

Cashmere's files got

KING EDWARD TIMES

VOLUME II No. 66

December 10, 1976

1) COLLEGE COUNCIL MEETING

The next meeting of College Council will be held:

Date: Monday, December 13, 1976

Time: 7:00 p.m.

Place: King Edward Campus - Room 101

Provisional Budget will be put before Council for consideration at this meeting.

R.F.C.

2) REMINDER OF CHRISTMAS HOLIDAYS

All clerical staff will work the day shift on December 28, 29, 30 and 31. The office will close at 5:00 p.m.

The campus will be closed on December 24, 27 and January 3.

D.M.



WCC

"I am a wisewoman."

King Edward Campus

3) HAVING TROUBLE BALANCING THE BUDGET?



Possibly one of the following eight points might apply to you:

- (1) Circulate, don't duplicate. Unless the recipient must have his own personal copy, circulate the original.
- (2) Don't file it if someone else has a copy. How many copies of minutes, memos and reports do you have that would be available from the originator, if you ever needed them?
- (3) Houseclean. Establish an annual housecleaning day and have everyone thoroughly review files, desk drawers and storage cupboards. Look for out-of-date forms, reports that can be eliminated, files that are not required.
- (4) Review your forms. Is the form still used for the purpose intended? Should it be revised? Can it be combined with any other form? Is it obsolete?
- (5) Be brief. Keep your memos to a single page. If you are writing a report, summarize it on the first page. Your

readers will be grateful. If you are writing a reply, a note on the original memo may do.

- (6) Don't be a squirrel. Return surplus forms and equipment to a central storage. Those extra copies you have may just save someone else from re-ordering.
- (7) Examine retention dates. Do you really have to keep it that long?
- (8) Use the phone. Why write a memo at all if a telephone call will accomplish the same results? (Exception: long distance calls!)

D.M.

4) T.E.A.L. OCCASIONAL PAPERS

Anyone interested in purchasing a copy of the B.C. Association of T.E.A.L. Occasional Papers, please indicate your interest with a cheque for \$2.50 made out to B.C. Association of T.E.A.L. and give it to Maureen Sawkins or Lillian Soga (or put it in their mailbox.)

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MS/LS

5) COUNSELLING SERVICES

Because of an increased need for counselling services for on-campus students, a limited student services budget, and understaffing problems, the counselling department, on a pilot project basis, is changing its hours for seeing students and prospective students on a "drop in" basis, effective Monday, December 13, 1976.

The new "drop in" schedule is as follows:

Monday to Thursday 9:30 a.m. - 7:30 p.m.

Friday 9:30 a.m. - 4:00 p.m.

N.B. Appointments on an individual basis can be arranged outside of these hours for those persons who cannot come within the new time schedule.

We would appreciate it if you would let your students know about the counselling schedule. By shortening our "drop in" hours and thus limiting our service to prospective students, we will be able to provide more service hours to K.E.C. students and faculty.

For the information of faculty new to K.E.C., the Counselling centre is located in the Administration Building and students may see counsellors on a "drop in" basis or by appointment through the counselling receptionists. Counsellors are also available for classroom visits, consultations and/or group orientation sessions. At the present time we are also providing some service to outreach programs including Britannia Centre.

The counselling services are free and are available to present and prospective students. These services include:

Vocational Counselling
Educational Counselling
Program Planning
Personal Counselling
Educational Assessment
and Testing

Psychological Assessment &
Testing (includes intelligence,
aptitude, interest and/or
personality testing.)

Educational and Career
Information Centre (located
across the hall from the
Counselling Centre.)

Referral for psychiatric
and/or other Health services

D.G.

6) TO FACULTY - COUNSELLOR'S OPEN HOUSE - DECEMBER 17, 1976

You are invited to visit, relax for awhile and enjoy refreshments between the hours of 10:00 a.m. and 12 Noon on December 17, 1976.

D.N.

- 7) The following is the text of an ad placed in the local press by the Marine Training Centre

Marine Training Centre

requires

NAUTICAL INSTRUCTOR

For a term of appointment of not more than eight months, commencing January 4, 1977.

Qualifications:

Applicants must hold a Certificate of Competency valid in Canada of a grade not less than Master Home Trade (unlimited tonnage). In addition, applicants shall have had not less than two years experience in command of a Canadian Flag vessel requiring a certificated master.

This competition is open only to Canadian citizens and landed immigrants.

Application forms may be obtained from the Marine Training Centre, 2019 Dundas Street, Vancouver, B. C.

Competition closes December 16, 1976.

L.B.M.

- 8)

THEATRE

Simon Fraser University expects to make a faculty appointment in Theatre, probably at the rank of Assistant Professor, to assist in the development of an emerging theatre program.

Primary duties of the position are to instruct in acting, particularly through a method approach to scene work. Secondly, an ability to direct on occasion is desirable, as is an additional specialty, such as voice, movement, or masks.

Qualifications should include a strong academic background or substantial professional experience. We seek an individual with wide knowledge of theatre practice and theatre literature. Rank and salary commensurate with qualifications; current Assistant Professor floor is \$16,828. Duties to begin September 1, 1977.

Letters of application will be accepted until the position is filled, but should be sent as soon as possible to: Professor Evan Alderson, Director, Centre for the Arts, Simon Fraser University, Burnaby, British Columbia, V5A 1S6.

9) DAY CARE CENTRE

On December 17th from 6:00 to 8:00 p.m., there will be a combination rummage and bake sale in the Day Care Centre to raise funds for new equipment. We would like to extend an invitation for all those who would like to come.

We would like to ask for donations of anything around the house that you may no longer need - childrens' clothes, toys, etc., - anything that is still in serviceable condition. Baked goods would be more than welcome also. In fact, it would be a good way for those of different cultural backgrounds to let us have a 'taste of your world'.

Not only will your participation help provide needed equipment for the children, but it will also give everyone a chance to see the Day Care Centre and meet some of the staff.

Please come and feel welcome.

E.S.

10) VCC APPOINTS BURSAR

Vancouver Community College Council announces the appointment of K. M. (Max) Fleming as Bursar effective January 16, 1977.

The Bursar serves as Chief Financial Officer and Secretary to the College Council. Mr. Fleming will be responsible for the administration and supervision of the financial and business matters of the College.

Vancouver Community College provides educational opportunities to approximately 11,000 students, employs approximately one thousand faculty and staff, and operates with a budget of \$21 million.

Mr. Fleming brings to the College a broad background in business and education: He has served from February 1973 to the present time as Senior Vice-President Administration and finance with the Vancouver Stock Exchange. Prior to that,

he served as a university lecturer in accounting and held a variety of senior management and accounting responsibilities.

C.A.

11) "EDUCATIONAL HUMOUR" (Quotes from various magazines)

'George Jay reports about his small nephew who wrote a letter to Santa Claus telling him he wanted his bicycle fixed and his violin broken.'

'In Detroit, Mark Beltaire told about the seven-year-old daughter of a teacher who was supposed to draw the Nativity scene for the class. She did a fine job, complete with Jesus, Mary, Joseph, and all the scenery. But, in one corner, was a short, fat man who didn't jibe with the original. Asked to explain him, the girl answered:

"That's Round John Virgin."

M.G.



CHEERS! FROM GOOD OLDE KING ED!