

KING EDWARD TIMES

VOLUME V, No. 32

November 17, 1978

1) THE 1978-79 CALENDAR - A REMINDER:

Today is the scheduled deadline for suggested changes to be given to your department head. The deadline has been extended until Monday for your suggestions.

R.F.C.

2) FIRE DRILLS

In the next few days, all faculty, staff and administration will receive a copy of Fire Drill and Evacuation Instructions. Please familiarize yourselves with these instructions, as fire drills will be held within the next few days.

D.J.M.

3) TIME SHEETS - BI-WEEKLY PAYROLLS

The following are deadlines by which hourly time sheets must be into the Payroll Department of the Regional Office:

- a) Except for weeks where Monday is a statutory holiday, the deadline is 9:00 a.m. on the Monday following the pay period.
- b) If the Monday is a statutory holiday, the deadline is 12:00 of the following Tuesday.

The above includes time sheets for Student Aides, Temporary non-instructional staff members, but not Substitute or Ancilliary instructors. The latter must be in the Personnel Office of the Regional Office by 9:00 a.m. of the day of the deadline. The Payroll Department will not guarantee payment of time sheets received after the deadline.

D.J.M.



4) KEC CHRISTMAS CHOIR

Are you interested in taking part in a KEC Christmas Choir?
If so, put your name and the hours you are "free" (daytimes)
to meet and/or practise, in Greta Nelson's mailbox.

The choir will be informal and open to any who just like to
sing.

G.R.

5) PROCTORS FOR G.E.D. EXAMINATIONS

Will any instructor who would be interested in proctoring
G.E.D. examinations please let me know by November 24?

R.F.C.

6) POSITION OPENINGS

VCC - Vancouver Vocational Institute requires an Instructor
for Power Sewing. This will initially be a 12-month
appointment to commence 1979 01 02. This position is
expected to be on-going. Closing date for applications is
December 1.

Red River Community College in Winnipeg, Manitoba requires
a Counsellor - Hearing Impaired.

For details on the above positions, please see postings on
faculty bulletin boards.

H.E.P.

7) COLLEGE COUNCIL MEETING

The next meeting of the College Council will be on Wednesday, November 22nd at 7:00 p.m. in the Council Chambers - 6th floor - at 675 West Hastings.

H.E.P.

8) MINISTRY OF EDUCATION PRESS RELEASE (Issued 78 11 08)

VCC Programs to Get New Quarters

Vancouver Community College classes now being held in the corridors at the King Edward campus will soon be able to move into a new four-storey building nearby.

The provincial government has approved a five-year lease, worth \$521,571, on a building at 225 West 8th Avenue, Education Minister Dr. Pat McGeer has announced.

The college's school of music and parts of its adult basic education and English-language training programs had to vacate their former space on the campus to permit road widening. The music school was temporarily relocated in the library building at Langara Campus, while the other programs were accommodated in the corridors at King Edward.

Improvements to the new quarters will cost an additional \$213,400, part of which will pay for finishing 4,000 square feet of warehouse on the first floor to provide an acoustically acceptable band practice area.

The 500 full- and part-time students will move into the new building in January when renovations are completed.

The terms of the lease provide for provision of parking spaces on an adjacent property.

H.E.P.

9) INSTRUCTOR'S DIPLOMA

I.D. 102: Elements of Instruction

will be given at VVI on the following Saturdays:

November 25
December 2 9 16
January 13 20 27
February 3 10 17

Instructor - Adrian Blunt
Fee - \$95

All KEC instructors, including those enrolled in I.D. 101 just completed, may participate in this course.

It is a prerequisite to I.D. 103: Technology of Instruction and
I.D. 104: Evaluation of Student Progress

R.F.C.

10) FROM THE MUSIC DEPARTMENT

Unfortunately, the Music Department's Christmas Dance has been cancelled.

T.S.



(It could have been such fun!)