



## Foursome honoured with staff awards

A student advocate, a word magician, an inspiring administrator and a computer wizard have been honoured by the Queen's community as this year's recipients of the Special Recognition for Staff Awards.

Sue Bedell (Arts and Science), Ellen Hawman (Disraeli Project, English), Heather Potts (Education) and Mike Smith (Information Technology Services) received their citations from Principal Bill Leggett at the annual Principal's Holiday

Reception in Grant Hall on December 7.

The principal highlighted their contributions to the university community, adding that their above-and-beyond endeavours were representative of the collective efforts of all members of Queen's staff. Several hundred staff, faculty and students gathered at the annual luncheon to celebrate the recognition of their colleagues.

Exerpts of the award winners' citations appear on page 2.



Staff Recognition Award 2000 winners Ellen Hawman, Sue Bedell, Mike Smith and Heather Potts take a minute to enjoy winter sunshine on the Douglas Library terrace.

Photo by Celia R. Andersen

## United Way collects record Queen's amount

*Campus community gives 8.6 per cent more this year*

BY CELIA RUSSELL ANDERSEN

The Queen's community collected a record \$240,000 in this year's United Way drive – the most ever. "It's pretty impressive," says campaign co-chair Bill Miklas. "It's almost \$20,000 more than we collected last year, an 8.6 percent increase."

Queen's retirees, who contributed directly to the Kingston campaign, put the Queen's drive way over the top, said Professor Miklas, adding that it was hard to peg a reason for the increase. "People have been very generous. We've received more than we've ever had before and this at a time when the total number of employees has been dropping."

Totals raised over the last few years include \$200,000 in 1996, \$207,000 in 1997 and \$211,000 in 1998. This year's goal had been to surpass the \$221,000 collected in 1999, which happened the first week of December. A goal of \$250,000 for next year's campaign might not be unrealistic, he said.

Professor Miklas of the School of Business credits the efforts of his co-chairs, Sherri Ferris of Physical Plant Services and Rose Chan of ITS Communications for generating enthusiasm for this year's successful campaign. "I'd love to take all the credit, but I don't deserve it," he joked. "Rose has been amazing and Sherri did a great job in getting the unions (on campus) involved."

A highlight of this year's campaign was the first-ever Gimme a Break draw. Winners, announced at the Principal's Holiday Reception on Dec. 7 were as follows: First prize, three hours of assistance from Principal Bill Leggett; Marg Lawson (Psychology). Second prize, lunch at the University Club with the principal; Sherri Ferris (CUPE 229), Barbara Roberts (Health, Counselling and Disability), Joan Jones (Town-Gown Coordinator), and Juanita Dennie (Economics). Third prize, gift certificate, Campus Bookstore: CUPE 229. □

## Open house marks new, centralized registrar's office

*Consolidated offices, extended hours spell better service for students*

The Office of the University Registrar is inviting the university community to help celebrate its newly consolidated, centralized services in Richardson Hall, and the relocation of recruitment and international services to Stauffer Library.

This Wednesday, Dec. 20, OUR holds an open house to highlight the move of several student-related services from their former quarters in Victoria School. The open house, held on the main level of Richardson, begins at 1:30 pm and includes a cake-cutting and walking tours of the new Student Recruitment-International Initiatives office in Stauffer Library.

"We're pleased to present our new space where we will be able to provide a more integrated and comprehensive service to students and prospective students," says Jo-Anne Bechthold, University Registrar.

Joining Student Records and Services in Richardson Hall are Student Awards, which looks after scholarships, bursaries, student loans, work study and government financial aid programs such as OSAP; and Applicant Services, which helps student navigate the applications process. "Now we don't have to send students down the street to Victoria School; most of their questions can be answered right here," Ms. Bechthold says.

As well, renovations to Richardson Hall have seen some shuffling of related services. Part of Student Records (reporting) has moved to Room 24 on the lower level of Richardson, near Faculty Services (formerly the Exams Office), in Room 12. All student services, including registration services, photo ID, transcript ordering, tuition fees and convocation services remain in Room 103, Richardson.

Prospective students and students interested in studying abroad, meanwhile, can find information and book tours through the Office of Student

Recruitment and International Initiatives, which has relocated to the lower level of Stauffer Library from Victoria School.

In addition to consolidating services, OUR will also be offering extended hours. Effective Jan. 2, the office will remain open over lunch hour (noon-1 pm) during the academic year, offering continuous service from 8:30 am until 4:30 pm. The exceptions will be the first and third Thursday of the month, when the office will not open until 10 am, to accommodate staff meetings. □

<http://www.queensu.ca/registrar/>

### Office of the University Registrar: Who's where

Student Awards Office: **Room 101 Richardson**

Applicant Services: **Room 102, Richardson**

Student Records and Services:

- Student services, including registration, photos, transcripts, tuition, convocation: **Room 103 Richardson**

- Reporting services: **Room 103 Richardson**

Faculty Services (Exams, timetabling, QUEST):

**Room 12 Richardson**

Office of Student Recruitment and International Initiatives: **lower level, Stauffer Library**

All telephone, fax and email addresses remain the same.

Hours: 8:30 am - 4:30 pm

(10 am - 4:30 pm, first and third Thursdays)

Closed: noon-1 pm, June-August

*Season's Greetings*

*Season's Greetings to members of the Queen's Community. May the holiday season be full of happiness for you and your families and friends and may the year ahead bring peace and joy. With warm wishes for 2001. Bill and Claire Leggett*

## Back by popular demand: Free flu shot clinic

Due to the overwhelming demand of last month's free flu clinic, Queen's Environmental Health and Safety will be holding a second clinic next month. The clinic, jointly sponsored by Queen's and the Kingston, Frontenac Lennox-Addington Health Unit, will take place Friday, Jan. 12, in Mackintosh-Corry Hall, Room B204, from 10 am to 2 pm.

November's clinic attracted more than 600 staff and faculty.

Watch Queen's Today for reminders in the new year. Information: 533-2999. □



## Musical explores redemptive power of jazz

*Production links Louis Armstrong's music with creator's childhood memories*

The power of jazz to transcend the darkness of childhood abuse and racism underscores a new musical by Queen's instructor Clyde Forsberg, creator of last year's *Outside and In the Cold: Variations on the Ice Storm*.

Not Black and White: The Lost Recordings is the true story of how Louis Armstrong and the language of jazz emancipated a child from an abusive, patriarchal home and a racist social vision for the future. Billed as "a theatrical re-enactment and musical reminiscence," the production links Armstrong's music with the playwright's own experiences growing up in an abusive home during the racially turbulent 1960s. "Jazz may have saved us both, but it was Louis Armstrong who showed me the beauty that there is in this wonderful world," Mr. Forsberg says.

Mr. Armstrong's composi-

tions are arranged using a synthesis of chamber music and Dixieland, underscored with Latin rhythms. "The underlying message of the play is one of liberation through music, the redemptive power of jazz, its ability to cross not only the 'colour barrier' but to bridge the generation gap, too," Mr. Forsberg says.

Presented by Kingston Jazz Theatre Productions, accompanying musicians include Greg Runions of the Faculty of Music and Spring Forsberg of Continuing and Distance Education as well as Queen's alumni Rob Frayne, Janet MacRae and Scott Mulligan.

Not Black and White: The Lost Recordings takes place at the Baby Grand Theatre, Jan. 11-13, 8 pm. Tickets available at the Grand Theatre Box Office, 530-2050. □

## Foursome honoured *continued from page 1*

### Staff Recognition Awards

*Sue Bedell, senior assistant to the Dean of Arts and Science:*

Known for her ability to dispatch red tape and stick-handle student requests using judicious advice and effective lobbying to help them score support from the Dean's Initiative Fund; a citizen of Queen's who improves health and safety on campus, canvasses for university appeals and United Ways, saves summer day camps, works to bring student leaders together from across Canada, and participates actively on many of the committees and organizations that advance the university; a superb staff member and a superb human being whom we honour today with a richly deserved special award recognizing outstanding service.

*Ellen Hawman, Research assistant for the Disraeli Project:*

An indexer extraordinaire, whose presence at the centre of activity gives all her co-workers confidence to spark their own high standards and win acclaim for their works; and at times a mind reader, who uses her own human radar to foresee and forecast the ubiquitous needs of her editors, providing answers to their unasked questions while passing them in the office; known by graduate students of the project workshop course as the kindly gatekeeper and unfailing helper of lost souls in search of critical information for scholarly mini-editions; a woman we honour today with a special staff award and whom we universally recognize as the Disraeli Project's official unsung heroine.

*Heather Potts, Administrative Assistant, Faculty of Education:*

An outstanding person and an outstanding worker whose glowing paper trail of commentary on 33 years of employment at Queen's rings with praises of jobs well done; a thorough professional whose practical knowledge and purposeful drive moves mountains of paper, manipulates databases, organizes and shares accurate excellent files, and makes things hum in McArthur Hall; called an inspiration by those who have watched her go extra miles, always there for others, herself hidden in the shadows of selflessness and quiet compassion; one of those rare and remarkable citizens who helps create and maintain the special reputation of Queen's as a community of caring people.

*Mike Smith, Senior Technology Support Specialist, ITS:*

Known by those who sing his praises as the visionary who, with great determination, found a common path through the clutter of prospective information incompatibilities, version selections, downloading dilemmas, updating challenges, and reconfiguring conundrums, to make life in cyberspace simpler for people; architect of the force defending Queen's against the darkness of the virus world; an unassuming person we honour with this staff recognition award, and in doing so we pay warm tribute to one of the anonymous people who profoundly affect our work day, every day, and to whom we now say... thank you! □

## Board of Trustees

Notes from the Dec. 1 meeting of Queen's Board of Trustees

Queen's trustees have approved a plan to deal with a projected overall demand for faculty over the next two years. Recommended in a motion from the board's finance committee, The Faculty Recruitment Bridging Program will allow the university to appoint up to 24

new faculty over the next two years. These appointments are three-year bridges to future retirements in strategic areas for the university.

The pressures of increased enrolment resulting from the double cohort in Ontario as well as the projected boom in the

postsecondary education demographic means Queen's faces increasing competitiveness for the best faculty candidates, a preamble to the motion stated. The finance committee recommended that Queen's start hiring immediately, before any government announcements on increased funding and the resulting escalated demand for faculty. In other Board business, trustees:

- ratified the establishment of two new entities at Queen's: the Edith Eisenhower Chair in Clinical Cancer Research, and the Centre for Studies in Primary Care. Senate approved the establishment of the chair and centre at its Nov. 23 meeting.
- approved the Department of Environmental Health and Safety's policy statements on environmental management and health and safety. The statements can be viewed on the Health and Safety web-

site, at: <http://www.safety.queensu.ca/>

- approved the allocation of \$25.5 million for the construction of the School of Business building at Victoria School. Trustees also authorized the university to award the contract for construction to the lowest bidder.
- Approved the incorporation of the Queen's Centre for Enterprise Development. □ <http://www.queensu.ca/secretariat/trustees/>

## Gazette

*Editor: Mary Anne Beaudette  
Editorial Assistant: Celia R. Andersen  
Director: Richard P. Seres  
Design: Graphic Design Services*

The Gazette is published fortnightly (except during the summer) by the Department of Marketing and Communications 107 Fleming Hall, Queen's University, Kingston, Ontario K7L 3N6

Submissions are welcome, but the Gazette reserves the right to edit and print contributions as space and staff time permit.

### ENQUIRIES

Tel 533-6000 ext 74498  
Fax 533-6652  
E-mail [gazette@post.queensu.ca](mailto:gazette@post.queensu.ca)

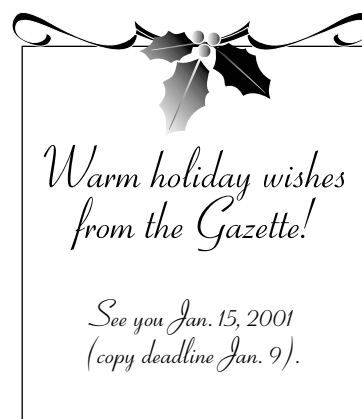
### DEADLINES

Deadline date	Publishing date
9 January	15 January
6 February	12 February

### QUEEN'S TODAY

**HOMEPAGE** [www.advancement.queensu.ca/html/qttoday.htm](http://www.advancement.queensu.ca/html/qttoday.htm)

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## Help Lines

Campus Security:  
**533-6111**

### Human Rights Office

533-6886  
*Irène Bujara, Director  
Sexual Harassment Advisory  
Anti-Racism Advisory  
Anti-Heterosexism Advisory*

### Sexual Harassment Complainant Advisors:

Margot Coulter, Coordinator  
533-6629

Barbara Moore – Education  
533-6551

Millard Schumaker – Religion  
533-2106 \*74323

Chuck Vetere – Student Counselling  
533-2893 \* 77978

### Anti-Racism Complainant Advisors:

Stephanie Simpson,  
Coordinator 533-6886

Audrey Kobayashi – Geography,  
533-3035

### Anti-Heterosexism

#### Complainant Advisors:

Julie Darke, Coordinator  
533-6886

Eleanor MacDonald, Politics  
533-6631

### Associate Secretary of the University

*Paul Arney 533-6495*

### Sexual Harassment Respondent Advisors:

Paul Banfield – Archives  
533-6000 \*74460

Mike Stefano – Purchasing  
533-6000 \*74232

### Anti-Racism

#### Respondent Advisor:

Ellie Deir – Education  
533-6218 \*77673

### Internal Dispute Resolution (Students & Staff):

Paul Arney  
533-6495  
PA1@post.queensu.ca

### University Advisors – Students:

Bill Gekoski – Psychology  
533-2891

Bart Simon – Sociology  
533-6000 ext. 77152

Mel Wiebe – English  
533-2153

### University Advisors – Staff:

Jane Baldwin – Surgery  
533-6302

Brenda Barker –  
Industrial Relations Centre  
533-6628

Kathy Beers – Student Affairs  
533-6944 \*74022

Nancy Dorrance – Marketing  
and Communications  
533-6000 ext. 74696

Sandra Howard-Ferreira  
School of Graduate Studies  
and Research  
533-6100 ext. 77310

Larry Pattison – Physical Plant  
533-6697 \*77982

Gary Racine – Telecommunications  
533-2233

### Freedom of Information and Privacy Protection

Don Richan 533-2378

### Employee Assistance Program 1 800 387-4765

### University Chaplain:

Brian Yealland  
533-2186

### Rector

Dan Sahl  
533-2733

### Student Counselling Service

533-2893

\*Internal number may be accessed from a touch-tone phone off-campus by dialling 533-6000 + extension number.



## Please Note:

- Departments requiring casual hourly paid secretarial or clerical assistance should contact Patti Evaristo in Human Resources, 533-2070.
- Requisitions for staff replacement, with appropriate approvals, must reach the Human Resources Department by noon of the Monday one week prior to the date of issue.
- Applications received from internal candidates will be acknowledged by the Department of Human Resources. The results of each competition will be posted under the *Gazette* heading "Appointments" as soon as possible after the conclusion of the recruitment and selection process.
- Closing date for the following positions is **Wednesday, Jan. 3 2001 at 4:30 pm**. Late applications will not be accepted. Please submit a letter of application indicating the specific position desired and a detailed resume including your employee number.

**Resumes will be accepted from Queen's employees with Internal Status ONLY unless the position specifically invites External applications.**

*Queen's University has an employment equity programme, welcomes diversity in the workplace and encourages applications from all qualified candidates including women, aboriginal peoples, persons with disabilities and racial minorities.*

## Appointments

Storeskeeper 2000-61  
Physical Plant Services  
**John Blondin**

Administrative Assistant 2000-89  
School of Business  
**Kathleen Lewis** (Department of Urology)

Laboratory Technologist 2000-91  
Chemical Engineering  
**Shelley Timmons**

Senior Clerk 2000-109  
Office of the University Registrar  
**Geraldine D'Amore** (Registrar)

Secretary 2000-115  
Department of Psychology  
**Marie Tooley**

Secretary/Receptionist 2000-116  
Institute of Women's Studies  
**Catherine Mitchell**

Secretary/Receptionist 2000-117  
Office of Research Services  
**Diane Bootsma** (International Centre)

Administrative Assistant 2000-122  
Office of the Principal  
**Chris Berga** (Pharmacology and Toxicology)

Faculty Projects Coordinator 2000-124  
Faculty of Law  
**Nancy Somers** (Law Library)

## Staff Vacancies

**Following the completion of the Queen's Job Evaluation (QJE) review for positions in Grades 2 - 9, you will notice we have included the cluster in the following job ads which represents the job family, branch and grade (e.g., ADMG5 is Administration Family, General Branch, Grade 5). Generic position overviews for clusters can be found on the HR website at www.hr.queensu.ca.**

**Specific job overviews for positions advertised under 'Staff Vacancies', with the exception of CUPE Local 229 postings, continue to be available in the HR department.**

\*If you wish to be considered for the following position, apply in writing to **Patti Evaristo**, Human Resources.

### Departmental Assistant 2000-134 Department of Urology

This is a two-year term appointment until Dec. 31, 2002.

**Major Responsibilities:** report to the Department Head, Urology and the Chief, Finance and Administration for the Faculty of Health Sciences; assist in the administration and operation of the department; collate the paper associated with the appointment and reappointment process in both the university and hospital environment; work with the departmental finance committee and other committees as directed by the Department Head; provide secretarial support to the Department Head; prepare and monitor departmental and research budgets, process financial transactions, monitor other financial and administrative matters which impact the Faculty and report to the Chief, Finance and Administration on these matters.

**Requirements:** community college business diploma (consideration will be given to the equivalent combination of education and experience); work experience in a similar office environment; excellent interpersonal, communication and organizational skills; ability to generate reports incorporating data from financial and hospital record systems using various computer software packages.

**Minimum Hiring Salary:** \$29,706 Salary Grade 5 - ADMG5

### Business Assistant 2000-135 Department of Pharmacology and Toxicology

This is a three-year term appointment until Jan. 31, 2004

**Major Responsibilities:** under the direction of the Department Head administer departmental, trust and research accounts; prepare and reconcile monthly statements; administer employment contracts and casual salary requisitions; prepare purchase orders, cheque requisitions and travel expense reports; perform

ongoing duties related to graduate and undergraduate courses; provide time-table consultation and exam coordination; take and produce departmental meeting minutes; make travel arrangements and assist with itinerary for visiting speakers; provide financial, administrative and secretarial support to the Department Head and academic staff members as required.

**Requirements:** two years of post secondary education (consideration will be given to the equivalent combination of education and experience); relevant work experience in an academic setting; proven organizational and time management skills; the ability to work in an environment with minimal supervision and direction; sound knowledge and understanding of Queen's accounting practices; proficiency with a variety of computer programs (WordPerfect, Quatro Pro, FINS, SISA, GQL, etc.); minute-taking ability; demonstrated ability to get along with others and to be a productive and cooperative member of the department.

**Minimum Hiring Salary:** \$29,706 Salary Grade 5 - ADMG5

### Research and Planning Analyst 2000-136 Office of Institutional Research and Planning

**Major Responsibilities:** report to the Director of Institutional Research and Planning; participate in a variety of projects to facilitate planning and decision-making at Queen's; use modern desktop and networked computer tools to conduct research and provide analysis and reports dealing with enrolment, staffing, costing and other studies; undertake statistical comparisons between Queen's and other universities; provide research and analysis for various university policy issues and develop appropriate responses and options.

**Requirements:** a bachelor's degree in a related discipline with several years of educational and/or professional experience in computer-based data analysis and/or applied research; previous experience in a university or institutional research environment desirable; highly-developed skills in data collection, management and reporting/communication; high level of experience with various analytical, statistical and data management software such as Access, Excel, Oracle, SAS/SPSS and query language(s); proficiency in web-based data collection and research strategies; good working knowledge of statistics, research design/methodology and project management; experience in a leadership role with respect to projects; proven communication and interpersonal skills and the ability to work with sensitive issues. Applicants are encouraged to identify any other educational, planning, research, computing, consulting or project management experience that they believe might be relevant to the position.

**Minimum Hiring Salary:** \$43,319 Salary Grade 8 - ITUS8

\*If you wish to be considered for the following positions apply in writing to **Pat Eaton** in Human Resources.

### Secretary 2000-137 Economics Department

**Major Responsibilities:** act as front line person in the Graduate Studies office, for students, faculty and staff; this covers the handling of all graduate enquiries and applications from the initial screening of telephone inquiries, etc. through to the completion of student files. The incumbent is also responsible for the files of all currently enrolled graduate students, QEDetails booklet, secretarial assistance for the graduate studies assistant and the coordinator of the Graduate Studies program.

**Requirements:** secondary school diploma with previous related experience in office practices and procedures, or a one-year community college program in office administration; proficiency with various software programs and the ability to produce accurate work; basic knowledge of Queen's, the Department of Economics and the School of Graduate Studies; excellent interpersonal skills and the ability to work with constant interruptions; proven ability to set priorities.

**Minimum Hiring Salary:** \$26,934 Salary Grade 3 - ADMG3

### Receptionist/Secretary 2000-138 International Centre

**Major Responsibilities:** provide frontline receptionist/secretarial support for office and staff in a high-traffic, cross-cultural environment; answer phones, redirect enquiries to appropriate individuals as required, receive and greet students, staff, faculty and visitors, prepare information packages, type correspondence; complete invoices/requisitions for orders/casual salaries; photocopy, file, fax, and assist with mailings; assist with University Health Insurance Plan (UHIP) by responding to enquiries, completing application forms and inputting data; book rooms and sign out/in keys; daily setup and takedown of coffeehouse.

**Requirements:** secondary school graduation diploma and job-related experience (or an equivalent combination of training and experience); ability to multi-task and maintain focus despite frequent interruptions; excellent telephone skills; ability to deal effectively and respectfully with people from diverse social, religious and/or political backgrounds; knowledge of computing systems (Word for Windows 98 required); willingness to acquire knowledge of additional computing programs; bookkeeping skills; ability to proofread and work with accuracy; proven organizational and time management skills; knowledge of both academic and non-academic departments at Queen's, and experience in a cross-cultural environment considered assets.

**Minimum Hiring Salary:** \$26,934 Salary Grade 3 - ADMG3

### Photo-Id Clerk/Receptionist 2000-139 Office of the University Registrar(Records and Services)

**Major Responsibilities:** report to the Coordinator, Registrar (Services); provide a variety of student services related to general reception, photo-identification student card production and registration as well as clerical duties; perform backup receptionist duties to support the transcript, fee and registration functions; perform daily deposit; maintain indexing and backup of database.

**Requirements:** one year post-secondary training in business administration practices (or an equivalent combination of education and experience); previous telephone/reception experience in an office environment (experience in a related area an asset); knowledge of the university and the operations of the University Registrar and related computer systems assets; excellent interpersonal, communication and organizational skills; ability to maintain a service-oriented perspective; excellent word processing and database reporting skills; proven ability to handle stress.

**Minimum Hiring Salary:** \$28,338 Salary Grade 4 B - ADMG4

### Supplementary Medical telephone number change for Mexico

If you are traveling to Mexico, note that the phone number on the back of the Global Medical Assistance (GMA) cards has been amended to 001-800-101-0061. A label has been created that plan members can affix to the back of their GMA cards. To request a label, email hradmin@post.queensu.ca.

## Other Positions

### Queen's University Archives

Initial continuing track appointment.

**Description:** Reporting to the University Archivist, the Archivist (Technical Services) is responsible for planning, initiating, co-ordinating, and executing technical service functions of the University Archives. As part of a team, the Archivist (Technical Services) will also participate in acquisition, appraisal, arrangement and description, and preservation of the archival record in all media; public relations functions; and the provision of reference service to users of Queen's University Archives. Preference will be given to those candidates possessing superior knowledge and skills, plus a demonstrated interest, in electronic systems and the tools necessary to operate in such an environment.

continued on page 8

# Queen's Pension Plan Quarterly Investment Report – September 30, 2000

## Capital Markets

Returns on investments in the various markets can be measured against a series of well-established indices. Index returns for the 3-month and 12-month periods ending June 30, 2000 are as follows:

		3 months	12 months
TSE 300	(Canadian Stocks)	2.0%	51.0%
TSE Capped	(see General Comments)	7.4%	50.4%
MSCI World	(Global Stocks)	- 3.7%	9.7%
SMU Bonds	(Canadian Bonds)	2.1%	6.1%
T-Bills	(Treasury Bills)	1.4%	5.2%

## Queen's Asset Mix

The investment managers have mandates established through a Statement of Investment Policies developed by the Pension Committee of the Board of Trustees. Investments in each asset class must be within a well defined range. The "normal" asset mix is a long-term strategy mix which is used as a "benchmark" when measuring performance of managers.

The current market value of the Queen's Pension Plan (QPP) of approximately \$1.1 billion can be broken down as follows:

	Permitted Range	"Normal" Mix	Current Mix
<b>Stocks</b>			
Canadian	25% - 55%	31%	36%
Global (ex. Canada)	10% - 25%	24%	21%
<b>Bonds</b>	20% - 70%	40%	40%
Cash	0% - 20%	5%	3%

## Queen's Performance

### 1. Compared With Other Pension Plans

The fund returned 3.5% for the quarter ending September 30, 2000. This put the QPP in the 2nd quartile when comparing performance to SEI's universe of pension funds. The one-year return of 20.1%, the three-year return of 8.7%, and the five-year return of 13.3% are all 3rd quartile. The quartile breaks for SEI's universe are as follows:

	3 months	1 yr	3 yrs	5 yrs
1st quartile	3.7%	24.8%	12.4%	15.3%
Median	2.6%	20.6%	11.2%	13.9%
3rd quartile	2.0%	17.6%	8.6%	12.9%

### 2. Relative to the Benchmark

	3 months	1 yr	3 yrs	5 yrs
Fund return	3.5%	20.1%	8.7%	13.3%
Benchmark return	2.3%	21.9%	11.2%	14.2%
Fund performance relative to benchmark	1.2%	- 1.8%	- 2.5%	- 0.9%

Note: returns for periods of one year and less are for the actual period; returns for three and five years are annualized.

### 3. General Comments

- The Canadian stock market had a modest 2% return in the third quarter. In the quarter Nortel Networks lost 12% but still represented 28% of the TSE index.
- Effective June 1, 2000, a TSE 300 "capped index" is available. This shows results with Nortel Networks restricted to 10% of the index. Our Canadian managers are allowed a maximum 15% weight in Nortel.
- RT Capital had another good quarter and is over benchmark for all periods. Montrusco Bolton was slightly under benchmark for the third quarter.
- Our global managers had a good quarter. Sanford Bernstein beat its index by 3.8% and Wellington Management exceeded the same benchmark by 2.2% in the quarter.
- The Investment Subcommittee is considering passive management for some portion of Canadian equities and Canadian bonds. For example, some percentage of Canadian equities could be invested to replicate the TSE 300 index.
- In August, SEI sold its performance measurement business to Royal Trust. However, it's still the same data base.

# Bulletin Board

## Other Positions continued

**Qualifications:** University degree at the Master's level, preferably in Archival or Information Studies, from an accredited program, and one to two years' experience as a professional archivist; or an equivalent combination of education and experience, is essential. A theoretical knowledge of archival principles relating to processing, appraisal, record analysis, selection, arrangement, description, preservation management, delivery of public service, access and use; and a knowledge of archival research methodology as it applies to the provision of public services. The candidate must possess word processing and database systems management skills. The candidate should also have a strong public service orientation; must possess excellent communication and organisational skills; and must be able to work independently, or as part of a team.

**Salary and Benefits:** Archivists are members of the Faculty Association and terms and conditions of employment are governed by the Collective Agreement between the Association and the university. Actual salary will be commensurate with qualifications and experience.

**Details:** <http://library.queensu.ca/webarch/>. Mail or fax an application letter, with a resume and the names of three referees, by **Jan. 15** to: Donald S. Richan, University Archivist, Queen's University Archives, Kathleen Ryan Hall, Queen's University, Kingston, Ontario, K7L 3N6. Fax: 533-6403.

## Research Nurse (part-time) Respiratory Investigation Unit Department of Medicine

A phase II study is being conducted in a population of stable, ambulatory patients with chronic obstructive pulmonary disease (COPD). A nurse is needed to work mornings for a nine-month period, starting mid-late January 2001. The study will require travelling to patient's homes to administer daily subcutaneous injections and perform venipuncture. The nurse will also aid in the recruitment of study patients.

**Hiring range:** Queen's University grade 6 salary (commensurate with experience). Travel expenses will be provided.

**Apply to:** Dr. Denis O'Donnell, Richardson House, 102 Stuart Street, c/o Kingston General Hospital, Kingston, Ontario, K7L 2V7. 548-2339.

## Committees

### Faculty and staff committee vacancies

Faculty and staff positions are open for the coming academic year on the following Arts and Science Standing Committees.

- Academic Orientation Committee (1 member)
- Admissions (3 members)
- Board of Studies (2 members)
- Committee on Computing (3 members)
- Curriculum Committee (3 members)
- Nominating Committee (2 members)

Terms of office start Sept. 1, 2001 and range from one to three years. Details: Natalie Forknall, ext. 77172. Those interested in serving on a Faculty committee should contact Ms Forknall in writing (c/o Faculty Office, F-300 Mackintosh-Corry Hall) by **Jan. 31, 2001** indicating which position(s) are of interest and pertinent experience they may have.

## Holiday reminders

### Advancement office early closing Dec. 19

The Office of Advancement will be closed 12:30 - 5 pm Dec 19 for its annual holiday lunch.

## Holiday shopping at the Agnes

Buying a gift for a special friend, staff member or guest lecturer is as easy as a visit or phone call to the Agnes Etherington Gallery Shop on University Avenue at Queen's Crescent. From trendy to traditional, the shop caters to every taste. Books, prints, posters, eye catching pewter, silver and gold jewelry, silk ties from the Metropolitan collection, Robert Held art glass, V&A Museum reproduction pewter, journals, lanterns, toys, to name a few. Hours: Tuesday - Friday, 10 am - 5 pm, Saturday and Sunday, 1 - 5 pm. 533-6913. Internal departmental charges are welcome.

## Dupuis power outage slated for Dec. 27

Power will be off in Dupuis Hall Wednesday, Dec. 27, 8 am - 8 pm to allow work on the building transformer and power control equipment. If unforeseen problems arise, a similar outage may take place Dec. 28. You will not be able to read or send email or have web access during this time, among other services. Email should be queued automatically at remote sites and delivered after service resumes. For a list of service outages, see <http://www.its.queensu.ca/pubs/whatsnew/index.html>.

## Queen's Post Office

Queen's Post Office will provide limited service during the holidays. Departments wishing to pick up mail may do so at Barrack St. from Wednesday, Dec. 27 until Friday, Dec. 29, from 9 am to noon. Regular mail service resumes Tuesday, Jan. 2. Details: 533-6000 ext. 77514.

## Research Services holiday closing

The Office of Research Services will be closed from 4:30 pm on Friday, Dec. 22 until Tuesday, Jan. 2, 2001. Researchers planning to submit applications to meet deadlines during this time period should ensure they reach the Office of Research Services no later than **NOON on Dec. 21, 2000**. Please note that the Office of Research Services, Office of the Vice-Principal (Research) and the OCF/CFI Task Force Office will be closed for strategic planning sessions Tuesday, Dec. 19, 8:30 am - 2 pm and Thursday, Jan. 11, 2001 1 - 4:30 pm.

## Telephone service interruptions

Several temporary interruptions in Queen's telephone service will take place Wednesday and Thursday Dec. 27 & 28 during the daytime. This will be due to the usual yearly emergency systems test and also due to the upgrading of some central telephone equipment. During an interruption telephones may not work. Those calling the university from outside may hear unanswered ringing or a fast "busy" signal. Payphones on campus will not be affected. IT Services-Telecommunications regrets any inconvenience this may cause and trust that the impact will be minimal during this holiday time. Details: (533)3-2001.

## Graduate Studies

### PhD examinations

Members of the regular staff at the university may attend PhD oral thesis examinations.

### Tuesday, Dec. 5

**Neil Mattatall, Biochemistry.** Cytochrome *aa<sub>3</sub>*, cytochrome *caa<sub>3</sub>*, and YpmQ of *Bacillus subtilis*. Characterization of two members of the electron transport chain and an assembly factor. Supervisor: B.C. Hill. 660 Botterell Hall, 9 am.

**Xiaodai Dong, Electrical and Computer Engineering.** Coherent Signalling and Receiver Diversity for Fading Channels. Supervisors: N.C. Beaulieu and P.H. Wittke. 302 Walter Light Hall, 10 am.

### Thursday, Dec. 7

**Darren Bos, Biology.** Sedimentary Cladoceran Remains: A Key to Interpreting Past Changes in Nutrients and Trophic Interactions. Supervisor: B. Cumming. 3110 Biosciences Complex, 9 am.

**Tao Zeng, School of Business.** Tax Planning Using Derivative Instruments and Firm Market Valuation Under Clean Surplus Accounting. Supervisor: D. Thornton. 119 Dunning Hall, 1 pm.

### Friday, Dec. 8

**Roberto Quinlan, Biology.** Fossil Chironomids as Indicators of Water Quality Changes in South-Central Ontario and Qu'Appelle Valley (Saskatchewan) Lakes. Supervisor: J. Smol. 3112 Biosciences Complex, 10 am.

### Friday, Dec. 8

**Xinhua Jin, Chemistry.** Syntheses and Characterization of (- and (- Cyclodextrin Rotaxanes with Dinuclear Platinum (II) and Petacyanoferrate (II) Stoppers. Supervisors: D.H. Macartney and E. Buncel. 411 Frost Wing, 1:30 pm.

### Friday, Dec. 8

**Nancy Paul, English.** Conversion into Self: Sequence and Context in the Poetry of Louise Bogan. Supervisor: E. Lobb. 517 Watson Hall, 2:30 pm.

### Tuesday, Dec. 12

**Andrew Paterson, Biology.** Assessing the Impact of Anthropogenic Disturbances on Water Quality in Canadian Shield Lakes: A Paleolimnological Perspective. Supervisors: B. Cumming and J. Smol. 3110 Biosciences Complex, 9:30 am.

### Wednesday, Dec. 13

**Catherine Nolin Hanlon, Geography.** Transnational Ruptures: Political Violence and Refugee and (Im)migrant Experiences in Guatemala and Canada. Supervisors: W.G. Lovell and A.L. Kobayashi. B204 Mackintosh-Corry Hall, 2 pm.

### Friday, Dec. 15

**Richard Westra, Political Studies.** Marxist Theory and Creative Thinking about Post-Capitalist Alternatives: A Japanese Intervention. Supervisor: G. Amyot. C326 Mackintosh-Corry Hall, 1 pm.

### Monday, Dec. 18

**Kelly Evans, Microbiology and Immunology.** Involvement of Mexr in the Transcriptional Regulation of MexAB-OprM, a Multidrug Efflux System in *Pseudomonas aeruginosa*. Supervisor: K. Poole. 816 Botterell Hall, 9 am.

**Nadia Massoud, Economics.** Three Essays on Financial Markets. Supervisors: D. Bernhardt and B. Lapham. B204 Mackintosh-Corry Hall, 1 pm.

**Raafat El-Hacha, Civil Engineering.** Prestressed CFRP Sheets for Strengthening Concrete Beams at Room and Low Temperatures. Supervisors: M.F. Green and R.G. Wight. 212 Ellis Hall, 1 pm.

### Tuesday, Dec. 19

**Horn-Chern Lin, Economics.** Funding Government Services Under Incomplete Information. Supervisor: R. Boadway. B204 Mackintosh-Corry Hall, 1:30 pm.

### Wednesday, Dec. 20

**Kathleen Wilson, Geography.** The Role of Mother Earth in Shaping the Health of Anishinabek: A Geographical Exploration of Culture, Health and Place. Supervisor: E. Peters. E310 Mackintosh-Corry Hall, 9 am.

### Thursday, Dec. 21

**Anne-Caroline Dupont, Physiology.** Therapeutic Electrical Stimulation: Reversal of Disuse Atrophy and Clinical Outcome Measures. Supervisors: G.E. Loeb and F.J.R. Richmond. 245 Botterell Hall, 1 pm.

### Monday, Jan. 8

**Stanislaw Knap, Electrical and Computer Engineering.** Modelling and Optimal Control of Timed Discrete-Event Systems and Its Applications to Scheduling. Supervisors: M.M. Bayoumi and T. Shepard. 302 Walter Light Hall, 2 pm.

### Friday, Jan. 12

**Michael Pisarcic, Geography.** Holocene Environmental Change at the Subarctic Alpine Tree Line in Northern British Columbia and Southern Yukon, Canada. Supervisor: R. Gilbert. E310 Mackintosh-Corry Hall, 9 am.

### Friday, Jan. 12

**Analee Lepp, History.** Dis/membering the Family: Marital Breakdown, Domestic Conflict, and Family Violence in Ontario, 1830-1920. Supervisor: B. Palmer. 222 Watson Hall, 4 pm.

## Notices

### Physical Education Centre

#### December building hours

Monday, Dec. 18, - Thursday, Dec. 21, 8 am - 4:30 pm

Friday, Dec. 22, 8 am - noon

Sat. Dec. 23 to Mon. Jan. 1, **CLOSED**

**The Jock Harty arena will be closed Dec. 4 through Jan. 7, 2001. The arena running track is open noon - 2 pm and 5 - 7 pm to Thursday, Dec. 21. Regular building hours resume Tuesday, Jan. 2, 2001.**

#### Family Swim cancellations

Saturday, Jan. 20 10 - 11:30 am  
Sunday, Jan. 21 3 - 4:15 pm

#### Family Skate cancellations

Saturday, Jan. 20 9 - 10:50 am

#### Recreation Skate cancellations

Friday, Jan. 19 4:30 - 5:20 pm  
Saturday, Jan. 20 4:30 - 5:20 pm  
Saturday, Jan. 27 4:30 - 5:20 pm

#### Recreation Swim cancellations

Friday, Jan. 19 4:30 - 6:30 pm  
10:30 - 11:30 pm  
Saturday, Jan. 20 4:30 - 6 pm

#### Recreation Jogging cancellations

Saturday, Jan. 13 2 - 6 pm  
Sunday, Jan. 14 2 - 6 pm  
Saturday, Jan. 20 6:30 - 10:30 pm  
Sunday, Jan. 21 1:30 - 6 pm  
Saturday, Jan. 27 2 - 6 pm  
Sunday, Jan. 28 2 - 6 pm

#### Family Badminton cancellation

Sunday, Jan. 7 1 - 3 pm

## Surplus items

### The Division of Athletics and Recreation offers for sale:

Cross-country ski equipment  
Cross-country skis with 3-pin binding  
2 pair - 180cm, wax, Asnes (wood)  
2 pair - 185cm, wax, Asnes (wood)  
1 pair - 190cm, wax, Splitkein  
1 pair - 190cm, wax, Artis  
1 pair - 194cm, wax, Artis  
1 pair - 195cm, wax, Norge Ski (wood)  
1 pair - 195cm, wax, Madshus  
1 pair - 195cm, wax, Splitkein  
1 pair - 195cm, wax, Artis  
1 pair - 200cm, wax, Norge Ski (wood)  
1 pair - 200cm, wax, Madshus  
1 pair - 200cm, wax, Elan  
2 pair - 200cm, wax, Elite (wood)  
1 pair - 205cm, wax, Hagan  
1 pair - 205cm, wax, Trysil-Knut (wood)  
1 pair - 210m, no wax, Karhu  
1 pair - 210cm, wax, Madshus  
1 pair - 210cm, wax, Elan  
1 pair - 210cm, wax, Asnes (wood)  
1 pair - 215cm, wax, Tundra  
1 pair - 220cm, wax, Ranger  
Ski boots with 3-pin bindings  
3 pair - sizes 5, 6, 7, 8, 11  
1 pair - size 8.5, 10, 10.5, 11.5  
2 pair - size 9  
4 pair - size 12  
Cross country ski poles - 27 pair - assorted lengths; mostly bamboo

#### OPEN BID

For information or to view, please contact Kirsten @ 549-5167. Submit sealed bids marked "Athletics" to Patti George, Purchasing Services by 4 PM on the Monday after this issue. Please mark bids "CONFIDENTIAL".

#### Stauffer Library offers for sale:

1. Drill Press - Trademaster, TME-202, TMDP - 103  
Purchased in 1985  
V.115  
A.6.2  
180 W  
Dripproff  
PH1  
4 poles  
1/4 hp  
1725 rpm  
Includes faceshield and manual

#### OPEN BID

For information or to view, please contact Janet at ext. 32513. Submit sealed

bids marked "Stauffer Library" to Patti George, Purchasing Services by 4 pm on the Monday after this issue. Please mark bids "CONFIDENTIAL".

Queen's University is not responsible in any way for the condition of any item(s) it has made available, nor for any damages or injury that may occur due to use or removal of the item(s).

Queen's University reserves the right to reject any or all of the bids. **Only successful bidders will be notified.**

# Calendar

## Art

**The Agnes Etherington Art Centre,** University Avenue.

**To Dec. 23:** Holiday shopping at the Gallery Shop. Free gift wrapping, refreshments. Tuesday - Friday, 10 am - 4:30 pm, Saturday and Sunday, 1 - 5 pm. Exhibition details: <http://www.queensu.ca/ageth/>

**Union Gallery,** First floor, Stauffer Library. Core. Recent work by Deirdre Kirkwood, Donna-Marie Romeo and Kate McBurney, to Jan. 16. Reception: Jan. 12, 6 - 8 pm.

**Union Gallery Annex** beat, by various Queen's artists. Victoria Hall Common Room. To Jan. 31.

## Meetings & Colloquia

### Wednesday, Dec. 20

**Biochemistry**  
Brian Foster, Queen's. Mechanisms of thin filament regulation in smooth and cardiac muscle. B139 Botterell Hall, 2:30 pm.

### Thursday, Jan. 11

**Friends of the History of Medicine, Science and Technology**  
David Wright, McMaster University. Being insane in sane places: Victorian Society and the rise of the lunatic asylum. B143 Botterell Hall, 12:30 pm. Graduate students welcome.

## Special Events

### Wednesday, Dec. 20

**Holiday open house**  
The Office of the University Registrar invites the university community to an open house, Richardson Hall, main floor, 1:30 pm. Cake cutting at 2:15 pm and tours afterwards, including Student Recruitment and International Initiatives, now in Stauffer Library. Brian, 533-7219, 3bjd3@qmlink.queensu.ca.

## Courses and Workshops

### Conversational French

Non-credit courses at the French Centre (195 University Ave.) starting the week of Jan. 22: Beginner, Beginner/Intermediate, Intermediate and Advanced. Two hours of instruction a week for nine weeks, \$150. Details: 533-2534 or frenchcentre@cgocable.net.

### TESL Certificate Course

Tuesdays and Thursdays, 7-9 pm, Jan. 30-March 15, 2001 (excluding Feb. 19-23). Optional practicum week: March 6-12, 2001. \$375 including materials, on Queen's campus, room TBA. Contact School of English, 533-2472, soe@post.queensu.ca, <http://www.queensu.ca/soe/TESL.html>.