should. For most turfgrasses 2 to 2 1/2 inches is about right with a mowing interval of 10 to 14 days. Keep your mower blade sharp so it makes a clean cut, not a ragged tear. There is no need to remove the clippings; just blow them in the same direction and keep running over them on the next pass. By the time you finish you will have mulched your lawn as well as cut it. The clippings are high in nitrogen and since they are the youngest and freshest part of the plant they decompose quickly and you will save on fertilizer.

Fertilizer should be applied one to three times a year depending on the type used and what you want from your lawn. A general rule of thumb is that the cheaper the lawn fertilizer the more water soluble it is and more often it will need to be applied. Slow release lawn food is better and one application can give 10-12 weeks of constant feeding (the best part of our growing season). Grass fertilizer is high in nitrogen so look for a high first number on the bag. A ratio of 2:1:1 (14:7:7) is good for early season and 1:1:1 (7:7:7) for late season applications.

The best **weed control** is a good, thick, healthy lawn. The healthy, dense grass will exclude light to the soil level and weeds will not readily develop. Those that do establish themselves can be dug out (try and get the whole root) with a weeding tool or a long shafted screwdriver. Many lawn herbicides are available for the chemically inclined but I never use them and my lawn looks fine to me. Insect control is another matter and if you have chinch bug you will have to 'spray and pray'. Visit a local garden centre for advice on this.

Watering (if needed at all) is best done in the early morning when evaporation losses are minimal. One good, deep watering is better than several light ones as it encourages the roots to go down in search of the moisture, not hang around the surface where they can be more affected by drought and temperature extremes.

Important: Apply lime and fertilizer when the grass blades are dry (so it doesn't stick to them) and when rain is in the forecast to wash it into the soil. Remember you are not treating the grass but the soil under it. When applying anything (lime, fertilizer, pesticides) read and follow the manufacturer's rates and safety procedures that are on the bag. These rates are the results of extensive research and to achieve the desired result should be followed closely.

The Memorial University Botanical Garden is open May - November, seven days a week, from 10 a.m. to 5 p.m. Come on up and visit your Botanical Garden.
