

OCTOBER 15  
1987

# THE CHANCE

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October 15, 1987

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## REMEMBER THE "KICK OFF" FOR THE UNITED WAY:

Please! Bring your classes to the United Way Kick off on Friday, October 16 at 11:50 a.m. Your United Way Committee and I are counting on your support!

Vancouver Community College  
King Edward Campus - Library  
P.O. Box 24620 - Stn. C  
1155 East Broadway  
Vancouver, B.C. V5T 4N3

## FORMER BLOOD DONOR CHAMPION GOOFS AGAIN:

In my note last week conceding my championship as blood donor I mistakenly named Malcolm Cant as the one with 48 donations. Malcolm rightly took me to task by noting that "the 48 may refer to my IQ but not my chronological age as the number of blood donations." In fact, Malcolm has given 62 donations while Frank Fornelli has given 48!

Congratulations to you both!

Lawrence Fast

## ON VACATION:

Please note that I will be on vacation for the period from Wednesday, 1987 October 21 to Tuesday, 1987 October 27.

The Dean of Instruction and Student Services, Dr. Patricia Groves, will be acting as Principal during my absence.

Lawrence Fast

## CANADIAN SAVINGS BOND APPLICATIONS:

Canadian Savings Bond application forms are now available and you can pick up an application form from Pamela Owens (KEC Administration). All application forms should be completed and returned to Central Administration Payroll before 1987 November 9.

Thank you.

Dorothy Moutter

## POSTAL CODE BOOK:

If anyone requires postal code information, available in the the mailroom is "Canada's Postal Directory" which contains all postal codes for Canada, region by region.

Dorothy Moutter



King Edward Campus



HUMAN RESOURCE DEVELOPMENT UPDATE:

First of all, a personal note. Thank you to all of you who helped make my first month and a half here especially pleasant. I have found staff across the College to be helpful and supportive in assisting me to accomplish my tasks.

My initial efforts were to assess administrative support, survey staff development activities already in existence, and determine further training and development needs. Twenty-five people were interviewed regarding employee training and development needs at V.C.C. and they identified thirty-nine training needs.

These topics were used to develop an interim training plan. Programs to be offered include: Stress Management; Orientation to Central Administration; General Welfare courses such as a Fitness Challenge and Nutrition and Weight Control; Financial Management; Customer Service; Community Relations; Managing Professionals; Role of Management; Strategic Planning; Career Development; Interpersonal Communication Skills; Supervisory Skills; and Computer Training.

Although the Human Resource Development program needs to reflect the goals and objectives of the College, it also needs staff ownership. Employee input and discussion are essential to the success of such a program.

To facilitate this, a steering committee representative of faculty, support staff, and administration is being assembled. The committee will act as a sounding board, provide feedback, assist in setting training priorities, and assist in setting guidelines for allocating the funds available for in-house group training.

I will continue to meet with individuals and groups across the College to assess needs and interests. If your group is interested in employee training and development or has a particular concern, please contact me at 875-1131, ext. 367.

Jean Blake

ENTERTAINMENT '88 BOOKS:

Some Entertainment '88 Books are still available. The cost is \$40.00 (the proceeds go to the Educational Foundation).

For purchase please contact Trish Knight, loc. 329 or Shelagh Brennan (Langara) 324-5244.

Thanks for your support.

Shelagh Brennan  
V.C.C. Langara Campus  
Educational Foundation





# United Way

United Way 1987 Campaign

## High Noon Campus Rally and Kick-Off

October 16, 1987

Join In

Join In

*People Helping People*

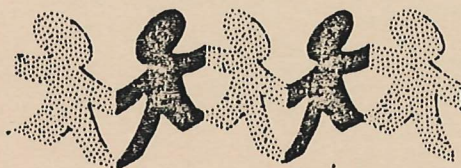
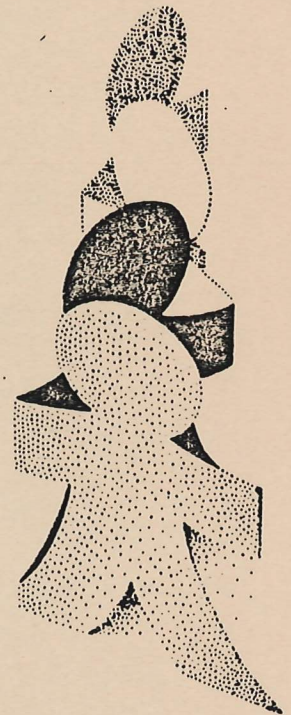
This is the Canadian way. It is a part of our history and culture. This year's United Way Kick-Off event will highlight this positive side of Canadian society. The whole campus community will gather in the central courtyard at 12:00 noon to participate in the launch of this year's campaign.

### Activities include:

- \* displays by United Way agencies
- \* short addresses by prominent visitors
- \* cheque presentation by Student Advisory Committee
- \* unveiling of the Giant Thermometer of Giving
- \* 'Power Bake Sale' coordinated by the Trades
- \* 'Kick-Off' by the Principal

### Faculty -

bring your class to the courtyard at 11:55 sharp;  
let's affect the future by raising student awareness;  
let's participate.



People helping people.



United Way

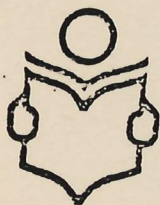


AT THE LIBRARY:

A Selection of new books:

History of Physics  
How Children Grow (in Chinese), Greek, Italian, Japanese, Portugese and Punjabi  
How to Decorate a Dump  
How to Make Money With Your Home Computer  
Intertidal Bivalves of British Columbia  
Iraq  
Issac Asimov Presents the Golden Years of Science Fiction  
Labour Standards in Canada  
Looking for Work in the New Economy  
Meaning Into Words  
Medieval and Renaissance Music  
Methods That Work  
Monsters of the Seas  
The Mounties  
A Training Course for TEFL  
The Importance of Wildlife to Canadians  
A Profile of Post-Secondary Students in Canada  
Working with Volunteer Boards  
Building Requirements for Persons with Disabilities  
World Labour Report, 2 Vols.  
World Military Expenditures & Arms Transfers, 1986  
Sources of Government & Commissions of Inquiry in B.C., 1943-80  
Human Activity & the Environment.

Susan Weber



LITERACY WALK-A-THON

The annual walk-a-thon for literacy will be held on Saturday, October 24th. The walk starts at 10:00 o'clock at Second Beach and finishes at Lumberman's Arch.

If you would like to make a pladge or donation, please contact me or any member of the Basic Education Department. The money raised at this year's walk-a-thon will go to support the goals of Project Literacy B.C.

Please join us in Stanley Park on October 24th for the second annual walk-a-thon for literacy.

Cindy Onstad



People helping people.



**United Way**

**Win! Win! Win!**

### **Early Bird Draw**



**Deposit your United Way Pledge Card early and qualify for two Early Bird Draws:**

**Friday, Oct. 23, 1987**      (*Dinner for Two - Value \$50*)

**Friday, Oct. 30, 1987**      (*Surprise Draw*)



**Be A People Helper**

**Complete your Pledge early**

People helping people.



**United Way**

People helping people.



**United Way**

#### **STUDENT HEALTH SERVICE:**

The nurse will be away from Friday, October 16, 1987 to Wednesday, October 28, 1987, inclusive. During that time there will be no nursing services available.

Susanne Madzia - Industrial First Aid Attendant from Langara Student Health - will be here on October 19, 21, 26 and 28, 1987. On all other days Dr. Graham Burns will be in the Student Health Service.

#### **PSYCHOLOGICAL SERVICES:**

The KEC Student Health Service is pleased to welcome Dr. Chris Waaben as our campus psychologist. Dr. Waaben is replacing Margaret Kendrick, who will return in January '88.

If you have students who may benefit from seeing the psychologist please contact the student Health Service, Room 3007, local 209. In my absence Susanne Madzia or Graham Burns will be happy to arrange referrals for your students.

Pauline Reaburn  
College Health Nurse



This policy has recently been approved by the KEC Management Committee.

Lawrence Fast

Policy No.: 2.2.1.2  
Issue Date: 1987 August 24  
Source: KEC Management Committee  
Title: DELINQUENT FEE PAYERS  
Concerning: Students, Faculty/Staff and  
Administrators  
Principal  
Approval: Lawrence Fast

POLICY:

- A.1 Fees are due and payable in full upon registration.
- A.2 In certain circumstances payment of a portion or all fees may be deferred (see PP/2.2.1.4).
- A.3 In extra-ordinary circumstances, fees may be waived in part or in full (see PP/2.2.1.5).
- A.4 Students wishing to have their fees deferred will complete the Fee Deferral Form, usually under the guidance of personnel from Financial Aid, Admissions or an Instructional Department.
- A.5 Except for the provisions in A.2 and A.3, all students who have not paid their fees in full will be considered delinquent fee payers.
- A.6 Students who are delinquent in the payment of their fees will lose their status as registered students, will be taken off class lists, will lose the opportunity of reduced tuition rates, will be excluded from full time equivalent counts, and will be required to leave their classes.
- A.7 When delinquent fees are paid in full, students may be permitted to resume attending classes.

PROCEDURES:

- B.1 It is the responsibility of the Cashier's Office to identify students who are delinquent in the payment of fees. The cashier will advise the Associate Dean of Student Services in writing of delinquent fee payers, the programs in which they are enrolled, the fees outstanding and the date on which the fees became delinquent.
- B.2 It is the responsibility of the office of the Associate Dean of Student Services to forward letters of notice addressed to the students that will contain: the date on which the fees were delinquent and the date and time by which the fees must be paid. A grace period of 4 1/2 (four and one half) days will be given students to pay all outstanding fees.



Policy No.: 2.2.1.2  
DELINQUENT FEE PAYERS

PROCEDURES (Cont'd.)

- B.2.1 The original and one copy of the letter of notice will be forwarded to the appropriate Department Head. A third copy will be sent to the Division Chairman.
- B.2.2 The Department Head is responsible for the distribution of the letters of notice to the students.
- B.3 After the grace period expires the Cashier will provide the Associate Dean with the list of those students who have paid their delinquent fees by the deadline and those who have not.
- B.4 Students who have paid their fees before the expiry of the grace period will be permitted to remain in their classes.
- B.5 Students who have not paid their fees by the deadline date will be identified by name and by program in a memorandum prepared by the Associate Dean. This memorandum will request that the Division Chairman have the appropriate instructors forward their copies of the students registration and records form to the Manager of Admissions who will complete the de-registration process. This memorandum will also indicate that the students so named, will not be permitted to remain in their classes and that reduced tuition rates will no longer be made available to them. Copies of this memorandum will be forwarded to the Manager of Admissions and to the appropriate Department Head.
- B.6 It is the responsibility of the Division Chairman to ensure that delinquent fee payers are no longer permitted to remain in their classes.
- B.7 Students who wish to re-register must obtain written permission from the appropriate Division Chairman. Students then must present this written permission slip to the Admissions Office. Students must pay all delinquent and current fees before their names are placed on the class lists. Students must present their current registration forms to their instructors in order to be re-admitted to classes.



WELCOME TO ANNE LIM:

Welcome Anne Lim! Anne has been appointed as Payroll Clerk in the KEC Administration area from October 5, 1987.

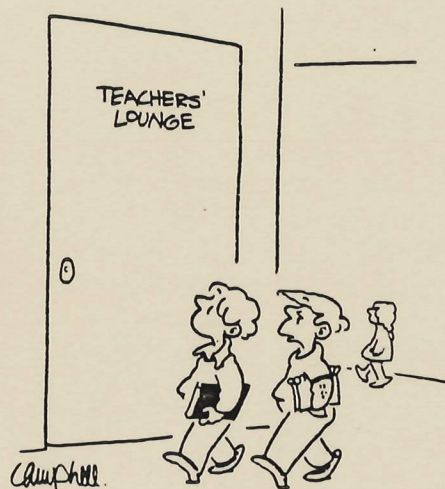
Dorothy Moutter

POSITION OPENINGS:

V.C.C./Langara requires a Pre-School Supervisor - Child Development Centre. This is a temporary position from October 19, 1987 to January 22, 1988 with possible extension. Closing date for applications is October 16, 1987.

V.C.C./Langara requires a Clerk II (Student Services). This is a temporary position from November 9, 1987 until approximately May 13, 1988. Closing date for applications is October 16, 1987.

Lawrence Fast



*"That's where they go to regain their sanity."*