

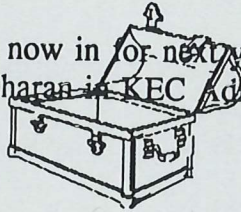
King Edward Times



Vol. XXIII, No. 124
October 18, 1990

CANADA SAVINGS BONDS

Forms for Canada Savings Bonds are now in for next year. If you wish to fill one out please pick up an application from Doreen Sharan in KEC Administration, 4th Floor Reception.



GOOD NEWS!

The Bookstore has one WordPerfect 5.1 software program on sale for \$175.00. Please contact them if you are interested.

CLEANED OUT YOUR BOOKSHELF LATELY?

Carousel Theatre Company and School is holding its annual fundraising book sale. One day only! Saturday, October 27, at St. Marks Anglican Church, corner of West 2nd and Larch. Support Carousel Theatre, a non-profit professional Theatre organization by giving us your books! All donations of books in good condition will be gratefully accepted at the Waterfront Theatre and Carousel Theatre Offices on Granville Island. For pickup or for more information call 669-3410.

OUR MISTAKE

Apologies to Beverly Brawley, who has been appointed Acting Assistant Dean, Student Services and not as announced in last week's Times.

Sarah Lucas

King Edward Campus

ATTENTION ALL KEC STUDENTS!

The Student Action Council invites you to get involved and become a SAC Representative for your department. Come by and share your ideas or volunteer your time. The Student Action Council Office is located on the second floor next door to the Security Office. Our hours are Monday thru Friday, 10:30 a.m. to 1:00 p.m.

Student Action Council

PAYROLL INFORMATION

The optimal sequence for clearing up the payroll office backlog is the following:

1. Completion of late September contracts received by the Payroll Office by September 30, 1990.
2. Production of the biweekly payroll, due October 19, on old rates.
3. Payment of biweekly paid people who were on sick leave or vacation, etc., during the strike.
4. Production of October 30 instructors' payroll.
5. Concurrent with #4, payment of the balance of September pay for instructors who received only 70% of pay in early October. This is a very complicated process because there are major variances amongst groups and individuals.
6. Production of the November 2nd biweekly payroll (VMREU) according to the new rates.
7. Production of the biweekly retroactive pay (VMREU).
8. Production of VMREU retroactive pay for persons in reclassified positions.

The Payroll Office would love to be able to give deadlines by which these items will be completed, but this is not possible. Please be assured that the Payroll people are striving to address all the problems as quickly as is humanly possible under such stressful conditions. Your patience and understanding would be greatly appreciated at this time.

Lawrence Fast

ON THE FAST TRAX

Full time students can have unlimited travel with one zone Farecard. With a Fast Trax Transit slip attached to your student I.D. Card, students can travel throughout the system, anytime on a regularly priced adult, one zone monthly farecard. Both I.D. and Farecard must be shown when boarding or when requested. **YOU MUST BE A FULL-TIME STUDENT!!!!**

Cost: \$2.00

Age: 19 and over

Place: KEC Bookstore

Duration: August 1990 - August 1991

Student Action Council

RETURN TO WORK AFTER WITHDRAWAL OF SERVICES - FACULTY

The following information has been submitted from the President's Office:

1. There will be extensions of time lines for:
 - a) all VIA committee work contemplated under our collective agreement with the VIA and associated Letters of Agreement.
 - b) all grievance time limits will be extended by 11 duty days.
2. Duty time lost during the withdrawal of services by VIA members will be considered as time worked for the purposes of:
 - a. accrual of seniority
 - b. salary increments
 - c. change in type of appointment.
3. There will be no disciplinary action arising out of the withdrawal of services.
4. Instructors whose leave, P.D. or vacation was cancelled during the withdrawal of services will be able to reschedule without penalty.
5. Although not a requirement, the College has decided to pay instructors who withdrew their services for the Thanksgiving Day statutory holiday.

Lawrence Fast

PACIFIC RIM MAGAZINE: TO ALL FACULTY AND STAFF

Work on the 1991 issue of Pacific Rim Magazine has begun, and we once again are soliciting from all campuses and divisions of VCC the kind of support that made the 1990 number a success.

We will need student writers, designers, graphic artists, photographers, editors, computer graphics artists, and keyboarders.

We would much appreciate any help you can provide by urging your students to join us. Contact numbers are below.

We are sorry that cost precludes our distributing free copies of the current number, but the issue is available at \$3.50 each in all campus bookstores, or through Bruce MacLean, at 875-8293.

Contacts: Tom Meikle, Publisher, 324-5430
Richard Hopkins, Managing Editor, 324-5473

Tom Meikle

A NOTE FROM THE LIBRARY

The Library will continue to offer computer catalogue tutorials until November 02, 1990. Anyone is welcome to attend. These half-hour sessions will run weekdays at 12:30 p.m, 3:00 p.m. and 7:00 p.m. (There will be no evening session on Fridays). A maximum of eight persons can sign up for any one session. Please book your space in advance - either in person at the Library Information Desk or by phoning 513.

We will try to accommodate instructors who wish to provide their class with a tutorial, but please note the eight person limit. If at all possible, please schedule your students during the posted times.

Mark Goertz



WHAT'S NEW IN THE LEARNING CENTRE?

WORKSHOPS!

Sample titles for October:

- Giving an Oral Presentation
- Improving Handwriting
- Using the Dictionary
- Using Modals
- Mindmapping for Note-taking

AND LIVE THEATRE! CANADIAN PLAY! SUITABLE FOR ESL!

Amigo's Blue Guitar, October 22, 5:00 p.m., group

Send students to the sign-up table in the Learning Centre! Call local 504 for Orientation Tours or Activity Tours. Workshop Calendars are available in the Learning Centre.

STRIKE IN ACCORD

It does feel good to be back;
No matter what's in the contract;
Instead of more ditches;
It's time to mend bridges;
And boost the morale that we lack.

Shona Moody



EMPLOYEE FEE-WAIVERS IN CONTINUING EDUCATION ARE POPULAR

The following report from Gail Rochester, Acting Director of Continuing Education, shows how active our employees have been in upgrading their skills by taking advantage of the College's fee-waiver policy.

EMPLOYEE TUITION FEE-WAIVERS

SEPTEMBER 1, 1989 - MARCH 31, 1990

Employee Fee-Waivers

413

Employee Tuition Fee-Waivers

\$58,834

Fee-Paying Students Displaced

45

Tuition Fees Lost owing to Displacement of Fee-Payers

\$ 5,940

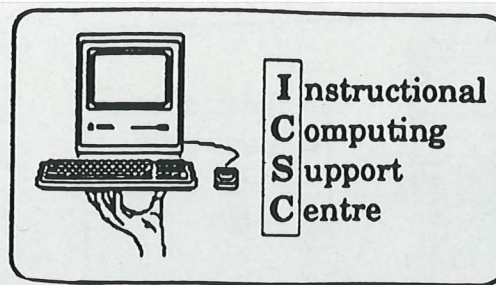
Employee Course Fee-Waivers by Category

Business:

Small Business	2		
Business Administration	17		
Management Skills	23		
Property Management	1		
Communications	19		
Computers	209		
	---	271	65.6%
Photography		2	.5%
Fashion		7	1.7%
T.E.S.L.		35	8.5%
Counselling Skills		4	1.0%
Nursing and Health		8	2.0%
Learning Disabilities		7	1.7%
Gemmology		2	.5%
Non-Profit Organization		1	.3%
General Interest		76	18.2%
		---	-----
	TOTAL	413*	100.0%

* Sept. 1/89 - Dec. 31/89 - 174
Jan. 1/90 - Mar. 31/90 - 239

247



What's new at the ICSC?

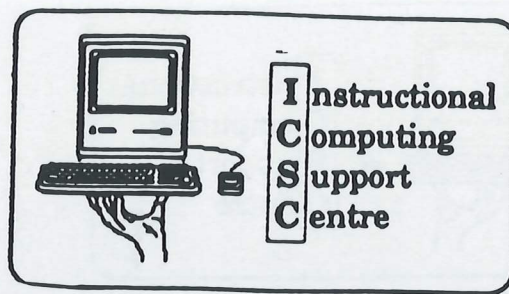
Student Lab.: Hard disks have been installed on all 5 MS DOS computers in the Library student lab. Integrity, a program which protects the hard disk so that the programs cannot be copied from it nor a virus be imported onto it, has been installed on each hard disk.

One of the benefits of the new system is that less time needs to be spent checking software in and out at the circulation desk in the library - a boon to students and library staff alike. Students will now be enabled to access powerful software such as WordPerfect 5.1, which will soon be available on all 5 computers.

The software currently available on each computer is outlined below. Additional software will be installed after consultation with the departments involved.

Program	Computer
All the Right Type.....	All computers
Bedford.....	11, 6, 4
Keyboarding.....	All computers
MS Works.....	8, 10
Multiplan.....	4, 6
Textra.....	8, 4, 11
Turbo Pascal.....	6
Using dBase 111.....	All computers
WordPerfect.....	4, 6

Anne McElroy



Computer Corner

Have you ever felt yourself floundering in a conversation with a computer afficianado because you were unsure of the meaning of some of the terms or initials used. The person who posed the two following questions once felt the same way.

1. I have been advised to save my MS Word document as an **ASCII** file so that it can be copied into WordPerfect. What is an Ascii file?

ASCII (pronounced ASKEE) is an acronym for American Standard Code for Information Interchange. An ASCII file is one that can be understood by any computer program, whereas an MS Word file can only be understood by MS Word and a WordPerfect file only by WordPerfect. However, since they both understand an ASCII file, you could type one chapter of your friend's book using your word processor, MS Word, save it as an ASCII file and then take the disk to her computer where she could incorporate it into the rest of her book, composed using WordPerfect. She would then organize the spacing, margins etc. in a WordPerfect format.

Every word processor has its own commands for saving a file as an ASCII file.

2. What is a **TIFF** file?

TIFF is an acronym for Tagged Image File Format. A file with the extension .TIF contains an image and like an ASCII file, a .TIF file can be understood by most programs. So if you decided to scan a picture and it was saved as a .TIF file, you could then copy it into the document you are working on with your word processor and place it anywhere on the page. Looks good! Any image, for example the ICSC logo at the top of this page, can be saved as a .TIF file and incorporated into a word processing document. Much more convenient than cutting and pasting!.

If a computer related question has been puzzling you, jot it down and place in my mail box, and it will be answered as soon as possible.

Anne McElroy

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

FINDING AND EVALUATING BUSINESS OPPORTUNITIES

In this workshop, you will learn the importance creativity plays in entrepreneurship and explore some methods geared to help you open your mind and generate ideas for business opportunities. You will explore methods of identifying trends and opportunities and some sources or information. From the identification of implications of trends, you can derive business ideas and business opportunities. You will be taken through a quick method for initial evaluation of a business idea as you must learn to temper the emotional enthusiasm for an idea with the practical question, "Is it worth my effort?" If you deem it worth your effort, the idea becomes a business opportunity for you, worthy of deeper evaluation.

Upon completion, you should be able to: explain the importance of creativity in entrepreneurship, explain and use some methods to bring out creative ideas, identify and seek out sources of information to research socio-demographic trends and derive implications of needs, explain the difference between a business idea and a business opportunity, evaluate at a cursory level a venture idea for profitability, determine if a venture idea suits your personal requirements, list tips on how to protect your venture idea and how to guard your ideas.

The facilitator is Glen Witter. He has a Masters degree in Business Administration. Mr. Witter has been with VCC for 18 years in various capacities. At present he is the Director - Corporate Marketing Services.

This workshop is rescheduled from September 27 to **Monday, November 5th, 1990 - 9:00 a.m. to 4:00 p.m. in Room 5025 - Central Administration (Board Room).** Those previously registered are asked to call Diane at 875-1131, local 337 to confirm their attendance.

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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FINDING AND EVALUATING BUSINESS OPPORTUNITIES

Monday, November 5th

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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



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

SUCCESS SKILLS FOR THE MODERN WORKPLACE

The success of any organization, department or team is dependent on the success of the individual team members. There are proven behaviours, skills and attitudes that a person can acquire which contribute to success in any career. This course focuses on identifying and practising those skills that separate the successful from the less successful in the workplace.

At the end of this two-day course, administrative support staff will be able to define their personal definition of professional success; determine whether they are a sustainer or an achiever; identify their communication strengths and weaknesses; understand and demonstrate effective team building skills; enhance their professional behaviour and image and increase their level of self-esteem and self-confidence.

Course content includes: sustainers vs. achievers; communication as a success skill; qualities and skills of an effective communicator; communication styles, yours and others; breaking down communication barriers; team building; high and low self-concept and image and professionalism in the '90's.

The seminar leader, Karen Harrison is a human resource consultant specializing in training and professional development of management and staff of large and small businesses, government and educational institutions. Ms. Harrison is also a successful entrepreneur and business woman having formed her own consulting company ten years ago.

This workshop is rescheduled for: **Monday and Tuesday, December 3rd & 4th, 1990** - 9:00 a.m. to 4:00 p.m. in Room 5025 - Central Administration (Board Room). Those previously registered are asked to call Diane at 875-1131, local 337 to confirm their attendance.

This session is limited to 30 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.
- =====

SUCCESS SKILLS FOR THE MODERN WORKPLACE

Monday & Tuesday, December 3rd & 4th 1990

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO VI BIENERT, HUMAN RESOURCE DEVELOPMENT - CENTRAL ADMINISTRATION



VCC KEC CENTRE FOR SMALL BUSINESS REQUIRES ESL INSTRUCTORS, PART-TIME TEMPORARY

Qualified English as a Second Language Instructors are required to instruct and/or develop materials for:

1. Language At Work - Business Communication Skills for Retailing
2. Language At Work - Business Communication Skills for Tourism
3. Language At Work - Business Communication Skills for Food Services
4. Language At Work - Business Communication Skills for International Trade
5. Language At Work - Business Communication Skills for Office Administration

Each program consists of 70 hours of group training and ten hours of on-site sessions, totalling 80 hours of training per participant. Sessions may all be conducted at the business site if there are more than ten participants from the same firm.

Desirable Qualifications

- Bachelor Degree in ESL or related discipline with formal methodology training
- Experience/interest in the Small Business Sector
- ESL instructional experience
- willing to work nights and weekends

Proposed Start Date: Early November, 1990

For more information, contact Alice Wong at 875-8224 or 875-6111, local 453. Please send c.v. or letter of application to Dale Dorn, Chairman, ESL Division KEC.

CLOSING DATE: OCTOBER 24, 1990

A. Wong

POSITIONS OPENING

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).

VCC/Langara requires a Term Library Assistant II (Circulation/Reserves). Closing date for applications is October 25, 1990.

VCC/KEC requires Temporary Clerk Typist II (Financial Aid Department). Closing date for applications is October 25, 1990.

VCC/KEC requires an Instructional Assistant I (Assessment Centre). Closing date for applications is October 25, 1990.

VCC/City Centre requires a Department Head (Dental Technician/Denturist Dept.) Closing date for applications is October 26, 1990 (extended from October 15, 1990).

VCC/City Centre requires a Department Head (Counselling). Closing date for applications is October 26, 1990.

VCC/Langara requires a Library Assistant II (Public Services, Reference Office). Closing date for applications is October 29, 1990.

VCC/Central Administration requires a Temporary P/T Clerk Typist II (Accounting Department). Closing date for applications is October 29, 1990.

VCC/Central Administration requires a Temporary Payroll Clerk II. Closing date for applications is October 31, 1990.

VCC/City Centre requires a Department Head (Counselling). Closing date for applications is October 26, 1990.

VCC/KEC requires a Department Head (College Preparatory English Department). Closing date for applications is November 19, 1990.

POSITIONS OPENING (CONT'D)

VCC/KEC requires a Department Head (Counselling Services). Closing date for applications is November 19, 1990.

Lawrence Fast



HAPPY HALLOWEEN!!!

