

King Edward Times



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October 25, 1990

Effective November 01, 1990, all KEC parking lots will be locked at 11:00 p.m., Monday to Friday and at 6:00 p.m., Saturday and Sunday. If anyone needs help in this regard, they should contact the Security Office on Level 2.

AUTHORS IN OUR MIDST

Two KEC instructors deserve our congratulations for the recent publication of their books: Susan Bates for Amazing! Canadian Newspaper Stories and Ron Reaburn for They Did It In Canada. Both books are or soon will be available in the bookstore.

Dale Dorn

PLEASE COME!

Students and faculty are invited to attend a play by Spirit Song in the KEC Auditorium, Monday, October 29, at 3:00 p.m. All are welcome. There is no charge but donations will be accepted.

Peter Lear

King Edward Campus

BENEFITS FOR SEPTEMBER & OCTOBER 1990 FOR THE VMREU

1. Benefits for October 1990 will be deducted from the November 30, 1990 paycheques.
2. Benefits for September 1990 will be adjusted when time will permit.

Tosh Ikesaka

MAKE A NOTE OF THIS

The KEC Awards Day originally scheduled for November 22, 1990, has been rescheduled for December 06, 1990. Please make the change on your August to August calendar.

Beverly Brawley

VANCOUVER COMMUNITY COLLEGE TRANSPORT COMMITTEE

The VCC Transport Committee will hold its first meeting on Thursday, November 02, at 2:00 p.m. in Room 2145 (beside the cafeteria) at the King Edward Campus. All aspects of College transport, from vehicle configurations to demand surveys and to cost/benefit considerations will be studied and eventually included in a feasibility report for the VCC Management. Interested college employees are invited to attend and contribute. Be prepared for an information sharing session and to critique survey forms. Thanks for your interest in the committee.



Jim Funk

POT POURRI..

Extra interoffice envelopes are required in the mailroom. If you have any in your area please drop them off to our mailroom clerk, Norma, in 4th Floor Administration.

LIBRARY NOTES

Library Reserve Materials Procedures

This is the time of year that the Library receives many requests to place items on reserve. To ensure that your students get prompt and equitable access to required materials, please adopt the following procedures. It will certainly help us to serve you and your students more efficiently.

1. All requests for reserves should be directed to the staff person at the Library Information Desk. You may visit the Library in person or phone 513.
2. We prefer a minimum of one week's notice but more urgent requests may be processed if time permits.
3. Four reserve loan periods are available:
 - a) one week loan
 - b) two hour in-library use with overnight borrowing privileges (items may not be taken out until a specified time)
 - c) two hour in-library use only
 - d) overnight anytime during the day
4. Please ensure that you provide us with the following information:
 - a) instructor's name and local
 - b) course name and number
 - c) loan period
 - d) the date until which the item is to be kept on reserve
 - e) upon removal from reserve, should the item(s) be returned to the instructor or are they to be kept by the Library?

Thank you for your cooperation in following these simple procedures.

Library Computer Catalogue Tutorials

Attention All Instructors! Please encourage your students to sign up for computer catalogue tutorials in the Library. Tutorials will be offered weekdays at 12:30 p.m., 3:00 p.m., and 7:00 p.m., until November 02. To register visit the Library in person or phone 513.

Mark Goertz

BRITISH COLUMBIA ASIA PACIFIC SCHOLARS' AWARDS

The British Columbia Centre for International Education has received an allocation from the Ministry of Advanced Education, Training and Technology to fund the British Columbia Asia Pacific Scholars' Awards program. The program has been established to provide an opportunity for British Columbia public post-secondary employees to gain a better understanding of the cultures, economies and languages of Asian countries and to establish working relationships with peoples of the Asia Pacific region.

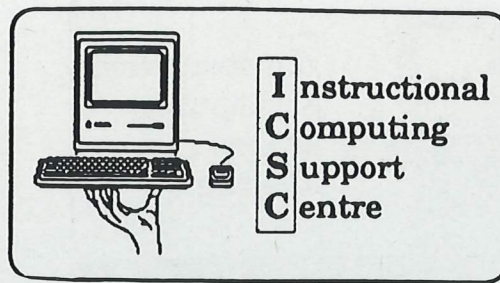
The British Columbia Asia Pacific Scholars' Awards will provide financial support for faculty members or professional staff from British Columbia public post-secondary colleges, institutes and universities to visit Asian post-secondary institutions in order to teach courses, develop programs and/or curriculum, or carry out other related professional activities.

A budget will be set annually by the Ministry of Advanced Education, Training and Technology for the British Columbia Asia Pacific Scholars's Awards program. The awards will be administered through the British Columbia Centre for International Education and will be adjudicated by a committee representing the British Columbia public post-secondary system. Inquiries at V.C.C. should be directed to the Associate Director of International Education.

CONDITIONS

1. To be eligible for the British Columbia Asia Pacific Scholars' Awards, the applicant must be a Canadian citizen or landed immigrant, a B.C. resident and a faculty member or professional at a public post-secondary institution.
2. Individuals are encouraged to utilize existing linkages between British Columbian and overseas institutions whenever possible.
3. Awards will be in predetermined amounts according to the country of study and are intended to be applied towards travel and living expenses. Awards may be paid either to the applicant's present institution or to the applicant directly. The choice of payee will be made with the agreement of both parties. Awards must be used within one year upon notification of the award.
4. Assignments overseas must be a minimum of 2 months but will not normally exceed 10 months in length.
5. The successful applicant will be required to submit to the Associate Director of International Education at V.C.C. a brief written report (4 - 5 pages) within one month of the completion of the trip. The report should outline: 1) the assignment abroad; 2) the benefits that will accrue to the overseas institution, home institution and to the participant's work; and 3) the potential for ongoing liaison with the overseas institution.
6. Individuals may receive only one award from this program during and five-year period.
7. Applications must be submitted to the International Associate Director of International Education at V.C.C. using the approved application form (available from the International Education Office, 5th Floor, K.E.C.).
8. The deadlines for submission of applications will be July 1, November 1, and February 1.
9. Individuals who accept these awards are responsible for arranging their own travel, program, accommodation, and all other details of their program overseas.

For further information contact International Education, Central Administration 875-1131.



What's new at the ICSC?

Student Lab: The new system in the Library Student Lab is working satisfactorily. The start-up procedure has been simplified so that the menu appears on the screen when the power is turned on, and students merely highlight the program they wish to load. User name or password is no longer necessary.

The following additional programs are now available in the lab.

Program	Computer
SoftVert..... 11 (Visually Impaired)	
Green Globes All computers (on menu only)	

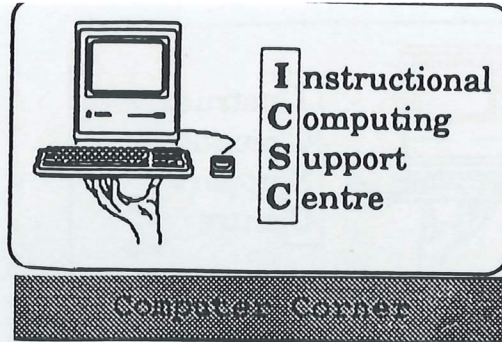
Reminder: Langara Bookstore carries a wide range of software which is available at educational discount prices to faculty, staff and students upon proof of ID. Some examples are:

MS Word.....	119.00
WordPerfect.....	175.00
Ms Works.....	89.00
MS Excel.....	149.00
DrawPerfect.....	210.00
MS Windows.....	89.00
Aldus Pagemaker	275.00 (Mac)
(Ed. Version).....	325.00 (IBM)

For a more complete list of programs available at the educational discounted price, contact me at Loc. 776 or leave a message at Loc. 556 and I will get back to you.

Microsoft Corporation is offering academic-priced versions of **MS Works** in ten-packs (with one copy of documentation), or in LANS packs for 32 users (with one copy of the software) at these prices:

	10-packs	LANS
MS Dos.....	\$560.00	1120.00
Macintosh.....	\$129.00	1430.00



Following last weeks's discussion of ASCII files, two specific questions arose.

Question: How do I save a **WordPerfect** file as an **ASCII** file?

Answer: **WordPerfect** calls an **ASCII** file a **DOS Text** file.

To save: Press **CTRL-F5**

Select **DOS Text** (1)

Select **Save** (1)

Enter a filename for the file

When you want to **retrieve** an **ASCII** file created on another word processor **into WordPerfect**:

Press **CTRL-F5**

Select **DOS Text** (1)

Select (2)

Enter the name of the File to be retrieved.

Question: How do I save an **MS Word** file as an **ASCII** file?

Answer: To save an **MS Word** file as an **ASCII** file:

Press **ESC T S**

Give a name to the file

Tab to **Text-only**

Press **Enter** key

To **retrieve** an **Ascii** file created on another word processor **into MS Word**, merely load as you would any other file.

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.

HYPERCARD WORKSHOP

Nov. 25 and 26

Sheraton Inn, Burnaby

Registration \$25.00

Prerequisite: Some Hypercard Experience

You Bring: Macintosh with power bar, shareware stacks

Presenter: Willie Powell, Apple Canada

Registration Forms: Contact Anne McElroy Loc 776/556

Anne McElroy

SOON YOU WILL SEE THESE POSTERS AROUND KEC!

WHAT'S IT ALL ABOUT?

The VCC Alumni Association has organized a Career Fair for students and alumni of the College on November 7th.

* 30 potential employers will discuss career options in their field and accept resumes.

* The main fields represented are:
Health Care
Food Services
Clerical
Business
Public Service

* The focus is on career planning as well as jobs.

* The trade fair-style exhibits will be at

Langara Campus
11:00am to 6:00pm
November 7, 1990

WE WANT YOU...

* To publicize the event to your students

* To join us at a Wine and Cheese Reception with the exhibitors between 5:30 and 7:30pm in the Langara Faculty Lounge.
(Please RSVP.)

MORE DETAILS...

* Will be in your mailbox soon or

* Call Barbara Alldritt or Tracy Manrell at 875-1131 local 353.

CAREER FAIR

ARE YOU LEAVING YOUR FUTURE TO CHANCE?

HEALTH CARE
SOCIAL SERVICES
MANAGEMENT
SELF EMPLOYED
PUBLIC SERVICE
ACCOUNTING
SALES
PRIVATE INDUSTRY

INCREASE YOUR ODDS OF SUCCESS!

Wednesday, November 7, 1990 11:00 am to 6:00 pm
Langara Campus, Vancouver Community College, 100 West 49th Avenue

Come and talk to company reps. about careers in the nineties

- Explore your options
- Bring your resumes

Sponsored by the VCC Alumni Association
Call us at 875-1131 for more information

VANCOUVER COMMUNITY COLLEGE

VANCOUVER COMMUNITY COLLEGE 25 YEARS

Dental Hygiene Awareness Week

The Dental Hygiene Department and the 2nd year Dental Hygiene students would like to cordially invite the faculty, staff and students of your department to visit our

Dental Hygiene Table Clinics

Thursday, November 8, 1990
12:00-3:00 p.m.
2nd Floor, Foyer
250 West Pender Street,
Vancouver



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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DUE TO PERSONAL REASONS ON THE PART
OF THE FACILITATOR, THIS WORKSHOP IS
BEING RESCHEDULED TO:

FRIDAY, FEBRUARY 15, 1991

WATCH FOR THE REGISTRATION FORM IN
THE NEWSLETTER IN THE NEW YEAR



October, 1990



HUMAN RESOURCE DEVELOPMENT

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 of 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

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



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

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



POSITIONS OPENING

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

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

VCC/City Centre requires a Student Services Assistant I. Closing date for applications is November 01, 1990.

VCC/Central Administration requires a Clerk II (Accounting Department). Closing date for applications is November 02, 1990.

VCC/KEC requires a Director of Financial and Administrative Services. Closing date for applications is November 19, 1990.

VCC/KEC requires a Temporary P/T Clerk Typist II (Administration). Closing date for applications is November 6, 1990.

VCC/KEC requires a Financial Aid Advisor (Financial Aid Department). Closing date for applications is November 6, 1990.

VCC/Langara requires an Admissions Clerk. Closing date for applications is November 6, 1990.

VCC/KEC requires a Temporary Instructional Assistant I (Individualized Educational Program for Adults (IEPA)). Closing date for applications is November 7, 1990.

POSITIONS OPENING (Continued)

VCC/Central Administration requires a Temporary Remote Job Entry Operator 1. Closing date for applications is November 6, 1990.

VCC/KEC requires a Department Head (Automotive Technician Program). Closing date for applications is December 1, 1990.

Lawrence Fast

