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UPDATE

**The mission of BCIT
is to provide
British Columblans
with world-class,
job-ready skills for
career success.**



Orientation 1997

Big smiles, nervous anticipation and long line-ups were all part of this year's orientation as new students arrived at the Burnaby campus to embark upon their BCIT journey.



Students walked around campus, getting a feel for what will be "home" for the next two years.



Shinerama t-shirts on sale in the Great Hall raised money for Cystic Fibrosis.

A marriage of two lines

Under the old system, the Registration department handled part-time inquiries and registration, while the Student Services front-line staff was responsible for full-time inquiries and appointments with program advisors, counsellors, etc.

"Students who wanted both full- and part-time information had to contact Registration for one thing and then be fielded

upstairs for another," says Friesen. "There was just too much overlap." Friesen adds, "There have been some bumps along the way, especially as we enter the busiest time of the year, but overall the merge is on a successful path."

Kellie Perret is the supervisor of the new group, and is assisted by acting recruiting specialist Glenda Hopkins and registration specialist Lynn Duncan.

"The staff of both areas must be credited with positive approach to change. We are beginning to build a new, solid team," says Friesen.

— from Crystal Sawyer

BCIT student Sarah Sandusky (L) is assisted by Ashifa Manji (R) at the Registration and Information counter.



Events to come:

Wednesday, September 10

- Annual All-Staff Appreciation Barbecue from 1100 — 1400 in the RIX Club.
- Student Services Day from 1100 — 1400 in the Great Hall of the Campus Centre.
- Shinerama BBQ from 1100 — 1200 in the Campus Square.

Monday, September 15 Tuesday, September 16

- Shinerama loonie/toonie mile in the hallway between School of Business and the Campus Centre.

Wednesday, September 17

- Shinerama Day
- Shinerama Charity Golf Tournament at Mylora Golf

Club to benefit the United Way and Cystic Fibrosis. Limited space, reserve early on profs llanaras or call (604) 432-8600.

September 22 — 26

- Bike to BCIT Week Register for \$8 at Recreation and Athletic Services. Ride your bike to BCIT and upon arrival, come to the Recreation Office with your bike and receive a t-shirt for your participation.
- BCIT Fun Run Anytime, anywhere during the week, run or walk any 2.5 km route and receive a t-shirt for your participation. Fee is \$8.

Wednesday, September 24

- BCIT Retirees Association Luncheon and Annual

General Meeting at 1130 Town Square B. \$10 annual membership fee includes lunch. Come mingle and discover what's new. Use parking lot #7 — Retirees without parking permit can obtain one from the kiosk at the Willingdon Entrance or at the meeting.

- Lunch and Learn: Arthritis — what it is, when does it strike, what treatment is available and how does one live with it. There will be reference to research being carried out across Canada, in particular in Vancouver at the Mary Pack Arthritis Centre and UBC. From 1200 to 1300 in SW1 1015. Presented by Tim Kinloch, president, Vancouver Branch of the Arthritis Society.

Real Food, Real Fashion for Real People

Friday, September 26

The Bay At BCIT for the Greater Vancouver Food Bank Society present Real Food, Real Fashion for Real People — an evening of the latest fall fashions from the Bay downtown and Jacqueline Conoir Designs and food from top Vancouver chefs. Tickets are \$25 and can be purchased at the BCIT Downtown campus, the Community Relations department at the Burnaby campus, the Clinique counter at the Bay downtown and the Customer Service desk at the Vancouver Sun, 200 Granville Street. For more information on "the event of the year" call Anne Glover at (604) 412-7779 or Carol Dion at (604) 432-8865.

Real Food, Real Fashion for Real People

Update Schedule 1997/98

Copy Deadline:

August 26
September 9
September 23
October 7
October 21
November 4
November 18
December 2
December 30
January 13
January 27
February 10
February 24
March 10
March 24
April 7
April 21
May 12
May 19
June 2

Issue Date:

September 9
September 23
October 7
October 21
November 4
November 18
December 2
December 16
January 13
January 27
February 10
February 24
March 10
March 24
April 7
April 21
May 5
May 26
June 2
June 16

Special Edition dates still to be announced

*Letter
from the editor*

Welcome back to another year of BCIT news and views. We're excited to introduce a new volume of Update both on-line and in paper. On the BCIT homepage (www.bcit.bc.ca) click on the "What's New" button then select "Newsletters" for the most current issue of Update.

I encourage your feedback and submissions throughout the year. Please keep in touch with what's happening in your area. Clip and save the schedule for quick reference of timelines.



Looking forward to hearing your news,

Sheila Rees

Marketing on a Shoestring?

BCIT's Speakers Bureau can help

Want to be able to reach a captive market of potential students, their parents, or industry and not spend a dime?

It's getting competitive in the educational "real world" — more colleges, new programs

If you've got the expertise and a bit of time, we'll find you audiences willing to listen.

and fewer "school-aged" students to fill the seats. And if you're counting on an ad in the Vancouver Sun, The Province or the Georgia Straight to fill your programs — then you'd better have lots of dollars to spend for frequent insertions so your ad gets noticed.

BCIT's Speakers Bureau can help. Last year we had several calls a week from groups requesting speakers — but had a difficult time finding speakers for these big events.

Unfortunately, a number of FREE promotional opportunities were lost. We don't want to lose these opportunities this year — and that's how we can help each other.

If you've got the expertise and a bit of time, we'll find you audiences willing to listen.

Groups request speakers from BCIT as they recognize the high level of professionalism and topic knowledge our speakers possess. Some of these groups include Metro McNair Laboratories, ICBC, the Purchasing Association of B.C., and Rotary Clubs. "Hot topics" include computer technology, environmental issues, health, marketing, small business

development and motivation, to name a few.

Since 1991, BCIT's Speakers Bureau has sent more than 60 instructors, staff and past graduates out to more than 200 different functions. We hope to be able to continue to offer this affordable, promotional service — but we need some voices willing to speak out and be heard. We hope you'll consider representing your program — and BCIT.

We'd be proud to have you represent us. To be added to BCIT'S Speakers Bureau roster or for more information please contact Jodie Wilson at (604) 432-8798.

— from Jodie Wilson

Professional Development Opportunities

To register for these workshops, phone Karen at the Learning Resources Unit (8927) or profs "develop".

Orientation to instructor roles & resources

When: September 10, 1997 1630 — 1800
Facilitator: Mal Stelck, Vice President, Education

This short, interactive session will introduce both new and experienced instructors to BCIT expectations and resources. What services can the Library provide for you? Did you know the Learning Resources Unit is available to help with planning classes and improving teaching, learning and evaluation? Where do you go for other kinds of help — BCIT policies, A-V equipment, photocopying, etc.?

Free to all participants. Sandwiches will be provided.

Investigating student learning: a hands-on workshop for classroom assessment and classroom research

When: Wednesday, September 17 0900 — 1400
Where: TownSquare A & B

Facilitator: Dr. Mimi Steadman, National Center for Research in Vocational Education, University of California, Berkeley and co-author (with Pat Cross) of Classroom Research and Assessment Techniques, published in 1996 by Jossey-Bass.

This session will begin with a case study of a teacher trying to understand why some of the students seem to be having trouble learning. It will then move on to how Classroom Assessment Techniques (CATs) and Classroom Research can help the teacher understand what is happening, then culminate with how to make effective changes. A total of 15 CATs will be modeled, and participants will leave with 30 CATs ready to photocopy and use.

BCIT preferred registration deadline: September 10, 1997*

BCIT employees: No Charge Others: \$50
Lunch will be provided.

Internationalizing learning

When: Tuesday, September 23, 1997 1630 — 1800
Facilitators: Gillies Malnarich and Tom Whalley, Douglas College

Students must be prepared for the global environment in which they will live and work. This workshop is for instructors who want students to graduate with global skills and sensibilities. The facilitators are directing a three-year project that is designed to promote learning partnerships for both faculty and students on a local, national and international basis.

Free to all participants.

* Prior to this date full-time and part-time BCIT employees will be registered on a first-come, first-served basis. After this date registration will open to others as well as continue for BCIT employees if the workshop is not filled.

These workshops are funded through the Instructional Development Fund, established in 1989 through an agreement between BCIT and its Faculty and Staff Association. Anyone may attend.

Just do it...



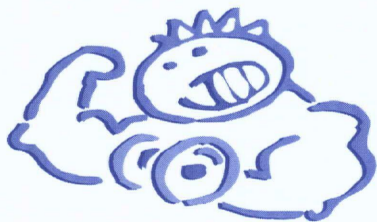
Aerobics

Sept 15 — Dec 4
Free for BCIT staff members
Monday
0705 — 0750 Step
1140 — 1210 High/Low
1640 — 1725 Step
Tuesday
1140 — 1220 Boxercise
1640 — 1725 High/Low
Wednesday
0705 — 0750 High/Low
1640 — 1725 Step
Thursday
1140 — 1210 Step
1640 — 1725 High/Low
Friday
0705 — 0750 Step
1140 — 1210 High/Low

Intramural Leagues

Registration week:
Sept 15 — 19

League play: Sept 22 — Dec 4
Register at the Recreation and Athletic Services Office, SAC (SE 16)



Includes: Co-ed Volleyball, Wallyball, Flag Football, Non-Contact Ice Hockey and Non-Contact Floor Hockey.

Team registrations processed on first-come, first-serve basis. Registration is encouraged by team but individual registrations will be accepted, and where possible, they will be placed on a team. Fee information available at Recreation and Athletic Services Office.

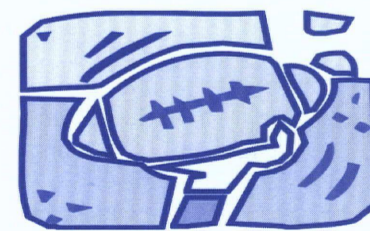
Bicycle Polo

Wednesdays from 1140 — 1400.
\$42/six-member team
Begins Sept 24 (rules and skills clinic). Participants must have a fat tire bike.



Officials Wanted

No experience necessary, earn extra spending money.
General orientation: Sept 16 at 1730 in SW5 1845.



BC Lions Tickets

Tickets for the following home games can be purchased for \$9 at Recreation and Athletic Services:
Sept 13 Edmonton
Sept 26 Hamilton
Oct 10 Saskatchewan

Get with the program

Register now for the BCIT Fitness incentive program. Be rewarded for your efforts to get fit and keep fit. The program has been revised to make it as simple as possible to register and choose your incentive prize. Drop by Recreational Services and check out the many new prizes from travel mugs to track suits. Registration fee is based upon your choice of incentive prize. For more information call Gloria at 8287.

1997 Retirees to be honored

BCIT retirees will be honored during the staff retirement dinner to be held November 20.

The following employees have retired or will be retiring as of December 31, 1997.

If you are retiring; or know someone who is retiring but is not included on this list, please call Mary Murray at (604) 432-8410 or Carol Dion at (604) 432-8865.

Ainsworth, Richard
Carpentry 1977
Arychuk, Len
Heavy Duty 1975
Azar, Jackie
Development and
Community Relations 1991
Bruce, David
Physical Plant 1981
Bublitz, Erwin
Benchwork/Joinery 1974
Bushell, Ron
Electrical & Electronics
Technology 1961
Cole, Audrey
Nursing 1970
Csaki, Irene
Physical Plant 1972
Deak, Steve
Physical Plant 1991
Diebold, Clarence
Renewable Resources 1970
Douglas, Grant
Communication 1970
Endert, James
Plumbing 1982
Evans, Robert
Industrial Instrumentation
1968
Fahey, Susan
Academic Studies
(Communication) 1979
Gehlbach, Jenni
Learning Resources 1990
Grant, Donald
Machine Shop 1967

Grasset, Stephany
Nursing 1977
Hundvik, Shirley
Medical Radiography 1966
Irvine, Wayne
Chemical Sciences 1964
Kajiwara, Ken
Electrical/Electronic
Technology 1967
King, James
Steel Trades 1990
Koelzer, Bernie
Steamfitting 1982
Kshatriya, Amarnath
Academic Studies
(Physics) 1965
Loverock, Rose
Academic Studies
(Physics) 1982
MacCall, Pat
Program Advising 1978
McLeod, Donald
Academic Studies
(Chemical Sciences) 1965
McMillen, Ann
Medical Radiography 1969
Merriam, Bob
Industrial Education 1986
Moore, Helen
Housing 1972
Nielsen, Poul
Carpentry 1988
Norgand, Gary
Plumbing 1971
Parliament, Marilyn
Health P/T Studies 1982

Peach, Ainslie
Ancillary Services 1975
Ramkay, Mitra
Computer Systems
Technology 1978
Sandover, Jack
Physical Plant 1981
Smith, James
Industrial Education 1991
Soutter, John
Biological Sciences 1967
Spence, Rudy
Academic Studies
(Communication) 1972
Stokkeland, Lorna
Bookstore 1980
Sundar, Danny
Ancillary Services 1975
Tuma, Jiri
Curriculum Services 1983
Upward, Ted
Electrical & Electronic
Technology 1966
Walton, Anne
Finance 1978
Walton, Ray
Dean School of Trades 1990
Weeks, Gerry
Library 1968
Weingand, Edvige
President's Office 1981
Helgesen, Dave
Academic Studies
(Communication) 1970
Strijack, Val
Mechanical 1979
Dillabaugh, Joan
Finance 1991

1997 Staff Service & Recognition: 20, 25 & 30 year milestones in 1997

The Annual Staff Service and Recognition dinner will be held on Thursday, September 25 in recognition of BCIT employees who have reached 20, 25 or 30 years of service in 1997.

The following employees have reached either 20, 25 or 30 years of service at BCIT in 1997. If you should be on this list or if you know of someone who should be, please contact the Special Events office at (604) 432-8398 as soon as possible.

Anthony Barren
David Conder
Clayton Copping
Conrad Dickhoff
Peter Hobbins
Kenneth Kajiwara
John Kemp
David Kenyon
John Leibel
Richard Long
Dave Martin
Cindy Miraftab
Thomas Nowak
Sonia Williams

Civil & Structural
Chemistry
Mathematics
Financial Management
Mathematics
Electronic Engineering Technology
Broadcast Communications
Physics
Electronic Engineering Technology
Computer Systems
Basic Health Sciences
Mechanical Design
Basic Health Sciences
Health Part-time Studies

James Armstrong
Elmer Beck
Errol Borsky
Sam Bullied
John Fairley
Elaine Fraser
Robert Kean
Greg Marshall
Neil McLagan
Rudy Spence
John Tompkin
Janet Wadsworth
Harmon Yackness

Industrial Instrumentation (Trades)
Timetabling
Environmental Health
Bookstore
Mining
Nursing
Communication
Basic Health Sciences
Computer Resources
Communication
Electronic Engineering Technology
Broadcast Communications
Financial Management

Brian Antonson
Elizabeth Bayley
Linda Becerra
Diane Belyk
David Chan
Barbara Copping
John Emes
Pat Fingarson
Allan Froese
Colleen Goose
Raymond Hooker
Anne Houseman
Elinor Hudon
James Jewer
Gary Kehoe
Jeanne Kurz
Lynne Larsson
David Lick
Richard Lund
Merilee MacKinnon
Maria Macoun
Anna Maharajh
David Mullard
Allan Payne
Nino Romanin
Ian Ross
Sheryl Schultz
Earl Scott
Euclid Seeram
Gordon Storey
Bernice Tong
Toivo Voksepp
Terry Winder
Peter Yanciw
Lorna Ziegler
Heinz Zutter

Broadcast Communications
Engineering Part-time Studies
Student Services, Program Advising
Nursing
Financial Management
Medical Services
Basic Health Sciences
Ministry Projects
Millwright
Human Resources
Management Systems
Nursing
Medical Laboratory
Central Stores
Geomatics
BCIT International
Venture Program
Painting & Decorating
Communication
Reference - Library
Computer Resources
Building Technology
Medical Services
Civil/Structural
Iron Worker
Electrical/Electronic Technology
Film Bookings, Library
Recreation and Athletics
Medical Radiography
Management Systems
Word Processing
Chemical Sciences
Marketing Management
Renewable Resources
Purchasing
Heavy Duty Mechanics

Staff news

New Additions

The Finance department's **Cindy Kailly-Smith** is proud to announce two new titles. She is now "Mom" to Jacob (Jake) Reger Smith, born July 18, weighing eight pounds. After lots of hard work and determination, Kailly-Smith has gained her Certified Management Accounting designation and will add the letters CMA to the end of her name this fall.

Wedding Bells

Congratulations to Safety and Security's **Laurie Mitchell**, who married Phil Watkins on the sand in Puerto Vallarta, Mexico on July 1, 1997.



Congratulations to Community Relations **Ronaye Ireland**, who married Joe Kanera on July 12, 1997 at Eighteen Pastures Golf Course in Mission, B.C.

Congratulations to BCIT International's **Lexie McManus**, who married Howie Atherton on August 16, 1997 at an outdoor ceremony in Coquitlam, B.C.

Congratulations to School of Health's **Michelle Harrison**, who married Rob Vetter on August 2, 1997 at Tunkwa Lake outside Merritt, B.C.

In Memorium

BCIT Retiree **Henry Lenko** passed away on August 18 after battling cancer. Lenko was an instructor in the Forest Resources program for 17 years and retired in 1986. A Sequoia Gigantica (Giant Redwood) tree was planted on campus in his memory.

Ron Graham, former program head of Mechanical Systems and long time member of the Mechanical Technology group passed away on July 30 with his family beside him. Graham suffered from a long term illness and had been on LTD since 1993.

New Appointments

The Community Relations department is pleased to announce that BCIT graduate

Crystal Sawyer is the new communications officer and **Janice Beckett** is the new production coordinator, replacing **Ronaye Ireland**, who begins class this week in the BCIT Computer Systems Technology.

The School of Computing and Academic Studies is pleased to announce that **Michele Hemphill** is the new program head for the Engineering Technology Entry (ETE) and Technology Entry with English Training (TEWELT) programs.

BCIT International's **Mark Eric Miller** has been seconded to the School of Health Sciences for to work on international-related projects such as the WHO/BCIT initiative in Health Technology Management, faculty exchanges and student recruitment.

The BCIT Alumni Association is pleased to announce that the Development Office's **Jennifer Ingham** is the new Alumni Relations officer. In this position Ingham is responsible for liaison between the Institution and the Association and managing the Alumni Association's Office and Affairs. Alumni looking to get in touch with the Association can reach Ingham from Monday - Wednesday at (604) 432-8847.

The Development Office is pleased to announce that **Ann Lacey** is the new Annual Giving assistant.

On the Move

BCIT's Human Resources department said farewell to two of its members this summer: **Susan Ney** and **Debbie Cobb**. Ney is the new director of Human Resources at the Open Learning Agency and Cobb is a Human Resources advisor at the Open Learning Agency.

The Development Office said farewell to **Cathy Daminato**, who recently left BCIT to accept a new position with the Simon Fraser health region as director of Resource Development. In addition, Daminato will be executive director of the Royal Columbian and Eagle Ridge Hospital Foundations.

Lotus is coming...Lotus is coming

Lotus Notes Desktop is the software that has been selected by the Institute to replace the existing email and scheduling/calendaring software known as profs. Lotus Notes email has enriched capabilities such as "Rich Text Formatting" capabilities and Document Attachment capabilities. This means that e-mail that you send can now have different fonts, underlining, shading, etc., and that you can attach a file such as a spreadsheet or Word document to your e-mail for the recipient to view and work with.

Lotus Notes Desktop has many other features and functions that are not available in the PROFS environment, such as the ability to have your e-mail read to you electronically over the phone when you can't get to a computer; and the ability to set up automatic "agents" that intercept incoming mail during vacations and sends the originator a note telling them you are away. These additional functions and features will be implemented and introduced to the Institute community

over time, however the initial deployment will focus on the email and calendaring functions.

Lotus Notes Learning Space is a Lotus Notes Application that has been selected by the Institute to provide an environment for the development and delivery of remote learning over the Web. This initiative is directly related to the current CMC (Computer Mediated Communication) project that is being managed by the Learning Resources Unit.

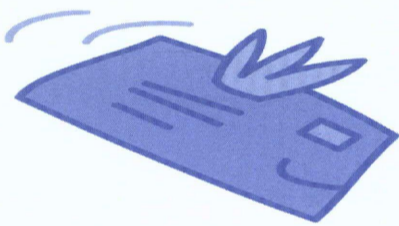
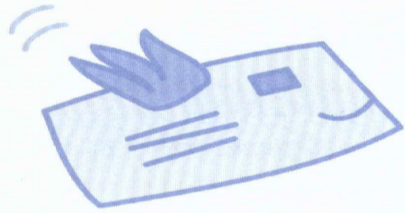
Deployment of Lotus Notes (Desktop and Learning Space) is closely aligned with the Technology Rollout Project approved by the executive earlier this year. The Technology Rollout project will see the upgrade or replacement of approximately 1,800 desktop workstations across the multiple campuses of BCIT. A project of this magnitude has to be approached in phases or "waves". The deployment of Lotus Notes has been coordinated to match the Technology Rollout waves. There is a profs/Lotus Notes Co-existence Strategy that will be

implemented during the cut-over.

Careful attention has been paid to ensure that during the phased implementation, users of either system (Lotus Notes or profs) will not have to know what system the recipient of any of their mail is using. Likewise, there will be a facility to selectively migrate existing PROFS notes and notelogs to Lotus.

Lotus Notes Desktop and Learning Space represent a significant move forward in the area of electronic communications. These products fall into a category of software commonly called "groupware." They are intended to enhance and improve the opportunity for communication and collaboration between the clients using the software. For information about training, call the Human Resources Learning Lab at (604) 432-8333, or call Wendy Waite-Kumagai at (604) 432-8476.

— from David Cresswell



Schedule

July '97

- Lotus Notes Desktop and Learning Space Master Agreement signed with Lotus Development Canada.
- CMC Pilot group identified (approximately 85 people), including individuals from all of the academic areas of the Institute who are actively involved in the early delivery of courses over the Web and individuals from resource areas such as the LRU, the Library, Distance Ed Resource Centre, and Computer Resources.

August '97

- Lotus Notes Reseller Agreement negotiated to acquire software for use at BCIT.
- CMC Pilot Group Hardware and Software installs complete.
- Lotus Technical Training for Computer Resources Staff is underway.

September '97

- Central Lotus Server hardware installed and configured for production.

- Lotus/PROFS migration and coexistence strategies implemented to ensure seamless crossover.

- Begin client training for using Lotus Notes Desktop. Client training will be available to individuals as they are moved from profs to Lotus Notes.

- First wave of Production Lotus installs; School of Business (SE6), Registrar's Office. **Planned completion - 97/12/31**

November '97

- Continuation of first wave of Production Lotus installs; External Affairs, Physical Plant, School of Health, Safety and Security. **Planned completion - 97/12/31.**

January '98

- Second wave of Production Lotus installs begins; Trades, Purchasing, H/R, Finance, Student Services. **Planned completion - 98/03/31.**

March '98

- Second wave of Production Lotus installs continues; Deans Offices, President's and Administration Offices, School of Computing and Academic Studies. **Planned completion - 98/03/31.**

April '98

- Third wave of Production Lotus installs begins; School of Business (SE10), School of Engineering Technology, Electrical and Electronics Technology. **Planned completion - 98/06/30.**

June '98

Plans in place to begin to implement add-on features to Lotus Notes such as:

- FAX Gateway (allows you to send and receive FAX's without creating paper copies)
- Phone Gateway (allows you to phone and have e-mail electronically read to you).
- Pager Gateway (allows for automatic paging based on status on notes received).

For more information about Lotus Notes visit the Lotus Notes Web site at www.lotus.com/School/. If you would like more information on BCIT's Lotus Notes environment, or the project, contact David Cresswell in Computer Resources at Local 8729.

Alumni Association

The BCIT Alumni Association is pleased to announce the 1997/98 Board of Directors.

Bill MacPherson, President
Guy Steeves, Past President
Derek Bell, Vice President
Jollean McFarlen, Secretary
Peter Odynsky, Treasurer

Lori Decou, Director
Kazamir Falconbridge, Director
Gordon Farrell, Director
Chris Korczak, Director
James Letwin, Director

Classy finds



Wanted: Vanpool riders for a daily Jack Bell Foundation Vanpool between Port Moody/Coquitlam Centre and BCIT. Call Terry at 431-3161 or 469-9991(home).

Wanted: To rent two-three bdr. house/townhome with fenced yard for woman and dog. Close to transit. Call 984-4912 (B) or 931-1106(H).

For Sale: Thule roof rack, includes: two bike carriers and four pair locking ski rack. Mint condition. Asking \$350. Call 8798.

For Sale: Hand-made, solid pine, children's rocking horses. Asking \$125. Call Sandra at 8547.

For Sale: 27' Ericson Sailboat, 1972 with 1988 Universal Diesel/630 hrs.; roller furling 140 Genoa, fully battened main, Gennaker, tiller pilot, KM, DS, VHF, Loran, stereo, '96 batteries, recent survey, hauled and painted May '97, no blisters, holding tank. Asking \$22,750 obo. Call Val at 5417 or 939-4695 for spec. sheet.

Of note:

New all-day visitor parking rate

Effective immediately, the visitor parking lot located in front of the old bookstore at the east end of SE 14 will include an all-day rate of \$6 (in addition to \$1.50 hourly rate). This will accommodate visitors who require more than one hour to conduct their business. All other visitor lots will remain at the one-hour maximum.

Extended health benefits expenses

Please pay attention to the bold type on the extended health benefits expense reimbursement forms. Due to changes in the provincial Pharmacare system,

original receipts are no longer being returned by our carrier, the Medical Services Association (MSA). If you also have coverage with another insurance carrier, please retain a photocopy of all receipts prior to submitting the originals to MSA for processing. The photocopies can be used when you submit for reimbursement of the appropriate remaining costs to the second plan.



The BCIT UPDATE is published throughout the school year by the Community Relations department within External Affairs.

Ideas, tips, fax or written submissions should be forwarded to the editor by **1500 Tuesday, ten working days prior** to publication. The editor reserves the right to edit for brevity, libel and accuracy.

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Managing Editor:
Carol Dion, 432-8865

Editor:
Sheila Rees, 451-6900
profs srees

Contributors:
David Cresswell
Paul Fortier
Sheila Rees
Crystal Sawyer
Jodie Wilson

Photographers:
Ian Cameron
Sheila Rees
Crystal Sawyer

Design, layout, and prepress production:
Janice Beckett, 432-8738
Don Hilton

Distribution:
Mary Murray, 432-8410



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