

U C C EMPLOYEE *Handbook*



The publication of this handbook was coordinated by the Human Resources Division,
designed and produced by the UCC Public Relations & Publications Department.

We would like to thank the Secretarial Committee for their contributions and hard work in preparing the previous handbook.

LE
3
.C34
E56
1990Z



THE UNIVERSITY COLLEGE
OF THE CARIBOO

NON
CIRCULATING

Mission Statement

The University College of the Cariboo is a comprehensive university college responding to the educational needs of the various communities it serves. It offers a comprehensive range of university degree, academic transfer, career/technical, college preparatory and vocational programs with the aim of developing individuals with expanded capabilities for responsible citizenship, vocational competence, and intellectual and social growth. To enhance each student's personal and academic growth in a world that is diverse, complex, and increasingly interdependent, UCC encourages life-long learning and fosters thinking, learning, and creative and social skills.

UCC is committed to excellence in education achieved through exemplary teaching, scholarship, research, the uniqueness of its programs, and the quality of its support services. Through participatory processes, it aspires to develop a unique identity as an institution of higher learning.

**UNIVERSITY COLLEGE OF THE CARIBOO LIBRARY
BOX 3010, KAMLOOPS, B.C.
V2C 5N3**

Contents

Alumni Association	14
Audio Visual Equipment	14
Bank Machine	14
Benefits	14
Board of Governors	14
Bookstore	15
Budget Information	5
Cafeteria	10
Calendar of Events	7
Campus Activity Centre	11
Cashier	15
Centres and Community Coordinators	6-7
Victoria Street Campus	6
Williams Lake Campus	6
Merritt Centre	6
100 Mile House Centre	6
Computer Access Centre	7
Cariboo Management Centre	7
Community Coordinators	7
Christmas Dinner and Dance	8
Club Ed Lottery	15
Computer Managed Learning/Computer Assisted Instruction	15
Computer/Micro Labs	15
Computer Modem Number	15
Computer Training Courses	16
Convocation	8
Co-operative Education	16
Courier	16
Counselling Workshops	16
CUPE	16
Cultural Events	8
Daycare	17
Degree Completion	17
Distance Education (Guided Independent Study)	17
Divisions - Instructional	23-28
Applied Industrial Technology Division	24
Arts and Education Division	25
Business, Computing and Mathematics Division	26
Developmental and Regional Division	27
Sciences and Health Sciences Division	28
Education Council	17
Electronic Repairs	18
Emergency Procedures	18
Employee Assistance (INTERLOCK)	18
Facilities Services	11
Faculty Association	20
Financial Aid and Awards	11
Foundation	19
Film Society	8

Finance and Business Operations Division	29
Group Orientation for New Employees	8
Health and Safety Department	19
History	4
Human Resources Division	12/29
In-Service Day	8
Information and Facilities Services Division	30
International Education	19
Institutional Research and Program Review	12
Instructional Skills	12
Keys	20
Learning Resources Division	30
Library	20
Liquor Permit	20
Lost and Found	20
Location	4
Mail	21
Media Production	12
Mission Statement	1
Nurse - Medical Aid/Information	21
Organizational Chart	31-32
Parking	21
Payroll	13
Petty Cash	21
Policies	9-10
Clean Air (Smoking)	9
Copyright	9
Sexual Harassment	9
Health and Safety	10
Policy Manual	10
Print Shop	13
President's Drop-In	21
President's Welcome	4
Program Offerings	5
Public Relations and Publications Department	13
Purchasing	13
Recreation Facilities	22
Room Bookings	22
Scantron	22
Security	22
Stores	13
Students	5
Student Services Division	30
Student Society	22
Telbook	23
Telephones	23
Transportation	23
Travel Expenses	23
Welcome Back To Class BBQ	9
Work Study	23

UNIVERSITY COLLEGE OF THE CARIBOO LIBRARY
BOX 3010, KAMLOOPS, B.C.
V2C 5N3

President's Welcome

Welcome to the University College of the Cariboo. Whether you are joining us as a brand new employee or you have some previous experience with us, I hope you will find this publication useful.

Since the "Access for All" initiative was first developed by the Ministry of Advanced Education in 1988, we have seen significant change in our post-secondary system. The change has been dramatic at UCC, and our ability to meet the challenge is based on the dedication and professionalism of every member of our university college community.

If there is specific information you think would be of value to add to this publication, or other ideas to enhance our workplace, please bring them forward to our Human Resources office. Your input is our most valuable resource.

Jim Wright
President

Introduction

Location

UCC serves 60,000 square miles in B.C.'s interior, with the main campus in Kamloops, a campus in Williams Lake, Learning Centres in Merritt and 100 Mile House, and a network of community co-ordinators across the region. The 250-acre main campus is located on the south slope of Kamloops overlooking the junction of the North and South Thompson rivers.

History

In 1970, Cariboo was established as the result of a merger between the Cariboo College Council, seeking to establish the college, and the Provincial Vocational School, then under construction on this site in Kamloops. The first year of operations were at the Kamloops Indian Residential School, while the 'Main' building and Cafeteria were completed.

The College officially moved to its present location in 1971. Four years later, the Library was added and by the end of the 1980's, the Science building and Gymnasium were built. It was another nine years before the next major growth, with the addition of a classroom block to the second floor of the Main building, and the opening of the Clocktower building and Theatre in 1989. Over \$15 million was spent in the expansion of the Library and Science buildings, and a new Arts and Education classroom building in 1991. Other additions include the Campus Activity Centre, the second phase of the Arts and Education building, and the Canada Games Aquatic Centre and Hillside Stadium facilities.

Program Offerings

UCC offers seven degree programs, including Arts, Education (Elementary), Social Work, Business, Science, Natural Resource Science and Nursing, as well as university transfer programs, and several new degrees are planned. Diplomas and certificates are offered in specialized career programs, trades and industrial programs, and developmental programs. A full extension services operation offers non-credit and extension credit courses to over 12,000 registrants throughout the region every year.

Students

University college status and the opportunity to complete university degrees in Kamloops in co-operation with the three provincial universities has increased student enrollment substantially since their introduction. Approximately 6000 students are presently registered in all credit program areas.

Budget Information

Approximately 85% of the operating fund revenues come from government grants, which determine student enrollment capacity. A provincial formula is applied by program area to derive the allocation from the government. The balance of operating budget revenue is from tuition fees, interest revenue and other miscellaneous fees.

UCC spends approximately 67% of its budget on instruction and 33% on support. Employee salaries represent about 80% of the budget. Fixed costs (utilities, janitorial, and logistical services) amount to 10%, and the remaining 10% covers supplies, repairs, travel and other ongoing operational expenses.

Centres & Community Co-ordinators

Victoria Street Campus

828-5050 (5050)

Since 1988, the Office Administration Department and the Computer Access Centre have been located at the downtown campus, at 63 West Victoria Street (1st floor), next door to the Kamloops Library.

Williams Lake Campus

392-6202 (4000)

Established in 1971, the Williams Lake Campus moved to the current location in 1986. Phase I of an expansion of the campus is scheduled to start during 1993, and plans for Phase II call for construction of a second building. A wide range of services and programs are offered to meet the needs of the community. These include native program co-ordinator, a counsellor and native student adviser, plus continued expansion of university and career/technology courses and programs. Williams Lake offers a full first year academic program, a partial second year program, career programs and trades and industrial training programs, along with a wide range of credit and non-credit programs through Extension Services.

Merritt Centre

378-2967 (4002)

The Merritt Centre provides information on educational programs, registration and tutorial assistance, and includes classroom space for extension and credit courses. The Merritt Centre course brochure is published every year in September and January.

100 Mile House Centre

395-3115 (4001)

The 100 Mile House Centre provides information on educational programs, registration and tutorial assistance, and includes classroom space for extension and credit courses. The 100 Mile House Centre course brochure is published every year in September and January.

Computer Access Centre

828-1916 (1916)

The Access Centre, located downtown at the Victoria Street Campus, offers extended hours six days a week, and is geared to meet the computer training needs of individuals and the business community. In addition to offering computer training using a wide variety of software packages, the centre responds to specific requests for computer training through individualized programs on a contract basis.

Cariboo Management Centre

372-2801 (4089)

Cariboo Management Centre, located at the Southgate Technology Centre, offers a range of seminars, workshops and consulting services to meet the changing needs of business, industry and public sector organizations. Programs and services offered include: Management Skills for Supervisors Certificate; Women in Management; Advanced Management Certificate; various Management Skills programs; and organizational development consulting.

Community Co-ordinators

Through a network of community co-ordinators in Clearwater, Lillooet, Ashcroft/Cache Creek, Chase, Clinton, Lytton and Logan Lake, UCC is able to reach all corners of the region. These co-ordinators work directly with the Extension Service Co-ordinators in each of the five instructional divisions on campus to deliver a wide range of courses to their local communities.

Calendar of Events

A monthly Calendar of Events is published by the Public Relations and Publications Department. Forms to submit details are available from the department secretary's office. Information can also be sent by Electronic Mail to CARBOO::SGoguen. Please help keep UCC faculty and staff informed by letting the PR Department know about any upcoming event or activity as soon as possible. A weekly events listing is also part of the regular internal newsletter, the 'Communicator'!

Christmas Dinner and Dance

Every year, UCC employees are invited to attend a Christmas dinner and dance in December. The event has become very popular in recent years. A Christmas Party for children is held on campus each year.

Convocation

A College-wide Convocation Ceremony is held each year in June. The first 35 graduates of the university degree programs were recognized at the graduation ceremonies in June, 1991. In 1992, the number of degrees awarded was 95. Graduates of Certificate, Diploma, and Degree programs are celebrated at the same ceremony, recognizing the comprehensive mandate at UCC.

Cultural Events

The Cultural Events Committee at UCC books noontime concerts by professional touring performers. One-hour shows, usually from 12:30 - 1:30 on Thursdays, are free for students, faculty and the general public. The committee's goal is to broaden the educational experience of those attending the university college, to enrich the campus for all and to draw people to UCC.

Film Society

Bringing classics to the community for over 20 years, the Film Society has regular showings in the Clocktower Theatre and at the Northhills Theatre. Season's passes are available at the Bookstore and single admission passes are available at the door. Watch the Communicator for film information.

Group Orientation Seminar For new Employees

Seminars for new employees at the university college are usually held in January and August.

In-Service Day

In-Service day generally includes morning and afternoon sessions, and a wine and cheese social. In-Services are held in October and February.

Welcome Back To Class BBQ

The 'Welcome Back To Class BBQ' for students and staff is held on the Friday of the first full week of classes in September. The noon-hour event features hamburgers cooked by college board members, administrators, and local business sponsors, music and lots of fun!

P o l i c i e s

Clean Air (Smoking)

UCC is committed to maintaining and enhancing the cleanliness of indoor air in order to create a healthy workplace for staff and students. Smoking is not permitted inside any building on campus. While people often smoke outside building entrance ways, this is discouraged as the 'fresh air' vents for the building are often located there.

Copyright

Copyright clearance must be obtained before duplicating articles and/or chapters from any book or publication for use in lab manuals and class handouts. Forms are available in the Library office. Call 5300.

Sexual Harassment

UCC endeavors to provide a learning and working environment that is supportive of fair treatment of all members of the University College community. The University College does not condone behavior that is likely to undermine the dignity, self-esteem or productivity of staff or students and considers sexual harassment a violation of fundamental rights, personal dignity and integrity. All complaints of sexual harassment will be handled in the strictest confidence by the Sexual Harassment Advisor, Marilyn Martin. An officially appointed Sexual Harassment Committee is in place to provide information and direction for anyone in the University College community. Please contact Marilyn Martin (5188) for more information about the role and mandate of the committee.

Health and Safety

5157

The University College community understands that health and safety hazards can represent significant impediments to students' and staff's professional, creative, intellectual and social growth. Senior management is determined therefore, to promote safe and healthy working conditions in its facilities as an integral part of its strategic planning and implementation.

Therefore:

1. Management will establish and maintain adequate standards of plant and equipment maintenance to ensure that physical and health hazards are remedied. Procedures will be established to ensure that tasks are performed in a safe and productive manner;
2. Members of the UCC community who perform supervisory duties will ensure that staff and students are adequately trained to perform tasks in a safe and efficient manner, and will enforce the observation of safe practices and regulations at all times;
3. Every member of the UCC community is obliged to follow prescribed procedures, report unsafe conditions, and willingly participate in creating and maintaining an accident and disease-free environment.

Policy Manual

Policies exist to clarify the University College's direction and governance; and regulations in the administration of various policies. For the procedure of policy approval, refer to your Division's Policy Manual 1003R.

Service Departments

Cafeteria

The Cafeteria (5355) and Dining Room (5354) are housed in the Cafeteria Building and provided as an extension of the Professional Cook Training program. Baked goods are available daily from the Cafeteria. Meat specials are offered throughout the year from the Retail Meat Processing program and special requests can be processed according to program schedule.

Campus Activity Centre

5005

The Campus Activity Centre opened in January 1993 and is the focal point for student activities and services. Designed to meet the daily needs of UCC's growing student population, the Activity Centre will provide the following services:

- 275 seat *Terrace Cafeteria* with a food servery designed for fast service and a variety of food and beverage selections
- *Heroes Pub* with dining services, dance floor, big screen TV and other recreational games
- *Electric Avenue* game room
- *Snacks-R-Us* convenience store
- Automatic banking services
- The Bookstore
- Information Centre and Room Reservations Office
- Grand Hall
- Five meeting rooms
- TV lounge with a big screen TV
- Rooftop patio
- Public space and seating
- Student Society Offices

Facilities Services

5388

To arrange for minor renovations, furniture requests, signs such as office or desk signs, moving furniture, and other miscellaneous items, forward a facilities service requisition to Facility Services.

Financial Aid and Awards

5024

This office administers government, institutional and donor financial aid and awards. The staff conducts workshops to explain the various financial resources available to students and to assist with application completion for the B.C. Student Assistance Program. Awards administered include:

- | | |
|--|------------------------------------|
| UCC Entrance Scholarships | UCC Athletic Entrance Scholarships |
| UCC Scholarship Program | Private Scholarships |
| UCC Work-Study Program | Student Aid Trust Fund |
| Adult Basic Education Student Assistance | |

Human Resources Division

5245

Employees are encouraged to familiarize themselves with the provisions of the appropriate Collective Agreement, working conditions document, employment contract and benefits booklets. For further information call the Human Resources Division. Part-time instructors should direct inquiries to their Division Dean. Confidential referrals to the Employee Assistance Program can be arranged through Human Resources Division or the Occupational Health Officer.

Institutional Research and Program Review

5167

Responsible for researching and collecting information on activities spanning the entire range of UCC operations, this department assists the office of the President with planning, institutional evaluation activities and the compilation of the Annual Report. It also provides data flow on enrollment, retention and attrition patterns and implements the UCC program review process, normally evaluating six programs per year.

Instructional Skills

5186

Workshops and short sessions on techniques to improve the teaching/learning process is the focus of this department, attached to the office of the Vice-President, Instruction. The Instructional Skills Workshop is an in-house staff development incentive designed to enhance the teaching techniques of all participants, whether they are newly hired or seasoned veterans of the classroom. Please contact Judy Wilbee for more information. (5186)

Media Productions

5486

Media Productions serve the areas of instructional design, media consultation, and audio visual production: graphics, videos, and audio tapes that are used for instructional purposes. Photography requests for non-instructional use should be directed to the Public Relations Department.

Payroll

5618

Support staff paydays are every second Thursday, faculty and administrative staff are paid on the last Thursday of the month, and the last working day for part-time instructors. Cheques can be picked up at the cashier's office in main building (A Block) on paydays. On-going full-time staff can arrange a direct bank deposit.

Print Shop/Fast Copy

5380

5386

The UCC Print Shop handles all printing for campus community including same day turnaround pickup and delivery service. Call 5380 for consultation on your needs or stop and see us in the Clocktower Building, bottom floor.

Public Relations and Publications Department

5006

The Public Relations and Publications department is part of the Office of the President. The department, representing the institution as a whole, is responsible for media and community relations, advertising, marketing for recruitment, and publications. Services provided include the design and development of all student recruitment publications; newsletters; brochures and other editorial communications; the design and placement of program advertising; photography for marketing/public relations/publications uses; displays design; regular communications with media across the region; and strategic communications planning.

Purchasing

5386

All goods and services are procured through this department. Purchasing staff process purchase requisitions and purchase orders and obtain quotations for planning purposes.

Stores

5383

Stores maintains the stock of office supplies and equipment. Letterhead, stationary, business cards, information packages and internal publications can be ordered directly from Stores. Refer to the Central Stores Catalogue for outside orders.

Key Information

Alumni Association

5267

The role of the UCC Alumni Association is to maintain a network for graduates from the University College. Through special events, fundraising activities, student programs, and a newsletter, the Association endeavors to keep alumni current with the new developments and affairs at UCC. In addition, the Association offers services, programs and financial assistance to students currently attending UCC.

Audio Visual Equipment

5332

Audio visual equipment should be booked at least 48 hours in advance to ensure that the equipment will be available. Bookings can be made at:

- Computer L.R.C. (Sept. - April) at 5070
- A.V. Equipment (May - August) 5332
- VAX (bookings to user name BOOKING)

Bank Machine

The machine is located in the Campus Activity Centre and most bank cards (Interac) can be used.

Benefits

Benefit coverage is offered to employees in accordance with contractual agreements. Applications for benefits are made at the start of employment and changes in dependent status must be made immediately to the Human Resources Division.

Board of Governors

The Board of Governors meets on the second Wednesday of each month, September through June. Board members representing all areas of the region are publicly appointed through the Ministry of Advanced Education. The Student Society, Faculty Association, and Support Staff groups each appoint a representative, who have the opportunity to give a report at the Public Meeting. Monthly meetings are also held outside the Kamloops campus, usually in Williams Lake and at least one other centre during each year. The Inaugural Meeting of the Board, usually May of each year, sees the election of the the Chairman and Vice-Chairman.

Bookstore

5141

In addition to books and stationery, the Bookstore, located in the Campus Activity Centre, carries merchandise including computers, calculators, art supplies, stamps, greeting cards and a large line of UCC clothing. Special orders for books are also welcome.

Cashier

The Cashier's Office for student tuition and other related fees, is located in main building (A Block) across from Student Services. Employee-related functions such as travel requests, petty cash reimbursements and pay cheque disbursements are handled by the Finance Office, in the main building (A Block).

Club Ed Lottery

This internal lottery is sponsored by the UCC Foundation as a fundraiser with half of the proceeds kept by the Foundation and half offered as a lottery. Every two weeks, a lucky winner becomes several hundred dollars richer. Call the Foundation Office (5264) to sign up. The cost is \$5 every two weeks, and can be paid by payroll deduction.

Computer Managed Learning/Computer Assisted Instruction

5418

UCC uses the Computer Based Training Systems (CBTS) program primarily to design and store testbanks for faculty and students to use in assessing mastery of specific learning objectives.

Computer/Micro Labs

Most lab bookings are handled by the Scheduling Clerk at 5032.

Computer Modem Number

To dial into the computer from outside UCC, use the number 374-9950. The Kermit communications package is available upon request from Computer Services.

Computer Training Courses

Each summer, computer training courses for staff are offered. Two survival guides are available for those who have missed the courses: 'EDT, Runoff and EVE Commands', and 'An Introduction to Files, File Handling and System Commands'.

Co-operative Education

828-5276

Through Co-operative Education, students integrate academic studies with paid periods of work providing the opportunity to apply what they have learned. The Co-op Centre coordinates the link between students, employers, and the instructional department responsible for the program. Computer Systems: Operations and Management (CSOM), Computer Automated Systems Technician (CAST), Computer Maintenance Technician (CTEC), and Telecommunications Technician (TCOM) offer Co-operative Education options.

Counselling Workshops

5023

The Counselling Department offers a range of workshops throughout the year to assist students. Topics include career planning, self-marketing, stress management and assertiveness training, study skills, communication skills, test anxiety, and campus awareness.

CUPE

The Canadian Union of Public Employees, Local 900 represents the support staff at the university college. Union members are encouraged to read their Collective Agreement and to contact their union representatives for more information.

Courier

5383

UCC has an external courier service in Kamloops which picks up for delivery in the morning and afternoon. Call Stores (5383).

Daycare

828-5160

The UCC Child Care Centre is operated by a private non-profit society, and is open from 7:15 am to 5:15 pm, Monday through Friday. A brand new Daycare Centre (Sept. 1993) located on the western edge of the campus, will care for up to 49 children, aged 18 months to five years. They accept children on a full-time basis only. Priority is given to students (70%), then staff and community.

Degree Completion

5071

On March 20, 1989, the College was officially awarded degree granting status and began working in co-operation with the three provincial universities to deliver full university degrees to the interior. Today, the University College of the Cariboo offers seven full degree programs and a number of others are under consideration or development.

Distance Education (Guided Independent Study)

The Distance Education program, now called GIS, is offered through the Division of Developmental and Regional Programs. It provides the opportunity for individuals from across the UCC region to pursue studies in their own homes in a range of Academic, Business Administration and College Preparation courses. Distance Education courses for health care professionals are available through the Sciences and Health Sciences Division, and include a number of specific courses for RN's, RRT's and others in the health care field.

Education Council

As stated in its bylaws, Education Council provides the forum for intra-institutional consideration and discussion of issues relating to the planning, operations and evaluation of educational offerings of UCC. It has the responsibility to make recommendations to administration and, through the Office of the President, to the Board. The membership consists of students, faculty, support staff and administration. Meetings are held once a month and are open to anyone interested in attending. For more information refer to the UCC Policy Manual.

Electronic Repairs

5330

The Purchasing Office should be contacted for typewriter and office equipment repairs. Electronic equipment, computer terminals, microcomputers and their peripherals are repaired by the Technical Services Department. For repairs, state the problem, type of equipment, location and serial number at 5330, or type TROUBLE at the VAX \$ prompt. If food or drink is spilled on the equipment, please inform Technical Services quickly, as this is not covered under the service contracts.

Employee Assistance Program -INTERLOCK

5126

All UCC full-time staff and their families have access to the Employee Assistance Program. Through INTERLOCK, employees can seek help for personal difficulties that might include drug or alcohol problems, family or relationship distress, legal concerns or financial worries.

If problems persist on the job, employees are referred for assistance and treatment. For more information, contact the Occupational Health Officer at 5126. The service is strictly confidential.

Emergency Procedures

For a medical emergency during regular day classes, please contact the switchboard - Dial 1111.

For a medical emergency during evening classes, or on weekends, contact security - Dial 5033, or call their cellular phone at 371-7957.

For a spill of hazardous materials during regular day classes, please contact the Health and Safety Officer - Dial 5157.

To contact the Occupational Health Officer - Dial 5126.

To contact the Health and Safety Officer - Dial 5157.

The switchboard is always aware of the nurse or first aid attendant on duty and will locate them promptly. The University College has 24 hour, 7 days a week, first aid coverage. All Security Personnel are qualified industrial first aid personnel. The nurse or security should always be called in the event of an accident or illness.

Persons who choose to manage an emergency medical situation without contacting Security, the Occupational Health Nurse, or the switchboard, are assuming responsibility for the case, including the treatment given and the cost of transportation. A detailed, written Emergency Procedure is available from the Occupational Health Officer, or the Health and Safety Officer. You are encouraged to pick up a copy of this information.

Foundation

5266

The Foundation is actively involved in raising and managing funds to support the objectives of UCC and to enhance the educational opportunities of its students. Charitable donations to the Foundation are tax deductible. Donors and students are recognized at the annual Awards Ceremony in November.

Health and Safety Department

5157

The Health and Safety Department is responsible for the overall planning, administration and co-ordination of the University College's Emergency Preparedness, Fire, Safety, Health and WHMIS [Workplace Hazardous Materials Information System] programs. This office works co-operatively with departments, committees, employees and students to ensure the reduction and/or elimination of any physical or environmental hazards which may exist. The prime objectives are to ensure that all employees and students work in a safe and healthy environment and that all campus staff, facilities, property, equipment and procedures comply with College policies, as well as meet or exceed all federal, provincial and municipal legislative and regulatory requirements. Copies of the UCC Health & Safety manual are available from this office.

International Education

5191

Based on provincial policy guidelines, the UCC international education program is designed to enhance academic, cultural and economic links with the global community. Given British Columbia's geographic position, international education activities have concentrated on the countries of the Pacific Rim. In coming years that scope will be expanding to Central and South America, and Western and Eastern Europe. International Education activities support the University College goal of serving the needs of the region by providing revenues that open more seats for local

students, provide student and faculty exchanges, and promote investment in our regional economy. International students are provided with language training, academic preparation courses, and academic courses. In addition, UCC participates in international education projects in other countries, works with private schools overseas to accredit courses offered in those institutions, and offers summer ESL programs of 3 and 4 weeks to groups from Japan and elsewhere.

Faculty Association

374-3040

A member of the College-Institute Educators' Association of B.C., the UCC Faculty Association represents all regular and part-time faculty employed at the university college.

Liquor Permit

Liquor permits are required for any event held in any area or location on campus. Events held in licensed areas of the Campus Activity Centre are exempt from this. Applicants need to apply for a Special Occasion License by obtaining a Request for Liquor Permit form from the Director of Student Services. After filling it out, the form is to be returned to the Director of Student Services for approval and signature. Next, the applicant must obtain an Application for Special Occasion License from the liquor store. Both forms are then taken to the R.C.M.P. for final approval and signature.

Keys

5890

A Key Request Form should be forwarded to the Facilities Services office to obtain keys. Keys must be returned to Facilities Services when employees cease employment at UCC.

Library

5301

The library's on-line public access catalogue, LIBCAT, can be accessed remotely from offices, labs and homes. Just type LIBCAT at the \$ prompt.

Lost and Found

5024

Staff and students can address inquiries about lost and found items to the Student Services Receptionist, across the hall from the entrance to the Main Building.

Mail

Internal and external mail boxes are located in various offices throughout the campus. Stamps are sold at the Bookstore.

Nurse - Medical Aid/Information

5126

The Occupational Health Officer is located in the vocational wing, room B119 and is available to respond to all emergencies and see both students and staff for all medical enquiries. Vision testing and blood pressure clinics are offered annually and on request. The UCC physician is on campus on regular intervals, usually every Thursday afternoon, and appointments can be made through the Occupational Health Officer. All injuries resulting from a work related activity, no matter how slight, should be reported to the Occupational Health Officer. If you see a physician as a result of a work related injury, a Workers' Compensation Board accident report form must be completed.

Parking

5368

Parking permits are required by staff for all parking on campus. They can be acquired from the Facilities Services Department, located in the Facilities Services Building.

Petty Cash

Petty cash is available to reimburse employees for incidental purchases under \$50.00. The approval form plus original receipt should be taken to the Cashier's Office located in the main building across from Student Services.

President's Drop-In

5002

Ideas, thoughts, questions and concerns can be discussed during the President's informal 'drop-in' Thursdays between 2 and 4 p.m. Please call to confirm the President is on campus.

Recreation Facilities

Facilities include Hillside Stadium fields; the Canada Games Aquatic Centre; the gymnasium, which has weight training equipment, one squash and one racquetball court; and several outdoor jogging trails. In the basement of the gymnasium there are table tennis and pool tables. A games room and concession operate during the school term. A locker, lock and towel service can be purchased for \$15 per semester at the gym equipment room. You must use the gym locks.

Room Bookings

5032

Planning for a function? You'll need an internal or external room booking form from your Divisional Secretary. State all your needs and what kind of function it is, as well as special seating, furniture needs and janitorial service are required. The Scheduling Clerk, Registrar's Office (5032) handles the booking of all general classroom/computer lab spaces, and use of the Theatre. Facilities in the Campus Activity Centre or major events requiring multiple rooms, are booked and co-ordinated through the Activity Centre (5005).

Scantron

5322

Instructors have the option of having the computer mark their multiple choice exams on the Scantron reader. One is located in the Faculty office building Lab and the other in Room S120A of the Science building. Scantron sheets can be ordered through stores.

Security

5033

Security staff are present on campus and on duty 24 hours a day, 7 days a week. All security personnel are trained in Industrial First Aid and available to respond in the absence of the Occupational Health Officer.

Student Society

5289

Every student registered for credit courses at UCC becomes a member of the Cariboo Student Society and the Canadian Federation of Students through the payment of dues. The two organizations were incorporated so that students could act collectively to further their common interests. For more information, drop by the Student Society Office in the Campus Activity Centre.

Telbook

This is an on-line version of the in-house telephone directory, "Telbook", which is accessible from any VAX account. Type TEL and the last name of the person at the \$ prompt.

Telephones

5320

If a new telephone or changes to the telephone listing are required, send a memo to the Manager, Network and Technical Services. Call 5320 for a copy of the telephone directory or to report a problem.

Transportation

5388

To book a vehicle for a UCC related activity, call Facilities Services at 5388. A Request for Transportation form must also be completed.

Travel Expenses

5012

Travel advance forms must be submitted to supervisors for approval, then sent to the Accounting Department. Please allow at least one week turnaround for travel cheques. Upon return, individuals are required to submit a Travel Expense Report Form within 5 days, with all receipts attached, to the Cashier's office for processing. The current air fare 'equivalent' for driving to Vancouver and return is \$200 per trip including tolls. The Victoria equivalent is \$265.

Work Study

5024

The Awards/Financial Aid Department administers a Work Study program for student employment, to assist them financially. This program is based on financial needs of students rather than on a department's need for work to be completed.

Divisions - Instructional

There are five (5) instructional divisions at UCC. Each is headed administratively by a Dean, who reports to the VP-Instruction.

APPLIED INDUSTRIAL TECHNOLOGY DIVISION

Day and evening trades, industrial and career-technical programs, as well as Extension Services courses, are offered through the following departments:

Computer Aided Design and Drafting (CADD)

Construction Trades

Welding-Level "C" & Welding-Level "C" (Williams Lake Campus)
Welding-Levels "B", "A" and Testing
Welder/Fitter
Welding-Apprenticeship Certificate
Residential Construction
Carpentry-Apprenticeship Certificate

Electrical/Electronics

Electrical-Apprenticeship Certificate
Electrical-Trade Entry
Core Electronics
Electronics: 3 options
• Computer Automated Systems Technician (CAST) Co-op program
• Computer Maintenance Technician (CTEC) Co-op program
• Telecommunications Technician (TCOM) Co-op program

Extension Services

Credit and non-credit programs (e.g. Class I Driver Training; Air Braker; Traffic Control/Flagperson; AutoCADD; PLC Upgrading; Commercial Vehicle Inspection; Air Care; Cabinet Making, etc.)

Food Trades

Professional Cook Training
Professional Cook Upgrading
Retail Meat Processing

Mechanical Trades

Automotive Mechanical Repair -Trade Entry
Commercial Transport Vehicle Mechanics -Trade Entry
Commercial Transport Vehicle Mechanics-Apprenticeship Certificate
Heavy Duty Mechanics -Trade Entry
Heavy Duty Mechanics-Apprenticeship Certificate
Heavy Duty Mechanics/Automotive (Williams Lake Campus)
Marine/Small Engine Repair (Inboard/Outboard)
Partsperson: Automotive and Heavy Duty

NRC Industry Technology Advisor

Research and development support to private local industry is offered through the Industrial Technology Advisor's Office, local 5147. This service is made possible through a working agreement with the National Research Council (NRC) of Canada.

For further information please call the divisional secretary at 5133.

ARTS AND EDUCATIONS DIVISION

Degree programs include:

BACHELOR OF ARTS (B.A.) in co-operation with UBC
Majors: English, History, Mathematics, Psychology.

BACHELOR OF EDUCATION (Elementary) (B.Ed.) with UBC

BACHELOR OF SOCIAL WORK (B.S.W.) in co-operation with UVIC

ACADEMIC DEPARTMENTS

English and Modern Languages
• English, French, German, Spanish
Philosophy, History and Politics
Psychology
Social and Environmental Studies
• Geography, Sociology, Anthropology
Visual and Performing Arts
• Fine Art, Theatre, Music, BFA/BEd Transfer
Physical Education

CAREER AND TECHNOLOGY PROGRAMS

Human Service Worker (3 options)
• Corrections Worker Certificate
• Social Service Worker Certificate
• Community Support Worker Certificate
Digital Art and Design Diploma
Fine Art Diploma
Early Childhood Education Certificate
Teacher Assistant Certificate

EXTENSION SERVICES: Credit and non-credit programs

For further information concerning the Arts and Education Division, please call the divisional secretary at local 5202.

BUSINESS, COMPUTING AND MATHEMATICS DIV.

Degree Program

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

in co-operation with SFU.

Concentrations: Business, Marketing, Human Resources, Accounting

ACADEMIC DEPARTMENTS

Accounting
Computing
Economics and Finance
Management and Marketing
Mathematics and Statistics
Office Administration
Tourism

CAREER/TECHNOLOGY PROGRAMS

Computer Systems: Operations and Management
Diploma (CSOM) - with Co-op program option
Accounting Technician Diploma
Marketing/ Management Diploma

Office Administration (5 options)

- Legal Secretary Certificate
- Medical Office Assistant Certificate
- Bookkeeping with Computer Applications Certificate
- Word Processing Secretary Certificate
- Office Systems Specialist Certificate

Tourism and Hospitality (6 program options)

- Accommodation Management Certificate
- Adventure Travel Guide Diploma
- Resort and Hotel Management Diploma
- Tourism Supervisory Development (TSDP)
- Food and Beverage Management Certificate
- Events and Conventions Management Diploma

EXTENSION SERVICES: Credit and non-credit programs

COMPUTER ACCESS CENTRE

CARIBOO MANAGEMENT CENTRE

For further information concerning the Business, Computing and Mathematics Division, please call the divisional secretary at local 5201.

DEVELOPMENTAL AND REGIONAL DIVISION

COLLEGE PREPARATION

Adult Basic Education (ABE) Advanced Certificate
High School Completion
College Preparation Courses

- Biology, Computing, English, Mathematics and Sciences

COLLEGE ACCESS

Adult Basic Education (ABE) Certificate Programs

- ABE Fundamental and ABE Intermediate

Basic Literacy
COPE

- Life Skills for Single Parent Women

First Steps

- Upgrading for young mothers

General Education Developmental (GED)

- Preparation/Test

Native Access (Williams Lake campus)

- Intermediate and Advanced

ADULT SPECIAL EDUCATION

ASE Vocational Skills Training

ENGLISH AS A SECOND LANGUAGE (ESL)

Community ESL

- Oral and written language skills

ESL College Prep

- For post-secondary entry

GUIDED INDEPENDENT STUDY

31 academic and business courses

The division also provides co-ordination and support of all programs offered outside of Kamloops by other instructional divisions. Apart from the Williams Lake campus, there are Learning Centres in Merritt and 100 Mile House. Community Co-ordinators are located in Ashcroft/Cache Creek, Chase, Clearwater, Clinton, Lillooet, Logan Lake and Lytton.

SCIENCES AND HEALTH SCIENCES DIVISION

Degree Programs

*BACHELOR OF SCIENCE (B.Sc.) in co-operation with UBC
Majors: General Biology, Animal Biology, Chemistry, Chemistry-
Environmental option, Mathematics, Mathematical Sciences, Physics.*

*BACHELOR OF SCIENCE IN NURSING (BSN)
in co-operation with UVic*

*BACHELOR OF NATURAL RESOURCE SCIENCE (BNRS) in
co-operation with the Open Learning Agency*

ACADEMIC DEPARTMENTS

- Forestry and Natural Resource Sciences
- Biological Sciences
 - Biology, Biochemistry, Microbiology
- Physical Sciences and Engineering
 - Chemistry, Physics, Geology, Engineering

TRANSFER PROGRAMS

- Engineering Transfer Program
- Forestry Transfer Program

CAREER/TECHNICAL PROGRAMS

- Animal Health Technology Diploma
- Horticulture Certificate
- Horticulture/Business Diploma
- Medical Laboratory Technology Diploma
- Nursing
 - LPN/RN Access Certificate
 - RPN/RN Access Certificate
- Respiratory Therapy Diploma
- Anesthesia Technology Post-Graduate Diploma
- Cardiovascular Perfusion Post-Graduate Diploma
- Home Support Resident Care Attendant Certificate
- Continuing Education for Health Sciences
 - 5 advanced study courses for Nurses
 - 17 advanced courses for Health Professionals

EXTENSION SERVICES:

- Credit and non-credit programs
- UBC Forestry Continuing Studies Network

For further information call the divisional secretary at local 5400.

Divisions - Non Instructional

Finance

This division is responsible for the College's corporate, financial and purchasing systems through the following departments:

- Accounting Services
- Accounts Payable
- Accounts Receivable
- Cashier's Office
- General Accounting
- Management Reports
- Bursar's Office
- Mail/Courier Service
- Payroll
- Purchasing
- Stores

Business Operations

This division is responsible for the management of ancillary services through the following departments:

- Campus Activity Centre
- Bookstore
- Food Services
- Cafeteria
- Dining Room
- Fast Copy Centre
- Print Shop

Human Resources

This division provides a variety of services including employee recruitment, compensation and benefits, job descriptions and evaluation, personnel policies, employee counselling, collective agreement administration and employee relations.

Other areas of human resources administration are: staff orientation, employment equity programs, staff training and development activities, performance appraisal systems, career information, and transfer and promotion (internal posting).

Student Services

The division liaises with the Cariboo Student Society and provides assistance and advice to students and staff regarding student issues, especially of a legal and ethical nature and academic advice. For more information, contact the divisional secretary at local 5009.

Assessment Centre

Athletics and Recreation

Financial Aid and Awards

Counselling Services

(Career and Personal Counselling & Academic Advising)

Challenged Student Services Coordinator

First Nations Student Coordinator

Health Services

Registrar's Office

(Admissions, Records and Extension Services)

Learning Resources

Main Library

Williams Lake Library

TRAC Learning Centre

Information and Facilities Services

Computer Managed Learning

Computer Services

Facilities Planning and Development

Media Production Services

Network and Technical Services

Facilities Services

Organizational Chart

President

Executive Assistant

Executive Secretary to the Board

Associate Director, Institutional Research and Planning

Executive Director, International Education

Associate Director, Public Relations & Publications

Vice-President, Finance and Business Operations

Executive Secretary

Budget/Audit Officer

Manager, Purchasing Services

Buyer

Director of Business Operations

Assistant Manager, Campus Activity Centre

Manager, Bookstore

Manager, Food Services

Pub Manager

Manager, Print Shop

Director of Finance

Manager, Accounting

Manager, Treasury

Vice-President, Administrative Services

Director, Human Resources

Director, Student Services

Manager, Financial Aid & Awards

Assistant Director, Counselling Services

Registrar

Assistant Director, Athletics and Recreation

Occupational Health Officer, Health Services

Manager, Assessment Centre

Director, Learning Resources

Director, Information and Facilities Services

Executive Secretary

Assistant Director, Facilities Services

Co-ordinator, Media Production Services

Manager, Computer Services

Manager, Network and Technical services

Manager, Building Services,

Manager, Facilities Operations

Manager, Mechanical & Electrical Services

Co-ordinator, Facilities Planning

Health and Safety Officer

College Games Coordinator

Vice-President, Instruction

Executive Secretary

Co-ordinator, Research Services

Dean, Division of Sciences and Health Sciences
Associate Dean, Science
Assistant Dean, Nursing
Chairperson, Agriculture Related Programs
Chairperson, Allied Health Programs
Chairperson, Biological Sciences
Chairperson, Forestry and Natural Resource Science
Chairperson, Medical Laboratory Technology
Chairperson, Nursing Programs
Chairperson, Physical Sciences and Engineering
Co-ordinator, Extension Services

Printed in U.S.A.

HELD IN TECH. SERVICES