

King Edward Times



Vol. XX, No. 80
1989 October 26

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

PACIFIC RIM MAGAZINE

To keep interested faculty and students informed about the progress of the magazine, we are distributing a brief newsletter as developments occur. If you want a copy and have been inadvertently overlooked, please call 324-5430, or pick a sheet up at your library.

We'd appreciate the return of any surplus magazines. Send them to Tom Meikle, Langara Campus.

Tom Meikle



AGENDA

Meeting of the Computer Needs Committee, 2:30 p.m., Wednesday, 1989 November 01, Room 4056.

1. Approval of the minutes and additions to the agenda
2. Announcements from the Chair -- A. Harris
3. Area representatives' reports
4. What's new or needed -- sharing of information
5. Computer Liaison Instructor's Report -- A. McElroy
6. User Agreement--F. Fornelli
7. Hardware/software Purchasing Subcommittee Report
8. Discussion of Dr. Fast's memo of August 01 to the CNC
9. New business
10. Next meeting

Aphrodite Harris



H U M A N R E S O U R C E D E V E L O P M E N T

CONGRATULATIONS

TO

INEZ REYES

KEC, Library

ANGELO IAPALUCCI

VVI, Building Services Manager

Recent Graduates of the Management Skills for Supervisors Program (Offered in co-operation with The Ministry of Advanced Education and Job Training, the B.C. Business Council and Vancouver Community College).



THE USED BOOK SALE TO END ALL USED BOOK SALES!!!

This fundraising sale will take place on October 27th, 28th, and 29th at Ryerson United Church at 2195 West 45 Avenue. Hours for the sale are:

Friday, October 27, 1:00 p.m. - 9:00 p.m.

Saturday, October 28, 10:00 a.m. - 6:00 p.m.

Sunday, October 29, 1:00 p.m. - 5:00 p.m.

All proceeds will help Carousel Theatre continue to provide its unique programs in the community.

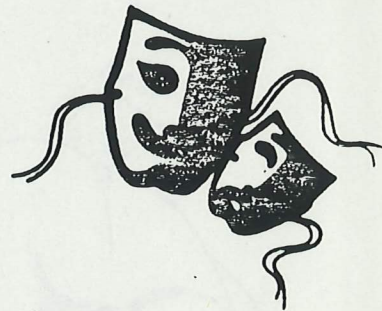
Carousel delights audiences of all ages with exciting productions of Shakespeare and Dickens. We tour all over the West and take our actors to communities that are hungry for entertainment.

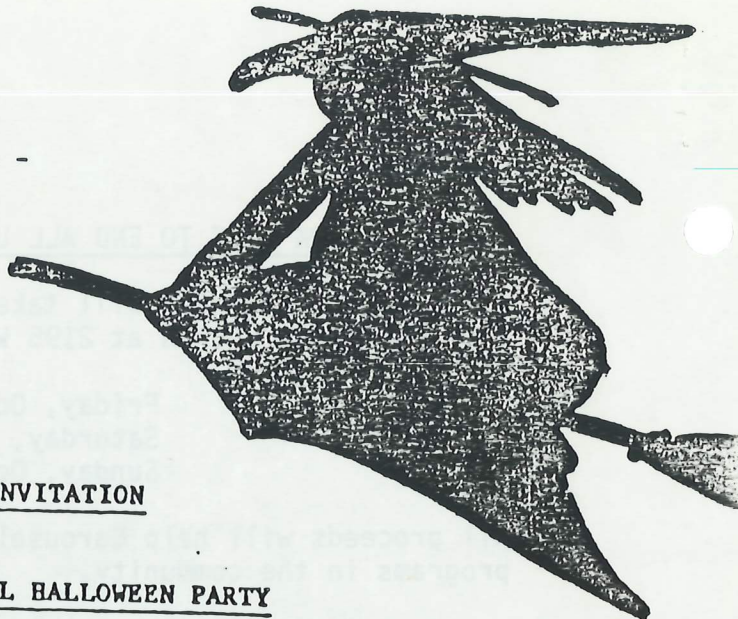
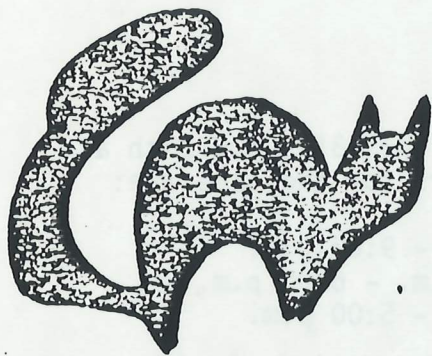
We also operate B.C.'s oldest and largest theatre school. Our professional teachers and challenging curriculum have inspired students for over fifteen years.

Carousel Theatre is a non-profit society that depends on generous contributions from its supporters. We need your books! Big ones, small ones, old ones, new ones. All donations of books in good condition will be gratefully accepted at the Waterfront Theatre Box Office or the Carousel Theatre office on Granville Island. Large quantities can be picked up upon request by calling 669-3410. Contributions of new/unused and rare books are tax deductible.

Your support is really appreciated!

CAROUSEL THEATRE
Company and School
On Granville Island





AN INVITATION

L.P.A. ANNUAL HALLOWEEN PARTY

DATE: FRIDAY, OCTOBER 27th, 1989

TIME: 3:00 p.m. to When the Pumpkins Go Home

PLACE: FACULTY LOUNGE

GOBLINS, GHOSTS, GHOULS AND FOOLS

PIRATES, WITCHES, BLACK CATS AND COOL CATS.

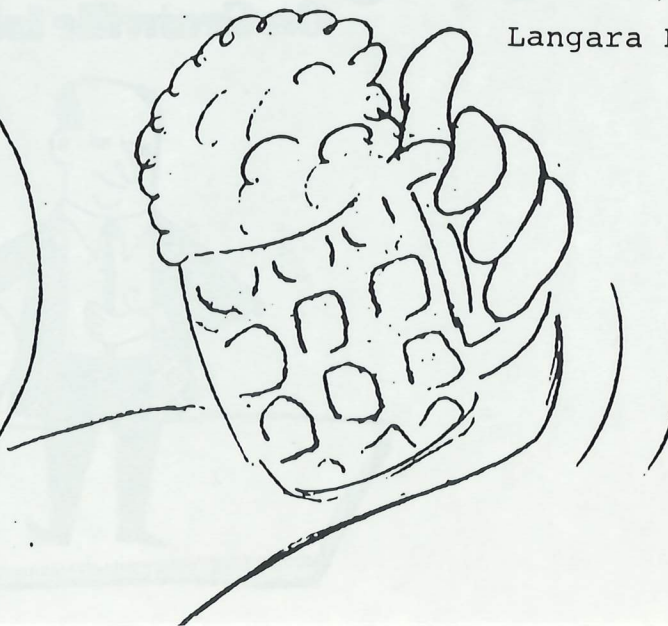
WILL ALL BE AT THE L.P.A. HALLOWEEN BAR

WILL YOU??? WILL YOU??? WILL YOU???

Dress up in your favorite costume, join in the pumpkin carving
contest, have your face painted.....

Great food, prizes, music, laughter and lots of fun for all!

Langara Faculty Assoc.



READY IN THE LIBRARY

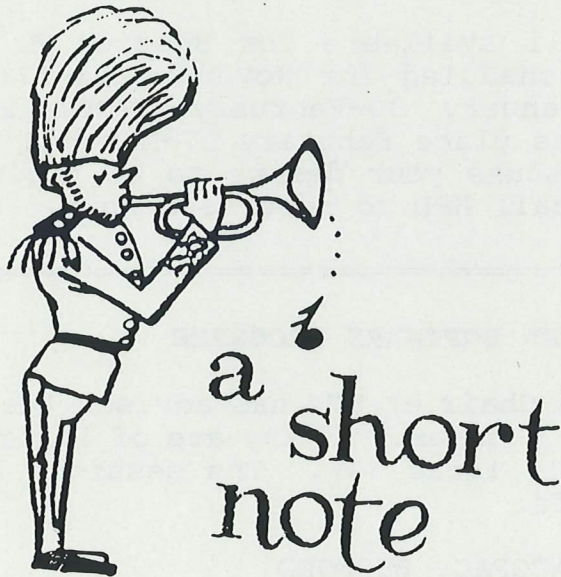
Remember the 60's? Freedom riders. Protest marches. Martin Luther King. **We shall overcome.** Well, there's a brand new selection of video tapes available for you to relive those exciting times.

Titles are:

Awakenings, 1954-1956
No Easy Walk, 1961-1963
Mississippi: Is This America? 1962-1964
Fighting Back, 1957-1962
Ain't Scared of You Jails, 1960-1961
Bridge to Freedom, 1965

But, remember, although you can ORDER them from Amanda in the KEC Library, they are held by Langara Library.

John Lambert



NO COLOR PLEASE!!!

Please ensure that submissions of announcements or articles for the "KEC Times" are on **plain white paper and not on coloured paper**. Submissions on colored paper do not photocopy very cleanly or clearly and, therefore, spoils the appearance of your announcements or articles.

Thank you.

Doreen Sharan



HUMAN RESOURCE DEVELOPMENT

PACIFIC RIM

COMPUTER AND COMMUNICATIONS SHOW

NOVEMBER 8TH & 9TH, 1989

VCC has purchased one "corporate pass". Five people can attend any program using this corporate pass. HRD will be coordinating attendees and some spaces are still available for some of the sessions. Call HRD at 875-1131 local 337 or 291 to check availability.

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MANAGEMENT SKILLS FOR SUPERVISORS

A few seats are still available for Session B. Part I - Interpersonal Skills is scheduled for November 14-17; Part II - Group Skills will be January 30-February 2/90; Part III - Administrative Skills takes place February 27-March 2/90. If you are interested, please discuss your desire to be registered with your supervisor and then call HRD to reserve a spot.

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COMPUTER SOFTWARE PROGRAMS

Syd Hartley, Business Chair at VVI has advised that there are vacancies in the following classes. If any are of interest to you, call Diane at HRD 875-1131, local 337. The sessions are free of charge to faculty and staff.

ACCPAC, BEDFORD

October 26, 31, November 2, 4, 7
23 hours of hands-on instruction

DBASE

November 9, 14*, 16*
11 hours of hands-on instruction

NOTE: Weekday sessions are 5:30 p.m. to 9:30 p.m.
Saturday sessions are 9:00 a.m. to 4:00 p.m.

* 5:30 p.m to 8:30 p.m.



October 20, 1989



HUMAN RESOURCE DEVELOPMENT

ITS ABOUT TIME

Each of us has **168** hours available each week; why do some people seem to have more time than others?

HRD has designed a practical workshop that will show you how to:

- develop a daily work plan
- identify time wasters
- allocate your time
- set priorities and stick to them
- overcome procrastination once and for all
- become twice as productive and efficient and accomplish more in less time than you do now

This three and a half hour workshop has been developed for all support staff who need to plan some portion of their workday. NOTE: Sessions geared to instructor's and administrator's time management issues will be offered in March, 1990.

Dates : Session A - November 21 - 8:30 to noon - limited to 20 seats
Session B - November 21 - 1:00 to 4:30 - limited to 20 seats

Location: Room 5025 - Central Administration

Facilitator: Jackie Sandy, B.A., M. Ed., Division Chairman Hospitality and Tourism - VVI.

To Register:

- 1 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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ITS ABOUT TIME

Session A: _____ Session B: _____
Name: _____ Position: _____
Department: _____ Campus: _____
Phone Local: _____ Supervisor's Name: _____
Date sent to HRD: _____

RETURN TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



October 20, 1989



HUMAN RESOURCE DEVELOPMENT

PURCHASING

What is the scope and responsibility of this Department?

A better understanding of VCC's purchasing system will help you obtain your requirements faster, while reducing your budgetary expenditures.

You will learn how to: fill the requisition properly and promptly (a major cause of delays); speed up processing of the requisition; find out if an order has been placed; expedite goods that are on order.

In addition, we will be covering current purchasing policies, procedures, hints and short cuts and give you a sneak preview of the forthcoming computerized purchasing system.

This informational session has been designed for Budget Officers, Program Assistants and other signing personnel.

Date: Tuesday, November 28th - 8:30 to 11:00 a.m.

Location: Room 5025 - Central Administration

Wayne Matthewson, Director of Purchasing, along with Buyers Dave Crowe and Val Cahill will facilitate the session.

The session is limited to 25 participants

To Register:

- 1 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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PURCHASING

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



October 20, 1989



HUMAN RESOURCE DEVELOPMENT

PROFESSIONALISM in the Work Place (things Mother never told you)

This half-day workshop is of value to all career-minded support staff as it explores the behaviours, attitudes and image that assist you to be thought of as a professional in the work place.

The topics discussed in this highly interactive workshop are: what is a professional?; the 10 Commandments of Professionalism; verbal and non-verbal components of professionalism; making a good impression with the public, students, peers and managers; projecting credibility and authority; sustainers' versus achievers' attitudes; VCC's organizational culture - what is appropriate behaviour and grooming?; image builders/image makers; business relationships and business etiquette.

Date: Thursday, November 30th - 8:30 to noon

Location: Room 5025 - Central Administration

Jane Durant, President of the Training & Development Society of BC is the facilitator. She is well-known for her street-smart experience, coupled with 20 years of doing what she teaches including nine with the University of BC as Senior Personnel Manager.

The session is limited to 20 participants

To Register:

- 1 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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PROFESSIONALISM

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



Vol. 1, # 3 - October/89

WORDPERFECT CORNER



H U M A N R E S O U R C E D E V E L O P M E N T

Hello! from the second drawer of the first filing cabinet on the left, in the offices of Human Resource Development, Central Administration. This is Phantom - alive and well. I have just received a pre-release of WordPerfect 5.1 from the folks from Utah and as soon as I have hacked it, I will issue a series of WordPerfect Corners to update you on the new features to help you decide if you need or want the new release.

This whole piece of text has been enlivened with a macro that generates a graphics box and prompts the user for the percentage shading of the box, the width of the box and the name of the text file to be inserted. The macro allows for automatic sizing of the height of the box. The listing follows below:

This listing assumes that you feel comfortable with the macro editor. If not drop me a line including a disk and I will see that you get this macro and some others that I find useful.

```
{TEXT}0-Enter the percentage shading for this box...~
{TEXT}1-Enter the width of the box...~
{TEXT}2-Enter the name of the text file to be inserted...~
{Graphics}149{VAR 0}{Enter}{Enter}
{Graphics}11334161{VAR 1}{Enter}1{VAR 2}{Enter}{Enter}
{Print}6
```


October 24, 1989



HUMAN RESOURCE DEVELOPMENT

HOW TO HANDLE CHALLENGING STUDENTS

Some KEC Department Heads and instructors have participated in a series of meetings to delineate common instructor problems and suggest effective ways to aid instructors in coping with difficult students and crisis situations.

We identified common problems encountered in the classroom, specified areas in which some (or many) instructors would welcome hearing about what others do, and then some action steps were recommended to make life easier for the classroom instructor. One action is the following workshop.

This workshop is an opportunity for sharing ideas, learning new strategies for dealing with behaviour that "hooks" you, defusing the potential crisis and dealing with instructor "guilt".

DATES: Tuesday	October 31	Session A	10:30 to 12:30
Wednesday	November 1	Session B	2:30 to 4:30
Tuesday	November 7	Session C	10:30 to 12:30
Wednesday	November 8	Session D	2:30 to 4:30
Tuesday	November 14	Session E	10:30 to 12:30
Wednesday	November 15	Session F	2:30 to 4:30

Each session is limited to 16 participants. You need only attend one session.

LOCATION: Room 3002 - Counselling Department

FACILITATOR: Angela Fredericks, B.A., M.A. in Counselling Psychology
Counsellor - KEC

To Register:

- 1 - Complete a green "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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HOW TO HANDLE CHALLENGING STUDENTS

Session A: _____ Session B: _____ Session C: _____

Session D: _____ Session E: _____ Session F: _____

Name: _____ Position: _____

Department: _____ Phone Local: _____

Supervisor's Name: _____ Date sent to HRD: _____

RETURN TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



SILENT AUCTION A GREAT SUCCESS!

The members of the United Way Committee would like to thank all those who participated in the 1989 UW Silent Auction. Total bidding came in at just over \$2200.00, an increase of some \$600.00 over last year. Those people who won are listed below, for your information.

Selection of Wines	Ross Carter	\$ 99.00
Gourmet Dinner for Four	Ted Greene	75.00
Fruit and Cheese Tray	Ken Shukin	22.00
Entertainment 90 Book	Lawrence Fast	40.00
	Brenda Pengelly	40.00
San Francisco Trip	Ian Howie	315.00
Jewellery	Max Fleming	35.00
Finns Restaurant Cert..	Sue Atherton	45.00
Canucks Tickets	Pat Bryant	65.00
Digital Electronic Balance	Sunny Gujral	31.00
Closet Organizer	Wendy Lannard	43.50
Pedometers	Brenda Toporowski	32.00
IBM Selectric	Shirley Bell	260.00
Soil Test Kit/Rain Gauge	Pat May	40.00
Denny's Certificate	Vanita Puri	16.80
Golf at Quilchena	Al Boyd Consortium	152.00
Sweaters	Margaret Jameson	40.00
	Jean Benetti	40.00
	Chris Donovan	40.00
	Paul Sinnott	45.00
Auto Safety Inspection	Bruce MacLean	15.00
Novel Writing	Heather Luk Chan	60.00
Portrait Session	Marilyn McLaren	40.00
Veggie Tray	Heather Luk Chan	15.00
Music Lessons	Judy Hughes	100.00
Sandwich Tray	Tom Scott	20.00
Weekend at Manning	Ross Williamson	125.00
Lakeside Resort Weekend	Terry Smith	111.00
Computer Instruction	Annemiek Stoodley	42.00
Sunday Brunch	Max Fleming	50.00
Auto Winterizing	Diane Greffe	45.00
Auto Detailing	Max Fleming	45.00
	Pat Mulvihill	50.00
Mystery Box	Brenda Toporowski	40.00

Thanks again to everyone who participated.

Terry Smith

INTRODUCTION TO COLLEGE STUDIES: BECOMING A MASTER STUDENT

Thank you to all the faculty members for promoting our second session which began yesterday. Most of our students indicated that it was you who brought them to the workshop. We have 24 students with a waitlist of 7! Thank you also for those who were "resources" for treasures for our resource hunt. Our first group of "Master Students" completed part one this week and all but one are continuing with part two.

Peter Ballin

LOST!!!

**FRAMED POSTER
2-0X4-0**

**RED METAL FRAME
WITH PLEXI-GLASS**

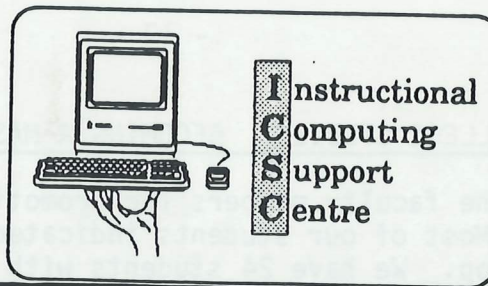
DESCRIPTION:

**RED ABSTRACT FORM ON A BLUE
BACKGROUND**

"SHARE CORSAULT"

**BY: PHOTOGRAMS
SAIT GALLERY CALGARY
LAST SEEN HANGING ON A WALL IN THE
HUMANITIES DEPARTMENT.**

**IF YOU KNOW THE WHERE-ABOUTS OF
THIS POSTER PLEASE CALL THE V.I.A.
OFFICE LOC:490 K.E.C. OR 875-8533**



Do you use:	Yes	No
WORDPERFECT	_____	_____
MS WORD	_____	_____
MS WORKS	_____	_____
LOTUS	_____	_____
VP-PLANNER	_____	_____
LOTUS	_____	_____
OTHER (Name: _____)	_____	_____

Would you like to communicate with people using the same software?

Would you be interested in:

A USER'S GROUP	_____	_____
USING OR OFFERING	_____	_____
TELEPHONE SUPPORT	_____	_____
ATTENDING SHORT	_____	_____
WORKSHOPS	_____	_____

Or (your suggestion) _____

Name: _____

Loc: _____

Please check and return to Anne McElroy or phone Loc.476 or leave message at Loc.556

K.E.C.

Central
admin.

Cont. Ed.



As we near the homestretch of the campaign, Continuing Education continues to lead with a participation rate of 35%, closely challenged by Central Administration, with 23%. K.E.C. has increased its involvement to 7%. The total collected in pledges is now \$10,144. Your support is greatly appreciated.

The many events of FUN WEEK raised \$4,540.00. We thank everyone who contributed their time, efforts and money to all the fund-raising events. You have indeed helped to make the campaign a success.

Undaunted by liquid sunshine and slippery grass, Security Steelers and Dirty Dozen played a hard-fought and exciting game to wind up FUN WEEK. Dirty Dozen got even dirtier than ever, slogging around in the mud. (How about it, teams? Next year we try the nice, dry astroturf at B.C. Place Stadium?) The loyal fans wrapped their cameras in plastic and protected them under big umbrellas.

Finally, Security Steelers emerged victorious. But Chief Scout David discovered a budding talent on the sidelines and Wayne (P.Quinn) Declé is negotiating for his rights in the next College draft, so we hope to see him in a red "A Team" jersey next year. Congratulations to both teams and to the winner of the football pool (which raised another \$50.00 for the campaign) --Mr. Ian Howie, the Cleaning Supervisor for Focus Cleaners.

Cheers,
Your United Way Committee

MISSING

I would be most grateful if anyone can give information on the whereabouts of a box of files of Irene Strong's which contains material pertaining to the ESL Action Plan Student Task Force. I believe, but am not sure, that she gave it to someone at KEC who lives in North Vancouver.

Alison Norman

SECOND ANNUAL "TRADE SHOW", OCTOBER 26 AND 27

The second annual Trade Show, "Transportation & Equipment Technology for the '90's" will take place at the King Edward Campus Mechanical Trades Centre on October 26 and 27, 1989. This year there are close to ninety exhibition booths displaying "state-of-the-art" technology and equipment for the automotive and diesel service and repair industries.

Representatives from the Ministries of Transport and Advanced Education and Job Training, as well as BCIT and our own Trades programs, will be manning information booths. This could be an ideal time to bring your class for an exposure to the world of applied technical training.

****Special Note!**

There is likely to be some disruption of the faculty parking lot for the two day event. Your cooperation would be appreciated in observing the "Lane Closures" to accommodate several large pieces of equipment.

Sam Lewindon

GOOD LUCK!

Winnie Cheung is off on a leave of absence for a year, beginning on the first of November. We wish her well in the pursuits of interests other than Financial Aid.

Gerry Sylvester

UNITED WAY

Thank you to all those who supported the sweater drive. Donations totalled \$521. The luck winners were: Melissa Tolsma (Cathy's daughter) #196, Nadezna de Acevedo (ELS student) #463, and Cheryl Howrigan (Outreach instructor) #491. Thanks to the students who helped with tickets and to the Bookstore for the wrapping paper.

United Way Committee

POSITIONS OPENING:

V.C.C./V.V.I. requires a Secretary II. Closing date for applications is 1989 October 26.

V.C.C./C.A. Duplicating Department requires a Duplicating Equipment Operator II. Closing date for applications is 1989 October 27.

V.C.C./Continuing Education requires an Assistant Homestay Coordinator (International Education). Closing date for applications is 1989 October 27.

V.C.C./K.E.C. requires a Program Assistant I (Business and Computer Studies Department). Closing date for applications is 1989 October 31.

V.C.C./K.E.C. requires a Program Assistant I (ESL Outreach). Closing date for applications is 1989 November 01.

V.C.C./V.V.I. requires a Permanent Full-Time Cafeteria Cashier (Bake Shop Sales, Food Services Support Department). Closing date for applications is 1989 November 01.

V.C.C./Langara Campus requires a Word Processor Operator (Instructional Media Services). Closing date for applications is 1989 November 01.

V.C.C./V.V.V. requires a Temporary Laboratory Demonstrator I (Jewellery Department). Closing date for applications is 1989 November 01.

V.C.C./K.E.C. requires a Department Head (College Preparatory English Department). Closing date for applications is 1989 November 01.

V.C.C./V.V.I. requires a Temporary Clerk II (Admissions). Closing date for applications is 1989 November 08.

Lawrence Fast



