

Feb. 27

1997 c.2

THE VCC COMMUNITY INTERNAL NEWSLETTER

# Connections

VANCOUVER  
COMMUNITY  
COLLEGE



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

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A delicious way to support our Culinary Arts Team: Italian Buffet Extravaganza.

And the beat goes on: upcoming percussion concert at KEC.

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Update those manuals: policies to be deleted and a new one to add.

## Federal Budget '97: what's in store?

**D**epending on whether you're a student or someone saving for a child's education, the federal budget will affect you differently. Confused? The following information may help. It's from the KPMG February 18, 1997 Canadian Tax Letter, which outlines information on the 1997 Federal Budget pertinent to post-secondary education.

### For students

Tax relief is provided to students through tax credits for tuition fees and an education credit based on time enrolled as a full-time student - the budget enriches both credits:

For 1997, the education credit will rise to \$150 (up from \$100) for each month that a student is enrolled full-time at a post-secondary institution. The credit will rise again to \$200 for 1998 and later years.

The range of fees eligible for the tuition credit, previously restricted to tuition and certain lab and library fees, has been expanded to include mandatory ancillary fees imposed by colleges, universities and other post-secondary institutions.

Also, the budget removes the rule that tuition and education credits must be claimed in the year in which they are incurred. Supporting persons must still claim credits transferred to them in the year incurred. Starting in 1997, students will be allowed

to carry-forward their unused credits indefinitely and claim them against their taxes owing in any later year.

### Registered Education Saving Plans (RESPs)

RESPs are vehicles designed to assist individuals accumulate income for post-secondary education. Under these plans, individuals make non-tax deductible contributions to a trust which invests the money on a tax deferred basis. The income generated by the contribution is sheltered from tax until it is paid out to a named beneficiary and is then taxed in the beneficiaries' hands - probably at a much lower rate.

For 1997 and later years, the limit on annual RESP contributions rises to \$4,000 (up from \$2000). The overall lifetime limit of \$42,000 is unchanged.

Also, if all intended RESP beneficiaries are not enrolled in a post-secondary insti-

...see Budget, page 2



## A tempting opportunity to support our Culinary Arts team

Join us Friday, March 21 when the VCC Culinary Arts Team will feature all your traditional Italian favourites and many culinary surprises at the:

### Italian Buffet Extravaganza '97

Friday, March 21  
(Reception at 6:30 pm,  
Dinner at 7:30 pm)

City Centre Cafeteria  
Only \$30.00 per person

For tickets, call  
Suzan Gouin at 443-8488.  
Hurry . . . tickets will go fast!

All proceeds go towards financing the VCC Culinary Arts Team's participation at "A Taste of Canada '97" the world's largest and most prestigious culinary competition held exclusively for apprentice cooks and patissiers.

## Cartoonist available to faculty

For my PD project during January-April, 1997, I invite all VCC faculty to submit to me requests for their cartooning needs. Are you working on a new manual or textbook? Preparing handouts? Need posters? Wayne



Wilson at your service. First come, first served, and it's free! Contact Wayne at 871-7279 or send a message to me via intercampus mail at the ABE CF Math Department, KEC Campus.

## Renowned percussionist coming to VCC for concert

Join VCC colleagues and visitors at the KEC auditorium at 1:00 pm, Monday, March 3 to hear percussionist extraordinaire **Salvador Ferreras**. The third in the four-part Musician's Performance Trust Fund series, this concert promises to be a feast for the eyes as well as the ears. The program will feature folkloric and contemporary music for percussion with an emphasis on works by modern Latin American composers.

### Background

Percussionist, producer, teacher and administrator, **Salvador Ferreras**, has collaborated in almost every musical genre in the Vancouver area. In addition to a successful performing career, his achievements include Artistic Direction of the Vancouver Folk Music Festival 1994/95 and coordinating the internationally acclaimed AfroCubanismo 96 Festival in Banff, Alberta, in addition to countless

music industry events ranging from small scale festivals to international conferences, Expos and International Games events.

He was nominated for a Juno Award in the World Beat category for his 1993 recording *Invisible Minority*. He currently performs with Viveza, Drum Heat, the CBC Vancouver Orchestra and the Vancouver New Music Ensemble and is Musical Director of the Vancouver International Writer's Festival Literary Cabaret. An instructor in the music departments of VCC, UVic, UBC, SFU, he also serves as the director of SFU's World Percussion Initiative.

*The Musician's Performance Trust Fund concert series is made possible through the generous support of VCC, KESA and the Vancouver Musician's Union. Next concert: March 10, with the Alan Rinehart Guitar Quartet.*

## Fire drill scheduled for KEC

A fire drill will take place at King Edward Campus on Tuesday, March 4 between 10:00 and 11:00 am.

All staff and students are required to follow the procedures and evacuate out of and away from the building when the fire bells ring. Once outside of the building, all occupants are to go to the economy parking area on the North side of Seventh Avenue and assemble with their class or

group. The all clear signal will be given by three short rings of the fire bell.

For further information, please refer to the complete Fire Safety Plan, available for loan from the Reference Desk in the KEC Library.

If you have any questions prior to or after the fire drill, please call Steve Traviss at local 8603.

### Budget (from page 1)

tution by the time they turn 21 and the plan is at least 10 years old, the contributor will be allowed to withdraw the "income" from the plan on a "taxable" basis. To ease the tax impact of this income inclusion, the contributor can transfer this amount into a RRSP, up to his or her available RRSP contribution room. To the extent that the RESP income is not fully offset by the RRSP deduction, an additional 20% tax will apply on top of the regular tax on the receipt of RESP income.

## Presentation Skills Workshop a powerful team-building experience

Over three days, in what participants describe as an "intense and supportive environment," 11 members of the VCC community learned to face what is for many a fear worse than death: speaking in front of an audience.

Adapted from the popular *Instructional Skills Workshop*, the PSW was created to help college administrators, managers and support staff learn to develop effective presentations in a safe yet challenging environment. Facilitated by Jean Cockell (Associate Dean of Academic/ABE/ASE Programs) and Joan McArthur-Blair (Program Development), the workshop also provided participants with the opportunity to practice their own facilitation skills.

Early on in the workshop, which took place last December 11-13, the large group of 11 people broke down into two smaller groups (with one facilitator each) and stayed in those groups for their presentations over the most of the next three days.

On the first day, each participant gave a three-minute improvisational talk, with five minutes to prepare. These off-the-top-of-their-heads presentations gave the facilitators a snapshot of the participants' styles and levels of experience. This was followed the next two days with 10-minute prepared presentations.

Participant **Carey Stoneberg**, staff member in the City Centre Word Processing Department, described the three days as a tremendous growing experience. She sometimes finds that talking in front of a group can be a challenge for her, and she wanted to improve in this area, using some

of the proven techniques available to her.

After Carey made her first, improvised presentation, she thought, "oh, this is ridiculous - I don't know why I'm bothering to be here. I did the presentation so fast.

*"We often find ourselves in situations where we need to be able to defend our views. This workshop helped give me those skills."*

Carey Stoneberg,  
CC Word Processing Centre

I'm totally out of my element." But because the presentations were videotaped, she got a more realistic impression after viewing the replay. "When I watched the video, I realized that it wasn't as bad as I thought, and that I got my point across."

Carey has already begun to practice what she's learned at the PSW. Having previous training in First Aid, she now feels confident enough to give presentations on the topic. As a member of her condominium building's Strata Council, she recently used her new skills to give a presentation on emergency preparedness to the entire 35 members of the strata. "I wouldn't have been able to do it without having attended the Workshop," she says.

This renewed feeling of self-assurance also means that Carey can present ideas and opinions in her workplace setting with more self-confidence. Although feeling at first that she was out of her league, she realized as the workshop went on that everyone was there to learn. "We often find ourselves in situations where we need to be able to defend our views," she says. "This workshop helped give me those skills. I would wholeheartedly recommend it."

Media Services Coordinator and PSW participant **Michael Agrios** found the three days exhausting, but highlighted by intense drama, revealing comedy and a general feeling of cooperation and support from all the participants.

"Jean and Joan made it clear from the start that we were responsible for what we would get out of the workshop; that in order to achieve our objectives we were the ones who had to do the work," says Michael. "And did we ever. From hour one we were all put in that dreaded situation of having to perform in public."

"In the broader sense, the workshop provided an intersection to improve communication skills, self confidence, team building and organization skills," he says. "Jean and Joan provided an intense and supportive interpersonal learning environment. Thanks for the great time."

*The next Presentation Skills Workshop is tentatively scheduled for November, 1997. Contact Jean Cockell (7008) or Joan McArthur-Blair (7520) for information.*

Dale Rasmussen



## CUPE members: Operations Council needs your input

As a member of Operations Council representing CUPE Local 15 I would like to bring the following proposal to your attention. Facilities Department is recommending that the following outside entrances proximate to fresh air intake vents be designated as non-smoking areas.

1. KEC 4th Floor entrance at Broadway
2. KEC 3rd Floor near centre entrance
3. KEC 2nd Floor near centre entrance
4. KEC 2nd Floor entrance at Keith
5. KEC 2nd Floor exit at Keith
6. CC 1st Floor entrance at Pender

This is as a result of numerous complaints stemming from the infiltration of smoke into both campuses. If you have concerns regarding this proposal, please bring them to my attention prior to the March 11 Operations Council meeting.

*Les Steinke, Practical Nursing Department*

## Master new skills of writing for e-mail

E-mail demands new writing skills. These include the ability to elicit and synthesize data from multiple sources and to write to get noticed at e-mail conferences. Leslie O'Flahavan, founding partner of E-WRITE, a writing training and consulting firm based in Silver Spring, Md., found that most people didn't recognize the constraints and challenges that e-mail put on a writer. "But because the technology makes e-mail so easy to use, writers don't pay much attention to how they write and often send poorly organized, rambling or just inappropriate messages," says O'Flahavan. "The outcome is that e-mail, conceived as a productivity tool, is becoming a productivity problem. With dozens of messages vying for attention, busy readers won't take the time to decipher badly written e-mail. They will ignore or delete it."

## Stressed? Use these pressure release valves

Making an effort to control cynicism and hostility can reduce stress. And while it may not be possible to change the attitudes of people who cause us stress, it is possible to change our own perceptions. Here are other safety valves that can relieve pressure:

• **Don't dwell on self-interests.** Self absorption can induce stress. Are you preoccupied with yourself? Do you frequently use words such as "me," "I," and "mine"? Look for ways to become part of a team effort.

• **Take control.** According to a Cornell Medical College study, jobs that cause

the most stress are those that not only are demanding but also lack control. If you find yourself in this situation, look for a safety valve by searching for a measure of autonomy elsewhere.

• **Calm your mind.** Practice such de-stress techniques as biofeedback, visualization of peaceful scenes, and taking walks.

• **Don't get stressed getting there.** Commuting hassles can get a day off to a stressful start. Try ride sharing or listening to books on tape to relieve stress.

## Join the march for Eracism

For the majority of people, racism (or discrimination of any kind) is not an issue that comes to mind everyday. But for those who live with it everyday, racism devastates. It affects how people feel about themselves and others around them, and effectively works against building strong, harmonious communities.

Eracism '97 - the 3rd Annual Lower Mainland March Against Racism needs your support. This annual, community-based mass gathering works to raise public awareness and help agencies, institutions, companies and community groups take action of their own to address racism.

Racism is still a critical issue in our communities. It is important that we all become personally involved, in however small a way, in eliminating the racism still so prevalent in our neighbourhoods and workplaces.

Eracism '97 takes place on Saturday, March 15 and starts at the North Surrey

Recreation Centre, 102 Avenue and 135 Street (Surrey Central Skytrain Station) at 11:00 am.

Attend individually, or as a group. For more information, contact Maria Cavezza at 930-3854.

### E-mail's hidden danger

Your company's e-mail system can be a valuable communication tool — but don't let it become the basis of a lawsuit. Legal experts suggest that since an e-mail network is a company asset, the company can be held liable for offenses committed on it, such as defamation of character.

Whether or not your organization has a formal policy on e-mail use, keep this warning in mind: Any time you send a message, assume that it will never be destroyed.

## Elections '97

Board of Governors and Education Council elections are upon us once again. You have the opportunity to vote on the following vacant positions:

### Board of Governors

Student, City Centre (one vacancy)  
Term: April 1, 1997 to March 31, 1998

Student, King Edward Campus (one vacancy)  
Term: April 1, 1997 to March 31, 1998

### Education Council

Faculty (10 vacancies)  
Term: April 1, 1997 to March 31, 1999

Staff, City Centre (one vacancy)  
Term: April 1, 1997 to March 31, 1999

Staff, King Edward Campus (one vacancy)  
Term: April 1, 1997 to March 31, 1999

Student, City Centre (two vacancies)  
Term: April 1, 1997 to March 31, 1998

Student, King Edward Campus (two vacancies)  
Term: April 1, 1997 to March 31, 1998

### Nomination period

Nominations will be accepted at the Registrar's Office at either campus from February 24 to March 7 from 9:00 am to 4:00 pm, Monday through Thursday and from 9:00 am to 3:00 pm on Friday. Forms are available from the Registrar's Office.

## Education Council notice

The Education Council will meet on Tuesday, March 4, 1997, from 3:30 to 5:30 pm in Room 237 at City Centre Campus. Please contact Doreen Sharan, Confidential Secretary to the Vice President of Finance and Administration, at 871-7163 for information.

There will also be two Education Council subcommittee meetings in March:

### Validation of Voters/ Nominees

To be eligible to nominate a candidate, to stand for nomination, or to vote for a candidate, students must be registered and staff and faculty must be employed as of February 7, 1997. Anyone unsure of their status should check with the Registrar's Office prior to voting or submitting a nomination.

### Campaign period

Campaigning will take place Monday, March 10 to Friday, March 14 inclusive. Campaign materials, forums, etc are the responsibility of the candidates and must be removed from public display by 10:00 pm on March 14.

### Voting

Voting will take place at the City Centre Registrar's Office, KEC Registrar's Office, Canadiana Centre and KEC North on Thursday, March 20 and Monday, March 24.

Advance voting will take place on Wednesday, March 12.

## Exercise your rights: get out and vote!

### Bill 22 Subcommittee

- Thursday, March 13, 1997
- 3:30 - 5:30 p.m.
- Room 4043, King Edward Campus

### Strategic Plan Subcommittee

- Thursday, March 20, 1997
- 3:30 - 5:30 p.m.
- Room 5025

## ICS INFO CORNER

### Introducing Inforum!

Have you been wondering what the heck is going on with the College's Information Technology (IT) infrastructure? Would you like to receive information via e-mail regarding news, events and/or issues related to IT at VCC?

If so, we have news for you! Subscribe to **Inforum**.

Inforum is an electronic mailing list designed for faculty and staff interested in receiving information of a general nature regarding the College's Information and Educational Technology Infrastructure. Subscribers will receive the latest news regarding IT at the College and will have the ability to post an e-mail message to everyone who has subscribed to the list.

To subscribe to INFORUM, simply send an e-mail message to: listproc@vcc.bc.ca with the following in the message text: subscribe INFORUM <YourFirstName> <YourSecondName>.

Faculty and staff with access to electronic mail are encouraged to subscribe to Inforum!

### Helpdesk stats

From Aug 11/96 to Feb21/97 the Helpdesk has:

- logged 2,475 calls (1,064 at CC, 1,323 at KEC, 88 other locations)
- 2,099 of these calls have been resolved



## announcements

### Upcoming meeting: Board Finance and Administration Committee

The Board Finance and Administration Committee will meet on Tuesday, March 18, 1997 from 3:00 to 5:00 pm in Room 5025 at King Edward Campus. Please contact Doreen Sharan, Confidential Secretary to the Vice President of Finance and Administration, at 871-7163 for information.

### Congratulations to Susan McMillan on your engagement

While our department has had many babies over the years this is Community and Career Education's first engagement announcement. Susan McMillan is sporting a new ring. Speaking of ring, the wedding bells are set to ring on July 17, 1997. Congratulations, Sue!

### Upcoming meeting: Budget Advisory Group

The Budget Advisory Group will be meeting on Tuesday, March 12, 1997 from 3:00 p.m. to 5:00 p.m. in Room 5025, at King Edward Campus. Please contact Doreen Sharan, Confidential Secretary to the Vice President of Finance and Administration, at 871-7163 for information.

### Reminder for department heads from Financial Aid Office at City Centre

Scholarship Selection and Nomination Forms deadline: February 28, 1998; Book and Supply cost revisions for next year's 1997/98 Student Loans deadline: March 14, 1997.

Financial Aid, City Centre

### A "THANK YOU" from Ngee-Moi Voon, CC Word Processing Center

Now that I am well and a healthy person again, I would like to thank all those who

## New policy announcement

At the January 30, 1997 Board meeting, the Policy "Sharing and Stewardship of Information" was approved.

Policy Category: Administration  
Policy #A.3.1

Review date: five years (July 1, 2001)

### Sharing and Stewardship of Information

**Purpose:** To manage information as a shared VCC resource and to ensure accountability for the collection, integrity, consistency, accuracy and security of such information.

**Policy:** Vancouver Community College accepts the principles of sharing and stewardship to effectively manage information as a resource. This resource will be shared collegewide for the maximum benefit.

*Stewardship is the awarding of responsibility for data, applications and technology to provide an accountability for the collection, integrity, consistency, accuracy and security of VCC information.*

have given me their support during my recent "Mammographic Anxiety Attack".

In difficult times, your caring is my strength to hold on.

### To friends and colleagues of Ron Meyer

Pictures of Ron are available from Grace Shaw, Humanities Department room 3230 local 7289. Pictures of Venice, Rome and Florence are also available.

Grace Shaw

### Thank you so much for your support

I would sincerely like to thank everyone who contributed to the beautiful flowers and card I received on the passing of my

All data, applications and technology:

- are owned by VCC and not by a particular department or individual;
- will be available to all eligible VCC employees as required in the performance of their job and to be used for that purpose only;
- will be maintained, safeguarded and used for as many business purposes as possible.

**Procedure:** VCC will maintain a *Steering Committee* who will ensure that information is managed as a shared and safeguarded resource.

The Information and Computing Services Department will maintain groups who will be responsible for:

- the classification, definition, accessibility and security of VCC technology and application resources;
- the promotion of integration, compatibility, consistency and flexibility of data, applications and technology.

father. It was very thoughtful and much appreciated.

Joanne Granger  
Admissions Department, City Centre

## Check that new fax form before you send it

Some colours and some typefaces don't fax well.

Italic type, for example, is difficult to read on a faxed copy. When designing a form for fax use, give it a legibility check: fax it to yourself before putting it to work.



## Policies approved for deletion

As part of the ongoing review of College policies, the following policies were approved for deletion at either the Education Council or Operation Council meetings in November. Please remove these policies from your Policy Manual.

### Approved for deletion at November 5, 1996 Education Council: Policy

	Reason for deletion
2.2.4.1 KEC Financial Aid - Scholarships	Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary
2.2.4.2 KEC Financial Aid - Awards	Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary
2.2.4.5 Awarding of Lieutenant-Governor's Silver Medal and the Principal's Medal	Replaced by a procedure

2.3.1.2 Langara Scholarships ..... Obsolete

2.4.3.1 VVI Awards Committee ..... Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary

2.4.3.3 VVI Student Services - Fund ..... Obsolete

2.4.3.4 VVI Scholarships from Student Services Fees ... Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary

401 KEC Financial Aid - Scholarships ..... Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary

402 KEC Financial Aid - Awards ..... Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary

403 KEC Financial Aid - Bursaries ..... Replaced by Policy No. 4.0.1 VCC Scholarship and Bursary

2.4.3.5 Awarding of the ..... Replaced by a procedure Lieutenant-Governor's Silver Medal

4.2.1.1 Appropriate Professional, Academic and ..... Covered under Training Qualifications Required of KEC Faculty Collective Agreement

**Operations Council, November 12, 1996: the deleted policies below have either been captured in policy 2.4.0.9 VCC - Standards of Student Conduct, or have been replaced by that policy.**

2.4.0.13 City Centre - Student Discipline

2.4.0.11 VVI Instructional Setting: Health and Safety

2.2.0.1 Standards of Student Conduct

2.2.0.3 Academic Cheating

## Offering a new course? Let us know!

To better serve our students, please let the Switchboard know when your department is offering a new course which is additional to regular scheduled classes. Please also include the contact person and local for the new course.

The Switchboard operator wants to be helpful to callers, but so far we have been unable to find an operator with clairvoyant powers! Until we do, please add Switchboard to your list of important people to receive new information.

Thank you, Karen Kelly

## 1997 Board Meeting dates

Meetings take place at 5:00 pm, fourth Thursday of the month, except July, when no meeting will be held.

**KEC, Room 5025:**  
January 30, February 27, April 24, May 22, October 23, November 27

**CC, Room 240:**  
March 27, June 26, August 28, September 25, December 11\*

\*pending Board approval

## Could you be a manager?

Here is a list of traits that employees ought to have if they want to be promoted to manager.

Employees must:

- Want to be managers because they're comfortable in the position, not just for money or power.
- Be able to ease stress for themselves and subordinates.
- Trust their own judgment enough to work with a minimum of feedback from higher management.
- Be able to handle different situations well most of the time.
- Channel other people's hostility to solve the problem at hand.
- Have had successful experience in management positions.

The Levinson Letter

## Next Connections: March 13. Thanks for your submissions!



## 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

### EMPLOYMENT OPPORTUNITIES



#### *Okanagan, University College:*

Anthropology/Sociology. Competition # 01FAC97. Closing date: March 3, 1997.

Fine Arts. Competition # 02FAC97. Closing date: March 31, 1997.

Geography. Competition # 09FCA97. Closing date: March 14, 1997.

**Sport-Shaw Community College, Business College:** Legal Instructor. Position starts immediately.

#### **Internal:**

Office Clerk (c), Administration Office, King Edward Campus. Closing date: March 5, 1997.

Office Clerk (b), Admissions Reception, Registrar's Office, King Edward Campus. Closing date: March 5, 1997.

Office Clerk (b), Admissions Reception, Registrar's Office, City Centre Campus. Closing date: March 5, 1997.

### ASSORTED ITEMS FOR SALE



#### **Beautifully updated condo**

Corner unit with wrap around balcony; 2 bedrooms, 1½ bathrooms, vaulted ceiling in living room with brick fireplace. Quiet, self-managed, adult-oriented building located in North Vancouver. For more information please call **990-9915**.

#### **Blue Thermo Lite Couloir ladies ski pant**

Size 12. Only worn a few times. Regular \$199 (plus taxes). Asking \$99 (o.b.o). Please call Mimi at 874-9923.

#### **1990 Dodge Dakota**

One owner, 54,000 km. Power steering, brakes, windows, doors and cruise control. Split rear window, 8 foot box, chrome bumpers. 5 speed stick shift, 6 cylinder engine and extra large fuel tank. Excellent condition! \$8500, obo. Call Steve at 451-9840.

#### **Bauer Rollerblades**

Size: 5 men or 6 women (unisex). Just like new. Paid \$130 plus taxes. Will sacrifice for \$60 (o.b.o). Please call 449-8317.

### RENTALS



#### **Bright, clean, small bachelor suite**

Ground floor of a modern house. Separate entrance and access to a lovely garden. 20 minute walk from KEC. \$475/month including utilities. **Available now.** Call Jean at 871-7008.

### Eradicate computer bugs with information

We just can't seem to get rid of bugs — the insect kind and the computer kind. So when you call tech support for help, be prepared with as much information as you can gather: error codes that may appear on the screen and a description of what you were doing and what you expected to happen.

#### **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: Sue Devison, Administration

Produced by the College Advancement Department  
Lilli Milder, Executive Director

Please recycle this newsletter ♻️

#### **1997 PUBLICATION SCHEDULE**

March 13 and 27  
April 10 and 24  
May 8 and 22  
June 5

Please provide your article through email, the I:\common\connect directory or on a PC disk with hardcopy (text-only if non-email). Your submissions are welcome, but please be aware that space limitations may prevent publication. Material may be edited for clarity and length. Deadline for submissions is Thursday of the week prior to publication.