

88 JUN 10

# VVINSIDER

VVINSIDER : VOLUME 6 : NUMBER 8 : JUNE 10/88

## BATTLE OF THE BUDGET

VCC's top administrators have been "battling the budget blues" for the past few months, lobbying for more dollars and juggling priorities in order to develop a budget that provides a workable solution to a situation that finds all campuses overextended.

The reality is this. In order to maintain as many programs and services as possible within the constraints of the 1988 - 89 budget, not only must we reduce our expenses, we must also generate additional revenue.

The increased revenue will largely come from an increase in 1988-89 fees. Precise dollar figures and implementation details have yet to be worked out.

On the expense side of the ledger, spartan is the name of the game. Several VVI programs will be affected by a reduction of funds. These include the Cooking Program, Chinese Cooking, Japanese Cooking, Men's Hairstyling, Building Service Worker, Security Training Correspondence, Drafting-AutoCad, Electronics and Allied Health Clerk. It is hoped, where possible, to implement these reductions with as little impact as possible on regular permanent instructors.

Unfortunately, our Power Sewing and Building Construction (Carpentry) programs have had to be cancelled, effective the end of May 1988. Budget constraints were not the only consideration in the decision to cancel these programs, but they certainly were contributory.

It's hard enough to cancel programs, but it is even more difficult to lay off staff that have been so valuable to the college for so many years. People like Hilda Copson of Power Sewing and John Ehwalt, Daryl Birtch and Paul Harrison from Building Construction will be sorely missed.

As the belt cinching continues, we will all likely experience some pinching. But in the final analysis, it will be our collective ability to hold the line on expenses and our resolve to maintain a positive outlook that will enable us to face the challenge of the year ahead!

ADMINISTRATION OFFICE TO BE CLOSED FROM 12 NOON - 1 PM

One immediate change due to budget cuts will be the closing of the 2nd Floor Administration area over the lunch hour. In order to make more effective use of the reduced staff time, all Administrative staff will take their lunch from 12 - 1:00 pm, effective Monday, June 13, 1988.

Although the switchboard will endeavour to handle messages of urgency, it would be appreciated if day-to-day queries could be scheduled accordingly.

CONGRATULATIONS!

Hans Rerup advises that Maciek Walentowicz has been appointed Coordinator II of the Jewellery and Goldsmith Department for a one year period, effective April 1, 1988 and has carried out the duties since that date. Maciek has been the instructor of the successful Jewellery Apprenticeship Program offered on a part-time basis through CE for the past eight years. He has also been instrumental in developing the new two year Jewellery Art & Design Diploma Program which he will instruct beginning this September here at VVI. Congratulations, Maciek!

AND MORE CONGRATULATIONS!

This time to Condyl Leung who has been reappointed Co-ordinator II of the Asian Culinary Arts Department. Condyl has worked hard to develop the Chinese and Japanese Cuisine programs at VVI. The programs are well received, not just by those of us who take advantage of their offerings in the cafeteria, but also by the industry. Keep up the good work, Condyl!

LIGHTS! CAMERA! ACTION!

Wondering what the major attraction for the film industry was here at VVI this week? Well, apparently, our steam lab is a science fiction producer's dream. The film crew was shooting part of a new Canadian science fiction thriller called "Watchers". (There's no truth to the rumour that George Clark landed a co-starring role as the "mad boilermaker" in exchange for the use of our facilities!)

### HUMAN RESOURCE DEVELOPMENT PROGRAMS

Three courses are currently being offered by Human Resources for VCC staff members:

- .Using Computers for Classroom Records
- .Controlling Stress on the Job
- .The Thinking Person's Course in WordPerfect 5.0

Check the attached program descriptions for further information. Registration forms are also attached. Please make sure to get approval from your supervisor before registering.

### LETTERS, WE GET LETTERS...

Open House has come and gone, but Melanie Robinson is one visitor who took the time to write Doug Gordon in Printing Production regarding her visit.

"I attended the Open House in April and was very impressed with the institute as a whole. I had gone to the Open House primarily to find some information on the Printing Production Program, and was pleased to have left feeling very well informed after being taken on an extensive tour.

I have been involved in photographic sales for the past six years, and have found this very interesting yet limited. As of late, I have been looking at a career change, one that would involve more of a creative input, as well as giving me the flexibility to move in many directions. After researching the Printing Production Program, I found it contained many of the properties in which I am interested in.

A close friend, Miss Barbara Brown, who graduated from the VVI Printing Production Program in 1984 has given me a very positive outlook on the printing industry and has highly recommended this program.

After spending a larger part of the day at VVI's open house, I felt very excited, and thought of VVI as being a very interesting and educational institute to attend. I hope you will consider my application, as I would like to be a future student at this institute."

JUNE 18TH & 19TH - 24 HOUR RELAY TEAM UPDATE

Response to this year's LIONS SOCIETY FOR CRIPPLED CHILDREN 24 HOUR RELAY RACE has been very good, to date. We could still use a few more runners, more volunteers to act as manual recorders for 3-hour shifts, and lots more pledge donations in order to double last year's donations of \$2,700.

The VCC team members currently signed up are listed below. Pledges can be made to any team member, so take a moment to show your support. A number of VVI faculty will have pledge forms available in their departments, for your convenience. And, VVI Team Reps will man a Pledge Table (complete with video of last year's event) in the mall during the lunch hour from June 13-17.

'VCC No Name Runners' Team Members

VVI

Stephanie Jewell - Admin.  
Brent Hunter - Alumni/CEIC  
John Herbert - Dental Tech.  
Paulo Fernandes - Alumni/Drafting  
Walter Mattesen - Friend of VVI  
Avtar Badesha - Drafting  
Cathy Cahill - Alumni/Dntl Asstng  
Drew Bartlett - Electronics  
Sheena Graves - Medical Careers  
Jeremy Dalton - Business  
Ken Dawkins - Dental Tech.  
Peter Corbeil - Friend of VVI  
John Wong-Hen - Alumni Pwr.Eng.  
Dalton Kremer - Counselling  
Dom Buono - Alumni/Electrical

KING EDWARD CAMPUS

Thorne Husband - Assmnt.

CENTRAL ADMIN

Jean Blake - Human Res.  
Pat Cullen - Human Res.

LANGARA

Greg King - Bookstore  
Keith Murray - Business  
Peter Cawsey - Counslng.

Volunteers

2:00 - 4:00 pm Ian Forsyth - Counselling  
Mary Wilson - Counselling

Come on out and support the team at Swangard Stadium, Boundary & Kingsway, anytime from 10 am on Saturday, June 18th until 10 am on Sunday, June 19th.

## HUMAN RESOURCE DEVELOPMENT PROGRAMS

### Using Computers for Classroom Records

#### Program:

This program will provide an introduction to LOTUS 1-2-3 software with an application to maintaining student records. You will work through an example of recording student marks and calculating grades.

#### Objectives:

- \* Learn to construct and modify spreadsheets and produce graphs
- \* Become familiar with the Lotus keyboard and screen display
- \* Use commands to:
  - set up and format a worksheet
  - insert columns and rows
  - enter and copy formulas
  - copy and move ranges
  - save and load complete and partial worksheets
  - print worksheets
  - produce several different graphs

#### Approach:

Lecturette and "hands-on".

#### Audience:

Faculty members who are familiar with DOS and the IBM-PC microcomputers.

Enrollment is limited to 14 participants

#### Resource:

Barbara Wuhrer, B.A., M. Ed. Instructor in Business Administration, Langara Campus.

Barbara has made valuable contributions to the Computer Information Systems Program and has taught a number of computer courses for Continuing Education and Human Resource Development

#### Location and Times:

Langara A216, June 21, 23, and 24, 9:00 a.m. to 12:00 noon  
(9 hours total)

#### Cancellation:

To provide employees on the wait list an opportunity to participate, please cancel no later than four working days prior to the program.

#### Registration:

Please see attached forms.

To Register:

- 1) Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2) Complete and send the form below to Personnel. Note: Your registration will be confirmed in writing by Personnel.

Controlling Stress on the Job

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dept: \_\_\_\_\_ Campus: \_\_\_\_\_

Phone Local: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Return to Jean Blake, HRD., Personnel, or call 875-1131, local 367/336

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To Register:

- 1) Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2) Complete and send the form below to Personnel. Note: Your registration will be confirmed in writing by Personnel.

Using Computers for Classroom Records

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dept: \_\_\_\_\_ Campus: \_\_\_\_\_

Phone Local: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Return to Jean Blake, H.R.D., Personnel, or call 875-1131, local 367/336

## Controlling Stress on the Job

### Program:

This half-day workshop will teach you how to better deal with stress in the workplace by helping you identify sources of stress and assist you with finding ways of dealing with stress. The emphasis is on preventing or reducing stress.

### Objectives:

You will learn how to:

- recognize symptoms and causes of job stress
- prevent or alleviate job stress through:
  - 1) changing patterns of thinking
  - 2) gaining control over the situation and your physical reactions
  - 3) managing time better
  - 4) assertive behaviour
  - 5) developing support networks
  - 6) planning relaxation time into your schedule

### Approach:

Lecturette group discussion, relaxation exercises, individual exercises.

### Resource:

Dr. Margaret Kendrick, Psychologist

### Audience:

Open to all staff and faculty.

Enrollment is limited to 18 participants per session.

### Location and Time:

Session A: Langara L001, Tuesday, June 14, 1:00 p.m. to 4:30 p.m.  
(Library Basement)

Sesion B: Langara L001, Tuesday, June 21, 1:00 p.m. to 4:30 p.m.  
(Library Basement)

Note: Register in only 1 session as B is a repeat of A

### Cancellation:

To provide employees on the wait list an opportunity to participate, please cancel no later than 4 working days prior to the program.

### Registration:

See attached forms.

## THE THINKING PERSON'S COURSE IN WORDPERFECT 5.0

If you are interested in really advanced and professional looking documents, then this is for you. In August, there will be two workshops devoted to Applications in WordPerfect 5.0, each with space limited to 18 participants. The course looks at accessing the many different font styles available, mixing graphics and text, and much more! Book early to avoid disappointment.

Dates: Session A - August 17, 18, 19 and 22

Session B - August 23, 24, 25 and 26

Time: 08:30 - 12:30 hrs

Place: Langara - Room A210

Instructor: Jack Yensen

Prerequisite: Adept on WordPerfect 4.2

### To Register:

- 1) Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2) Indicate which of the following sessions you would like to attend by phoning Personnel at 875-1131, local 367 / 336, or send the form below to Jean Blake, Human Resources Department, Personnel.

## THE THINKING PERSON'S COURSE IN WORDPERFECT 5.0

Session A \_\_\_\_\_

Session B \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dept: \_\_\_\_\_ Campus: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Please check the category that applies to you:

- \_\_\_\_\_ 1) Currently adjusting to WordPerfect 5.0 in job.  
\_\_\_\_\_ 2) Moving onto WordPerfect 5.0 in next three months in job.  
\_\_\_\_\_ 3) Interested in WordPerfect 5.0 for work purposes and have  
access to an IBM Compatible and Laser Jet Printer  
\_\_\_\_\_ 4) Other \_\_\_\_\_

If you will not be on campus during July and August, please complete the following:

Home address: \_\_\_\_\_ Home phone: \_\_\_\_\_

\*NOTE: This program may be cancelled if the network version of 5.0 is not available by August.