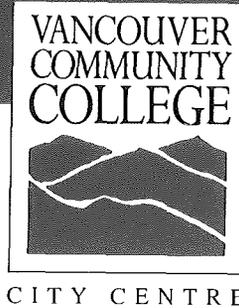


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ENTRICITY



September 28, 1993

Vancouver Community College
 OCT 07 1993
 250 W. 10th Street
 Vancouver, B.C. V6B 1S9

CHAIN LETTERS

Use of campus mail room for distribution of chain letters in appropriate. If you are aware of any further incident, please bring it to my attention.

Karen Kelly
 Administrative Manager

STAFF TIMESHEETS

This is a reminder to all persons supervising timesheeted staff members; ie: student aids, work study, temporary employees, etc.:

All timesheets are to be submitted to my office weekly, by noon on Thursdays. Should an employee/student be scheduled to work on the Friday, please estimate the time and adjust the actual hours on the following week's timesheet. From time to time, there will be a need

to call for timesheets on a Wednesday due to a STAT holiday (short week). Late timesheets received on Fridays will not be guaranteed pay.

Many thanks for your anticipated cooperation.

Karen Kelly
 Administrative Manager

BOOKSTORE CLOSURE

The Bookstore will be closed for reorganization from Thursday, October 7th until Friday, October 15th, inclusive, a total of six days.

Please ensure that your students are aware of this closure. If you believe this closure will cause a serious inconvenience to your students, please let me know and I will try to make an arrangement to assist them.

Thank you for your patience. We look forward to serving you better in the future.

Karen Kelly
 Bookstore Director

THE MASTER TEACHER

Once again this year we will be distributing *The Master Teacher*. It is comprehensive and discusses a wide spectrum of professional attitudes and skills which enhance success and satisfaction in education. It gives you practical suggestions you can use immediately. We hope you will read your issues, pass them along to your faculty and staff and save them for reference.

This publication is both practical and inspirational. It addresses a wide range of topics from teaching techniques to motivation. The

company that produces these is presently developing one specifically for college instructors. This one is developed more for high school instructors, but most of the ideas can be very easily adapted for use in college settings. We will be circulating the college version once it becomes available.

Four times a year you will receive a photocopy of *The 3R's for Teachers: Research Reports & Reviews*. This publication contains an overview of current educational research findings and comments on events and trends in the field that are directly applicable to the classroom.

We hope that you enjoy *The Master Teacher* and find it useful in your instruction.

Bob Aitken
Program Development &
Staff Training
Department

**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 printout for each contributor, detailing contributions to August 31 of that year and providing pension projects for those 45 years of age and older. These printouts 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 printouts 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.

Employee Relations

Shirin Theophilus
Harassment Issues Advisor

The office locations, office hours and telephone numbers of Shirin Theophilus, VCC Harassment Issues Advisor, are as follows:

MONDAYS: **KING EDWARD CAMPUS**
 Counselling Services
 3rd Floor - King Edward Campus

9:00 am - 3:00 pm

Telephone: 871-7192

TUESDAYS: **CITY CENTRE CAMPUS**
 c/o Counselling Services
 City Centre Campus

9:00 am - 3:00 pm

Telephone: 443-8310

WEDNESDAYS: **LANGARA CAMPUS**
 Health Services
 Langara Campus

9:00 am - 3:00 pm

Telephone: 324-5494

THURSDAYS: **KING EDWARD CAMPUS**
 Counselling Services
 3rd Floor - King Edward Campus

9:00 am - 1:00 pm

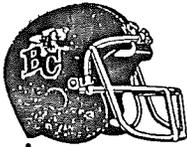
Telephone: 871-7192

Please note: Messages may be left for Ms. Theophilus at any time on 871-7040.

MAIN BC EVENT

Join VCC Int'l Educ. in the "College Corner" at B.C. Place Stadium. For a Journey into the Lions' Den!

B.C. Lions' vs Sacramento Gold Miners **Friday, October 8, 1993**



Game Time: 7:00 P.M
Ticket Price: \$10.00



Canadian Football --
the only way to play
-- since 1861!

*If you are interested in attending the game
in a special reserved section with your classmates
Please pay the Cashier (4th floor, KEC) by:*

September 29, 1993

*Pigskin Bar-B-Q.
starts at 5:00 p.m.*



*For more information contact:
Steph Jewell 871-7010*

**P.S. All students, staff, faculty & friends & family of same are welcome to attend all Int. Ed. events!
The more the Merrier!**

PRODUCTIVITY GAINS

It probably doesn't surprise you that the Accounting, Computers and Management (ACM) department at City Centre makes extensive use of computers. Writing programs or using applications is an integral part of virtually all of our courses.

Computers are also playing an ever increasing role in the administrative side of things. Here's how.

All student information (enrolment data, program information and marks) are managed with a custom developed package called Student Information Delivery (SID). SID serves the entire Business Division and with Brigitte Kirmis managing the system, provides more and more information to instructors about the status of their students.

All of our ACM instructors plus Brigitte (program assistant) and DJ (technical support) are connected to the department's network (Novell Netware 3.11). We can all access common programs from the file server (central computer) and use the electronic mail (E-Mail) system on the network to communicate with one another.

E-Mail is proving to be a useful tool. Ideas and questions can be sent to others quickly, bypassing paper, trips to our mail room etc. Paper use is down, productivity is up and it's also fun and quite easy to use. We've recently modified the SID system so that marks and other student information can be sent directly to instructors within minutes of their request. Plans are under way to allow instructors to send marks directly to the SID system, bypassing the need to record on paper and then have the marks reentered into the system.

For those of us who just can't get enough, we provided dial in access to the network (just 1 modem and 1 line at present) so that an instructor can check his/her mail or create new mail from the living room couch.

All in all the technology is proving to be exiting and useful and the productivity gains are becoming apparent. I would be happy to talk with you about our environment so please give me a call if you're interested.

Paul Hunt
Instructor
Computer Application Support Specialist Program
Local 8546

COLLEGE STUDENTS IN INTERNATIONAL DEVELOPMENT PROGRAM

A STUDY AND INTERNATIONAL WORK EXPERIENCE



The Association of Canadian Community Colleges

ACCC is currently inviting proposal submissions for the College Students in International Development Program (CSIDP). The CSIDP aims to provide Canadian Youth in the community college system with opportunities to enhance their awareness and understanding of international development issues through mutually beneficial, partnership assignments in developing countries. It is open to students between the ages of 18 and 29 who have completed either two years of a three-year program or are in the final year of a two-year program.

What does this program mean for the student?

Through studies and an overseas work experience, participating students will develop a greater understanding of the dynamics of international cooperation and become advocates for international development within their own communities.

What does this program mean for the college or institute?

Students participating in this program will bring a greater development awareness and understanding to the institution, thereby assisting in the internationalization of college operations.

How will this program benefit the community?

These students will enter the workforce equipped with skills that will assist their employers in developing new international markets for Canadian products and services.

Who is eligible for this program?

Colleges or institutes that have an existing institutional linkage in a developing country designated as eligible by the Canadian International Development Agency (CIDA).

What are the program funding expectations?

Costs for this program will be shared between ACCC, the participating Canadian and overseas host institutions (through in-kind contributions) and CIDA. Individual participants will be expected to fundraise a portion of their overseas living allowances.

For more information and proposal submission deadlines, please contact :

**Rosalind Viveash
Project Officer
Association of Canadian Community Colleges
200 - 1223 Michael Street N.
Ottawa, Ontario K1J 7T2
Tel: (613) 746-6251
Fax: (613) 746-6721**

RECEIVED

SEP 15 1993

Associate Director's Office
International Education

