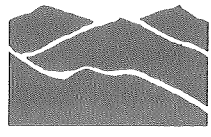


93 Aug 25

E N T R I C I T Y

VANCOUVER
COMMUNITY
COLLEGE



CITY CENTRE

August 25, 1993

Vancouver Community College
City Centre

SEP 07 1993
270 West 10th Street
Vancouver, B.C. V6C 1A7

**SICK LEAVE ABSENCES
IN EXCESS OF TEN DAYS
FOR SUPPORT STAFF AND
FACULTY AND RETURN TO
DUTY PROCESS**

There seems to be some confusion on the part of faculty and support staff on extended sick leave with respect to the "Return to Duty" portion of the "Absence in Excess of 10 days" procedure.

Apparently, some faculty and staff are delivering the "Return to Duty" form, completed by their personal physicians, directly to Dr. Hogg, and expecting that Dr. Hogg must see them personally before he can approve their return to work on Campus.

Please ensure that faculty and support staff are made aware of the following procedure:

That any notices regarding fitness to return to duty, when completed by their personal physician, are simply to be mailed or otherwise delivered to Dr. Hogg prior to the return to duty date. There is no requirement for an examination by Dr. Hogg unless he has a query regarding the health of the staff member in which case he will contact the individual or the individual's physician.

**SALE OF OFFICE
SUPPLIES**

As a result of the Dental Hygiene Department's laser printer being stolen

last July, the department has been left with two unopened boxes of toner for the Hewlett Packard IIP laser printer item #92275A. They would be very interested in selling this to another department within the college to help save on the expense of processing another purchase order. The purchasing department has been informed that these items sell for \$86.

The department also has an opened and barely used box of computer address labels for a dot matrix printer, size 3 1/2" x 15/16" folded sheet that they can not use now and would like to sell. The listed price for this item is \$19.99 at the Office

CITY CENTRE

Depot stores.

If any department is interested in purchasing these items, please contact Lorna Brown at the Dental Hygiene Department.

CHRISTMAS BREAK PERIOD - 1993

The college has received an inquiry regarding the Christmas Break period for 1993, and specifically, requesting clarification of the dates involved.

The Personnel and Staff Services Committee of the Board has reviewed the matter, and has agreed that the following dates for Christmas Break will apply:

VCCFA - December 22, '93 to January 3, '94;

LFA - December 24, '93 to January 3, 1994;

VMREU - December 23, '93 to January 3, '94;

BCNU - December 23, '93 to January 3, '94.

Further, it is the College's position that all employees within the bargaining units are required to be on duty at their respective work locations, unless on approved leave, until the

commencement of the applicable Christmas Break period as noted above.

Wayne Martin,
Director of Employee Relations

B O O K S T O R E MANAGER

Sheila Schmidt has left the College to pursue other interests. Good Luck Sheila!!

A Bookstore Manager will not be appointed in the foreseeable future. If you have any questions or concerns regarding the Bookstore, please refer them to me at 443-8311 (local 8311).

Karen Kelly,
Administrative Manager

NEW MATERIALS IN THE LIBRARY

Five C's of Administration [video]
How to Ask Questions That Encourage Cognitive Critical Thought [video]
Learning Together, Working Together [video]

Basic Skills for the Workplace

Codes of Ethics ... in a Health Care Setting in Canada

Course Design for College Teachers

Course Leader's Cookbook

Doctors in Canada

Don't Get Mad ... Write!

Education and Training in Canada

Evolution of Consciousness

Gardening in Vancouver

Harassed: 100 Women

Define Inappropriate Behaviour in the Workplace

Health Communication:

Strategies for Health Professionals

How to Stay Cool, Calm & Collected When the Pressure's On

In Pursuit of Fertility

Interior Design of the Electronic Office

Job Search Letters That Get Results

Nutrition Throughout the Life Cycle

Resumes for the Health Care Professional

Rethinking the Future

Say it Right: How to Talk in Any Social or Business Situation



THE UNIVERSITY OF BRITISH COLUMBIA

**DEPARTMENT OF ADMINISTRATIVE ADULT AND HIGHER
EDUCATION**

The following courses in Higher Education will be offered during the 1993-1994 session.

TERM 1: (September 6 to December 3, 1993)

AAHE 565 (3 credits): The Social Context of Educational Policy Making.

Instructors: Dr. Hans Schuetze and Dr. Douglas Wilms

Time: Mondays, 4.30 pm to 7.00 pm, beginning September 13.

Place: Ponderosa H

HIED 510 (3 credits): Foundations for the Study of Higher Education

Instructor: Dr. John D Dennison

Time: Mondays, 4.30 pm to 7.00 pm, beginning September 13.

Place: South Staff Office Block, Scarfe.

HIED 511 (3 credits): Organization and Administration of Higher Education.

Instructor: Dr. Hans Schuetze

Time: Wednesdays, 4.30 pm to 7.00 pm, beginning September 8.

Place: South Staff Office Block, Scarfe.

HIED 541 (3 credits): Community College and Institute Programmes.

Instructor: Dr. John D Dennison.

Time: Tuesdays, 4.30 pm to 7.00 pm, beginning September 7.

Place: Scarfe 1023.

(PLEASE TURN OVER)

TERM 2: (January 4 to March 31, 1994)

HIED 513 (3 credits): Current Issues in Higher Education

Instructor: Dr. Hans Schuetze and guest speakers.

Time: Six Saturdays, 9.00 am to 4.00 pm, beginning January 15.

Place: South Staff Office Block, Scarfe.

HIED 565 B (3 credits): Higher Education and the Economy.

Instructor: Dr. Hans Schuetze.

Time: Mondays, 4.30 pm to 7.00 pm, beginning January 10.

Place: South Staff Office Block, Scarfe.

HIED 560: (3 credits): Introduction to Institutional Research.

Instructor: Dr. John Chase, Director of Budget Planning and Analysis, UBC.

Time: Thursdays, 4.30 pm to 7.00 pm, beginning January 6.

Place: South Staff Office Block, Scarfe.

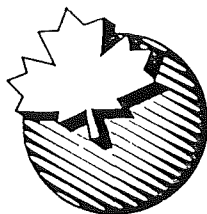
Enquiries concerning these courses should be directed to:

John D Dennison: (604) 822 5252

or

Hans Schuetze: (604) 822 4860

**Department of Administrative, Adult, and Higher Education
University of British Columbia
2125 Main Mall
V6T 1Z4**



CBIE Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale **BCEI**

Patron / Président d'honneur
His Excellency the Right Honourable / Son Excellence le très honorable
Ramon John Hnatyshyn
Governor General of Canada / Gouverneur général du Canada

EMPLOYMENT OPPORTUNITIES

THE INSTITUTE OF PUBLIC ADMINISTRATION AND LOCAL GOVERNMENT (IPALG) KYIV, UKRAINE

Background:

Is a recently formed institute (March 4, 1992), set up and financed by the Government of Ukraine with additional support from donor governments, including the Government of Canada. The Institute reports to the Ukrainian Cabinet of Ministers and has as its mandate the challenge of public administration education and training in Ukraine. It represents a key institution which will serve as a catalyst for the growth of a professional public service in Ukraine

As part of the Government of Canada's technical assistance program to Ukraine, Department of External Affairs and International Trade is funding the IPALG PROJECT, providing resources and expertise in support of the Institute of Public Administration and Local Government in Kyiv in order for it to become self-sufficient in program development, management and delivery. The purpose of the Project is to strengthen the newly established Institute, both its institutional leadership and its educational curriculum and training programs to all levels of the Ukrainian government

The Canadian Bureau for International Education (CBIE), on behalf of the Government of Canada, is managing the IPALG Project, providing support to the senior management of IPALG, support to the IPALG Master's of Public Administration (MPA) Program, training in Canada in the form of internships, fellowships and work attachments, senior executive training programs and resource and support materials.

In order to fulfil the overall goal of strengthening the leadership capacity and competence of IPALG, applications are invited from suitably qualified persons for the following four (4) positions at the Institute of Public Administration and Local Government (in Kyiv), starting dates varying from September through November 1993

Positions:

A Research and Policy Analyst (one year term)

Responsibilities include.

- working at IPALG's Centre for Policy Research to strengthen and develop the research and policy dimension of IPALG;
- directing research in areas of economic and social policy, e.g., economic reform, health care system;
- developing research issues of inquiry, organizing research teams, designing systems which will facilitate the dissemination of research findings and reports

Applicants should have

- demonstrated high senior level experience in policy research and ability to direct research in areas outside of his/her own specialty,
- familiarity with the problems of transitional societies,
- fluency in Ukrainian and/or Russian

B: Public Administration Experts (3) (6 - 8 month term)

Responsibilities include:

- . teaching in the IPALG MPA Program;
- . curriculum development;
- . resource development, i.e., working with Ukrainian counterparts in preparing new learning resources;
- . assisting in the development of short-term executive courses in Kyiv and outside of Kyiv based on his/her own area of expertise.

Applicants should have:

- . senior level expertise in one of three areas:
 - 1) Social Policy - social welfare and/or public health administration.
 - 2) Agricultural Economics - agricultural policy with a special knowledge of its international trade context.
 - 3) Communications Policy - public relations.
- . fluency in Ukrainian and/or Russian.

Salaries for the above positions are in accordance with qualifications and experience. Applicants are invited to send their full career details, salary requirements with clear identification of the position applied for. Please reply to:

The IPALG Project
Centre for Central and Eastern Europe
The Canadian Bureau for International Education
85 Albert Street
Suite 1400
Ottawa, Ontario
K1P 6A4

FAX. (613) 233-2937

Contact Cynthia Stevens
Phone: (410) 356-2000

For Immediate Release

Attention Poets

Owings Mills, Maryland (USA) -- The National Library of Poetry has announced that \$12,000 in prizes will be awarded this year to over 250 poets in the North American Open Poetry Contest. The deadline for the contest is September 30, 1993. The contest is open to everyone, but seniors are particularly welcome, and entry is FREE.

"Many of our previous winners have come from the ranks of senior citizens," said Howard Ely, contest director, "Maybe it's because they have had the opportunity to experience the many things in life which provide the 'raw material' for artistic creation."

Any poet, whether previously published or not, can be a winner. Every poem entered also has a chance to be published in a deluxe, hardbound anthology.

To enter, send ONE original poem, any subject and any style, to The National Library of Poetry, 11419 Cronridge Dr., P.O. Box 704-ZI, Owings Mills, MD 21117. The poem should be no more than 20 lines, and the poet's name and address should appear on the top of the page. Entries must be postmarked by September 30, 1993. A new contest opens October 1, 1993.

**JOB POSTING
EDUCATIONAL PLANNER/MANAGER
UNIVERSITY OF WEST INDIES**

The B.C. Centre for International Education has notified the VCC International Education Department of the following posting:

The University of the West Indies invites applications from senior professionals for the post of Education Planner/Manager (Distance Education) tenable for 12 months at the Cave Hill Campus of the University of the West Indies.

Nationals of member countries of the Caribbean Development Bank, the Netherlands, and Nigeria are eligible to apply. The appointee will be expected to assume major responsibilities in formulating policy and establishing a distance education system centrally coordinated through the Office of the Vice Chancellor and integrated across campuses and university centres off-campus and in the non-campus countries.

Gross remuneration is within the range of US\$60,000 to US\$65,000 per annum.

Persons interested in the above can contact:

Mr. Gerald Johnson
University of West Indies
Mona, Kingston 7, Jamaica W.I.
Fax: (809) 927 4869

**CLOSING DATE FOR APPLICATIONS IS:
SEPTEMBER 9, 1993**



M E M O

COLLEGE ADMINISTRATIVE SERVICES

TO: Vancouver Community College Community

FROM: Gail Rochester
Acting President

DATE: August 23, 1993

SUBJECT: Announcement re: Acting Director, Buildings and Grounds

I am pleased to announce the appointment of Jay Strachan as Acting Director, Buildings and Grounds until October 31, 1993. Jay replaces Bill Hill who will be retiring shortly.

Jay has been working in the Buildings and Grounds Department since joining VCC in 1977. He was most recently the Building Services Manager for KEC.

I know the entire College community joins me in congratulating Jay on his new appointment.

A handwritten signature in cursive script that reads "Gail Rochester".

Gail Rochester
Acting President

GR:md

THINKING ABOUT RETIREMENT OR RETIREMENT PLANNING ?

Employees planning for retirement - **and particularly those considering retirement within the year** - have always been encouraged to request pension calculations and documentation from the Superannuation Commission well in advance of actual retirement. The Commission now suggests prospective retirees begin the process **a full year before actual retirement.**

In the late Fall of each year, the Superannuation Commission prepares and sends out an individual print-out for each contributor, detailing contributions to August 31 of that year and providing pension projections for those 45 years of age and older. **These print-outs are an essential record for employees.** Additional copies are not available and it normally takes between four (4) and six (6) months to obtain similar information upon individual request. **These print-outs provide you with basic information when considering early retirement; more specific information may not be readily available to you in the time-frame in which you must make a decision.**

In planning for retirement and, as a contributor to the Municipal or College pension plans, you might be interested in the opportunity for a personal interview with a Superannuation Commission representative. The representatives are in the Vancouver area two days per month, offering half-hour interview sessions - usually the first or second Wednesday/Thursday of each month. Those wishing such an interview should complete a Request form (available from Employee Relations) and forward it to the Superannuation Commission **four (4) months prior to the requested interview date.**

Again, if you are seriously planning for retirement in the coming twelve (12) months - **please begin now** in order to have all the specific pension information that you will want for planning your future!