

KING EDWARD TIMES

CASHIERS' FILES *pm*

VOLUME II, No. 79

March 25, 1977

1) I.D. 103

I have today received a letter from Sandy McGechaen concerning the I.D. 103 course. He states:

"Due to the shortened instructional period for the I.D. 103 course held on-site, we set a limit of 15 participants. Our selection of this particular group is based on two criteria: 1) instructors who have completed the prerequisite I.D. 102 course, or who are at least in progress at the moment, and 2) those instructors who, for administrative reasons, will be unable to attend the summer session I.D. 103 course.

Six other instructors applied for admittance to this on-site course and their names and locations appear on the second attached list. In reviewing their status, we found that none of these people have, as yet, taken the pre-requisite I.D. 102 course".

If you have any queries on this topic, please contact Sandy McGechaen directly by writing to him at the Centre for Continuing Education at U.B.S. or by telephoning him at 228-2181.

R.F.C.

2) IN APPRECIATION

Many, many thanks for your cards, notes and visits during my illness. A great morale-builder! I am happy to report that I will return to dear old King Ed Campus on April 4 and look forward to seeing all of you again.

Betty Nicholson

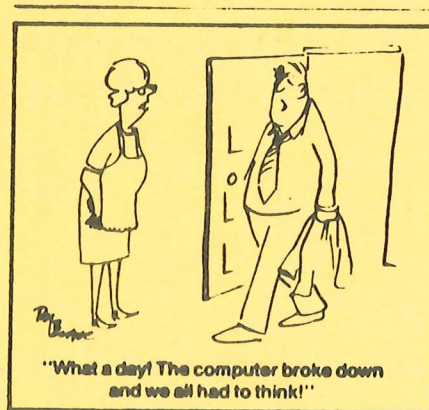
3) MICROFILMING HAS ARRIVED AT K.E.C.!

It has been brought to my attention that I have committed the unspeakable crime of "LACK OF COMMUNICATION". My apologies and, to make amends, an invitation is extended to interested members of K.E.C. to view the new microfilm equipment in Student Records.

As you are aware, space is at a premium at the present time and likely to remain so. Therefore, in order to effectively establish a relevant and functional student records system in such a limited area, we chose a very basic and simplified system of microfilm.

Your interest is appreciated and your presence will be welcomed; just drop in and any of the support staff in Student Records will be happy to explain the "system".

D.M.



"For each person that a computer displaces, two people are required to run the computer".

M.G.

4) DON'T FORGET OCCUPATIONAL AWARENESS DAYS

April 13 and 14 in Room 101

Wednesday - 2:00 - 9:00 p.m.

Thursday - 9:00 - 9:00 p.m.

Counselling for jobs and training programs - representatives from trades and technical occupations in the Lower Mainland.

Come and bring your classes.

G.N.

5) TRAINING AND DEVELOPMENT DIVISION'S FACULTY DAY

All faculty who planned, presented and participated in last Friday's Faculty Day are to be congratulated on their efforts to make the day a success. The esprit de corps of the whole division was very evident to one who was privileged to attend.

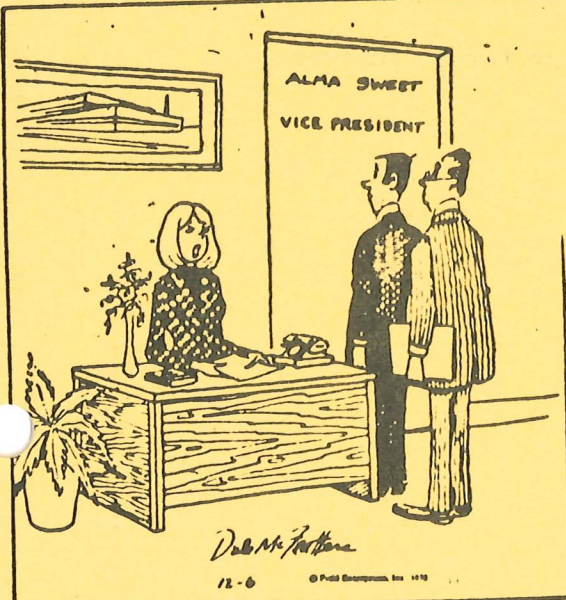
R.F.C.

6) VACATION

From March 28 to April 1, Rosemary Meyer will handle the problems which normally arrive at the Dean of Instruction's desk.

R.F.C.

STRICTLY BUSINESS McFeatters



"Ms. Sweet can't see you now. She's having a crying spell."

7) REMINDER - INVENTORY OF SUPPLIES - MARCH 28 through APRIL 1, 1977

A reminder that during the last week in March, the stock room will be closed for annual inventory. Please be sure to order all needed supplies before this date.

To obtain supplies, please complete the stock request on the counter at the rear of the Main Office and leave in the Receiver's box.

The Receiver's hours are from 8:00 a.m. to 4:00 p.m. If you are unable to pick up supplies between these hours, please be sure to leave a phone message for him in order that your supplies can be left in your mail box or with the Switch-board Operator.

The stock room is locked and, after 4:00 p.m., you will be unable to obtain supplies other than as outlined above.

D.M.

8) VACATIONS

The Nurses will be on vacation the following days:

Thursday, March 24
Friday, March 25
Monday, March 28
Tuesday, March 29
Wednesday, March 30

Normal health office hours 9:00 a.m. to 4:00 p.m. will resume on Thursday, March 31.

The outer office of 209, rest and minor first aid area, will remain open for use.

R.K. & M.H.

9) POSITION OPENINGS AT LANGARA

Instructor of French

Instructor for Physical Education & Recreation Dept.

Instructor for the Psychology Department

Applications for the above positions to be submitted
no later than March 31, 1977.

For details, please see postings on faculty bulletin boards.

R.F.C.

10) WELCOME!

A warm welcome to Hilary Slatter, our new Steno III.
Hilary is the secretary for our Division Chairmen
and comes to us from England by way of a short
sojourn at V.V.I. Glad to have you with us, Hilary!

M.G.

11) LIFE'S LITTLE FRUSTRATIONS

"At airports, the likelihood of a major baggage search
is increased 100 per cent simply by your showing up"!

"Rain can always be invoked by taking holiday time".

"The frequency of a person's sicknesses increases pro-
portionately with the amount of medical coverage he has".

"People become what they are treated as being".

Reprint from Vancouver Sun

12) ATTENTION COLLEGE FOUNDATIONS FACULTY

GET YOUR TICKETS NOW TO THE SECOND ANNUAL 'FUN-DO' AND
LBM ROAST.

NOTE: THE DATE HAS BEEN CHANGED TO SATURDAY, APRIL 16th.

TICKETS ARE AVAILABLE FROM:

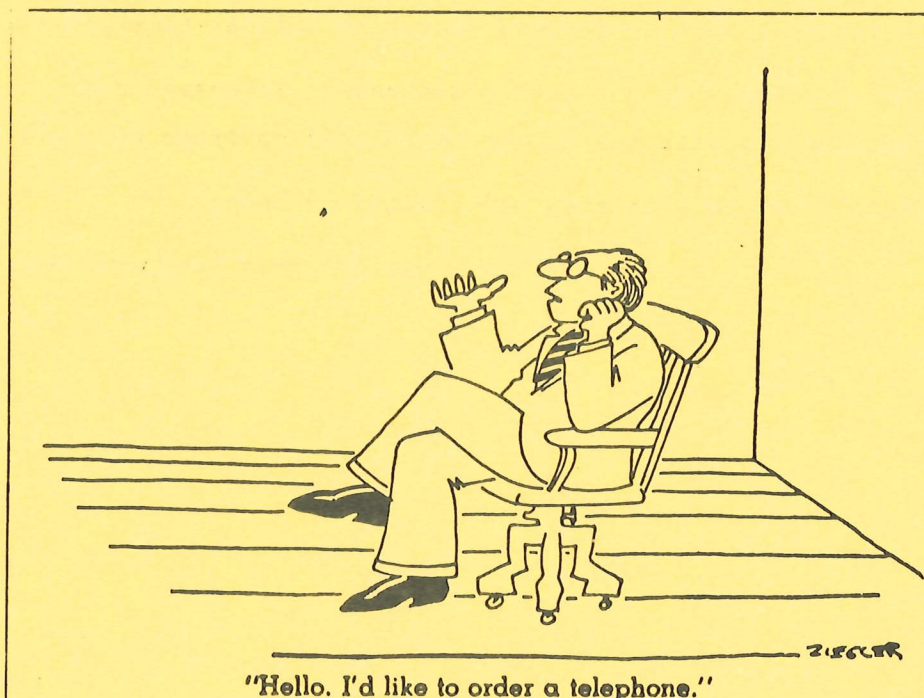
English:	Joan Rike
Math:	W. Wilson
Science:	Joyce Johnstone
Social Sciences:	L. Malo
Business Education and	
Reading & Study Skills:	W. Johnson
Basic Ed.:	D. Richardson
098/099:	E. Gardiner
Counselling:	E. Herridge
Staff:	D. Moutter

R.F.

13) POSITION OPENING

Northwest Community College requires an instructor
for Occupational Orientation. Applications are to
be submitted by April 15, 1977. For details, please
see posting on faculty bulletin board.

R.F.C.



VANCOUVER COMMUNITY COLLEGE
EXPENSE ACCOUNT VOUCHER

Upon request, the Bursar's Department will provide a cheque as an advance for travel costs to be charged to 0121 000.

Travel arrangements should be made directly by the employee with a Travel Agent or Airline, and upon request, the Bursar's Department will provide a cheque to pay for the tickets or include the cost as part of the travel advance.

Expense accounts must be submitted to the Bursar's Department in the following form:

Accommodation

Hotel bill

Meals (stating no. of meals)

Receipts or Airline vouchers (Economy basis)

Employees may use their own cars for travelling if the distances are short or if it is more convenient for the particular visits that must be made. Reimbursement for these costs will be made at the regular College mileage rate schedule or at the cost of economy air travel, depending on the distance travelled. Use of car rather than airline, etc. must be approved prior to trip.

Registration Fees

Receipt

Other Costs

Receipts if available

If the advance is in excess of expenditures incurred then a cheque for the balance of the travel advance is to be submitted with the expense account.

If a balance is owing to the employee, a cheque for this amount will be forwarded when the expense account is approved.

TOTAL CHARGED TO EXPENSE ACCOUNT :

Less Advance Received 0121 000

Balance Owning

BK/jd

March/1977

NAME _____

DATE _____

EXPLANATION

[illegible]AMOUNT

Accomodation:

Meals:

Travel Costs:

Automobile: _____ miles at _____

Car Rental:

Taxi:

Registration fee

Other Costs:

SIGNATURE:

APPROVED BY:

CHEQUE NO.	ACCOUNT	DEPT.	AMOUNT	INVOICE NO.	VENDER NO.	INT.
0						

MUSIC DEPARTMENT DATES AND ITEMS TO REMEMBER:

THE FABULOUS V.C.C. SPRING FESTIVAL OF MUSIC is now upon us. There are still tickets remaining for each of the Festival performances but they are now going fast. If you should wish to attend, please see Rosemary Meyer, Jerry Domer, Terry Smith, or phone 731-3017 for your tickets. The Festival promises to be a tremendous success. Please support our students who have worked so hard to make the Festival what it is.

V.C.C. STAGE BAND '77:

The V.C.C. Stage Band, under the direction of Mr. Dave Robbins, has just completed a most successful season. The biggest item on the present agenda is the Spring Festival performance this Monday evening, March 28. 8:00 P.M. at the Playhouse (see above).

During the month of February, the Stage Band went down to Little Mountain Sound Studios to do a taping show for CHQM radio. The Studio Manager at Little Mountain Sound was so impressed with the sound of the Band, that he changed the agenda slightly, and used commercial production techniques, so the Stage Band taping session could be put into cassette form, and used as a promotion item for the Band. That session came across so well, that the V.C.C. Stage Band is now printed forever on tape, for all of your ears to hear. Cost of the cassette is \$7.00, and can be obtained through the Music Department. This band is really a sensation, and the tape is well worth the money.

The CHQM radio show that the session was originally for, has been expanded for this show only. CHQM was so impressed with the sound of the Band, that they have given our very own V.C.C. Stage Band two hours of time. Saturday afternoon between 3:05 P.M. and 4:00 P.M. on CHQM FM and at the same time on Sunday afternoon on CHQM AM. Tune in if you can, and we promise you will be impressed.

The Friday evening Recital for this evening will feature guitarist Richard Stafford. Rick is in his third year of study in the V.C.C. Music Department, and has become an excellent performer. Admission is free, 8:00 P.M. in the Recital Hall of the Music Building.

Thank you to all those who attended the Music Department concert performance of Dido and Aeneas. We had the largest audience in the history of the V.C.C. Music Department at King Edward Campus, and are sure that all who attended enjoyed the performance. It was a very gratifying way to open the 1977 Spring Festival.

T.S.