

VCC Connections



Safety tips for working women

(Editor's note: this week's issue of VCC Connections contains information taken from a poster called "Keeping Women at Work Safe," which was recently produced by the Ministry of Women's Equality and the Ministry of Small Business, Tourism and Culture. The July 6 edition will deal with getting to work safer and the following week will provide tips on how to make the workplace safer. Copies of the poster are available from the office of Janice Hansen, Human Rights Coordinator.)

No matter where you work, or what type of work you do, you can reduce the risk of violence in the workplace by increasing personal awareness and planning responses to threatening situations. Employers can introduce some basic safety devices and train staff in safety awareness, and small business owners can work together to set up safety programs. Awareness and prevention are the keys to increasing safety for women in the workplace.

TRAVELLING TO WORK

Riding the bus/transit system

- Carry a schedule. After dark, arrive just before the transit vehicle is due.
- On the bus, sit near others and tell the driver if you are being bothered.
- Use the Request Stop service available on some bus routes. Call BC Transit for more information on this service.

Driving

- Do not identify your keys with car plate numbers or name/address.
- Carry personal safety alarms on your key chain. They will help attract attention if you are attacked.

- Keep your car in good repair, the gas tank at least half full, and always check the tires.
- Park in well lit spaces. Walk with others after dark.
- If you use underground parkades, make sure you park near the attendant or exit.
- Always lock your car and keep all windows tightly closed.
- Have your key ready, check inside the car to be sure no-one is hiding.
- Don't open your car window more than one inch to speak to someone approaching your car, or just drive away if you feel uncomfortable.
- If you suspect another car is following your car, do not go home. Drive to a service/police/fire station and stay in your car, honking the horn in short repeated blasts until someone comes out to help you.

continued on page 2

Inside

3

Heartfelt thanks
from Sonja Alton

4

Thai scientists
enhance their
English

5

Operations
Council update

Celebrating

30
Years

Safety tips *(continued from page 1)*

If your car breaks down

- Place a "help/call police" sign in the window. Do not raise the hood of your car as that stops you from noticing if someone is approaching the car.
- Stay in the car with windows closed and doors locked.
- Only open the window one inch to speak to anyone other than the police.

Walking

- Wear comfortable shoes, such as runners.
- If you are using a stairwell be sure it is well lit and that you can quickly exit to a safe place.
- Stay on well lit streets, in the centre of the sidewalk, away from bushes, doorways and parked cars—anywhere that an attacker could hide. Cross the road if necessary.
- If you think someone is following you, turn around and check. Let them know you are aware of their presence. Do not go to your car or your house. Cross the street and go to a safe place, such as a store or restaurant.

Hotel safety

- Make sure your reservations are guaranteed if you're arriving late.
- Purchase a travel lock or alarm/motion detector for hotel room doors. These items are available from locksmiths.
- Use a business card or first initials at check in—keep your name private.

- Leave instructions not to give out your room number or your name.
- Get a room on upper floors close to the elevator. Make sure you are away from stairwells and fire stairs/exits.
- Do not enter the room if you suspect someone is in there, if you are being followed, or if someone is lingering near your door.
- If you're in a motel try to get a room next to the office or the manager's unit, and keep all windows locked.

If you're flying

- Check for early and late shuttle bus service.
- Leave only your car key with parking lot attendants.
- Do not accept rides from people you have met on the airplane, and be cautious about sharing taxis.

Leave clear instructions/information at the workplace

- Tell staff, or friends/family members, if you work alone, where you are going and when you expect to arrive and leave. Include dates you'll be in various locations. Leave emergency contact numbers.
- Make sure anyone attending to your business, mail or phone machine does not give information about your absence or travel plans.

*(Next week:
safety at the workplace)*



Tips 'n Tricks for submitting items for DTP

Only one space between sentences, please

Did you know that the practice of putting two spaces between sentences has gone the way of the dodo bird? It's difficult to get used to this if you've spent years pressing a typewriter space bar twice after a sentence, but modern typesetting requires only one space after periods,

continued on the next page

Quick uote

If you think education is expensive, try ignorance.

—Ruth B. Love

Heartfelt thanks from me to you

Anyone who didn't make his or her way to the KEC staff cafeteria on Tuesday afternoon, June 20, missed a really great party. I couldn't have asked for a happier retirement "send-off." So now, I want to take the opportunity to say thanks to all of my friends and colleagues who helped with the party, who made such wonderful and funny comments and who came to wish me well.

Special thanks to the co-hosts, the VCCFA (Dalton, sorry you couldn't make it—I'm sure you didn't have as much fun at the Board Finance Meeting) and to all of you in the Humanities Department: MC Joan Rike, Walter Behnke, Joan Burnett, Ruth Chiko, Stephanie Jewell, Larry Perras, and organizer extraordinaire, Grace Shaw. You were all wonderful!

The scholarship award established in my name is truly meaningful, a gift for me and for students who love the Humanities.

Wayne, the large card you so humorously designed, and which was signed by so many people, has been laminated. Now that I'm on holiday, I'll have lots of time to read and enjoy the witty comments.

Betty and Jean, keep on singing. You do it so well, and your lyrics were remarkably astute.

On the other hand, I think I was roasted "good and proper" by those two gentlemen who fancy themselves as budding bards and obviously don't understand anything about the "tea ceremony." Since Joan Rike was correct when she said I like to get the last word, I've written a couple of limericks about these gentlemen in response. I doubt that you'll recognize who I'm talking about, though.

*A Science instructor named Peter,
Well knows how to measure a litre.
Natural things are the bent
Of this amiable gent,
But he botches the beat of a metre.*

*Malcolm C. from Down-Under's the name.
Walking, running and cycling's his game.
Though he jokes with great style,
And a cavalier smile.
Writing poetry will not bring him fame.*

Quick fellas, this is a test question: Is the metre of the above iambic, anapestic, trochaic or dactylic?

Cheers!

Sonja Alton



TIPS 'n TRICKS *(continued from page 2)*

question marks, exclamation marks and colons. The same goes for anything typed on a word-processor, because these programs feature proportional spacing. Typewriters didn't offer this feature, so two spaces were used to emphasize the start of a new sentence.

From wp to dtp

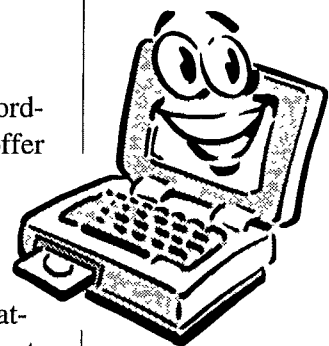
When submitting copy for use in a desktop publishing program, a good rule of thumb is to keep it as simple as possible. If the text is in a word-processing program, fancy formatting is not necessary and is often more of a disadvantage to the person doing the final output. Avoid excessive tabs, underlining, columns, (and, of course, two spaces between sentences) etc. The desktop publisher only needs the text in "raw" form. If you wish, highlight on your hardcopy the areas which you would like specially formatted.

24 HOUR RELAY
FOR THE KIDS

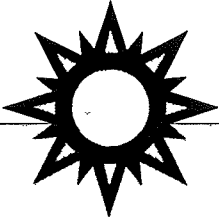


We need more runners

...for next year's 24-Hour Relay for the Kids. In response to the June 22 article, two energetic people have already indicated their interest in running on a VCC relay team next year. Any more takers?



VCC offers successful English language program to visiting Thai scientists



Holiday Notice

Lyn Lennig will be on holidays for the month of July. During her absence, contact Celeste Roberts at local 8607.

Vancouver Community College ESL faculty member Christel Nierobisch teamed up with faculty members from BCIT for the second year in a row, to provide a highly successful two month program for visiting faculty and graduate students from Thailand. Under the auspices of the TCCEAD-CIDA Project, eight scientists from Thailand were selected to spend eight weeks during March and April in Canada. The TCCEAD Project had two important objectives. The first objective was to familiarize the visiting scientists with Canadian agro-industry. The responsibility for this part of the project was assigned to BCIT. The second objective was to enhance or enrich the visiting scientists' English Language Skills with special attention to their areas of expertise. The responsibility for this part of the project was assigned to Vancouver Community College. The VCC project was administered through International Education and coordinated by Jennifer House.

Christel Nierobisch both instructed and created a six week program designed to

specifically enhance the Thai delegation's professional vocabulary, communication skills and cultural understanding of Canada. During the program, Christel also arranged with Stephanie Jewell's able assistance for an orientation to Vancouver and field trips to Washington State, Victoria and agro-industrial sites. The program concluded with the entire delegation giving a group presentation on Thailand to students and faculty at both BCIT and KEC. The presentation featured information on all aspects of life in Thailand, complete with a video featuring none other than Peter Ustinov!

This is the second year VCC has provided the English language instructional component for the TCCEAD-CIDA Project, and once again the visiting delegation from Thailand has complimented Vancouver Community College on its instructional excellence.

"*Kobkhun*" from the Thailand delegation to Vancouver Community College and Christel Nierobisch.

Jennifer House

calendar

UPCOMING SEMINAR

The following seminar is coming to Vancouver in the near future: *Stress Solutions Workshop for Women*, August 28, 1995, Vancouver Trade and Convention Centre, 999 Canada Place. If you would like further information, please contact Cassandra Huang at local 7004.

Operations Council Update

(Editor's note: the following is a summary of the minutes from the Operations Council's June 13 meeting. As you read through, you will notice that a number of issues that were discussed at the meeting have since progressed further than is noted in the minutes. For example, the pub night scheduled for June 30 was cancelled. The purpose of presenting a summary of the minutes is to give an outline of what was discussed at the meetings, rather than the latest news on a topic. If you have questions about the minutes or agenda, please contact Della Glendenning, at local 7016.)

Terms of reference for Operations Council

Operations Council will proceed with the draft terms of reference for the time being and revise in accordance with Education Council Terms of Reference as they are developed.

Tuition fee increase

An 11% tuition fee increase has been approved by the VCC College Board. The increase will be effective September 1, 1995.

1995/96 operating budget

The 1995/96 draft budget package was reviewed. Individual department budgets are being produced and a complete package will be made available to the VMREU and the VCCFA. Copies of the package will also be available for viewing in the Executive Office, the Budget and Planning Office and in Financial Services. The Student Associations are welcome to request a copy of the budget package if they feel it would be useful to them.

Student pub night

A pup night has been planned for Friday, June 30, to be held in the KEC courtyard.

Security contract recommendation

As the contract with Burns Security expired in March, 1995, a selection committee was organized to set up criteria and choose a security company for VCC. One bid has been chosen by the Committee, and after approval by Finance/Administration and the College

Board, the name of the new security company will be announced.

Emergency procedures for VCC

The Health and Safety Branch of the Facilities Department is conducting a policy review of fire safety, bomb threats and emergency first aid at VCC. Earthquake preparedness and procedures will be reviewed in the fall.

Added parking payment features at KEC lot

New machines in the KEC parking lot offer the option of paying for a ticket on a weekly or monthly basis, in addition to the daily parking ticket.

Operations Council summer meetings

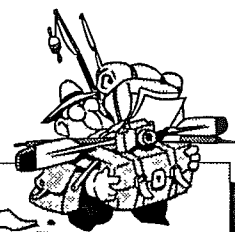
Meetings for Operations Council during July and August will be at the call of the Chair, depending on agenda items brought forward.

Proposed student strike

A proposed student strike to protest the 11% tuition fee increase was discussed. The College community will be notified that all staff and faculty will be expected to be at work on the day of the strike, and that the strike day cannot be considered a vacation day, flex day, or P.D. day, unless previously arranged.

Bookstore hours

The KEC Bookstore will not open until 11:30 on Wednesdays. The City Centre Bookstore will be closed for a two-week period from July 10 to 21, 1995. If an emergency need arises, Parviz Lalji or Karen Kelly can be of assistance.



Goin' fishin'

Mark your calendars, everyone. Connections will have the month of August off, and will return the week of September 4th, right after Labour Day.

announcements

Manager of Budget Accounting appointed

I am pleased to announce the appointment of Claire Prescott as VCC's new Manager of Budget Accounting, effective Monday, July 17.

Claire has a varied and interesting work background. She previously worked with Deloitte & Touche Chartered Accountants as their Audit Senior. Her responsibilities included auditing and accounting for several companies, both large and small, in public practice and in consulting as well as supervision of staff accountants engaged in multiple audit engagements. For three years, from 1990 to 1993, she worked at BC Children's Hospital as a Unit Clerk/Receptionist in their Special Care Nursery and she was also a Project Marketer for Tourigney, Hall and Associates Investment Realtors in 1989.

Claire received her chartered accountancy designation in April 1994 from the Institute of Chartered Accountants of BC and holds a Bachelor of Arts in English from the University of British Columbia. In addition, she holds a diploma from York University in their International Baccalaureate program.

On a temporary basis, Claire will be located in David Kolot's office, local 7165, 5th Floor Executive area. She will report directly to Dana Merritt, Director of Financial Services, during this period. Please drop by and introduce yourself to Claire and welcome her to VCC.

Mary Hoekstra
Vice President, Finance and Administration

Connections

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Please recycle
this newsletter.



classifieds

JOB POSTINGS

Program Assistant (c), Basic Education Department. Closing: July 13.

Mathematics or Computer Science Instructor, St. John's College, Bangkok, Thailand (non-salaried position). Closing: September 1, 1995.

FREE STUFF

The following item is available for departmental use: **5 1/4 disk box**. For a chance to win this item, please place your name and local in the box located on the 4th Floor reception desk. The draw will be held on July 28.

FOR SALE

KEC library is offering for sale approximately **150 vinyl LPs**. These are mostly classical orchestral and operatic recordings from the 60s and 70s and are in excellent condition. Price is \$1.00 per item as is/where is. Please drop by the Library 3rd level workroom to view.

1985 Dodge Diplomat. V8-318 engine. Good running condition and a decent body! Very reliable transportation. \$600 obo. Call Carol in Employee Relations at local 7142.

The fine print

Connections publishes every Thursday, and the deadline for submissions is 3:00 pm on the previous Friday. Please supply your article to Manijeh or Ngee-Moi in a simple, word-processed format (text only is best) on an IBM-compatible disk, and include a hardcopy. The editor reserves the right to edit submissions for clarity and length, when necessary.