

Sept. 17

1998 C.2



THE VCC COMMUNITY INTERNAL NEWSLETTER

VANCOUVER
COMMUNITY
COLLEGE



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New additions to VCC, as well as people on the move.

Trades training increases job chances, AECBC study says

Graduates from Entry Level Trades Training (ELTT) programs have excellent chances to find steady employment, according to study by the Advanced Education Council of British Columbia. The Just released document indicates that eight out of ten employees with basic trades skills have permanent jobs and that the unemployment rate among ELTT graduates is around one percent lower than the BC average.

"BC's colleges and institutes deliver training in all areas of trades, from Aircraft Maintenance to Hospitality and Tourism. The success of the trades training graduates reinforces the value community colleges and provincial institutes have for British Columbians in the new economy," says Brian Gillespie, Chair of the project advisory committee and President of BCIT.

Entry Level Trades Training offered by BC's public colleges and institutes provides students with basic theoretical and practical knowledge in various trades as either pre-employment or pre-apprenticeship training. Most programs involve formal, institution-based instruction and last three to twelve months.

The majority of graduates from ELTT, 71%, have found permanent, full-time jobs related to their training and 83% of employees have always worked in the same trade since completing their trades training program. Nine out of ten graduates

said that they were satisfied with their work and career advancement since completing the Entry Level Trades program.

Seven out of ten working graduates were completely or mainly satisfied with their earnings. The average annual salary of ELTT graduates, part-time workers included, was \$33,937, with welders on the top of the list. The mean annual salary for skilled welders was \$54,726.

"Choosing a trade must be seen as a valuable career choice for young people in the province, not as a last option," says Kerry Jothen, CEO of the new Industry Training and Apprenticeship Commission. "This study will be of great assistance as we make the transition to a new system of funding, administering and delivering entry level trade and apprenticeship training."

Currently, the average age of journey persons is 45, with an average entry age of 28. The survey indicates that about half of ELTT graduates wished to indenture as apprentices but only 54% of those graduates who tried to get a trade apprenticeship succeeded.

The study was financed by 15 publicly funded post-secondary institutions offering ELTT programs, and the Ministry of Advanced Education, Training and Technology.

18th Bavarian Night at City Centre

For the 18th consecutive year, the British Columbia Chefs' Association and the Culinary Arts Department invite you to the **Bavarian Night "Tanz und Schlemmer" party**, on Friday, October 16, 1998 at City Centre.

This event, which raises funds for scholarships for young culinary students in secondary and post-secondary institutions, will feature a no host bar at 6:30 p.m., dinner at 7:00 p.m. and dancing until 1:00 a.m.

Come to encourage our future cooks and chefs while treating your taste buds to a tempting and elaborate array of kalte vorspeisen (appetizers), kalte plate (cold suggestions), warme speisen (hot food) and many more dishes, including dessert.

Tickets are \$25.00 and are available now. For more information and to obtain tickets, please phone Suzan Gouin, at 443-8488, between 9:30 a.m. and 2:00 p.m. Please buy your tickets early as seating is limited. Thanks in advance for your enthusiasm, assistance and cooperation.

Settimio Sicoli

Michelle Strenkowski receives national award

VCC's Michelle Strenkowski from Co-operative Education recently received an award from co-op's national organization, the Canadian Association for Co-operative Education. The Dr. Albert S. Barber Award for *outstanding contributions made to the advancement of the philosophy and practice of Co-operative Education in Canada* was given to Michelle at CAFCE's national conference in August.

Originally from Nova Scotia, Michelle has been called upon to sit on several committees relating to the field. She participated on the Nova Scotia Provincial Task Force for the Minister of Advanced Education and Job Training (to define Co-operative Education at the secondary and post-secondary level), and she was a founding member and first Chair of the Atlantic Committee of the Canadian Association of Co-operative Education on which she also served (1992) as the co-Chair for the National CAFCE conference.

Nova Scotia's loss was British Columbia's gain. Besides her Co-operative Education role at VCC, since relocating to British Columbia, Michelle is currently the 1998 Chair, Co-operative Education Fund of British Columbia and from 1996 to the present serves as a board representative on the ACE/CES Liaison Committee (a committee linking post-secondary and secondary career practitioner activity)—responsible for the development and implementation of secondary/post-secondary laddering and bridging program activity within the province. She also served the British Columbia Ministry of Education Representative of HRDC Funding Review Committee (also responsible for recommending approval of secondary



Michelle Strenkowski

school funding applications prior to being submitted to HRDC).

At the National level, she served as a consultant on the Canada Employment and Immigration Commission National Reader's panel to evaluate submissions from post-secondary institutions for Co-operative Education SEED funding in 1989 and 1994.

Michelle has also had the honour (and the work!) of serving on the executive of CAFCE for seven years, an impressive record! In addition, she has served two years on the CAFCE Professional Development Committee.

Internationally, she is a member of World Association for Co-operative Education, WACE, and has been invited to participate in the "Experienced Persons" working group—co-op practitioners meeting yearly in the US to discuss current issues. She has also presented a paper at the World Council on Co-operative Education in Dublin, Ireland in 1993.

Second Cup comes to KEC

"Second Cup" is now open on the fourth floor at KEC and is ready to serve you a cup of the finest coffee in the world.

Come and try our lattes, cappuccinos, moccaccinos, and much more.

You will love our bakery delights - muffins, scones, squares and loaf slices, and rumour

has it our double chocolate chunk cookies are simply "to die for."



Be sure to ask for a coffee club card which, after six beverage purchases, entitles you to either a complimentary regular size cup of coffee or \$1.45 off any other beverage purchase.

At Second Cup you are our #1 priority—come and visit soon and make your first cup a Second Cup. We open at 7:00 a.m. We look forward to seeing you.

Hours:
Monday-Thursday
7:00 a.m. - 9:00 p.m.

Friday 7:00 a.m. - 4:00 p.m.

Jozef and Tamara Adato,
Second Cup

Welcome to Second Cup

The secret is out and judging by the aroma of freshly brewed coffee, we can now enjoy a frothy cup of cappuccino, a milky latte or a robust cup of joe at the brand new Second Cup at King Edward Campus.

The smiling faces that greet you each day as you buy your favourite cup of brew are the friendly faces of Jozef and Tamara Adato, owners and operators of Second Cup at KEC. We welcome them to Vancouver Community College and wish them much success.

This much awaited opening can be attributed to the hard work of various individuals including Linda Martin, Mary Hoekstra, Larry Waddell, Karen Kelly, Dana Merritt, David Crowe and Bill Miller. Thank you for your input and assistance in making this project a reality.

Jackie Ehlert, R.D., Director of Food

In the news

Even though the silly season was in full force, VCC programs still made it into the news this past summer:

Medical Office Careers Department Head Irene Lacoursiere vied for editorial space with her counterpart from Pitman Business College in an article entitled "Office assistants direct doctors' successes," in the August 1 issue of *The Employment Paper*. The article, which said that MOAs can essentially make or break a doctor's practice, focused on the job opportunities and pay rates that could be expected. The placement rate for MOAs is at least a healthy 85 per cent.

The following week, *The Employment Paper's* lead article, "Designers who know HTML stay in demand," quoted representatives from a number of local institutions which offer HTML training, including VCC's Jaime Clay, program coordinator for the *Digital Graphic Design* program. Jaime made the important point that HTML technicians don't necessarily make good graphic artists. "We have all the technology, now is the time to concentrate on good design," he said. [Anyone with an eye for good design and who has done a quick tour of the internet will see Jamie's point illustrated in all too many instances.]

Shelftalk: Look Who's Talking.... the BC Safeway newsletter for employees in the Vancouver area, devoted an article and picture to the Community and Career Education program, *Retail Food and Supermarket Careers*. The article mentioned that Canada Safeway, VCC and the United Food and Commercial Workers' Union have been joint partners in presenting the program since its inception three years ago. Past student and current Safeway employee Bob Somerville was pictured, and the article pointed out that this year all of the RFSC students were employed by the end of the semester.

Myrna Redman sadly missed by her friends at VCC



Most of you will know that Myrna Redman passed away on July 28, 1998. Myrna worked at VCC for almost 17 years in a variety of departments. She will be remembered for her compassion and love for animals, her zest for life and her tremendous sense of humour, which she retained to the end. Shortly before she died, she dictated this message to the VCC community:

"I would like to thank everyone who has been so thoughtful while I have been in hospital. Your cards, flowers, gifts, visits and kind words have been greatly appreciated.

"I received many birthday greetings in June and these, along with your other cards, filled the wall spaces of my hospital room. One card, in particular, really amazed me. It was extremely over-sized and was signed by so many people from the College that I was overwhelmed. My birthday was celebrated in the space of over a week with many visits and cakes and even a chocolate cream pie!

"I continue to enjoy your visits. Thank you all again for your many kindnesses."

Myrna Redman

Indy Car/Truck Lottery event

On September 2 between 8:00 a.m. and 1:00 p.m., KEC hosted an Indy Car display in the South Parking Lot to promote the Annual Truck Lottery. Organized by the VCC Educational Foundation and Cummins BC this event was a first time collaboration between the Foundation and one of the truck lottery's major supporters.

The Foundation also recruited the willing services of the Diesel and Automotive Departments who opened their doors to the attending public and recruited student volunteers to help set-up the event.

Because the Indy racing car was scheduled to be at the Vancouver race track shortly after noon, the event was scheduled for early in the morning. Despite the early hour, the event was well attended for a first time effort and afforded many visitors and the college community an opportunity to view an Indy Car, the Truck Lottery Grand Prize Truck and various other racing cars up close.



Indy remote control racing car, won by Diesel student Norman Fiamenco

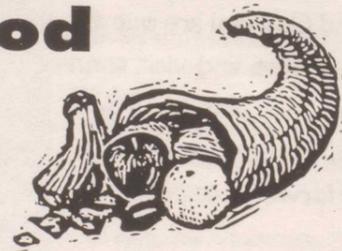
Reaction was extremely favourable from all who attended and it provided an excellent opportunity for staff, faculty and students to mix and mingle in a relaxed social atmosphere. Truck Lottery Tickets sales were surprisingly brisk and exceeded expectations. We are planning on making this an annual event.

As an added bonus, the VCC Educational Foundation also used the event as an opportunity to raise approximately \$700.00 for the McGregor Day Care facility by selling raffle tickets on a remote control racing car. The winner, Norman Fiamenco, was, quite fittingly, a student in the Diesel Department.

Win a Food Basket

Be a winner!

Eat healthy!



Support the Institutional Aide Scholarship program

Institutional Aide students will be selling tickets in the KEC Cafeteria Oct. 5-8 at noon.

Tickets are only \$1.00 each or 3 for \$2.00.

The lucky (and healthy) winner will be announced Oct. 8.

College operating hours, Fall 1998

King Edward Campus

Admissions 871-7031

Mon./Tues./Thurs. 9:00 to 4:00
Wed. 9:00 to 7:00
Fri. 9:00 to 3:00 (closed pm Fridays from Oct. 2 to Dec. 4)

Assessments 871-7093

Mon. Tues. Thurs. 9:00 to 4:00
Wed. 9:00 to 7:00
Fri. closed

Bookstore 871-7333

Sept. 1-18: Mon. to Thurs. 8:30 to 8:00
Fri. 10:00 to 5:00
Sat. 11:00 to 3:00
Sept. 21-Dec.23: Mon/Tues/Fri 10:00 to 5:00
Wed/Thurs 10:00 to 8:00
Sat. 10:00 to 3:00

Counseling - King Edward Campus 871-7191

Mon. Tues. Thurs. Fri. 8:30 to 4:30
Wed. 8:30 to 7:30

Financial Aid 871-7046

Mon. to Thurs. 11:00 to 4:00
Wed. 11:00 to 4:00 & 5:00 to 7:00
Fri. 11:00 to 2:00

Food Services - King Edward Campus

Mon. to Thurs. 7:00 am to 9:00 pm
Fri. 7:00 am to 4:00 pm
Sat. 8:00 am to 2:00 pm

Health Services 871-7187

Nurse: Mon/Wed. 1:00 to 4:00
Tues/Thurs 9:00 to 4:00

Doctor: Mon. 9:30 to 12:30
Tues. 1:00 to 4:30 & 5:00 to 7:00
Fri. 9:30 to 4:00

Learning Centre - King Edward Campus 871-7219

Mon to Thurs 9:00 7:00
Fri 9:00 to 5:00

Library

Circulation 871-7322
Reference 871-7326
TDD/TTY 871-7325

Mon to Thurs 9:00 9:00
Fri 9:00 to 4:30
Sat 11:00 to 3:00

City Centre

Admissions 443-8400
Mon. to Thurs. 9:00 to 4:00
Fri. 9:00 to 3:00
(Closed Sept. 21,22 and Fridays from October 2 to Dec. 4)

Assessments (King Edward Campus) 871-7093

Mon. Tues. Thurs. 9:00 to 4:00
Wed. 1:00 to 7:00
Fri. Closed

Bookstore 443-8363

Aug. 31, Sept. 1-4 9:00 to 4:00

Sept. 8,9,14-17,21-24,28 10:00 to 7:30
Sept. 10,11,18,25,29,30 10:00 to 4:00
Saturdays: Sept. 12, 26 8:30 to 10:30
Oct. to Dec., Mon -Fri 10:00 to 4:00

Counselling 443-8453

Mon. to Thurs. 8:30 to 4:00
Fri. 8:30 to 3:00

Financial Aid 443-8421 & 443-8420

Mon. to Thurs. 10:30 to 4:00
Fri. 12:00 to 3:00

Food Services

Mon. to Fri. 7:15 am to 8:30 pm
From Sept 12: Sat. 8:30 am to 3:00 pm

Health Services 443-8336 & 8337

Reception : Mon to Fri. 7:00 to 2:30
Nurse : Mon/Tues/Thur/Fri 10:30 to 2:30
Doctor : Mon. 1:30 to 3:30
Wed/Thurs 9:30 to 3:30

Learning Centre 443-8607

Mon to Thurs 10:00 to 7:00
Fri 10:00 to 4:00

Library

Circulation 443-8340
Reference 443-8339
TDD/TTY 443-8549

Mon/Tues 9:00 to 7:00
Wed/Thurs 9:00 to 8:30
Fri 9:00 to 4:00
Sat 11:00 to 3:00

Mental Health Association to hold education program

The Vancouver-Burnaby Branch of the Canadian Mental Health Association is holding its Fall Mental Health Education Program for those interested in learning about mental illness.

Presentations will cover the major mental illnesses, the consumer and family perspective, myths and stigmas surrounding

mental illness, and effective communication skills. Certificate issued for four-session attendance.

There are four evening sessions. Tuesday, November 10, 17, 24 and December 1, 6:30 - 9:00 p.m. Call 872-4902 for more information.

The Canadian Mental Health Association is a registered, charitable organization committed to promoting mental wellness and increasing understanding of mental health issues. CMHA is a United Way agency supported by voluntary contributions.

President's update: Fall 1998

I hope all of you have enjoyed the gorgeous summer sunshine and are feeling refreshed and ready to face the fall term.

VCC has two new Board members whom I hope you will take the opportunity to meet at a Board meeting in the near future. Yoshinori (Yoshi) Tanabe and Kenneth Smith were appointed by the Minister at the end of July. Yoshi is the Executive Director of the Voice of the Cerebral Palsied of Greater Vancouver and Ken is a partner of the law firm Smith and Hughes. We welcome both. I am also pleased to report that the four Board members appointed last year for a one year renewable term have been reappointed and we welcome them back. More Board news - the October Board meeting will be a real "community" meeting, which is a new

concept and initiative of the Board Community Alliance Committee. It will be held in the Boardroom at the Aboriginal Friendship Centre, 1607 East Hastings Street. This will be an opportunity to reach out to the First Nations community and we hope that you will be there to participate.

We have seen many changes at VCC over the last year. Some of you have moved location from one floor to another, while others may have moved from one campus to another. The construction of the Welcome Centre on the fourth floor at King Edward Campus is nearing completion and certainly reinforces our commitment to student centredness. I would like to thank all those who have played key roles in the creation of the Centre and those who

have adapted so well to their new environment.

Again, welcome back to the start of another school year. I realize that some of you have not been away, but tradition dies hard and for many of us September will always be "Back to School" time!



John Cruickshank, President

Congratulations to the summer 50/50 winners

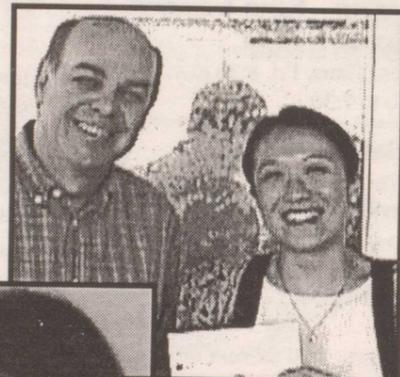
In response to numerous phone calls from enquiring minds wishing to know who won the 50/50 draws this past summer, here are the winners:

June Participation (July 7 draw) - Sheila Kwan - \$750.00

July Participation (Aug. 4 draw) Myrna Rabinowitz - \$940.00

August Participation (Sept. 1 draw) Miriam Bennett- \$706.00

The 50/50 draw has proven to be an enormous success, and a big hit! Join the fun by calling Lindsay Bourne in the Educational Foundation at local 7173.



The winners, clockwise from top: Sheila Kwan (with Lindsay Bourne), Miriam Bennett and Myrna Rabinowitz

Human Resource Development and Program Development

Workshop Registration Form: Sept-Dec. 1998

Please tick your choice(s) and return the completed sheet to Parviz Lalji @ City Center campus.

I am interested in registering for the following course(s):

SEPTEMBER

<input type="checkbox"/> Building a Department Web...	Fri Sep 11 & 18 OR Mon Oct 19 & 26 OR Mon Nov 16 & 23	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Learning Outcomes	Wed Sep 16	9 am - 12 noon	#5043 @ KEC
<input type="checkbox"/> Interview Training Workshop	Fri Sep 18	12:30 pm - 3:30 pm	#5043 @ KEC
<input type="checkbox"/> Stepping Up to Leadership	Sat Sep 19	9 am - 4:30 pm	#TBA @ CC
<input type="checkbox"/> Chocolate Making	Tue Sep 22 to Nov 24	6:30 pm - 9 pm	#211 @ CC
<input type="checkbox"/> Cake Decorating	Tue Sep 22 to Nov 24	6:30 pm - 9 pm	#212 @ CC
<input type="checkbox"/> Introduction to MS Word	Fri Sep 25	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Code of Ethics	Fri Sep 25	9 am - 3:30 pm	#5025 @ KEC
<input type="checkbox"/> Analyzing The Content Of ...	Fri Sep 25	10:30 am - 12 noon	#5043 @ KEC
<input type="checkbox"/> Managing Change	Fri Sep 25	9 am - 4:30 pm	Robson Square Confer. Centre
<input type="checkbox"/> Protecting Yourself...	Fri Sep 25 OR Thu Oct 29	9 am - 12 noon	#200 @ CC
<input type="checkbox"/> Grammar Review...	Sat Sep 26	9 am - 12 noon	#5043 @ KEC
<input type="checkbox"/> Business English Skills	Mon Sep 28 (6 Mondays)	9:30 am - 3:30 pm	#TBA @ CC
		6:30 pm - 9:30pm	#TBA @ CC

OCTOBER

<input type="checkbox"/> Introduction to Win '95	Fri Oct 02 OR Fri Nov 27	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Thinking on your Feet	Sat Oct 03	9 am - 4:30 pm	#TBA @ CC
<input type="checkbox"/> Intro to Groupwise E-mail	Mon Oct 05 OR Mon Nov 02	9 am - 12 noon	#5042 @ KEC
<input type="checkbox"/> Office Ergonomics	Mon Oct 05	1:00 pm - 3:00 pm	#5025 @ KEC
<input type="checkbox"/> Intro to Netscape/WWW	Fri Oct 09 OR Fri Dec 11	9 am - 12 noon	#5042 @ KEC
<input type="checkbox"/> Finding Resources/WWW	Fri Oct 09 OR Fri Dec 11	1 pm - 4 pm	#5042 @ KEC
<input type="checkbox"/> Reversing Heart Disease	Thu Oct 15	9 am - 12:30 pm	#330 @ CC
<input type="checkbox"/> Introduction to Excel	Fri Oct 16	9:00 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Finding Time for Results...	Fri Oct 16	9 am - 4:30 pm	Robson Square Confer. Centre
<input type="checkbox"/> Conflict Resolution I	Fri Oct 16	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/> Building a Powerful Voc....	Sat Oct 17	9:30 am - 3:30 pm	#TBA @ CC
<input type="checkbox"/> Finding Solutions to MS	Sat Oct 17	9 am - 5 pm	#TBA @ KEC
<input type="checkbox"/> Pension & Retirement...	Wed Oct 21 & 28 & Nov 04	6:30 pm - 9:30 pm	#5025 @ KEC
<input type="checkbox"/> Intermediate MS Word	Fri Oct 23	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Sharing Leadership with...	Sat Oct 24	9 am - 4:30 pm	#TBA @ CC
<input type="checkbox"/> Introduction to Massage..	Sat & Sun Oct 24 & 25	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/> Advanced Cooperative....	Wed Oct 28	9 am - 4 pm	#330 @ CC
<input type="checkbox"/> New Employee Orientation	Thu Oct 29	9 am - 4 pm	#5025 @ KEC
<input type="checkbox"/> Introduction to Access	Fri Oct 30	9 am - 3:30 pm	#5042 @ KEC
<input type="checkbox"/> Writing Dynamic Business..	Sat Oct 31	9 am - 5 pm	#5042 @ KEC
		9:30 am - 3:30 pm	#TBA @ CC

NOVEMBER

<input type="checkbox"/> Reflective Practice	Wed Nov 04	1 pm - 3 pm	#330 @ CC
<input type="checkbox"/> Intermediate Excel	Fri Nov 06	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Assertiveness Skills	Fri Nov 06	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/> Performance Mgmt..	Sat Nov 07	9 am - 4:30 pm	#TBA @ CC

<input type="checkbox"/> Osteoporosis Prevention	Sat Nov 07	9:30 am - 12 noon	#TBA @ KEC
<input type="checkbox"/> Intermediate Access	Fri Nov 13	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Effective Memo and Report...	Sat Nov 14	9:30 am - 3:30 pm	#TBA @ CC
<input type="checkbox"/> Massage Therapy II	Sat Nov 14	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/> Talking About Suicide	Mon Nov 16	7 pm - 9 pm	#TBA @ CC
<input type="checkbox"/> The Complete Commuter	Tue Nov 17	9 am - 12 noon	#330 @ CC
<input type="checkbox"/> HIV/AIDS	Tue Nov 17	10 am - 4 pm	#TBA @ CC
<input type="checkbox"/> The Art of Mindful Learning	Wed Nov 18	1 pm - 3 pm	#330 @ CC
<input type="checkbox"/> Advanced MS Word	Fri Nov 20	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/> Conflict Resolution II	Fri Nov 20	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/> Critical Thinking	Sat Nov 21	9 am - 4:30 pm	#TBA @ CC
<input type="checkbox"/> Optimal Menopausal Health	Sat Nov 21	9:30 am - 12:30 pm	#TBA @ KEC
<input type="checkbox"/> Understanding & Working...	Tue Nov 24	9 am - 12 noon	#330 @ CC
<input type="checkbox"/> Dealing With Difficult People	Tue Nov 24	1 pm - 4 pm	#330 @ CC
<input type="checkbox"/> Teaching & Learning in the...	Wed Nov 25	9 am - 12 noon	#330 @ CC
<input type="checkbox"/> The Teachable Moment	Wed Nov 25	1 pm - 2:30 pm	#330 @ CC
<input type="checkbox"/> Copyright/Copywrong...	Wed Nov 25	9 am - 10:30 am	#427B @ CC
DECEMBER			
<input type="checkbox"/> Presentation Skills...	Wed to Fri Dec 02, 03 & 04	9 am - 4 pm	#330 @ CC
<input type="checkbox"/> Transformative Learning	Fri Dec 04	1 pm - 4 pm	#TBA @ KEC
<input type="checkbox"/> Hiring the Right Person	Sat Dec 05	9 am - 4:30 pm	#TBA @ CC

NAME: _____ DEPARTMENT: _____ LOCAL: _____

Pension and Retirement Planning Workshop **NEW!**

VCC is pleased to host a Retirement Planning seminar for you and your spouse/partner. This seminar will help you plan for a financially-secure future. **This workshop consists of three, 3-hour parts.** Learn about:

TAXES & INVESTMENTS

The advantages of *owning* assets
About tax-preferred investments
How to rebalance and diversify your portfolio for safety & performance
How the Stock Market works
The "3 Ds of Taxation" (defer, divide & deduct) to reduce taxes

How to "income split" with your spouse to lower your tax bill
Info about taxes payable on the death of the 1st and 2nd spouse

RETIREMENT PLANNING

Find out when you can afford to retire!
How to understand CPP & OAS
How to choose your own pension options at retirement
What you can and must do with your RRSPs now and at retirement

How to transfer severance and/or pension \$\$ to RRSPs
Info about using your home equity as retirement income
Info about the new Seniors' Benefit

ESTATE PLANNING

What happens if you die without a Will
How to prepay your "Estate Taxes" and save big bucks!
Why you shouldn't leave your RRSPs to your kids/heirs
How Revenue Canada wants 54% of the capital gain on the family cottage
How to avoid probate fees
What type of assets you can pass on to your kids/heirs, tax-free!
Why you shouldn't put heirs on title
PLUS Information on Superannuation

In order to accommodate your spouse/partner/friend, the workshops have been scheduled for Wednesday evenings October 21 and 28 and November 04, 1998, Room #5025 6:30 pm - 9:30 pm at KEC.

Cost: \$59.00 - no extra cost for a spouse/partner/friend. We will refund \$25.00 of the \$59.00 fee to employees who attend at least two of the three seminars. You will also receive a 170-page workbook to help you learn and remember the material.

Facilitator: Ray Ekren (Capital Concepts Seminars)

To register for this very informative workshop, please call Parviz at local 8312.

Learning Centre news

New staff member

Lee Henderson is joining the VCC Learning Centres. He'll be working primarily at the KEC Learning Centre and on Fridays at City Centre. Please welcome him and say hello.

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.

City Centre Learning Centre Hours:
Monday to Thursday, 10 - 7, Friday, 10 - 4

To arrange a tour at KEC Learning Centre, call local 7219.

KEC Learning Centre Hours: Monday to Thursday, 9 - 7, Friday, 9 - 5

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

KEC Learning Centre Workshops

Workshops will begin again this fall. Stay tuned and check our bulletin boards for details.

Maclean's magazine plans college issue

This October Maclean's magazine is planning a special community college issue, which they hope will be a fitting partner to its popular University Ranking issue.

Along with other Canadian community colleges, VCC has provided Maclean's with information on our "vital statistics," including our student complement, and a description of the type of programs we offer. We also provided the editorial department with a detailed profile describing what sets VCC apart from other community colleges. We took the opportunity to trumpet some of the unique ways that VCC operates, including its student-centred, responsive ABE instruction and the fact that VCC's ESL program is the largest in Western Canada. To compliment our program profile information, VCC also provided a number of excellent colour photos taken by Media Services.

In addition to providing the general information mentioned above, we were also given the opportunity to trumpet our achievements by focusing on some of VCC's most noteworthy alumni. Sheilah Henderson of the VCC Educational Foundation ably spearheaded this effort, and

quickly pulled together names of past students, who, to our great pleasure, have gone on to outstanding success in a number of arenas, including business and the arts. These included the following outstanding alumni:

NANCY ARGENTA, one of the foremost sopranos of her generation. Nancy has been hailed not only as the supreme Handel soprano of our age, but also praised for her performances of works by composers as diverse as Mahler, Mozart, Schubert and Schoenberg.

She has sung with the Philharmonia Orchestra, City of Birmingham Symphony Orchestra, Dusseldorf Symphony, St. Luke's Orchestra of New York and the Toronto and Montreal Symphony Orchestras.

JOHN CARLO FELICELLA, owner/chef of La Toque Blanche Restaurant, West Vancouver. John was the Silver Medal Winner in the 1998 World's Chef Culinary Competition in Singapore and the Gold Medal Winner in World Culinary Olympics in 1988, 1992 and 1996.

BRUNA GIACOMAZZI, Chief Credit Officer of the Hongkong Bank of Canada. She is the first and only woman in Canada to hold such a position. Bruna has held numerous positions in the financial industry and it is noteworthy that her first job was as a clerk typist for Household Finance after graduation from Vancouver Community College. Her achievements were acknowledged by the Canadian Business Magazine which chose her as the recipient of the 1990 Canadian Business Successor's Award and she has been profiled in several publications during her career.

Everyone involved with gathering information for the Maclean's college issue found the process interesting and worthwhile, with many pleasant surprises along the way, particularly when we discovered who make up our list of distinguished alumni.

It will be interesting to watch for the special college issue and see what, of all the information we provided Maclean's, "made the cut."

VCC Policies in "new" format

VCC stills has many policies in the "old" format. All policies, both "new" and "old" are available in hard copy in the VCC libraries. The "newly" formatted policies are available on the internet through the VCC Home Page at www.vcc.bc.ca/intranet/policies. The complete listing is as follows:

VCC POLICIES

A. GOVERNANCE

1. BOARD

- A.1.1. Board meetings Policy
- A.1.2. Process for Board Appeal Hearings Policy
- A.1.3. Access of VCC Community To Board Agenda Policy
- A.1.4. Board Committees Policy

2. EDUCATION COUNCIL

3. COLLEGE-WIDE

- A.3.1.
- A.3.2. Policy Making Policy
- A.3.3. Freedom of Information & Protection of Privacy Policy
- A.3.4. Post Emergency Intervention (P.E.I.) Policy
- A.3.5. Unscheduled College Closure Policy - Cancellation of Classes
- A.3.6. Conflict of Interest
- A.3.7. Environmental Policy

B. ADMINISTRATION

1. FINANCIAL

- B.1.1. Stale-dated cheque replacement Policy
- B.1.2. Interfund Transfers Policy
- B.1.3. Reimbursement of Expenses Policy
- B.1.4. Delinquent Accounts Policy
- B.1.5. Banking Policy
- B.1.6. Short-term borrowing Policy
- B.1.7. Budgeting Policy

2. PERSONNEL

- B.2.1. Travel for Interview And/Or Moving Expenses Policy

B.2.2.

B.2.3. Suspension & Dismissal of Employees Policy

B.2.4. Personnel Services Department - Policies & Procedures Manual Policy

B.2.5. Employment of Foreign Nationals Policy

B.2.6. Purchase of Prior Services Under the College or Municipal Pension Acts Policy

B.2.7. Updating Personnel Records Policy

B.2.8. Administrators Salary Schedule Placement Committee Policy

B.2.9. Initial Salary Step Placement - Administrators Policy

B.2.10. Retirement & Re-employment Policy

B.2.11. Administrators' Vacation Carry Over Policy

B.2.12. Employment of Relatives Policy

3. FACILITIES

B.3.1.

B.3.2.

B.3.3. Rental of College Facilities Policy

B.3.4. Use of College Facilities Policy

B.3.5. Ancillary Services Policy

B.3.6. Alcoholic Beverages on Campus Policy

4. PURCHASING

B.4.1. Purchasing Policy

5. INFORMATION TECHNOLOGY

B.5.1. Sharing & Stewardship of Information Policy

B.5.2. Appropriate and Responsible Use of Educational and Information Technology Policy

C. EDUCATION

1. STUDENTS

C.1.1.

C.1.2.

2. INTERNATIONAL EDUCATION

C.2.1.

3. PROGRAMS AND INSTRUCTION

C.3.1. External Program Advisory Committee Policy

D. EDUCATION SUPPORT

1. COUNSELLING

2. FINANCIAL AID

D.2.1.

D.2.2.

3. ADMISSIONS

D.3.1.

D.3.2. Fee Deferral Policy

D.3.3. Tuition Fee Waiver Policy

D.3.4. Refund Policy

D.3.5. Prior Learning Assessment Policy

4. STUDENTS

D.4.1. Students with Disabilities Policy

D.4.2. Student Grievance Procedure Policy

D.4.3. Standards of Student Conduct Policy

5. HEALTH

6. INSTRUCTIONAL SUPPORT

D.6.1.

D.6.2.

E. MARKETING and DEVELOPMENT

1. ADVERTISING

2. FUND RAISING

3. SPONSORSHIP

E.3.1. Sponsorship Policy

Policies with a number only and no name are policies still under review.

If you are unable to access the internet, or would like to have copies of any of these policies, please advise Sarah Lucas at local 7158 or Vivienne Garrott at local 7159.

ICS INFO CORNER

EIT Initiatives

The following article is one in a series which aims to communicate the progress of the Educational and Information Technology (EIT) Advisory Committee as it works to create a strategic technology plan for VCC. This particular article outlines the major EIT initiatives which have been implemented in the 1997/98 financial year and those which have been approved this year.

1997/98 EIT Initiatives

Labs

The following four City Centre labs were replaced or upgraded: 229 (Pentium 166); 627, 629 (Pentium 200); 721 (Power Macintosh). All new labs were provided with World Wide Web access.

Network Infrastructure

The inter-campus network link was upgraded to run at Ethernet speed by BCTel. Eight network servers had memory and disk upgrades.

Administrative Systems

The Banner system was upgraded to provide graphical access to Banner.

1998/99 EIT Initiatives

Labs

The ESL LINC lab at KEC was upgraded during August, providing a much higher-quality platform for the students taking the LINC programs. The drafting labs at CC (717/719) and drafting instructors' computers have been upgraded to enable them to run the latest AutoCAD commercial drafting application. Memory and printer upgrades were installed in the ABE and CCA labs at KEC. An upgrade to the Business Computing lab at KEC will take place towards the end of 1998.

Network Infrastructure

Phase 1 of a planned three year upgrade to the College network will take place during the fall. This upgrade, to Cisco Systems' high speed switches, will provide a higher level of service, will enable ICS to monitor and react to network problems before they become significant and will provide a consistent approach to managing the growth in capacity being generated as the use of computing becomes more pervasive.

Administrative Systems

Banner's Student module is planned to go live in October. This will replace separate Student Information Systems at each campus. As part of this implementation, the two servers used for Banner have been replaced to improve capacity and response times.

Facilities will be implementing a new College-wide security management system and are working with ICS to install the new server system.

A new Bookstore system will be implemented later in the year. This system uses the same database as does Banner and will be hosted on the Banner production server.

The Library's Dynix system will be repatriated from Langara College in December—the final act in separating the two institutions. To facilitate the move, the Library will have a number of new PC systems implemented during September and October. The Dynix system itself will be hosted on a server at City Centre.

The Ministry has provided funding to replace the telephone switches at each campus. The existing switches are coming to the end of their useful life and need to be upgraded. It is likely that the change-over will place in the first quarter of 1999.

Between 35 and 40 PC acquisitions were approved for individual staff, faculty and administration users.

New database servers

ICS has successfully implemented two new IBM RS/6000 database servers. The servers (named for the famous scientists Einstein and Newton) were made available to our Banner development and production users on schedule and provide significantly higher processing speed and storage capacity. I am taking this opportunity to congratulate the project team of Stanley Foo, Ron Mertin and Carolyn Brown.

The implementation, managed by Stanley, was a complex series of tasks and required much planning and forethought by the team and the other ICS resources they called on during the project.

Please join me in celebrating a successful implementation.

Des Dougan, Director, ICS

Christmas break, 1998

Please note that the last day of classes prior to Christmas Break is December 22, 1998. The College will be closed at the end of the regular working day on that date.

The Christmas Break for *all* employees this year will be from Wednesday, December 23, 1998 to January 3, 1999, inclusive.

The College will re-open on Monday, January 4, 1999.

We hope this information will assist you in scheduling any vacation plans you may have for this season.

John Cruickshank, President

**New books at
CC Library**



- The Future of Jobs
- Air Transport in Canada
- The Cruise Industry: An Overview
- The Mediator's Handbook
- Transport at the Millennium
- Social Psychology
- The Bedroom and the State: The Changing Practices and Politics of Contraception and Abortion in Canada, 1880-1997
- Social Problems in Canada: Issues and Challenges
- Signing Away Democracy: The Multilateral Agreement on Investment (MAI) and Its Impact on British Columbia
- Business in the Canadian Environment
- Tech High: Globalization and the Future of Canadian Education
- The Copyright Act: 1998 Consolidation
- Canada's Immigration Program
- The Indian Act: Proposed Modifications
- Alcohol & Drug Problems: A Practical Guide for Counsellors
- Love in a Cold World? The Voluntary Sector in an Age of Cuts
- Help Wanted: Economic Security for Youth
- Vancouver Handbook for ESL Students
- Vancouver Handbook for ESL Students Teacher's Guide
- More Thematic Activities for Beginners in English
- Community Success Stories from British Columbia and Around the World
- Writers, Young and Old, Share Experiences
- Visual Arts in the Twentieth Century
- Reflecting Children's Lives: A Handbook for Planning Child-Centered Curriculum
- Teach Yourself QuarkXPress 4 in 14 Days
- Professional Jewellery Appraising
- Secrets of RF Circuit Design
- Standards for Nursing Practice in Brit-

- ish Columbia
- The Columbia University School of Dental and Oral Surgery's Guide to Family Dental Care
- Recognizing and Managing Children with Fetal Alcohol Syndrome/Fetal Alcohol Effects: A Guidebook
- Pediatric Nursing Care Plans
- Drugs and Drug Abuse
- The Patient's Guide to Medical Tests
- Traditional Chinese Medicine: The A-Z Guide to Natural Healing from the Orient
- The Information Highway: The Convergence of Telecommunications, Broadcast Distribution and Microprocessing
- The Information Revolution and International Telecommunications
- Canadian Competitiveness in Telecommunications and Broadcast Distribution
- The Deregulatory Framework for Telecommunications and Broadcast Distribution
- Harmonization of Sales Taxes
- Disability: Socio-Economic Aspects and Proposals for Reform
- Medical Care in the Nursing Home
- Anthology on Caring

New books in KEC Library

- Revitalizing and Rebalancing British Columbia's Mental Health System
- Canada's Refugee Status Determination System
- Buying a New Home: A Consumer Protection Guide
- The BC Fisheries Strategy: Towards a 'Made-In-BC' Vision to Renew the Pacific Salmon Fishery
- Charlie Parker: His Music and Life
- Alternative Federal Budget Papers 1998. Fairer taxes. Reinvesting in Health Care, Education and the Environment. Sustaining the Recovery and Job Creation
- Access 97: One Step at a Time
- The Mediator's Handbook
- Geriatric Home Health Care: The Collaboration of Physicians, Nurses, and Social Workers

- Handbook to Life in Ancient Greece
- Cod: A Biography of the Fish that Changed the World
- Schubert's Vienna
- An Anthology of Canadian Native Literature in English
- The Cambridge Illustrated History of the Middle Ages 950-1250
- Social Psychology
- More Adventures: 10 More Tales of Adventure
- Pillar of Fire: America in the King Years 1963-65
- The Myth of the Good Corporate Citizen
- How to Be a Perfect Stranger: A Guide to Etiquette in Other People's Religious Ceremonies
- Companero: The Life and Death of Che Guevara
- The Aztecs
- The Butterflies of Canada
- Literature Lost: Social Agendas and the Corruption of the Humanities
- Learning to See: Teaching American Sign Language as a Second Language
- Instrumentation and Orchestration
- Schubert and His World: A Biographical Dictionary
- Stolen From Our Embrace: The Abduction of First Nations Children and the Restoration of Aboriginal Communities
- The Resettlement of British Columbia: Essays on Colonialism and Geographical Change
- Protecting Public Pensions
- Saying the Right Thing
- An Introduction to Japanese Society
- A Review of Canadian Feature Film Policy: Discussion Paper
- Merengue: Dominican Music and Dominican Identity
- Eight Weeks to Optimum Health: A Proven Program for Taking Full Advantage of Your Body's Natural Healing Power
- Sexuality After Spinal Cord Injury: Answers to your questions

Library orientations for students



Library Orientations are offered for students in all faculties and are tailored for individual classes. There are two types:

LIBRARY CLASS SESSIONS are one hour long. Students receive information about borrowing privileges and responsibilities as well as a guided tour of the facilities. The CLASS SESSION includes an introduction to the library's classification system and hands-on practice looking up books and videos in the computerized catalogue. Library resources relevant to the students' area of study are highlighted. The Library now provides access to various on-line periodical indexes and databases. If your students' research needs include journal articles, a librarian can assist your students with a hands-on training exercise using CD-ROM or on-line resources.

LIBRARY TOURS are one-half hour long. As in the Class Session, students receive introductory information tailored to the content of the class and a guided tour through the Library. They are shown the Library catalogue and areas of the Library where they will find materials relevant to their course of study.

CLASS SESSIONS and **TOURS** must be booked in advance by instructors. To book at City Centre, phone the Library Information Desk at 443-8339. To book at King Edward, phone the Library Information Desk at 871-7326.

WORLD WIDE WEB WORKSHOPS introduce students to the basics of searching the Web in a 30-minute session. Workshop schedules are posted at both campus libraries, and registration is limited to four students per workshop. Students can register for workshops at the Library Information Desks.

Fall hours

We are pleased to announce that we have increased library hours as of September 8, 1998. Specifically, there will be additional hours at the KEC Library on Monday and Thursday evenings.

City Centre Campus Library Hours

Monday-Tuesday 9:00 a.m.-7:00 p.m.
Wednesday-Thursday 9:00 a.m.-8:30 p.m.
Friday 9:00 a.m.-4:00 p.m.
Saturday 11:00 a.m.-3:00 p.m.
Sunday Closed
Circulation Desk 443-8340
Reference Desk 443-8339
TDD/TTY Line for Deaf patrons 443-8549

King Edward Campus Library Hours

Monday-Thursday 9:00 a.m.-9:00 p.m.
Friday 9:00 a.m.-4:30 p.m.
Saturday 11:00 a.m.-3:00 p.m.
Sunday Closed
Circulation Desk 871-7322
Reference Desk 871-7326
TDD/TTY Line for Deaf patrons 871-7325

Please contact the **REFERENCE DESK** at your campus to book tours or class sessions. If you have any questions or concerns, please call one of the following:
Brenda Appleton 871-7318
Aphrodite Harris 871-7319
Virginia Adams 871-7385
Eva Sharell 443-8349

Have a good semester.

New Resource Manuals In Library

A set of manuals has recently been added to the KEC and CC libraries by Health Care Continuing Education as a result of special funding from a Community Outreach Partnership Fund, Ministry of Education, for two pilot projects to implement a social health promotion program in local communities. Two members from each of approximately 20 community organizations attended training sessions over 10 weeks on how to facilitate the *Making*

Connections for Health program. Simultaneously, they offered the program in their own organizations while receiving coaching after each session from the program trainers.

Making Connections for Health is an educational program that helps participants create social change at personal and community levels. Participants explore social issues that affect their lives and learn about how social status, social roles and social networks affect health. Using this knowledge, participants take action to build health promoting social networks by connecting with the wider community.

Results from the pilot projects indicated that community participants from the various organizations found the program useful and many were able to re-enter their community in volunteer or paid jobs.

Sheila Stickney, Health Care Continuing Education

Vacation announcement

Mark Goertz will be on vacation September 4 - October 9. For urgent matters contact Aphrodite Harris at 7319.

The Environmental Issues Advisory Group needs you

Are you interested in joining with other like-minded VCC personnel in coming up with creative solutions to the challenges VCC faces in its quest to be more environmentally friendly?

Then consider joining the EIAG. We are looking for "members at large," as well as specific constituency reps.

The Environmental Policy has recently been approved by Operations Council, and the EIAG hopes to continue the efforts started by past Environmental Committees.

Join us and help make a difference! Contact Larry Waddell at local 8304.

announcements

Notes from KEC Building Services

Key control

Please note that when the person in authority signs the key request form, the signature must be an original signature and not a photostat copy. When a key is issued from the security office the person receiving the key must sign the key book in the security office. Only the person who is receiving the key may pick it up at security. When returning a key and there is nobody in attendance at the security office the key can be dropped through the letter slot. Every key on campus is individually numbered so when it is entered into the key data bank the person who returned the key is identified. All keys issued will be kept in the security office for pickup for 10 working days. Any keys not picked up beyond that time will be returned to our key bank and the request form destroyed. Should this happen and a college employee wishes to have issued a key another form with the appropriate signatures must be completed.

Classroom furniture

Please note that every Friday is the day that broken chairs are to be placed outside your respective classroom for replacement. Our contract movers will replace them prior to 8:30 a.m. on the following Monday.

Painted walls

All faculty and staff are asked not to pin or tape items to newly painted walls in classrooms. Should you feel that your classroom requires additional tackboards phone me (Bill Miller) at local 7133, and I will try to accommodate your request.

Registrar's Offices hours of operation

The new hours of operation for the Registrar's Office at both campuses are:

Monday to Thursday

9:00 a.m. to 4:00 p.m. (open to 7:00 p.m. Wednesday at KEC only)

Friday

9:00 a.m. to 3:00 p.m.

In addition the Registrar's office will be closed for Banner conversion/testing on the following dates:

- Monday Sept. 21
- Tuesday Sept. 22
- Closed Fridays from October 2 to December 4

Ethics, anyone?

There is still space available in the "Code of Ethics" workshop scheduled for Friday, September 25 in KEC Room 5025 (9:00 a.m. to 3:30 p.m.). We are fortunate to have two knowledgeable facilitators, Dr. Edwin Kramer and our own Joan MacArthur-Blair.

If anyone wishes to participate in the development of a VCC code of ethics, or is just plain interested in the subject, contact Parviz at local 8312 to register.

Wellness Committee

The new local for Grace Shaw is 7289. Please call her directly when needed.

Department name change

The Long Term Care and Allied Health Department's name is changed to Continuing Care and Allied Health. This name more accurately reflects the breadth of care provided by health care workers in the field of Gerontology. Program names within the department remain unchanged.

Gee, thanks

Last month VCC received a letter from the Society for College and University Planning, which toured City Centre Campus as part of their conference held in Vancouver in July. The letter stated that "The Campus Tours were particularly successful and left our visitors with a very positive impression of higher education in Canada, in particular British Columbia."

Counsellors' Corner

VCC's *Student Advocate Program*, a peer support program developed and supervised by counsellors, is now in its thirteenth year at KEC. Each year the Counselling Department selects about 25 students from a variety of cultural backgrounds and trains them in basic communication, problem solving, and community referral skills. They also receive some interpretation training from MOSAIC. Cross cultural awareness is an integral part of the Program. Students who complete the training are hired by the College to work with other students by assisting with interpretation, registration, accessing information about the College and government/community agencies and/or personal support.

The support of a Student Advocate can make returning to school after many years seem less overwhelming. Student Advocates can reduce the isolation felt by many newcomers to Canada by assisting students who have language barriers or are challenged by cultural transition.

The Student Advocate Program trains an additional five students who wish to tutor other students. They are given specific instruction in tutoring techniques by the Learning Resource Centre staff. Students who have an academic background in English, mathematics and all the sciences are encouraged to apply for these positions.

Please refer any appropriate students to the Counselling dept. for an application. They should be advanced level or higher in their English, be mature/responsible, able to handle studies and part time work, and be a KEC student for one more year. If they want to tutor, priority is given to full time students and most tutoring is in English, Math and Science.

Applications for the Student Advocate Program are available from the Counsel-

see *Counsellors*, page 15

People

Baking Department Head

Lucia Zemp was recently elected Department Head for the Baking and Pastry Arts Department, replacing George Rudolph.

New ICS personnel

Stuart Furness, VCC's new Telephone Systems Manager, started on September 8, Charlene Wong is working as a Computer Support Analyst until March, covering Nadia Kawas's maternity leave, and Candice Bennett is providing temporary clerical support until Francine Lucas is permanently replaced. Please join with Des Dougan, ICS Director, in making ICS' new team members welcome.

CE Telecom Management

Continuing Education's Telecommunications Management Program is pleased to have Carol Malouin on board as the instructor for its introductory course, Understanding Telecommunications.

Carol is the Senior Telecom Analyst at Vancouver General Hospital and brings many years of expertise to the program, both in the management and technical fields of telecommunications. Welcome, Carol!

On the move

Department of Human Resources welcomes Roseanne Ashworth to fill the position of Personnel Co-ordinator (Instruction). Roseanne has worked at VCC for ten years, in various secretarial capacities, including Secretary to the Dean of Applied Programmes and Dean of Student Services/Registrar. She has had a great deal of experience working with faculty and can be reached at local 7019.

Roseanne is replacing Daisy Sukhia who left the office on July 31 to take a position in Human Resources with the Abbotsford School District.

Manijeh Golkhizi has left the position of Room Booking Clerk to take up the posi-

tion of Secretary for Brenda Appleton, College Librarian. The new Room Booking Clerk is well known to everyone as previously our main switchboard operator, Fatima Mino. Manijeh's new local is 7351 and Fatima's is 7027.

To everyone in a new position at VCC, welcome and best wishes!

Karen Kelly, Director of Human Resources

Tony Pletcher

The Humanities Department announces with sadness the sudden death on August 4, of Tony Pletcher, husband of our retired colleague Betty Pletcher. Tony had been a biology instructor at Langara for many years before his retirement. A service to celebrate Tony's life was held at All Saints Anglican Church in Ladner on August 9. Many of us with the College, both currently and retired, were there to share this time with Betty and her family.

Joan Rike

Humanities Department personnel notice

Be advised that the Humanities Department Head September to December is Grace Shaw, Office 3232 and local # 7289.

Counsellors...

ling Department Receptionist. Interviews are conducted during the last two weeks of September.

Application deadline

Friday, September 18 (can be extended)

Training dates

Thursday and Friday, October 1 and 2, and Fridays, October 9 - November 28

Training hours

9:00 a.m. - 4:00 p.m.

For more information call Donna Barreca in KEC Counselling, local 7207.

Community Liaison Activities

VCC will have a booth at the Surrey Employment and Training Fair, Thursday, Sept. 24 and Friday, Sept. 25/98, located at the Surrey Place Mall.

The fair will be open from 9:30 a.m. to 9:00 pm both days. The organizers are expecting over 60 exhibitors and will have entertainment sessions on a main stage during the fair. This event is FREE to the public. If you are available for two to three hours to help out at our booth please contact Brenda Toporowski as quickly as possible, at local 8442.

Career exploration for people with disabilities

The Counselling and Advising Centre is currently offering a unique career exploration service for individuals who have a disability. VCC students and members of the community (participants are not required to be VCC students) who have a diagnosed disability and meet other eligibility requirements, may be eligible to receive individualized, one-to-one career exploration and vocational planning. The service is customized to fit the needs of each client but will generally include several months of career counselling, a comprehensive vocational/psychological assessment, a workshop on current labour market trends, and a job shadowing or work experience placement.

A limited number of spaces remain in this unique, FREE service. Therefore, suitable clients should be referred immediately. For further information contact:

The Counselling and Advising Centres or Nona Coles, Program Coordinator, City Centre (443-8634)

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

classifieds

HOUSING



Furnished house available January-April, 1999. Three bedrooms, two bathrooms, family room, den. 20th Avenue near Cambie. \$1600/month includes hydro, cable, phone, washer/drier, and 2 cats. Peter 7358, 874-3394, pherd@vcc.bc.ca

Furnished bachelor apartment to sub-let: English Bay/Stanley Park, for November, December, January. Call 669-2029.

FOR SALE



Dark oak dining table and four chairs, English, 1930's, \$500. Phone Phyllis at 980-3918.

ESL books for sale, 40% off, call Sonia 876-2954.

For sale used but in good condition:
Perago stroller \$20, **child car seat** \$20 and Fisher-Price **high chair** \$20. Call Donna Barreca at 7207

Barbie dolls and 90210 dolls for sale. Great condition. \$4 each. Call Chris at local 7361.

WANTED



Computer diskettes (3 1/2") in any condition

Part of a science workshop for elementary teachers involves dissecting a computer diskette. If you have any lying around your office—old demo disks, single density, junkers, etc.—please contact Peter Hopkinson in the Science Department local 7285. All disks received will be dissected; none will be inserted into any computers!

Upcoming united way wardrobe sale

Just an early reminder that this successful event will take place again soon. So clean up your closets and bring in any quality clothing, shoes and accessories. We are accepting ladies', mens' and children's

wear. We would like to extend this sale to both City Centre and King Edward Campus. You can drop off your donations to the Purchasing Dept. before October 13. Please contact Shanez (local 7102) or Liz (local 7101) if you have any questions.

Blow your own horn!

Help start a VCC Connections Arts Events Calendar.

If you will be taking part in an arts event, or know of somewhat at VCC involved in the arts, and would like to publicize the event, let us know.

VCC Connections will run an Arts Event calendar as submissions are received.

Possibilities: music, visual arts, theatre, etc, etc.

Contact us with your information at least one week prior to publication.

EDITOR, DESIGN AND LAYOUT

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

CAMPUS CONTACTS

CC: Carey Stoneberg, Word Processing
KEC: Reception Desk

Printing of the cover shells was coordinated by the
VCC Graphic Arts and Printing Production Dept.

Please recycle this newsletter

1998 PUBLICATION SCHEDULE

Sept. 17	Oct. 1, 15, 29
Nov. 12, 26	Dec. 10

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.

Standards of Student Conduct Policy

Effective Date: June 26, 1997

Policy Category: Education Support

Number: D.4.3

Purpose

To inform students of the VCC Standards of Student Conduct and to outline the procedures that are followed should students breach these rules.

Policy

1. In all their relationships with all College personnel, and/or other students, students are expected to maintain a high standard of conduct. They are expected to obey the law, to show respect for properly constituted authority, to meet contractual obligations, to maintain integrity in scholastic activities and to observe adult standards of conduct. The student is held responsible for his/her actions, whether acting individually or in a group, on or off campus on college-related activities (i.e., practicums, etc.)
2. In the first week of class, instructors will communicate appropriate campus and departmental rules of conduct to maintain a proper and safe learning environment in the classroom, lab, practicum or clinical setting. Instructors will also explain consequences resulting from the breach of these rules. College rules are listed in Appendix "A".

Applies to:

All VCC students.

Responsibility:

1. The Vice President of Educational Support Services has the ultimate responsibility for ensuring that the rules are applied uniformly and consistently.
2. The Department Heads* have the overall responsibility for monitoring the uniform and consistent application of these rules within their department.
3. On a day-to-day basis, instructors have the responsibility to uniformly apply the rules with fairness and without favouritism and are normally responsible for initiating the disciplinary process outlined in the Procedures Section.

Procedures:

- A. In instances which do not involve physical violence or statute violations the instructor should, in cooperation with the Department Head*, follow the procedures described below:
 1. In minor breaches of rules, a verbal reprimand may be given.
 2. In major or repeated breach(es) of rules, an in-

structor may place a student on probation.

- As soon as possible, the instructor or department head will write a memorandum stating to the student that s/he is on a probationary status. The memo to the student must contain the following:
 - A description of the rule(s) violated including the time, place and names of witnesses (if applicable).
 - A clear statement that the student's conduct was inappropriate and in violation of the rule(s).
 - A defined period of time during which the student must not repeat the inappropriate conduct or violate any other rule(s) of conduct.
 - A statement noting that the consequence of breaching the probation during this period will result in further action by either the Dean of Student Services or the President on the recommendation of the Dean of Student Services.
 - The student's signature acknowledging that s/he received a copy of the memorandum. Where the student refuses to accept the

**Throughout this policy, in the case of Continuing Education, Department Head will be substituted with CE Program Coordinator and Dean of Student Services with Director of CE.*

memorandum and/or sign for receipt, the instructor should so note. It must be emphasized that the student is only signing for receipt of a copy of the memorandum and not that s/he agrees with the contents.

- If a student violates the terms of probation, the instructor shall, in co-operation with the Department Head* or Associate Dean, immediately bring the matter to the attention of the Dean of Student Services (or delegate) for further action. The instructor will write a covering letter explaining the events that most recently occurred and include a copy of all previous documents. This letter and all documentation shall go to the Dean of Student Services and a copy to the Department Head*, Associate Dean, and student.

B. In instances which involve significant disruption of the learning environment, physical violence to another person or to College property or in instances where there is possession of intoxicating beverages, drugs, weapons or where a student fails to comply with reasonable direction from College employees, security personnel or law enforcement officers acting in performance of their duties on or off campus or where a student aids, abets or acts as an accomplice in the commission of any of the foregoing rule violations, the instructor or College employee has the responsibility to:

1. Take whatever prudent action s/he feels is necessary to ameliorate the situation (e.g., call security, the police, notify nurse etc.).
2. Remove a disruptive student, if necessary, from the learning environment for a maximum of one day. The instructor must immediately inform the Department Head* and the Dean of Student Services (or delegate).
3. Immediately present a verbal report to the Dean of Student Services (or delegate).
4. As soon as possible, submit a written report, (signed and dated) to the Dean of Student Services.

Upon receipt of a report (2 or 3 or 4), the Dean of Student Services (or delegate) shall take the following actions:

- Where appropriate, ensure that security personnel, police and/or medical staff have been notified.
- Depending on the urgency of the circumstances and the severity of the infraction, take the following disciplinary action(s):
- Issue a reprimand.
- Place the student on probation. This should be duly recorded and follow the procedures outlined in A.2 above.
- At the Dean's discretion, convene a meeting of the Student Discipline Committee as soon as possible, but in any event not later than four (4) instructional week days from the date the inci-

dent occurred. The student will remain in class until the results of the hearing are finalized, unless the safety of others is in jeopardy.

- If the safety of others is jeopardised, the Dean will recommend to the President suspension of the student pending the outcome of the Student Discipline Committee.

Composition of Student Discipline Committee

The Student Discipline Committee is composed of:

- Department Head* of a department in which the student is not registered;
- Department Head* of Counselling (or delegate);
- Faculty member-at-large; or Continuing Education Instructor;
- Dean of Student Services (or delegate) who shall also act as Chair, non-voting, except in the case of a tie;
- A student selected by the Student Association.

The Chair may appoint additional members to the Committee as appropriate to the circumstances.

Student Discipline Hearing procedures

The Dean will distribute written background information to all parties.

- The Committee Chair will introduce all parties and outline the procedures to be followed at the hearing.
- Individuals who allege that the student has engaged in inappropriate and disruptive conduct will give evidence. The student, or a

representative on his/her behalf, will have the opportunity to question these individuals.

Note: If the student intends to bring counsel to the hearing, the student must advise the Dean before the hearing takes place. More than one advisor may be allowed at the discretion of the Committee.

- The student will be provided with the opportunity to give evidence him/her self and through his/her witnesses.
- Each party will have an opportunity to respond to the statements.
- The Committee will determine any other individuals to be interviewed.
- Committee members may ask questions of parties in the appeal.
- The Committee will then deliberate in private and make a decision regarding the appeal.

COMMITTEE PROCEDURES:

The Committee will review the case and:

- determine if allegations are valid;
- if the allegations are valid the Committee can reprimand the student(s), or
- draw up and put into effect a contract between the student and College, breach of which could result in other disciplinary action.

- OR -

- recommend to the College President that the student be suspended,
- recommend to the College President that the student be expelled,

- recommend other action(s) to the appropriate senior college administrator.

The President or other senior administrator will communicate his/her decision to the student within three days of receiving the Committee Recommendations.

Appeal of Student Discipline

If the discipline imposed pursuant to this Policy involves suspension or expulsion, or if the discipline has the general effect of denying the student admission or continuation at the College, the student may appeal the decision of the Student Discipline Committee to the College Board on the following grounds only:

- due process was not followed
- important evidence was missing

(See Process for Board Hearing of Student Appeals Policy)

6. When disciplinary action results from an investigation and/or recommendations made under the Human Rights Policy, the student may not have recourse to the Student Grievance Procedure. The student will have recourse to the procedures set out in the College's Human Rights Policy 1.1.0.7.

References

Replaces VCC Policy Standards of Student Conduct, 2.4.0.9.

Standards of Student Conduct Policy: APPENDIX "A"

Vancouver Community College Rules of Conduct

Initiation of Disciplinary Action

Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the Dean of Student Services, or delegate. Examples of student conduct which may result in disciplinary action include, but are not limited to, actions by students who:

1. Conduct themselves in a manner that interferes with or endangers the operations of the College, including interference with other students' ability to learn;
2. Conduct themselves in a manner that endangers the health or safety of other students, staff and or clients, on or off campus on College related activities.
3. Use, possess, or sell intoxicating beverages in campus buildings or any other public campus area, unless specific written permission by the College administration is obtained;
4. Falsify or supply false information or withhold accurate information in order to obtain any College document: for example I.D. card, receipt, transcript, etc., or to obtain admission to a College course or program;
5. Use, possess and/or sell illicit drugs or narcotics on the campus;

*Throughout this policy, in the case of Continuing Education, Department Head will be substituted with CE Program Coordinator and Dean of Student Services with Director of CE.

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6. Engage in disruptive activities, e.g., disorderly conduct, which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language; obscene actions; and/or disrespect for the rights and privileges of others; or disrupts or hinders the learning environment.
7. Misuse property, which includes destruction, damage, mutilation or misuse of College property, including but not limited to buildings, library materials, trees and shrubbery, College files and records, safety equipment, including fire alarms and fire equipment;
8. Use, possess or sell fireworks, firearms, knives or other offensive weapons or materials on College property;
9. Fail to comply with reasonable directions of College officials, security personnel or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus.
10. Aid, abet or act as an accomplice in the commission of any of the foregoing offenses.
11. Persistently make inordinate or inappropriate demands for time and attention from faculty and staff.
12. Impersonate a student (applicant) at an examination or assessment.
13. Engage in harassment as defined in the College's policy. (The procedure for dealing with this conduct is contained in Policy 1.1.0.7.).

14. Cheat on assignments or examinations, or plagiarize.

Cheating, which includes plagiarism, occurs where a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Cheating is a serious educational offence. Plagiarism occurs where a student represents the work of another person as his or her own.

VCC condemns all forms of cheating. The College will discipline students cheating in the following manner:

1. For most first offenses, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.
2. For most second offenses, a failing grade will be assigned in the affected course.
3. Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College.
4. For a third offence, the matter must be referred to the College President for the assignment of discipline, which may include suspension or expulsion from the College.

**Throughout this policy, in the case of Continuing Education, Department Head will be substituted with CE Program Coordinator and Dean of Student Services with Director of CE.*

Student Grievance Policy

Effective Date: June 26, 1997

Policy Category: Education Support

Number: D.4.2

Purpose

To provide procedures to give individual students the opportunity to register or resolve grievances or disputes.

Policy

This policy applies to a student who is currently enrolled or was enrolled 30 days prior to the filing of this grievance or dispute. If a student takes the grievance to an agency outside the College, the College may suspend action under this policy. This policy is only to be used when there are not more specific policies and procedures.

Students are encouraged to seek resolution of the issue with the instructor, department head, etc. before proceeding to grievance.

Applies to

All VCC students.

Responsibility

Dean of Student Services* or delegate.

Procedures:

1. Student(s) will write the Dean of Student Services* or delegate and describe their grievance or dispute. The student may seek assistance in writing the grievance.

2. The Dean of Student Services* shall advise the griever that the Dean may be involved later in the process. Therefore, the griever may wish to present the grievance to another administrator (excluding the President).
3. Within five working days from the written receipt of the grievance, the Dean will attempt to resolve the grievance or dispute.
4. The student will remain in class unless the safety of others is in jeopardy.
5. If a resolution is not reached, the Dean, acting as non-voting chair, within (another) five working day period, shall strike a committee consisting of:
 - a) an instructor at large of a department in which the student is not registered.
 - b) a College counsellor
 - c) a student at large
6. The Dean will distribute the written grievance and background information to all parties.
7. The Committee will meet and hear:
 - a) the griever (s) and his/her advisor
 - b) the person (s) against whom the grievance is made
 - c) any other relevant individuals
8. Grievance Hearing Procedures:
 - a) The Committee Chair will introduce all parties and outline the procedures to be followed at the hearing.
 - b) The student and his/her advisor will identify the issues from his/her perspective, and outline facts relevant to his/her grievance. *Note: If the student intends to bring counsel to the hearing, the student must advise the Dean before the hearing takes place. More than one advisor may be allowed at the discretion of the Committee.*
 - c) The appropriate College personnel concerned will have the same opportunity.

continued on the other side

- d) Each party will have an opportunity to respond to the presentations.
- e) The Committee will determine any other individuals to be interviewed and give the student and or his/her advisor and appropriate College personnel an opportunity to respond to the information gathered from these interviews.
- f) Committee members may ask questions of parties in the appeal.
- g) The Committee members will then deliberate in pri-

vate and make a decision regarding the appeal.

9. The Committee will then write their recommendation regarding the grievance to the President, or appropriate senior administrator.
10. The President, or appropriate senior administrator, will write to the griever(s) his/her decision within five working days of receiving the Committee's written recommendation.
11. A student may appeal a grievance decision to the College Board on the following grounds only:

- a) due process was not followed
- b) important evidence was missing

(See Process for Board Hearing of Student Appeals Policy)

References

Replaces VCC Policies:

- Student Grievance Policy 2.1.03
- Student Grievance about Instructional Activity Policy 2.4.1.10

Policy Sponsor

Dean of Student Services

VCC WORKPLACE "WELLNESS" NEEDS ASSESSMENT

This lift-out page is designed to gather information from the VCC community which will help shape a wellness program for employees.

Your response is very important to us. Please return the survey to Moneca Dale, VCC Health Services, City Centre campus by September 28, 1998.

Thank you for participating in this survey.

The VCC Wellness Committee

1. I would like to attend seminars, programs and/or services if offered at VCC on the following:

- | | |
|---|---|
| <input type="checkbox"/> Aging | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Breastfeeding | - Nutrition and vegetarianism |
| <input type="checkbox"/> Cancer Screening and/or Prevention | - Low fat/low sodium cooking |
| <input type="checkbox"/> Career Planning/Life Planning | - Other (please specify) |
| <input type="checkbox"/> Crisis Management and Intervention | _____ |
| <input type="checkbox"/> Fitness Programs | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Family Issues: | <input type="checkbox"/> Personal Financial Management |
| - Elder care | <input type="checkbox"/> Planning for a Healthy Retirement |
| - Balancing work and family | <input type="checkbox"/> Smoking Cessation Program |
| - Family breakdown | <input type="checkbox"/> Stress Reduction (Stress management) |
| - Parenting | <input type="checkbox"/> Stretch Breaks (Stretching programs at work sites to prevent common on-the-job injuries) |
| - Other (please specify) | <input type="checkbox"/> Time Management |
| _____ | <input type="checkbox"/> Walking/Running Program (Please circle) |
| <input type="checkbox"/> Heart Health | <input type="checkbox"/> Weight Management |
| <input type="checkbox"/> Humour in the Workplace | <input type="checkbox"/> Wellness Assessments (eg. health screening questionnaire and tests followed with individual profile and recommendations) |
| <input type="checkbox"/> Immunizations (eg. Hepatitis B, Influenza, Tetanus, Polio, Diphtheria) | <input type="checkbox"/> Yoga |
| <input type="checkbox"/> Introduction to Fitness (eg. the benefits of exercise) | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Massage Therapy | _____ |
| <input type="checkbox"/> Menopause | _____ |

2. What might prevent you from using wellness programs and/or services in the workplace? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Lack of time to use program/services | <input type="checkbox"/> Unaware of the program/services |
| <input type="checkbox"/> Concern for confidentiality | <input type="checkbox"/> Location of the program/services |
| <input type="checkbox"/> My cost to use the program/services | <input type="checkbox"/> Time of day program is available |
| <input type="checkbox"/> Inability to leave work to attend the program | <input type="checkbox"/> Other _____ |

3. What time of day are you most likely to use wellness programs and/or services? (Please check one only)

Weekdays

- | | |
|--|--|
| <input type="checkbox"/> Early morning (6 to 9 am) | <input type="checkbox"/> Afternoon (2 to 5 pm) |
| <input type="checkbox"/> Morning (9 am to 12 pm) | <input type="checkbox"/> Evening (5 to 9 pm) |
| <input type="checkbox"/> Mid-day (12 to 2 pm) | <input type="checkbox"/> Other _____ |

4. How much would you be willing to pay for wellness seminars (eg. nutrition, cancer prevention, heart health, aging)?

- \$1 - \$5 for 1 hour seminar
- \$5 - \$10 for 1 hour seminar
- For greater than \$10 please specify amount _____

- I would not be willing to pay
- Comments _____

5. How do you think a comprehensive workplace wellness program would benefit you personally? (Check all those that apply)

- I will learn how to cope with stress better and prevent stress-related conditions.
- I will expand my knowledge of health and wellness related issues.
- I will develop a healthier lifestyle.
- I will feel that my organization cares about me.

- I will feel better about myself.
- I will feel more loyalty toward my organization.
- I will enjoy coming to work more.
- I do not think I will benefit from this program.
- Other: _____

6. Where would you like to see upcoming program and services advertised/promoted? (Check all those that apply)

- VCC Connections
- Flyers (general distribution)
- Posters

- Bulletin Boards
- Paycheck stuffers
- Electronic mail

7. Further comments or ideas about wellness at VCC:

OPTIONAL

Demographic Information

At which campus do you work? (Please check one) City Centre King Edward

Gender: Male Female

Age: Under 21 40 - 49
 20 - 29 50 - 59
 30 - 39 60 - 65

Optional:

I would like more direct input:

Name: _____ Local: _____