

# KING EDWARD TIMES

VOLUME VI, No. 30

November 7, 1980



A REMINDER - "LEST WE FORGET"

TUESDAY, November 11th is Remembrance Day. The Campus will be closed.

MONDAY, November 10th - classes will be held as usual.

Please inform your students.

J.D.B.

**HELP MAKE  
GOOD THINGS HAPPEN.  
The United<sup>+</sup> Way.**

**KCC**

**King Edward Campus**

Policy No.: 4.2.3.3  
 Issue Date: 1980 October 06  
 Amendment: Original  
 Source: K.E.C. Management Committee  
 Title: Leave Form  
 Concerning: Administrators, Faculty, Staff  
 Cross Reference: College Policy No. 4.1.3.1

Campus Principal Approval: *[Signature]*  
 College Principal Approval: *[Signature]*

POLICY:

- A.1 Requests for absence from regular duty (except in instances of casual illness, holidays) shall be submitted for approval on the green "Request for Leave from Duty" form.
- A.2 Approval for all campus leave (with the exception of that for the Campus Principal and campus's librarians) will be granted by the Campus Principal.
- A.3 Approval of leave for the Campus Principal and the campus' librarians will be granted by the College Principal and Director of College Resources respectively.

PROCEDURES:

- B.1 The faculty originator of the leave request will complete the "Request for Leave from Duty" form indicating dates, reason for absence, substitute (if applicable), costs, need for remuneration or cash advance, etc., and submit it to his department head/budget officer.
- B.2 The department head/budget officer reviews the request and, if recommended, indicates the account number (if funds are involved) to be charged and the amount approved.
- B.3 The department head/budget officer passes the leave form to the division chairman and/or appropriate dean to the Campus Principal for approval. In other words, the appropriate routing normally adhered to on the "Request for Leave from Duty" form will be followed.

- B.4 Leave requests for staff are prepared as in B.1 above, but are routed to the Office Manager for action as in B.2 above.
- B.5 Request for leave by administrators are prepared by the originator, indicating account to be charged (if applicable) and submitted to the Campus Principal for approval.
- B.6 If the leave is approved by the Campus Principal, the "Request for Leave from Duty" form is passed to the payroll clerk who makes copies for designated recipients, records the anticipated absence and forwards the original to the Director of Personnel and Labour Relations.

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MUSIC RECITAL

The Department of Music of Vancouver Community College presents:

MUSIC FOR FLUTE AND ABOE

This recital will feature PAUL DOUGLAS on flute, JERRY DOMER on oboe, MARGOT EHLING on harpsichord and JOAN DOMER on cello.

DATE: Friday, November 14, 1980  
 TIME: 8:00 p.m.  
 PLACE: Mount Pleasant Centre  
 225 West 8th Avenue  
 Vancouver

ADMISSION FREE

FOR INFORMATION CALL 873-2461

**HELP MAKE  
 GOOD THINGS HAPPEN.  
 The United Way.**

ENGLISH PLACEMENT TEST

Thanks go to all instructors who went well beyond the normal call of duty in supervising the English Placement Tests on Tuesday this week.

Over a hundred students wrote.

R.F.C.

THERE ARE STILL THIEVES ABOUT!

Another instructor lost her purse this week. She left it unattended in her classroom.

Please leave nothing of value in your classroom. Warn your students of this danger.

R.F.C.

LOST, MISPLACED, MISSING!

I have lost a pair of half glasses with black frames. If anyone knows where they are, would they please let me know.

Colin Casey  
local 24

VACATION

I will be on vacation until Friday, November 14. During this period, Mr. Casey will handle matters which normally cross my desk.

R.F.C.

**HELP MAKE  
GOOD THINGS HAPPEN.  
The United Way.**

WORKING TOGETHER FOR FAMILY LEARNING

DATES: November 19, 1980 - Reception:  
Wine and Cheese 7:30 p.m.  
November 20 and 21 - Conference  
9:00-4:00 p.m.

LOCATION: Delta River Inn, 3500 Cessna Drive  
Richmond B.C. (near Vancouver  
International Airport)

This conference is sponsored by the Ministry of Education and the B.C. Council for the Family, and designed for Educators, Social Service Workers and all others concerned with the Family and Family Learning.

See posting on bulletin board for further details.

R.F.C.

POSITION OPENINGS

V.C.C. requires a Clerk Typist I-II in the Purchasing Department at Regional Offices. Applications must be in by November 10.

V.C.C. Langara Campus requires a Term Laboratory Demonstrator I in the Biology Department. Closing Date for applications is November 28.

For further details, see postings on bulletin boards.

H.E.P.



*"Education, Miss Adams, is characterized by a tenuous and symbiotic constellation of interrelational factors between pedagogical and managerial functionaries. Simply stated: You do your job, and I'll do mine."*

K.E.C. FACULTY/STAFF ACTIVITIES

ASH, B.	Seminar - Workshop on working with the disabled; Camosun College, Victoria	Dec. 4,5
BAKER, S.	Ass'n. Business - Union Offices, Vancouver	Nov. 7
CASEY, C.	Conference - Workshop on working with the disabled; Camosun College, Victoria	Dec. 4,5
CHIKO, R.	Conference - B.C. English Teachers' Ass'n.; Richmond	Nov. 14
GAITANAKIS, J.	P.D. - Conference of B.C. History Teachers; SFU	Nov. 10
HOUGHAM, E.	Seminar - Workshop on working with the disabled; Camosun College, Victoria	Dec. 4,5
MAR, K.	Conference - Western Word Processing Ass'n.; Vancouver	Nov. 26,27
MOUTTER, D.	Seminar - Staff Development Workshop; Langara Campus	Nov. 17,18



**OOPS! YOUR P.D. IS SHOWING**

1981 DESK CALENDARS

If you haven't received yours, please see Steve Baker, Receiver.

M.G.

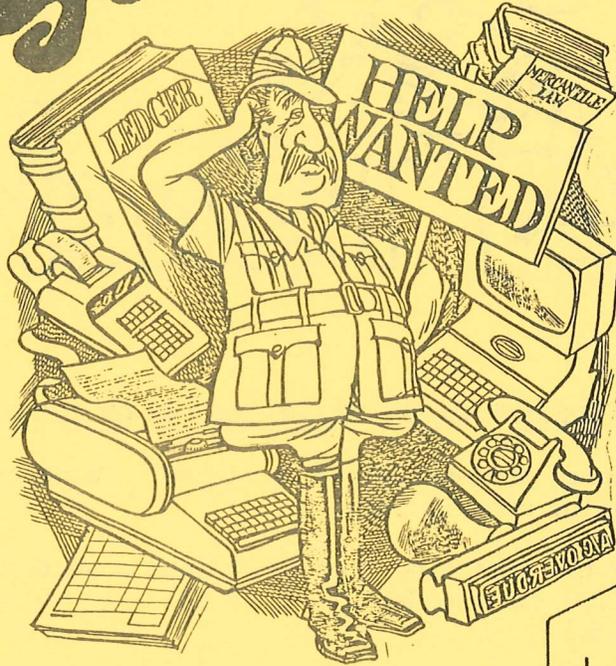
**HELP MAKE  
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The United<sup>+</sup>Way.**

KING EDWARD  
CAMPUS

Counselling  
Resource Centre

# Career Seminar

C  
G  
A



THE CERTIFIED GENERAL ACCOUNTANTS

Date : Friday, November 7<sup>th</sup>

Time : 12:00 noon to 1:00 p.m.

Place : Room 110

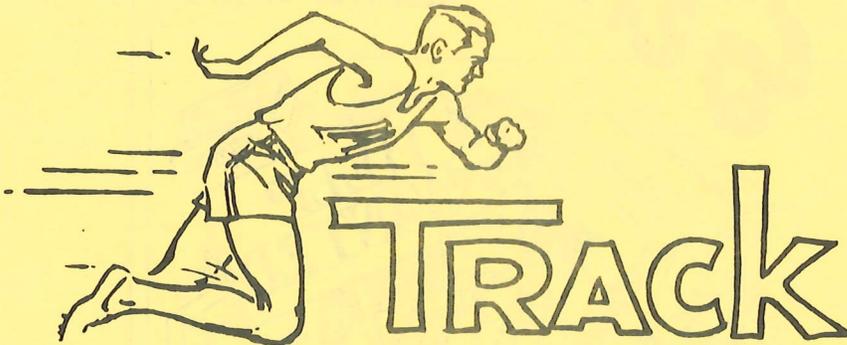
Guest : Bill Johnson

NO.

**EVERYONE WELCOME**

For more information, contact 731-4614 loc. 17 or 18

LET'S



WOULD YOU BELIEVE WE ARE WITHIN \$567.40 OF OUR GOAL???????????

Your Campaign Representative is elated! Thank you so much, you wonderful contributors!

NOW! - IF the remaining King Edwardians contribute the small sum of \$1.89 (or rounded out to \$2.00) - we will reach the \$4,000 mark!

LET'S MAKE TRACKS AND WIN THE RACE. WE HAVE ONE MORE WEEK TO GO. RUN, RUN, RUN TO KING EDWARD CAMPUS WITH ALL YOUR MIGHT AND HELP MAKE GOOD THINGS HAPPEN!

WE ARE GOING TO DO IT!

Mary Griffith,  
United Way  
Campaign Representative

**HELP MAKE  
GOOD THINGS HAPPEN.**



**The United Way.**



I M P O R T A N T N O T I C E

O N R E V E R S E S I D E

P L E A S E R E A D A N D R E T U R N





RESERVE THIS DATE

FRIDAY, FEBRUARY 13, FOR KING EDWARD DAY 1981

Besides the introductory, socializing and luncheon activities, there will be several presentations during the morning session. The following have been suggested to the Committee:

"Travels With a Natural History Buff" - a 30 minute presentation of slides on North American deserts, marine life, etc. - by a noted KEC biologist/natural historian.

"Meetings, Bloody Meetings" - a 30 minute film on how-to and how-not-to run a meeting. Hilarious and pointed; starring John Cleese of Monty Python and Fawcety Towers fame.

"Making a Difference in the Classroom with Computers" - a lecture by and discussion with Steven Lower of SFU; world-renowned authority on computer-assisted instruction.

"Subject Content and Student Motivation" - a lecture for and discussion with Beverly Galyean of Los Angeles City Schools; research and practice into the task of motivating students by relating subject matter to self-discovery.

"Look What We're Up To" - a multi-ringed show and tell of the wonderful works of our faculty and staff; special projects, pet interests, etc.....

"Relax, Unwind and Enjoy Life" - a demonstration and practical workshop on simple effective methods of relaxation and stress reduction.

SHOOT YOUR IDEAS TO US BY WEDNESDAY, NOVEMBER 12, 1980

COMMENTS AND SUGGESTIONS: \_\_\_\_\_  
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Shirley Girvan, Chairman

