
Windsider

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TO ALL FACULTY

MARK 7 1984

There will be a V.I.A SPECIAL GENERAL MEETING on Wednesday 1984 March 07, from 11:30 to 13:00, to be held at the V.V.I. in Room 240. Please arrange your schedules accordingly.

HWR

TO ALL V.V.I. FACULTY AND STAFF

A meeting of all faculty and staff will be held in Room 240 on Thursday, 1984 March 08, at 14:30. Again please arrange your schedules accordingly.

HWR

DIRECTOR OF INTERNATIONAL EDUCATION APPOINTMENT

Vancouver Community College and Canada Employment Immigration Commission are pleased to announce the appointment of Mr. Norman F. Henderson as Director of International Education at V.C.C.

Mr. Henderson's appointment is for a two year period from June 1, 1984 to May 31, 1986 under the provisions of the federal government's Interchange Canada program.

The appointment reflects the College's continuing interest and growing involvement in marketing educational services throughout the world.

Mr. Henderson brings to the position many years experience in the training field on behalf of the federal government, and several more with the B.C. Department of Education. Most recently he has served as the Senior Manager, Employment Training Program with the Canada Employment and Immigration Commission, British Columbia/Yukon Region.

In his new position, Mr. Henderson will be located at the College's Central Administration Offices, 1155 East Broadway.

C. Avery

VVI SUNSHINE FUND

It's time again to collect from the Support Staff for the Sunshine Fund (VIA have already contributed through their association)! The Fund is a way of recognizing those V.V.I. personnel who are ill, in hospital for a week, or at home for three weeks. It also recognizes people in several other areas. Dues are fifty cents a month, or six dollars for the year.

Please make your payments to Flo MacGregor no later than March 9, 1984.

FM

LIBRARY FILMS March 6 (11:45 in the Library Screening Room)

BOOMSVILLE

An amusing diagnosis of big-city growing pains. Boomsville is an ironic view of town planning - or rather the lack of it - and what has happened to our cities as a result. Animated.

CANADIANS CAN DANCE

A festival of folk dances at the CNE is the forum for a selection of Canada's ethnic groups. Dances ranging from the seductive Hawaiian hula to the energetic Cossack show that traditional cultures are still very much a part of the Canadian mosaic.

CHARLEY SQUASH GOES TO TOWN

A gently satirical animation that questions the value of young Indians becoming assimilated into the white urban culture.

AB

COLLEGE BOARD COMMITTEE SYNOPSIS

Administration Members: Mrs. Jarvis, Mrs. Miller,
Mr. Pearkes

Alternate: Mr. Irvine

Education and Student Service Members: Mrs. Giles, Mrs. Glass, Mr. Chapman

Alternate: Mrs. Spitz

Personnel and Staff Services Members: Mrs. Spitz, Mr. Irvine, Mr. Hebb

The Liaison Board Members

are for: Continuing Education: Mrs. Miller, Mr. Hebb
King Edward Campus: Mrs. Jarvis, Mrs. Spitz
Vancouver Vocational Institute: Mr. Pearkes, Mrs. Giles
Langara Campus: Mrs. Glass, Mr. Irvine
B.C.A.C.: Mr. Chapman

HWR

NEW LIBRARY ACQUISITIONS

Books: Career Changing: The Worry Free Guide
Exploring the World of the Personal Computer
The Eye Book
Foundations of Computer Technology
In Today, Out Tomorrow: How To Do Your Job Faster
The Instructor's Survival Kit: A Handbook for Teachers of Adults
Persuasive Writing: Getting Your Message Across in Business
Records Management: A Practical Guide
Vocational Teacher Education: A Review of the Research
Education Without Frontiers

AV Material: Psychology of Aging - Understanding the Older Person

Health Concerns of an Aging Population	Dishwashing Procedures
Waste Prevention and Portion Control	Emergency Procedures
The Skin: Its Structure and Function	We're All Old
Your Operation: Total Hip Replacement	Bartender

POLICY AND PROCEDURE UPDATE

Following is a brief summary of two Policy and Procedures which have recently been released or updated. For complete details refer to the Policy and Procedures manuals.

Policy Number 3.4.0.6 : V.V.I. - TEXTBOOK AND RELATED LEARNING MATERIALS FOR RE-SALE

DEFINITIONS:

Request for First Order: A form indicating the title, author, publisher, I.S.B.N. number, and the required number of textbooks.
Rush Request: A written request from a Department Head to use air freight. A rush request is usually used when textbooks are required within 10 days.
Return Date: Last day that a publisher will accept returns for a particular order of textbooks.
Forecast Sheet: A list containing current textbooks and supply items for each course.

POLICY

- 1 The VVI Bookstore has the sole responsibility to purchase and inventory texts, workbooks, related learning materials and supplies.
- 2 A Forecast Sheet, initiated by the Manager, will be forwarded to the Department Head for approval of quantity and material.
- 3 Department Heads are responsible for initiating new material requests using a Request for First Order sheet.
- 4 Non-VVI organizations holding classes on the VVI premises will designate a non-VVI Department Head who will abide by this policy.
- 5 The Manager after receiving a request will stock the required merchandise. Adjudication by the Dean will prevail in the case of a disagreement between the Manager and a Department Head.
- 6 For rush requests, additional transportation costs beyond the normal charges, will be charged to the requesting Department.
- 7 The Manager will inform the Department Head in writing of the final date for a "no cost" return to the supplier if such a date exists and will inform the Department Heads of predicted surplus inventory.
- 8 Departments cancelling orders after they have been processed will be charged with return costs. Non-returnable merchandise will be declared unsold upon arrival and #9 will apply.
- 9 The Manager and the Department Head will determine how to reduce the unsold merchandise in the Bookstore after return dates and still in stock by March 31 of the same fiscal year. In the case of a disagreement the Dean will make the final decision.
- 10 The Manager is responsible to meet with Department Heads on a quarterly basis to review ordering, inventory, returns, and pricing.
- 11 The Department Head is responsible for notifying the Manager of new texts or revisions and the disposition of obsolete merchandise per #9.

Policy Number 4.1.1.2 : EMPLOYMENT OF RELATIVES

GOVERNING BY-LAW : EMPLOYEES OF THE COLLEGE

"Subject to the by-laws, rules and regulations established by the Board, the College Principal or such persons as he may designate, may appoint and define the duties and tenure of such employees as are necessary to carry on the business and operations of the institution, except for senior administrators who report directly to the College Principal, in which case the appointment is made by the Board upon recommendation of the Principal."

POLICY

It is the policy of the College Board to hire the best qualified applicants available for all jobs. However, it is necessary that judgement be used in the placement of employees who are directly related, subject to the provisions of the respective collective agreements.

DEFINITIONS

- 1 A direct relative is a spouse (including common-law spouse), parent, grandparent, brother, sister, son, daughter, grandson or granddaughter. A person married to one of the above is considered a direct relative only if residing in the same household.
- 2 A common-law spouse is a partner who is publicly maintained and represented as a spouse for at least the previous twelve months.
- 3 A supervisor is one who is accountable for employee selection and is responsible for duty assignment, performance evaluation, and discipline including recommendations for suspension and dismissal.

PROCEDURES

- 1 No employee may participate in the selection process where a direct relative is an applicant for the position.
- 2 Within certain limits, this does not preclude the employment or promotion of direct relatives within the same jurisdiction or area. Refer to the Policy and Procedure manual for specific details.
- 3 The College may organize the staff to minimize a close working association of direct relatives and shall make every reasonable effort to relocate an employee where a direct relationship is created by marriage (or common law) of two present employees who are in a direct supervisor/subordinate relationship.
- 4 Where a direct relationship is created by marriage (or common law) of two present employees in a supervisor/subordinate relationship, they must choose which one is to transfer or give thirty (30) days' notice of resignation.
- 5 The College may transfer or terminate the employment of one of the spouses under #4 if neither of the employees voluntarily chooses to transfer or resign.

APPEAL PROCEDURE

Requests for exception may be considered by the President, provided the proposed appointment and/or the involvement of the direct relative can be shown to be in the best interest of the College.

POLICY EFFECTIVE

The policy shall not be retroactively applicable to individuals whose employment conflicts with the policy at the time of its adoption.