

Susan Boychuk
Re: Mair Smith

Fri Dec 9 1988

Here is the solution - I hope.

1) For Mair

- submit a staff supplemental and overtime form at the end of each month
i.e. now for Sept, Oct, November
and then at the end of each month
- the amount payable is \$750 at \$10⁴⁴
(i.e. 71.83 hours) - treat as 18 hours
a month
- you might try budget level 12
and minor code 1230

2) For Lucie Thibault SIN 473 992 667

- submit a casual form
- maybe try Budget level 12, Minor Code 1230
here also
- for one month's work - 13 hours
at \$10 an hour i.e. \$130 (i.e. Dec 31; Apr 30
+ Aug 30 wh)
- it can go to her
% Dept of Organizational Analysis
Faculty of Business

P.S. They may kick this one back because
she is on a grad assistantship, but Burke
does not think so
Mair

TO: Catherine Bray
extension

FROM: Janet Hood
DEPT: Materials Mgmt
DATE: Nov 25/88

RE: Reg: J90682 - Mair Smith

MESSAGE

Payroll has M. Smith listed
~~as~~ a an employee of
the University. We are therefore
unable to issue an order
to cover ^{the} work (see MAPP503-060-005)
"Commercial Dealings with Employees"

REPLY

DATE _____ 19 ____

Section: EQUIPMENT, FURNISHINGS AND SUPPLIES

Subject: EMPLOYEE USE OF EQUIPMENT AND FACILITIES

RESTRICTIONS

The use of University equipment and facilities for personal reasons is not permitted without the express permission of the appropriate dean, director, department chairman or other senior administrative officer. This restriction applies during working as well as non-working hours.

**COMMERCIAL DEALINGS
WITH EMPLOYEES**

It is the policy of the University not to have commercial dealings with persons on staff of the University. Under this policy, the University does not purchase equipment, supplies or books from such persons. Persons on staff include those paid from Research or Trust funds, as well as those paid from General funds.

REPORTING MISUSE

The Comptroller of the University is responsible, under the direction of the Vice-President (Administration), for internal financial control and auditing. Any incidents involving misuse of University equipment or funds by University are to be reported to him by department chairmen.

Office of the Comptroller



University of Alberta
Edmonton

Faculty of Extension

Canada T6G 2G4

Corbett Hall, Telephone (403) 432-3116

November 17, 1988

To: Mr. W.T. Dussome
A/Coordinator, Research Grants
Office of Research Services

From: Dr. Catherine Bray, Director
Women's Program and Resource Centre
Faculty of Extension

RE: Special Edition of Folio - Sponsored Research

I am in receipt of a copy of your recent letter to Dr. Dennis Foth, Dean of the Faculty of Extension, regarding the special edition of Folio on Sponsored Research. I would like to clarify the nature of the research funding received by the Women's Program and Resource Centre.

The funds were not used to "purchase library indices", but to research and develop such indices i.e. The Canadian Research Institute for the Advancement of Women funds the Women's Program and Resource Centre to identify, adjudicate, collate and publish an index of the latest periodicals pertaining to women in Canada, for use as a research tool. These indices are then used by researchers across Canada and elsewhere. For instance, just yesterday a researcher from Dunedin, New Zealand who is the recipient of Canadian Studies Faculty Enrichment Grant (earned in a competition, which is offered by the Academic Relations Section of the Canadian High Commission, open to all scholars in Australia and New Zealand in all academic disciplines) used the Canadian Women's Periodicals Index in her search of our Resource Centre holdings.

The preparation of the index is, then, sponsored research. Such developmental research is a necessary contributor to the growth of new knowledge within our universities. It is especially important to the larger community, and is one of the outreach services which the Faculty of Extension provides so well.

cc: Mr. A. Knowles
Ms. M.N. Gardiner
Dr. D. Foth
Dr. A. Einsiedel
✓ Marilyn Assheton-Smith

Catherine Bray



to: Dr. D. Foth, Dean
Faculty of Extension

date: Nov. 14/88

our file:

from: Mr. W.T. Dussome
A/Coordinator, Research Grants
Office of Research Services

your file:

subject: Special Edition of FOLIO - Sponsored Research
Funding 1986/87 and 1987/88

We are in receipt of your August memo (attachment 1) dealing with sponsored research funding in your Faculty. Having discussed the nature of these awards with Dr. Bray on November 10, we have decided to leave them out of the Sponsored Research FOLIO. Our reason for this decision is that the awards were used to purchase library indices which are used to locate women's periodicals, and are therefore not really research based.

The Sponsored Research FOLIO lists projects where funding has been received to conduct research, hence our decision to leave these awards out (e.g. if the funding was received for Dr. Bray to conduct research into a certain issue or project, we would have listed the award).

We also contacted Dr. Einsiedel regarding his 1987/88 application to the Recreation, Parks, and Wildlife Foundation which was listed on our pending record (see attachment 2). He said that this application was not funded, and so this listing will also be left out of the Sponsored Research FOLIO.

If you require further information on the above, please do not hesitate to call our office (5360).

Webb T. Dussome

WTD:mk

cc: Mr. A. Knowles, w/attachments
Ms. M.N. Gardiner, w/attachments
✓ Dr. C. Bray
Dr. A. Einsiedel

Jeanne St. Pierre / Gillian
Project coordinator ^{Phillips} (new-coordinates)
Canadian Women's Periodical Index
Project

OISE.

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