

King Edward Times



Vol. XXIII, No. 123
October 11, 1990

ACTING ASSOCIATE DEAN, STUDENT SERVICES APPOINTED

Dr. Lawrence Fast, Principal, is pleased to announce the appointment of Beverly Brawley as the Acting Associate Dean, Student Services at King Edward Campus, effective September 24, 1990 or the Fall Term. Beverly joined the College in 1988 and has been Manager of the Assessment Centre for the past two years. She has a Master's degree in Educational Psychology from UBC. She will be responsible for the Counselling Department, Assessment Centre, Learning Centre, I.E.P.A., and the KEC Placement Service Project. She will work also with the Library, Health Services and Computer Services.

We welcome Bev to her new position and look forward to working with her.

FROM THE PAYROLL DEPARTMENT

Please hold off calling or contacting the Payroll Department until further notice. We are trying to catch up with our work and each phone call or visitor detracts from our efforts.

Thank you for your cooperation.

Tosh Ikesaka

GED CHANGED SCHEDULE

The GED scheduled at KEC for October 19-20 has been changed to November 16-17. The GED candidates have already been notified of the above change by the GED Testing Program staff, Ministry of Education, Victoria. This change was in light of the labour dispute between the VMREU and VCC and the uncertainty of its duration.

The above changed schedule only pertains to those candidates who were scheduled to write the GED at KEC. The other 5 GED testing sessions for 1990/1991 - December 7-8, January 18-19, March 15-16, May 3-4, and June 7-8 - remain unchanged.

Thorne Husband

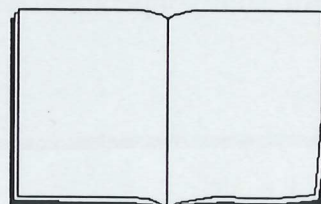
ROOM BOOKINGS: A REMINDER

This is a reminder that the book for reserving the 4th Floor boardrooms and the cafeteria meeting area is not to be removed from the Mailroom. Several times we have had to search extensively as the book was required for urgent meetings.

BOOKS! BOOKS! BOOKS!

Cleaning out your bookshelf? Carousel Theatre Company and School, a non-profit professional theatre organization, is looking for donations of new and used books for the annual fund raising book sale. To arrange for drop off or pickup of, or for more information call 669-3410.

Contacts: Lesley Humphrey and Leslie Ayers



ALL CAMPUS COUNCIL

Now that we are back on campus, I will start my search for a room for our re-scheduled September meeting. Three questions for you:

- a) In the next couple of weeks, OK?
- b) Are Tuesdays still OK?
- c) Would you drop me a line or two detailing any action that you (or your constituents) would like the Council to adopt? As agreed at our last meeting, this should be in the form of a resolution for the Council to discuss or adopt. These resolutions will form the basis of our agenda at the next meeting. Rapid replies appreciated, as in "pronto/tout de suite."

Cheryl Draper

COMPUTER NEEDS COMMITTEE

Meeting to be held:

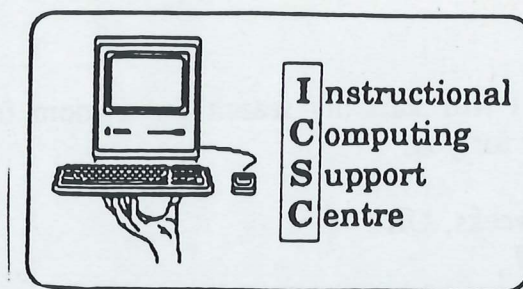
Monday, October 15, 1990

2:30 p.m., Room 4056



CHEERFUL
LOAN CO.





WHAT'S NEW AT THE I.C.S.C.?

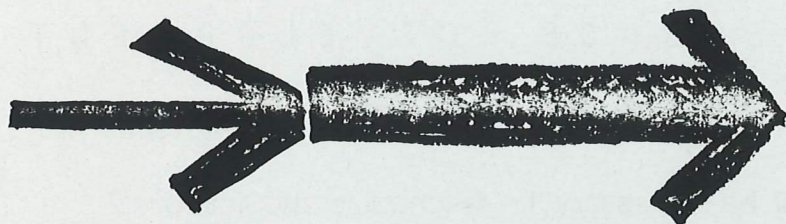
Printer Sharing: The printer sharing device is working well. The **Laser** printer may now be used from all 5 MS DOS computers, so you will no longer have to wait to use it.

Final Copy: of student handouts, schedules, course outlines, curriculum development proposals and other important documents look better when produced on a **Laser Printer**. If you have not used a laser printer, and would like to do so, contact us at the I.C.S.C. - **Steve at Local 556 or Anne at Local 776**.

STUDENT LAB: Hard disks have been installed on all 5 MS DOS computers in the Student Library Lab. The students will now have access to newer powerful programs such as WordPerfect 5.1 If you have ordered new software for your department, please inform us at I.C.S.C. - **Steve at Local 556 or Anne at Local 776** - or leave the information in my mailbox, so that we can purchase a copy for your students to use in the Library Lab.

Anne McElroy

VICTORIA



Friday, Oct. 19th

WHO CAN GO?

International students, any other VCC students, teachers, friends, family, VCC staff

DETAILS?

7:15am
9:00am-10:40am
11:00am-12:30pm
12:30pm-1:00pm
1:00pm-3:30pm

leave KEC parking lot via chartered bus
ferry to Victoria (Swartz Bay)
tour Butchart Gardens
sightseeing tour of Victoria on the bus
free time in downtown Victoria

Parliament buildings
Royal B.C. Museum
tea at the Empress Hotel
wax museum
Beacon Hill Park
and more!

3:30pm
5:00pm-6:40pm
7:15pm

scenic drive back to the ferry
ferry back to Vancouver (Tsawwassen)
arrive back at KEC parking lot

COST?

\$38.00, includes all of the above (meals extra)
(regular rate \$70.00!!!!)

WHAT TO BRING?

umbrella, jacket, just in case!
lunch, if you want to eat on the bus, though
you will be able to buy lunch/dinner on the ferry

HOW TO PAY?

see Cecily May, room 3128 (East wing),
sign up on the door,
*pay by ~~Wednesday, Sept. 19th~~ *****
Sorry, no refunds after ~~Sept. 19th~~

Mon. Oct. 15th
Oct. 15th



HUMAN RESOURCE DEVELOPMENT

October 9, 1990

Due to the recent labour dispute, it will be necessary to reschedule the following workshops.

September 27	Finding & Evaluating Business Opportunities	Date to be announced
October 1 & 2	Success Skills in the Workplace	Date to be announced
October 9 - 12/90	Management Skills for Supervisors	Part I - Nov. 20-23 Part II - Jan. 29-Feb. 1/91 Part III - Mar. 11-14/91
October 15 & 16	Selection Interviewing - Faculty	Date to be announced.
October 25	Plateauing: Threat or Opportunity?	Date to be announced
ADD:		
November 1	An Introduction to the Conscious use of Creativity	All
November 16	An Introduction to the Conscious use of Creativity	All
November 27	An Introduction to the Conscious use of Creativity	All

October, 1990



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

MEETINGS THAT WORK

Are your meetings productive? Successful meetings require the participation of individuals and the interaction of group members, both of which depend on an effective facilitator.

At the end of this one-day course, participants will be able to identify the five steps to successful meetings; plan, prepare for and facilitate a meeting; use new skills to increase participation in a meeting and be a more productive meeting participant.

The facilitator, Susan Good has a B.A. in Psychology and English Writing and has been involved with Human Resource development and training programs for approximately five years.

This workshop is scheduled for Thursday, November 8th, 1990 - 9:00 a.m. to 4:00 p.m.
in Room 5025 - Central Administration (Board Room).

This session is limited to 20 participants

To Register:

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

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October, 1990



H U M A N R E S O U R C E D E V E L O P M E N T
CROSS CULTURAL COMMUNICATIONS TRAINING

This three half days 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 are 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: Tuesday, Wednesday and Thursday, November 13, 14 & 15 - 9:00 a.m. to noon
PLACE: Room 5025 - Central Administration (Board Room).

The workshop is limited to 16 participants

To Register:

- 1 - 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.
- 2 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.

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October, 1990



HUMAN RESOURCE DEVELOPMENT

CONDUCTING EFFECTIVE PERFORMANCE REVIEWS - V.M.R.E.U.

ADVANCED SKILLS WORKSHOP

This workshop will provide managers with the skills to manage effectively the performance of their staff and build on the skills acquired in the previous workshop. Among other things, it will help you to plan and conduct "Performance Review" conferences with each employee in your work unit; write accurate narrative accounts of the "Results Accomplished" by the employee during the period under review and provide the necessary coaching to help the employee meet "Performance Expectations".

Prerequisite: "Performance Planning" workshop.

DATE: Tuesday, November 27, 1990 or Thursday, November 29, 1990

TIME: 9:00 a.m. to approximately 4:00 p.m.

PLACE: Room 5025 - Central Administration

Each session is limited to 20 participants

To Register:

Complete and send the form below to Human Resource Development by November 16, 1990. Call 875-1131, local 337 if you require more information or assistance. Your registration will be confirmed in writing.

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CONDUCTING EFFECTIVE PERFORMANCE REVIEWS - V.M.R.E.U.

ADVANCED SKILLS WORKSHOP

Tuesday, November 27/90 _____ OR Thursday, November 29/90 _____

Name: _____ Position: _____

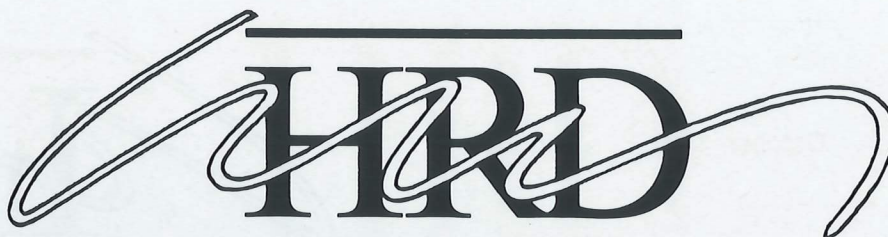
Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO VI BIENERT, HUMAN RESOURCE DEVELOPMENT, CENTRAL ADMINISTRATION



October 1990



HUMAN RESOURCE DEVELOPMENT

AN INTRODUCTION TO THE CONSCIOUS USE OF CREATIVITY

Come to this 1/2 day introductory workshop if you want to:

- become more aware of your natural creativity
- discover how laughter helps you to learn
- learn how failure increases your chances for success
- practise simple techniques for stretching and reawakening your creativity
- learn to be more effective at work and at home

WHERE: The workshop will be held at each campus and is open to all VCC employees.

FACILITATOR: Marie MacDonald, B.Sc., M.S.W. has been conducting workshops on creativity for the past 3 years for participants throughout the province.

Each session is limited to 25 participants

To Register:

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

AN INTRODUCTION TO THE CONSCIOUS USE OF CREATIVITY

Please ✓ the session you wish to attend. Note that you are not restricted to your home campus and may chose whichever time and location fits your schedule best.

- | | | | | |
|--------------------------|--------------------|----------------------|-------------------|-----------|
| <input type="checkbox"/> | Langara Campus | Thursday, November 1 | 1:00 to 4:00 p.m. | Room L008 |
| <input type="checkbox"/> | King Edward Campus | Friday, November 16 | 9:00 to noon | Room 5025 |
| <input type="checkbox"/> | City Centre Campus | Tuesday, November 27 | 1:00 to 4:00 p.m. | Room 237 |

Name: _____ Department: _____ Campus: _____

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

RETURN TO: VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT, 1155 East Broadway, Box #27400, Station C, Vancouver, BC V5T 4N4



October, 1990



HUMAN RESOURCE DEVELOPMENT

PURCHASING - POLICIES & PROCEDURES

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: Thursday, November 1st - 8:30 to 12:00 noon

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 - 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.
- 2 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.

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PURCHASING - POLICIES & PROCEDURES

Thursday, November 1st

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO VI BIENERT, HUMAN RESOURCE DEVELOPMENT, CENTRAL ADMINISTRATION



POSITIONS OPENING

VCC/Central Administration requires a Temporary Clerk Typist II (Employee Relations Department/WHMIS). Closing date for applications is October 12, 1990 (extended from September 26, 1990).

VCC/City Centre requires a Program Assistant I (Long Term Care and Allied Health Department). Closing date for applications is October 12, 1990 (extended from September 26, 1990).

VCC/City Centre requires a Temporary Clerk Typist II (Administration Office). Closing date for applications is October 12, 1990 (extended from September 26, 1990).

VCC/Langara requires a Temporary Secretary II (Dean of Instruction - Career Programs). Closing date for applications is October 16, 1990 (extended from September 28, 1990).

VCC/Central Administration requires a Secretary II (Public Relations and Development). Closing date for applications is October 17, 1990 (extended from October 01, 1990).

VCC/KEC requires a Library Assistant IV. Closing date for applications is October 19, 1990 (extended from October 04, 1990).

VCC/Central Administration requires a Clerk II (Accounts Payable). Closing date for applications is October 19, 1990 (extended from October 05, 1990).

VCC/KEC requires a Temporary Instructional Assistant I (Math). Closing date for applications is October 19, 1990 (extended from October 05, 1990).

VCC/KEC requires a Temporary Clerk Typist II (Music Department). Closing date for applications is October 19, 1990 (extended from October 05, 1990).

Lawrence Fast