



# NEWorthwest Passages

Volume 9, No. 5

Northwest Community College

January 1996

## COLLEGE SERVICES



PHONE (604) 635-6511  
COLLEGE BOARD  
PRESIDENT  
VICE-PRESIDENT, ADMIN.  
BURSAR  
FINANCIAL SERVICES  
EDUCATIONAL &  
STUDENT SERVICES  
FAX: (604) 638-5461

PERSONNEL  
PROGRAM SUPPORT &  
DEVELOPMENT  
REGISTRAR'S OFFICE  
FAX: (604) 635-3511



northwest  
*Passages*

**Help us keep  
you informed!**

**Submission deadline  
1st Friday in the month**

Deliver contributions by  
hand, internal mail or  
FAX: 638-5461

to:  
**Carol Reynolds**  
College Services

*Northwest Passages is produced  
monthly, with the exception of July  
and August.*

## Staff News

*Laara Atley, M.S.Sc.* - Starting the end of January Laara will fill the position of *Coordinator, Extension Services, Eastern Region (based in Smithers)* replacing *Ross Hoffman*. Ross recently resigned this position to take on other responsibilities with the College.

*Tito Avila* has been temporarily promoted to *Coordinator, Accounting Services*.

*Congratulations go out to Cynthia Preyser and Jack Wreggitt*. Cynthia and Jack were married January 5th. Cynthia is the College's Financial Analyst.

*Todd Taylor* has been temporarily promoted to *Coordinator, Information Systems*.

### MESSAGE... from the President

*As most staff are aware, Doug Baker's move to our Eastern Region has been delayed due to medical reasons. Doug is scheduled to assume his responsibilities as Director of the Eastern Region effective March 4th.*

As this is a critical time in the planning process for the College, it is necessary to have the Eastern region well represented and therefore I have asked *Sheila*

*McDonald* to act as liaison with the region and represent their interests at the senior management level.

In addition, as we are recruiting for a new *Central Region Director (position has been advertised and short listing will take place within the next two weeks, with interviews soon thereafter)* it is also necessary to appoint an Acting Director for the Central Region in the interim.

I am pleased to announce that *Partick Rife* has agreed to be the *Acting Director* until March 31st, with the possibility for extension if necessary. Patrick will continue to serve as Bursar as well, although several of his duties will be assumed by other staff to ensure that our 'financial house' remains in order.

I ask that all employees assist Patrick and Sheila to ensure the continued smooth operation of the College.

## INSIDE



*Included in this  
edition....*

*Safer Campuses  
Newsletter  
January/96*



## New "In-House" Service

An attractive service, recently approved, is now available to College personnel and will result in substantial savings as well as keep personnel information current.

**EFFECTIVE IMMEDIATELY** the Purchasing Department, in conjunction with Carol Reynolds, College Services will supply staff with **BUSINESS CARDS**.

Cards will be laser printed "In-House" on a card stock. Cost works out to **\$12 PER 50 CARDS** and best of all....you will have your cards within a few days of your order (*previous cost and time frame from an outside printer - 250/\$150 taking 3 weeks, or longer to receive*).

**It is suggested that requests be kept to 50 cards per order.** Reason being...we can save even more as we will have less waste with throw aways should information change (i.e. people move within system, title change, address or phone # change, etc., etc.)

The process for ordering cards remains the same. Requests go to the Purchasing Department with relevant information to be printed (*print or type your information..less chance of errors*), add account code to charge and have the order signed by authorized personnel, etc. Flip will forward this to Carol. We are set-up and ready to take your order!

*Any questions, give Flip, Ext.5405 or Carol, Ext. 5219 a call!*

## Perspective on Purchasing

As with anything, each person has a different perspective as to what purchasing is about, how it should be done and why it can't be done in a different manner. The sole purpose of this section will be to provide you, the consumer, with some information as to why purchasing is done in the manner it is.

Rather than begin with "buzz words" or "technical language" it's better we begin with the basics. "WHAT IS A CONTRACT and WHEN IS IT CREATED?"

For a contract to be formed and binding on both parties, three conditions must be evident....

- 1) Offer;
- 2) Acceptance; and
- 3) Remuneration .

### Example #1

Suppose you wish to buy a TV and saw an advertised price of \$500 (offer) and you agree that the price is fair (acceptance), and you proceed to pay for the TV with either, cash, cheque or credit card (remuneration)...a contract has been created and is binding on both parties.

This example is fairly straight forward and simple, however, most situations are not as neat and tidy. If a person is not careful and aware of what is being said, they could be held accountable for a contract entered into without having agreed to anything.

### Example #2

Assume you have a business and you need to purchase a new computer system, with all the bells and whistles that will allow you to do the job more professionally than before. You go to the local dealers and find that Store 'A', can obtain for you a system for \$4,000.

During your conversation with the salesman you indicate that, yes, it meets your requirements, and yes, you would be interested in purchasing, but, you need to see the system first. While reading the Saturday edition of the Vancouver Sun you see an AD for the same system for \$750 less (Store 'B'). Because of the savings involved and the fact that Store 'B' guarantees delivery within 5 days you immediately purchase the system.

Two weeks go by....Store 'A' phones to let you know that the system you wanted has arrived and is ready for your examination.

You sheepishly tell the salesman that you already have the system and that you no longer need the system he had brought in specifically for you. Store 'A' then takes you to Court for Breach of Contract.

## Does Store 'A' HAVE A CASE?

Store 'A' may indeed, depending on the circumstances not obvious in the example. If Store 'A' normally does not stock that particular system, or there is no real demand for that type of system locally, and the fact that you implied that you might purchase it after seeing the goods, gave the impression to Store 'A' that they had a sale. You may be party to a verbal contract that may be binding.

Verbal contracts are, in most circumstances, as enforceable as written ones, as long as the three (3) conditions for a contract are evident. Make notes of the terms you do agree to and keep them on file for possible reference should something occur and you need back up. *CAVEAT EMPTOR...buyer beware is still in effect.*



When talking on the phone with a potential supplier, another Gov't agency or a supplier, be very careful as to what is said and make sure that they know it is for **information purposes only** and that it is **not** an order.

**STAY TUNED....**Next month...  
**"WHAT IS AN AGENT?"**

- Flip Cervo,  
 Purchasing Agent

## Back Up and Running

After a one year hiatus, the Work-Study program has been resurrected at NWCC. In order to take on this project, some shuffling of duties in Registrar's office was necessary. **Laura Biagioni** has taken on this project in addition to administering the ABESAP, PTSAP, and Scholarship awards. **Mardy Scales** is now responsible for maintaining the Part-time Course Report. A big thanks to each of you for taking on these new responsibilities.

There are currently five Work-Study positions posted for January and two pending. Three positions have also been filled at the Terrace campus for a Computer Lab Monitor, LRC Student Shelver, and as ASE Assistant. Project requests are still being accepted and should be sent to Laura, as soon as possible.

*As Work-Study positions may need prior approval from the union(s) to ensure that they do not conflict with union work, it is advisable to allow a minimum of three weeks for processing.*

*Project request forms and additional information about the Work-Study program are available from Laura, Registrar's Office, College Services,*

**Terrace. You can reach her by phone at Ext. 5216.**

- Dianne Bell,  
 Registrar's Office

### NOTE:

*The Work-Study Program is a component of the BC Student Assistance Program (BCSAP) designed to provide additional assistance to full-time students who have a demonstrated financial need. The objective is to provide additional funding and a career-related employment experience that will be mutually beneficial to students and institutions. To qualify, students must have applied for BCSAP or ABESAP.*

## CENTRAL REGION



### TERRACE

PHONE (604) 635-6511

FAX: (604) 638-5432

### NASS VALLEY

PHONE (604) 633-2292

FAX: (604) 633-2463

## Terrace Centre

### Thank you from Extension Services

Extension Services, Terrace would like to extend a **special THANK YOU** to the Student's Association for organizing this years Student/Staff NWCC Christmas Party. It was a pleasure working with all of you and we really appreciate all the hard work and extra effort that you put into making this year's party a success!! All those who attended were impressed by how

well the party was organized and enjoyed all the special and fun events you scheduled.

It was a pleasure for our department to get to know the Student's Association better and we look forward to working with you on other projects in the future.

Hope everyone had a very Merry Christmas and a Happy New Year!!!

- Peter Haigh, Coleen Taylor & Paula Walbauer

### Tips, Tips, and more Tips!

*Over the next several months Support Services Staff from Terrace will supply tips to help everyone when doing correspondence!*

#### Tip #2 - Leslie Campbell

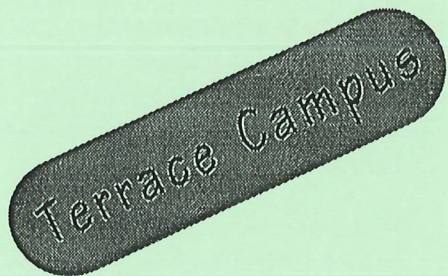
Did you know the Canadian Postal abbreviations for the thirteen provinces are only two letters with no periods?

Alberta	AB
British Columbia	BC
Labrador	LB
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SK
Yukon Territory	YT



# FACULTY RESEARCH SEMINARS

Brown Bag Lunch  
12 noon (sharp) - 1 pm  
RM. 208 - BOARDROOM



EVERYONE WELCOME

## JANUARY

Leanne Boschman-Epp	Tues, Jan. 23	"A slide presentation on multi-media Artwork"
Fred Adair	Tues, Jan. 30	"Vocational/Technical Institutes in South Africa"

## FEBRUARY

Dr. Alan Gilchrist	Thurs, Feb. 8	"What causes high mountains?"
Marianne Scholtmeijer	Tues, Feb. 13	"Culture and non-human animals"
TBA	Tues/Thurs, Feb. 20/22	"Exchange Programs"

## Feb. 27 - 29 READING WEEK

## MARCH

Shannon Mark	Tues, March 5	"Churchill - Bugs, Belugas, Bears & Bones"
Dr. John Krisinger	Thurs, March 14	"My kids are sugar-hyperactive, my wife allergic to MSG and I caught a cold in the fridge" - Medical Mystery -TOURS.
Jayeson Shaffer Karen Chrysler	Thurs, March 21	"Stress reduction: The Joy of Laughter 101" <i>(Come out and have a few laughs)</i>
Nick Garcia	Tues, March 26	"GOOD FOOD - Not all in the taste buds"
Ross Nicholson	Wed, March 27	"Carnivorous Plants"



**CAMPUS '96**  
**"THE TIMES THEY ARE A CHANGIN'"**

The Association of Administrative and Professional Staff (AAPS) of the  
University of British Columbia is pleased to announce

***THE FIRST NATIONAL CONFERENCE***  
***for Canadian Administrative, Management and***  
***Professional University Staff (CAMPUS)***  
**May 9, 10 and 11, 1996**  
**University of British Columbia, Vancouver, B.C.**

*CAMPUS '96* will offer exciting opportunities to discuss common issues of interest and concern to all people in administrative and management positions at universities and colleges across Canada. The tentative program, in a format which includes guest speakers, panels and workshops, will incorporate such subjects as:

The Commercialization of the University  
Models of Member Representation  
Effective Performance Evaluation  
Recruiting and Motivating Members

Conflict Resolution  
Models of Contracts  
Terminations of Professional Staff  
Stress Management

Friday's Keynote Speaker will be the well-known Jim Harris, speaking on "Change Management". Described as "passionate, inspirational and empowering", Jim Harris is a management consultant, and co-author of the national bestseller, "The 100 Best Companies to Work For". He will be available all day for workshops, as well as opening the conference.

Come and join us to acquire new information and ideas, to expand your networking contacts, and to possibly discuss the feasibility of a national association.

Registration for Thursday evening, Friday and Saturday (including the Friday night banquet): \$200. Campus accommodation will be available at reasonable rates.

*For more information on this conference and registration, contact  
Sheila McDonald, Human Resources, College Services, Terrace.*

**EASTERN  
REGION**



**HOUSTON**

"The Learning Centre"

PHONE (604) 845-7266

FAX: (604) 845-3521

**SMITHERS**

PHONE (604) 847-4461

FAX: (604) 847-4568

**STEWART**

PHONE (604) 636-9184

FAX: (604) 636-2770

**THE HAZELTONS**

PHONE (604) 842-5291

FAX: (604) 842-5813

**Smithers Centre**

*Jean Rysstad*, Prince Rupert writer and *ABE Instructor*, travelled to Smithers in late November to read from her recent work to NWCC English students. Jean read two stories, *Tide Island* and *Colouring*, and talked to the students and others about her work.

Thanks to Canada Council, Mountain Eagle Books, and the BV Writers Group for their support. The reading was enthusiastically received.



# WESTERN REGION



## PRINCE RUPERT

PHONE (604) 624-6054  
FAX: (604) 624-4920

## QUEEN CHARLOTTE ISLANDS

QUEEN CHARLOTTE CITY  
PHONE (604) 559-8222  
FAX: (604) 559-8219

## MASSET

PHONE (604) 626-3627  
FAX: (604) 626-3699

computer lab. According to George, "...we are attempting to cover the added cost by holding four of our regular courses in the evening and promoting these courses to local employers through a direct mail campaign."

The local instructors are particularly impressed by the high calibre of the first year students. There is a group of nine students that have consistently obtained marks in the A to B+ range. As a consequence, the instructors expect 18 to 22 students in the second year of the program for the 1996-97 academic year, a major jump over last year.

In addition, the Cooperative option is proving highly popular among the business students. We have actively promoted the Co-op program to our students to help improve their job prospects after graduation. A total of eleven first year students have signed up for co-op to date, a big jump over the single student who signed up last year. We would like to thank Sandra Bullock, Co-operative Education Co-ordinator for the assistance she provided in motivating our students.

*John Shepherd,  
Business Administration,  
Prince Rupert*

### Business Administration Thriving in Prince Rupert

Attributing its success to effective promotional activities, the Prince Rupert Business Administration program is bucking the province wide trend towards smaller class sizes.

Full time class enrolments in September 1995 were up 50% over the same period last year and student retention statistics are higher as well. According to George Broderick, "We expect the numbers to continue to grow next year. John Shepherd's promotional efforts has helped create local awareness of the program. Our aim is to increase numbers from 28 full-time students in the current year to 35 full-time in the upcoming year."

One implication of this success has been the need to organize another section of BCPT 154, Computerized Accounting, as 24 students won't fit into our largest

**YOUR NEWS IS IMPORTANT!**

Submissions to NORTHWEST PASSAGES is the 1st Friday of the month.

Don't miss out.....mark these dates on your calendar today!

Feb. 2nd...March 1st, April 4th (Thursday)  
(5th is Good Friday), May 3rd & June 7th.

**CONTRACEPTIVES?**

.....

If your Extended Health Claim for PRESCRIBED CONTRACEPTIVE DRUGS was rejected by M.S.A. between March 1 and December 31, 1995 please resubmit your claim NOW.

Call Linda McMurray for further information regarding this or any other benefit questions, Ext. 5450.

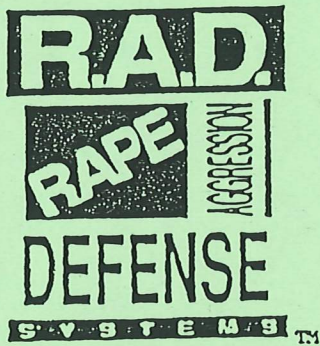


# Safer Campuses Newsletter

January 1996

Last month the Safer Campuses initiative and First Nations Access co-sponsored a series of multiculturalism workshops with Carmen Rodriguez. The title of this series was "Putting Yourself in the Picture" and it was hoped that participants would be able to identify their attitudes towards their own cultural background and that of others. Across the region about 60 people -

both staff and students - participated. Mae Derrick has written a summary of the comments and suggestions that came out of one of the Terrace sessions. Please contact Mae or Melissa Munn if you would like a copy. Thank you to Ross Hoffman and Lianne Gagnon for their help coordinating the Eastern and Western Region's workshops.



Sheila McDonald and Melissa Munn are now certified self-defense instructors using the R.A.D. system. The objective of this program is *"to develop and enhance the options of self defense, so they may become viable considerations to the woman who is attacked."* It does this by bringing together the elements of education, dependency on self, responsibilities in decision-making and realization of physical power. If your interested in having this two day course offered at your campus, please contact local 5229.

## SAFER CAMPUSES SAFETY WEEK

will occur March 4th through 8th. This week will feature information on racism, ablism, violence against women, harassment, self defense, communicable diseases, first aid, etc. Its going to be a **fun and informative week** at NWCC.

Those who are interested in helping to organize at their campus and those who have theme ideas should contact Melissa at local 5229.



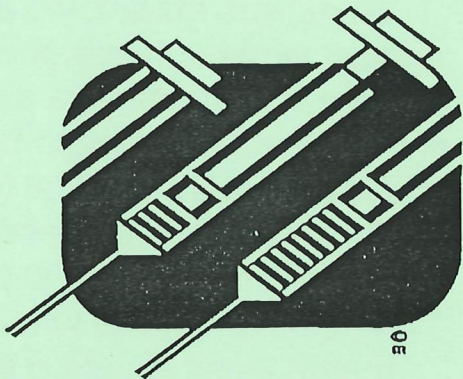
## Northwest Women's Film Festival

is scheduled for January 27 in Prince Rupert and February 3 in Terrace. Films from the REEL CHANGE film festival will be featured. Information will be circulated to all campuses in the near future.

### What are the facts?

This month the Safer Campuses Weekly Poster campaign focuses on HIV/AIDS awareness. Here is some of the information that is not on the posters:

- It is easier for the virus to be transferred from a man to a woman because of the flow of bodily fluids
- Anal intercourse is one of the easiest ways for a person to become infected with the disease
- Intravenous drug users are in the highest risk group in the Northwest



## On Order...

Safer Campuses has ordered the English Kit titled "*Education Campaign to combat date and acquaintance rape on college and university campuses*". This kit will have an instruction manual and sample of educational materials, posters, decals, etc. When it arrives it will be put into the LRC for circulation.



### QUOTE OF NOTE

*"Be sure to know what you are talking about, then get up and say it!"*  
from Huguette Plamondon, 1956..  
Plamondon was the first woman vice-president of the Canadian Labour Congress.