

Feb. 5

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VANCOUVER
COMMUNITY
COLLEGE



Vancouver Community College
King Edward Campus - Library
Box 24620, Station F
Vancouver, BC V5N 5T9

Connections

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International accolades: Gemmology Alumni group wins honour from their peers.

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Here to help: some of the many resources that Learning Centres offer students.

Board update and report on January meeting

The newly established **Board Policy Committee**, chaired by Carol Harrison, will begin to develop new and review current Board policies. This committee will also review Board ByLaws and Board Rules and Regulations. Other Board committees included Community Alliance Committee, Board Development Committee and Board Finance and Administration Committee. A VCC Board member also serves on Education Council and the Educational Foundation Board.

The **College Sponsorship Policy** was approved, with Guidelines on Evaluating Sponsorship Proposals and Content included as an Appendix to the policy.

The Board approved the **Conflict of Interest Policy**, which replaces previous policies: #4.1.0.3 Conflict of Interest; #4.1.0.5 Outside Employment during College duty time; #4.2.3.6 Professional Engagements and #6.2.0.1 Private Instruction on Campus. It was suggested that accompanying Guidelines be developed for the new policy for assessment of any compensatory reduction in salary when an employee is engaging in external employment during College duty time. These Guidelines are currently under development.

The following courses/ programs were approved, with advice from Education Council:

Visually Impaired Courses: Braille; Introduction to WordPerfect for Windows;

Introduction to WordPerfect 6.1 for Windows; Introduction to Windows; WordPerfect 5.1 for Dos.

Graphics Art Printing Production

Introduction to Micro Computers (Community and Career Education Department)

Continuing Education Interior Design Explorations Certificate Program

Hotel Management Simulation

The next Board meeting will be held at **6:00 pm in Room 240 at City Centre Campus on Thursday, February 26**. The formal meeting is preceded by a Public Forum at 5:00 pm with a presentation by the Counselling Department.

Sarah Lucas
Executive Assistant to the Board

Pub Night!

The Health Sciences Division invites all VCC employees to their First Annual Valentine's Day Pub Night.

Thursday, Feb 12
4:30 - 7:00 pm

Four Corners Restaurant, CC

Come and meet your fellow faculty and staff members from other departments.

The Department with the best turn out could win a prize!

We've made some changes you'll like at J.J.'s!



The Culinary Arts Department at City Centre has made some exciting new changes. The Faculty and students in J.J.'s dining room are delighted to introduce new menus featuring tantalizing new selections at exceptional prices.

For less than what most restaurants charge for an entree, J.J.'s is now pleased to offer diners a delicious appetizer, a choice of hearty soup or refreshing salad, a tempting main course and a selection from the list of sinful desserts, for an average price of only \$15.00 per person. This is not a misprint! A four course gourmet dinner including such tempting selections as Roasted Rack of Lamb, Filet Mignon with a Four Peppercorn Sauce, Fresh Salmon with Dill Butter Sauce or Daily Specials for only about \$15.00!

One thing that hasn't changed at J.J.'s is the incredible Friday Night Buffets. The greatest selection of hot and cold hors d'oeuvres, salads, pates, seafood, hot entrees and desserts in town with many exciting culinary surprises each week for only \$14.95.

J.J.'s is open for lunch on a first come first serve basis Monday through Friday from 11:30 am to 12:30 pm. To further accommodate their guests, the restaurant is now open from 5:30 to 7:30 pm for dinner. (reservations recommended at 443-8479).

Come and join us today and learn why the Cityfood page on the world wide web has awarded J.J.'s their highest, five star rating (www.bc.sympatico.ca).

Dinner Menu

Table D'hôte

Appetizers

Hot

- ☛ Hand made tortellini stuffed with spinach, ricotta and pinenuts, with choice of tomato pesto or cream sauce
- ☛ Baked brie and caramelized onions in filo with cranberry relish
- ☛ Smoked salmon crêpes, dill white wine sauce
- ☛ Chicken satays with a spicy peanut sauce

Cold

- ☛ Tuna carpaccio, field greens and our balsamic vinaigrette
- ☛ Grilled vegetables and goat cheese terrine on a roasted red pepper coulis
- ☛ Hors d'oeuvres, a selection of meats, seafood and vegetables
- ☛ Prosciutto ham with melons and balsamic vinaigrette

Soups

Ask your server about our daily creations

Salads

- ☛ Mixed seasonal greens with choice of dressing
- ☛ Spinach salad and smoked duck with a warm-raspberry vinaigrette
- ☛ Caesar salad, herb garlic roasted croûtons and fresh parmesan cheese

Main Courses

- ☛ Pasta of the day: ask your server for details \$13.95
- ☛ Feature of the day: ask your server for details \$14.95
- ☛ Filet of salmon pan fried, lemon dill butter sauce \$14.95
- ☛ Duck breast with blueberry, cranberry and pear compote, duck jus \$16.50
- ☛ Beef tenderloin served with a three peppercorn sauce \$15.50
- ☛ Rack of lamb with a herb and garlic crust, lamb jus \$16.50

(All main courses include your choice of one hot or cold appetizer, a soup or a salad and a dessert. Taxes are included.)

Beverages

- ☛ Coffee or tea \$1.25
- ☛ Cappuccino or Espresso \$1.95
- ☛ Cafe au lait \$2.20
- ☛ Please make allowances for any delay, as the students are in training.

Local gossip: who's who in the VCC Music Department

New Music Ensemble director Peter Hannan had a new work (designed to integrate into a performance of Vivaldi's Four Seasons premiered by the Pacific Baroque Orchestra January 31st — just

before beginning a stint in Ottawa as a consultant for the Canada Council.

VCC's new **Vocal Instructor Bruce Pullan** (perhaps still best known around

town as the conductor of the Vancouver Bach Choir) will be the conductor of the Provincial Honour Choir at the BC Music Educators Association annual conference later this month.

announcements

Learning Outcomes Coordinator

The Centre for Curriculum, Transfer and Technology has initiated a request for participation in the creation of a learning outcomes network and has asked for support from the institutes, colleges, and university colleges within the provincial post secondary education system. The Centre for Curriculum, Transfer and Technology will be working in partnership with the institutions and Education Councils. The intent behind the Centre's invitation to participate in the Learning Outcomes Network is to ground the system-wide exploration, development and implementation of a learning outcomes approach in local circumstances and best practices.

I am pleased to announce that **Bob Aitken** has been selected as VCC's Learning Outcomes Coordinator. This part-time position will be for the period January, 1998 to June, 1998. The Centre for Curriculum, Transfer and Technology will be covering the cost of the release time.

We are excited to participate in this Learning Outcomes Network and would like to encourage you to extend your support and cooperation to Bob as he represents VCC as part of the working team.

Congratulations, Bob, and we wish you success in taking on this new part-time initiative.

Dale Dorn, Vice President Education

Manager of Labour Relations secondment

Stu Brennan, Manager of Labour Relations will be participating in the Multi-Institutional Discussions relating to the next faculty collective agreement. His secondment to the Post Secondary Employers Association (PSEA) will be for a three-month period commencing January 26, 1998.

During this period, please direct labour relation enquiries to the Director of

Personnel Services, at 871-7135.

*Mary Hoekstra, Vice President
Finance and Administration*

Acting Human Rights Coordinator

From February 1 to approximately February 28 (pending a replacement for Janice Hansen), Maija Wiik will be temporary Acting Human Rights Coordinator. Appointments can be made with Maija by leaving a message at 871-7040.

*Linda Martin, Vice President
Education Support Services*

Notice of Meetings - Finance and Administration Division Board Finance Committee

The next scheduled public meeting of the Finance and Administration Committee of the Board will be held on Friday, February 20, 1998, 10:00 am to 12:00 noon, in Room 5043 at King Edward Campus.

Budget Advisory Group

The Budget Advisory Group will be meeting on Wednesday, February 25, 1998, from 3:00 - 4:30 in Room 2145 (Cafeteria) at King Edward Campus. Members of the public are welcome.

Please contact Doreen Sharan at 871-7163 if you have any questions or if you are planning to attend either meeting.

Anne Ashcroft retires

The Department of Practical Nursing has been the work home of Anne Ashcroft for more than 20 years. Anne taught in all aspects of the program. She is well respected by students for her subject knowledge and her willingness to work hard with them to help them learn the material.

Anne's colleagues appreciate the flexibility that she has demonstrated over the years in teaching a variety of subjects. She will be most remembered for her great sense of humor, and her great cooking recipes.

The faculty hosted a retirement party for Anne in January, followed by a coffee party

in the department on her last day of work. Many from outside the department attended to say goodbye.

The Health Sciences Division wishes Anne the happiest and healthiest of time to come. Have a great time on that first retirement cruise that you have planned in February, Anne.

Michael Lynn moving to Vancouver International Airport

Michael Lynn, for the past two years Manager of Systems and Computing within ICS, is leaving VCC, effective February 13. Michael is moving on to Vancouver International Airport to manage support for client services.

VCC will miss Michael's professionalism and drive and we wish him "bon voyage" in his new endeavours.

Thank you from Pat Rose

I would like to thank all those who attended and participated in my retirement dinner on Thursday evening, January 22 at J.J.'s. It was a very special event for me and I felt greatly honored to see so many of my colleagues and friends there.

Thanks to all of you who contributed to the wonderful gifts and a huge thanks to Betty Nobel and Gwen Masse who instrumented the plans, organized and hosted the party. My years at King Ed have been very enjoyable and rewarding. I will miss everyone but will keep in touch and do look forward to a happy retirement.

Pat Rose

Pat Smith's retirement party

Join us in wishing Pat Smith a happy retirement. A farewell luncheon, catered by the Asian Culinary Arts Department, will be held in Four Corners on Friday, March 13, at 12:00 noon. Lunch will be \$15.00, plus gift donation. Please sign up in Health Services by February 27.

1998 Advanced Education
Council of British Columbia
Annual conference and AGM

Ascending the Millennium: Harnessing Our Collective Genius June 4-6, 1998

Hosted by the College of the
Rockies, Cranbrook

Conference Emphasis:

- Educational leadership
- Economics/Educational Reform
- Highly Successful Organizations
- Societal Change and Impact on Education
- Education in the Next Millennium
- Team directed Growth
- Ethical Leadership

The College of the Rockies is located in the beautiful Canadian Rocky Mountains in the southeastern corner of British Columbia. Our region features world-class four-season resorts, spectacular wilderness, and some of the finest uncrowded skiing and golfing in the world.

Plans are underway to make your stay in the beautiful Rocky Mountains as pleasant and enjoyable as possible. Be sure to book early and plan to stay an extra day or two for relaxation after the conference.

Enjoy historic Fort Steele Heritage Town, one of the area's fabulous golf courses, Kimberley—the Bavarian City of the Rockies, river rafting, relaxing and therapeutic hot springs, fine dining and more! A companion program is offered to entertain your guests.

For information call Sharon Cross (250) 489-2751, local 381 or fax (250) 489-1790, e-mail cross@cotr.bc.ca or write Box 8500, 2700 College Way, Cranbrook, BC, V1C 5L7.



New Books at City Centre Library

- The Complete Idiot's Guide to Being an Entrepreneur
- The Changing Dimensions of Business Education
- Canada's International Business Strategy 1997-1998
- Running Microsoft Word 97
- Time Shifting: Creating More Time to Enjoy Your Life
- Visual Basic 5 Bible
- The C++ Programming Language
- Microsoft Access 97 Step by Step
- Compendium of Midwifery Education Opportunities
- Essentials of Dental Assisting
- Dental Assistant: PREP: Program Review and Exam Preparation
- Dental Technology
- Physiology of the Skin
- Official Netscape Communicator 4 Book
- Quality Leadership and Management in the Hospitality Industry
- Feast! Canadian Native Cuisine for All Seasons
- Writing Cookbooks
- Start and Run a Profitable Desktop Publishing Business
- Electronic Protection and Security Systems
- Post-Stroke Rehabilitation: Clinical Practice Guideline
- Asylum in the Community
- Trouble-Free Travel: And What to do When Things Go Wrong

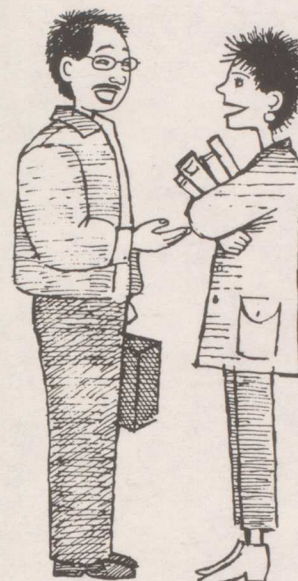
New Books at King Edward Library

- Presidents and Trustees in Partnership: New Roles and Leadership
- Challenges

- The Professional School Dean: Meeting the Leadership Challenges
- Contemporary Musicians
- Mastering the Techniques of Teaching
- Tarnished Brass: Crime and Corruption in the Canadian Military
- Windows 95 Bible
- Write to be Read: Reading, Reflection, and Writing
- Express Yourself! Acknowledging and Respecting the Sexual Rights and Freedoms of People with Developmental Disabilities: A Learning Guide
- Guidelines for Developing a Workplace Education Program for Practitioners
- The Newly Independent States of Eurasia: Handbook of Former Soviet Republics
- Running Microsoft Office 97
- The Motor Vehicle
- Microsoft Access 97 at a Glance
- Microsoft Word 97 at a Glance
- Vintage Book of Love Poetry
- Norval Morrisseau: Travels to the House of Invention
- Richmond, Secrets and Surprises: A Portrait of Richmond in Art, Photographs and Personal Tales
- Shakedown: How the New Economy is Changing our Lives
- The 1997 Canada Student Employment Guide
- HTML: The Definitive Guide
- How We Grieve: Relearning the World
- School-to-Work Systems: The Role of Community Colleges in Preparing Students and Facilitating Transitions
- Life in Stone: A Natural History of British Columbia's Fossils
- The Life of Margaret Laurence
- Tonal Harmony, with an Introduction to Twentieth-Century Music
- Writing Stories for Our Youth: The Victoria Native Friendship Centre
- Elders' Literacy Project
- Multi-Ethnic Canada Identities and Inequalities

Student support group

Lonely? Stressed? Overwhelmed?



Meet other students who have similar concerns as you. Join a Student Support Group hosted by KEC Counselling, and find out what resources are available for students.

Topics could include: Time and Stress Management, Test Anxiety, Assertiveness, Substance abuse, and many, many more. Topics are group directed.

For more information and to pre-register, contact Donna Barreca at 871-7207, or Heather Chan at 871-7202, or drop by the Counselling Department, Room 3002. Preregistration recommended.

Time: 11:30 - 12:30 (Bring your lunch!).

Date: Tuesdays, February 10 - March 31, 1998

Place: Room 2119, KEC

Gemmology program alumni to receive international award

When graduates and students of VCC's gemmology program formed an alumni association in the fall of 1996, they had no idea how successful their group would become. Originally the association had the modest goals of providing a forum for job networking, educational updates and providing an opportunity for others with similar interests in the gemmology and jewellery trades. Little did they know that in just over a year, their successes would far exceed their first expectations.

Their association (the Vancouver Chapter of The Gemmological Institute of America's Alumni and Association) has been chosen for the Best International Chapter Award, to be presented in Tucson this month.

Jon Phillips, from the Jewellery Art and Design Program and Chapter President, was also chosen as the Vice-Chairman of the GIA Alumni Executive Board and

Winter 1998 Counselling Workshops

CCA, Rm. 2103

Tuesdays, 1-2:30 PM

- Feb. 3 Learning Styles
- Feb. 10 Assertiveness (How to say "no" and ask for what you want)
- Feb. 17 Respectful and Abusive Relationships
- Feb. 24 Brain based learning
- March 3 Anger Management
- March 10 Communication Skills 1 (What is communications? Ineffective/effective communication)
- March 17 Communication Skills 2 (Effective communications, constructive feedback)
- March 24 Choosing a Career Path
- March 31 Parenting concerns
- April 7 Test anxiety
- April 14 Living/working in a multicultural environment

These workshops are open to all KEC students. For more information or to make an appointment with a counsellor call 871-7191 or come to Counselling Rm. 3002.

Chairman of the GIA Alumni Global Events Committee.

Here in Vancouver, the alumni association has brought in many speakers, such as industry leader Richard Drucker, President of Gemworld International, which publishes a guide for gem pricing. As a result of successful fundraising, several scholarships were given to both jewellery art and gemmology students at VCC.

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



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

Book now for Learning Centre Orientation tours

The Learning Centre staff invite you to bring your students in for a tour. Meet the friendly tutors and give your students a chance to see what work they can do in the Learning Centre. Students can get **free help** with their math, science, English, and course work with a wealth of materials, computers and a friendly, helpful and knowledgeable staff.

When you book your tour, please let us know:

- your name and phone number
- number of students (if known)
- level or program and
- any special requests you have. (If requested, we can also visit your classroom.)

To arrange a tour at *City Centre Learning Centre*, call local 8607. Our hours are Monday to Thursday, 10:00 am to 7:00 pm, Friday, 10:00 am to 4:00 pm.

To arrange a tour at KEC Learning Centre, call local 7219. Our hours are Monday to Thursday, 9:00 am to 7:00 pm, Friday, 9:00 am to 5:00 pm.

Tours take approximately 20 minutes and KEC Learning Centre tours must be **booked in advance** for times **between 9:00 and 10:30 and after 3:00 pm**.

Free workshops for students at KEC Learning Centre

The KEC Learning Centre is offering **free** workshops for VCC students. Drop-ins are welcome, but workshops are limited to 15 students. Students must bring their student card to sign up or drop in.

Beginner News Listening Workshop starts **January 30** and runs every second Friday morning from 11:00 am to 12:00 noon in room 3121. Emphasis will be placed on listening to the tape, both with and without the transcript. This will be fol-

lowed by questions, cloze and discussion. Where possible, use will be made of the West Coast Reader in connection with the news items. (Tutor: Michael) Workshops are Jan. 30, Feb. 13, 27 and Mar. 13, 27.

CBC News Listening Workshop starts **February 6** and continues every second Friday morning from 11:00 am to 12:00 noon for Intermediate ESL students. Come to room 3121 for vocabulary building, lis-

tening practice for the gist and specific details followed by a cloze exercise and discussion. (Tutor: Veronica) Workshops are Feb. 6, 20, Mar. 6, 20, Apr. 3 and 17.

Handwriting lessons will be offered on Fridays only in the Learning Centre on a drop-in and one-to-one basis. Lessons will focus on learning how to read handwriting and form cursive letters. Sign up with a tutor.

EDITOR, DESIGN AND LAYOUT

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CC: Carey Stoneberg, Word Processing
KEC: Sue Devison, Administration

Cover shells were printed by the VCC Graphic Arts and Printing Production Department.

Please recycle this newsletter ♻️

1998 PUBLICATION SCHEDULE

February 5/19 March 5/19
April 2/16/30 May 14/28

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.

Sponsorship Policy

Effective Date: **January 22, 1998**

Policy Category: **Sponsorship**

Number: **E.3.1**

Purpose

To define sponsorship guidelines to be used when attracting additional resources for the College.

Policy

VCC will enter into written agreements for the mutual benefit of the College and the sponsorship entities.

Applies to

Applies to VCC's internal and external communities.

Definition

Sponsorship is defined as an agreement which is marketing oriented and has commercial benefit to the sponsor and VCC. It is not a gift to the College and is not tax-receiptable.

Procedures

- 1) Any sponsorship opportunities presented to the College will be coordinated through the Sponsorship Committee, using the Guidelines for Evaluating Sponsorship Proposals and Content (Appendix I).
- 2) The Sponsorship Committee will include representation from the Educational Foundation to ensure the coordination of sponsorship and fundraising activities.
- 3) In keeping with the Purchasing Policy the Sponsorship Committee will evaluate the opportunities based on their value to the College, such as:
 - increased awareness of VCC

- enhancement of VCC's image
- donations/scholarships
- improved community relations
- international opportunities
- student employment opportunities
- royalties
- price reductions
- revenue streams.

- 4) If the Sponsorship Committee approves the sponsorship, a written proposal and recommendation will be forwarded to the Operations Council.
- 5) VCC will retain control over the content of all opportunities. Content will be congruent with VCC's mission and values. VCC will not advertise tobacco or alcohol products. All content will be in accordance with VCC Human Rights policy and provincial legislation governing advertising. Any questions with respect to content will be referred by the Sponsorship Committee to the Operations Council.
- 6) All sponsored goods, services and locations will be clearly identified by sponsor name or agent.
- 7) The Sponsorship Committee will provide the VCC Board with a semi-annual report on sponsorship activity.

- 8) VCC recognizes that sponsorship is a fluid and evolving process. Therefore, the policy and guidelines will be reviewed annually.

Policy Sponsor:

Vice President, Finance and Administration

Appendix 1 follows on the back of this page

APPENDIX I

Sponsorship Committee Guidelines for Evaluating Sponsorship Proposals and Content

While we recognize that individual proposals should be developed, reviewed and negotiated on a one-on-one basis, the following guidelines apply:

Participation

When evaluating proposals, the Sponsorship Committee* will invite others to participate at various stages, as necessary, depending on the circumstances involved and expertise required.

Companies

We will not exclude any company from presenting sponsorship opportunities to VCC. However, VCC reserves the right to refuse any proposal, including but not limited to, an organization whose activities are felt by the Sponsorship Committee to be incompatible with the College's mission and goals.

Proposals

The Sponsorship Committee will abide by the VCC Purchasing Policy and evaluate the opportunities fairly based on their value to the College, including:

- increased awareness of VCC
- enhancement of VCC's image
- donations and scholarships
- improved community relations
- international opportunities
- student employment opportunities
- royalties
- price reductions
- revenue streams

The Sponsorship Committee will recommend proposals for approval to Operations Council and ensure that they are channelled through the appropriate governance structure.

If the Sponsorship Committee determines that there is possibility that a proposal will have an impact on instruction, the proposal will be sent to Education Council for approval before proceeding.

In the event that the Sponsorship Committee determines that a proposal will have an impact on an instructional environment, the appropriate department and, if requested by an Education Council representative on the Committee, Education Council will be consulted.

Content

All content will be congruent with VCC mission and values as outlined in the 1995 White Paper.

The Sponsorship Committee will abide by provincial advertising and human rights legislation, as well as the VCC Human Rights policy. VCC will not advertise tobacco or alcohol products.

When evaluating content, at least two members of the Sponsorship Committee, one being the Human Rights Coordinator and another being the Education Council representative (or designate) will form a sub-committee. This subcommittee should also review content with the Purchasing representative. Any questions with respect to content will be referred back to the Sponsorship Committee and, if unresolved, to Operations Council.

Contracts

Contractual arrangements will clarify the roles, rights and responsibilities of both parties and protect VCC from unwanted liabilities.

VCC will negotiate a clause that would include the right to terminate the contract when it becomes evident that the organization's activities are felt by the Sponsorship Committee to be incompatible with the College's mission and goals.

Evaluation

The Sponsorship Committee will ensure that measures are in place to evaluate the effectiveness of the sponsorship. The Sponsorship Committee will prepare a report on sponsorship activity twice per year for the Board.

*Sponsorship Committee Membership

- Vice President, Finance & Administration (Chair)
- Representative, Education Foundation
- Director of International Education
- Director of College Services
- Manager of Purchasing
- CUPE Representative
- VCCFA Representative
- CCSA Student Representative
- KESA Student Representative
- Education Council Representatives (2)
- Human Rights Coordinator

Conflict of Interest Policy

Effective Date: **January 22, 1998**

Policy Category: **Governance**

Number: **A.3.6**

Purpose:

To establish guidelines to avoid situations which constitute conflicts of interest.

Policy:

The College, as a public employer governed by the College and Institute Act, will take all reasonable steps to ensure that situations of conflicts of interest, perceived or real, are avoided and, if reported, are dealt with in a fair and timely manner.

Definition:

Conflict of interest exists when one has the opportunity to advance or protect one's own interest or the private interests of others, with whom one has a familial, personal or business relationship, which may be potentially harmful to the integrity or fundamental mission of the College.

Examples of Potential Conflicts of Interest:

The following list of examples, while not comprehensive, is illustrative of situations which may constitute a conflict of interest.

1) *Favouring of Outside Interests for Personal Gain such as:*

- influencing the purchase, lease or terms of lease of services, equipment or materials for the College;
- influencing students to purchase services or materials;
- tutoring, for a fee, by faculty of students registered in a class they instruct;

- engaging in a College agreement or service contract with a company or private enterprise in which either the individual or a person with a relationship to that individual has a financial or other interest;

- accepting significant gifts or special favours from private organizations or individuals with whom the College does business, or from students or colleagues, without complete disclosure to and approval from the person's administrative supervisor.

2) *Inappropriate Use of College Personnel, Resources or Assets such as:*

- using College students or staff on College time to carry out work for an enterprise in which either the individual or a person with a relationship to that individual has a financial or other interest;

- unauthorized and non-reimbursed use of College resources or facilities to benefit a private concern in which either the individual or a person with a relationship to that individual has a financial or other interest.

3) *Inappropriate Use of Information such as:*

- using privileged information acquired as a result of the individual's College activities; such information might include knowledge of forthcoming developments requiring contractor

selection, etc. for personal gain or other unauthorized purpose.

4) *Employment and Evaluative Relationships such as:*

- participating in the selection, employment, supervision, instruction or evaluation of a person with whom the individual has a relationship; (refer to College Policy #B.2.12, Employment of Relatives Policy).

5) *Performance of Duties and Responsibilities is compromised:*

- as a consequence of undertaking activities in addition to their College duty and responsibility.

Applies to:

All employees of the College.

Procedures:

1) **Employees** - All employees will:

- make every reasonable effort to avoid conflicts of interest in keeping with standards of fairness, decency, and good sense;
- immediately disclose in writing circumstances that may place them in a potential conflict of interest to the College administrator who is responsible for the matter to which the conflict of interest pertains;
- disclose receipt of compensation, other than out-of-pocket expenses, to be received from external agencies for employment during college duty time. Such remunera-

tion may result in a reduction of salary from the College.

2) **College Administrator** responsible for the matter to which the conflict of interest pertains will:

- review requests for external engagements /employment during College duty time ensuring the adequate supporting documentation, outlining the expected outcomes and benefit to the College, is provided and recommend a compensatory reduction in regular salary if warranted;
- attempt to make alternative arrangements so that a conflict of interest is avoided or does not persist;
- refer the matter to a Review Committee where disagreement arises regarding a question of conflict of interest or alternate arrangements.

3) **Review Committee**, consisting of:

- 1 peer selected by the employee's bargaining unit or association, if applicable;

- 1 representative selected by the employee;

- 1 representative selected by the senior College official named by the appropriate Vice President or by the President if the conditions described in 4) below apply;

- 1 representative selected by the College President;

Will investigate the matter and make a recommendation to the appropriate Vice President.

4). **President** will be responsible for taking the appropriate action when:

- there is disagreement with the decision of the Vice President;
- employee in potential conflict is one of the Vice Presidents;

- in cases involving the President of the Foundation.

5) **College Board** will decide the matter in the case of a conflict of interest involving the President.

Appeals:

An employee may use any grievance or appeal procedure available under the terms of the applicable collective agreement or other terms of employment.

Replaces:

- Conflict of Interest, Policy # 4.1.0.3
- Outside Employment during College Duty Time, Policy #4.1.0.5
- Professional Engagements, Policy #4.2.3.6
- Private Instruction on Campus, Policy #6.2.0.1

Policy Sponsor:

President