

WV Insider

VOLUME 4 : NUMBER 12 : MAY 12, 1986

CORRESPONDENCE

Please be reminded that copies of all correspondence on College letterhead to outside persons or agencies, must be forwarded to Central files for circulation in a "Current Correspondence" file.

There appears to have been some relaxation in this procedure.

HWR

PLEASE DON'T

We constantly get equipment returned after use with the ground pin of the A.C. cord removed. This is both illegal and extremely dangerous. With the ground pin removed, and should a fault occur in a piece of equipment, all metal parts would be potentially 'live' and therefore LETHAL. Don't do it!!!

MH

NEWS FROM THE COLLEGE BOARD

The College Board approved the submission to the Ministry of Post-Secondary Education, of the Funds for Excellence proposals.

HWR

INTERNATIONAL ADVISORY PROGRAM

V.C.C. is proposing an international advisory program that will provide advisory and orientation services for people travelling abroad. If you or a business friend have had the experience of living/working abroad and would like to participate as a resource person, please contact Chester Spink, Department Head, Electrical, Local 293, for more information.

CS

MEETING MEMO

The College Board will meet next on Wednesday, May 21 at 19:00 in the Central Administration offices.


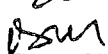
HWR

QUOTE OF THE WEEK

Originality is the art of concealing your source.



VANCOUVER COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. . 1.4.1.2
Issue Date: March 19, 1979
Amendment: Original
Source: Campus Management
Committee
Title: V.V.I. - INTERNAL
RECORDS AND
COMMUNICATIONS
Concerning: All V.V.I. Employees
Campus Principal
Approval: 
College Principal
Approval: 

POLICY:

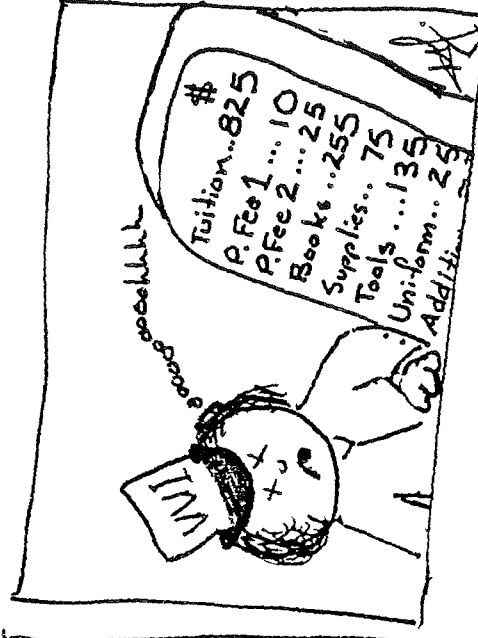
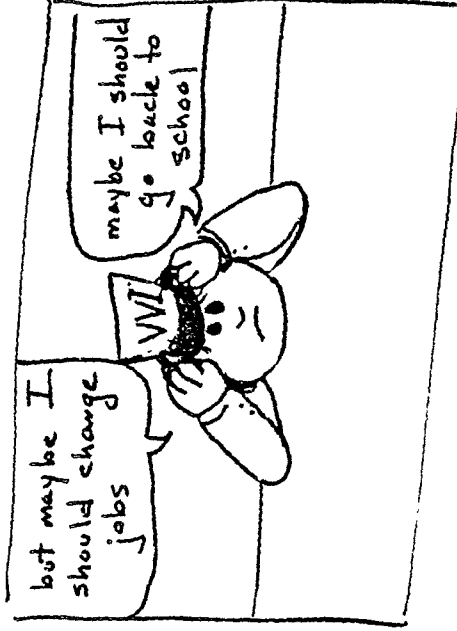
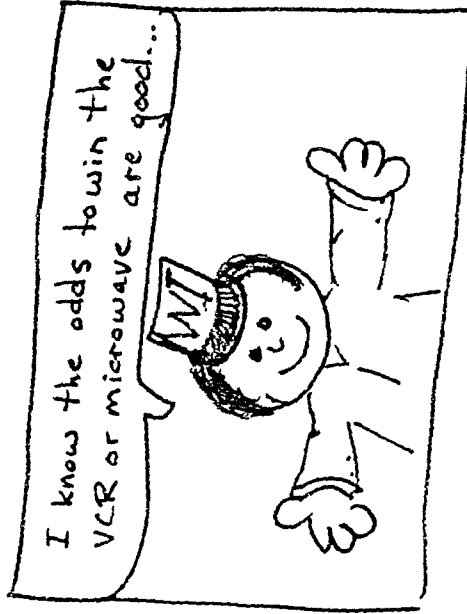
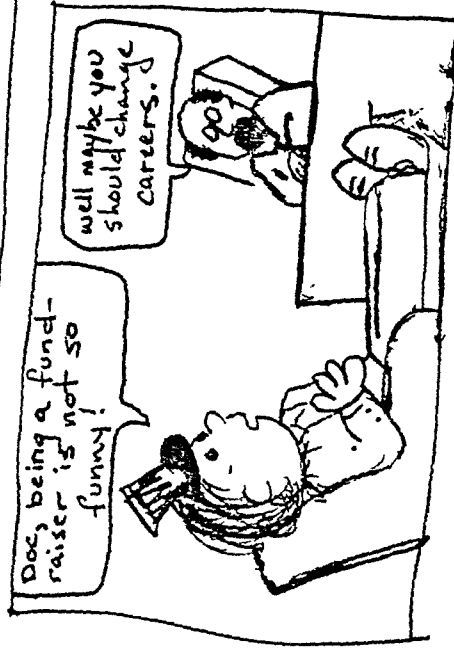
- A.1 All agreements and relevant facts established and agreed to in a meeting between employees or students shall be documented and recorded either by minutes or a memorandum directed to all parties involved.
- A.2 Whenever action as a result of a meeting occurs such action shall be supported by a written rationale attached to the record of the meeting.
- A.3 All persons mentioned in interdepartmental memoranda shall receive a copy thereof.
- A.4 The immediate supervisor of the originator of the memo shall receive a copy for information purposes.
- A.5 Supervisors and administrators shall establish their own direct communication with fellow staff or faculty members and may not delegate this to a support staff person.

PROCEDURES:

- B.1 The chairman or person calling a meeting shall arrange for a recording secretary, or take minutes of the meeting himself/herself.
- B.2 The minutes of a meeting shall identify the persons present, the purpose of the meeting; i.e. items to be discussed, and the outcome, i.e. what decisions and recommendations were made and what action was initiated.
- B.3 It shall be the responsibility of the chairman of a meeting to ensure that the written rationale for action is attached to the minutes.
- B.4 The Chairman shall ensure that the secretary processing and preparing minutes shall forward copies of minutes or memoranda to all participants in a meeting.
- B.5 The writer of a memorandum shall ensure that his immediate superior receives a copy, for information.
- B.6 Administrators or supervisors shall initiate and establish the necessary communications with their colleagues and may not delegate such responsibilities to a support staff member where this action may possibly cause the overstepping of the scope and responsibilities of such support staff.

THE FUNDRAISING FUNNIES

EPISODE #2
"A Career Change"



Please BUY A BOOK
SELL A BOOK

..... the Fundraising Committee needs your help.
Contact Jackie Sandy · Local 220.

NEWS FROM BUSINESS EDUCATION

Susan Lesko, Medical Office Assistant instructor, together with Lynn Jest of Capilano College and the Medical Office Assistant's Association are working on the revisions to the Medical Office Assistant's Handbook which is published by the Ministry of Education. This Handbook is used throughout the province by the medical assistants, educators, as well as students working towards an M.O.A. certificate.

At the MOAA Annual Conference (May 1, 2, 1986) the membership voted on Certification, and Susan Lesko was selected to serve on the Ad Hoc Committee for MOA Certification. The plans are to prepare a package for the approval and review of the British Columbia Medical Association and the College of Physicians and Surgeons of B.C. by the fall of 1986.

This committee is comprised of 8 MOA members throughout the Province with varying skills and knowledge. The first meeting will be on a Saturday in May or June, 1986.

JP

CAREER OPPORTUNITIES

Langara requires temporary full-time or part-time instructors in the following areas:

| | |
|---|--------------------------|
| Fine Arts | Food Services Technician |
| Philosophy | Geography |
| Sociology | Anthropology |
| English (especially Business/Technical Writing) | |

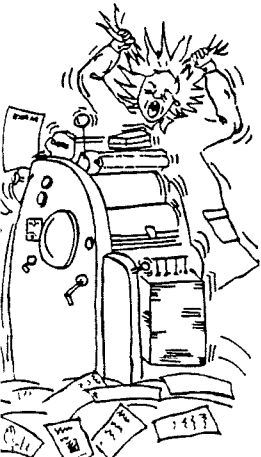
Normal requirements include a Master's degree or its equivalent in the appropriate area and some teaching experience. Apply in writing to Personnel at Central Administration by May 23, 1986.

INSTITUTIONAL EVALUATION STEERING COMMITTEE

The Institutional Evaluation Steering Committee interim report, and the supporting documents report, are now available at the VVI Library. Open forums to discuss this report will be held at VVI on Thursday, May 15 at 14:00 in Room 240.

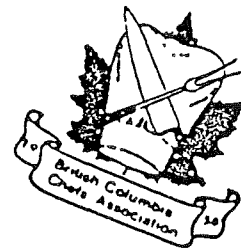
Anyone wishing to attend is invited to do so. Written submissions to the Chairman of the Steering Committee, Mr. Hans Rerup, can also be submitted no later than May 30, 1986.

HWR



HELP!!! - If you have received any copying from the Campus Printing facility during the week of May 5 - 9. Would you take a minute and check your completed work. A job for DENTAL TECH/MECH (Carol Le Vasseur local 322) has gone astray. Please give Carol a call if you find it.

BAN



British Columbia Chefs' Association NEWS

HOSTS OF THE 1986 CFCC CONFERENCE

The B.C. Chef's Association hosted the 23rd Annual National Convention of Canadian Federation of Chefs de Cuisine. The 200 members of the convention consisted of Chefs from all across USA and Canada. The delegates stayed at the Pan Pacific Hotel from May 04 to May 09 (same time as the Prince and Princess of Wales) while they attended the conference.

The B.C. Chef's Association dedicated two years of planning and preparing to make this a successful and memorable event for all attending. The theme, "Culinaire, The World's our Fare", was well represented. Ferdinand Metz, President of Culinary Institute of America, made a presentation of Master Chef Program of the American Culinary Federation.

On Tuesday, May 06, 120 delegates with 80 spouses and 20 children visited the V.V.I.'s dining room (J.J.'s Restaurant) for a Chinese buffet dinner. The group was welcomed by H. W. Rerup, Principal.

Special appreciation is extended to Fred and Maria Naso for their time and effort in making this a successful event.

VVI student wins second CEMA contest

Carol Krampitz took a chance when she entered the second annual Extraordinary Egg Recipe Competition sponsored by the Canadian Egg Marketing Agency and the Canadian Federation of Chefs de Cuisine

But the chance paid off and she has been chosen overall winner for her recipe, Souffle in Phyllo which also was the winning entry for the category main dish

Her prize, a gold medal and set of knives, will be presented to her at the CFCC awards luncheon at the Pan Pacific Hotel May 7 plus an expense-paid trip including accommodation and \$300 spending money with the Canadian culinary team to the World

Culinary Exposition in Basel, Switzerland, in November 1987

Born and raised in Chillwack, B.C., Carol attended local schools until grade 12, when she went to pursue an academic career at Seattle Pacific University, where she obtained a B.A. and studied home economics

Carol worked in Chillwack General Hospital in the dietary unit for a time and then decided to obtain formal practical training in cooking

She is currently enrolled in the Camp and Institutional cooking program at Vancouver Vocational Institute and intends to go on to the A La Carte and Banquet program to complete her studies

After graduating from VVI, Carol hopes to obtain an apprenticeship in a leading hotel and later travel to different parts of the world to gain further cooking experience on her way to achieving her ultimate goal of becoming a chef



CAROL KRAMPITZ
... going to Basel

POTENTIAL EMPLOYEE EXCHANGE

Staff -- Faculty -- Administrators

If you would be interested in an exchange opportunity with another Lower Mainland College or Institute, please fill out the form below and return to Dr. M. E. Lamoureux, Dean of Instruction, by May 20, 1986.

NAME _____ AREA OF EXCHANGE _____
(please print)

DESIRED COLLEGE AND/OR INSTITUTE _____

SIGNATURE _____

DATE _____

