



WIGUT
REG. T.U. No. 113

WIGUT

Jamaica

Newsletter

VOLUME 2 ISSUE 5

JUNE / JULY 2016

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WIGUT Jamaica Secretariat

Contact:
Miss Frances Richards

Tel: (876) 970-4596;
935-8307; 927-1660;
Ext. 2307

E-mail:
wigut@uwimona.edu.jm

Website:
wigut.uwimona.edu.jm

Location:
Ground floor - New Arts Block
Faculty of Humanities
& Education

Opening hours:
Monday to Friday
8:30 a.m. - 5:00 p.m.

Public Relations & Publications (PR&P) Committee



Members of the Public Relations & Publications Committee at its regular monthly meeting discussing aspects of the re-design / development of the WIGUT website with the developer's representative Exterbox.

Absent from photo:
Carl Pilgrim, Anna Perkins, and Cecille Maye-Hemmings.

Contract Signing for new WIGUT Website...

Bigger & Better!

On June 28, 2016, WIGUT signed a contract with web developer Exterbox for the complete re-design of our website. Ms. Charmaine McKenzie, General Secretary signed on behalf of WIGUT (Jamaica) and Mr. Derval Dally on behalf of Exterbox. It was witnessed by members of the Public Relations & Publications Committee and Dr. Patrick Anglin and Dr. Kevin Duncan (absent from photo) who were instrumental in the drafting of the contract.



Mr Derval Dally and Ms Charmaine McKenzie



Members of the PR&P Committee who witnessed the signing of the website re-design contract.

The PR&P Committee has overall responsibility for the operation and maintenance of the website.

Back Row L-R: Frances Richards; Levene Griffiths (Chair, PR&P Committee); Derval Dally, Website Developer; Charmaine McKenzie, WIGUT General Secretary; Bruce McDonald, (Chair, Website Sub-Committee); and Pauline Osbourne.

Front Row: L-R: Patricia Douce, Patrick Anglin, Vivienne Harding, and Eton Chin.

Website

Blue Book Excerpt #1



Each month the Newsletter will feature a section from the Blue Book for your information

Study & Travel Grant

Remember to contribute to our Scholarship & Bursary Fund

WIGUT P R & P Website Sub-Committee

The **Public Relations & Publications (PR&P) Website Sub-Committee** has been given the mandate to work with website developer Exterbox, to create an interactive website for members of WIGUT. The new website promises to be exciting, allowing members to access information on the work of WIGUT, download relevant documents, access to various links, view past and current WIGUT activities in and around the University.

The PR&P Website Sub-Committee members are: - Bruce McDonald (Chair), Eton Chin, Kevin Duncan, Carl Pilgrim, Patricia Douce, and Frances Richards (Recording Secretary).

The UWI BLUE BOOK and You...

Did you know that:

- A member of staff may not accept payment for any extra tuition given to students of the University? [Blue Book, Clause 37(c)]
- Your Department's consultancy fund can be used to cover expenses such as -
 - ⇒ travelling to conferences and other research activities;
 - ⇒ payment for journals of learned societies, provided that such journals become the property of the University;
 - ⇒ payment of membership fees to professional societies, provided that the particular membership is in the best interest of the Department;
 - ⇒ reasonable travel in connection with consultations;
 - ⇒ professional insurance for members of the University staff;
 - ⇒ honoraria for special services in connection with research. [Blue Book, Clause 43]

Study & Travel Grant e-System

The Human Resource Management Division will roll out an electronic processing system for Study and Travel applications for the academic year 2016/2017.

With the proposed system you can:

- ⇒ View your account balances
- ⇒ Apply for study and travel funds
- ⇒ Upload reports on your conference presentations and publications

Benefits

- ⇒ Faster processing time – reduced to 3-5 working days
- ⇒ Proper management and approval of S&T transactions
- ⇒ Keep track of your transactions
- ⇒ Easy storage and retrieval of reports

For further information, contact:

Mr. Leighton Chambers or Miss Nolda Thompson
Employee Relations Unit, Human Resource Management Division