

# KING EDWARD TIMES

Vol. II - No. 3

August 22, 1975

## 1) TO THE STAFF

A note of appreciation to all the clerical staff for working under such trying conditions the past two months.

Please do not think that I am unaware of the strain of working with a minimum of staff due to vacations and illness.

In spite of the above minuses and many days when it has been unbearably hot, we have managed to do a pretty good job of work.

Thank you.

D. Moutter

## 2) ROOM SCHEDULE

We now have a classroom schedule for the coming Fall Semester. The master copy is located on the file cabinet behind the Record's Clerk desk in the Administration Office. Any changes in room scheduling will be recorded on the master copy.

R.S.

3) POSITION OPENING

Applications are invited for the position of Instructor to train students to become Interpreters of Sign Language of the Deaf.

Please see posting on Faculty Bulletin Board.

4) NEW FACE

Welcome to Mrs. Shirley Girvan, our new senior clerk in Student Services. I hope she will be happy with us.

D.M.

5) "CAREERS '75"

A word of thanks to the students who have been employed in various areas on the Campus for July and August.

Without exception, they have all proven themselves to be hard working, pleasant, and co-operative.

Our best wishes in their future endeavours.

D.M.

6) INFLATION IS STILL WITH US!

We are sorry to inform you that the coffee will be raised to 15¢ per cup starting September 2. Rising prices of coffee, cream and sugar have forced us to make this decision in order to break even.

M.G.

7) CHANGES IN STAFF DIRECTORY

Copies of changes in the Staff Directory are available in the Administration Office. Please see Mary Griffith, Assistant Office Manager.

M.G.

8) CONGRATULATIONS!

To Ron Fussell, our new Division Chairman for College Foundations. We wish you every success, Ron!

D.M.

9) BETTER HOUSEKEEPING

Please help us by cleaning the machine areas after using the Xerox and duplicating equipment.

M.G.

10) NEW ENVELOPES

We no longer have envelopes with return addresses. Our postal machine prints the return address automatically.

M.G.

11) TEN RINGS LATER!

Please; when phoning a local, hang up after four rings. The person obviously isn't there, and prolonged ringing is very annoying to everyone who has to listen.

M.G.

12) LIMERICK OF THE WEEK

There was an old man of Nantucket  
Who kept all his cash in a bucket;  
But his daughter, named Nan,  
Ran away with a man,  
And as for the bucket, Nantucket.

To be continued next week...