

TRU Programs—Instructional Divisions & Departments

Faculty of Arts

ACADEMIC DEPARTMENTS/CHAIRS

- › School of Journalism
- › English and Modern Languages
- › Philosophy, History and Politics
- › Psychology
- › Geography
- › Sociology, and Anthropology
- › Visual and Performing Arts

For further information, please call the Divisional Secretary at local 5202.

Faculty of Science

ACADEMIC DEPARTMENTS/CHAIRS

- › Allied Health Programs
- › Agriculture Related Programs
- › Biological Sciences
- › Natural Resource Sciences
- › Physical Sciences & Engineering

For further information call the Divisional Secretary at 5400.

School of Advanced

Technologies & Mathematics

DEPARTMENTS/CHAIRS

- › Math & Statistics
- › Computer Information Systems
- › Computing Science
- › Electronics & Engineering
- › EDDT & DAAD

School of Business & Economics

DEPARTMENTS/CHAIRS

- › Management
- › Economics

School of Education

DEPARTMENTS/CHAIRS

- › Education
- › Early Childhood Education

School of Nursing

DEPARTMENTS/CHAIRS

- › Nursing
- › HS/RCA

School of Social Work & Human Service

DEPARTMENTS/CHAIRS

- › Social Work
- › Human Service Programs

School of Tourism

DEPARTMENTS/CHAIRS

- › Adventure Programs
- › Tourism Management Programs
- › Food Training Programs

School of Trades & Technology

DEPARTMENTS/CHAIRS

- › Mechanical/Welding Programs
- › Construction Trades

For further information, please call the Divisional Secretary at local 5207.

Student Development Division

DEPARTMENTS/CHAIRS

- › Co-op & Career Education
- › College Preparation
- › English as a Second Language
- › Physical Education
- › Williams Lake ABE
- › Assessment Centre
- › Counselling Services
- › Students with Disabilities
- › First Nations Student Services
- › Student Services and Orientation

For further information, please contact the Divisional Secretary at 5165.

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CLIFF NEUFELD

- › Paul Manhas
 - Kathy Humphrey
 - TBA
 - TBA
 - Waldemar Miszkurka
- › Lynn Joly
 - Rick Browning
 - Larry Phillips
 - Stacey Jyrkkanen
 - Heather Friesen
- Gerard Hayes
 - Arlin Friesen
 - Glenn Read
 - Doug Smith
- Ken Olynyk
- Christina Duquette
- Les Tabata
 - Warren Asuchak
 - Lincoln Chua
- › Brian MacKay
 - Anna Machaj
 - Wesley Cole
 - Bob Clark

Vice-President, Administration and Finance

- Associate Vice-President, Finance
- Director of Finance
- Manager, Finance (OL)
- Manager, Payroll
- Interim Associate Director, Financial Reporting
- Associate Vice-President, Human Resources and Planning
- Director, Human Resources
- Associate Director, Human Resources
- Manager, Occupational Health and Safety
- Director, Institutional Research and Planning
- Director, Ancillary Services
- Associate Director, Materials Management & Retail Sales
- Manager, Bookstore
- Manager, Print Services
- Director, Athletics and Recreation
- Director, Budget Development and Internal Audit
- Director of Facilities
- Associate Director, Facilities
- Associate Director, Facilities Infrastructure
- Associate Vice-President, Information Technology Services and Chief Information Officer
- Manager, Administrative Information Systems
- Manager, Technical Services
- Media & Audio Visual Services

JUDITH MURRAY

- › Gord Tarzwell
 - Jim Barmby
 - Christine Wihak
- › Cameron Beddome
 - Kristine Smalcel-Pederson
 - Don Poirier
 - Jennifer Read
- › Andre Larouche
- › Enid McCauley

Vice-President, Open Learning

- Associate Vice-President, Open Learning
- Director, Delivery
- Director, PLAR
- Cheif Recruitment Officer, Open Learning
- Associate Registrar
- Director, Strategic Partnerships
- Manager, Marketing & Communications
- Director, Business Intelligence
- Director, Instructional Development & Research Group (IDRG)



TRU Administrative Structure – November 2007

See the TRU calendar for a more detailed listing of chairs, faculty and departments.

NANCY GREEN RAINE
RON OLYNYK

Chancellor
Chair, Board of Governors

ROGER H. BARNSELY

- > John Sparks
- > Cyndi McLeod
- Vera Wojna

President and Vice-Chancellor
Associate Vice President, Legal Affairs
Associate Vice President, TRU World
Associate Director, Student affairs, TRU World

MARK EVERED

- Don Noakes
- Ulrich Scheck
- Murray Young
- Jack Miller
- Susan Duncan
- Larry Prins
- Grant Larson
- Dave Twynam
- Ralph Finch
- Gerry Desrochers
- Nancy Levesque
- Enid McCauley
- > Nancy Van Wagoner
- > Susie Safford
- Kathy Mitchell
- Josh Keller
- Dennis Mayberry
 - Marion Hannaford
 - Gordon Down

Provost and Vice-President, Academic
Dean, School of Advanced Technology & Mathematics
Dean, Faculty of Arts
Dean, School of Business and Economics
Interim Dean, School of Education
Dean, School of Nursing
Dean, Faculty of Science
Interim Dean, School of Social Work and Human Service
Dean, School of Tourism
Dean, School of Trades and Technology
Campus Director, Williams Lake Campus
Director, University Library
Director, Instructional Development and Research Group
Associate Vice-President, Research and Graduate Studies
Associate Vice-President, Student Affairs
Dean, Division of Student Development
Director, Marketing and Communications
Registrar
Associate Registrar, Admissions & Records
Manager, Financial Aid and Awards

President's Welcome



I'm pleased to welcome you to TRU, BC's newest university, at this exciting time in our history. TRU has grown dramatically over the years to become a leader among post secondary institutions in providing unique, flexible educational opportunities.

Our attributes in offering a combination of university degrees as well as career and technical programs have continually attracted students from across the province, country and from around the world.

A large part of our success depends on recognizing that serving students is our most important responsibility and one that we all share. While TRU has enjoyed great change in the past decade, what has remained constant is our reputation for superior and friendly service to students.

I am also pleased to welcome those who were formerly a part of BC Open University, which has become part of the new university operations, adding depth and flexibility to our program offerings and bringing experienced faculty and staff to our campus.

One of TRU's commitments to you as a new employee is to make your transition to our institution as enjoyable as possible. This handbook has been designed to provide you with a brief description of departments and services available to you as an employee.

If there is other information you think would be of value to add to this publication, please bring it forward to our Human Resources department. Your suggestions on this and other ways to improve our services are always welcome.

Once again, welcome to TRU.

Yours truly,

Roger H. Barnsley
President & Vice-Chancellor



Yesterday And Today: A History

The institution was created as a result of vigorous lobbying by community leaders and trustees from five school districts, for a community college to be developed in concert with the Vocational School under construction on McGill Road. Government funding followed overwhelming regional support; in 1970, Cariboo College published its first calendar, and adopted the motto “Quansem Ilep,” meaning “to strive ahead” in Chinook.

With its first students attending academic and career-technical classes at the Kamloops Indian Residential School, Cariboo was a college striving without a campus that first year. By September 1971, the McGill Road site was ready with a Main Building, Cafeteria, facilities building and faculty trailer. This year also saw the opening of a satellite campus in Williams Lake. In 1972 the Vocational Wing of the College officially opened. Trades training in Kamloops was provided through the BC Vocational School/Kamloops until 1974, when the BC Vocational School/Kamloops and Cariboo College “melded.”

By 1978 student enrolment was more than six times what it was eight years earlier, a new Gymnasium and Library were built, the Bookstore was expanding, a new Science building and Gymnasium were under construction, and a Visual Arts building was planned.

The BC government’s granting of University College status to Cariboo in 1989 heralded the advent of full degree completion programs. With the proclamation of the Colleges and Institutes Amendment Act (Bill 22), Cariboo College legally became The University College of the Cariboo (UCC), with a mandate to award independent degrees.



C = Campus D = Distance

- › Resort & Hotel Management Diploma C
- › Respiratory Therapy C
- › Sports Event Management Diploma C
- › TCOM: Telecommunications Technician C
- › Water Treatment Technology Diploma D

Certificates

- › Accounting Certificate C
- › Administrative Assistant Certificate C & D
- › Animal Welfare Certificate D
- › Business Fundamentals Certificate C & D
- › Certificate in Management C
- › Certificate in Business Skills C & D
- › Certificate in Management Studies C & D
- › Certificate in Information Technology C & D
- › Certificate in General Studies C & D
- › Community & School Support Certificate C
- › Events Management Certificate D
- › Home Support/Resident Care Attendant C
- › Home Support Attendant D
- › Horticulture Certificate C
- › Learning Facilitators’ Certificate C
- › Medical Laboratory Assistant D
- › Practical Nurse Access D
- › Practical Nurse Refresher D
- › Registered Nurse Refresher D
- › Transition to Canadian Nursing D
- › Public Safety Communications Certificate C
- › Social Services Certificate C
- › Social Service Worker D

Trade-Entry Training Certificates

Construction Trades

- › Carpentry - Residential Construction C
- › Joinery - Trade Entry C
- › Electrical Trade Entry C
- › Piping (Plumbing) - Trade Entry C
- › Water Treatment Operator: Levels I, II & III Certificates D

Food Trades

- › Culinary Arts Certificate C
- › Retail Meat Processing Certificate C

Mechanical Trades

- › Automotive Service Technician C
- › Heavy Duty/ Commercial Transport Vehicle Mechanic C
- › Power Sports & Marine Equipment Technician C
- › Partsperson: Automotive & Heavy Duty C
- › Welding (C, B and A Levels) C

Apprenticeship Training

- Carpentry, Electrical, Plumbing, Welding, Heavy Duty Mechanic, Commercial Transport Mechanic, Retail Meat Processing, Culinary Arts C

University Preparation & Student Development

- ABE Certificates and Diploma
- › Intermediate Certificate (Gr. 10 Equivalency) C & D
- › Advanced Certificate (Gr. 11 Equivalency) C & D
- › BC Adult Graduation Diploma C & D
- University Preparation Courses C & D
- › Grade 10 equivalency (040) English, Math, Computers, Science
- › Grade 11 equivalency (050) Biology, Chemistry, Computers, English, Math, Physics, Sciences
- › Grade 12 equivalency (060) Biology, Business, Chemistry, Computing, English, Math, Physics, Social Sciences

- › Education & Skills Training Certificate C
- › ESL: English as a Second Language Certificates C
 - Community ESL
 - University Prep ESL
 - ESL with Introduction to: Fine Arts, Accounting, Business, Economics, Computing Science
- › COPE: Career Orientation and Personal Empowerment for Women C
- › MECA: Men’s Educational and Career Alternatives C
- › First Steps Education Program (for young mothers) C

TRU Programs

C = Campus D = Distance

General Biology; Conservation Biology (v); Plant Biology (v); Microbiology (v); Biochemistry (v); Chemistry; Environmental Chemistry; Computing Science; Mathematics; Mathematical Sciences; Statistics (v); Physics; Geology (v)

Bachelor of Science – Open Learning, General Program C & D

Bachelor of Science – Open Learning, Majors Program C & D
Majors: Biology/Life Science

Bachelor of Social Work (B.S.W.) C
Options: Child Welfare Specialization

Bachelor of Technology in Applied Computing Science (BTACS) with Co-op Education C & D
Options: Minor in Management

Bachelor of Technology (Computing) C & D

Bachelor of Technology (Technology Management) C & D

Bachelor of Tourism Management (B.T.M.) C
Majors & Minors: Adventure Tourism; Entrepreneurship; Management/General; Adventure Tourism International Development (minor)

Associate Degrees

- > Associate of Arts (A.A.) C & D
- > Associate of Commerce & Business Administration
- > Associate of Science (A.Sc) C & D
- > Associate of Science: Pre-Chiropractic C
- > Associate of Science: Pre-Dentistry C
- > Associate of Science: Pre-Medicine C
- > Associate of Science: Pre-Naturopathic Medicine C
- > Associate of Science: Pre-Optometry C
- > Associate of Science: Pre-Veterinary Medicine C
- > Associate of Tourism Management C

Diplomas and Certificates within university degree programs

- > Advanced Certificate* in Liberal Arts C & D
- > Advanced Certificate* in Management C & D
- > Advanced Diploma* in Management C & D
(Advanced Certificates and Diplomas require at least two years (60 credits) of study for admission)*
- > Aboriginal Studies Certificate C
- > Cultural & Social Explorations Certificate C
- > Literary & Art History Certificate C
- > Modern Languages Certificate C
- > Environmental Studies Certificate C

Diplomas

- > Accounting Technician Diploma C
- > Animal Health Technology Diploma C
- > Animal Health Technology Distance Program D
- > Adventure Diploma C
- > Canadian Mountain & Ski Guide Diploma C
- > CAST: Computer Automated Systems Technician C
- > Child & Youth Care Diploma C
- > CSOM: Computer Systems: Operations & Management C
- > CTEC: Computer Systems Technician C
- > CMT: Computerized Manufacturing Technology C
- > DADD: Digital Art & Design C
- > Diploma in Business C & D
- > Diploma in General Studies C & D
- > Diploma in Management C
- > Diploma in Management Studies C & D
- > Executive Assistant Diploma C
- > EDDT: Engineering Design & Drafting Technology C
- > Early Childhood Education Diploma C
- Post-Diploma Specialization: Infant & Toddler Educator C
- Post-Diploma Specialization: Special Needs Educator C
- > Events & Conventions Management Diploma C
- > Horticulture and Management Diploma C
- > Information Technology & Management C & D

UCC was the second university college in Canada to be admitted to the prestigious Association of Universities and Colleges of Canada (AUCC), a formal mark of credibility which also serves to increase scholarly opportunities for faculty and students.

In May 2002, the next installment in the future of TRU began, with official word that the institution had now been given the right to develop Master's degree programs.

By September 2003, Masters degrees in Nursing and Social Work were being offered in partnership with UBC, and the first independent Master's degrees were being developed.

In the fall of 2003, strong community support for making UCC a full provincial university galvanized into the "Friends of UCC University Society" and eventually resulted in the next historic moment – the granting of full provincial university status. The announcement was made March 2004, and the name of the new university as announced in September 2004, following a lengthy public process.

On March 31, 2005 the 'Inaugural Convocation' of the new university officially marked the launch of TRU, with the installation of Chancellor Nancy Greene Raine, President and Vice-Chancellor Roger Barnsley, and the granting of the Coat of Arms by the Chief Herald of Canada, Robert Watt.

This was followed by the awarding of the first degrees, diplomas and certificates in the name of the new university, at the annual Convocation ceremonies on campuses in Kamloops, Williams Lake and Burnaby.



Board Of Governors

Members of the Thompson Rivers University (TRU) Board of Governors are appointed from the external community and elected from internal constituencies. Community board members are appointed by the Lieutenant Governor in Council of the Province of British Columbia. The Registrar conducts elections for faculty, support staff and student positions on the Board of Governors.

Currently, public meetings of the TRU Board of Governors are held every second month. The schedule of meeting dates, times, and location is posted on the website at: www.tru.ca/board. The agenda for the meeting is also available on the web approximately one week prior to the meeting.

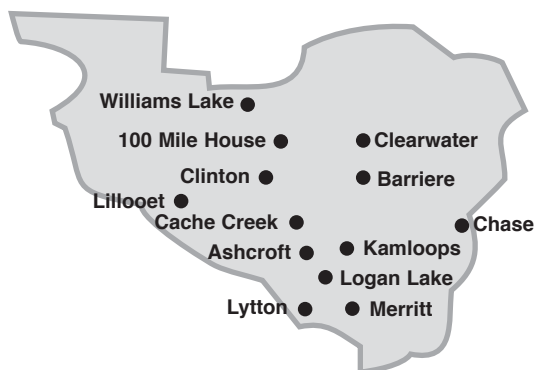
2006–2007 TRU Board of Governors

Nancy Greene Raine, Chancellor	Alex McLellan (Student)
Roger Barnsley, President & Vice-Chancellor	Kari Gertzen (Williams Lake)
Ron Olynyk, Chair (Kamloops)	Horst Holstein (Staff)
Todd Stone, Vice Chair (Kamloops)	Diane Jules (Chase)
Heather Robinson (Student)	Brenda Mathews (Faculty)
Brian Christianson (Kamloops)	Mona Murray (Kamloops)
Karl deBuijn (Kamloops)	Peter Poeschek (Faculty)
	Frank Quinn (Kamloops)

The TRU Region

DRIVING TIMES: Kamloops to...

Lillooet: 2 hours
Williams Lake: 3 hours
Clearwater: 1.5 hours
Barriere: 1 hour
Ashcroft: 1 hour
Chase: 45 minutes
Cache Creek: 1 hour
Merritt: 45 minutes
100 Mile House: 2 hours
Clinton: 75 minutes
Logan Lake: 40 minutes
Lytton: 2 hours



C = Campus D = Distance

UNDERGRADUATE UNIVERSITY DEGREE OPTIONS

Bachelor of Arts (B.A.) with Co-op Education	C	Bachelor of Education – Elementary (B.Ed.)	C
Majors & Minors: Anthropology (minor); Archeology and Geology (minor); Aboriginal Studies; Economics; Economics & Political Studies; English: Traditional Survey option; English: Contemporary Literature option ; English: Rhetoric & Professional Writing option; Geography; History; Mathematics; Management (minor); Philosophy; Political Studies (minor); Psychology; Sociology; Theatre Arts; Visual Arts (minor)		Bachelor of Education – Trades & Technology (B.Ed)	C & D
Concentrations: General B.A.- Canadian Studies (Thematic Option); Creative & Performing Arts (Concentration); Humanities (Concentration); Social Sciences (Concentration); General B.A. – Double Concentration option		Bachelor of Education – Physical Education (under development)	
Bachelor of Arts, General Studies	C & D	Engineering – 1st Year Transfer	C
Bachelor of Arts – Open Learning, General Program	C & D	Forestry – 1st Year Transfer	C
Bachelor of Arts – Open Learning, Major Program	C & D	Bachelor of Fine Arts (B.F.A.)	C & D
Majors: English; History; Psychology; Sociology		Options: Gallery Studies	C
Bachelor of Business Administration (B.B.A.) with Co-op Education	C	Bachelor of General Studies (B.G.S.)	C & D
Majors & Minors: Accounting; Economics; Finance; Human Resources; Information Technology (d); International Business; Marketing; Public Relations (minor)		Bachelor of Health Sciences (B.H.Sc.)	C & D
Bachelor of Business in Real Estate	D	Bachelor of Health Sciences (Physiotherapy) (B.H.Sc.)	D
Bachelor of Commerce (B. Com)	C & D	Bachelor of Health Sciences (Psychiatric Nursing) (B.H.Sc.)	D
Concentrations: Accounting; Information Systems Management; General Management; Human Resources Management; Leadership; Marketing; Public Sector Management; Technology Management		Information Technology: Double Degree with Co-op Education	C & D
Bachelor of Design	C & D	Bachelor of Business Administration (B.B.A.) and Bachelor of Technology in Applied Computing Science (BTACS)	
		Bachelor of Journalism (B.Jour.)	C
		Majors: Public Relations	
		Bachelor of Music (Performance)	D
		Bachelor of Science in Nursing (B.S.N.)	C
		Bachelor of Natural Resource Science (B.N.R.S.) with Co-op Education	C
		Bachelor of Science (B.Sc.) with Co-op Education	C
		General Science program	
		Majors & Minors: Animal Biology; Cellular, Molecular and Microbial Biology; Chemical Biology; Ecology & Environmental Biology;	

TRU Programs

C = Campus D = Distance

GRADUATE LEVEL PROGRAM OPTIONS

Masters Degrees

MBA: Masters of Business Administration	C
Masters of Education (M.Ed.)	C
Master of Music (Performance and Pedagogy)	D

Post-Baccalaureate Certificates and Diplomas

Post-Baccalaureate Certificate in Liberal Arts	C & D
Post-Baccalaureate Certificate in Business Administration	C & D
Post-Baccalaureate Diploma in Journalism	C
Post-Baccalaureate Diploma in Accounting	C
Post-Baccalaureate Diploma in Finance	C
Post-Baccalaureate Diploma in Human Resource Management	C
Post-Baccalaureate Diploma in Marketing	C
Post-Baccalaureate Diploma in Business Administration	D
Post-Baccalaureate Diploma in Business Administration, with Specialization in Accounting	D
Specialization in Finance	D
Specialization in Leadership	D
Specialization in Strategic Management	D
Specialization in Human Resources and Organizational Behaviour	D

Graduate credentials in Education and Social Work

Certificate in Special Education	C
Diploma in Special Education	C
Certificate in Child & Youth Mental Health	D

Graduate credentials for Health Care Professionals

Anaesthesia Assistant Certificate	D
Cardiovascular Perfusion Certificate	D
Mental Health Specialty Program	D
Primary Care/Clinical Nursing Specialty	D
Community Home Care Nursing	D
Asthma Educators Certificate	D
COPD Educators Certificate	D
Polysomnography Certificate	D

Introduction

Location

TRU is now a provincial university, but as part of its mandate continues to provide regional service to an area of 100,000 square kilometers in BC's interior, roughly defined by the boundaries of the four school districts: Merritt; Kamloops/North Thompson; Gold Country; and Cariboo Chilcotin. The main TRU campus and administrative centre is in Kamloops, on the 125 hectare site on the south slope of Kamloops overlooking the junction of the North and South Thompson rivers.

A second campus serves several hundred students in Williams Lake, and TRU Training and Education Centres are located in 100 Mile House, Ashcroft, Lillooet, and Clearwater. A network of community coordinators across the region operates these Centres, and smaller storefront offices in Barriere.

Campus Development

The College opened for business in Kamloops in 1970, but the first year of operations was at the Kamloops Indian Residential School, while the 'Main' building and Cafeteria were completed. The College officially moved to its present location in 1971, the same year it offered the first courses in Williams Lake.

Four years later, the Library was added to the main Kamloops campus, 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, including the Campus Activity Centre, the second phase of the Arts and Education building, the Aquatic Centre and Hillside Stadium facilities, were all built and opened in time for the 1993 Canada Summer Games, which turned the TRU campus into the village and major venue site. The new Trades and Technology building opened in 1997, and the major renovation of Old Main – which created Student Street – was completed in 1999.

In September 2002, the new Animal Health Technology Centre officially opened, along with a major expansion to the Campus Activity Centre, and the 11-million dollar International Building and classroom complex opened in January 2005. In August 2006 the new warehouse opened. The TRU Residence and Conference Centre opened in 2007.

Program Offerings

TRU is the most comprehensive and flexible university in Canada today, in terms of the breadth of programs offered with the options of laddering and studying by distance. As a primarily undergraduate university, TRU now offers almost 200 different program options, including 73 bachelors degree options, 27 graduate level options, and almost 80 certificate and diploma programs. A number of new degree programs are in various stages of development at both the undergraduate and graduate levels, along with several new diplomas that will further link together programs across the complete range of options, from certificate to undergraduate degree and post-graduate studies.

Introduction

Students

TRU is now the fourth largest university in B.C., and with the addition of some 15,000 students who take courses through distance and on-line learning, TRU can boast an annual student population of almost 25,000. On campus, there are over 9,000 students in Kamloops and upwards of 400 in Williams Lake each year. This includes one of the largest aboriginal student populations in the province, estimated at 700 +, and an international student population of over 1000 students from 65 different countries around the world. Roughly two-thirds of students in campus are enrolled in degree programs.

Information

Approximately 63% of the operating fund revenue comes from government grants. The funding for F.T.E.'s (full-time equivalent) is now provided as a 'block grant' from the Ministry of Advanced Education and is expected to cover all instructional and support costs. The 2003–2004 Operating Budget, which totals over \$70 million, includes some \$45 million in government funding.

The balance of the operating fund revenue comes from tuition fees (18%), other revenue (2%), and CS and TRU World activities (17%). Typically, other revenue includes interest income and miscellaneous fees. CS and International services include instructional programming, instructional contracts for private/public sector employers, and international students attending at TRU or receiving training in their own country.

Faculty and staff are TRU's greatest single resource, and thus represent about 81% of the budget. Non-salary expenditures, which represent approximately 19% of the overall operating budget, includes such items as supplies, maintenance, library books, janitorial contracts, utilities, telephone, postage, snow removal, etc.



Unions

Faculty Association

374.3040

Thompson Rivers University Faculty Association (TRUFA) is the exclusive bargaining association for all full-time instructors and part-time credit instructors, laboratory faculty, counsellors, audio-visual coordinator, clinical placement coordinators, cooperative education coordinators, job placement liaison coordinators, BSW field education coordinators, librarians and assistant librarians.

New faculty members covered by the certification shall become members of TRUFA on the first day of the calendar month following commencement of their employment and shall maintain membership in good standing in the TRUFA as a condition of continuing employment.

CUPE – Local 900

374.7520/374.0042

The Canadian Union of Public Employees, Local 900 represents the support staff at TRU. Union members are encouraged to read their Collective Agreement and to contact their union representatives at the CUPE Unit office on Campus at 374.7520 (internally dial 5066) or the CUPE Local 900 office at 374.0042 for more information.

British Columbia Open University Faculty Association (BCOUFA)

The British Columbia Open University Faculty Association is the exclusive bargaining association for all tutors within the OL Division. All new employee's must become members as a condition of employment.

Association Contacts:

June Williams, President: jwilliams@tru.ca, Phone: 250.852.6989

Rocky Mirza, Chief Steward: rmirza@tru.ca, Phone: 250.852.6954

Emergency Medical Procedures

For a medical emergency during regular day classes, please contact the switchboard – Dial 1111 or OH&S at local 5139.

For a medical emergency during evening classes, or on weekends, contact security – Dial 5033, or call their cellular phone at 828.5033.

The switchboard is always aware of the first aid attendant on duty and will locate them promptly. OH&S or security should always be called in the event of an accident or illness.

A detailed, written Emergency Procedure is available from Health Services, or the Occupational Health & Safety Office. You are encouraged to pick up a copy of this information.

Key Information

Recreation Facilities, continued

a weekly basis. Other facilities on campus also available during Athletics and Recreation programming or for a City of Kamloops user fee include the city operated Hillside Stadium Fields and Track; the Hillside Sports Complex and the Canada Games Aquatic Centre.

Room Bookings

5032

Planning for a function? You'll need an internal or external room booking form from your Divisional Secretary. State all you 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 all the booking of all general classroom and computer lab spaces, and use of the Theatre. Facilities in the Campus Activity Centre or major events requiring multiple rooms, are booked and coordinated through the Campus Activity Centre (5005).

Students' Union (TRUSU)

5289

Every student registered in a for credit course is a member of the Thompson Rivers University Students' Union. The Union provides services, entertainment, and advocacy to the student body. All students are encouraged to become involved with the Union. For more information on the Union and its services please stop by our office located in the Independent Centre.

Association of Professional Administrators

828.5210

The TRU Board has recognized Thompson Rivers University Association of Professional Administrators (APA) as the organization representing the collective views and interests of administrative staff who are not members of CUPE or UCCFA.

For further information, contact a member of the APA executive committee: President, Ken Olynyk; Vice President, Theresa Spitzer; Regional Representative Debbie Demare (Williams Lake campus).

Centres & Community Coordinators

Williams Lake Campus

392.8000

While in the community in 1971, the first true Williams Lake Campus was established in 1986, only to be closed a decade later after shifting ground ruined the facility. TRU Williams Lake offers a wide range of services and programs to meet the needs of the community. These include an academic advisor, counselor, and First Nations student adviser, and 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 Continuing Studies. Since 1995, Williams Lake has been linked by fibre optic cable to TRU offices in 100 Mile House and Kamloops. This enables the University to deliver courses over an interactive television (ITV) network.

Community Coordinators

Through a network of community coordinators in these communities, TRU is able to reach all corners of the region. The coordinators work with the instructional divisions on campus to develop and deliver a wide range of courses to their local communities.

Cariboo Management Centre

372.2801

Cariboo Management 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.

Training & Education Centres

100 Mile House 395.3115 (4001)

Clearwater 674.3255 (4008)

Ashcroft 453.9243 (4010)

Lillooet 256.4296 (4007)

Barriere 672.9875 (4003)

Calendar Of Events

Weekly “Calendar of Events” is compiled and distributed by campus email by the Marketing and Communications Office, which also makes information on events available to the local news media on a weekly basis. Help keep everyone better informed by telling the PR office about any and all upcoming events and activities on campus (also see Marketing and Communications); (email: events).

Convocation

Comprehensive university wide Convocation ceremonies are held over two days in June each year. The first 35 graduates of university degrees were recognized at these ceremonies in June 1991. Over 1,500 graduates of Certificate, Diploma and Degree programs are celebrated at Convocation every year, recognizing the comprehensive mandate at TRU. In 2006, the first-ever Fall Convocation ceremony was held.

Degree hoods were introduced at the 1996 Convocation when they were worn by graduates of the very first “made at UCC” degree, the Bachelor of Natural Resource Science. The V-stole featuring UCC colors is worn by all Certificate and Diploma program graduates. It was first introduced at the 1996 Convocation ceremony in celebration of UCC’s 25th anniversary.

Cultural Events

The Cultural Events Committee sponsors noon-hour concerts by professional touring performers. The one-hour shows, usually 12:30–1:30 on Thursdays, are free to students, employees, and the general public. The committee’s goal is to broaden the experience of those attending TRU, and to enrich the campus for all.

Kamloops Film Society

The Kamloops Film Society brings to the community an excellent cross-section of first run alternative films. There are regular showings from September through May at the Paramount Theatre. Admission tickets are available at the door or can be purchased in advanced from MOVIE MART on Seymour Street. Watch for upcoming films advertised in the Kamloops Daily News. Posters are distributed around campus and throughout the community as well.

In-Service Day

A campus wide In-Service Day is held once a year, usually in February during Semester Break week. While the day is generally a planning day, each division or department determines their own agenda for in-service. The Office of the President also hosts at least one campus-wide social event during the year, usually as part of an update presentation from the President, or the annual Awards and Recognition event.

Welcome Back BBQ

The ‘Welcome Back BBQ’ for students and staff is held on the first Friday of classes in September, as the wind-up to Orientation Week activities. The day-long event features free burgers and soft drinks, live music and lots of fun! Most campus service departments and student clubs are also present to provide information to students and staff.

Key Information

TRU Foundation

5264

The Foundation raises and manages funds to provide scholarships, bursaries and special needs funding to TRU students. A \$7.6 million endowment has been established and over \$19 million has been raised for TRU and its students.

Foundation staff complement the work of the Foundation’s Board of Directors and a Society made up of 75 members with representatives from Alumni, TRU executive, students and faculty.

TRU employees can contribute to the Foundation and benefit students in many ways; annual internal campaigns, creating faculty awards or Club Ed Lottery where employees sign up to contribute \$5 every two weeks through payroll deduction. Fifty per cent of the proceeds from Club Ed are paid out monthly to two lucky winners and the other half funds bursaries for students. Call the Foundation Office (5264) to find out more about these programs.

Health Services – TRU Clinic

5126

The TRU Clinic, located in Old Main – Lower Level (Room OM1461) is open Monday to Friday, from 8:30am–4:30pm, – available to registered TRU students and staff.

In case of an emergency, 24 hours per day, assistance can be reached by calling Local

1111 on campus. First Aid services, and treating victims of accidents is part of the Health Services office role. The office is also available to provide advice on any medical problem. All matters are strictly confidential.

If you have a chronic medical condition or injury such as diabetes, epilepsy, heart disease etc. please contact the office.

All personal accidents which occur while you are on campus or on a practicum, must be reported initially to Health Services or Security as soon as possible, or within 24 hours. The Occupational Health & Safety department will then follow up. Information on Worker’s Compensation coverage and medical insurance are also available from Health Services.

Recreation Facilities

The Gymnasium includes the gym floor on the first level and weight training equipment, stair masters and exercise bikes on the lower level. The gym also has one squash and one racquetball court upstairs, and a concession window inside the main entrance. There are a limited number of lockers available in the change rooms, and a lock and towel service can be purchased for \$5 a semester at the gym equipment room. You must use the gym locks provided with the fee. There are also several outdoor jogging trails around campus. The Hours of Operation for the Gymnasium and lower weight room is currently 7:30am–5:30pm Monday through Friday. For the months of May through August the gym is open 8am–5pm unless otherwise posted. All weekend times are as posted during the year. Gym times are available on the Athletics and Recreation website tru.ca/athletic/gym.htm on a weekly basis.

> continued

Key Information

TRU World

5191

Based on provincial policy guidelines, TRU World Education is committed to enhancing academic, cultural and economic links with the global community. Given British Columbia's geographic position, international educational activities were concentrated on the countries of the Pacific Rim for many years.

More recently, TRU World has expanded to Mexico, Central and South America, Europe, Scandinavia and India. TRU World activities support the TRU goal of serving the needs of the region in many ways, including providing extra revenues that open more seats for local students, providing student and faculty exchanges, and promoting investment in our regional economy.

International students are provided with language training, academic preparation courses, and academic courses. In addition, TRU participates in international education projects in other countries, works with private schools overseas to accredit courses offered in those institutions, delivers TRU programs in other countries, and offers summer ESL programs of 3 to 8 weeks to groups from Japan, China and elsewhere.

TRU Office of Advancement

6033

The new Office of Advancement brings together the Marketing & Communications Office with the Alumni Association and the TRU Foundation to increase opportunities to advance the university's profile nationally by maximizing resources and creating synergies.

Marketing, Communications, Recruitment & Creative Services

The Marketing, Communications, Recruitment & Creative Services department handles institutional media relations, the design and development of recruitment publications; marketing communications and design standards for the website, the placement of recruitment advertising; the planning and executing of numerous liaison activities, on and off the campus; publishing of the internal newsletter; and supports many other internal departments with services that range from strategic communications planning to graphic design and marketing advice.

Members of the TRU community wishing to distribute information through the media do so by working with the Marketing and Communications Office. Call 5006 for more information on the various ways that Marketing and Communications can assist and support marketing and communications planning and objectives of departments across campus.

Alumni Association

5498

The Alumni Association maintains a network of graduates from TRU. Through special events, programs, The Network magazine and an online newsletter the Alumni Office works with its board of directors to keep alumni current with the developments and affairs at TRU.

TRU Policies

Clean Air (Smoking)

TRU 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

5300

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.

Harassment Prevention Program

371.5800

Thompson Rivers University (TRU) is committed to providing a learning and working environment which respects the dignity, diversity and fair treatment of all members of the TRU Community (students and employees) and which ensures freedom from discrimination and harassment. Discrimination or harassment of any kind violate fundamental rights and human dignity. The policy addresses discrimination and harassment which may occur on TRU property or during TRU approved activities in the community.

An Advisor to the policy will handle all complaints of harassment in the strictest confidence. For more information about TRU's Harassment Prevention Policy and Education Program, please contact the Senior Harassment Advisor.

An Harassment Prevention Committee is composed of diverse representation from the TRU Community. Please contact 5800 for information about the role and mandate of this committee.

Occupational Health & Safety

5139 > TRU Policy Number HRA-5-0

Thompson Rivers University 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

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.

All members of the TRU community who perform supervisory duties will ensure that staff and students are adequately trained at time of hire, or commencement of classes, to perform tasks in a safe and efficient manner, and will enforce the observation of safe practices and regulations at all times. Supervisors include, but are not limited to, the President, vice-presidents, managers, directors, chairs, deans, and instructors, for the purpose of this policy.

> continued

TRU Policies

Occupational Health & Safety, continued

Every member of the TRU community is obliged to follow prescribed procedures, report unsafe conditions, report all incidents or near misses immediately to First Aid or Occupational Health & Safety, and willingly participate in creating and maintaining an accident and disease-free environment.

All supervisors are required to attend the Occupational Health & Safety training session on manager and supervisor program responsibilities.

Should you experience an injury, you are reminded to:

- › for minor injuries, seek immediate first aid by dialing 1111.
- › for serious injuries, seek immediate medical attention by dialing 911.
- › inform your Supervisor at your earliest opportunity, providing details of the incident.
- › report the incident/accident to Occupational Health and Safety at 5139.

Students on unpaid approved practicums or apprenticeships are required to:

- › be assessed for risks and hazards by their Supervisor.
- › be under the direction of a competent person during their practicum.
- › seek immediate first aid in the event of a minor injury.
- › seek immediate medical attention in the event of a serious injury by dialing 911.
- › report the incident to the supervising faculty and occupational health and safety at 250.828.5139.

Note: The supervising faculty must complete and submit Form 7 within 24 hours of notification (fax: 250.371.5966).

Each new employee is required to be assessed, by their Supervisor, for training requirements, such as: Workplace Hazardous Materials Information System, Prevention of Violence in the Workplace and Ergonomics.

Familiarize yourself with the evacuation and emergency procedures located in the TRU Telephone Directory or on bulletin boards throughout the campus. Identify the emergency assembly area and the Fire Warden for your workplace. Follow your evacuation route to familiarize yourself with it.

Identify your Joint Occupational Health and Safety Committee members for your workplace and locate the monthly JOHSC minutes – posted on the web at: www.tru.ca/hsafety/policy/committee.html

Supervisors to whom incidents/accidents are reported must complete the Hazard and Incident Report Form and forward to rpapp@tru.ca.

Forms are available from the following locations:

- A) Health and Safety Bulletin Board located outside OM1479
- B) Health and Safety website www.tru.ca/hsafety/forms/otherforms.html
- C) P:\OH&S\Forms

Visit our website at www.tru.ca/hsafety – Any questions? Drop by for a chat!

Key Information

Daycare

828.5160

The Cariboo Child Care Centre is operated by an independent non-profit society, (Cariboo Child Care Society) and is open from 7:30am–5:30pm, Monday through Friday. There are two Day Care Centres located on the western edge of the campus, offering care for children, from infants aged 8 weeks to after school care for children up to 12 years of age. Priority for space is given to TRU students, then faculty/staff and community. For further information refer to tru.ca/daycare.

University Council

The University Council has a legislated set of responsibilities for directing the affairs of the university and setting policies in accordance with The Thompson Rivers University Act. The University Council has:

1. Advisory responsibilities on the development of educational policies for the matters designated under the Act;
2. The power and duty to set policies, criteria and curriculum for the matters designated under the Act;

The University Council with share authority with the Board of Governors on such areas as the development of new courses and programs and will advise the Board on a wide variety of policies at TRU.

The Registrar conducts elections for faculty, support staff, and student positions on the University Council.

University Council meetings are public meetings and anyone is welcome to attend. The meetings are held monthly. The official schedule of meeting dates, times, and location is posted on the website at: www.tru.ca/universitycouncil/index.html. The agenda for the meeting is also available on the web approximately one week prior to the meeting.

Electronic Repairs

5330

The Purchasing Office should be contacted for office equipment repairs (fax machines etc) and all Photocopiers are administered through the Print Ship. Other electronic equipment, including computers, printers and peripherals are repaired by the Technical Services Department. For repairs contact the Computer Help Desk at 5320.

Employee Assistance Program – Ceridian

5126

All TRU ongoing full-time staff and their families have access to the Employee Assistance Program. Through Ceridian, employees can seek help for personal difficulties that might include drug or alcohol problems, family or relationship distress, legal concerns or financial worries. The toll free number to arrange an appointment is 1.877.207.8833.

Key Information

Computer Access from Home

A limited number of modems are available to allow staff and students to dial into the main computer from outside TRU. The numbers 374.9950 and 372.9385 in Kamloops and 392.6092 in Williams Lake are available to everyone 24 hours a day. You will need to type in your Novell username and password (the same one you use to login to Novell on your PC and authenticate to the campus wireless network). Contact the IT Service Desk at 828.5320 if you require the set up of a username and password.

Counselling Workshops

5023

TRU Counselling Services offers a range of FREE workshops throughout the year to assist students. Topics include career planning, stress management and assertiveness training, study skills, communication skills, and test anxiety. Counselling also offers a Career Development workshop for students and prospective students.

Courier

5383

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

Co-operative Education

828.5276

Co-operative Education combines academic studies with **paid** work integrated learning. Co-op students work locally, provincial, nationally and internationally and can expect to earn competitive wages with Government agencies, large corporations and small business. Co-op Coordinators instruct career seminars, create and monitor the partnerships between students, TRU, and employers.

TRU offers Co-op options in the following programs

- › Bachelor of Arts (B.A.) Humanities, English and Modern Languages and Geography
- › Bachelor of Science (BSc) Majors in Biology, Chemistry, Physics and Computer Science
- › Bachelor of Natural Resource Science (BNRS)
- › Bachelor of Business Administration (BBA)
- › Bachelor of Tourism Management (BTM)
- › Bachelor of Technology in Applied Computing Science (BTACS)
- › Computer Systems: Operations and Management (CSOM) Diploma
- › Computer Automated Systems Technician (CAST) Diploma
- › Computer Systems Technician (CTEC) Diploma
- › Telecommunications Technician (TCOM) Diploma

The Co-op and Career Education Department (Career Services) is located at the East end of Student Street, OM1712, is also home to the Student Employment Centre, providing a synergy and efficiency between these two employment-focused operations on campus.

TRU Policies

Logos and TRU Identity

Any use of the TRU logo and identity must adhere to the Graphic Standards of TRU. Their use on any official document or publication must be reviewed by the Marketing & Communications Department for approval. Please contact the Department at 5006 for more information of the TRU logo, its use and correct procedures on Advertising and Publications.

Policy Manual

Policies exist to clarify the University's direction and governance; and regulations in the administration of various policies. The complete Policy Manual is available on the TRU Website at: www.tru.ca/policy/index.html. For the procedure of policy approval, refer to the policy titled "Policy Development and Approval".

Publications

Any publication using the logo or identity of TRU must conform to the graphic standards of TRU, and a draft copy should be approved by the Marketing and Communications department prior to printing. Any questions about the development of brochures, posters, flyers or other printed materials should be directed to the Marketing and Communications Department well in advance of any plans to publish.

In order to maintain a professional image of quality and consistency, the development of advertising, publications or promotional materials for recruitment without approval is not permitted. (See Advertising; Logo; Marketing and Communications)

Service Departments

Financial Aid and Awards

5024

The Financial Aid & Awards office is located on Student Street in the Old Main Building, opposite the Campus Cashier. The TRU Lost & Found Office, Evening Reception and the General Inquiries desk form part of the office. The Evening Receptionist, who works mid-August through mid-May from 4pm–8pm can assist with room booking inquiries and has immediate access to Security.

In addition to administering a comprehensive program of government, institutional and donor funding, the Financial Aid & Awards Office produces a listing of all its awards and services, available on the TRU Website (see www.tru.ca/finaid).

A computer is available in Financial Aid & Awards reception for students to apply for student loans online, and staff can assist with the application process on request. The office also administers student emergency loan funding. It is advisable to refer any students who are experiencing financial difficulty, since advisors are in a position to determine if the situation is an emergency, also what funds have already been received and expended. A condition of emergency funding is that applicants be attending regularly and performing at a satisfactory level. Instructors will be contacted for this information. Students can generally be seen very quickly in emergency situations.

Service Departments

Financial Services Division

The Finance Services Division at Thompson Rivers University is a service-oriented operation providing services in the following areas:

- › Accounting
- › Accounts Payable
- › Budget Planning and Control
- › Business Analysis (Contract, Ancillary Services)
- › Treasury Management
- › Contracts
- › External Reporting
- › Goods and Services Tax
- › Internal Audit
- › Management Information Reporting and Analysis
- › Payroll
- › Purchasing Card
- › Research Grants
- › Travel
- › Tuition – Reimbursement
- › T2202A Tax Receipts
- › Waivers

The fiscal year for TRU runs from April 1 to March 31, with a regular cycle of budgeting reviews and reporting of management information.

The division's primary focus is to maintain an accurate, timely, and credible management information system to enable you to effectively manage and to make sound decisions. To achieve this objective, we provide a variety of manager orientation and support. If you would like to schedule a session to discuss a specific issue for your staff, or would simply like us to provide a general orientation, please contact the Director's Administrative Assistant at 371.5604.

Human Resources

5466

The Human Resources Division is responsible for contract negotiations and interpretation, labour relations, employee recruitment, training and development, salary administration, employee pension and benefits; job evaluation, leave administration and tracking (sick/vacation) and Occupational Health & Safety and Harassment Prevention.

Employees are encouraged to familiarize themselves with the provisions of the appropriate Collective Agreement(s) (CUPE, TRUFA, BCOUFA), the Association of Professional Administrators (APA) document, employment contract and pension and benefits information booklets. Employees are encouraged to review the Occupational Health & Safety policies, and review all Emergency Procedures for their work areas.

For further information, please call the Human Resources Division and one of our staff would be pleased to give you assistance.

Marketing & Communications, and Student Recruitment

5006

The Marketing and Communications Office is part of the Office of University Advancement. Representing the institution as a whole, the institution is responsible for several areas, including; media relations; community relations, institutional marketing, › continued

Key Information

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 Provost & Vice-President, Academic. 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 Kathy Mitchell for more information. (5317)

Mail Service

The mail room is located in the new warehouse. All internal and external mail for TRU is processed here. Pickup and delivery of mail is done twice a day (am/pm) by our mailperson. The TRU central fax machine (828.5086) is located in the mail room.

Inside TRU

Inside TRU is the internal newsletter, published quarterly by the Marketing and Communications Department. The deadline for submission of information varies, but stories, ideas and news of all kinds are accepted at any time. (email: dskoglund).

Bank Machine

The machines are located in Old Main on Student Street and on the 1st floor of the International Building – 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. All new full-time and ongoing employees must report to Human Resources their first day of employment to ensure benefit coverage is in place.

TRU Bookstore

5141

In addition to books and stationery, *bookies* – the TRU Bookstore – located in the Campus Activity Centre, carries merchandise including computer hardware, software, and accessories, student price cards, calculators, art supplies, newspapers, magazines, stamps, greeting cards and a large line of TRU imprinted clothing, backpacks and giftware.

They also do special orders for books as well as for TRU clothing and giftware. Students can purchase their books on-line at www.bookies.tru.ca.

Cashier

The Cashier's Office for student tuition and other related fees, is located on Student Street in Old Main, across the hall from Counselling and Financial Aid & Awards.

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).

Key Information

Computing Help Desk

5320

The Computing Help Desk handles all staff problems and requests for assistance related to computers, peripherals and networking. To reach the Help Desk, faculty and staff can call 5320 or email to username 'HELPDESK'.

Audio Visual Equipment

5070

Pick-up and drop off of audio visual equipment is from the Media Services A/V Office, located in Old Main – Student Street, OM 1462 North wing. Equipment is available between 8am and 4pm. Or evening pickup is available with special arrangements. Equipment must be booked at least 48 hours in advance to ensure that the equipment will be available. Bookings can be made by: 1) calling local 5070 or 828.5070; 2) sending email to username "bookings".

Computer Labs

The Scheduling Clerk handles most lab bookings at 5032. Staff in the Computer Lab Support Area, provide assistance and problem resolution to faculty and staff using the labs.

Keys

To obtain a key to your office, your office building, you will require a Key Request Form, signed by your Dean/Director. Key Request Forms are available from the Divisional Secretary in your respective Department/Division. Once your form is approved, take it to Facilities Services in the Stores Building to obtain your keys.

Parking

1. All staff passes (both annual and temporary) are available at Facilities. All annual staff permits are available at Facilities and one month permits (\$50.00) and semester permits (\$150.00) are available at Bookies. In other words, all staff must display both a staff pass and a permit in order to park at TRU.
2. Violations are as follows: first violation warning, second violation \$25.00, third violation (if second violation is not paid) tow. Tows cost approximately \$90.00. All unpaid fines may be referred to a collection agency, all further violations will result in a tow.
3. Cost of permits: annual permit \$300.00 per year (payroll deduction as long as an employee receives a pay cheque in each pay period within the next 12 months), semester permit \$150 (for four months), monthly permit \$50.00 per month, or \$3.00 per day (from ticket dispensers). \$2.00 per day parking will still be available in Lot N.

Institutional Research and Program Review

6287

The primary objective of the Office of Institutional Research and Planning is to assist the decision-makers at TRU in carrying out the mission and achieving the vision of the Institution as a whole, through providing information, research and analytical support that enables TRU to take an informed and proactive stance on post-secondary issues and key decision areas. We are located in the General Office Complex building in rooms 117, 118, 119, and 123.

Service Departments

Marketing & Communications, and Student Recruitment, continued

domestic recruitment and high school liaison for on campus programs; advertising; creative services including publication design and production, design standards and overseeing the use of institutional identity.

The department handles the design and development of all major student recruitment publications; marketing communications and design standards for the website, the purchase and placement of student recruitment advertising; the planning and executing of numerous liaison activities, on and off the campus; publishing of the internal newsletter; and supports many other internal departments with services that range from strategic communications planning to graphic design and marketing advice.

Members of the TRU community wishing to distribute information through the media do so by working with the Marketing and Communications Office.

Call 5006 for more information on the various ways that Marketing and Communications can assist and support marketing and communications planning and objectives of departments across campus.

University Library

www.tru.ca/library

Frequently called numbers:

Information and Assistance (Reference) Desk

> Kamloops Campus	250.828.5306
> Williams Lake Campus	250.392.8030

Checkout (Circulation) Desk

> Kamloops Campus	250.828.5473
> Williams Lake Campus	250.392.8030

Office (Kamloops)

> Department Secretary	250.828.5300
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The TRU Library supports the teaching and learning of students, staff, and faculty on all campuses (Kamloops & Williams Lake). The Library's collection includes over 200,000 volumes, thousands of videos, government publications, maps, over 60 article databases, and more than 14,000 periodicals. The librarians teach library instruction classes which teach library users information literacy and critical thinking skills, effective research strategies, evaluating information sources through a graduated curriculum that caters to each academic level. Professional library staff are available whenever the Library is open to provide assistance to staff and faculty in all aspects of library research. Items not available locally can, in most cases, be obtained through the interlibrary loan network. All TRU staff and faculty are entitled to library privileges. Staff and faculty must present their Campus ID card every time materials are borrowed from the library.

For a complete list of services for Faculty and Staff, please see our "Library Services for TRU Faculty & Staff" webpage at: www.tru.ca/library/faculty.html. Faculty and staff are invited to contact the Director or librarians for details about library services and resources.

Service Departments

Culinary Arts Program

The Culinary Arts Training Cafeteria (5355) and Accolades Dining Room (5354) are located in the white Culinary Arts Training Centre, and operate as an extension of the Professional Cook Training program. Breakfast is available between 8am–10am, and great lunches are available from 11:30am–1pm, Monday through Friday from September through May. Baked goods are also available daily from the Cafeteria. On selected days during the year, the cafeteria is closed to allow students to meet other instructional and training priorities, and the Culinary Arts Training Centre facilities are closed during the summer. Accolades is operated as a public facility, with evening service from 6:30pm, Tuesdays through Fridays. At certain times of the year, reservations are strongly recommended (call 5354).

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 (CAC) opened in January 1993 and is the focal point for student activities and services. Designed to meet the daily needs of the TRU campus population, the Activity Centre provides the following services:

- › Terrace Cafeteria (275 seats) designed for fast service with a variety of food and beverages
- › Banquet and Conference facilities, 3 meeting rooms
- › Automatic banking services
- › “bookies” Bookstore
- › CAC Administration and Special Event Services
- › Catering services
- › Games room
- › Grand Hall
- › Heroes Pub with dining services, dance floor and big screen TV
- › Public space and seating
- › Rooftop patio
- › TRU Residence

Central Stores

5383

The receipt and delivery of all non-food items is done through Central Stores; any shipment from TRU is also done by our storemen.

Central Stores carries an inventory of paper products that can be ordered on an interdepartmental invoice (I.D.I.); a catalogue of items stocked is available On-line from Purchasing Website.

As of August 2006, Central Stores will be operating out of our new Warehouse, located off of the West Gate Road, behind the T & T Centre.

Facilities Services

5388

Facilities Services is responsible for minor renovations, maintenance and cleanliness of all TRU buildings, grounds and facilities; the provision of campus, security, traffic control and parking; office and building keys; and furniture support services. The Facilities Services office hours are from 7:30am–4:30pm weekdays. For requests please email the Facilities Help Desk at Facilities@tru.ca, the telephone number is 828.5388. Please visit our website at www.tru.ca/facilities/ for more detailed information.

Service Departments

TRU IT Service Desk

5320

The TRU IT Service Desk acts as a single-point of contact and facilitates the resolution of all IT related questions and problems. This includes: telephones, voicemail, computers, networking, peripherals, GroupWise, etc. Please contact the IT Service Desk for support related to Administrative Information Systems (AIS), such as: Colleague, JDE, Banner, PRR, the Parking Application, Cognos, Ad Astra, TRU Website, Portals, etc.

The IT Service Desk can be contacted at 250.828.5320, local 5320 or via GroupWise: ITServiceDesk@tru.ca.

Media Services

5484

Media Productions serve the areas of instructional design, media consultation, and audio visual production. They produce graphics, videos, and audio tapes for instructional purposes and marketing. In addition, they co-ordinate the booking and technical support for TRU's video conferencing systems. Media services production support is only available Monday thru Friday 8:30am–5pm. Special overtime productions can be arranged.

Payroll

5618

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

Print Services

5380

The Print Shop is located on the first floor of Old Main, south end (OM1206). Phone local 5380 or email “digipath@tru.ca”. Please contact us anytime for information and help with all your printing needs. Better yet, stop by and take a tour of our facility from 8am–4pm, Monday to Friday, 12 months a year. We are a fully connected digital color and black & white printing service. Email your jobs to us at digipath@tru.ca or check out our website at www.tru.ca/printshop and attach your jobs to our online form. Contact us for your full color and black & white overheads, course packs, handouts, scanning and archiving or any other printing needs.

Purchasing

5386

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