

April 16

1999 c-2



THE VCC COMMUNITY INTERNAL NEWSLETTER

VANCOUVER
COMMUNITY
COLLEGE



Connections

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A healthy start to a long-term endowment fund: grad donates \$2000.

A Request for Input

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

Equal Employment Opportunity and Advancement Policy

A draft policy titled Equal Employment Opportunity and Advancement has been developed by a committee representing different constituents at VCC. A copy of the draft policy is enclosed in this edition of Connections and will be on the agenda for the Operations Council meeting on May 11 at 2:00 in Room 5025 (KEC), with an hour being set aside to allow for discussion.

If you have any questions or comments to make about the draft policy you may either raise them during the Operations Council meeting or direct them to one of the policy committee members. The committee members are:

Moira MacLeod (chair)
Stuart Scholefield
Sarah Lucas
Rob Henderson
Frank Cosco
Robert Kiyoshk
Kuan Foo (VCC Board)
Dana Merritt
Karen Kelly
Joanna Van Liingen

The development of this policy dates back to September, 1997, when the committee met with members of the Lower Mainland Multicultural Consortium to seek guidance. Early policy drafts were formulated, discussed and reviewed at the conference on Diversity at the City Centre campus in January, 1998.

The current draft policy is a first step toward ensuring that no individuals are denied access to employment opportunities at VCC for reasons unrelated to ability or qualifications. In addition, the draft policy applies the principle of equal access to all existing employees.

The draft policy outlines the college's commitment to equal access from the initial job advertisement to the end of employment. The principles of this draft policy were developed to be consistent with the college's Mission and Mandate Statement.

The intention of the policy is to provide a fair and equitable work place and to offer all individuals equal opportunity to develop their potential. Accordingly, the draft policy provides for the college to identify and eliminate any discriminatory barriers that interfere with employment opportunities, to ensure current and prospective employees receive equitable treatment in hiring, training and promotion.

Although job requirements are to be based on qualifications and skills, the draft policy allows for the college to provide accommodation for some individuals, including designating a position to be filled. Examples of designating a position would be to say

see Equal Employment, page 3

Retirement Seminars Friday, June 11, at KEC, Room 5025

Roger Hesketh from the Superannuation Commission will be conducting Municipal and College Pension Plan Retirement Seminars at Vancouver Community College on Friday, June 11.

Each seminar is approximately three hours long and the topics covered will include the pension benefit formula, CPP bridging benefits (offset), temporary an-

nuities, payment of pensions, re-employment for pensioner, eligibility for pension benefits, related health benefits (medical, dental, extended health), option to buy additional service, and how to complete pension and benefit forms.

For Faculty and Administrators enrolled in the College Pension Plan, the seminar is from 8:30 a.m. to 11:30 a.m.

For Support Staff and Nurses enrolled in the Municipal Pension Plan, the seminar is from 1:00 p.m. to 4:00 p.m.

Spouses are also invited to attend.

If you are interested in attending, please contact Eugenie Wong in the Department of Human Resources at local 7136 by April 30, 1999.

Pension, retirement and estate planning course

Learn about

- Retirement income: how much do you need and how soon do you need it?
- Tax reduction: how can you reduce your tax bill today and during retirement?
- Investments: how to diversify for safety and acceptable returns
- Income protection: how to make certain your loved ones are protected
- Your will and estate: how to pass on more to your heirs and less to taxes
- Your pension plan: an important financial asset

You will receive

- Twelve hours of financial education, in four, three-hour parts
- 170-page workbook, to assist you to learn and remember and material
- Private consultation: ask questions about your own financial affairs

Who should attend

- If you care about your financial future, you should attend.

Where, when and how much

- Wednesdays, April 21, 28; May 5 and 12
- 6:30-9:30 p.m.
- Fee: \$59 (no extra cost for a spouse/partner)
- VCC will reimburse \$25 upon attendance of at least three of the four parts

Register today:
439-7156 (24 hrs)

HRD Workshop Registration Form

The following is a list of upcoming HRD courses.

Please tick your choice(s) and return the completed sheet to Parviz Lalji at CC, loc 8312.

APRIL

- | | | | |
|---|---------------------|----------------|-------------|
| <input type="checkbox"/> Intro to Netscape... | Fri Apr 23 | 9 am - 12 noon | #5042 @ KEC |
| <input type="checkbox"/> Finding Resources/WWW | Fri Apr 23 | 1 pm - 4 pm | #5042 @ KEC |
| <input type="checkbox"/> Group Facilitation | Sat Apr 24 & May 01 | 9 am - 4 pm | #TBA @ KEC |
| <input type="checkbox"/> Intermediate Windows '95 | Fri Apr 30 | 9 am - 5 pm | #5042 @ KEC |

NAME: _____ DEPT: _____ LOCAL: _____

Equal employment (continued from page 1)

that the college's First Nations Coordinator should be First Nations, or that an instructor for students who are deaf should also be deaf. Other accommodations would include making a work station accessible for an employee who uses a wheelchair, installing special computer software for an employee who is visually impaired, or providing a flexible work schedule for an employee with specific physical disabilities. Accommodation is required by law, and is just one way of meeting the range of needs of college employees.

The draft policy also provides for expanding the applicant pool when advertising vacancies. This provision is

based on the belief that traditional methods of recruiting, hiring and promotion will often limit the college's access to a diverse pool of skilled potential employees. Expanding the applicant pool could be achieved by advertising in different ethnic and community papers or by sending advertisements to specific organizations.

The draft policy aims to ensure that inclusive interview procedures are followed. During a formal job interview, the same interview should be conducted for all applicants, and questions should not be biased towards particular applicants. The overall intent is to recruit from the widest pool of candidates and to interview people in an unbiased way to ensure that the most qualified employee is successful.

Announcements

Board Finance and Admin Committee meeting

The next public session of the Finance and Administration Committee of the VCC Board will be held on Thursday, May 19, 1999 from 11:00 a.m. - 1:00 p.m. in Room 5043 at King Edward Campus. Please call 871-7163 for further information.

Appointment: Program Development

I am pleased to announce that David Tickner is now Department Head of the Program Development Department. Congratulations, David!

Moir Macleod, Dean of Academic & Developmental Programs

Additional HRD course just announced

Introduction to Groupwise email

**Wed. April 21 and Wed. June 16, KEC
Room 5042 9:00 a.m.-4:00 p.m.**

We will cover topics such as: creating/responding/forwarding mail messages, discussing the different address books, sending/receiving a message with a file attachment, creating file folders for storing and sharing email messages, creating a personal group, sending email messages outside the college, setting up a vacation message, defining a signature, accessing your email account through the Internet ... and more.

Prerequisite is that you are currently using GroupWise, or have logged a call with the VCC Help Desk to convert to GroupWise.

To register, please contact Parviz at 443-8312.

Photo ID schedule: March and April 99

Listed below are the dates, times and location for the Photo ID at both the KEC and City Centre Campuses. You must ensure that students have their Student Registration Form in order to have their PHOTO ID taken. No other document will be accepted. These Photo ID's are for students registering only after January 1999.

City Centre

- March 17, 18, 24, 25, 31, 1:30-4:00
- April 1, 7, 8, 14, 15, 28, 29, 1:30-4:00
- Location: Media Services Room 224

KEC

- March 15, 9:00-3:30, 4th Floor Student Records
- March 17-18, 1:30-4:00 at Media Services, RM 2001
- March 29, 9:00-3:30, 4th Floor Student Records
- March 31, 6:00-8:00, Media Services, RM 2001
- April 1, 1:30-4:00, Media Services, RM 2001
- April 7, 6:00-8:00, Media Services, RM 2001
- April 8, 14, 15, 21, 22, 1:30-4:00, Media Services RM 2001
- April 26, 27, 28, 12:00-8:00, 4th Floor Student Records
- April 29, 30 9:00-4:00, 4th Floor Student Records

Next issue: Apr. 30

Deadline for submission: Apr. 23

Faculty fines for overdue Library materials

Before the end of April the Library will be sending to all faculty a reminder listing the overdue fines currently owed. As you know, fines for faculty have been in place since 1997, when the College Fees and Fines Committee ruled that faculty should pay fines for overdue. We don't like to penalize you with fines, so here are some ways to avoid them:

- You can renew print materials in the library, by phone (CC Library: 443-8340 or KEC Library: 871-7323) or by using a modem or the library web site to access our catalogue and your patron record.
- Videos checked out at the Checkout counter for a three day loan may be renewed the same as print material (see above). If you need them longer than three days, speak to the Media Desk staff who can create a booking for the required dates. If Media Staff are not there, speak to the Checkout counter staff and request an extension on the regular three-day loan period.
- Booked videos must be renewed through the Media Desk, in the library or by phone: CC Library @443-8341



News

New books at KEC Library

- By the Light of My Father's Smile (audiocassettes)
- Classroom Assessment and Research: An Update on Uses, Approaches, and Research Findings
- Determining the Economic Benefits of Attending Community College
- Dragon Dancing
- Employment Search Modules for ESL Learners
- Growing use of Part-Time Faculty: Understanding Causes and Effects
- Impact of Technology on Faculty Development, Life, and Work
- Relaxation
- Schaum's Quick Guide to Great Presentations
- The Vampire Armand (audio-cassettes)
- Volunteer Home Tutor Resource Kit
- Writing Science Fiction and Fantasy
- Writing Books for Kids and Teens
- Marriage, Separation, and Divorce British Columbia
- Multifaith Calendar

and KEC Library @871-7321. If you're booking videos through the Media Desk, be sure to give yourself enough extra time after the showing to return them on time!

If you wish to speak to the Circulation Department Head, please phone Eva Sharell at 443-8349.

VCC Golf Tournament

Thursday, May 27 starting at noon

The recently refurbished Fraserview Golf Course in South East Vancouver will be the site of this year's VCC Golf Tournament. Although a full-sized course, Fraserview is player-friendly, quite short and mostly wide open with lovely old trees and the "odd" coyote.

This is our Fourth annual tournament (previously organized by Craig Lester of the Facilities Department) and has always been a fun event.

Our tournament is open to all VCC employees and relatives, but will be limited to about 30 Golfers. Prizes will be awarded for a variety of accomplishments, ie. longest drive, highest score, etc.

Cost for the tournament will be \$50 (same as last year) which will cover the fees as well as a Deluxe Burger and salad, and Tea or Coffee, and a variety of prizes.

For an entry form, please contact Allan Clarkson in Counselling at City Centre (8446) as soon as possible.

Pension reform information meeting for faculty and administrators

Members of the College Pension Plan Advisory Board will be holding an information meeting on pension reform Monday, May 3, 1999, City Centre Campus, Room 205A - 2:00 p.m. to 4:00 p.m.

New legislation (the Public Sector Pension Plans Act) is being proposed.

This legislation affects all College Pension Plan members and it is important that you know about it. If passed,

this new legislation will simplify public sector pension plan administration and management. It will also provide a mechanism for public sector pension plan stakeholders, governments, employers, unions and plan members to pursue a joint trustee arrangement, should it be desired.

The members of the College Pension Plan Advisory Board want to ensure that you are informed about pension reform

and joint trusteeship and have an opportunity to express your views. It is your pension plan and it will play a critical role in your retirement security.

Plan on attending this important meeting on the future of your pension plan. Please contact Eugenie Wong in the Department of Human Resources at 871-7136 if you wish to attend.

CityFest, May 21-23: Come help, and stay for the entertainment!

Once again, the time approaches for CityFest, Vancouver's annual celebration of cultural diversity in the performing arts. Every year for the last five years, the Victoria Day weekend has seen the transformation of KEC into this unique and exciting community festival.

CityFest brings together performing artists of all kinds from all over the world—Sri Lanka, India, Iran, Greece, Britain, Latin America, Polynesia and dozens of other cultures. There will be workshops in various disciplines and in unpredictable art forms. And if that's not enough to stir your interest, there's food and drink, artists and craftspersons sell-

ing unique products, and of course, the indispensable espresso bar.

Virtually all the work is done by volunteers, and the performers donate their time and talent as well. There is no admission charge, and all the performance venues are free. These include a full-scale theatre, outdoor stages, two dance areas (one grass, one artificial surface), a lounge area and more intimate performances and workshops in class rooms.

Volunteer at CityFest!

Gain valuable work experience. There are so many things we need help with:

- event planning

- spread the news with posters, leaflets and media publicity
- prepare with site with tables, booths, banners and performance locations
- make buttons and maps
- sell T-shirts
- provide information to guests
- work behind the scenes as a stage hand
- register performers

References will be supplied afterward, for your resume. To volunteer, contact Brian White at fax/phone 274-9515.

Please come, help out, and be entertained!

Media Services is Now Offering

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- 11" x 17"
- transparencies

know how @VCC
Vancouver Community College

No charge to base budget accounts
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Direct Copy	1-5	5+ same image
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11x17"	\$3.00	\$2.50
8 1/2" x 11" transparency	\$3.00	\$2.50

Digital file from minimum setup
from disc: \$5.00 + cost of copy

Note all prices include GST/PST

Why choose the Medical Office Assistant Program?

What is it about the Medical Office Assistant (MOA) Program at VCC that appeals to so many?

Here are a few of the responses from our students...

"I chose to take this program at VCC for several reasons. The first was because it came highly recommended by several people that I spoke to. The second was because of its location. The third was because of the price of the tuition and what it included. I also appreciate the fact that we had three months to choose the program we wanted to continue with (MOA, Medical Secretary or Medical Transcriptionist)."

"I took the MOA Program at VCC because it was recommended by my doctor and several other health professionals I spoke with."

"Because of easy access to the Skytrain station, and because VCC has a good reputation."

"I thoroughly enjoy taking the MOA Program at VCC, as the instructors are knowledgeable and very helpful compared to other colleges."

Facts to remember:

1. MOAs are the frontline communicators and managers in doctor's offices, clinics and hospitals.
2. VCC MOA graduates continue to be

Medical Office Careers instructor develops curriculum for paramedic academy

Susan Fielden has developed a new curriculum entitled "Internationalization of the Justice Institute's Paramedic Academy Programs." Ms. Fielden is an instructor in VCC's Medical Office Careers Department. The project included a literature search focused on internationalization of themes within health care education, as well as materials for an information session to assist staff to modify their curriculum in ways that address multicultural, international and intercultural issues with regard to health care education.

in demand because of their excellent multi-skilled training.

3. VCC MOAs become certified in CPR and Standard First Aid before they go on practicum.
4. The first provincial full-time Medical Office Assistant Program started at VVI/VCC circa 1962-63.
5. The MOA Association of BC Provincial Registered Medical Office Assistant Exam (RMOA) was invigilated at VCC on April 10 by Susan Lesko.
6. Full-time instructors in the MOA Program are Registered Medical Office Assistants.
7. MOA graduates who meet the requirements are eligible to write the MOA Association of BC exam to become Registered Medical Office Assistants.
8. VCC MOA Program Instructors are active members of the MOA Association of BC and serve on executive positions at the chapter and provincial levels and have a strong commitment to continuing education.
9. This year Susan Lesko, MOA Instructor, was honoured for her 20 years of service to VCC. She is also a Registered Medical Office Assistant (Canada) and a Certified Medical Assistant (CMA) U.S.
10. MOA Week is celebrated the first week of May. This year, the annual MOA of BC conference will be held in New Westminster. The Conference Coordinator is a VCC grad.

Remember:

When you visit your doctor's office, a medical clinic, or a hospital, chances are you will be greeted by a VCC MOA Grad.

AAA Division Event

April 28, 1999, 8:30 a.m. - 3:30 p.m., KEC Auditorium

Contact: Ruth Behnke (local 7294), AAA Event Planning Committee



Academic
Adult Basic Education
Adult Special Education

Summary of Minutes: VCC Operations Council

Chair: Linda Martin
April 13, 1999
KEC Room 5025, 2:00 p.m.

1. **Retirement and Re-employment Policy - update for information**
 - The Policy was presented to Operations Council for information purposes only, and will be presented to the Finance and Administration Sub-Committee of the Board on April 14.
2. **Purchasing Policy Revision**
 - Operations Council approved the revisions to the *Purchasing Policy* that were made primarily to differentiate the approvals done by the Finance and Administration Sub-Committee and approvals by the College Board.
3. **Computer Leasing - Year 2000**
 - The Council endorsed the leasing process to date (in lieu of purchasing) and the completion of the leasing

continued on page 9

Program Info Sessions

LEARN ABOUT:

- career opportunities
- program prerequisites

(all sessions listed are held at CC campus)

MEDICAL OFFICE CAREERS

Tuesday, April 27, 7:00-9:00 p.m.
Location: Room 112 (Theatre), CC
For info phone 443-8519

DIGITAL MULTIMEDIA TECHNOLOGY

Wednesday, April 28, 6:30 p.m.
Location: Room 721, CC
For info phone 443-8535

JEWELLERY ART & DESIGN

Wednesday, May 5, 6:00-7:30 p.m.
Location: Room 162, CC
For info phone 443-8571

GRAPHIC ARTS PRINTING PRODUCTION

Thursday, May 6, 6:30-8:00 p.m.
Location: Room 114, CC
For info phone 443-8576



Grad's donation establishes endowment fund

Donna Lee, a graduate of the Hairstyling/Esthetics Program, is shown here presenting a cheque for \$2000 to establish the DONNA LEE ENDOWMENT FUND FOR DEAF & HARD OF HEARING STUDENTS. It is Donna's wish to assist students pursuing an academic or training program at VCC. Donna's donation will be matched by the Provincial Government.

Shown in the photo along with Donna are (l-r) Ellie Casey of Interpreting and Braille Services and Sheilah Henderson, accepting the cheque on behalf of the Educational Foundation.

VCC Technical Trades

50 YEARS

CELEBRATING 50 YEARS OF STUDENT SUCCESS

Wednesday, May 19, 1999

10:00 a.m. to 8:00 p.m.

Trades Area, 1st Floor

King Edward Campus

Learn about excellent career opportunities in the Automotive and Diesel Trades (Automotive Collision Repair Technician, Automotive Refinishing Technician, Automotive Technician and Diesel Technician)

- Guided tours
- Food and refreshments
- Antique and drag cars on display
- Information booths

For more information please contact
Cecilia McGowan, 871-7416

Remember to mark your calendar!

(Please note that during the 50th Anniversary Open House, part of the South Parking lot will be closed to general use, to allow for sufficient space for high school buses and tour operators. Thank you.

List your VCC upcoming event on the College web site

For those who didn't know, there is a "What's New" section available for college news or events on the VCC web site. If your department has an announcement that you wish to be posted

to the web site please contact Bruce Gabor, Web Manager, by email at bgabor@vcc.bc.ca or directly at local 7156.

First Annual Wine Makers Tasting and Competition

Do you make wine? If you do, then now's your chance to show off your talents. The First Annual Wine Tasting competition to crown the best vintner at VCC will take place Friday, April 23 from 4:00-6:00 p.m. in the Four Corners Restaurant, City Centre.

All staff and faculty are invited to come and select the best vintner at VCC. Samples of a wide range of very special estate select (ie VCC's own) wines will be available.

Highlights:

- wine tasting
- hor d'oeuvres
- socializing

A panel of judges will select the best white, best red, best dessert and best overall. However, everyone can take part in the tasting.

To participate in the competition, bring one bottle for each category of competition you wish to enter to Four Corners Restaurant at CC on April 23. Please RSVP your intention to enter the competition, at 8317 or 8396.

\$2.00 donation per person will be appreciated.

Win a wine cellar raffle: anyone bringing an extra bottle of wine for raffle will receive one ticket per bottle. One lucky person will win all the wine donated—an instant wine cellar of VCC wines fit for any sommelier.

Non-alcoholic beverages available for non-wine drinkers and designated drivers.

Carecards required for all College Health Services

Health Services is now required to collect Carecard numbers from all patients who see the physician, or require other health services. Please note, however, that *no one will be refused first aid or nursing service if they do not have medical insurance.*

As of April 1, 1999 all students and staff who visit Health Services will be asked to produce their Carecard number. New regulations for physician funding

from the Ministry of Health require us to now collect this information for every visit.

We would be grateful if instructors would please inform their students of the above change to our operating procedure. However, if your student does not have medical insurance, please do not discourage them from visiting us.

Thank you... College Health Services

Community Events

Mental Health Association invites you to "Celebrate Yourself"

The Canadian Mental Health Association, Vancouver-Burnaby Branch, is hosting a *health fair* as a kick-off event to Mental Health Week.

Organizations and individuals representing wellness and health will offer information booths, interactive workshops and entertaining performances.

Free admission. Come and "celebrate yourself" at Heritage Hall (Main and 15th Avenue in Vancouver) from 11:00 a.m. to 5:00 p.m., Sunday May 2. Call 872-4902 for more information.

Canadian Alliance of Dance Artists presents fundraising dance marathon

CADA BC, the BC branch of the Canadian Alliance of Dance Artists, invites you to the dance party event of the year: *Twelve Hours Max*, Saturday, April 24, between 12:00 noon and 12:00 midnight, at Heritage Hall, 3102 Main Street. Ticket prices range from \$5.00 for children to \$10/\$12 at the door.

Food and drink provided, performances by Arts Umbrella, games, door prizes, activities, free dance classes, live

music, DJs, massage sessions, and, of course, dancing, dancing, and more dancing.

Enter as a dance marathon participant, pledge a dancer, or just come to join in the festivities.

The Canadian Alliance of Dance Artists is a national non-profit society dedicated to improving the social status and working conditions of professional dance artists in Canada.

For information, phone 876-4746 or 251-1748.

Ops Council (from pg 7)

tender and the leasing contract to satisfy the College's computer needs and Y2K compliancy.

4. Tuition Fee Refund Policy

- Operations Council endorsed the previously approved *Tuition Fee Refund Policy*.

5. Increase Charge for Loss of ID Card

- Approval was given to increase the replacement cost of student ID cards from \$5.00 to \$10.00 each in order to cover the increased cost of the technology and the labour involved.

COMING SOON:

VCC Transportation Fairs

May 26 at CC

May 27 at KEC



6. Terms of Reference for Sponsorship Committee

- The revised Terms of Reference for the Sponsorship Committee were presented to Operations Council for information.

7. Budget Advisory Group

- The Budget Advisory Group will become a "virtual" group, connecting through e-mail as issues arise. Two meetings per year will be held; one in the fall and one in June.

8. Student Appeals to the College Board Policy

- This Policy will be taken to the April 22 meeting of the College Board.

- NOTE: The *Tuition Fee Refund Policy* will be discussed further at the next Operations Council Meeting.

PUBLICATION SCHEDULE

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

Produced by the College Advancement Department,
Vancouver Community College

VANCOUVER
COMMUNITY
COLLEGE



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

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

classifieds

HOUSING



Suite for rent

Bright, clean, above ground basement suite in a house (Renfrew/PNE area). 800 square feet, two bedrooms, private entrance. Includes heat, hot water, electricity, new fridge and stove, storage space. Close to bus routes, on Adanac Bikeway. Cat and/or quiet dog OK. Non-smokers only. *Avail. May 1. \$650 per month.* Call 7152 or 251-4677.

Suite for rent

Ground level basement suite in a two-story house in Killarney (E47th and Arlington, two blocks west of Boundary Road in Vancouver). Close to school and bus. Three bedrooms. Large living room with fireplace. Total about 1300 sq. ft. Large front yard and backyard. Separate entrance. Four appliances including

washer & dryer. Garage with remote control. Non-drinker, non-smoker. No pets. *\$950/month including hydro. Available May 1.* Phone to view 438-3899.

FOR SALE



Inglis apartment size clothes dryer 220w; hardly used; like new and in excellent condition, white. Will deliver. \$125. Call 255-7499 or 8584

JOB POSTINGS



Admissions Clerk (b), KEC. Closing date: April 27, 1999.

Financial Aid Supervisor, KEC. Closing date: April 28, 1999.

I Love You— Happy Mother's Day

Wouldn't it be nice to decorate a heart-shaped cake for your mother or the mother of your children? Now you can! The



Baking and Pastry Arts Department is offering the use of our resources on Saturday, May 8 from 10:00 a.m. to 1:00 p.m. This event is a fundraiser for the Baking Department., and cost is only \$25. Refreshments will be served. Contact Brigitte Kirmis at local 8317.

EDITOR, DESIGN AND LAYOUT

Dale Rasmussen, Marketing and Communications
Tel 871-7152, Fax 871-7451
email drasmussen@vcc.bc.ca

UPCOMING PUBLICATION SCHEDULE

Apr 30 / May 14, 28 / June 11 / July 9 / Aug 6

Please recycle Connections ♻️

**The printing and paper
used in the cover shells for
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How to submit your article:

1. email to drasmussen@vcc.bc.ca; **OR**
2. save your file to the I:\common\connect\ directory (call the editor—local 7152—and let him know the file is there, and provide the filename); **OR**
3. through the VCC Connections On-line website. Go to "Submit Your Article" and follow the directions.
4. text only on a IBM-formatted disk, with hardcopy attached

Your submissions are welcome. However, material may be edited for clarity and length. Deadline for submissions is the end of the week prior to publication.

Equal Employment Opportunity and Advancement Policy

Effective Date: TBA

Policy Category: TBA

Number: TBA

DRAFT

Purpose

Since Vancouver Community College is a workplace that values diversity, it hereby establishes employment guidelines to ensure that equal employment is afforded to all employees and those who seek employment at the College in order to more fully comply with the B.C. Human Rights Code.

Policy

It is the policy of Vancouver Community College to provide equal opportunity of employment and advancement for all qualified persons as specified in Section 13 of the B.C. Human Rights Code:

Discrimination of Employment ...no person shall refuse to employ or refuse to continue to employ a person or discriminate against a person with respect to employment or any term or condition of employment because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age* of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person."

* other than the provisions within College policy related to retirement and re-employment.

This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, compensation, benefits, training and working conditions. It is actively implemented throughout Vancouver Community College.

Qualifications and appropriate skills to fulfill job requirements will be the main criteria for the hiring or advancement of employees.

Notwithstanding the above, the Equal Employment Opportunity Committee may recommend restrictive hiring criteria for certain designated positions.

Procedures

All VCC managers, supervisors and employees involved in making hiring and/or advancement recommendations will, within the limits of their responsibilities:

identify and remove any discriminatory barriers which prevent equal access to employment;

take measures to expand the applicant pool to reflect the diversity of the community we serve and to ultimately achieve an employee profile to reflect the diversity of the community we serve;

ensure that inclusive interview procedures are followed within the context of this policy.

Responsibilities

Equal Employment Opportunity Committee:

Reporting to the President, the Equal Opportunity Committee has the responsibility to:

- recommend measures to ensure this policy is effectively implemented and administered on an ongoing basis;
- monitor and evaluate the results through ongoing input and review;
- report, through the College President, to the College Board (at least annually).

Committee Structure:

- one representative from the College Board
- one representative from VCCFA
- one representative from AVCCA
- one representative from CUPE
- one representative from BCNU
- Director of Human Resources
- Human Rights Coordinator
- First Nations Coordinator
- two members of the community the College serves who are experienced in the issues of diversity and whose participation is recommended by the internal members of the Committee and approved by the College President.

Reference

Policy on Retirement and Re-employment, B.2.10.

Policy Sponsor:

Director, Human Resources