

April 4

1996 c.2

VANCOUVER
COMMUNITY
COLLEGE



Connections

Vancouver Community College
King Edward Campus - Library
P.O. Box 24620, Station F
Vancouver, B.C. V5N 5T9

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Announcing the College's new Co-operative Education Officer.

Budget Forums are coming your way—April 17 (CC) and 18 (KEC).

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The Music Dept. concert series continues with choral, jazz, blues and new music concerts.

Provincial Instructor Diploma graduation a resounding success

On Friday, March 8, 1996 the 26th Annual Provincial Instructor Diploma graduation ceremony was held at City Centre Campus.

Faculty and staff, graduates, their family and friends were inspired by a stimulating speech by our keynote speaker Bob Smith, who added sparkle to the evening with his wit and humour. (Will you do it again next year, Bob? PLEASE!)

The event was followed by a superb western style buffet at JJ's Dining Room and unsurpassed Chinese cuisine at the Four Corners. Our guests found it difficult to choose between excellent and excellent. The quality of food was accompanied by service so impeccable that it was comparable to the biggest and best outfits in the city. Kudos and our appreciation to the people who made the banquet happen: Settimio Sicoli, Jackie Ehler, Condyleung, James Hutton, Paul Cabrera, Charles Kilcherman, Paul Lau and Ian Smith. Thank you.

The Provincial Instructor Diploma program delivers instructional excellence in the field of adult education. Graduates from the program acquire skills to teach

in public or private post secondary institutions in British Columbia. Credits from the program are transferrable to Bachelors degrees in Arts and Education and to Masters in Education programs in and out of the province.

Program Development Department

The joke's on you!

Building Services Manager Bill Miller "had the last laugh," on April Fools' Day, according to the April 2nd issue of the Province newspaper which highlighted some of this year's best gags. Miller circulated a memo to staff and students last Friday, ahead of April Fools' Day, saying that campus washrooms were going closed to save space in light of College budget constraints.

On first read many of his colleagues proved to be "less than fool-proof." The Province reported some female students complained to the students' union while other women demanded their own washroom keys.

"A sense of humour is important every day of the year," says Miller, his Scottish eyes twinkling. "But only someone with the initials BM could get away with this!"

Campus Wellness Day

Looking for food, fun, fitness and fortune in a casual atmosphere? Relax. It's all coming your way on **Wellness Day**, Wednesday, May 30. Forget the frustrations of foolscap, fonts, faxes, fractions, fricatives, phrases, floppy disks and the photo-copier. Refresh yourself on **Wellness Day** when it's blue jeans and sneakers for the combined faculties and support staff of KEC's ESL and AAA divisions. Watch for further formal flashes in these pages. While you're waiting, try to figure out in which month Australians drink less beer.

Focus Building Services

\$5,000 gift

The Focus Building Services team has kept the halls, classrooms and offices of VCC clean and orderly for the past 10 years. However, Focus' commitment to the College has gone far beyond dusting and mopping. Since 1987, they have made a gift twice a year in support of the College's annual awards program.

This year, James Kish, Branch Manager of Focus Building Services, announced that the company will increase their support of VCC students through the creation of an endowed scholarship fund.

The Focus Building Services gift of \$5,000 will be matched dollar for dollar by the Provincial Government resulting in a fund balance of \$10,000. The interest on the balance will benefit students College-wide in recognition of outstanding academic achievement and exemplary work ethic.

"This generous gift demonstrates, once again, just how far reaching and rewarding our relationships within the VCC community are, and just how much our supporters care," says Lilli Milder, President, VCC Educational Foundation.

Secondary school counsellors learn about VCC

On March 7 the Counselling Department at City Centre organized an information tour and luncheon for approximately 90 Secondary School counsellors. Our goal in organizing this event was to ensure that school counsellors are aware of the uniqueness of our programs and services and get up-to-date information that they can use in helping their students make good career decisions. This year, representatives from 45 lower mainland schools toured City Centre classrooms, learned about the breadth of programming VCC offers and sat down to a superb lunch hosted by our Hospitality Administration students.

We called upon many of you to help us make this a worthwhile event and we want you to know that your commitment and energy paid off. Here are some of the comments we received as written feedback following the tour:

Overall impression:

- * "Highlight was seeing how a GOOD Community College works."
- * "It's by far the best Counselling Conference we're invited to. Informative, friendly staff, classrooms that are open to tours."
- * "All of your staff are very excited about the College and its programs. It's so refreshing to see students in hands-on activities, not just reading books."
- * "I was extremely impressed with the programs. You are filling a niche many other post secondary institutions don't even attempt to fill."

Usefulness of the tour:

- * "Superb tour. Far more invigorating than sitting in a lecture hall. Seeing the programs really helps us talk about them more effectively."
- * "Getting first hand information on the multitude of programs offered - I would

strongly recommend the students and adults to explore the many avenues you have to offer."

- * "I had no idea of the extent of technical studies available."
- * "I have a large ESL student body. It was wonderful to know that there are many opportunities to seek education and training."
- * "I tend to be too focused on University entrance (come from a West Side school) - now I have information for students who may not go on to University."
- * "I'm excited about telling my students about many of the programs offered. Having seen with my own eyes what goes on here, I am much better informed - and inspired!"

Liaison opportunities and needs:

- * "I will be working towards building a much closer relationship with School District 42."
- * "I'd like to get students to come and see specific programs - especially students at risk of not completing even grade 11 - they need to see your facilities."
- * "What about a video with little talking and mostly students doing their thing such as we saw today. Our students NEED to see this."
- * "Glad to see you've got a High School liaison officer - We need her!"
- * "I want to get teachers and parents here, not just students, at various times - I will look into it."

Of course, a main highlight of the day was the outstanding lunch put on by Benny Fernandes, Tom Rogers and their students. Without exception, the visiting counsellors raved about the food, the presentation

See Secondary Schools, page 3

Education Council Update - February and March 1996

Policy issues:

Education Council has approved the following policies which will go forward to the College Board:

- Policy and Procedures for Students with Disabilities
- VCC Appeal of Final Grade Policy
- VCC International Education Enrolment Policy

Discussions are also occurring about the VCC Policy Making Process guidelines, a draft VCC Policy for Assigning Credits and a draft Student Evaluation Policy. These items will come forward at the April meeting of Council for decision.

Course/program revision form:

The committee working on the form is currently developing a list of major and minor changes for review by Council. Council felt that a clearer designation of what constitutes a major or minor change would be helpful to faculty as they initiate revisions. Laraine Niewinski will be presenting the committee's suggestions at the April meeting.

New programs:

• **Pathology Attendant** - A letter of intent to offer a Pathology Attendant Program has been submitted to the Ministry. The program would be targeted at individuals working in the field who need formal training as pathology attendants. Much of the course material would be offered through distance education. Education Council approved the program in principle and will consider final approval once funding has been received and the proposal has gone through the usual review procedures.

• **Summer ESL Program** - Council received information on a new non-credit ESL program session that will be offered for three weeks in the summer. Courses are open to all applicants, including International Education students. Classes

will run in both mornings and afternoons and class size is limited to 20 students.

• **College Success Curriculum** - At the February meeting, Council passed a motion approving the concept of offering College Success curriculum at VCC. Work is now proceeding on curriculum/course/program development.

Program cancellation:

Council approved the deletion of the Business Office Training/ESL program following a review of the factors that had made the program unviable. The College Board will be asked to approve the deletion of this program at their March meeting.

Criteria for program cancellation:

At the March meeting, Council discussed proposed criteria for program cancellation. A motion was subsequently passed to recommend that the VCC Board of Governors approve that the following criteria, in no particular order, be used in identifying programs for cancellation when required:

- a) Mission and Goals
- b) Lack of student demand/waitlists
- c) Lack of employer demand for graduates/job placements
- d) Program offering not current and currency being maintained improbable
- e) VCC ability to support ongoing capital needs of the program difficult
- f) Full comparison of cost and revenue
- g) Availability of programs elsewhere
- h) Ministry of Education, Skills and Training (or appropriate Ministry) position and advice.

It was suggested that that such criteria could also be used as guiding principles when considering new program proposals. The College will explore this idea.

Course/program revisions:

• **Humanities** (Correction to prerequisite changes reported in January update) - We were in error in our report of changes to the prerequisites for the Humanities program that were presented to Council in January. The correct information follows: Students who do not meet the established requirements or have taken Communications 11 or 12 must take an assessment test and/or see the Department Head for advice.

• **Culinary Arts Trades Qualification Theory** - Council received information on revisions to this course to maintain currency in the field.

Applied Academics Project:

Dale Dorn provided Council with a brief overview of the Applied Academics Project. Representatives of the ABE Department have been extensively involved in this initiative. Central to the project is the need for applied studies at the secondary level receiving recognition at the post secondary level. Following discussion a motion was passed that VCC recognize for admissions and for meeting of prerequisites applied academic courses.

Next meeting dates:

The next meeting of Council is:

- **May 7, 1996, City Centre Campus, Room 300B - 3.30 pm - 5.30 pm**

Paul Hunt and Hilary Pearson

Secondary School (continued from page 2)

and the smiling faces of the Hospitality Administration students.

Our special thanks go to Dave Donaldson for making breakfast and lunch such welcoming events, to our colleagues David Greenall and Christine Lee from KEC Counselling and to all of you who took time during breakfast and lunch to talk about programs and services and show our guests what we do well.

Hilary Pearson for the CC Counselling Team

Operations Council Update

(March 12, 1996)

Human Rights Policy, Draft 8

Suggested revisions to Article 5 of the Human Rights Policy are being considered before being submitted to the College Board for final approval.

Memo to the College community

A memo to the College community is being drafted regarding budget restraint and methods of reducing costs.

Financial Aid Review

The financial aid process at both campuses will be reviewed by an outside consultant as part of the financial system reviews discussed with the Board.

Policy on financial aid eligibility

A draft policy "Identification of Financial Aid Eligibility" was approved by Operations Council. The Policy will be signed by the President and distributed.

Proposal from Safer Campuses Committee

A proposal was made by the Safer Campuses Committee to develop an area at City Centre campus to display pamphlets and posters and present short run videos about safety on campus and human rights. Operations Council approved the proposal in principal, but made suggestions for further consideration by the Safer Campuses Committee.

I.E. Enrolment Policy

The I.E. Enrolment Policy has been passed by Education Council and will be presented to the College Board for approval this month.

Differential fees

A model for differential fees is being considered.

The next meeting will be held on Tuesday, April 9 in Room 240, CC.

Your invitation to ...

Linking Education to Work

A Special ABE Presentation
9:30 am - 11:00 am, Thursday, April 25, 1996
KEC Auditorium

The document *Employability Skills* published by the Conference Board of Canada has spotlighted the need to link education and work. There is increasing pressure all around us in support of such a link: from the Ministry, from the public and from students concerned with their job prospects.

How can we make education more relevant to the workplace?

Lynda Fownes (B.Ed, M.Ed.), Manager of BC Construction Industry Skills Improvement Council *SkillPlan* will bring adult educators up-to-date with some important studies and sources of information to initiate change.

• Literacy Economy & Society; Results of the First International Adult Literacy Survey - IALS.

This study examines the relevance of literacy and numeracy to actual adult lives, and seems to be destined to influence decision-makers in years to come.

• Basic Skills Research Project - Human Resources Canada.

In BC, *SkillPlan* is conducting interviews with workers in hundreds of occupations on how math, reading and writing and other basic skills are applied in the workplace.

• BC Construction Industry Skills Improvement Council, *SkillPlan*.

SkillPlan is a unique sector-based organization focusing on workforce education. In this setting adult educators make a direct contribution to the

construction industry by integrating their skills with those of trades trainers. *SkillPlan* will be sharing their experiences with ABE instructors.

Lynda Fownes joined the BC Construction Industry Skills Improvement Council in 1992 as Research Director and has designed and managed a wide range of projects involving employers, unions, government and educators. Her lifelong association with the construction industry and experience as a teacher and consultant to the Ministry of Education, Curriculum Development Branch proves to be an eclectic mix that combines knowledge of education systems with a sensitivity to industry. While focusing on practical solutions to basic skills needs, Lynda's work reflects non-traditional, collaborative approaches that contribute to the success of the industry. Lynda is devoted to the philosophy that teaching in the context of workplace is a confidence booster for the worker, a means to a more human and productive workplace and a path to lifelong learning.

This session is open to all members of the college community who are interested in **Linking Education To Work**. There will also be an opportunity for questions and discussion.

Contact:

Ruth Behnke, Local 7294
Mathematics Department Head
ABE - College Foundations

BC Hydro doubles its commitment

The Vancouver Community College Educational Foundation is pleased to announce BC Hydro's establishment of two new \$500 scholarships to support VCC students. These scholarships were created in addition to the company's endowed scholarship and bursary fund which continue to generate two annual awards.

The awards take into consideration such qualities in students as academic standing, good communications skills, balanced lifestyle, knowledge of and commitment to the environment and efficient and safe use of electricity.

"Those characteristics are ones which BC Hydro would be looking for when recruiting employees," says Donna Lloyd, Human Resources, BC Hydro. "We are focusing on the 'well rounded' student rather than solely on academic achievement. It is hoped these awards will give students a real boost in their last term at VCC."

Instructors and Department Chairs from programs relevant to the business of BC Hydro such as Accounting and Management, Computer Application Support Specialist, Drafting, Electronics, Automotive and Diesel Technician are encouraged to nominate students who have achieved excellence in pursuit of their educational goals.

These awards will be presented every fall to students in the last term of a minimum two year program. Preference will be given to students of First Nations ancestry.

"It's a good feeling to know that you're making such a positive impact on peoples' lives," says Lloyd.

For information about creating scholarships for your program area, please contact Jane Westheuser at the Foundation: 871-7237.

Thank you! from Sharon McClure

To all the many faculty and staff of VCC who have taken the time to write and phone—a heartfelt thanks!

Your letters and cards have reminded me of so many events at the College over the years—happy, sad, wild. Some of you mentioned individuals long gone from the College: Lou Monasch, Harry Pankratz, Ron Fussell; others remember "The Fire," others the building of KEC, and still others kindly remarked on the more personal times when Employee Relations was able to give assistance. And I am amazed at the grapevine that obviously exists at VCC—I have heard from a number of retirees from KEC, City Centre and even Langara.

One note in particular seemed to sum up the letters and calls: "Those of us who were around in the early days and who have spent our years with the College have had the rare opportunity to build a unique institution...and that was not an easy process...however, not many people have had the chance to share the experiences, challenges and satisfactions that we have had."

I wish you all much happiness in the years ahead.

Sharon McClure

Board Meetings - 1996

All Board meetings will start at 5:00 p.m. and are held in Room 240, City Centre Campus or Room 5025, King Edward Campus.

- April 25, CC
- May 23, KEC
- June 27, CC
- (No meeting in July)
- August 22, KEC
- September 26, CC
- October 24, KEC
- November 28, CC
- December 12, location TBA (subject to Board approval)

Correction

Regrettably, in the last edition of the VCC Educational Foundation newsletter, Quest, reference was made to a fund established in memory of Noreen Green, former Institutional Aide Program Coordinator. This should have read "the fund was established in honour of Noreen Green."

On behalf of the Foundation Board and staff, I sincerely apologize for the concern that this error may have caused.

Lilli Milder

announcements

Co-operative Education Officer appointed

Casey Sheridan, Dean of Applied Programs, is pleased to announce the appointment of Michelle Strenkowski to the position of Co-Operative Education Officer.

Michelle has an extensive background in both education and co-operative education. She taught at the secondary school level before joining the University College of Cape Breton where her most recent position was Director, Career Education and Placement Centre. During 1995/96 she worked in B.C. with the Ministry of Education and Association of Co-operative Education (B.C./Yukon/N.W.T.) designing a model of Co-operative Education for spanning the secondary and post-secondary levels of education.

Besides Michelle's 15 years direct experience in co-operative education and work placement, her involvement in such organizations as World Association of Co-operative Education, Canadian Association for Co-operative Education (past-president) and the Canadian Association of Career Educators and Employers gives her an excellent insight

into the workings of co-operative education locally, nationally and internationally. She has also co-authored publications on the use of video technology for resumes.

The major initial task for this position will be the establishment of a central co-operative education office, including co-operative education guidelines and procedures to facilitate effective delivery of co-op in Dental Technician, Hospitality Administration and other program areas as co-op expands.

As of April 1, 1996, Michelle's office will be located in Room 528B (City Centre) and her local will be 8517. Please call her or drop by her office to welcome her to VCC.

1996 Student Outcome Survey - contacting former students

The Ministry of Education, Skills and Training has contracted the firm **Campbell Goodell Traynor** to conduct the 1996 College and Institute Student Outcomes Survey. Former students of VCC will be contacted and surveyed by this firm. Some former students may call either faculty or staff to inquire whether or not this survey is legitimate.

If you are contacted, please let the caller know that Campbell Goodell Traynor is conducting the survey on behalf of VCC and the Ministry of Education, Skills and Training. It is also important to note that the information acquired through the survey is strictly confidential and no one individual will be identified.

New books in CC Library

- A Building Service Contractor's Guide to Custodial and Supervisory Training
- The Heart of Health Care: the First 50 Years: the Story of the Hospital Employees' Union
- Holistic Nursing: a Handbook for Practice
- Hong Kong, Macau, and the Pearl River Delta: a Kick Start Guide for Business Travelers
- Hook Up, Get Hired! The Internet Job Search Revolution

- Thinking Union: Activism and Education in Canada's Labour Movement
- A Traveller's Guide to Historic British Columbia
- **Wine & Dine British Columbia** (VCC instructor chefs and bakers, including the Canadian International Culinary Arts Team, prepared and styled many of the dishes photographed for this book by VCC Media Services Department photographer Lauch MacKenzie!)

Night of Nations

...is a nonprofit event sponsored by Burnaby North Secondary School, the Burnaby School Board, ICBC, UNICEF and local businesses. This year's theme is "Heal the World: Save the Children," and will feature a multicultural performing arts festival with traditional and contemporary dance, song and instrumentals. Funds raised will support multicultural programs in the Burnaby School District.

April 25 and 26, 1996

Doors Open: 6:15 pm

Show starts at 7:00 pm

Burnaby North Secondary School

Viking Hall (North Gym)

751 Hammaraskjold Drive

Burnaby, BC

Admission: Adults \$14, Students and Seniors \$10, Children 12 and under \$6.00

For ticket information, please phone the school at 664-8550.

New Executive Office mailslot at KEC

In order to provide access to the Executive Office Mail slot after 4:30 p.m., an external mail slot has been provided in the Mail Room on the 4th floor, King Edward Campus. Please note that the regular mail slot inside the Mail Room should continue to be used as much as possible for all mail, and particularly for highly confidential mail. If you have any questions, please call **Vivienne at 7159**.

Early cutoff - timesheets for casual and work study students

For the week-ending April 12, 1996 by **LATEST WEDNESDAY, APRIL 10, 1996 - 12 NOON**

Late timesheets will not be guaranteed pay.

Cassandra Huang

Upcoming WPSE Conference

The Association of Women in Post-Secondary Education in B.C. (WPSE) will hold its annual conference and AGM on May 31, June 1 and June 2, 1996 at Bowen Lodge, Bowen Island, BC.

This year's theme is "Networking and Connections."

Contact Jean Cockell, Conference Chair, at 871-7008 (phone), 871-7100 (fax) or jcockell@vcc.bc.ca (e-mail) for more information.

Employee Relations closes for lunch hour, effective April 9, 1996

Employee Relations is reorganizing and, as part of that process, looking towards methods for improving efficiency. In an effort to better utilize our "Human Resources", and to accommodate a reduction in staff, we are planning to implement a standardized and consistent lunch break period.

As you probably know, several service areas within the College close during the lunch break, from 12:00 noon to 1:00 p.m. It is felt that this procedure provides a more dependable level of service to "customers", in addition to lessening the burden on remaining staff over the mid-day hours. In our new organization, all staff members will be available to respond to telephone and in-person inquiries, except during the noon hour.

Effective April 9, 1996, on a trial basis, Employee Relations' hours of operation will be from 8:00 a.m. to 4:30 p.m. daily,

closed from 12:00 to 1:00 p.m. We intend to take measures to advertise our office hours widely, in order that internal and external contacts will be well aware of our availability.

If, after the implementation, our new hours have proven to be an inconvenience to you, we would appreciate your feedback. If you have concerns, please forward them to Bonnie Baty at local 7135.

Submissions invited to Connections' Multicultural Calendar

We are hoping to publish in VCC Connections a regular "Multicultural Calendar," which would provide information on upcoming events taking place in the various multicultural groups within and outside of VCC community. Many interesting activities are going on throughout the year, and we want to let everyone know about it.

We encourage everyone to write, phone or fax information on upcoming events to fax 871-7200, phone 871-7152 or mail to Dale Rasmussen, College Advancement.

A fond farewell to Sharon McClure

Employee Relations is arranging a dinner for Sharon McClure, at Chongqing Restaurant at 12th and Commercial, on Tuesday, April 23, 1996, at 5:00 p.m. Everyone is welcome. Please contact Eugenie Wong at local 7136 by Wednesday, April 17th, if you plan to attend.

A card will be available in the Employee Relations Department, should you wish to contribute toward a gift for Sharon.

We look forward to having as many of Sharon's friends and colleagues join us as possible.

Music Department Concert Series continues

Spring Choral Concert

Willan Choir and VCC Madrigal Singers present Faure's *Requiem*, as well as a selection of madrigals, conducted by Gerald van Wyck. Featured Soloist will be the winner of this year's Aria Competition, Keri Thompson, singing arias from Rossini's *The Barber of Seville* and *Stabat Mater*, conducted by Jerry Lloyd Domer.

Friday, April 12

8:00 pm

Christ Church Cathedral

690 Burrard Street

Tickets: \$10 (General)

\$8 (Students & Seniors)

An Evening of Jazz and Blues

Presenting our 3rd *Evening of Jazz and Blues*. This show was added to our concert series last spring at the initiative of students, and features VCC's top jazz and contemporary vocalists accompanied by Bruno Hubert on piano, Danny Parker on bass and VCC alumnus Joel Fountain on drums. This event sold out last December and promises to do so again, so get your tickets ahead of time.

Sunday, April 21

8:00 pm

Arts Club Backstage Lounge

1585 Johnston St. (Granville Island)

Tickets: \$8 (\$7 in advance)

VCC New Music Night

An evening of various pieces by the VCC New Music Ensemble (directed by Peter Hannan), as well as works from other VCC composers.

Wednesday, April 24

8:00 pm

Western Front

303 E. 8th Avenue

Tickets: \$5

Advance tickets are available for any of these concerts. Contact the music department at local 7297.

PUBLICATION SCHEDULE

- Published Thursdays
- Bi-weekly January-May and September-November
- Monthly June, July, August and December

Produced by the College Advancement Department,
Vancouver Community College

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classifieds

JOB POSTINGS

Term Instructor, Program for Deaf and Hard of Hearing Adults. Closing date: April 5, 1996.

Office Clerk (c), Financial Services Department. Closing date: April 11, 1996.

Bookstore Cashier, King Edward Campus. Closing date: April 11, 1996.

Office Clerk (a) (Mailroom), King Edward Campus. Closing date: April 11, 1996.

Part-Time Library Assistant (b), King Edward Campus. Closing date: April 10, 1996.

Assistant Department Head - Electronics. Closing date: April 16.

Department Head - College and Career Access. Closing date: April 16.

Associate Dean - Academic/ABE/ASE Programs. Closing date: April 16.

Coordinator I - B.E.S.T. Closing date: April 16.

Coordinator I - ABE Intermediate Program for Youth. Closing date: April 16.

Coordinator I - Mathematics/Science, College and Career Access Dept. Closing date: April 16.

Coordinator I (Advanced Level) - English Language Skills Dept. Closing date: April 16.

Assistant Department Head - Vocational ESL Division. Closing date: April 16.

Assistant Department Head - ESL Outreach. Closing date: April 16.

FOR SALE

House for sale: COZY quiet little 2 bedroom home with beautiful view of the Gulf Islands in south Vancouver. \$249,000 or make an offer. Contact Donna at 871-7207.

FOR RENT

Apartment for rent: large, bright Wall St. one bedroom apartment. Quiet working person preferred. Cat welcome. Available May 1. \$650 plus utilities. Phone 253-9669.



The deadline for submissions for the next Connections (April 18) is Thursday, April 11

When you write a submission for Connections:

Before providing the hard copy to Ngee Moi Voon (CC), Manijeh Golkhizi (KEC) or directly to the Editor, help us to save time and duplication of effort by **copying** your file to a 3 1/2" or 5 1/4" disk and providing the disk with the article. Your disk will be returned promptly, and you'll help make the submission process as efficient as possible.

Thanks for your help.

EDITOR, DESIGN AND LAYOUT

Dale Rasmussen, College Advancement Department
Tel 871-7152, Fax 871-7200
email drasmussen@vcc.bc.ca

CAMPUS CONTACTS

CC: Ngee-Moi Voon, Word Processing
KEC: Manijeh Golkhizi, Administration

Produced by the College Advancement Department
Lilli Milder, Executive Director

1996 PUBLICATION SCHEDULE

April 4 and 18
May 2, 16 and 30
June 13
July 4
August 1

Please provide your article on a PC disk, with hardcopy. We reserve the right to edit submissions for clarity and length. Deadline for submissions is Thursday of the week prior to publication.

Please recycle this newsletter