

Windsor

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27 1985

CONGRATULATIONS ARIFIN

VCC-VANCOUVER VOCATIONAL INSTITUTE LIBRARY

The Welding Instructor (Zanail-Arifin) from Indonesia received some good news from back home. His wife provided some balance in the family by giving birth to a healthy 3kg. baby boy. CONGRATULATIONS ARIFIN!!

For your interest and information, in Indonesia girls are not allowed to get married until they are 18 years of age and the men until they're 25 years of age.

ES

DEPARTMENT NAME CHANGE

The department formerly known as Continuing Education - Nursing and currently called Continuing Education - Health Services, will now be: CONTINUING EDUCATION - NURSING AND HEALTH. The Department's location remains the same - Room 236.

JGK

JOB OPPORTUNITIES

Kwantlen College in Surrey is looking for a PUBLIC INFORMATION OFFICER (Competition No. 85-601) as well as a CRIMINOLOGY INSTRUCTOR (Competition No 85-045). For further information, please contact:

Director of Personnel
Kwantlen College
P. O. Box 9030
Surrey, B.C.
V3T 5H8

VCC - Coordinator II - Power Sewing Operator Program. Apply in writing to VCC before 1985 October 01. Position commences 1986 January 01.

VINTAGE ENCYCLOPEDIA SETS

In response to the increasing interest in vintage encyclopedia sets, the Library is offering for sale a 1960 edition of the McGraw-Hill Encyclopedia of Science and Technology. This is a 15 volume set in fine condition and the price is only \$25.

SJ

B.C. INSTRUCTOR'S DIPLOMA PROGRAM - CENTRE FOR CONTINUING EDUCATION, U.B.C.

This is to advise you that the UBC Centre for Continuing Education regrettably had to make the decision to stop offering all the ID courses by August 31, 1986. During the period between now and next August we will do our best to assist you in completing your program and qualifying for the diploma.

The phase out of the courses offered by the Centre was brought about by the withdrawal, as of April 1, 1984, of the subsidy provided for many years by the Ministry of Education. The Centre has done its best to continue the courses entirely on a self-sustaining basis, but ended up with a substantial deficit. Due to the overall financial situation we cannot absorb any deficits, and have made the hard decision to phase out the courses offered by us, by August 31, 1986.

The Ministry of Education is currently exploring alternative modes of delivering the ID program after August 31, 1986, when the Centre for Continuing Education no longer will be involved, but no decision has been made as yet.

In order to assist us in trying to help you to complete the program by the end of next August, I ask your cooperation in filling out the attached response sheet which will enable us to map out the need for courses. Please respond by return mail and latest by September 23.

If we have not received your response by September 30 we will assume that you no longer are interested in completing the ID program and qualifying for the diploma.

We will notify you as soon as we can about course schedule.

NOTE: Incomplete Courses Because Of Assignment Not Handed In:
Any student registered in an on-site or correspondence course before April 1, 1984 and with incomplete outstanding assignment still due, will have to pay a \$40 marking fee per course. This fee is to be sent in with the outstanding assignment.

Jindra Kulich, Director
Centre for Continuing Education
The University of British Columbia

RESPONSE SHEET CAN BE OBTAINED FROM DR. LAMOUREUX'S OFFICE

LIBRARY FILM SERIES

The film being shown of 1985 September 24, at 12:00 noon is:

ARTHUR ERICKSON - A portrait of Arthur Erickson, Vancouver-based architect internationally known for his unique style of architecture. Seated in his Vancouver home, Arthur Erickson talks easily about his art, the importance of interpreting the site and of achieving harmony between environment and structure, the inseparability of climate and site, and the cultural role of a building. Five of his projects are shown.

JH

SATURDAY/EVENING COORDINATOR

Effective 1985 September 13 Mr. Roger Schofer will be responsible for the Saturday/Evening Coordinator duties, as follows:

Reporting To VVI Building Services Manager:

1. Supervise Saturday Switchboard Operator/Clerk - First Aid;
2. Supervise Evening Switchboard Operator, Clerk - First Aid (Tuesday - Friday);
3. Supervise Saturday Laundry Keeper as required;
4. Act as Coordinator in the event of a fire alarm, bomb threat, etc.;
5. Act as Coordinator/Facilitator for any plant or facilities requirements;
6. Act as Coordinator for Saturday and Evening VVI Security Officers.

RGS

VANCOUVER COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Title:

V.V.I. - WORD
PROCESSING CENTRE

Concerning:

All VVI
Departments

POLICY:

- A.1 The V.V.I. Word Processing Centre (hereafter called the "W.P. Centre") functions to provide keyboarding services for all V.V.I. Departments not having the necessary support staff to perform such tasks.
- A.2 Departments with adequate support staff may utilize the W.P. Centre to assist with overflow work as approved by the Dean of Administrative and Student Services or his delegate.

POLICY:

- A.3 The W. P. Centre will provide a remote dictating processing service for all V.V.I. Departments not having the necessary support staff to perform such a task.
- A.4 The W.P. Centre shall be under the control of the Word Processing Supervisor who shall report to the Dean of Administrative and Student Services or his delegate.

PROCEDURES:

- B.1 A "Word Processing Request Form" with complete instructions and the material to be keyboarded attached, may either be routed through the mail system or delivered directly to the W.P. Centre.
- B.2 For dictated work requests, the user must adhere to the submission guidelines as outlined in the "Dictation Processing Request" and must forward a completed Dictation Processing Request to the W.P. Centre following each dictation.
- B.3 Supplies for the "Word Processing Request" and "Dictation Processing Request" forms are available from the W.P. Centre.
- B.4 Work will be processed on a priority level based on the following criteria:
 - a) As far as possible, work will be returned by the requested completion date as specified on the Word Processing or Dictation Processing Request form.
 - b) When production can not keep pace with requests, the submission date will be utilized and the longer a request has been with the W.P. Centre, the more priority it will be assigned. The requested completion date will then become secondary to the submission date and will not exclusively determine work order.
 - c) Both written and dictated submissions will receive equal weight when work is prioritized.
 - d) Departments submitting work requests and which have no clerical support will be weighted with more priority than those departments with clerical support.
 - e) Original work submitted to the W.P. Centre will have priority over work that has been returned for keying or revisions more than twice. Generally the original submission will be regarded as a draft copy and over revision as keying for final copy. Both of these submissions will maintain priority standing.

PROCEDURES:

- f) Work returned several times will receive less priority upon each subsequent revision.
- B.5 The W.P. Centre will not keyboard work which is covered under copyright protection.
- B.6 Requests for printing duplicate masters of material will be subject to a charge calculated on a cost recovery basis for the operator time and supplies used.
- B.7 Completed work will be returned via the mail system unless otherwise specified on the Word Processing or Dictation Processing Request form.

Comments regarding the above policy may be sent to Mr. R. G. Strachan.

RGS

INCREASE OFFICE EFFICIENCY

The following procedures for increasing office efficiency have been recommended by secretaries world-wide:

1. Never give us work first thing in the morning - we prefer a terrific rush in the late afternoon.
2. Should work be required urgently, (a most unusual occurrence), it aids us considerably if you will rush in at intervals of 30 seconds to see if it is done.
3. Send us out to cash your cheques, buy your cigars, etc., in all kinds of weather. Walking is exhilarating and since we sit down all day, the exercise does us good!
4. When dictating, please parade up and down the room and practice your golf strokes. We can understand what is said much more easily that way.
5. Remember when asking us to place a long distance call, you must be very fast on your feet to get out of the office before the call comes through.
6. If possible, always pick up your call on your secretary's phone, this makes sure that we cannot pick up calls for any of our other people. It also helps to keep us company - we miss you during the day.
7. Hours for dictation: (a) during the lunch hour (b) any time between 4:30 - 5:00.
8. Should you wish to write out a letter or report, please write with a blunt pencil in the left hand, and use plenty of arrows, balloons and other diagrams. If figures are altered, please write directly over those previously inserted.

