

King Edward Times



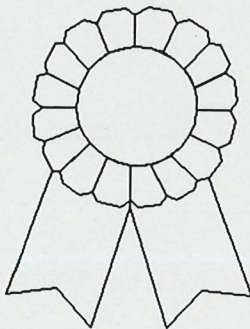
Vol. 24, No. 136
January 24, 1991

THE JEAN BENETTI AWARD

It's hard to believe that Jean Benetti has retired, but it's true. She will no longer be the driving force on a vast array of committees or the chief spokesperson on the side of a just society.

Jean was so active in every aspect of life at KEC that it seemed appropriate to set up a student award in her honour. Anyone who would like to contribute to the fund can do so through the VCC Foundation (5th Floor) or the ELS office (Room 3141).

Pat Kennedy



Just a reminder that VMREU support staff are expected to contact the Switchboard operator each morning if they are going to be absent because of illness.

Pam Ottridge

BLOOD DONOR CLINIC - JANUARY 28, 1991

A Blood Donor Clinic will be held at King Edward Campus on January 28, 1991 from 10:00 a.m. to 4:00 p.m.. Each donor will be issued a \$3.00 voucher compliments of King Edward Campus & Industrial Caterers to lunch in the cafeteria.

Please make every effort to stop by the 4th Floor and give blood. A few minutes of your time may save a life.

Lawrence Fast

WORKSTUDY PROGRAM REMINDERS

Applications

Students wishing to participate in this program must **first** apply through the Financial Aid Office. For the Spring 1991 term, applications will be available from Financial Aid:

The deadline for applications is **THURSDAY, JANUARY 31, 1991** (**STUDENTS MUST REAPPLY EACH TERM TO BE CONSIDERED FOR WORKSTUDY**).

The Financial Aid Office will review all applicants and post the name of those who have been successful. Only the students who meet the criteria detailed at the back of this "KEC Times" and show financial need will qualify for Workstudy positions. All departments should plan to have workstudy positions in their area start after Friday, January 21, 1991.

If there are any queries regarding the above, please contact the Financial Aid Office at local 720 or 728.

Thank you.

Sandra North

Request for Workstudy Students

A reminder to those departments that haven't already done so to advise the office of the Administrative Manager

if they require workstudy students this term. Please contact Doreen Sharan at local 735 as soon as possible.

Student Available

The following workstudy student is available for employment:

David Ardon

- has limited English
- studied accounting in El Salvador
- is comfortable with math
- has mechanical aptitude
- fixed satellite dishes in Mexico
- hours available:
Monday-Thursday from 4:00 p.m.
Friday from 3:00 p.m.

Please contact Doreen Sharan, local 735 if you are interested.

LOCAL CHANGES

Please note the following number changes in locals on your telephone lists:

Anna Woo, Program Assistant, ESL-Vocational, KEC North
875-8281

Alison Norman, Assistant Department Head, ESL-Vocational, KEC North
875-8282

Helen Spencer, Department Head, ESL-CPE
Local 138



COMPUTER VIRUS



The computer virus **Stoned** is manifesting itself on computers on campus with increasing frequency.

This virus resides in the boot sector of floppy disks and will remain there innocuously unless an attempt is made to boot with the infected disk. Then the virus will cause problems with the hard drive. Consequently, if you have doubts about any of your floppy disks, especially if you are obliged to boot from one, bring it first to Stephen Fryder and he will check the disk and clean it if it has been infected.

Anne McElroy

INCOME TAX ASSISTANCE

Minh Trinh, who is experienced in the preparation of income tax, is willing to assist KEC students in preparing their tax returns. Even if students have no income, they will be entitled to a \$140 rebate if they file an income tax form. There will be a reasonable charge for Minh's work, dependent on time involved, and the money collected will be donated to the KEC bursary fund. Please inform your students of this opportunity to receive help with their income tax. Please have students contact Minh directly at the SAC Office from 5:00 to 8:30 p.m. Monday to Wednesday and Friday from February 04, 1991 to April 30, 1991.

Karen Kelly

CE GRADUATE FASHION SHOW

The Continuing Education Division Fashion Arts Program 1991 Graduation Fashion Show will be held at 7:30 p.m. on Saturday, February 23 in the Theatre at the Robson Square Convention Centre.

Ten graduating students will present individual mini-collections of their work.

Tickets cost \$12.50 and will be available from Monday, February 11 at the City Centre CE Office. Tickets may be available at the door but we recommend that you book early for this popular event.

For further information call 682-5844.

Donald Oakes

ALL CAMPUS COUNCIL

Next meeting

Tuesday, February 21, 1991
2:30-4:30 p.m.
Room (TBA)

Agenda

At our last meeting, we decided that we should discuss the future of the ACC and what it should be or become. If you know of other topics that should be discussed, please let me know by next week. Drop a note in my box or call local 567.

Margaret Mackenzie

TO ALL ADMINISTRATORS, FACULTY, COUNSELLORS, AND SUPPORT STAFF

It may come to your attention that a student at KEC is especially needy and/or deserving of extra financial assistance. There are programs administered in the Financial Aid Office that have been established to meet the special needs of these students.

Please refer them directly to the Financial Aid Advisor (Sandra North) who can be reached at local 721. If you require further information or assistance, call Financial Aid at either local 720 or 728.

Sandra North

MAKE-UP EXAMS AT THE LEARNING CENTRE

A reminder to instructors that students can only write make-up exams during the scheduled make-up exam times -- NO EXCEPTIONS will be allowed. All exams must be STARTED and COMPLETED during the schedule times:

Monday-Thursday
9:00-11:00 a.m.
4:00- 7:00 p.m.

Friday
9:00- 5:00 p.m.

It is hoped that instructors find some way to reduce the number of students that have to write make-up exams. Last term numbers rose astronomically. Make-up exams are a distraction, both to the instructors and to the tutors, and every effort should be made to reduce them in order to better prepare the student for the "real world" (e.g., universities, colleges, etc.).

I would like to take this opportunity to thank those instructors who have made a serious effort to reduce the number of make-up exams.

Thank you all for your cooperation.

Gordon Wong

BE A WINTER BLOOD DONOR

The Canadian Red Cross Society, co-sponsored by the Student Action Council, will be holding a Red Cross Blood Donor Clinic on January 28, 1991, from 10:00 a.m. to 4:00 p.m. on the 4th Floor. Please stop by and give blood. A few minutes of your time may save a life. The goal this year is to receive one hundred donations.

For those interested in giving blood, but who have no experience, there will be a **special one hour presentation Friday, January 25, 1991, at 1:00 p.m. in Room 3122, East Wing. The Guest Speaker will be Bonnie Ziegler of the Red Cross and the topic for discussion: Donating Blood.**

A. Discussion

1. The needs for and uses of blood.
2. The importance of giving blood, and the importance of the system of giving blood in Canada.
3. Safety of giving blood.

4. The procedure for giving blood (equipment will be displayed and explained).

B. Fourteen minute video

C. Question and Answer Period

Diana Cippiciani

NEW EXTERNAL STUDIES PROGRAM IN ITALY

If you have dreamed about a once in a lifetime educational trip to a European country, this is your opportunity.

This program offers you the opportunity to travel from one end of Italy to the other and then spend six weeks in Rome.

Combine learning with excitement and fascination as



you study European society and thought and earn up to 15 hours of university transfer credit in Sociology and English. You may also attend a two-week Italian course offered by a qualified language school.

Program Cost (subject to change) \$4,430, including air fares.

This is a university transfer program. For further information please contact: **SAL ALBANESE** AT 324-5238 (Langara).

CURRICULUM DEVELOPMENT

The Centre for Curriculum and Professional Development recently approved twenty-five local institutional curriculum development projects. Two of these projects were proposed by King Edward Campus and one was proposed by Douglas College in conjunction with VCC-KEC:

1. ESL Vocational Software

The development of educational software programs and guides by Alison Norman and Chris Joyce ESL Division, Vocational Department.

2. ESL Pronunciation Software

The development of four units of instructional software for the MacIntosh using Hypercard, plus worksheets by Carol Tulpar and Lee Henderson in the Learning Centre.

3. Interpreter Training

Douglas College in conjunction with King Edward Campus (Sign Language Program) is reviewing program outcomes, access points between the two programs, and areas needing curriculum revision. Roger Ofield is working on this project.

NATIVE AFFAIRS INITIATIVES

The Ministry of Advanced Education, Training and Technology, in response to a recommendation of the Provincial Advisory Committee on Post Secondary Education for Native Learners, requested the Centre for Curriculum and Professional

Development to provide coordination for the development of curriculum materials for Native Learners. Forty-four proposals were received and twelve were selected. One of the approved projects was proposed by Joyce Jarrett, Science Department Head at King Edward Campus -

- Student Success Course for Native Learners, \$20,000

Also in response to Report of the Provincial Advisory Committee on Post-Secondary Education for Native Learners, a Cross-Campus Ad Hoc Committee was formed in May 1990, to establish guidelines for an on-going official Cross Campus Committee to coordinate matters relating to the support of Native students on Campus, as well as liaison with the Native Education Centre. The new Cross Campus Committee on Native Education (replacing the Ad Hoc Committee) was inaugurated in December with its primary goal "to provide better support for Native Students." It is presently chaired by Richard Vedan, with members from the Native Education Centre, all campuses, Continuing Education and College Resources, and reports to the President through the College Administrator responsible for Native Education.

In addition an External Advisory Committee will be established as soon as possible, consisting of appropriate members from community groups. The President of

the College will chair the Committee. Representatives from Indian Bands, agencies and associations have been invited to participate. A member of the College Board, the Administrator responsible for Native Education and NEC will also sit on the Committee. The primary purpose of this committee is to advise on policy and programming to ensure VCC's responsiveness regarding the needs of Native Learners in the College Community.

Support Grant for Native Education

The Ministry of Advanced Education, Training and Technology, in response to a proposal submitted in November by the Administrator responsible for Native Education, Patricia Groves, has provided Vancouver Community College with a grant of \$62,500.00 for V.C.C. Native Education Coordination for the period of January 1, 1991 to March 31, 1992. The call for applications for the position of Native Education Coordinator will shortly be released.

HERE IS A REASON TO DO YOUR
SPRING CLEANING EARLY!!
THE ASSESSMENT CENTRE IS
STILL COLLECTING GOOD,
CLEAN CLOTHING
FOR CHILDREN AND ADULTS.

HOURS:

MONDAY: 12:00 PM - 7:00 PM
TUESDAY TO FRIDAY: 9:00 AM - 4:30 PM

E N V I R O N M E N T A L C O N C E R N S

The environment doesn't share our enthusiasm for automobiles. Exhaust emissions contribute directly to the creation of acid rain. Cars are the greatest single source of emissions of deadly lead into the air - where it is a hazard to our health and the environment. And cars produce carbon monoxide, which is a hazard to human health; they also produce ozone, which at ground level harms plants and animals.

Now that we have a Classified Ads page, why not take the opportunity to find partners for car pooling? If you are interested, let us hear from you.

The Editor

PUBLIC INFORMATION MEETING ON PROPOSED TREE BY-LAW

In response to considerable interest and concern about the removal of trees throughout Vancouver, a tree replacement by-law is being proposed by the City of Vancouver as a step towards neighbourhood enhancement and the maintenance of Vancouver's urban forest.

Development industry members and the general public are invited to attend a Public Information Meeting on the proposed Tree By-law. City Planning staff will make a

presentation at the meeting and will be available to answer any questions on the proposed by-law and its implementation.

Date: January 30, 1991

Time: 7:30 p.m.

**Where: Sir Winston Churchill Secondary School
Auditorium
7055 Heather, Vancouver (at 54th Avenue)**

FEE WAIVER REQUEST FORMS - REQUEST

Original fee waiver request forms are blue in colour. If you need forms, please obtain them from the front desk in C.E. or phone Veronica (Local 362) who will send them through inter-office mail. Confusion sometimes arises when the original request is submitted on a white photocopy. Thank you for your cooperation.

Administration

FROM THE LIBRARY

Student I.D./Library Cards

All returning students must keep their old plastic pouch with barcode. Simply insert your new I.D. card into the pouch. All new students should bring their I.D. card and pouch to the Library to receive a barcode. No materials may be borrowed until this is done.

Library Hours

Regular Library hours and services resume January 02, 1991.

*Monday, Tuesday, Wednesday
8:30 a.m. to 9:30 p.m.*

Thursday

10:30 a.m. to 9:30 p.m.

Friday

10:30 a.m. to 4:30 p.m.

Library Computer Catalogue Tutorials

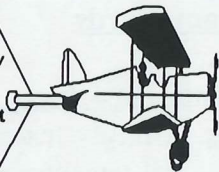
The Library will now offer these on a continuous basis. Whether you are a new catalogue user or need a refresher, phone 513 to make a reservation or drop by the Library Information Desk. The following times are available:

Monday, Tuesday, 12:30 p.m., 7:00 p.m.

Wednesday, 12:30 p.m.

Instructors who wish to bring their class may do so, up to 8 students at a time. Also note that tutorials are not offered as part of a general library tour and need to be requested separately.

Valentine cards are now available in the Bookstore. For the best selection, call Vanita, local 206.



VALENTINE'S DAY

We have received several suggestions as to how to make February 14 a special day on

Campus. Keep these ideas coming in - we want to hear from you. Send them to Doreen Sharan, Local 735, Fourth Floor, Administration.

Malcolm Cant



SYMPATHY

You may have heard that Malcolm Cant was knocked off his bicycle on Monday morning en route to KEC. Malcolm was released from Emergency, but is badly bruised and in pain. His spirits however have not suffered! Our sympathy, Malcolm. We look forward to seeing you back.

Patricia Groves

ATTENTION DEPARTMENT HEADS

There are some interesting and useful computing workshops planned for the weeks ahead, but occasionally ICSC Workshops coincide with department meetings. The KEC Times publishes the schedule. If it is at all possible to avoid a conflict it would be much appreciated so that interested instructors may attend the workshops.

Anne McElroy

Elizabeth Burnyeat and Eddie Yuen, of Computer Services, now have voice pagers that you can contact them through. However, the numbers below are only to be used in cases of emergencies and/or if you cannot get a hold of them. Elizabeth can be reached at 650-9410 and Eddie at 650-9472.

ACCC VOCATIONAL EDUCATION PROJECT IN INDONESIA

This project aims at improving the quality of the vocational education at the senior secondary level of Indonesia. It is funded by the Asian Development Bank and will be executed by the Directorate of Technical and Vocational Education, Ministry of Education and Culture of Indonesia.

ACCC invites bids for five positions in the Technical Assistance component of the project, as follows:

1. Performance Standards and Evaluation Specialist
(Business and Commerce)
2. Performance Standards and Evaluation Specialist
(Home Economics - with special emphasis in the Dressmaking and Fashion Design programs)

3. Performance Standards and Evaluation Specialist
(Arts and Craft - with special emphasis in wood carving programs)
[20 person/month each for the above 3 positions]

4. Vocational Career Guidance System Specialist
[18 person/month]

5. Project Benefit Monitoring and Evaluation
[24 person/month]

If you are interested in further details, please contact Sarah Lucas, or submit CV's as soon as possible to the Dean's office to be forwarded to ACCC.

Patricia Groves

DON'T FORGET!

Starting immediately the registrar's office will be open until 7:00 p.m. on Wednesday evening.



COLLEGE FOUNDATION REGISTRATION

Registration for C.F. single block courses has been extended due to the few days we were closed due to the weather. The last day for registration with department permission is Friday, January 25.

Penny Gallagher

BI-WEEKLY TIMESHEETS

Please have your timesheets on Bonnie Moore's desk by 4:00 p.m. each Wednesday afternoon. The circled days are cut-offs for each pay period. The "x" indicates pay day. If your timesheets arrive later than 4:00 p.m. Wednesday on cut-off weeks your staff may not be paid until the following pay period - 2 weeks later.

Karen Kelly

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King Edward
Campus

155 East Broadway,
Box No. 24620 Sta. 'C'
Vancouver, B.C. V5T 4N3
Telephone 875-6111

WORKSTUDY PROGRAM

AIMS:

This is a part of B.C.S.A.P., designed to reduce student's debt and to meet student's financial need through work on campus.

WHO IS ELIGIBLE?

KEC STUDENTS MUST FULFILL ITEMS #1 TO 4

1. are enrolled in full-time studies and have maintained a satisfactory academic standing;
2. are not in default of previous Canada/B.C. Student Loans;
3. show a financial need above their current BCSAP/ABESAP award, and
4. qualify for B.C. residency (Canadian citizen or landed immigrant)

HOW TO APPLY?

1. In January, May and September get a workstudy application from the FINANCIAL AID OFFICE. Complete and return it to the same office by specified deadline.
2. Once your financial need is reviewed and if you qualify, you will be referred to the Administrative Manager. Jobs are only offered to qualified candidates.

WHAT KIND OF JOBS AND WHAT IS THE PAY?

Check the job vacancies for Student Aides posted on the notice board in the Financial Aid Office. The job descriptions will give you a general idea of work available and skills required. The current pay rate is based on the VMREU Collective Agreement.

FOR EXAMPLE

Working on campus at four hours per week at \$7.75/hour you could earn:

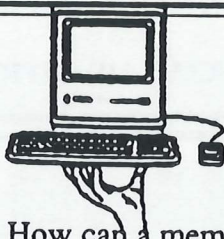
\$35.00/week
\$140.00/month
\$560.00/four months or

Working on campus at seven hours/week at \$7.75 an hour you could earn:

\$60.00/week
\$240.00/month
\$960.00/four months

Contact the Financial Aid Office at 875-6111, local 720 or local 728 to see if you qualify!

Good work experience!! And many positions offer flexible hours!!!



ICSC Computing Corner

Q. How can a memo be stored in a macro?

A This macro creates the document shown below allowing a pause after To: to allow you to enter the name of the recipient of memo. It then automatically types the rest of the text the current date and moves two lines down and enters a line of dashes.

MEMO	
To:	
From	Your Name
Date	Current Date

1. Begin with a clear document and type **Ctrl-F10** to create a macro
2. In response to the "Define Macro" prompt, type **memo** (Enter) then in response to "Description" press (Enter) again You should now see the flashing "Macro Def." message.
3. Type **To:** (tab) and press **Ctrl-Pg Up**. (This is the Macro command key.) Press **1** or **P** for pause. (This indicates where you want the macro to pause for input) Press (Enter) to complete the pause then press (Enter) twice more to move the cursor down two lines.
4. Type **From:** (tab) then your name. (Enter) twice.
5. Type **Date:** (tab) then press **Shift-F5** to invoke the Date command and press **T** to enter the current date. (Enter) twice.
6. Press **Esc** and type **65** to set the Repeat value, then press the **(-)** hyphen key to create a line of dashes.
7. Press **Ctrl-F10** to complete the macro definition.
8. Press **Alt-F10** to invoke the macro. Then type **memo**
9. **To:** will appear and then the screen will pause until you enter the name of the person to whom you are sending the memo. Press (Enter) and the rest will be entered automatically.

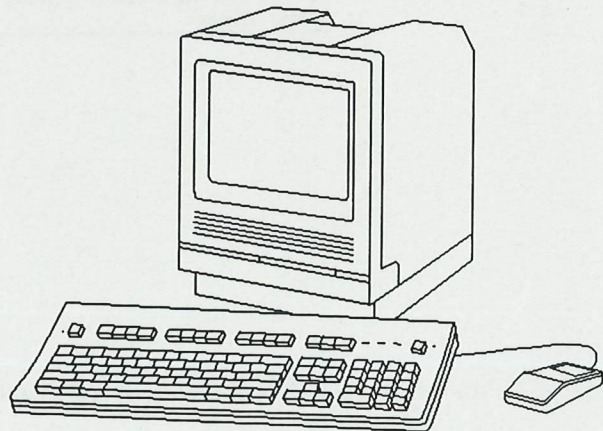
Attention:
All Vancouver Community College
Faculty, Staff and Students
Mac-Festival Re-scheduled!!

Date: Monday, February 4, 1991

Time: 1:00pm to 3:00pm

Place: King Edward Campus
Room 2145 (off Staff Cafeteria)

Come and see
MacIntosh computers
shown by Shirli Smith
of Infomax and take
advantage of special
(one day only)
educational price
offers



Information & Computer Services

17-Jan-91

Apple Canada.
Special Event Program

Account

Shipping Information

Name	Vancouver Community College
Address	c/o Vertimac 1280 Hornby St., Vancouver, B.C.
Postal Code	V6Z 1W2
Phone #	604-875-1131

Education Support Dealer

Name	Vertimac
Address	1280 Hornby Street Vancouver, B.C.
Postal Code	V6Z 1W2
Phone #	Shiril Smith 604-688-0696

Payment Type (Cheque, Credit)			Grand Total		
Product #	Product Description	Price	QTY FR.	QTY ENG.	Extended
M0421LL/A	Macintosh Classic - Superdrive	1025.00	0	0	0
M0435LL/A	Macintosh Classic - 2Mg HD40	1519.00	0	0	0
M0442LL/A	Macintosh LC - 2Mb HD40	2194.00	0	0	0
M5740V/A(C)	Macintosh IIfx - 4 Mg HD80	5854.00	0	0	0
M5390(C)	Macintosh SE/30 - 1 Mg HD40	2957.00	0	0	0
M5361(C)	Macintosh SE/30 - 4 Mg HD80	4011.00	0	0	0
M0363LL/A(C)	Macintosh IIfx - 2Mg HD40	3309.00	0	0	0
M0364LL/A(C)	Macintosh IIfx - 5Mg HD80	4011.00	0	0	0
M0400PA	Apple High Resolution 12" Mono Monitor	263.00	N/A	0	0
M0401PA	Apple High Resolution 13" Colour Monitor	990.00	N/A	0	0
M0297PA/A	Macintosh 12" RGB Display	526.00	N/A	0	0
M0298PA/A	Macintosh 12" Monochrome Display	263.00	N/A	0	0
M0116(C)	Apple Keyboard	137.00	0	0	0
M0312(C)	Apple Extended Keyboard	238.00	0	0	0
A9M0337(C)	Apple Scanner	1752.00	0	0	0
M2700/B(C)	Apple Compact Disk Device SC	812.00	0	0	0
M0444LL/A	Apple II Emulation Card	175.00	N/A	0	0
M0481LL/A	Macintosh IIfx NuBus Adaptor Card	219.00	N/A	0	0
C0090LL/A(C)	ImageWriter II	596.00	0	0	0
B0326LL/A(C)	Personal LaserWriter SC (with toner cartridge)	1793.00	0	0	0
B0325LL/A(C)	Personal LaserWriter NT (with toner cartridge)	2946.00	0	0	0
M2620/A	External Hard Disk 20 Mg SC	626.00	N/A	0	0
M2644/A	External Hard Disk 40 Mg SC	877.00	N/A	0	0
M2068	LocalTalk Connector Kit (DB8) - Locking	77.00	N/A	0	0
M0197	Apple System Peripheral 8 cable	31.00	N/A	0	0
M0206	SCSI System Cable	50.00	N/A	0	0
M0207	SCSI Peripheral Interface Cable	38.00	N/A	0	0
M0332LL/A	SCSI Cable Terminator	31.00	N/A	0	0
Subtotal					0.00
Provincial Sales Tax		6%			0.00
Goods and Services Tax (GST) 7%					0.00
Total Order					0.00

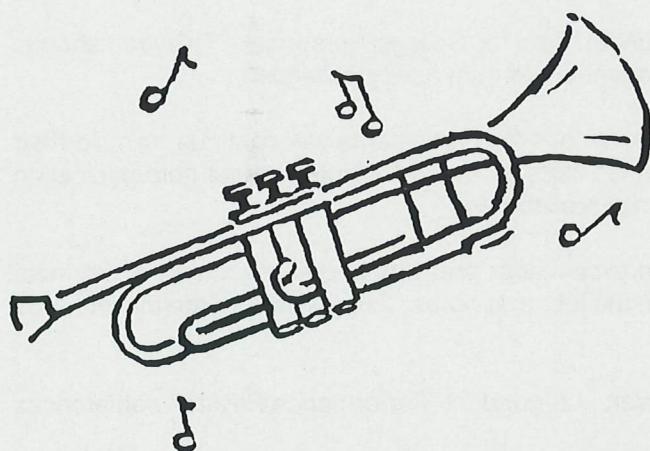
These prices only valid for Mac-Fest on February 4th, 1991 at KEC Room 2145

Yamaha Canada Music

Vancouver Community College

proudly present

The 1990/91 Faculty-Alumni CONCERT SERIES



The Auditorium,
King Edward Campus

Vancouver Community College
1155, East Broadway, Vancouver

7.30 pm

Season tickets: \$32.00
Individual tickets: \$10.00

For tickets and information, please
call VCC's Music Department

875-8220

SUNDAY, DECEMBER 2
HUGH FRASER AND VEJI
(Juno Award winner)
Vancouver Ensemble for
Jazz Improvisation
Special guest appearance by
Dave Robbins

SUNDAY, JANUARY 13
CHAMBER POTPOURRI
Featuring
Jerry Domer - Oboe
Gerald Van Wyck - Harpsicord
Margot Ehling - Piano
Peter Hannan - Early Music Virtuoso
Sandra Head - Theatre music from 1930's to
1980's
Original compositions by
David Duke

SUNDAY, FEBRUARY 3
GUITAR MADNESS
Tony Koch Quintet and
Alan Rinehart on classical guitar

SUNDAY, MARCH 3
THE SHANNON GUNN BAND
One of Canada's finest jazz
vocalists with an array of outstanding in-
strumentalists

SUNDAY, APRIL 7
THE JAZZ STYLINGS
OF ALAN MATHESON &
DAVE BRANTER
Internationally recognized jazz artists

January 1991



HUMAN RESOURCE DEVELOPMENT

FOLLOWING IS A LIST OF THE UPCOMING WORKSHOPS: all workshops are held in room 5025 at Central Administration and run from 9:00 a.m. to 4:00 p.m. unless otherwise indicated.

February 7 & 21 - How to be a Great Communicator. The focus of this 2 day workshop is on actively involving you in real issues which you encounter in the workplace each day.

February 8 - 9:00 to noon - Introduction to the Conscious use of Creativity Part 2. This workshop will help you become more aware of your natural creativity. **Prerequisite: Part 1 is desirable but not mandatory.**

February 13 - 1:30 to 4:30 - Room 240 City Centre. Ethical Encounters for College Personnel. This workshop is designed for faculty, support staff, administrators and board members in community colleges.

February 13, 14 & 15 - 9:00 to noon - Cross Cultural Communications 2. Participants will continue to build their knowledge and skills, learn areas of potential friction, and develop skills for managing intercultural communication for conflict resolution. **Prerequisite: Part 1 is desirable but not mandatory.**

February 15 - Stress & Personal Excellence - Learning how to excel under pressure and stress is one of the most important elements in most successful endeavours, whether on the job or at home. Administrators are the intended audience.

February 18 - Performance Planning. Here is help for you to plan and conduct "Performance Review" conferences with support staff employees in your work unit.

March 1 - Performance Review. This workshop will assist you in writing accurate narrative accounts of the "Results Accomplished" during the "Performance Review" conference. **Prerequisite: Performance Planning.**

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 if you require more information or assistance.
- 2 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.

- =====
- | | |
|---|---|
| <input type="checkbox"/> Creativity 2 | <input type="checkbox"/> Great Communicator |
| <input type="checkbox"/> Ethical Encounters | <input type="checkbox"/> Stress & Personal Excellence |
| <input type="checkbox"/> Performance Planning | <input type="checkbox"/> Cross Cultural Communication 2 |
| <input type="checkbox"/> Performance Review | |

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO HUMAN RESOURCE DEVELOPMENT, CENTRAL ADMINISTRATION





ICSC

Upcoming Workshops

Using E-Mail and SFU X-Change

Education Conferencing
Using the Grolier Electronic Encyclopedia
Accessing ERIC



Presented by David Bell SFU
Wednesday, February 6, 1991

Demonstration 2:30-3:30 p.m.

Location TBA



MS Word

Presented by Microsoft

Wednesday, February 13, 1991

2:30 p.m.

To Register , complete coupon and deposit in my mail box as soon as possible

Name _____ Dept. _____ Loc. _____

WORKSHOP

Anne McElroy Loc. 776/556

CLASSIFIED

BUY AND SELL

Do you need a work vehicle? 1976 Jeep Cherokee, 4WD, mechanically sound, complete with CB, stereo and rust; Reduced \$1,000.000; Peter Ballin, local 566 or mailbox.

WANTED

The Outreach Department is looking for a cabinet to use in one of the learning centres. The "ideal" cabinet would have a lockable storage section on the bottom and shelves with glass doors on the top. If you have such a cabinet and no longer need it, please contact Riina Tamm in the Outreach Office, local 541.

FOR RENT

Furnished house for rent; 3 bedroom, 2 baths, 6 appliances; near Queen Elizabeth Park and shops; non-smoker(s) preferred; pets O.K.; available March 01-November 30, 1991; \$1,000 per month; contact 879-0169.

EMPLOYMENT

Wanted - Afterschool care for 2 children in Richmond.

Beginning February 11, I need a person to provide afterschool care for my children. Regular hours from 2:45 p.m. until 6:45 p.m., ideally with flexibility for later into the evening and occasionally early morning or overnight. Willingness to do housekeeping preferred and live-in status with room and board provided is possible. Contact David Cane 324-5266 (work), 274-2779 (home).

Students! Great selling experience! Part-time employment promoting a new environmental line of household products through in store demonstrations. We are looking for self-motivated and out-going people who can deal with the public pleasantly and effectively. Call Caron at 683-8942 or 946-1332 and leave a message.



**DEAN
FACULTY OF BUSINESS STUDIES
AND APPLIED ARTS**

**MOUNT ROYAL COLLEGE INVITES APPLICATIONS FOR THE POSITION OF DEAN,
FACULTY OF BUSINESS STUDIES AND APPLIED ARTS.**

The College, established in 1910, offers a wide range of career and university transfer courses and programs to 6,300 full-time equivalent credit students, continuing education courses to 22,000 students, and music and speech courses to 4,500 registrants.

Reporting to the Vice-President, Academic the Dean is responsible for a Faculty comprising the Departments of Business Administration, Communications, Interior Design, and Secretarial Arts and Office Administration. The Faculty has approximately 50 full-time employees, and 45 part-time credit instructors and is one of seven Faculties within the Division of Academic Affairs. This growing Faculty requires dynamic and entrepreneurial leadership.

Responsibilities include:

- general administration of the Faculty
- maintaining a strong administrative team
- leadership in teaching excellence
- recruitment and selection of instructors
- development of new and existing academic programs of the highest quality
- development and monitoring of budgets
- community relations and fund raising

Qualifications preferred:

- a substantial record of accomplishment in post-secondary teaching and educational administration
- an advanced degree (preferably a Ph.D. or M.B.A.)
- administrative or business experience.

Please submit your letter of application and curriculum vitae to:

Department of Human Resources
Mount Royal College
4825 Richard Road S.W.
Calgary, Alberta
T3E 6K6

Closing date for applications is February 22, 1991.

POSITION VACANCIES

As part of a proposal to integrate more closely the educational services offered at City Centre and King Edward Campus the President has announced the following position vacancies:

1. Principal - City Centre and King Edward Campus
2. Vice Principal - Instruction - City Centre and King Edward Campus
3. Vice Principal - Administrative and Student Services - City Centre and King Edward Campus

Those who wish to express interest in any of these positions are invited to do so by advising the President by Monday, January 28th. They may append to their expressions of interest whatever documentation they judge appropriate.

If you wish to see a more detailed job description of any one of these positions please request one from my secretary, Carol Mercier.

Lawrence Fast



The Vancouver Community College TESL Program has an opening for a teacher trainer who is an experienced ESL or EFL instructor and has successfully completed the R.S.A. Certificate Program.

Interested applicants may mail or fax their resumes to
Jennifer House: Program Coordinator
Vancouver Community College TESL Program
1155 East Broadway, Station 'C'
Vancouver, B.C. V5T 4N5

TEL (604) 875-8200
FAX (604) 875-8241

POSITIONS OPENING

Langara

Student Services Assistant (Student Services). Closing date: February 01, 1991.

Temporary Secretary I (Division Chairmen, General Office). Closing date: February 07, 1991.

KEC

Manager, Admissions, Registration, and Student Records. Closing date: January 25, 1991.

Temporary Part-Time Clerk Cashier. Closing date: January 31, 1991.

Temporary Work Experience Advisor (Native Youth Worker Training Program). Closing date: February 05, 1991.

Admissions Clerk. Closing date: February 05, 1991.

Department Head (Automotive Collision) Closing date: February 28, 1991.

Building Services Manager (KEC, KEC North, KEC West). Closing date: February 07, 1991.

Department Head, Basic Education. Closing date: February 25, 1991.

Central Admin.

Data Entry Clerk I. Closing date: January 30, 1991.

Data Entry Clerk (WHMIS). Closing date: January 29, 1991.

City Centre

Temporary Student Services Assistant I. Closing date: February 06, 1991.

