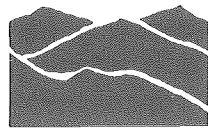


93 Sept 14

# CENTRICITY

VANCOUVER  
COMMUNITY  
COLLEGE



CITY CENTRE

September 14, 1993

Vancouver Community College  
City Centre SEP 22 1993  
211 West 11th Street  
Vancouver, BC V6C 1B9

## HELP!!

Holly Cole from the Community & Career Awareness Department is in desperate need of a small camcorder to take with her on a professional development trip to New Jersey. She was hoping that someone within the campus community could help her, as renting one is too costly. Holly will need one between the dates of October 2 to the 12. Please call her at local 8434 if you can be of assistance to her.

H.Cole, Dept Head  
Community & Career  
Awareness

## BLOOD DONOR CLINIC

A Blood Donor Clinic has been scheduled in the main mall area on Friday, September 17 from 10:30 to 4:00.

## HEPATITIS B VACCINE

Good News. Instead of a price increase as we were told would happen, we got a price decrease. The new price for Hepatitis B vaccine is \$16.50.

Please let your students know this is available to them and advise them of the new, lower price. We have had some inquiries but it was felt that the price was too high. This vaccine is still available to staff and their families. This is mainly for staff who have children, that have missed the free vaccine in grade 6 and would like to have their children covered.

If you have any questions, please call Dr. Burns at local 8338. I will be away on holiday from Labour Day through Thanksgiving Day.

Pat Smith, CHN  
Health Services

## CANADA SAVINGS BONDS - 1993/94

Application forms for the purchase of Canada Savings Bonds, through the Payroll Savings Plan are now available at the Switchboard, 2nd Floor Administration Office.

The final date for submission of the application forms is October 15, 1993. There will be no exceptions to this date.

**C O M P L E T E D  
APPLICATION FORMS  
S H O U L D   B E  
FORWARDED TO THE  
P A Y R O L L  
DEPARTMENT AT  
K I N G   E D W A R D  
CAMPUS.**

Karen Kelly  
Administrative Manager

## CITY CENTRE

### FOR SALE...

#### FIRST COME, FIRST SERVED

12 Acer 710 computers, purchased 1987.

With Intel 8088 processor, 768 KB RAM, two 360 KB floppy drives, monochrome CGA/MDA monitors and DOS 3.3. They were used by the Business program in K110.

12 IBM Personal Computers, purchased 1983.

With Intel 8088 processor, 640 KB RAM, two 360 KB floppy drives, colour CGA monitors and DOS 3.3. These are the original PC's purchased for VCC. They were used by the CST program, then moved to the library lab and finally the Journalism lab. Collector's items.

These computers were recently replaced because they are **obsolete, unreliable** and **expensive** to maintain. They have been used for 14 hours a day for 6 to 10 years by students. **Not** your average home computer utilization.

They might be suitable as

typewriters if you can find a word processing system that will fit on a 360 KB floppy.

We are asking **only** \$50 each; as is, where is, and on the understanding that you must never ask us for after sales support. **You won't get it!**

We will accept payment as cheques payable to VCC, from faculty, staff and administrators. All remaining computers will be disposed of after September 17, 1993.

Contact the Langara Receiving to purchase the IBM computers and Una Cheung (5302) to purchase the Acers.

**Such a deal!**

Jim Goard, ICS

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#### DESKS AVAILABLE

The Business Division has 17 large desks (30" x 60") available. These desks have no drawers but do have a typewriter run-off.

Two colours available: green with oak top; or black with walnut top.

**GREAT STUDENT  
DESK FOR HOME  
USE. OPEN TO**

### OFFERS.

Syd Hartley, local 8308.

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#### WOMEN'S HISTORY MONTH

Mary Collins recently wrote to John Cruickshank inviting the College's participation in celebrating the second annual Women's History Month in Canada, during the month of October, 1993.

She writes that the aim of Women's History Month each October is to foster an appreciation for the past and present contributions of Women in Canada and to recognize their achievements as a vital part of our heritage. This year, the theme for Women's History Month is "Herstory of Work: Recognizing Women's contributions". More promotional materials will be forthcoming from the Status of Women Canada.

L. Martin  
VP Instruction & Student  
Services

## **H A R A S S M E N T** **AWARENESS AT CITY** **CENTRE**

Welcome Shirin Theophilus, the new Harassment Issues Advisor (phone number 871-7040) to this campus!

Ms. Theophilus was born in Kerala, India, and has been living in Canada for the past 23 years. She has a Bachelors Degree in Science, and a Masters Degree in Counselling from Acadia University in Nova Scotia.

Ms. Theophilus has worked as an International Student Advisor for the past six years, of which she worked one and a half years at UBC.

Shirin has extensive experience in working with people of diverse backgrounds on employment and immigration matters, harassment issues, and adjustment issues.

Shirin will strive to bring respect to the working environment. She will be actively involved in applying the VCC Harassment Policies and Procedures and will provide extensive participatory educational

opportunities on harassment issues to all who work and study at VCC.

VCC's Harassment Policy is attached to this copy of Centricity.

L. Martin, V.P  
Instruction and Student Services

### **TEMPORARY TEACHING POSITION** **ST. JOHN'S COLLEGE** **LADPRAO, BANGKOK, THAILAND**

St. John's College requires an ESL instructor from June 1, 1994 to March 31, 1995. The assignment will be 10 - 15 hours per week. The minimum qualifications are a Bachelor's Degree in a related field and/or a training certificate/diploma in ESL or EFL.

Rent-free accommodation is provided but St. John's College is unable to supply a salary. To subsidize travel and living expenses, a special offering of the B.C. Asia-Pacific Award for scholars in the amount of \$8,600 is being offered. Applicants must be full-time employees of a B.C. post-secondary institution and meet the eligibility criteria of the B.C. Asia-Pacific Awards program. Further information on this position and application forms for the award can be obtained from the VCC I.E. office, Cecily May (871-7178).

**Closing date is November 1, 1993, and applicants will be notified of the decision by December 1, 1993.**

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### **B.C. ASIA-PACIFIC AWARDS**

The deadline for the submission of student and scholar applications to the B.C. Asia-Pacific Awards Program is fast approaching:

**November 1, 1993.**

Those who would like more information or application forms for this MAETT-funded award may contact Cecily May, Coordinator, International Education, KEC at 871-7178.

**VANCOUVER COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL**

**Policy No.:** 1.1.0.7  
**Issue Date:** November 1991  
**Amendment:** #1 - March 1992  
**Source:** College Board  
**Title:** HARASSMENT POLICY  
**Concerning:** All Administrators,  
Faculty, Staff & Students  
**Cross Reference:** Policy 2.1.0.3  
**President's**  
**Approval:**

**POLICY**

**1. Statement of Principle**

Vancouver Community College is committed to the principle that all members of the college community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behavior which may undermine the dignity, self-esteem, and productivity of any student(s) or employee(s).

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

**2. Definition**

(a) Harassment, for the purposes of this policy, is behavior which, generally, is both:

i) discriminatory in nature based on race, national or ethnic origin, colour, religion, union or association membership, age, sex, sexual orientation, marital status, family status, political belief, mental or physical disability or conviction of a criminal offence; and

ii) objectionable because the person committing such behavior knows or ought reasonably to know that the behavior creates an environment unconducive to work or study;

but, in certain circumstances, may be only objectionable.

(b) For the purposes of paragraph 2(a)(ii), objectionable behavior includes, but is not limited to:

- i) verbal abuse or threats;
- ii) offensive remarks, jokes, innuendos, or taunting;
- iii) display of pornographic, racist, or other offensive or derogatory material;
- iv) persistent unwelcome invitations or requests, whether direct or indirect;
- v) unwelcome physical contact such as touching, patting, pinching and punching; and
- vi) psychological abuse such as leering, badgering and intimidating actions.

(c) Harassment may occur during:

- i) one incident; or
- ii) a series of incidents of which any one incident, considered in isolation, may not constitute harassment.

(d) One specific form of harassment which is covered by this policy is sexual harassment. Sexual harassment may include unwanted sexual attention or sexual solicitation or sexually oriented remarks or behavior. Sexual harassment includes, but is not limited to:

- i) implied or expressed promise or reward with respect to a term or terms of employment, academic status, or academic credit, for compliance with a sexually oriented request;
- ii) reprisal or implied or expressed threat of reprisal with respect to a term or terms of employment, academic status, or academic credit for failure to comply with a sexually orientated request;
- iii) denial of opportunity or the threat to deny opportunity with respect to academic status, academic credit, or a term or terms of employment for failure to comply with a sexually orientated request; and
- iv) unwanted sexual attention or solicitation which has the effect of interfering with an individual's work or academic performance, or which creates an environment conducive to work or study.

The examples above include those circumstances where the person exhibiting the behavior, in fact, does not have the authority to carry out such promise, reward, threat or denial of opportunity.

3. Confidentiality

Subject to the College being required to provide information to any external board or court and subject to a resolution of an incident of harassment which requires disclosing certain information, the College, in addressing alleged harassment and in resolving incidents of harassment, will make every effort to keep confidential any information concerning an allegation of harassment or an incident of harassment.

In certain circumstances, the resolution of an incident or incidents of harassment may entail the disclosure, by the College President or delegate, of information regarding the incident of harassment.

4. Other Policies and Agreements

The application of this policy and these procedures may be modified in specific instances, as is reasonably necessary, by the terms of existing College policies and collective agreements which supersede College policies.

5. Amendments

No substantial changes will be made to this policy or these procedures without first getting the advice of the College Committee on Harassment Policy and Procedures.

PROCEDURES

6. Reporting Harassment

(a) Any College student or employee who believes that she or he is being harassed, has been harassed or has witnessed harassment of another College student or employee is encouraged to make a direct request of the person or persons concerned that the harassment cease or draw to the attention of the person or persons concerned that the harassment did occur.

(b) Any College student or employee, or any individual who has been a College student or employee, who believes that she or he is being harassed, has been harassed or has witnessed harassment of another College student or employee, or any individual who has been a College student or employee, may seek the confidential advice of the Harassment Issues Advisor or of a campus contact

**7. Campus Contact**

(a) Campus contacts will be appointed by the Harassment Issues Advisor in consultation with constituency groups on each campus and will include the following:

a VMREU representative, an administration representative, a faculty union representative, a student association or union representative, a Continuing Education Program representative, or a student or employee of the College who has been trained as provided in paragraph 7(c).

(b) The campus contact's role is to direct the complainant but not to record nor attempt to resolve any details of the alleged incident or incidents. The campus contact will help the complainant by explaining the options available to that person under this policy and these procedures or any other appropriate college policy or any appropriate collective agreement. If the complainant wishes to pursue the complaint further, the campus contact will direct the complainant to the Harassment Issues Advisor.

(c) Campus contacts will be trained for this position by the Harassment Issues Advisor or through the office of the Harassment Issues Advisor.

**8. Harassment Issues Advisor**

(a) A complainant may contact the Harassment Issues Advisor directly or after consultation with a campus contact.

(b) The Harassment Issues Advisor will advise the complainant on this policy and procedures and all other College policies or any collective agreement relevant to the complainant and, if appropriate, any other remedies external to the College, that may be available to the complainant.

(c) After consultation with the Harassment Issues Advisor, if the complainant wishes to file a complaint under this policy, the Harassment Issues Advisor will assist the complainant in preparing and filing a written complaint as required by these procedures.

**9. Complaint of Harassment**

(a) After consultation with the Harassment Issues Advisor, the complainant may:

(i) take no further action;

(ii) file a complaint under this policy and, after the completion of an investigation set out in paragraph 9(e), proceed to

- informal Resolution as outlined in paragraph 10, if the respondent agrees
- Mediation as outlined in paragraph 11, if the respondent agrees
- Formal Resolution by the President as outlined in paragraph 12, if the respondent agrees
- Formal Resolution by Hearing as outlined in paragraph 13;

(iii) where appropriate, contact the Human Rights Branch of the provincial government or the Vancouver Police;

(iv) where appropriate, seek legal counsel; or

(v) take any other action available to the complainant in the circumstances.

(b) If the complainant chooses not to take further action or proceed under this policy, the Harassment Issues Advisor will not continue to act on this complaint.

(c) If the complainant chooses a remedy or procedure external to this policy, the Harassment Issues Advisor will not continue to act on this complaint. However, where appropriate and only after the completion of the external remedy or procedure, the complainant may seek the advice of the Harassment Issues Advisor and initiate a complaint under this policy.

(d) If the complainant chooses to file a complaint under this policy, the complaint:

(i) must be in written form;

(ii) must contain the name of the complainant and the respondent;

(iii) must contain details of the incident or incidents complained of, including, dates, places, names of individuals involved or witnessing the incident and any other relevant information;



(iv) must be dated; and

(v) must be signed by the complainant.

(e) Upon receiving a written complaint under this policy, the Harassment Issues Advisor will conduct an investigation of the incident or incidents in the complaint by:

(i) interviewing witnesses, if any, of the complainant;

(ii) notifying, in writing, the respondent of the complaint and providing a copy of the complaint to the respondent;

(iii) interviewing the respondent and encouraging the respondent to comment or reply, in writing, to the complaint; a copy of any written comment or reply of the respondent will be forwarded to the complainant; and

(iv) interviewing the witnesses, if any, of the respondent.

(f) At any time during the investigation or upon the completion of the investigation, the Harassment Issues Advisor may inform the complainant, in writing, that the complaint is rejected and the reasons for the rejection. The complainant may appeal such a decision of the Harassment Issues Advisor to a three member panel appointed from the College Committee on Harassment Policy and Procedures. The Harassment Issues Advisor will inform the Chair of the College Committee on Harassment Policy and Procedures of the appeal and the Chair will appoint the members of the panel. Whenever possible, the Chair will appoint the members of the panel from a different campus than the campus where the incident occurred.

(g) After conducting an investigation set out in paragraph 9(e), the Harassment Issues Advisor will inform the complainant and the respondent, in writing:

that the complaint is accepted and that the complaint will follow

- if elected by the complainant and respondent, the Informal Resolution set out in paragraph 10, or

- if elected by the complainant and respondent, Mediation set out in paragraph 11, or

- if the approval of any party for Informal Resolution or Mediation is denied, the complaint will follow either of the Formal Resolution procedures set out in paragraphs 12 and 13.

(h) For the purposes of an investigation under these procedures and with the prior authorization of the President, the Harassment Issues Advisor will have access:

- in the case of a student, through the appropriate Senior Student Services administrator, or
- in the case of an employee, through the appropriate College administrator

to the telephone number and address of any person who is named as a witness to an incident of harassment or as a respondent in an incident of harassment. The Harassment Issues Advisor will not have access to any other information in the student or employee file.

#### 10. Informal Resolution

(a) Where appropriate and with the consent of the complainant and the respondent, the Harassment Issues Advisor will meet with the complainant and the respondent, either individually or together, with a view to attempt to secure a resolution of the complaint satisfactory to the parties. For example, such resolution may take the form of a written apology, a grade review where appropriate, a change in behavior, or any other resolution agreeable to the parties.

(b) If the resolution is successful, a reflection period of one calendar week will follow. During this time either party may withdraw from the tentative resolution. During or at the end of this reflection period, each party will indicate her/his agreement in writing to the resolution. When the resolution has been agreed to in writing by both parties, the complaint will be considered closed and the Harassment Issues Advisor will cease to act on the complaint.

(c) If the resolution fails to success or either party withdraws from the resolution either expressly or by failure to sign the agreement set out in paragraph 10(b), the complaint will:

- (i) with the consent of the complainant and the respondent, proceed to Mediation;

(ii) if one of the parties does not consent or if the Harassment Issues Advisor feels that Mediation will not succeed, proceed to either of the Formal Resolution procedures set out in paragraphs 12 and 13; or

(iii) not proceed if the complainant chooses not to proceed beyond this point.

11. **Mediation**

(a) The Harassment Issues Advisor will select a mediator, who is independent of the College, and receive agreement from the complainant and the respondent on the choice of the mediator.

(b) Subject to the agreement of the choice of the mediator set out in paragraph 11(a), within thirty days of the appointment of the mediator, the mediation of the complaint will be concluded.

(c) If the mediation is successful, a reflection period of one calendar week will follow. During this time either party may withdraw from the tentative resolution. During or at the end of this reflection period, each party will indicate her/his agreement in writing to the mediated resolution. When the resolution has been agreed to in writing by both parties, the complaint will be considered closed and the Harassment Issues Advisor will cease to act on the complaint.

(d) If the mediation fails to succeed, or if either party withdraws from the tentative resolution expressly or by failure to sign the agreement set out in paragraph 11(c), or the complainant and respondent fail to agree on a mediator, the complaint will:

(i) proceed to either of the Formal Resolution procedures set out in paragraphs 12 and 13; or

(ii) not proceed if the complainant chooses not to proceed beyond this point.

12. **Formal Resolution Procedures**

(a) If the complaint is not resolved through Informal Resolution or Mediation, the complaint will proceed to formal resolution by either:

i) a hearing under paragraph 13; or

ii) where both parties agree, the complaint will be directed to the President for resolution.

(b) In the event that the parties direct the complaint to the President for resolution, the President will review the complaint and the written response of the respondent, if any, and all other relevant material to the complaint and, within 10 working days, will make a decision on the complaint, which may include discipline of the respondent or dismissal of the complaint.

(c) The reasons of the President will be made in writing and copies will be delivered to:

- i) the complainant;
- ii) the respondent; and
- iii) the Harassment Issues Advisor.

### 13. Hearing

(a) If a complaint proceeds to Formal Resolution and the parties do not agree to direct the complaint to the President, the Harassment Issues Advisor will notify the President of the complaint and that the matter will proceed to a hearing. The President will form a Hearing Committee whose members will be nominated from the following constituency groups and, whenever possible, from a campus other than the campus where the complaint originated:

a VMREU representative, an administration representative, a faculty union representative, a student association or union representative, a member of the College Committee on Harassment Policy and Procedures.

(b) The member of the College Committee on Harassment Policy and Procedures will be the Chair of the Hearing Committee. The Chair will be responsible for the conduct of the hearing. The Chair will not have a vote on a decision of the Hearing Committee, except in the event of a tie vote when the Chair will have one vote to break the tie vote.

(c) The Harassment Issues Advisor will forward to the Chair a copy of the complaint and a copy of the reply of the respondent, if any, for distribution to the members of the Hearing Committee.

(d) The Chair will set the date of the hearing within 10 working days of the formation of the Hearing Committee and will inform the complainant and the respondent of the date of the hearing and the names of the members of the Hearing Committee.

(e) The hearing will be conducted in a manner consistent with the requirements of natural justice, so as to give those involved a full and fair hearing. The burden of proof will be the balance of probabilities.

(f) The hearing will be conducted in private unless both the complainant and respondent otherwise agree.

(g) Subject to paragraph 11(h), each party may be accompanied by a companion who may not speak or participate in the hearing. The Harassment Issues Advisor may attend the hearing for the purpose of advising the Hearing Committee on this policy or these procedures.

(h) If either party requires an interpreter or an aide:

- with the prior approval of the Chair, the interpreter or aide may attend the hearing; and
- the party requiring the interpreter or aide may speak through the interpreter or aide.

(i) The Hearing Committee may admit such evidence as it deems necessary and appropriate. The Hearing Committee is not bound by the rules of evidence that apply in judicial proceedings; though in deciding what evidence it will admit the Hearing Committee may take those rules into account.

(i) The Hearing Committee has the jurisdiction to:

- i) make findings of fact;
- ii) decide if, on the facts, the complaint is justified; and
- iii) determine a resolution, including a penalty, that is appropriate in the circumstances.

(j) The Hearing Committee has 20 working days from the date of the conclusion of the hearing to reach its decision.

(k) The Hearing Committee will give reasons for its decision in writing and the Chair will send a copy of the reasons of the Hearing Committee to the President for implementation of the decision. In addition, the Chair will sent copies of the reasons of the Hearing Committee to the following:

- i) the complainant;
- ii) the respondent; and
- iii) the Harassment Issues Advisor.

(1) Either the complainant or the respondent may appeal the decision of the Hearing Committee to the President within 10 working days after receiving the reasons for decision. Within a reasonable time, the President will render a decision on the appeal.

**14. Complaints Initiated By Third Party**

(a) Any College student or employee, or any individual who has been a College student or employee, who witnessed harassment of another College student or employee, or any individual who has been a College student or employee, may initiate a complaint on behalf of the person who has been harassed, provided the complainant has the consent of the person who has experienced the harassment.

(b) A complaint under this procedure will follow the same format and the same resolution procedures as a complaint made pursuant to paragraph 9.

(c) The consent of the person who experienced the harassment must be present at all times. If that person withdraws her/his consent then the complaint will be considered closed and the Harassment Issues Advisor will cease to act on the complaint.

**15. Records of Complaint**

(a) Any records, reports or documents generated as a result of a complaint will be filed and maintained by the Harassment Issues Advisor or, in the event the Harassment Issues Advisor position is vacant, will be maintained in a confidential fashion in the office of the President.

(b) Subject to paragraph 15(c), such files will be confidential and will be destroyed as required by the provisions of any relevant collective agreement or within a period of 4 years.

(c) As part of a resolution of a complaint under this policy and these procedures, a permanent or temporary record or report of the complaint and resolution may be noted or filed on the respondent's student or employee file.

16. Retaliation

Retaliation against an individual who has filed a complaint or who has been named as a witness or respondent in a complaint, whether the complaint was substantial or not and whether the complaint was resolved through any of the procedures set out in this policy and these procedures or not, may itself become an incident of harassment and may result in disciplinary action by the College.

17. Time Limits

It is recognized by all parties that time is important and is of the essence. Therefore, every effort will be made to comply with the time limits indicated in these procedures. However, these time limits are not binding on the College and may be modified as is reasonably necessary to accomplish the purposes of this policy and these procedures.

18. Interpretation

In order to accomplish the purposes of this policy and these procedures, wherever the singular is used in this policy and these procedures it may be construed as if the plural had been used and wherever the plural is used it may be construed as if the singular had been used.

19. Appeals

Nothing in this policy or these procedures limits the rights of an individual disciplined under this policy and these procedures to avail herself/himself of existing avenues of appeal in any collective agreement or according to the College and Institute Act.

20. Reports of the Harassment Issues Advisor

(a) The Harassment Issues Advisor will report on the Harassment Policy and Procedures on a quarterly basis to the President of the College and will table a copy of that report with the College Committee on Harassment Policy and Procedures.

(b) The quarterly reports of the Harassment Issues Advisor will include statistics of:

- how many people contacted the Harassment Issues Advisor
- how many complaints were filed

- the form of discrimination described in the complaints, such as sexual or racial discrimination
- how many complainants were students, employees
- how many respondents were students, employees and
- any other statistic that the Harassment Issues Advisor feels may be useful to the College.

(c) As confidentiality is a vital component of this policy and these procedures, the quarterly reports of the Harassment Issues Advisor will not identify the names of parties to a complaint of harassment. The Harassment Issues Advisor will not provide statistics which may identify parties to a complaint of harassment.



**M E M O R A N D U M**

**To:** Vancouver College Community  
**From:** Mary Anne Epp, Director of Library and Media Services  
**Date:** September 1, 1993.  
**Subject:** LIBRARY AND MEDIA SERVICES

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**The Libraries' Opening Hours for the Fall are:**

**City Centre Library**

Monday	8:30 am - 4:30 pm
Tuesday	8:30 am - 4:30 pm
Wednesday	8:30 am - 8:30 pm
Thursday	8:30 am - 8:30 pm
Friday	8:30 am - 4:00 pm

**Contact:** Phyllis Butler at 443 8346

**King Edward Library**

Monday	9:00 am - 4:30 pm
Tuesday	9:00 am - 9:00 pm
Wednesday	9:00 am - 9:00 pm
Thursday	9:00 am - 4:30 pm
Friday	9:00 am - 4:30 pm

**Contact:** Brenda Appleton at 871 7319

**Langara Library**

Monday - Thursday	9:00 am - 8:00 pm
Friday	9:00 am - 4:30 pm

**Contact:** Judith Neamtan at 524 5386

As a result of reductions in the Library Services budget, the library regrets that it will no longer be able to supply the following services:

1. Print Copyright Services

The Library will continue to request copyright clearance for articles placed on reserve. However, college departments will be responsible for seeking copyright permissions for multiple copies of print materials distributed to students in class or through the bookstore. A workshop on how to request copyright clearance is planned.

2. Routing of Periodicals

The reduction in library staff makes it impossible for the library to continue the popular routing service. Instructors, administrators, and staff members are encouraged to visit the library on a regular basis to scan their favourite periodicals. A "contents page" service is being considered as a substitute. However, implementation of such a service will need to be phased in as time permits.

The Library staff regrets the loss of these important services.

For further information relating to administrative and policy matters please contact me at 871 7165.

Mary Anne Epp  
Director of Library and Media Services

**Library and Media Services (LAMS)**

As of September 1, 1993, personnel and services previously under the jurisdiction of the Instructional Media Services Department will be administered by the Director of the Library and Media Services (LAMS) Department. Mary Anne Epp will assume the responsibilities as Director for this newly created department.

Bob Lajoie, Acting Director, Instructional Media Services until August 31, 1993, has been working closely with Mary Anne Epp on the above reorganization. There has been close collaboration with and cooperation from the campus administrations.

A separate memorandum indicating these changes, detailing the services provided, and hours of operation of LAMS is being prepared for college-wide distribution on September 1, 1993.

**M E M O R A N D U M**

**To:** Vancouver Community College Community  
**From:** Mary Anne Epp, Director of Library and Media Services  
**Date:** September 1, 1993.  
**Subject:** LIBRARY AND MEDIA SERVICES

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Effective September 1, 1993, INSTRUCTIONAL MEDIA SERVICES will merge with LIBRARY SERVICES.

We will continue to provide the best instructional services possible within the constraints of the reduced budget.

Our first priority will be to deliver instructional services to base-funded programs on a first come, first served basis. Services to contract programs and other non-base funded instructional activities will be delivered according to available resources. A college review of services to support promotional, public relations and advertising functions previously performed by IMS is recommended.

The Instructional Media Services are being reorganized to support the instructional needs at each campus. To achieve this goal, the Audio-Visual supervisor on each campus will report to the Campus Librarian who will represent the combined service at campus council meetings. Overall coordination of the media services will be provided by the Media Coordinator, Linda Prince.

Considerable consultation has already taken place at each campus to determine the focus of the revised service. We anticipate a new partnership with instructors to develop innovative approaches to instructional technology. We invite your comments and suggestions during this transition period as we reshape the combined Library/Media service to meet your instructional needs.

**MEMO. TO VCC COMMUNITY RE: LIBRARY AND MEDIA SERVICES**

We are pleased to offer the following services:

1. **Instructional Media Services Opening Hours for the Fall:**

**City Centre:**

Monday to Thursday: 7:30 am to 8:30 pm  
Friday: 7:30 am to 4:00 pm

**Contact:** Malcolm McIntosh at 433 8365/8366

**King Edward:**

Monday to Thursday: 8:00 am to 8:30 pm  
Friday: 8:00 am to 4:00 pm

**Contact:** Paul Boissonnault at 871 7313/7314

**Langara:**

Monday to Thursday: 8:00 am to 8:30 pm  
Friday: 8:00 am to 4:00 pm

**Contact:** Kees Hof at 324 5425

2. **Equipment distribution**

Equipment will be available on a reserve basis to classrooms. Since there is no back-up staff available to cover for vacations and illness, there may be periods of closure at short notice. Advanced bookings are advised.

3. **Instructional graphics, overheads, signs, basic photography and other instructional materials will be available at each campus. These services will be provided on a first come, first served basis.**

**NOTE:** We have a reduced graphic capability as a result of staff lay-offs. Please plan ahead!

Access to graphic services for promotional, public relations, and advertising purposes is under review.

**MEMO. TO VCC COMMUNITY RE: LIBRARY AND MEDIA SERVICES****4. Equipment purchase consultation**

We will continue to provide advice, specifications, support and purchase requisitions for audio-visual equipment. Kees Hof is the contact person for this service.

**5. Audio Services**

We will continue to offer audio services at a basic level through the campus technicians. Specialist services will be available from Harvey Korsrud.

**6. Equipment maintenance**

The service will continue. A review of guidelines for repair and replacement of equipment is recommended.

**7. Instructional Technology**

A new joint information service to support emerging instructional needs for multi-media technology is planned.

**8. Projectionists**

Projectionists for large audiences will be selected, trained and supervised by Kees Hof. The costs will be the responsibility of the instructional departments.

**9. Video Services**

Video Services will be reviewed in the next few months in consultation with the campuses.

**10. Other services will be reviewed in the next few months in consultation with the campuses.**

For further information relating to services please contact the Media Coordinator, Linda Prince, at 324 5459; for administrative and policy matters contact Mary Anne Epp at 871 7165.

Mary Anne Epp, Director  
of Library and Media Services



## **CULINARY ARTS DEPARTMENT PART-TIME COURSES**

Vancouver Community College's Culinary Arts Department is pleased to announce a new specially designed part-time course entitled

### **EATING OUT AT HOME**

The course includes cooking demonstrations, food tastings, recipes and handouts.

We are especially pleased to announce that the class will be instructed by Mr. Peter Bucher, Executive Chef of the Renaissance Hotel. Mr. Bucher is one of the foremost experts in the culinary field and has been awarded gold medals at national and international culinary competitions.

**DATES:** SEPTEMBER 28 - NOVEMBER 30, 1993

**TIME:** TUESDAYS 6:00 pm to 9:00 pm

**LOCATION:** VANCOUVER COMMUNITY COLLEGE  
City Centre Campus  
3rd Floor, Room 307  
250 West Pender Street

**COST:** \$200.00 (includes foodtasting, recipes and handouts)

FOR MORE INFORMATION CALL COUNSELLING AT 443-8453

TO REGISTER CALL ADMISSIONS AT 443-8400

... over

This workshop is designed to look at our daily food preparation from a different point of view.

Cooking as a hobby and a new outlet for creativity is gaining in popularity - great food easily and quickly prepared, yet of excellent taste and beautiful presentation. A true conversation piece for both family and friends.

The course will feature complete cooking demonstrations and food tastings. Its main purpose is to encourage participants to apply alternative preparation techniques and the use of a greater variety of fresh, seasonal foods.

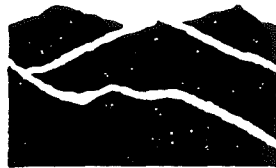
Participants will be provided with numerous recipes, as well as various pieces of material designed to assist, guide and encourage. You may even want to bring a camera to capture the beautiful food presentations!

Tentative Program Outline:

Week One	B.C. Salmon
Week Two	Pasta Dishes
Week Three	Mollusks ... Clams, Mussels, Oysters
Week Four	Lamb
Week Five	Desserts
Week Six	Salads and Dressings
Week Seven	Shellfish ... Lobster, Prawns
Week Eight	Chicken and Veal
Week Nine	Beef and Pork
Week Ten	Christmas Foods



VANCOUVER  
COMMUNITY  
COLLEGE



CITY CENTRE

## ASIAN CULINARY ARTS DEPARTMENT

Due to the Instructional Schedule,  
Chinese Cuisine Lunch Service

**will be closed**

from October 8, 1993  
to January 21, 1994.

We will open again  
on January 24, 1994.

Thank you for your patronage  
and support.  
We look forward to serving you  
in January.

## **B.C. Asia Pacific Awards**

### **Your opportunity to work or study in Asia Pacific**

If you want to expand your knowledge of an Asia Pacific culture and language, forge friendships and working relationships with people from another country, and share those experiences with fellow British Columbians on your return, you could qualify for the British Columbia Asia Pacific Awards.

The Ministry of Advanced Education, Training and Technology, through the British Columbia Centre for International Education, offers a variety of financial awards to public post-secondary students and professional staff eager to develop their understanding of the cultures, economics and languages of the Asia Pacific.

These awards are reserved for people who are keenly committed to cross-cultural understanding. Recipients represent Canada abroad and are expected to use the experience to promote understanding at home.

For professional staff, the British Columbia Asia Pacific Scholars' Awards provide financial support enabling recipients to work in Asia Pacific countries.

For students, the British Columbia Asia Pacific Students' Awards are designed to offer financial support for award recipients attending rigorous programs of study in Asia Pacific countries.

Eligible applicants must be Canadian citizens or landed immigrants, and be permanent residents of British Columbia attending/working in a public post-secondary institution.

### **Countries and regions currently included in the Asia Pacific Awards**

Bangladesh	Indonesia	Philippines
Brunei	Japan	Singapore
China	Korea	Thailand
Hong Kong	Malaysia	Taiwan
India	Oceania	Vietnam

### **Applications and deadlines**

Deadlines for submission of applications are: November 1  
February 1

Successful applicants are responsible for developing and arranging their own travel, overseas program, accommodation and medical insurance.

Student performance or professional experience, keen initiative, and an eagerness and ability to represent Canada abroad are serious considerations in candidate selection.

For further information and application forms, please contact your Vancouver Community College representative Cecily May, 5th floor K.E.C. (Tel: 871-7178), or the British Columbia Centre for International Education, #215-409 Granville Street, Vancouver, B.C. V6C 1T2. Tel: 687-2440 Fax: 687-4763

## WIN BIG!

### BEST ODDS in British Columbia

Only **2,000** tickets at \$100 each will be sold in this year's VCC truck lottery, organized by the Educational Foundation. Employees of VCC can buy tickets in consortiums or as individuals.

The grand prize is a custom-built 1994 Western Star with a luxurious 66" sleeper and a Cummins N14 Mechanical engine. It is valued at over \$105,000. The winner can keep the truck or sell it for a weighty profit on their \$100 investment.

Second prize is a trip for two to Las Vegas and third prize is a Sony stereo system with a 5-disk CD player.

Tickets are moving quickly. You can buy yours by filling in the application form below. Forward it via internal mail (no cash please) to the Educational Foundation, KEC; fax it to 871-7200 attention Michele; or deliver it in person to the foundation offices on the 5th floor. For more information please call 871-7173 or 871-7175.

The final draw is on November 1 at Orion Western Star in Clearbrook.

### APPLICATION FORM

Please print clearly

FULL NAME OF TICKET HOLDER(S) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

Please send me \_\_\_\_\_ ticket(s) at \$100 each.

Total payment enclosed: \$ \_\_\_\_\_ CASH ☐ CHEQUE ☐

Please make cheques payable to VCC EDUCATIONAL FOUNDATION

VISA \_\_\_\_\_ expiry date \_\_\_\_\_

MASTERCARD \_\_\_\_\_ expiry date \_\_\_\_\_

Permission signature for credit card use \_\_\_\_\_

Forward this application to: VCC EDUCATIONAL FOUNDATION, 1155 East Broadway, Box 24700 Station F, Vancouver, B.C. V5N 5V1 or FAX: 871-7200, Attention Michele Davidson

#### TRUCK LOTTERY RULES

1. Official tickets issued upon receipt of application and payment at the foundation office.
2. There will be no cash prize in lieu.
3. The winner is responsible for all applicable taxes and licensing.
4. The draw is on November 1, 1993. The winner does not need to be in attendance.
5. Employees of the VCC Educational Foundation and their families are ineligible.

*For more information call the VCC Educational Foundation  
(604)871-7175/7173 or Orion Western Star (604)857-1987*

## ***THANK YOU FROM VCC INTERNATIONAL EDUCATION!***

VCC International Education would like to thank all the faculty, staff, and students who assisted in the August admission, orientation, and registration of new international students. For your information, the following table shows the number of students expected for the September 1993 term, listed by country and program.

<b>COUNTRY</b>	<b>HSC</b>	<b>ELT</b>	<b>UT</b>	<b>TOTAL</b>
Hong Kong	13	24	12	49
Taiwan	1	33	1	35
Japan	-	26	2	28
Singapore	1	1	3	5
Korea	-	3	-	3
Indonesia	-	-	2	2
Austria	1	-	-	1
Honduras	-	1	-	1
Kenya	-	-	1	1
Libya	-	-	1	1
New Zealand	-	-	1	1
Philippines	-	1	-	1
Sweden	-	-	1	1
U.S.A.	-	-	1	1
<b>TOTAL</b>	<b>16</b>	<b>89</b>	<b>25</b>	<b>130</b>

HSC = High School Completion  
ELT = English Language Training  
UT = University Transfer Program

For more information about international students at VCC, please contact Cecily May at 871-7178.