

# STAFF

# BULLETIN

Volume 1, No. 13, December 21, 1979

MALASPINA COLLEGE, Nanaimo, B.C.

## instructional council, dec. 1st synopsis

**ANNOUNCEMENTS:** Local Government Correspondence Courses. Ken Smith reported on the success of this program consisting of two courses in Administration, one Financial, and one Law. The current enrolment reaches almost 150, and to date 51 students have completed all four courses. K. Smith said that presently Malaspina is maintaining a low image because of the large number of applicants and we are the only college offering the program by correspondence. The courses are \$81 tuition each; the students receive ten assignments per course with an examination at the end of each; about 6 new people are applying each week.

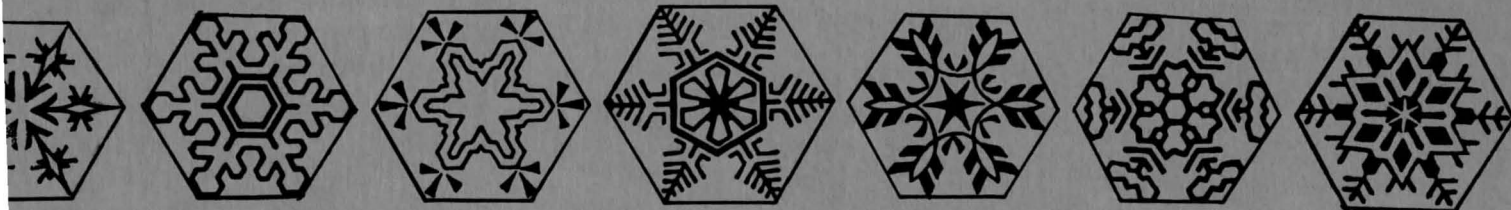
**LIQUOR LICENCE POLICY/PROCEDURES.** Gary Bauslaugh pointed out that the format will change slightly to emphasize the difference between Board College Policy and statements issued as managerial directives. Bob Young said the procedures outlined are steps that have been taken in the past. Motion: Moved by Bob Young and seconded by Cliff Hinton that: "Instructional Council approve the policy pertaining to Liquor Licencing for Special Events at the College". Carried.

**POLICY/PROCEDURE FORMAT.** Gerry Sylvester clarified that the Board made a resolution in the form of a motion that College Policies are determined by the Board and other such statement will be known as Administrative Directives and Procedures, and the format will remain as drawn. This item was deleted from the Agenda.

**HOW SUB-COMMITTEES SHOULD FUNCTION.** Gary Bauslaugh suggested that existing sub-committees be asked to form their own terms of reference, and the item be deferred until presentations can be submitted. Gerry Sylvester stated that the Board recommended the following changes to the PAC Membership: that three ATC and three VOC faculty, one staff, one student, and the President will make up the committee as members. I.C.'s recommendation for membership was too large.

**SCHEDULING OF INSTRUCTION/FACILITIES.** Neither of the above items were prepared for submission and the item was deferred. The Sub-Committee will be ready for a presentation early in the New Year.

**VEHICLE BOOKING POLICY/PROCEDURES.** Mo Harrison asked that an agreement in principle be reached in order that he could handle matters dealing with safety laws, insurance and advance booking immediately. Discussion ensued regarding many of the procedures: e.g. booking priorities, advance notification requirements, Licence Class specifications, and the shortage of vehicles. One problem encountered was the fact



that if instructors use their own vehicle the mileage is charged to the area budget, but if a college vehicle is driven, the cost is covered by Facilities. Ross Fraser suggested that areas be charged accordingly for either method of transportation. Gary Bauslaugh requested Charlie Knotts to check into the budget system for alteration in this regard. A Sub-Committee was struck comprising Jim Hall, John Rostron, Mo Harrison, Ken Baxter, Charlie Knotts (Oliver Neaves will name the Chair) and they will report back to I.C. when matters are resolved and an amended proposal can be presented. Gary Bauslaugh said that this would be an Administrative Directive, although the Board may determine a policy to cover general aspects.

**BOOKSTORE POLICY/PROCEDURES.** Three recommendations have been submitted by the Sub-Committee as Administrative Directives, dealing with Surplus Deficit, Ordering Deadline Dates, and Bookstore Pricing. Charlie Knotts said the Ministry allows the colleges to deal with any surplus up to 1%, but that the Bookstore would not reach this amount, if any. Gerry Sylvester pointed out that all cost centres would demand the same privilege if the Bookstore surplus was granted to their budget. The Area Chairmen foresaw difficulties in attempting to meet the April 1 deadline for book requirements. As deliberations regarding this item mainly concern the Area Chairmen, Gary Bauslaugh suggested that the matter be dealt with at their next meeting in discussion with Charlie Knotts.

## **senior administrators, dec. 18 synopsis**

THE PRESIDENT, Gerry Sylvester, reviewed details of the regular meeting of the College Board held on December 13.

- The Board accepted the realignment of the administrative organization, effective January 1, 1980.
- The Board also accepted the terms of reference as presented for the Program Advisory Committee (PAC) with the membership to be as follows: three faculty from the Malaspina College Faculty Association, three faculty from the Vocational area; one student, one support staff and the President or his delegate.
- The recommendation re the Morrell Wildlife Sanctuary was deferred to late Spring.
- The President, the Chairman of the Board, Beryl Bennett, and Peter McMullan were named to attend the December 19 meeting held at City Hall re the arterial connector road. The Board's recommendation to that meeting was the area from the Department of National Defence property to Jinglepot Road be given further study.
- The President and the Chairman of the Board will also meet with School Board representatives on December 20 re the arterial connector.
- The proposal for a new College logo was rejected.
- The BCGEU contract was ratified.

**COST FIGURES AND ANCILLIARY SERVICES:** Charlie Knotts, Assistant Bursar presented a report to the Senior Administrators on current procedures and costs todate along with his recommendations for a more efficient means of handling.

**NIGERIAN STUDY TOUR:** the College is unable to fund a delegate at this time. It was agreed that the meeting would reconvene on Friday, December 21.

G. Sylvester



## **area chairmen, dec. 17: synopsis**

Gary Bauslaugh distributed copies of the Ministry of Education's draft policy statement on Continuing Education, which will be reviewed at the first meeting after Christmas.

Gary Bauslaugh will be away December 21 to January 7 and Jim Slater will be Acting Dean during this period. Bauslaugh reminded the Chairmen to appoint someone to act as Chairman if they plan to be off campus during the Christmas break.

Ross Fraser was asked to appoint someone to be Foundations Coordinator for next semester. That person and someone from the Math Science area will meet to make a proposal for the Summer Foundations program.

The Chairmen were reminded to submit any recommendations for Spring appointments as soon as possible so that they can be processed before Christmas.

Stan Fukawa's synopsis of the meeting in Richmond concerning the follow-up study of college students who do not complete degrees was discussed. It was suggested that other colleges be canvassed for their reactions to this meeting.

Gary Bauslaugh and the Chairmen approved some course proposals. During this discussion, Ken Baxter expressed his Area's concern about the course proposal submitted by Business & Public Administration on Urbanism. He said that the Geography department had some reservations about this course. It was agreed to table this item until the January 7 meeting.

Gary Bauslaugh distributed a draft copy of a Job Description for Area Chairmen. This will be reviewed by the Areas and the Chairmen.

G. Bauslaugh

## **death of amy harrison**

EVERYONE AT THE COLLEGE was deeply disturbed to hear of the sudden death of Mo Harrison's wife Amy on December 14. Our thoughts are with the family at this time, especially with Mo and his daughter Naomi Rhicard. Faculty and staff, who wish to express their concern in a tangible way, are invited to make a donation to the Nanaimo Chapter of the B.C. Heart Fund in Amy's name. Charlie Knotts has agreed to coordinate the collection and will forward all the monies received in mid-January.

G. Sylvester

## **duplicating centre closed**

ALL MEMBERS OF THE COLLEGE community should note that the Duplicating Centre will be closed for holidays between December 24 and January 2.

## **reminder: acc / payable cheques**

THE BURSAR'S OFFICE REMINDS anyone requiring a cheque to submit the approved Travel Claim/Cheque Requisition/Travel Advance no later than noon Friday. The cheque will then be available for pick up at the Cashier's wicket the following Thursday at noon.

## **inventory of canadian higher education research**

THE ASSOCIATION OF UNIVERSITIES and Colleges of Canada is compiling its 1980 inventory and invites individuals and groups to submit information on any research on post-secondary education completed or begun in 1979. Please phone Stan Fukawa for forms at local 426.

## athletic grant-in-aids available

THE FEDERAL GOVERNMENT'S Fitness and Amateur Sports Branch, will accept applications for awards of \$1200 or \$1800 each for the 1980/81 academic year from athletes who are pursuing full-time studies in community college or degree programs while actively progressing in their competitive sports. A list of qualifying sports is available in the gymnasium and the Financial Aid Office. Application deadline is February 29, 1980. Applications are available at the Financial Aid Office.

## fall scholarships and bursaries

Florence Smith Scholarship	\$100	Darren Lauscher
G.A. McKay Scholarship	\$200	Cynthia Moyer
" "	\$200	Belinda Nydahl
Jean McRae Memorial Scholarship	\$200	Sandra Fawcett
Marjorie Neave Memorial Scholarship	\$100	Laura Cave
President's Scholarship	\$100	Lori Salmon
Western Forest Industries Ltd. Schol.	\$100	Mohan Grewal
" " "	\$100	Mark Loutet
War Amputations, Victoria Branch, Award	\$400	Teri Woolley
Hub City Kiwanis - Welding Award	\$100	John Sturgeon
Medical Arts Centre Bursary	\$125	Gail Teasedale
B.C. Telephone Co. Award	\$250	Catharina Andersen
" " "	\$250	Harmesh Shahi
" " "	\$250	Kellie Battie
" " "	\$250	Ron Mecredy
Central Island Legal Sec. Association		
Scholarship	\$200	Karen Young
Canadian Restaurant Foundation Award	\$250	Gordon Johnson

## madrona exposition centre -

## 1980 schedule of shows

January	Closed for repairs
February 1 - 3	Recommended Viewing, Video and Performance Art
February 6 - 27	Old Master Drawings and Nanaimo Crafts Invitational
March 1	Ceramics Seminar, Participant Display and Guest Lecturers' Display
March 5 - 25	Artists Invitational - Jocelyn Floyer, Yumie Kono Day, Sandra Boyd-Moorehouse, Deidric Lenhart, Dorothy Ross.
March 28 - April 13	Circle Crafts' Fourth Quilt Show
April 19 - May 4	Malaspina College Student Art Exhibition
May 10 - June 1	Vancouver Island Crafts Exhibition
June 5 - July 1	British Columbia Exhibition of Children's Art 1979 and Aquatic Exotic
July 4 - 27	Gustavo Sendis & Zbigniew Olak and Aquatic Exotic
July 30 - August 10	T.B.A.
August 14 - Sept. 21	What's It - Campus Personalities - photographs by Rob van de Wetering
Sept. 25 - Oct. 19	Japanese Lacquers and Doug Linn Watercolours
Oct. 29 - Nov. 9	Autumn Showcase - sponsored by Nanaimo Arts Council
Nov. 14 - Dec. 16	T.B.A.

## **directives manual being prepared**

A NEW MANAGEMENT DIRECTIVES and Procedures Manual is now being prepared for the College. As each procedure is agreed it will be published in full in Staff Bulletin. All directives should be kept on file for future reference.

O. Neaves

### **DIRECTIVE #1: RCMP/SHERIFF OFFICER ON CAMPUS**

- 1.0 SUBJECT  
R.C.M.P./Sheriff Officers on Campus
- 2.0 CONCERNING  
All faculty, staff and students
- 3.0 COLLEGE POLICY STATEMENT
- 3.2

Consistent with established procedures the College will endeavour to cooperate with the RCMP in the conduct of their business.

### **PROCEDURES**

- 4.0 R.C.M.P./Sheriff requests related to students.
  - 4.1 RCMP are to be directed to the Dean of Student Services as an initial contact point.
  - 4.2 The Dean of Student Services will determine if the request can be accommodated; if so, will contact the student and ensure suitable premises are made available.
  - 4.3 In the event of involvement with a Vocational student, the contact will be handled by the Assistant Dean of Vocational Instruction upon referral from the Dean of Student Services.
  - 4.4 The Dean of Student Services will log such visitations.
  - 4.5 In the absence of the Dean of Student Services the appropriate Dean will be designated for initial contact.
  - 4.6 Normally addresses and phone numbers of students will not be provided to the RCMP or Sheriff's officers. The student will be contacted by the appropriate Dean or his designate and referred to the appropriate agency. In cases of emergency family matters the Dean will normally provide the required information.
- 5.0 R.C.M.P./Sheriff requests relating to employees.
  - 5.1 RCMP will be referred to the Personnel Office.
  - 5.2 The Director of Personnel and Labour Relations will determine if the request can be accommodated,
  - 5.3 The appropriate Senior Administrator will be contacted where deemed appropriate.
  - 5.4 The employee will be contacted and suitable space provided for the meeting.
  - 5.5 Normally addresses and phone numbers of employees will not be provided to the RCMP or Sheriff's officers, The employee will be contacted by the Director of Personnel and Labour Relations or a designate and referred to the appropriate agency. In cases of emergency family matters the Director of Personnel and Labour Relations will normally provide the required information.



- 6.0 R.C.M.P. response to College request for services.
  - 6.1 In the event of damage, destruction and theft of property or disturbances the Facilities Manager will be notified who will contact the RCMP.
  - 6.2 Only in the event, he is unavailable, employees or commissionaires may contact RCMP directly.
  - 6.3 Where property damage, destruction or theft is involved, the "Preliminary Theft/Damage Report" must be completed and submitted promptly to the Facilities Manager.
  - 6.4 Records on all occurrences must be maintained by the Facilities Manager. A monthly report will be directed to the President.
- 7.0 RECOMMENDATIONS:
  - 7.1 College Administration  
Date: 79/10/23
  - 7.2 Principal Approval: \_\_\_\_\_ Date: 79/12/8
  - 7.3 Approved by College Board  
Date: \_\_\_\_\_
- 8.0 CROSS-REFERENCES:
  - 8.1 Other Policies and Procedures  
None
  - 8.2 Forms Referred to an Attached
    - 8.2.1 Preliminary Theft/Damage Report

**MERRY CHRISTMAS  
AND A  
PROSPEROUS NEW YEAR!**

**from peter & marianne**