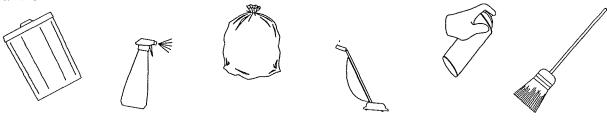


CLEAN UP DAY ADMINISTRATION

The staff on the second floor has had a clean up campaign and a few items are looking for a home. They are sitting outside the Supply Room in administration. Free to the first taker:



- 2 shelves about 5' long with dividers (stored inside Supply Room, see Gabriella in mail room).
- Small grey portable file holder on wheels.
- Storage case for Wang diskettes.

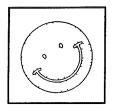
We also have one 4-drawer horizontal file cabinet in good condition. For sale or swap for 3 drawer file cabinet or low bookshelves.

Do you have unused equipment? Why not let Centricity know? Your junk may be someone else's treasure! Do you need something someone else might not need?

Let Centricity know. We will advertise for you!

Karen Kelly

HELP!



Can anyone out there help me learn how to use E-Mail through the UNIXG system?

I am all set up and ready to go at City Centre but

I can't get it to work.

Can someone help get me started and assist with any ongoing problem solving? Call me at 443-8434. Thanks!

Holly Cole

FROM THE LIBRARY

City Centre Library has need of a two-drawer legal size filing cabinet.

Please contact Marnie Froberg at local 8345 if your department wishes to pass one on. Thanks.

Andrew Bahry

A VALENTINE'S MESSAGE

Valentine's Day is just around the corner. Are you ready?



Why don't you pick a card, a box of chocolates, a stuffed animal, or flowers for your loved one.

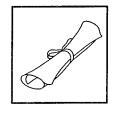
Remember, *Valentine's day* is not just for lovers only. It is a way of expressing appreciation and caring for someone special, too, like a friend.

UPCOMING VCC ALUMNI ASSOCIATION EVENTS

Several Alumni projects are underway!

The Dental Assisting and Reception Thirty Year Homecoming will be on March 4, 1993 from 5:00-7:30pm at City Centre.





Our annual Career Fair will be on March 11, 1993 from 10:00am -4:30pm. To date there are several participants registered. More information will follow.

Our spring ALUMNEWS will be coming at the end of March. Anyone wishing to make submissions should contact the Alumni office.

For more information about these and other Alumni events and services, contact the Alumni office at local 7147.

TO ALL FACULTY AND STAFF

Please remind your students that the deadline for the bursary and scholarship applications is Wednesday, February 24, 1993.



Thank you for your cooperation.

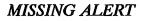
Dana Fister

A NOTE TO KING EDWARD AND LANGARA CAMPUSES

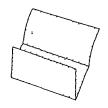
Please be reminded that City Centre will be closed for 'City Centre Day' on Friday, February 12, 1993.

Incoming calls to the switchboard will be handled by providing a message indicating that the campus is closed for that day.

Continuing Education activities will resume on Saturday, February 13 as scheduled.



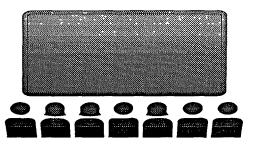
Pitney Bowes tells us that two machines for folding letters belong to City Centre Campus. I have never seen either of those machines.



A large free box of envelopes is being offered for information leading to the discovery of either of these machines!!!

If you have one, don't worry--we won't take it away--we just want to know if such machines really do exist.

Karen Kelly



In order to justify this closure, it is expected that all employees, who have regularly scheduled duty on that day, will attend the City Centre Day activities. Scheduled activities begin 8:30am.

Please note that if there is not sufficient registration in a workshop, the workshop will be cancelled.

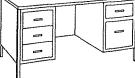
Have you bought your luncheon ticket? If not, please do it right away. Tickets are \$7.00 and can be purchased at Instructional Media Services.

Remember, there will be no food service in the cafeteria on that day.

J. Vandenakker

SETTING UP AN OFFICE AT HOME

Ideally, your home office should be a separate room, but if one isn't available, choose a corner that will belong to you and you alone. If necessary, invest in partitions to separate yourself psychologically from the rest of the house.



In selecting an area, consider whether there is enough space for a desk and other equipment. Is there a convenient electrical outlet and telephone jack? (if not, they can be installed.)

Your desk needn't be a 'desk' at all. All you really need is a surface to write on. Whatever you choose, it should be sturdy and a comfortable height.

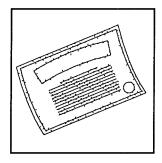
A hollow door resting on two file cabinets provides plenty of drawer space and a goodsized desktop at just the right height.

HOSPITALITY ADMINISTRATION

CENTREVILLE PUB



Mr. Peter Toiga and White Spot Ltd. have established a bursary fund.



Two full scholarships will be provided to

second year students as an annual commemoration to the memory of *Louis Stervinous.*

We are grateful for this type of donation and are proud of the opportunity to remember Mr. Stervinous in this manner.

Dave Donaldson

B.C. ASIA-PACIFIC AWARDS

RECIPIENTS

Congratulations go out to the two VCC recipients of the November '92 B.C. Asia-Pacific Awards.



Alice S. P. Wong, Instructor Scholars' Award English Dept - KEC

Ms. Wong will be going to Wuxi, China in September for ten months to assist at the *Wuxi Institute of Light Industry* in three areas:

- development of teaching and testing materials in international trade and business English.
- teacher training.
- classroom teaching.

Don M. Peters, Langara student Students' Award

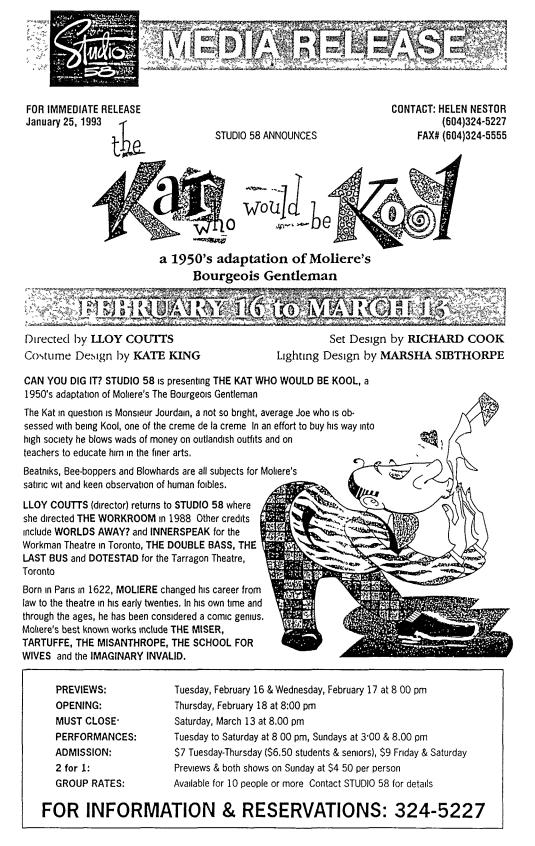
International Business Program Mr. Peters will be travelling to Japan to study Japanese language, culture, and business in Tokyo in April for twelve months.

NEXT DEADLINE

NOVEMBER 1, 1993

Application forms available from Cecily May International Education Coordinator Local 7178





IMS K26502 JAN 93

APPLICATION TO ATTEND BETIREMENT PLANNING SEMINAR		
(Please print all information)		
Name:		
Will you be bringing your partner?	О по	
Name of your partner (If attending)		
Please specify the seminar you prefer to attend:		
Your present age: No. of years until you expect to retire:		
If you are unable to attend one of the above seminars, would you be interested in attending a subsequent seminar?		
Please Actors to: Stb Floor King Edward Cample 1355 East Broadway Variobuver, B.C. VS Attention: Ms. B. B	us N 5V1	

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