

## BCIT Events to Come

### Tuesday, June 14

- Industry Sponsored Student Projects Fair, Town Square, 0930-1200.

### Wednesday, June 15

- Walk for Fun and Health, BCIT track, 1200.

### Sunday, June 19

- BCIT staff and family picnic behind the SAC building, 1200-1600.

### Tuesday, June 21

- Board of Governors meeting, Administration building Boardroom, 1630.

### Wednesday, June 22

- Graduating Awards ceremonies in Town Square Cafeteria 0830-1130  
School of Business; 1300-1500  
Schools of Engineering Technology and Electrical and Electronic Technology; 1530-1700  
School of Health Sciences.

### Thursday, June 23

- School of Business convocation ceremony, Willingdon Conference Centre, 0930-1130.
- School of Engineering Technology convocation ceremony, Willingdon Conference Centre, 1530-1730.

### Friday, June 24

- Schools of Health Sciences, Electrical and Electronic Technology and Trades Training convocation ceremony, Willingdon Conference Centre, 1000-1200.

### Monday, June 27

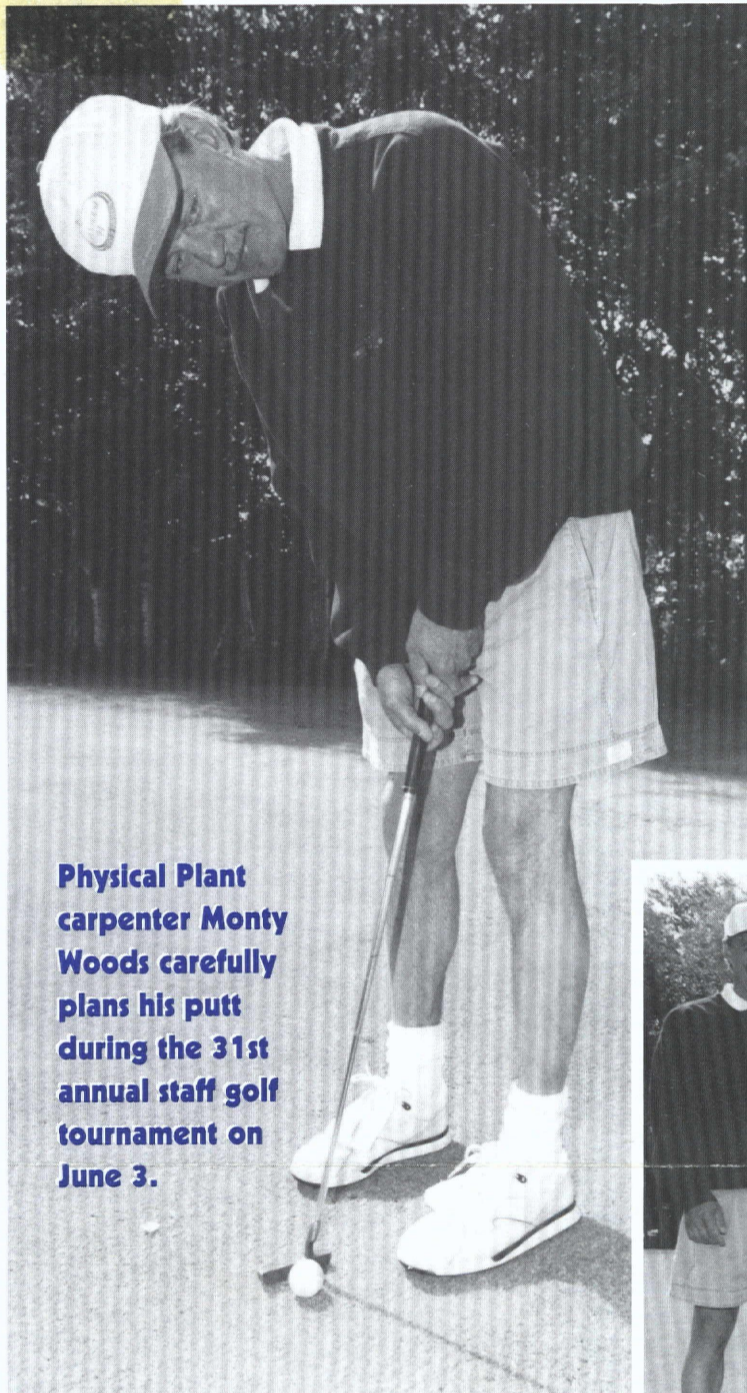
- Operations Management information session, Administration building Boardroom, 1830-2100.

### Wednesday, June 29

- Computer Systems information session, Administration building Boardroom, 1830-2100.

### Today's Chuckle

A kid's idea of a balanced diet is a hamburger in each hand.



**Physical Plant carpenter Monty Woods carefully plans his putt during the 31st annual staff golf tournament on June 3.**

Physical Plant's maintenance department fielded two teams of golfers during the tournament at the Mylora Executive Golf Course. (from left) Monty Woods, Richard Tizzard, Dave Beausoleil, Jim Carrigan, Nick Charles, Mike Allen, Glen Dalziel and Larry Honcharuk. Mike Gdowski photos

## Fore!

### 130 golfers tee off in 31st annual tournament

Administrative Management Instructor Chris Clarke narrowly won the BCIT 31st annual staff golf tournament June 3 with a very respectable 58 under sunny and dry conditions.

One hundred and thirty golfers played on both the east and west Mylora Golf courses.

Chris actually tied Financial Management's Jim Hughes but won the tournament because he played on the slightly longer course.

Rosemary Nash recorded the lowest ladies' gross score and Medical Services' Carol Braden recorded the ladies' longest drive (east side).

Cardiology's Gary Clifton blasted the mens longest drive, also on the east side.

The crowd adjourned to the Rix Staff Club for a reception with refreshments and prizes.



### BCIT AND YOU

## The Board of Governors seeks your ideas in the development of personnel principles

In 1993 the Personnel/Employee Relations department started work on a departmental mission statement. It quickly became apparent that because much of what Personnel/Employee Relations does crosses departmental lines it would not be possible to do a mission statement without first clarifying what the institute's expectations were in dealing with employees.

In the fall of 1993 a presentation was made to the institute's executive in which the Personnel department outlined its understanding of the values BCIT has about its employees and the expectations placed on the Personnel Department.

The executive made several revisions over the winter and into the spring of 1994. A draft was presented to the Board of Governors at its May meeting.

The document is titled "BCIT Valuing Our People" and it is reprinted here. The Board of Governors has some preliminary ideas for revisions which have now been incorporated.

Now comes your part! The Personnel Department and the Board of Governors are looking for your ideas as a next step in developing a document that the board can formally adopt as a set of principles to guide how the Institute relates to its employees. Please review this and send your comments to David Harvey, Director Personnel/Employee Relations. Your responses will be reviewed and revisions made as appropriate. A revised draft will be submitted to the board for its consideration at the June 21 meeting.

Comments can be sent by profs to "DHarvey" or by interoffice mail to the Personnel Department.

### BCIT Valuing Our People

**This is our belief:**  
People are BCIT's key resource. We believe that when given appropriate environment and support every employee is capable of achieving excellence.

#### These are our values:

1. Attracting and developing high calibre people
2. Creating an environment of respect for individuals and their contributions
3. Building an organization for tomorrow

### Attracting and Developing High Calibre People

BCIT hires the best qualified people from all backgrounds and believes that when given the appropriate environment and support, every employee is capable of achieving excellence.

We will strive to maintain a balance between external recruitment and growth opportunities for staff.

We are committed to life-long learning. All employees will be provided with development opportunities.

*Continued on page 2*

**Personnel, continued from page 1**

We believe that employees who know what is expected of them and are provided with performance feedback will continually seek ways to excel.

We will strive to increase the opportunities for all employees through continuous skills development and renewal.

### Creating an Environment of Respect for Individuals and their Contributions

We believe in equality of opportunity—

- A. We subscribe to the principle that all people should have equal opportunity to compete for and succeed in jobs.

- B. We will seek out and welcome persons of all backgrounds.  
 C. We will strive to eliminate inappropriate bias in all of our procedures.  
 D. We will make reasonable accommodations in work design so that individuals have the opportunity to excel at BCIT.

We believe that every employee has something of value to contribute to BCIT.

Treatment of personal and confidential employee information will be according to the highest ethical and legal standards.

Where a job is redundant or where there is an inappropriate match between job requirements and the skills, qualifications, and training of an employee; we will endeavour to find a suitable alternative placement within the organization.

### Building an Organization for Tomorrow

As BCIT grows and develops, the organization will be planned and designed to be compatible with the institute's mandate and strategic plan.

We will encourage a health-conscious environment populated by healthy people.

BCIT will provide first-rate rewards for first-rate people in comparison to other appropriate organizations. We will have in place integrated, comprehensive programs which help employees to balance and enhance personal and family well-being.

We will build a culture and network of employee support programs that make BCIT the employer of choice.

We will work with managers and employee representatives to continue building an environment in which problems are openly discussed and effectively resolved.

#### OUR MISSION:

*Our personnel programs will be aimed at supporting the Institute's goals and building a culture in which BCIT people thrive.*  
 — *The Personnel Employee Relations Department*

## News Briefs

### Family Day Picnic this Sunday

Don't forget the Father's Day BCIT Family Day Picnic on Sunday, June 19 on the playing field of the Burnaby campus. There will be clowns, pony rides, softball, music, volleyball, roller blading, face painting, races and much more. Bring your own picnic or buy tickets for burgers, hot dogs and pop. In the event of rain, the picnic will move inside the Student Activity Centre. Contact the Special Events office at 8398 for further information.

### 451-6856 is new security number

The old number for security was 230-0306. Now that the security office is open 24-hours a day, everyday, there is a new number. While the old number will remain in effect, the new number is 451-6856

### Kayak/Canoe day is rescheduled to July 8

Because of convocation week, the first annual BCIT staff kayak/canoe day scheduled for June 24 has been rescheduled to Friday, July 8. If you love paddling, or think you might, come down to Jericho Beach after 1500. Bring your own kayak or canoe or rent all you need from the Ecomarine kayak centre at Jericho Beach. (Rentals are \$17 for two hours in a single kayak and \$27 for two hours in a double kayak) Afterwards relax and refresh yourself at the Jericho Sailing Club Lounge. For more information contact Sheila Churchill at 8490.

### Walk for fun June 15

With the good weather upon us, it is a great time to spend your lunch time out walking. A group of employees is meeting on Wednesday, June 15 at the running track behind the SAC building. Meet some new people, put some names to faces, and get some exercise as well.

## SUMMER HOURS

During the months of June, July and August, the Burnaby campus remains open but various offices and departments have reduced hours of operations. Here is a summary of summer hours.

### STUDENT SERVICES

June 13 to August 12  
 Monday to Friday 0830-1630

### RECREATION SERVICES/FACILITIES

Until September 2  
 Monday to Thursday 0800-2100  
 Friday 0800-1630  
 Closed weekends

### Drop-in Programs

Monday to Thursday 1800-2100  
 Monday (volleyball), Wednesday (basketball), Tuesday and Thursday (badminton).

### LIBRARY

Until June 30  
 Monday to Thursday 0800-1900  
 Fridays 0800-1700

July 1 to August 14  
 Monday to Friday 0800-1700

August 15 to September 11  
 Monday to Thursday 0800-1900  
 Fridays 0800-1700

Reference desk services  
 Until June 30, 1000-1900 except June 14-17, no service due to Canadian Library Association annual conference.

July 1 - September 2  
 1000-1200, 1400-1600

September 2-9  
 Times to be announced

Closed weekends and holidays.  
 Normal hours resume September 12.

### MEDICAL SERVICES

Monday to Friday 0900-1600  
 The physiotherapist is in on Mondays, Wednesdays, and Fridays between 0630-1600.

### HOUSING OFFICE

Until September 7  
 Monday to Friday 0830-1630

### FINANCIAL AID & AWARDS

Monday to Friday 0830-1630

### AUDIOVISUAL

Until September 6

**AV Production:**  
 Monday to Friday 0800-1530 -  
 JW Inglis Building, Room 317

**AV Services:**  
 Until September 6  
 Monday to Friday 0800-1000  
 NE1-137 (North campus) and  
 SW1-2012 (South campus)  
 Summer Maintenance 1000-1500  
 Voice mail will be checked regularly.  
 South campus pager: 735-4606  
 North campus cellular phone:  
 880-8922

### RIX STAFF CLUB

Limited service between  
 July 1-15.

### COMPUTER RESOURCES

**Mainframe Access**  
 24 hours a day, every day

**Operator on Duty**  
 Monday to Friday 0700-2300  
 Saturday 0900-1700  
 Sunday - no coverage

**Micro Labs**  
 Selective Labs open  
 Monday to Friday 0830-1630  
 List posted at SE6-107,  
 SE12-321

### PHYSICAL PLANT

Monday to Friday 0730-1630

**Switchboard**  
 Monday to Thursday 0730-2030  
 Friday 0730-1700  
 Saturday 0830-1600

### PARKING KIOSK

The parking office will be closed until 0800, June 20.

### EMPLOYMENT

#### PLACEMENT CENTRE

Monday to Friday 0930-1600

#### ANCILLARY SERVICES

**a) Print Shop**  
 (Inglis Building, NE1) and photocopying duplicating centres will be open throughout the summer.  
 Monday to Friday 0800-1530

**b) Bookstore**  
 Until September 2  
 Monday to Thursday 0830-1800  
 Friday openings will resume after Labour Day.

**c) Food Services**  
 From June 27 to September 2  
 Monday to Friday:

— Town Square Cafe  
 Closed June 20 to September 5

— Road Runner  
 Closed until September 5

— Electrical Training Centre - ETC Cafe  
 Monday to Friday 0700-1500

— J.W. Inglis Building  
 Monday to Friday 0700-1600

— Campus Cafe  
 Monday to Thursday 0730-1700  
 Friday 0730-1500

— Catering Services will be available as usual, however, a minimum 48-hour notice is required.

**d) Word Processing**  
 No change in hours for summer. Testing, fuel systems and starting and charging systems testing. This is a student-organized clinic so communications must be with a student service representative from start to finish. The clinic started last week and continues this week, Monday to Friday June 13-17, 0800-1700. For appointments call 8531 between 1000-1300 or drop in to NE18 during the same times.

## Classified

**For Rent:** One-bedroom summer cottage in Penticton for July and August. Two blocks from Okanagan Lake, \$895 per month. Call Ernie at 435-5700.

**For Sale:** 1981 Buick Century Ltd. four-door sedan V8, auto, all factory options, 143,000 kms, aircared and auto instructor maintained, 20 mpg in town and 24 on the highway. \$2,400 or best offer. Call Mike at 432-8543.

**For Sale:** Ergometer exercise bike, like new, \$100. Call Pat 8244.

**For Sale:** 1988 utility trailer, four feet wide and one foot deep, only 50 miles, signal light connections included. \$115. Sunbeam food processor, used twice, \$35. Call Allyson at 6843 or 430-6624.

**For Sale:** like new, five piece oak bedroom set, headboard, his/her dressers, two night tables with doors, \$500. Call Marilyn at 431-6964.

**For Rent:** tent trailer, sleeps six, propane fridge, stove, furnace. Call Tom Friedrich at 6756.

**For Rent:** tastefully decorated two bedroom townhouse in Lynn Valley, quiet wooded complex with pool, tennis courts, riding stables. Available July 1 - August 31. Non smokers. \$300 per week. Call M. Simon at 4109 or 987-2297 after 7 pm.

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