

Jan. 25

1996

THE VCC COMMUNITY INTERNAL NEWSLETTER

VANCOUVER
COMMUNITY
COLLEGE



Connections

Vancouver Community College
King Edward Campus - Library
P.O. Box 24620, Station F
Vancouver, B.C. V6T 1K6

Sharing and learning in Malaysia

VCC instructor Alice Wong lends her expertise to Malaysian women hoping to become entrepreneurs

(One of VCC's great strengths is its ability to send highly qualified instructors to other countries to share our expertise with those eager to learn. Alice Wong, instructor in the ESL-English Language Skills Department, met with me recently to look back on two fascinating trips she took to Malaysia in 1995 (her fourth trip in the last five years); trips that she felt were as valuable to her as learning experiences as they were to the people she met during her visits.—Editor.)

In the early 1990s a group of Malaysian women visited different Canadian colleges to learn about training programs offered for potential and existing women entrepreneurs. VCC was one of the colleges that did a presentation to this group of delegates. Finally, after a few years of contact and negotiation, VCC signed an agreement with the recently developed **Women's Institute of Management in Malaysia** to do a series of sessions in entrepreneurship training. The purpose of the Women's Institute of Management is to help women through training in career exploration and entrepreneurship. VCC (International Education) is part of a consortium of Canadian colleges offering this training in Malaysia, along with the University College of the Cariboo and Ontario's Sheridan College. The colleges take turns sending a representative to Malaysia to train women to start their own



Alice Wong

small business and "train their trainers." The Women's Institute invited VCC to put on two seminars in 1995, and Alice Wong was chosen to present them.

One very special part of Alice's first trip (to Kuala Lumpur) was the seminar that she put on specifically for single parents wanting to start their own business. As this was the first time that Alice had put on a seminar for single parents, she had to do her homework before leaving for Malaysia. She researched and used material developed for training women entrepreneurs here in B.C. Perhaps surprisingly, Malaysia is home to a large number of single parent women; they have even formed their own association. Some are single parents because of divorce, while others are widows. Alice attributes this surprisingly high number to changes in the social makeup

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Malaysia (from page 1)

which are taking place all over Asia, including Malaysia.

While Malaysia is still classified as a "developing country," it enjoys an economic boom that is the envy of many other countries—so much so that the label of "developing" will soon be a thing of the past. In particular, English skills are in high demand. Before Malaysia gained its independence from Great Britain, English was the official language spoken. After independence, however, Malay replaced English as the first language. Now, with Malaysia taking an actively international stance, English is once again an "unofficial first language." Because of the country's economic strength, there is a shortage of skilled workers, and women are encouraged to leave their homes and join the workforce. For a single mother, this is not necessarily the best solution, which is why many women are looking to own businesses of their own for financial independence.

The special workshop for single parents was not just to give participants the skills for entrepreneurship but also to build self-esteem and confidence through a holistic approach. Alice was happy to notice a profound and positive change in these women, from the time the workshop started to the time it ended. Women who seemed timid and barely willing speak to each other at the beginning became outgoing and energetic as the workshop progressed. Alice found this to be a very moving experience, and explained that "...it was such a joyful moment at the end—they all felt that they were ready for more. It's amazing to find so many hidden talents in these women—and I learned a lot from them, too. Too often when we Canadians visit developing countries, we take on the attitude that we are there to *help*, when in fact we would do better to realize that we are there to *share* our experiences with each other."

Eventually countries like Malaysia will need to do their own training in the areas

of entrepreneur development. Alice was gratified to see that among her workshop participants a number of women stood out as having training potential.

Alice's trip to Kuala Lumpur was such a resounding success that she was invited to return to put on workshops in Penang, another large Malaysian city. In her previous trip to Malaysia, she led workshops for 50 women. In Penang, the turnout increased to 90 participants, in two groups. Alice gave the first seminar in Mandarin, as 75% of Penang is made up of Chinese speakers. The second seminar was in English, the official language of finance and commerce. Alice was encouraged to learn that the English session was financed by local banks, which she took as a sign that the Institute and the women involved are achieving a growing sense of independence and an ability to form partnerships with business.

Like the Kuala Lumpur group, the Penang participants were housewives, nurses and women from all works of life. And, like the previous seminar groups, started out the workshops *very* timid, but ended the sessions very open and vocal. In fact, they loved the program so much that they wanted to form an alumni club on the spot.

Not only were these trips was rewarding learning experiences for Alice and the workshops' participants, other important benefits came out of the visits. VCC was recognized officially by the Minister of Entrepreneur Development of Malaysia, who officiated at the opening of the seminars. This Ministry is one of Malaysia's highest profile departments.

Most would acknowledge that the existence of the Women's Institute of Management and the entrepreneurship training seminars are a progressive idea in any country. Alice agreed, and stated how pleased she was to find that the status of women is important in Malaysia: "A lot of times we think that for religious or cultural reasons Malaysian women are not recognized. I was so happy to find that people are paying a lot of attention to

women's issues. Also, the women leaders are very strong." As well, Alice notes that "with its booming economy, Malaysia has a lot of potential, and not just for women, but for other countries, such as Canada."

Carrying on this valuable and mutual learning experience is important to Alice, who continues to work in sharing her expertise with women who want to learn about career development and entrepreneurship. She currently volunteers her expertise to the newly formed "Women's Enterprise Society of B.C." Alice notes that "...women all over the world are recognizing that we face the same challenges. Yet, women's success rate at running a small business is often higher than that of men. What women need are training, exposure and encouragement." With Alice Wong's help, they've taken that first important step.

Employee Orientation open to all employees

The next "Orientation for VCC Employees" is scheduled for **Wednesday, February 14, 1996, from 8:30 a.m. to 3:15 p.m.** The day is intended to provide an overall orientation to the College, and includes presentations from each of the major divisions, as well as a number of departments and service areas. There is also a tour of the King Edward Campus, followed by lunch at City Centre and an exciting scavenger hunt.

Reaction to the Orientation sessions has been most enthusiastic. Participants have told us that they have thoroughly enjoyed the day, and found it to be informative, interesting, and above all, fun! In response to these comments, the Orientation Committee has decided to extend an open invitation to all College employees who may wish to attend Orientation.

Contact **Carol Harrison**, HRD, local 7142, to register.

IDEAS DO COUNT



S. Rutledge

Offer summer school courses for upgrading

Heather Chan

Advertise that counsellors, instructors are willing to go to agencies, schools to teach short courses

Rhyon Caldwell, Malcolm Cant

Lease the parking facilities at City Centre campus during evenings and weekends and for special events.

Raymonde Jabaji

Purchase requisitions for purchases that are over \$100, otherwise departments use petty cash.

Marnie Froberg

Use back-sides of non-confidential paper to print rough drafts, integrate desk top computers into a local area network

Anita Mergl, Magda Miczuga

Much greater use of campus facilities

Malcolm Cant

Sell City Centre Campus, erect a highrise on KEC parking lot and invest the balance to earn interest for annual college budget

Pauline Reaburn

Return good quality scrap, rent out cafeteria on Sundays to different groups, sell instructor written texts

Jim Funk

Hold awards ceremonies and graduations at either KEC auditorium or City Centre cafeteria instead of off-site

CONTEST PARTICIPANTS:

Teresa Armstrong
Roseanne Ashworth
Paul Boissonnault
Phyllis Butler
Rhyon Caldwell
Malcolm Cant
Gordon Cavenaile
Heather Chan
Allan Clarkson
Karla Cruz
Barbara Forster-Rickard

(continued on the next page)

The early-bird portion of the "Ideas that Count" campaign ended December 15, 1995 and all the ideas submitted up until then were judged by a committee of representatives from the Budget Advisory Group based on creativity, practicality and dollar value. The committee decided that the six best suggestions received were:

THE WINNERS:

1st Jim Funk

Fast-track ESL courses for above average students with double or triple the usual tuition fee.

\$50 Safeway gift certificate

2nd Phyllis Butler

Cancel all Canadian Springs contracts after making sure tap water is clean and drinkable

\$25 Hard Rock Cafe gift certificate

3rd Heather Chan

Do some different language brochures to advertise VCC courses

\$25 Sophie's Cosmic Cafe gift certificate

4th Malcolm Cant

Charge ICBC, WCB, Ministry of Social Services etc. for Psycho-educational assessments via I.E.P.A.

Second Cup gift pak

5th Dennis Milton

Photocopying over 100 pages should be sent to Duplicating department

Second Cup T-shirt

5th (runner up) Nadine Johnson

Eliminate separate distribution lists attached to memos

Brass picture frame

HONORABLE MENTIONS:

Unknown

Charge for campus calendar

Unknown

Offer cost recoverable ESL courses on the weekends in order to utilize space at the KEC campus

Malcolm Cant

Have gas cards or credit cards with VCC logo which give a percentage of the purchases made on the card back to VCC.

Fiona McComb, B. Forster-Rickard, R. Jabaji, Roseanne Ashworth, Pauline Reaburn and Marnie Froberg

Send departments only one copy of college information.

Raymonde Jabaji

Computer/audio lab user fees. One time fee to be charged at registration for the duration of a course/program. Fee should go to a fund for software and hardware maintenance.

Marnie Froberg

Use collection agency to gather lost library book charges.

Marnie Froberg

Sponsor an annual art/design competition with an entry fee.

Pauline Reaburn

Market elite ESL programs

Pauline Reaburn

Rent out KEC parking lot to Christmas tree vendors.

IN PROGRESS:

The following ideas submitted are already in progress and were therefore not eligible to win this contest although they deserve recognition:

Judith O'Keefe

Contract with business/industry to provide customized educational opportunities.

IDEAS DO COUNT

Marnie Froberg
Jim Funk
Vivienne Garrett
Raymonde Jabaji
Nadine Johnson
Bel Jung
Robert Mahe
Fiona McComb
Anita Mergl
Magda Miczuga
Maureen Mills

Dennis Milton
Leah Mino
Judith O'Keefe
John Patterson
Pauline Reaburn
Sherry Rutledge
Patrick Sheehan
Brendan Towers
Jane Westhauser
Gordon Wong

Thank you to all the people who submitted ideas, and thank you to the judging committee:

Claire Prescott, Paul Hunt, Jackie Ehlert, Jo Hansen, Dennis Cumming, Pauline Reaburn, Paul Hoeberigs and George Rudolph.

We are pleased to be able to put forward all the great ideas submitted as part of this campaign to the College Wide Budget Committee for their consideration.

Remember—this campaign is ongoing. Please continue to forward your ideas to me at any time.

Mary Hoekstra

Vice President, Finance and Administration

Lock it up... or lose it

Protect college and personal property by locking your office door or storing valuables in a locked desk drawer.

A number of serious thefts occurred in 1995, resulting in the loss of items such as cellular phones, laptop computers and wallets.

Don't make it easy for thieves to help themselves.

What's the scoop on Second Cup?

Many customers have been asking Second Cup employees the following questions: *Aren't you competing with the College for revenue? Aren't you College employees?* This article will help to answer these questions and give some insight into the Second Cup operation at City Centre.

The Second Cup Coffee franchise was purchased by Vancouver Community College's Food Services Department in October 1993. Jackie Ehlert and Patrick Chung, both Food Services employees, attended Coffee College and were the primary implementors of the franchise. Second Cup has been managed from its inception by the Food Services Department and VCC employees work in the area. Being the first franchise of its kind in B.C., it has served as an example which other institutions have followed.

All revenues generated at Second Cup come back to the College, so this operation is creating jobs and additional revenue for VCC.

We have been told that our cappuccino bar attendants make the best lattes in town. We would like to thank you for your compliments and support over the past two and a half years. When you drink our lattes and coffee you are contributing to VCC.

I would like to introduce you to the team of excellent employees working in this area:

Shane McGowan - no stranger to Food Services, Shane has been our #1 Lead Hand and official resident artist. His sense of humour and artistic talent add a different dimension to his barista duties. Thanks Shane, for a job well done.



Left to right: Jackie Ehlert, Shane McGowan, Elaine McLaine, Chuck Finch and Ann Ford

Chuck Finch - has been working at the Second Cup Coffee Bar for almost two years. His enthusiasm and passion for making the best lattes is almost infectious. He cheers up all our employees with his sense of humour and taste in music. Thanks Chuck for making our day more fun!

Elaine McLaine - has been working for the Food Services Department for five years. She joined the Second Cup team in August of 1994. Superwiz and barista extraordinary, Elaine has revolutionized the way we operate at Second Cup, always coming up with ideas on how to do things differently and better. Thanks Elaine for all your input and hard work.

Ann Ford - Joined the Second Cup team on October of 1994. A Graduate of the Jewellery design program Ann shares with us her creativity and artistry. Ann is continuously commended on her excellent taste in music as she plays wonderful tunes for her customers. Thank you Ann for

(continued on the next page)

Join the VCC group at Surges!

VCC has a group membership at Surges Dunsmuir, the BC Hydro fitness centre on the second floor of 333 Dunsmuir. The group renews every six months, at the end of January and July.

Surges Dunsmuir is a well-equipped co-ed facility with an aerobics floor, free weights area, weight machines, treadmill, exercise cycles and stair machines, a great view and a large outdoor plaza. Fitness classes are offered weekdays at lunch and after work.

We have a group limit of 30, but spaces are now available for new members at a cost of \$189.93 (tax included) payable in advance. Renewing members have priority; the renewal fee is \$168.54. The added initiation fee for new members includes three one-on-one sessions with Surges fitness trainers. Prospective new members are welcome to visit as guests of current members.

The mission of Surges is "to inspire, support and encourage balanced and healthy lifestyles for all employees, retirees and their families." Though BC Hydro employees have 24-hour access, their use is concentrated in their lunch breaks, and the facility has been opened to external groups. Surges is managed under contract by fitness professionals - the contractor

changes February 1st - and is run with the help of member volunteers.

VCC members can visit Surges any weekday between 6:00 am and 7:00 pm. Outside of lunchtime, the facility is never crowded and there is little waiting time for equipment. After office hours, BC Hydro Security controls building access.

This time I am coordinating the group membership renewal. Please contact me for a copy of the waiver form. I must receive your completed form and payment by noon on **Wednesday, January 31**. Make your cheque payable to Claire Toynbee and postdated no later than February 2/96. I will write a cheque for the total amount, and hand in our group renewal the afternoon of January 31 so that they can be processed by the outgoing fitness contractor.

Claire Toynbee, ICS Dept.
voice 443-8370

email <ctoynbee@vcc.bc.ca>

Second Cup

making the Second Cup Coffee Bar area an excellent spot to be.

Wendy Malo - who can miss Wendy? She is the bright eyed, smiling five foot wonder at the Coffee Bar. Wendy has been with the Second Cup since it opened. Her cheerful disposition and wonderful personality contribute to the great success of Second Cup. Thank you Wendy and keep smiling.

Dale McNaughton - Dale is the newcomer to Second Cup, joining the team in Sep-

tember of 1995. He is a welcome member, rounding out the team with his focus on customer service. Thank you Dale for carrying on the Second Cup tradition of excellent service.

If you have any questions regarding Second Cup or any of the Food Service operations at City Centre campus or King Edward Campus, please don't hesitate to call Jackie Ehlert at 443-8486.

submitted by Jackie Ehlert
Director of Food Services

Help for those in troubled relationships

The Counselling Department is organizing an Information Session on the subject of "Troubled Relationships" **Thursday, February 8, 1996 from 10:00 a.m. to 12:00 p.m.** in CCA Department, Room 2114. Guest speakers from Battered Women's Support Services and the Vancouver Society for Male Survivors of Sexual Abuse will highlight the characteristics of abusive relationships and how to end the cycle.

Support groups for women involved in troubled relationships are also planned:

Immigrant Women's Support Group

Wednesdays 12:30-2:30 p.m.
February 14 - March 20,
1996, Rm 3002, KEC

Woman's Support Group

Thursday 10:00 a.m. to
12:00 p.m.
February 15 - March 21,
1996, CCA, Rm 2114, KEC

Candice Hunter
Counselling Department

Please note change of date for VCC Board Meeting.

The meeting will now take place on **Tuesday, January 30, 1996 at 5:00 p.m.** in Room 5025, King Edward Campus. Enquiries: please call 871-7159

Happy New Year - Kung Hei Fat Choy

Chinese New Year is getting close and so is our International Education Fair at the PNE. International Education is again participating at the Sunbrite Chinese New Year Fair '96 to be held on February 15 - 18, 1996 (11:00 a.m. - 11:00 p.m.) at the PNE Forum Building. **We need as many volunteers** as possible (conversant in different languages) at VCC's

新年快樂

恭賀
喜慶
財

booth to recruit students. Parking and refreshments will be provided. The fair will include exhibits and activities ranging from entertainment and food tasting to community service exhibits and vendor displays.

This will be a great opportunity to celebrate the Year of the Rat and, most important of all, to promote VCC and your program to the community. Please join us in making this event even more successful than last year!

For more information, please contact Hilary Wong at 871-7490 or Fred Wuhrer at 871-7492.

announcements

Asia Pacific/Mexico Awards

...for students to study and for professionals to work in a post-secondary institution in the Asia Pacific or Mexico. Next deadline is **February 1, 1996**. For information and application forms please contact Cecily May at 871-7178.

First Nations Coordinator

While Linda Thomas is on leave for the next three months, Colin Desjarlais will temporarily assume the First Nations Coordinator position. Colin is a recent UBC law graduate and has a special interest in promoting human rights and education, particularly for First Nations and Metis people. He is located in the First Nations office on the fourth floor of KEC and can be reached at 871-7020.

Welcome, Colin. We wish you well in your position as Coordinator.

Program name change

Please note the program name change *from Secretary to Administrative Office Assistant* effective April 1996.

Paul Hunt, Associate Dean
Business and Computer Applications

Student orientation

On January 4, 1996, City Centre welcomed approximately 400 new students to Vancouver Community College by holding a Student Orientation in Room 240.

John Cruickshank, President, Casey Sheridan, Dean of Applied Programs and

Do you have a flair for marketing?

The VCC Marketing Advisory Committee is providing an opportunity for up to five VCC staff or faculty volunteers to serve on the committee and provide advice and suggestions on the marketing needs of the College.

If you have a flair for promotion, a fresh and energetic attitude and a genuine interest in "advancing" the college through innovative marketing approaches, please contact Dale Rasmussen, College Advancement Dept, at 871-7152.

As these are volunteer positions, no release time is available.

The Committee meets on a bi-monthly basis. The next meeting is Tuesday, March 26, 1996.

Elizabeth Lee, VCC College Board, all welcomed the students. As well, short presentations were heard from Financial Aid, Counselling, the Learning Centre, the Library, Safety and Security, Health Services, Food Services, the Human Rights Coordinator and the Student Ombudsperson.

Our thanks to Second Cup, Retail Meat, Culinary Arts, Asian Culinary Arts, Baking and Pastry Arts, the Bookstore, AG Hair Care, and Northburn Printers and Graf/x for donating prizes which livened up the presentation. A special thank you to Jackie Ehlert and the Food Services Department for generously providing gift bags to each student. Much time and effort is spent in preparing these bags and we appreciate their hard work.

INTERNATIONAL News

Current developments
in the VCC International
Education Department

Yayasan Sabah Community College in **Malaysia** has posted a teacher to VCC for one month to participate in and observe CE's TEFL classes. **Jennifer House** and **Pat Kennedy** are overseeing the project.

Lorraine Marigold and **Yvonne Chuen** are attending the B.C. Education Fairs in **Hong Kong** and **Taiwan**. Yvonne will process applications and offer acceptance letters to qualified students "on the spot," a first for a publicly funded college.

Fred Wuhrer submitted a proposal to market with the Thailand Business Association in **Bangkok**, a five week Summer English Language program between April and August 1996. A similar proposal was also submitted to King Mongkut's Institute of Technology in Bangkok.

Susanne Sunell is developing a proposal to participate in a **Canada/EC** project in Dental Hygiene education.

Sherry Sutherland has won an Asia Pacific Award and will leave shortly for a two months assignment in **Indonesia**. Sherry will provide English for special purposes (ESP) to bank managers and administrators and conduct workshops and seminars in ESP instruction to university English language instructors.

Joan MacArthur Blair has submitted a proposal to assist BC Hydro International in **Pakistan** in the evaluation design and facilitation of a previously completed assignment.

VCC has negotiated agreements with **Kwantlen University College** and **The University College of the Cariboo** to jointly market selected programs. VCC will benefit from being able to offer preferred conditional acceptance into the

other Colleges and a seamless transition from ESL and HC to UT.

Marta Gardiner, Jennifer House, Dale Dorn and **Fred Wuhrer** hosted a delegation of **Chinese** senior officials from the Civil Aviation Transport Training Institute (CATT) and Canadian Pacific Airlines International (CAI). The purpose of the visit was to discuss a pending contract between CATT/CAI and VCC.

Contact IE before and after you travel internationally. Take advantage of existing linkages and new opportunities. Help maintain and expand VCC's international network.

Quote of the month:

The luggage office in Lanzhou, China recently posted a sign directing travellers to the LEFT-HAND-LUGGAGE-OFFICE. I wonder if they have one for right handed luggage.

Wanted: volunteer translators (Japanese, Korean, Spanish)

International Education frequently needs help in translating letters of enquiry, proof reading advertising in foreign languages and returning phone calls from prospective students. Most requests take less than 30 minutes to complete and can be done at home. If you are willing to help, contact Hilary Wong at KEC 7490.

VCC Connections PERSONNEL Matters

You and Vancouver Community College employee benefits handbook ready

This is a further reminder that if you are currently in receipt of the various employee health benefits, a revised handbook outlining the various plans is available to be picked up from the Receptionist at the King Edward and City Centre Campus Switchboard area.

Upcoming HRD courses

- **Introduction to Windows**; Friday, February 9, Oakridge Computer Centre
- **Intermediate Windows**; Wednesday, March 13, Oakridge Computer Centre
- **Customer Service**; Wednesday, March 6, Room 5025, KEC
- **Thriving on Change**; Thursday, March 21, Room 5025, KEC
- **Intro to Access**; Thursday, March 21, Oakridge Computer Centre
- **Hands Off—Personal Safety for Women**; Friday, February 23, Room 5025, KEC
- **Intro to Excel**; Wednesday, February 28, Oakridge Computer Centre
- **Intermediate Excel**; Thursday, March 28, Oakridge Computer Centre
- **Intro to Internet**; Wednesday, February 21, Wednesday, February 28 and Wednesday, March 13, Room 5042, KEC
- **E-mail demonstration**; Tuesday, February 20 and Friday, March 15, Room 5025, KEC
- **Retirement Planning Seminar**; Friday, February 9, Room 5025, KEC
- **Orientation for Employees**; Wednesday, February 14, 1996

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

VANCOUVER
COMMUNITY
COLLEGE



KING EDWARD CAMPUS
1155 East Broadway
Box 24620, Station "F"
Vancouver, B.C. V5N 5T9

CITY CENTRE CAMPUS
250 West Pender Street
Vancouver, B.C. V6B 1S9

classifieds

JOB POSTINGS

Manager, Systems and Computing, ICS
Department. Closing date: February 2/96.

Admissions Clerk (A), Registrar's Office,
King Edward Campus. Closing date: Feb-
ruary 5/96.

Word Processing Operator (b), Continu-
ing Education Division, King Edward
Campus. Closing date: February 5/96.

Instructional Assistant (A), Pharmacy
Technician, King Edward Campus. Clos-
ing date: January 29/96.

**Contract Foundation Executive Direc-
tor**, Olds College, Olds, Alberta. Closing
date: January 29/96.

FOR SALE

Four (row 11) Air Canada Club sector
Canucks tickets for sale. Two available for
April 1, Canucks vs Edmonton. Tickets
are expensive at \$84.00 each but it could
be a great one time experience! Tickets
must be sold as a pair. Please call John at
local 7161.

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

UPCOMING

NAMATEET QUARTET

Lead by Namateet, bass instruc-
tor in the Music Department, the
Namateet Quartet will feature a
night of original material at:

The Glass Slipper

2714 Prince Edward Street,
next to the Biltmore

Sunday, January 28, 9:00 p.m.

Admission: \$5 members, \$6
non-members. For information
phone 877-0066

A follow up to the Jan. 10 KEC fire drill

Thanks to all employees and students for
their quick response during the drill. Over-
all, the evacuation of the building to the
student parking lot went very well.

Here are a few reminders for the next time
the fire bells ring:

- **Evacuate** out the **nearest** exit; this will
help to reduce congestion and speed
up the evacuation of the building
- **Move** away from the building to the
student parkade; this will give the Fire
Department clear access to the build-
ing and keep you at a safe distance
- **Do not** re-enter the building until the
all clear is announced (three short rings
or verbally by security)
- **Always** treat a fire alarm as a real emer-
gency.
- **Remember**, when the fire bell rings,
everyone must evacuate the building.

If you have any questions or concerns
about the fire drill or fire safety in gen-
eral, please call **Steve at local 8603**.

1996 PUBLICATION SCHEDULE

January 11 and 25
February 8 and 22
March 7 and 21
April 11 and 25
May 9 and 23

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 ♻️