

King Edward Times



Vol. XXII, No. 95
February 15, 1990

ROOM BOOKINGS

Effectively immediately, the booking of Boardrooms 2145, 4043 and 4056 will be handled by our Mailroom Clerk who is currently Norma McPhail at Local 365. Administration has first priority on bookings and on some occasions it will be necessary to "bump" others out of the boardrooms.

Norma is available in the afternoons to schedule the rooms so please call at that time whenever possible. If you require catering forms, they will be available from her, **HOWEVER**, she will not be responsible for ordering food for your meetings but will place the form in your box for you to fill.

In the event that Norma is not available, please call Doreen Sharan at Local 735 to request a booking.

Karen Kelly

VCC INTERCAMPUS NEWS

"CentriCity" is the new name of the weekly City Centre Newsletter. So that we can keep abreast of current events at our fellow campuses, copies of "CentriCity" and "By the Way", the Langara publication, will be distributed weekly to Department Heads for general perusal within the department. There will also be a limited number of copies available in the Mailroom on the Fourth Floor.

Sarah Lucas



*** CNC ALERT! ***

BECAUSE OF A CONFLICT WITH A V.I.A. MEETING, THE NEXT MEETING OF THE COMPUTER NEEDS COMMITTEE (on Wednesday, February 28, at 2:30 in Room 4043) HAS BEEN RESCHEDULED.

THE NEXT MEETING OF THE COMPUTER NEEDS COMMITTEE WILL NOW BE:
Wednesday, March 7, at 2:30, in Room 4043

REMEMBER THAT AT THIS MEETING NEW OFFICERS OF THE CNC WILL BE ELECTED, AND THAT ANYONE PRESENT MAY BE NOMINATED, AND EVERYONE PRESENT MAY VOTE, BOTH IN THE ELECTION AND ON OTHER ISSUES.

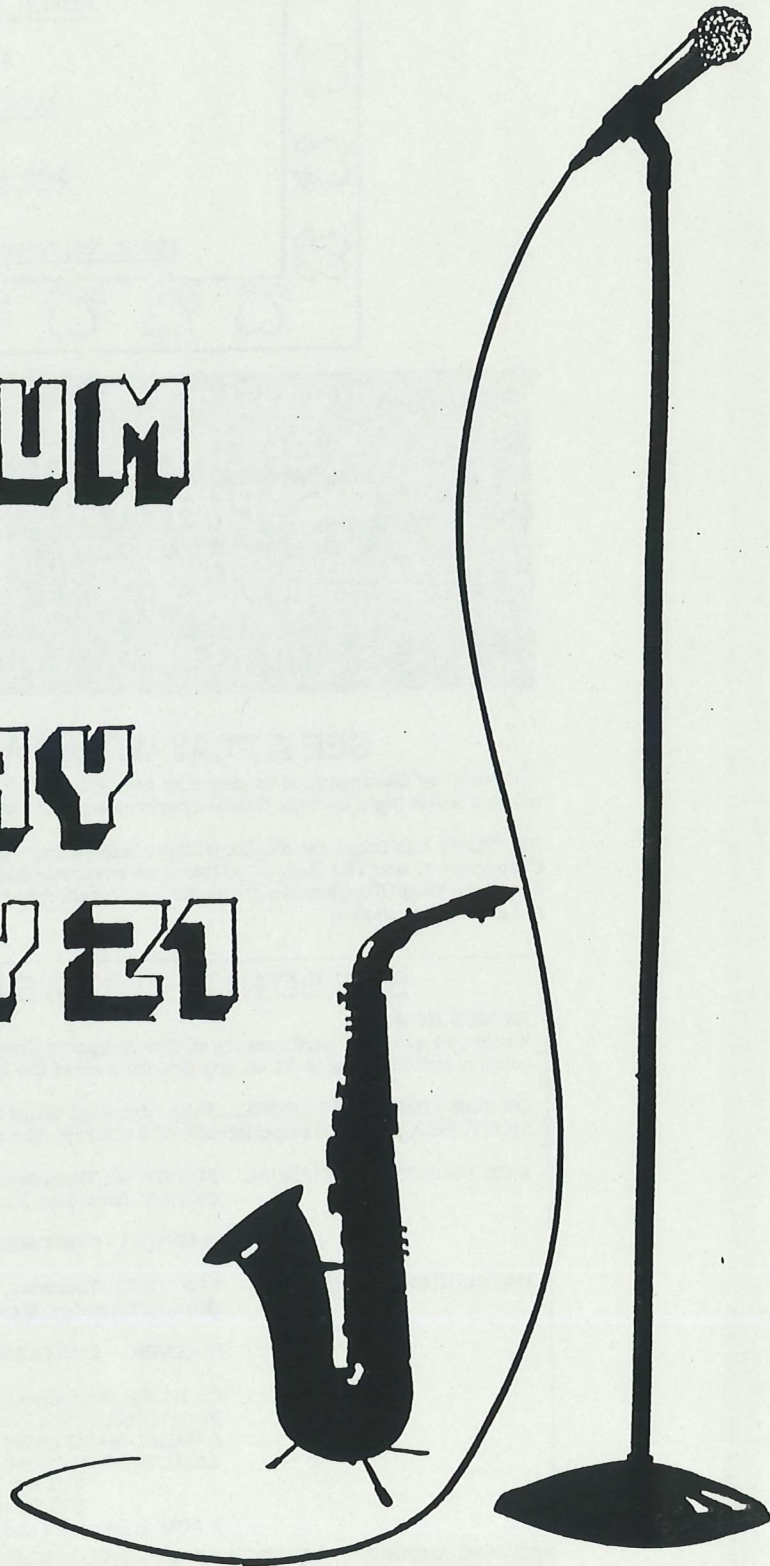


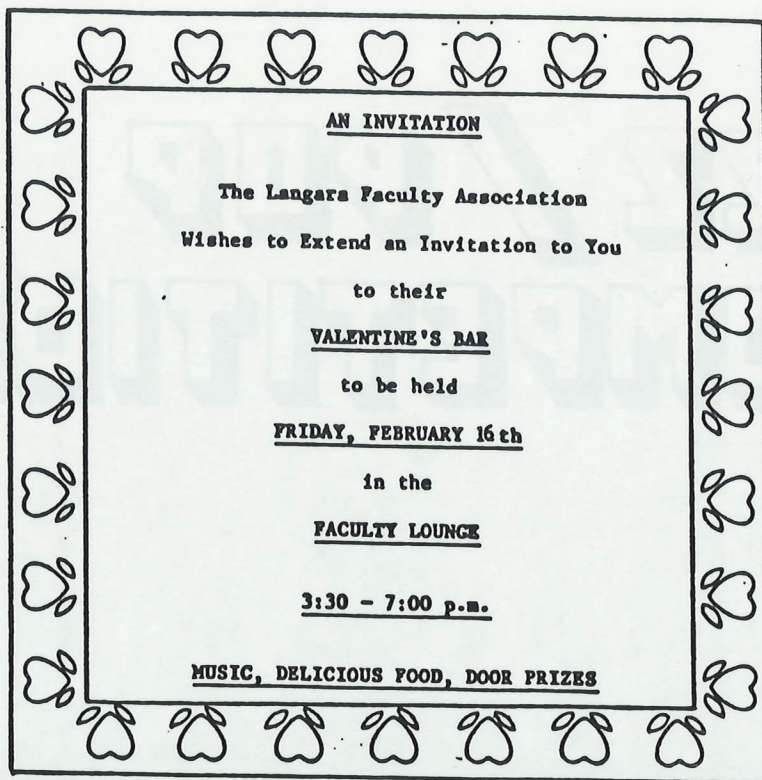
"Are you sure you haven't been using your dad's computer to do your homework?"

JAZZ / POP COMPETITION

KEC
AUDITORIUM

WEDNESDAY
FEBRUARY 21
12 NOON






STUDIO 58 PRESENTS THE THEATRICAL EVENT OF THE SEASON:

**A CHORUS OF
DISAPPROVAL**

BY ALAN AYCKBOURN
DIRECTED BY KATHRYN SHAW



**THE BEGGAR'S
OPERA**

BY JOHN GAY
DIRECTED BY MORRIS PANYCH

IN REPERTORY MARCH 1 - APRIL 7

SEE A PLAY WITHIN A PLAY... AND THE PLAY!

A Chorus of Disapproval concerns an amateur theatre company rehearsing The Beggar's Opera. You can see the rehearsal one night and the finished performance the next!

STUDIO 58 has taken the challenge! The student actors, professional directors and designers working on A Chorus of Disapproval and The Beggar's Opera are stretching themselves to the limit. The actors are busy learning a character from each play. The directors are juggling rehearsal schedules and the designers are building costumes, sets and props to service both shows.

SEE BOTH PLAYS! WE MAKE IT EASY & CHEAP!

HERE'S HOW...

When you attend a performance of *The Beggar's Opera* or *A Chorus of Disapproval* you will receive a FREE coupon entitling you to \$1 off any performance of the other play. What a deal!!

OR FOR THE VERY DARING.... Take advantage of our **SPECIAL MARATHON NIGHTS** on Saturday, March 31 & April 7. Both plays will be performed, one at 6 P.M., the other at 9 P.M. for the low, low price of \$10 for both shows.

A CHORUS OF DISAPPROVAL **PREVIEWS:** Thursday, March 1 & Friday March 2 at 8 P.M.
OPENS: Saturday, March 3 at 8 P.M.

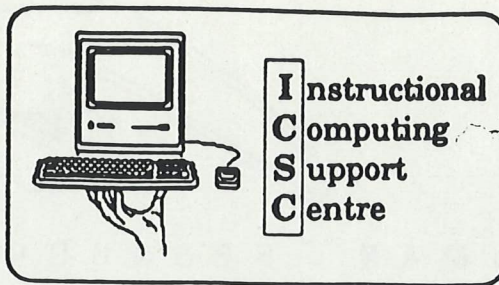
WARNING - CONTAINS CIGARETTE SMOKING

THE BEGGAR'S OPERA **PREVIEWS:** Thursday, March 8 & Friday, March 9 at 8 P.M.
OPENS: Saturday, March 10 at 8 P.M.

WARNING - CONTAINS SUGGESTIVE SCENES

CLOSING: Both shows close on Saturday, April 7
PERFORMANCES: Tuesday to Saturday at 8 P.M., Sundays at 3 & 8 P.M.
SPECIAL MARATHON NIGHTS on March 31 & April 7 at 6 & 9 P.M.
ADMISSION: \$5 Tuesday, Wednesday & Thursday (\$4.50 Students/Seniors)
 \$7 Friday & Saturday
 \$10 for both shows on **SPECIAL MARATHON NIGHTS**
2 FOR 1: Previews and both shows on Sundays are 2 for \$7

FOR PROGRAM INFORMATION AND RESERVATIONS CALL 324-5227



CREATING MACROS WITH WORDPERFECT

DATE WEDNESDAY, FEBRUARY 21.
TIME 1:00 p.m.-3:00 p.m.
LOCATION I.C.S.C.
PRESENTER WALTER BEHNKE

The margins, tab settings, line spacing and headings for the information about this workshop were saved in a **MACRO** and typed with a few keystrokes.

Creating a macro allows you to save time and simplify repetitive tasks by cutting down on keystrokes. A frequently typed word or phrase, margin settings, fonts or line formats may be entered in a macro and automatically typed or set up when you enter the macro name. Use of macros increases accuracy and ensures consistency in your documents.

BEGINNING or EXPERIENCED WordPerfect users will find this workshop very useful.

To register, please complete coupon and deposit in my mail box no later than Monday, February 19.

.....
Name _____ Local _____

Department _____

Have you ever created a macro before? Yes No. (Please circle one)

.....

February 1990



HUMAN RESOURCE DEVELOPMENT

THE MANAGEMENT OF 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 to enable participants to take a look at their personal use of time, to analyze it and increase their skills for greater personal productivity. Individual and small group activities, problem solving discussions and training videos will be used.

Content: Using a Time Log; goal setting; establishing priorities; planning; developing time savers; eliminating time wasters; dealing with interruptions and crisis, delegating; making meetings more effective.

Monday, **March 19th** (session A) has been designed for Administrators, Division Chairpersons, Department Heads, Coordinators and Supervisors of Support Staff. The focus on Monday **March 26th** will be on time management situations facing the College Instructor (session B).

Dates: Session A - March 19 - 8:30 to 4:30 - limited to 20 seats
Session B - March 26 - 8:30 to 4:30 - limited to 20 seats

Location: Room 5025 - Central Administration

Facilitator: Maureen Hannah, C.I.M., Diploma Personnel Management. Maureen has extensive experience in Management and Administrative positions as well as in Training and Consulting. She has been researching, designing, and presenting training courses for employees at all levels for the past 11 years.

To Register:

- 1 - Complete 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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THE MANAGEMENT OF 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



February 1990



HUMAN RESOURCE DEVELOPMENT

LEARNING ABOUT DISABILITIES

For College employees wishing to learn about hearing or visual impairment, learning or physical disability, mental handicap and mental illness. Learn causes, how to help and relate, adaptations, mobility and services available.

April 12	- 9:00 - 12:00	Visual Impairment - Betty Noble
	1:00 - 4:00	Hearing Impairment - Helen Chan
May 17	- 9:00 - 12:00	Mental Handicap - Wayne Avery
	1:00 - 4:00	Learning Disability - Malcolm Cant
June 7	- 9:00 - 12:00	Mental Illness - Lucie Hanson, Greater Vancouver Mental Health Association
	- 1:00 - 4:00	Physical Disability - Robin Luxton, BC Coalition of the Disabled

LOCATION: Room 5025, Central Administration

Each session is limited to 16 participants

To Register:

- 1 - Complete 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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LEARNING ABOUT DISABILITIES

Visual Impairment _____ Mental Handicap _____ Hearing Impairment _____
Physical Disability _____ Mental Illness _____ Learning Disability _____

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



February 1990



HUMAN RESOURCE DEVELOPMENT

INTRODUCTION TO WORDPERFECT 5.1

Right from the start, you will be producing immaculate documents, starting from standard business applications and working through editing, formatting and productivity shortcuts using macros and merges, styles, columns, fonts, forms and graphics. At course completion you will be capable of stretching WordPerfect to suit any of your own applications.

Prerequisite: Keyboarding skills at a rate of 25 wpm. **are** necessary.

Sessions are provided free of charge to all V.C.C. employees.

Date: April 19, 20, 23, and 26, (3 hours each day)

Time: 8:30 to 11:30 a.m. OR 1:00 to 4:00 p.m.
(Session A) (Session B)

Place: Room A210 - Langara Instructor: Jack Yensen

EACH 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. Send the form to Employee Relations.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call Diane at 875-1131, local 337 if you require more information or assistance.

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INTRODUCTION TO WORDPERFECT 5.1

Session A: _____ Session B: _____

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN FORMS TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



February 1990



HUMAN RESOURCE DEVELOPMENT

MOVING FROM WORDPERFECT 5.0 TO 5.1

Protect your time and energy investment in WordPerfect 5.0 and build upon it through this introduction to 5.1 paced for persons already familiar with WordPerfect 5.0. Quickly accommodate tables, spreadsheets, and more sophisticated merges and macros to reduce your workload and boost your productivity and satisfaction.

Prerequisite: Familiarity with WordPerfect 5.0.

Sessions are provided free of charge to all V.C.C. employees.

Session A: April 24 and 25, (3 hours each day)
1:00 to 4:00 p.m.

OR

Session B: April 27 and 30, (3 hours each day)
8:30 to 11:30 a.m.

Place: Room A210 - Langara Instructor: Jack Yensen

EACH 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. Send the form to Employee Relations.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call Diane at 875-1131, local 337 if you require more information or assistance.

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MOVING FROM WORDPERFECT 5.0 TO 5.1

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

RETURN FORMS TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



FEBRUARY 1990



HUMAN RESOURCE DEVELOPMENT

ADVANCED WORDPERFECT 5.1

More sophisticated merges and macros for scientific or technical writing, desk top publishing and the production of stunning teaching and learning materials. During the course, you will bring your own applications for development and refinement. Macro editing shortcuts will be available.

Prerequisite: Introduction to WordPerfect 5.1 or equivalent skills.

Sessions are provided free of charge to all V.C.C. employees.

Date: April 27 and 30, (3 hours each day)

Time: 1:00 to 4:00 p.m.

Place: Room A210 - Langara Instructor: Jack Yensen

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. Send the form to Employee Relations.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call Diane at 875-1131, local 337 if you require more information or assistance.

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ADVANCED WORDPERFECT 5.1

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN FORMS TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT



February 1990



HUMAN RESOURCE DEVELOPMENT

CROSS CULTURAL COMMUNICATIONS TRAINING

This program is designed to develop competence in intercultural communications. Participants will build their knowledge and skills, learn areas of potential friction, and develop skills for managing intercultural communication for conflict resolution.

Upon completion, the participant will be able to better assess the needs of the student and learn how to give information more effectively in an intercultural situation.

Staff who are in frontline contact positions with students such as: Admissions, Student Records, Student Finance, Assessment Centre, Counselling and Library should attend.

FACILITATORS: Christine Peterson - M.A. in Counselling Psychology with specialization in cross cultural communications and Heather Luk-Chan - M.A. in Counselling Psychology with specialization in Adjustments of Displaced Persons.

DATE: May 22, 24 and 29, 1990 **TIME:** 8:30 a.m. to noon

LOCATION: May 22 and 24, room 5025 - Central Admin.
May 29, Room 503A - Library 5th floor, Langara

The session is limited to 16 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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CROSS CULTURAL COMMUNICATIONS TRAINING

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN TO VI BIENERT, H R D, EMPLOYEE RELATIONS



YOU ARE INVITED TO A....

SKATING PARTY!!!

Come join us for pizza, ice skating and fun on Tuesday, February 27th. **EVERYONE IS WELCOME.**

The Assessment Centre is going to Sunrise Pizza (6:00 - 7:30 p.m.) for dinner and then to Britannia Skating Rink (7:45 - 9:15 p.m.).

Phone us at local 714 for more information or just show up on the 27th.

Fees: \$2.15 skating
\$.75 skate rental

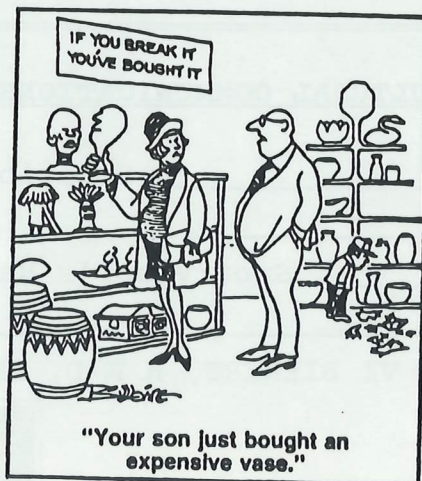
SEE YOU THERE!!!



SEXUAL ASSAULT PREVENTION WORKSHOP

Unfortunately, we have had to cancel this workshop as the two committed groups are unable to attend.

Lorraine Herlick



POSITIONS OPENING

V.C.C./Central Administration requires a Secretary II (International Education). Closing date for applications is February 15, 1990.

V.C.C./K.E.C. requires a Coordinator I (Beginners Level) (English Language Skills Department). Closing date for applications is February 16, 1990.

V.C.C./K.E.C. requires a Temporary Clerk II (Admissions). Closing date for applications is February 21, 1990.

V.C.C./City Centre requires a Program Assistant I (Continuing Education - Nursing and Health Department). Closing date for applications is February 26, 1990.

V.C.C./City Centre requires a Temporary Secretary II (Administration Office). Closing date for applications is February 26, 1990.

V.C.C./Langara requires a Temporary Instructional Assistant I (Theatre Arts Program). Closing date for applications is February 23, 1990.

Lawrence Fast



*"You'd better get used to it, Jessica.
You're going to be overqualified for a
lot of jobs."*

