

THE EDWARD TIMES

May 2, 1980



COLLEGE BOARD MEETING

The Vancouver Community College Board met in regular session on Wednesday, April 30th.

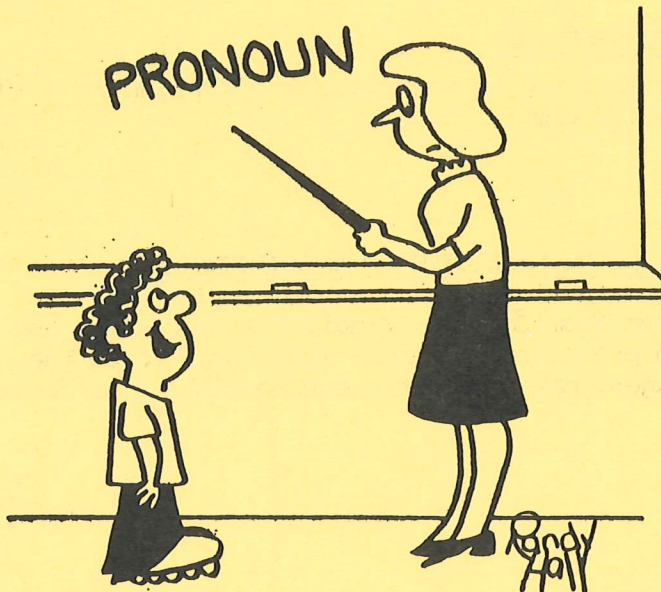
The College Principal's report - a copy of which has been placed in the library - touched on several items, several of which relate to K.E.C. programs; Homefront Learning, Native Indian Survey, Youth Employment Program and R.A.C.s for two B.E.S.T. classes.

Highlighting the Board's agenda were the presentations by the architects re the new King Edward Campus on East Broadway and the major renovations being planned for the V.V.I. I have placed a copy of Architect Ron Howard's written report in the library for those interested.

A large number of other items were discussed as well; all are included in the material available in the library.

Finally, two Board members - Elizabeth Jarvis and Barry Sleight - were named as K.E.C.'s liaison members.

H.E.P.



"Sure, I know what a pronoun is. It's a noun that plays for money."



King Edward Campus

K.E.C. WELCOMES NEW STAFF MEMBER

Sheila Evans has been hired to replace Norma Charlton in the Counselling Resource Centre. Sheila worked at Douglas College for 9 years as an educational planner, student placement clerk and admissions record clerk. With her related background and experience in post-secondary education support services, she will be a valuable addition to the Counselling Department support staff. Sheila began her employment on May 1st.

Welcome, Sheila, to K.E.C.

D.G.

COME TO THE MOVIES!

The Student Council has rented the motion picture, "Lies My Father Told Me" and will be showing it on:

Monday, May 12th from 12:00 noon to 2:00 p.m.
and 7:00 p.m. to 9:00 p.m.

Tuesday, May 13th - 10:00 a.m. to 12:00 noon
and 2:30 p.m. to 4:30 p.m.

in Room 110. Private showings may be arranged by instructors who would like the film shown in their class by contacting the Student Council at 732-9033 or Room 180 in the classroom building.

The public showings will be free of charge. Students may be charged a nominal fee for private showings to help defray the cost of rental.

R.S.

NEW HOURS FOR RECEIVER

The receiver will now be working from 8:00 a.m. to 4:30 p.m. (instead of 5:00 p.m.).

M.G.

ACTION PLAN ON THE SELECTION OF ADMINISTRATORS

The memorandum from College Principal A.S. Manera, and the "process and procedure" document (both printed on the following pages) may be of interest to members of faculty and staff.

H.E.P.

TO: College Executive Committee Members
President, Langara Faculty Association
President, Vocational Instructors Association

DATE: 80 April 25

FROM: A. S. Manera
College Principal

SUBJECT: ACTION PLAN ITEM ON THE SELECTION OF ADMINISTRATORS

The response and Action Plan arising from the Institutional Evaluation Report include an item on the Selection of Administrators. A number of faculty respondents felt that some improvement was needed in the selection process.

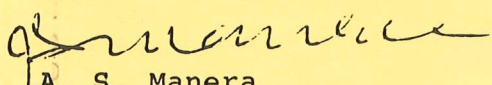
Discussions on this topic were held with the executives of the Langara Faculty Association and the Vocational Instructors' Association. There was a general consensus that in so far as possible the procedures should be spelled out in a policy statement. To this end, I have asked Mr. Dale Jones, Director of Personnel and Labour Relations, to summarize our current practice as a first step towards the development of a policy. He has done so and the material is attached.

By copy of this memorandum, I would request that the existence of the attached material be made known through our various internal publications. Extra copies may be picked up from each Campus Principal's office or from the office of the Director of Personnel and Labour Relations by anyone who has an interest in contributing to the policy formulation process.

Basically, we are seeking ways in which the current procedure, as outlined in the attached document, can be improved. We hope to receive feedback from individuals as well as from the executives of the two faculty associations. Submissions should be sent to the attention of Mr. Dale Jones, by no later than 1980 June 30.

Subsequent to the receipt of material, Mr. Jones will summarize and submit to the College Executive Committee, where a policy statement will be developed and discussed with faculty and administrative association executives before submission to the College Board.

Thank you for your anticipated cooperation.


A. S. Manera

ASM:iw

cc: D. D. Jones, C. Avery



MEMO from VANCOUVER COMMUNITY COLLEGE, REGIONAL OFFICES

TO: A. S. Manera
College Principal

FROM: D. D. Jones
Director of Personnel and Labour Relations

SUBJECT: PROCESS AND PROCEDURE - SELECTION OF ADMINISTRATORS

DATE: March 10, 1980

As prescribed in the Vancouver Community College action plan, the following represents our current and past practices regarding the above.

A). RECRUITMENT

Internal Posting

All administrative positions are posted internally setting out the title of the position, its current location, a general summary of the responsibilities with examples of specific duties and responsibilities enumerated, along with qualifications required for the position. Closing dates are stipulated with the applicable salary range specified and general reference to a comprehensive benefit package included. Candidates are requested to forward their application along with a personal resume and supporting data to the Director of Personnel and Labour Relations.

The interval between posting dates and closing dates varies depending on the position and the urgency of replacement. But in any event, it usually provides for a minimum of two weeks duration.

Employment Advertising

Details contained in the internal posting are condensed into summary form by the Director of Information Services for placement in the Careers Section of local newspapers and other advertising media as considered appropriate. In the case of vacancies for senior officials of the College i.e. the College Principal, Bursar and Director of Administrative Services, the Director of College Resources, the Director of Continuing Education and Campus Principals recruitment advertising is placed in newspapers in other major cities to ensure the widest possible exposure.

B). PROCESSING OF APPLICATIONS

As a general practice the Director of Personnel and Labour Relations acknowledges receipt of all applications and ...



MEMO from VANCOUVER COMMUNITY COLLEGE, REGIONAL OFFICES

.../2

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Selection of Administrators
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B). PROCESSING OF APPLICATIONS (Cont'd)

...forwards same to the Chairman of the Recommendation Committee on a periodic basis during the competition period.

C). RECOMMENDATION COMMITTEE

Composition of Committee

The composition of recommendation committees has varied widely during the past dependent upon the particular position being filled, its level within the organization and its reporting relationships. Notwithstanding the foregoing, there has been some continuity of approach for like positions.

College Principal

The recommendation committee consisted of the Bursar and Director of Administrative Services, Mr. H. E. Pankratz as Chairman, the Director of Personnel and Labour Relations and one representative from each of the following: Langara Faculty Association, The Vocational Instructors' Association, The Vancouver Municipal and Regional Employees' Union, and the College student body at large. In addition, in accordance with the policy of the Board, the Committee included two College Board members.

Campus Principals, Bursar and Director of Administrative Services and Director of Continuing Education

In the most recent instance the Committee for Campus Principal was composed of the following: a nominee of the College Executive Committee, a representative from the College Administrators group, a Division Chairman from the Campus concerned, a representative of the appropriate faculty association employed at the Campus concerned, the Director of Personnel and Labour Relations and one or more Board members.

A committee of similar composition, with the exception of Division Chairman and faculty representation, addressed the matter of appointment of the Bursar and Director of Administrative Services with the College Principal participating.

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C). RECOMMENDATION COMMITTEE

Campus Principals, Bursar and Director of Administrative
Services and Director of Continuing Education (Cont'd)

The Committee which dealt with the appointment of the Director of Continuing Education included the College Principal, two campus principals and three other administrators including the Director of Personnel and Labour Relations, and did not include representatives of the Board. It should be noted, however, that this selection process took place a number of years ago prior to certain existing policies being adopted.

Deans, Assistant Deans and Assistant Directors, Continuing
Education

The Committee composition was reasonably consistent here and included: the Campus Principal or Director of Continuing Education as appropriate, an administrator delegated by the College Principal, a Division Chairman from the appropriate campus or an administrator attached to Continuing Education, a faculty representative, except for Continuing Education positions, and the Director of Personnel and Labour Relations.

Junior Administrative Positions

A committee, usually three in number, considered candidates for these positions. The Committee in each instance included the College administrator immediately superior to the position being filled with the balance of the Committee being named by the senior College official within whose jurisdiction the position fell. In some cases, the Committee included the Director of Personnel and Labour Relations.

Committee Responsibilities

The Committee reviewed all applications submitted for a given vacancy and established therefrom a short-list of qualified candidates. In some instances the short-list included all the names of internal applicants and in some instances did not, this being the decision of the Committee. All short-listed candidates were interviewed. The name(s) of the candidate(s) deemed most suitable for the position, in order of preference, were submitted to the College Principal with supporting documents and appropriate recommendation. This documentation included...

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C). RECOMMENDATION COMMITTEE

Committee Responsibilities (Cont'd)

... references which had been carefully checked with the referees supplied by the candidates. Except with the expressed permission of the College Principal, the College did not bear the cost of bringing out-of-town candidates for an interview, although in the case of selection of senior officials, such approval was given. The College Board gave such approval with respect to the College Principal competition. On occasion interviews of some short-listed candidates were conducted by a senior College official where a visit to the candidates city of residence coincided with a visit to that locale by the official.

D). OFFER OF APPOINTMENT

Offer of Appointment

Of recent date where approval of the College Principal with respect to an appointment was given, an offer of appointment, subject to College Board confirmation, was made and transmitted over the signature of the College Principal.

Regrets

Upon confirmation of appointment, all unsuccessful candidates were advised in writing by the Director of Personnel and Labour Relations of their unsuccessful candidacy expressing appreciation for their application and interest in the College.



DDJ/ds

SPREADING THE GOOD WORD

Last week, several of the faculty were in Kamloops at the behest of the Continuing Education Division, Ministry of Education and the British Columbia Association of Continuing Education Administrators.

The Ministry invited King Edward Campus participation in spotlighting projects/programs especially designed for physically, mentally and emotionally handicapped adults. Three of the six presentations were from K.E.C. They were:

| | |
|--------------------|----------------------|
| Rose Marie Watson: | Homefront Learning |
| Wayne Bottlinger: | Programs on Deafness |
| Malcolm Cant: | IEPA (Individualized |
| | Education Program |
| | for Adults |

The three who responded to the presentations spoke very highly of King Edward Campus.

Miriam Bennett and Barbara Bowers described to the Continuing Education Administrators how we have provided a number of programs which combine literacy and English Language Training.

These five instructors were ambassadors of whom we can be justly proud.

Thank you Rose Marie, Wayne, Malcolm, Miriam and Barbara for your efforts, which were well beyond the normal call of duty.

R.F.C.

AUDIOVISUAL SERVICES

Instructors needing more than one piece of equipment on a regular basis, please contact AVS so we can revise our "block bookings."

A.W.

PACE AGM

The annual general meeting of the Pacific Association for Continuing Education will be held on Thursday afternoon and evening, May 22nd at Langara Campus.

For further details, please see brochure on bulletin boards.

H.E.P.

AS WE PROMISED ---- WE DELIVER!

A seminar coming up on "Future Jobs" is being presented by the Counselling Resource Centre. Our guest, John Struthers, a reputable economist in Metro Vancouver; also, an Economics Services representative from C.E.I.C.

The date to remember is Friday, May 9th at 1:00 p.m. Room 110.

Grab this 'May-Day' opportunity by opening another "lifeline" for a brighter tomorrow.

V.M.

ESL WORKSHOPS

The French Language Training Centre at Simon Fraser is offering two summer workshops in E.S.L.

1. Steps to designing ESL curricula for Special Needs
2. ESL in the School Classroom.

For further information, please consult the notices in Room 151 or on the notice board in the main office.

B.B.

SUMMER ESL JOBS

Every summer, V.C.C. Continuing Education offers an English Language Program for groups of elementary and junior high school students from Japan. This summer, we are expecting approximately 1200 students between July 20 and August 19.

Due to the large enrollment, there are several one-week (6 days) and two-week (12 days) positions available. Interested ESL instructors who have background training and experience in the field of English as a Second Language are invited to apply. Application forms and further information are available from the Summer English Language Office, Room A236, V.C.C. Langara Campus, 100 West 49th Avenue. Telephone: 324-5442.

Director: Nancy Yildiz
Ass't. Director: Susan Tennant

N.Y.

PUNCHES AGAIN!

Our 3-hole punch (which was "roped" to the work table in the rear of the administration office) is STILL missing! In the meantime, the file clerk's punch is being borrowed and left in various places in the office. If you MUST borrow the punch - PLEASE put it back on the file clerk's desk before it, too, disappears. We would appreciate the return of the missing one!

Also missing are two coffee urns and LIDS (believe it or not) from two others. Please check your cupboards, etc., and, if found, return to the main office.

M.G.

POSITION OPENINGS

Fairview College - Fairview, Alberta has a number of openings for administrators and instructors. Please see bulletin boards for details.

The B.C. Ferry Corporation requires a Senior Internal Auditor. Closing date for applications is May 9, 1980. Also required is an Internal Auditor - closing date May 16.

V.C.C. Langara Campus requires a Laboratory Demonstrator I in the Geography Department. Closing date for applications is May 9.

For details on the above positions, see postings on bulletin boards.

H.E.P.

VACATIONS

Mary Waddington will be on holidays in May and June. Please direct any inquiries to Cindy Onstad, who will be acting as Department Head of Basic Education.

M.W.

Barbara Little will be Peter Littleboy from 5th to 12th of May inclusive.

P.L.

TO ALL INSTRUCTORS

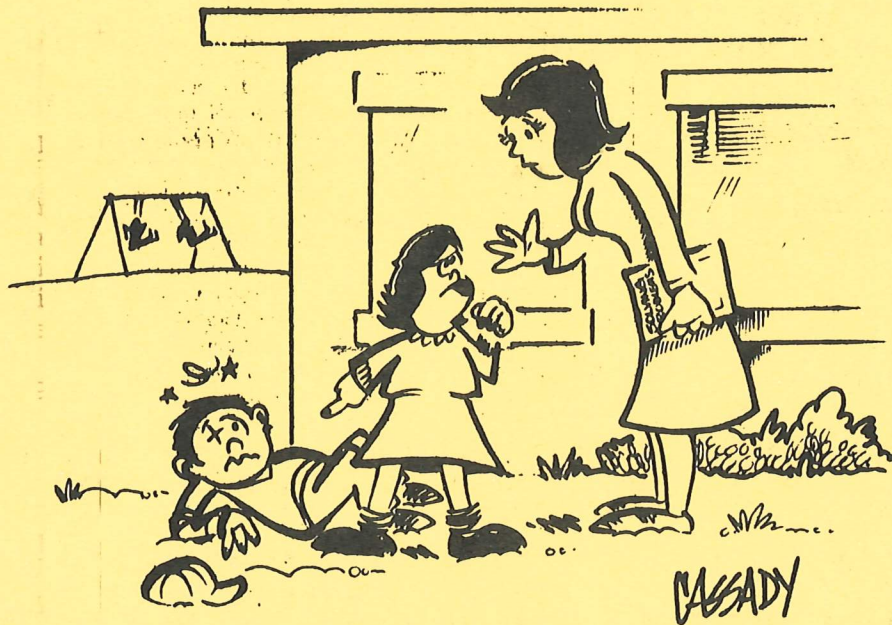
Your V.I.A. Professional Development Committee is currently meeting. The Committee at this time would like to have informal input from the membership. We invite you, as an individual, to discuss your feelings and views on P.D. with a committee member.

Please contact one of the following people at K.E.C.:

Roger Gibbard
Peter Ballin
Miriam Bennett
Eileen Herridge

Tom Petersen
Howard Turpin
Lee Powell

L.P.



"You talk about problem solving? I just solved my problem."

