

KING EDWARD TIMES

VOLUME VI, No. 1

April 11, 1980

COLLEGE BOARD MEETING

The College Board met in regular session at the Regional Offices on Wednesday, April 9th. The agenda included a large number of items, several of which are of interest to faculty and staff of King Edward Campus.

The College Principal's report to the Board dealt with a number of matters, three of which related to K.E.C.: English Language Assessment Tests for College of Pharmacists, agreement with the Courtenay Youth Music Society, and RAC's for English Language Training at Mount Pleasant Centre and Carnegie Centre.

Mr. Manera reported briefly on progress to date respecting the College's building and renovation projects, including progress on the new K.E.C. at China Creek.

The College Principal presented the student involvement statistics for the nine-month period ending December 31, 1979. The report indicated that the College had provided nearly 5.5 million student contact hours during that period with a total of 41,925 students registering during the same period.

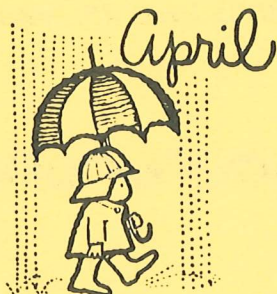
*CHILD
CARE
CENTRE*
The matter of day care facilities for the new King Edward Campus on East Broadway was brought forward from the previous meeting of the Board. Two briefs were presented, both supportive of day care facilities at our new campus, as well as at the V.V.I.; one brief presented by the V.I.A. and the other by a spokesman for the Committee of Progressive Electors.

Board members discussed the matter at considerable length and a motion to request the Minister of Human Resources to provide facilities and operating funds for day care facilities at K.E.C. and V.V.I. was approved.

College Board support of faculty and staff representation at the A.C.C.C. annual convention was left unchanged from last year's level of support.

The Board approved RAC's for 14 CEIC-supported E.L.T. classes (at Strathcona and the Italian Cultural Centre).

KCC



King Edward Campus

The College Principal presented a brief report on V.C.C.'s operating funds for 1980-81. Because the Ministry's allocation presents critical problems for some parts of the College, the Board approved a motion authorizing the College Principal to make appropriate representations to the Ministry and Provincial Councils regarding the 1980/81 operating budget shortfall.

The next meeting of the Board was set for May 30th.

Minutes and background material respecting the above and other agenda items have been placed in the library for the perusal of those interested.

H.E.P.

THANKS!

Thank you to everyone who participated Wednesday night at the Ministry "Showcase of Special Projects". You can be sure everyone knew that K.E.C. was present! The people involved were: Rose Marie Watson, Homefront Learning; Jean Cockell, E.L.T. Math; Wayne Wilson, Metric Math; Walter Behnke, Social Sciences for E.L.T. students; Don Richardson and Cindy Onstad, Handicapped class; Greta Nelson and Betty Pletcher, I.E.P.A. and an I.E.P.A. Reading class; Evelyn Battell and Meg Blackwell, Bridge class; Bill Darnell, Carpenters' class; Maureen Sawkins, Winnifred Ho and Paulette Maglaque, Britannia Learning/Resources Centre.

Also, a thank you to the A/V department who produced project signs for us in a day and a half!

Mary Waddington

LOST, STOLEN, or STRAYED?

A black leather purse belonging to Myrna Rothman has been stolen. Contents included a wallet, eyeglasses, keys, I.D., etc.

Please contact Myrna at Homefront, Room 305B, local 40, regarding information or contents.

HELP IN THE WAR AGAINST PAPERALYSIS

Pitney Bowes Advertisement

Canada Life's forms manager, Gene Kitagawa has 10 tips to help control the endless flow of paper in your office:

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. Question every report. Who uses it? Why? Is the information available somewhere else? Are all the copies necessary? Does it have to be published as often? What happens if it is eliminated? (A sneaky way to find out is to discontinue it and not tell anybody. If it is important, you'll soon find out.)
4. Houseclean. Establish an annual housecleaning day and have everyone thoroughly reviews files, desk drawers and storage cupboards. Look for out-of-date forms, reports that can be eliminated, files that are not required.
5. Review your forms. Is the form still used for the purpose intended? Should it be revised? Can it be combined with any other forms? Is it obsolete?
6. 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.
7. Reviews your filing systems. Are those old cabinets sufficient for today's workload? Can you find what you want, when you want it? Should you be using microfilm or microfiche to save space?
8. 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.
9. Examine retention dates. Do you really have to keep it that long?
10. Use the phone. Why write a memo at all if a telephone call will accomplish the same results?



We are about two weeks behind in our Duplicating Department. Top priority at the moment are Final Exams and regular classroom work. Please bear with us and help by putting through only the most urgent work and try to give us a week's notice. Please put a deadline date on all work.

We find that, in some cases, the wrong department is being charged for printing. We have placed a list of department numbers on the work order table in the office. Please put your name, department and DEPARTMENT NUMBER on all work orders so that the proper department may be charged.

M.G.

MUSIC FESTIVAL

Again, this year, the Music Festival Programs, both at the Mount Pleasant Centre and the Hellenic Centre were great successes.

Our appreciation is expressed for the hours spent by faculty, students, and support staff in preparing, rehearsing and performing. It seems that each year the quality of performance increases.

R.F.C.

MUSIC DEPARTMENT HEAD

It is with pleasure we announce the re-appointment of Jerry Domer as Department Head, Music Department for a further three years.

R.F.C.



ATHLETIC AWARDS

Please advise students that B.C. Athletic Awards in the amount of \$750 will be available again this year. This award is designed to provide assistance for B.C. athletes to pursue their athletic and academic careers at post-secondary educational institutions in B.C. Students should see Rita Shelley for more information.

R.S.

NEWS FLASH: LIBRARY

The Library Extension Program at Mount Pleasant Centre will, next week, feature a Puppet Program for Adults.

Aimed specifically for the benefit of ABE students at Mount Pleasant Centre, it should also be of interest to ESL students.

As with any session in this library on-going program, all are welcome (even if not based at Mount Pleasant).

4th floor, 12.30 on Wednesday, 9th April. Bring your own sandwiches - we will provide the coffee.

P.C.

POSITION OPENINGS

V.C.C. Regional Offices requires an Assistant Payroll Clerk and a Clerk Typist II. Closing dates are April 14 and April 16, respectively.

V.C.C. Langara Campus requires a Computer Science Instructor and a 1 year temporary Instructor for the Physical Education and Recreation Department. Closing dates are April 25 and April 17, respectively.

V.C.C./V.V.I. requires a Department Head in the Diesel Programs and a Coordinator I in Power Engineering. Closing dates for applications are May 30 and June 15, respectively.

For details on the above positions, see bulletin boards.

H.E.P.

YOU ARE INVITED TO OUR

B. T. S. D. - 3
OPEN HOUSE

THUNDERBIRD SCHOOL

2325 CASSIAR STREET

FRIDAY, APRIL 18th 1980

10:00 A.M. TO 1:30 P.M.

REFRESHMENTS & FOOD PROVIDED

