

KING EDWARD TIMES

VOLUME VIII, No. 23

September 16, 1982

COLLEGE BOARD REPORT

The College Board met on Tuesday evening, September 14th.

The President's verbal report to the Board touched on two items only: the first dealt with enrolment and the second, building progress. Registration for the September to December term at the three campuses is incomplete but there does appear to be a marked increase in enrolment at each campus (but not so for Continuing Education). Construction at the College's two big projects is again underway but the impact of the recent strike/lockout has not yet been properly assessed.

Of significance, among a number of other issues, was the motion of the Board to refer to the Board's Education and Student Services Committee the College's policy on the admission of students to the College. The thrust of the motion called for a re-assessment of admitting students on a first come-first served basis as opposed to admission based on criteria related to ability, qualifications, etc.

The major item on the Board's agenda dealt with the amended operating budget resulting from the decreased governmental funding for 1982-83 as announced by the Minister of Education in late July. In his report to the Board, Mr. Manera expressed the appreciation of the College Executive Committee to the several employee groups for the responsible attitude they had displayed in the difficult situation that confronted the College. In a subsequent motion, a unanimous vote of thanks and appreciation was expressed by the Board.

In private session of the Board, the agreements worked out with the Langara Faculty Association, the Vocational Instructors' Association and the Administrators' Association were ratified by the Board. In another motion, the Board approved reductions of staff covered by the VMREU collective agreement to accommodate the \$67-\$68,000 budget reduction.

Minutes of the meeting of 1982 August 25 and documentation related to Tuesday's meeting have been filed in the library.

H.E.P.



LAW WORKSHOP

A Law Workshop has been organized by K.E.C.'s Counselling Department and the People's Law School. This workshop is for Upper Intermediate and Advanced E.L.T. students only. Topics covered will be:

Legislations regarding consumer protection; contracts; guarantees and warranties; shopping for goods and services; credit; how to complain effectively; where to go for help in a dispute; access to court.

TOPIC: HOW TO BE A WISE BUYER? CONSUMER LAW

PLACE: Room 110

TIME: September 27 - 7:00 p.m. to 9:00 p.m. OR
September 28 - 12:15 p.m. to 2:15 p.m.

SPEAKERS: Brenda Felker and Evelyn Fox from the Ministry of Consumer and Corporate Affairs.

E.L.T. instructors who will be bringing their classes, are requested to notify Ginger Chang, Counselling Department.

G.C.

I.E.P.A. REFERRALS

Your Representative on the I.E.P.A. Committee is:

E.L.T.	Graham Evans
HEALTH SERVICES	Pauline Raeburn, Nurse
	Dr. Graham Burns, Interim Rep.
B.T.S.D.	Barbara Little
COUNSELLING	Greta Nelson
V.P.W.R.	Howard Turpin
BASIC ED	Mary Waddington
COLLEGE PREPARATORY ENGLISH	Barbara Richards
E.L.T. LIBRARY CENTRES	Maureen Sawkins
COLLEGE FOUNDATIONS	Ron Fussell
(Humanities Dept.)	
COLLEGE FOUNDATIONS	Margaret Mackenzie
(Math, Science & Bus. Ed.)	
LEARNING CENTRE	Wayne Decle
DIAGNOSTICIAN	Malcolm Cant

Discuss your referral with your Representative - not directly with Malcolm Cant, please.

W.D.

To All Faculty & Staff

As most of you are aware, there is a serious shortfall in provincial revenues which has led to a cutback in our 82-83 budget allocation and to a period of restraint. Present indications are that the 83-84 budget allocation will be considerably less (in absolute dollars - i.e. even before inflation is considered) than our 82-83 allocation. Various ways of adjusting to this situation are currently under discussion.

It is obvious that for some time to come, there will be dwindling financial resources with which we must provide maximum educational service to students. For this reason, I would like to suggest some ways through which economies could be effected:

TELEPHONES: The bill for our main switchboard system each month (including long distance calls) is approximately \$3500. In addition, there are a number of other telephones at other than main campus locations, which bring total monthly charges to approximately \$4000 a month. With some care and planning, several hundred dollars a month could be saved:

- Every month there are numerous directory assistance charges at 50¢ each. Why not look it up in the directory?
- There are numerous lengthy long distance calls (often up to 20 minutes). Perhaps in such cases, letters should be written. In any event, when telephone calls are absolutely necessary, they should be kept as brief as possible.

COPYING & DUPLICATING: The abuse of the copying machine (intended to provide a maximum of 5 copies on a limited basis) continues to cost hundreds of dollars per week. Costs for duplicating are a fraction of the costs of copying.

Significant savings could be achieved if:

- (a) everyone planned carefully and used the duplicating facility; and,
- (b) considered real needs, exercised restraint and ensured that all copies were necessary.

We all tend to become complacent, but if everyone endeavored to cut back by 15-20% in paper consumption (and by extension, on toner, repair and maintenance, etc.), thousands of dollars annually could be saved without impairing the quality of education offered on campus.

Incidentally, if use of ditto-machine could be restricted (because they copy on one side of paper only), important savings could be made as well.

While it may be unpleasant (and sometimes a nuisance!) it might be necessary to consider charging students for handouts.

SUPPLIES AND GENERAL EXPENSES: There may be items in supplies and expenses budgets which are desirable but not essential. Consideration should be given to eliminating all but essential items during the period of financial crisis.

POSTAGE: Every effort should be made to reduce postage costs wherever possible. We have, for example, drastically reduced our mailing of calendars. There may be other, less costly, ways of communicating.

As a general guideline in all of the above: if you are not positive it's essential - reconsider. Don't do it.

SICK LEAVE: No one should consider it necessary to work if illness strikes - particularly if communicable diseases are the problem. However, replacements for faculty on sick leave are an expensive cost; therefore, it is requested that:

- (a) If possible, doctor/dental appointments be scheduled during non-working hours.
- (b) Leave be taken in cases of genuine illness only.
- (c) Vacations be scheduled on a regular basis so that stress-related sick leave may be minimized.

Do you have other ideas about how to effect economies/save money? If so, pass them on to me and (if practical and reasonable!) I'll publish them periodically in the King Edward Times.

With genuine effort and the cooperation of all, I estimate that we could save \$20,000 over the remainder of this fiscal year - enough to employ 2 part-time staff for that period.



H.E. Pankratz
Principal

Central Administration



Vancouver Community College

675 West Hastings Street, 2nd Floor, Vancouver, B.C. V6B 1N2

Telephone 688-1111

15/09/82

BUDGET REDUCTION INFORMATION - BULLETIN IV

Last night the Vancouver Community College Board approved a plan to reduce our budget by \$943,000.

The plan includes: previously announced reductions of \$347,000 in non-salary areas; \$27,000 in two previously identified vacancies remaining unfilled; \$272,000 realized earlier because negotiated salary increases were lower than budgeted; and a reduction in compensation to employees of \$297,000.

The latter reduction has been made possible through the effort and co-operation of many people throughout the college. It breaks down as follows: Members of the Langara Faculty Association and the Vocational Instructors Association have agreed to forego two days' pay; members of the Administrators Association have agreed to a temporary salary rollback effective October 1. The V.M.R.E.U. decided to absorb its share of the budget shortfall through staff reductions. Compensation to our support staff will therefore be reduced by \$68,000 through a combination of layoffs, leaving vacant positions unfilled, reduced hours and so on.

The plan means we will be able to meet the government's budget reduction without reducing the volume of instruction we deliver.

On behalf of myself and the college I would like to thank all our employees who have demonstrated patience, a spirit of co-operation and inventiveness in dealing with an unprecedented, difficult problem.

No one likes to ask people to take less and it isn't easy to agree to take less, particularly at a time when the demand for our services is so high. However, people have put the interests of our students first and for that I am very grateful.

Continuing Education,
675 West Hastings St., 2nd Floor,
Vancouver, B.C. V6B 1N2
Telephone 688-1111

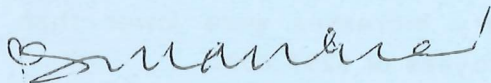
King Edward Campus,
2750 Oak Street,
Vancouver, B.C. V6H 3N2
Telephone 731-4614

Langara Campus,
100 West 49th Avenue,
Vancouver, B.C. V5Y 2Z6
Telephone 324-5511

Vancouver Vocational Institute,
250 West Pender Street,
Vancouver, B.C. V6B 1S9
Telephone 681-8111

The 1983-84 fiscal year has the potential of offering even more financial problems for us and I hope we will be able to continue our co-operative approach to their resolution. Certainly we must develop a strategy for our approach to government to impress upon them the inequity of across the board cuts or lifts in funding. Our college continues to be the most cost efficient in the province and funding should be allocated in a fashion which recognizes and capitalizes on that efficiency.

Once again thank you for your patience, understanding and co-operation. I will endeavour to keep you posted as we receive firm information about the year ahead.



A.S. Manera
President

**Let's take care
of one another
the United Way**



"HOW TO FIGHT DEPRESSION" (Workshop)

See our ad in this edition. This time, don't miss it! We even moved the time to 12 noon so people can productively make this part of their noon break. Soothe your nerves, to begin with. The workshop is for everyone and it is FREE! Bring your brown baggies. Ask your supervisor... maybe something can be worked out to allow everyone to attend at least part of it. Tough times are here. Let's roll up our sleeves and ride off the bumps... with a little help.

V.M.

A REMINDER TO FACULTY

Please instruct your students to NOT call in when they cannot attend class. This places another burden on an already overloaded switchboard. The students can bring their 'excuses' with them when they return to school. The only exception is Manpower students.

M.G.

OPEN HOUSE TOUR AND ORIENTATION

The Counselling Resource Centre conducts tours and orientations for new students (to familiarize them with our campus and the services that are available to them). Representatives from each area of service can come together and do a presentation for your class or group. Arrangements may be made through the Counselling Resource Centre - locals 17 or 18. Vicky Monroy coordinates these presentations and may be contacted at local 45. Please book ahead of time; a week's notice is preferred.

V.M.

LETTERHEAD PAPER

In order to save on expensive letterhead paper, large duplicating orders can no longer be run on letterhead. The original should be typed on letterhead and then run on plain paper.

Individual letters may still be typed on letterhead.

D.M.

LEARNING CENTRE HOURS

Once again the Learning Centre will be open on a full-time basis to serve students and faculty at K.E.C. for another school year. Our new hours of operation will be as follows:

Math/Science Workshop:

10:00 a.m. to 7:00 p.m. - Monday - Thursday

10:00 a.m. to 1:00 p.m. - Fridays

English/Humanities:

9:00 a.m. to 7:00 p.m. - Monday - Thursday

9:00 a.m. to 1:00 p.m. - Fridays

New Faces in the Learning Centre:

I would like to take the time to welcome Jean MacLeod back to the Math/Science workshop after a lengthy absence. Jean will be tutoring Mondays and Thursdays and will be a welcome addition to our staff. I would also like to welcome Wendy Van Haastregt and Lee Reid to the L.C. staff. Wendy has worked in both the Science and Math Departments at K.E.C. and possesses a knowledgeable background in the four disciplines - Math, Chemistry, Biology and Physics.

On the English/Humanities side, I would like to welcome Lee Reid, present part-time counsellor at K.E.C. to our staff. Lee has an extensive background in English and is also available for E.S.L. tutoring on Monday and Wednesday afternoons. I would also like to welcome Sara Scott, who will be working on the English side.

Returning to round out our staff are: Kenny Chin, Wayne Ko, Gordie Griffin and myself. We hope to see you all soon.

W.D.

SWITCHBOARD HOURS OF OPERATION

Due to student aide inclusion under the VMREU Agreement, student aides may no longer be utilized as after-hours switchboard operator i.e. Friday evenings and Saturday mornings when the campus is open for the purpose of students taking G.E.D. tests. To continue to employ them would be too costly, given the present climate of budget cutbacks.

Please note that, as from September 13, the switchboard will be open for the following hours:

Monday-Thursday; 8:00 a.m. to 8:00 p.m.;

Friday ; 8:00 a.m. to 5:00 p.m.;

Saturday ; Closed.

The answering service will be turned on Fridays at 5:00 p.m. until 8:00 a.m. Mondays.

D.M.

V.C.C. GOLF TOURNAMENT

The tournament for faculty and staff will be held at the Fort Langley Golf Course on September 19, 1982. For details, please see notices on bulletin boards.

J.C./M.W.

MAIL DELIVERY TO STRATHCONA

Mail will be delivered to Strathcona every Tuesday and Thursday morning. Please put mail in the delivery bag by Monday and Wednesday afternoon.

M.G.

HOLIDAZE

Peter Littleboy is on vacation until October 25. Barbara Little will handle all matters pertaining to the BTSD Department while Peter is away.

P.L.

SECURITY OF EQUIPMENT

During periods of recession, thefts tend to increase. It would be prudent, therefore, to take extra precautions to protect equipment. This is particularly true at some of our outreach centres where security personnel cannot be hired. It is particularly important, therefore,

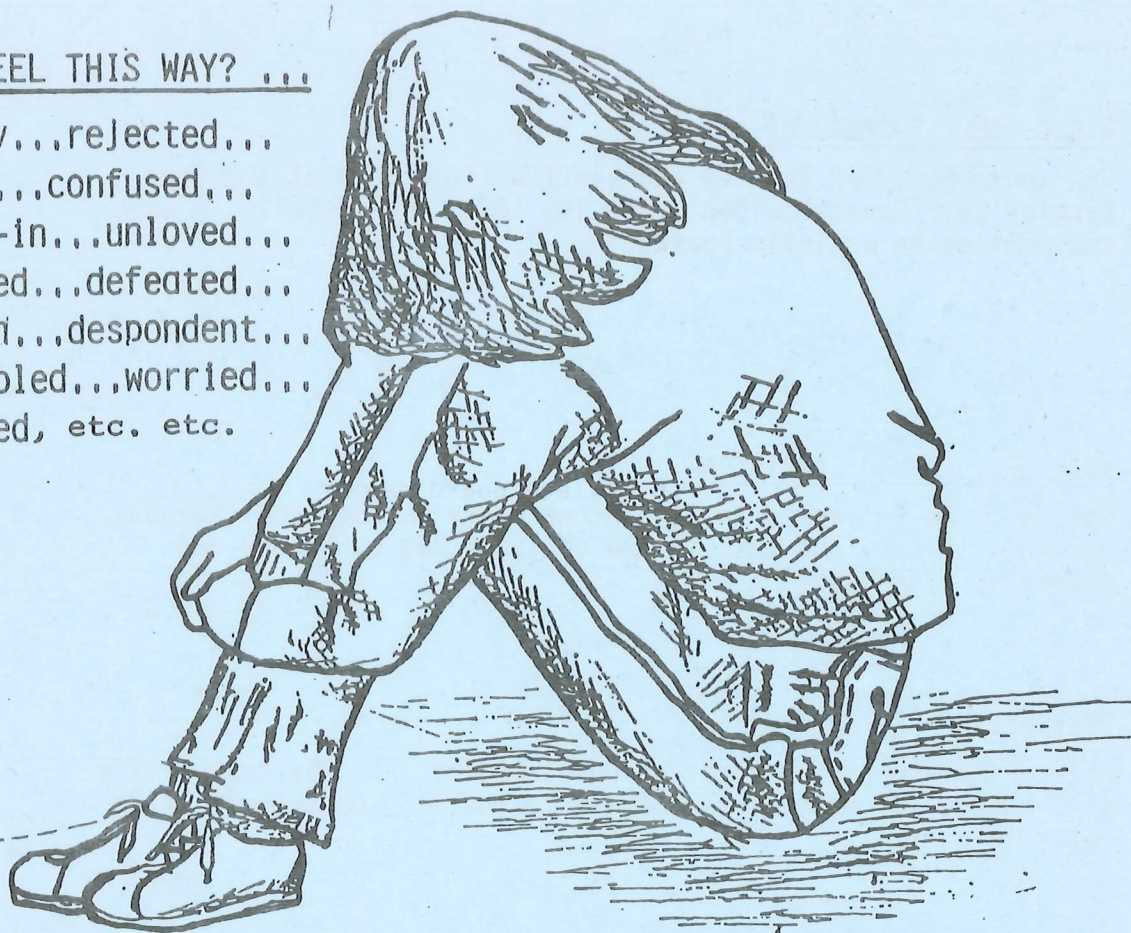
- to ensure that offices, filing cabinets, etc., are locked when not attended;
- to ask for identification if strangers ask for equipment;
- to report any strange or suspicious behavior - there should be no hesitation in calling police if strangers refuse to leave the premises when asked to do so;
- to ensure that keys are not left lying around, or even in accessible pockets of clothing;
- to be especially careful about leaving purses or other personal property in public areas.

Typewriters, calculators, audio-visual equipment (especially tape recorders, cassettes, etc.,) are particularly attractive to thieves. Please ensure their security to minimize unnecessary losses.

J.D.B.

EVER FEEL THIS WAY? ...

lonely...rejected...
hurt...confused...
boxed-in...unloved...
dumped...defeated...
beaten...despondent...
troubled...worried...
crushed, etc. etc.



... Is it for yourself... because of a loved-one... or just out of curiosity?... For whatever reason, come and join us in our search for an answer. A workshop on:

"HOW TO FIGHT DEPRESSION"

Date : Tuesday, September 21, 1982
Time : 12:00 noon to 2:00 p.m. or whatever time
you can spare
Place : Auditorium (Room 110)
Resource Person : Ken Morissette
Public Information Officer
Ministry of Health
Riverview Hospital

For more information, contact the Counselling Resource Centre 731-4614 loc. 17/18

"JUST WHO IS RUNNING THIS COLLEGE, EH?"

Find out by attending the next Student Development Workshops on September 23 and 30, 1982.

LOCATION: Fifth Floor Library, Langara Campus

TIMES: 1730 - 2100 hours (5:30 - 9:00 p.m.)

FEE: No Charge

SUPPER PROVIDED ON BOTH EVENINGS

WORKSHOP I: THURSDAY, SEPTEMBER 23

Meet: Mr. A.S. Manera, President of Vancouver Community College
Dr. J.J. Denholm, Principal of Langara Campus
Mrs. E. Jarvis, VCC College Board Member

The three speakers will provide a "Who's Who" of the College, explain the administrative structure and its functions, discuss the role of the College, and provide a breakdown of the College's budget.

WORKSHOP II: THURSDAY, SEPTEMBER 30

Meet: Dr. Grant Fisher, Assistant Deputy Minister of Education

Dr. Fisher will explain the present and future role of VCC in light of the proposed 5-year educational plan for B.C.'s College and Institute System.

ALL VCC STUDENTS--AND INTERESTED FACULTY--ARE WELCOME TO ATTEND!!

Bring your questions and concerns and learn about your College.

PLEASE REGISTER for these workshops through the department of Continuing Education, Langara Campus.

For further information: contact Dr. A.L. Dartnell (324-5215) or
Dr. E.P. Schuldt (324-5232)

R.S.

WORKSHOP

The People's Law School and S.U.C.C.E.S.S. are sponsoring a workshop in Chinese on:

SOCIAL ASSISTANCE AND WELFARE

The Workshop will be held on September 19 (Sunday) from 1:30 to 4:30 p.m. at S.U.C.C.E.S.S. - 449 East Hastings.

G.C.

ATTENTION - EDINBURGH GRADUATES

1583 - EDINBURGH UNIVERSITY'S FOUR HUNDREDTH ANNIVERSARY - 1983

Graduates from Edinburgh University are expected from all over the globe to participate in a week of celebration and reunion in Edinburgh, Scotland.

For information, see postings on bulletin boards or call Mary Anderson at 224-1741.

M.G.

PERSONAL MAIL

Personal mail is appearing in the post office basket on the rear counter of the administration building. Our mail clerk has a heavy daily load of campus mail to carry out to the nearest mailbox. She does not need the added burden of personal mail. Please mail your own letters.

A REMINDER - to put your department number on College-related mail. Each department is charged postage for its own mail. If the number is not put on the envelope, the mail must be opened to determine to which department it belongs.

D.M.

VOLUNTEERS - HELP!

It's that time of year again! Volunteers are required to help plan KING EDWARD DAY - (February 18, 1983). We're short of cash this year, so we need lots of creative thinkers to make dollars stretch. Please contact Margaret Nelson (BTSD) if interested.

M.N.

K.E.C. FACULTY/STAFF ACTIVITIES

H. Turpin	CEIC Presentation: Work Enclave Training and Assessment Program; Vancouver	Sept. 8
K. MacKinlay	Workshop on Immigration Procedures; Chinese Cultural Centre	Sept. 24

F.W.



Adult Basic Education Association of British Columbia

** Membership includes a subscription
to Groundwork magazine.*

Please indicate: Renewal ☐ New member ☐

Membership in the Association is open to all persons or institutes engaged in
or interested in the practice of Adult Basic Education.

Enclosed is: ☐ \$ 1.00 for one annual A.B.E. student membership
☐ \$ 5.00 for one annual student membership
☐ \$20.00 for one annual individual membership
☐ \$100.00 for one annual institutional membership

Please make the cheque or money order payable to: Adult Basic Education
Association of B.C. and mail to:

Adult Basic Education Association of British Columbia
Membership Committee
V.C.C. Mount Pleasant Centre
225 West 8th Avenue
Vancouver, B.C.
V5Y 1N3

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

_____ City _____ Province _____ Postal Code _____

SCHOOL ATTENDING OR PLACE OF WORK _____

.....

Indicate if you are willing to work on any of the following committees:

Membership ☐ Professional Development ☐ Groundwork ☐

Political Action ☐ Working Conditions ☐ Publicity ☐

Are you willing to act as a resource person or speaker? _____

If so, in what areas? _____

PLEASE NOTE: Membership year is April to April. Please renew now.

Dear Colleague:

UNITED WAY

We are writing to you on a subject which is really very personal - charity in general and the United Way in particular.

All of us are busy (and most of us are glad we are). Seldom are we able to slow our hectic pace to count our blessings. If we did, we could probably, without difficulty, find many within our circle of contacts who are less fortunate than we.

And yet we, individually, can probably not do too much to alleviate the difficulties of those we know. Together with many others - through the United Way - we can; and, over the years, the United Way has been able to assist thousands through its eighty-four agencies in helping people with problems.


For many, these are stressful, difficult times and many will look to United Way agencies for help. Those agencies can only respond to requests for assistance if we do our part.

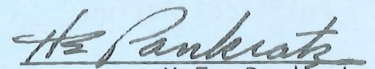
The annual United Way Campaign gets underway at this campus next Tuesday, September 21st. This year's coordinator - as in previous years - is our Assistant Office Manager, Mary Griffith. Several from our support staff and faculty will be assisting her. So, when you receive the United Way "package" or when you're approached, please give serious consideration to the needs of others. Large gifts or small - all are appreciated and each does help.

As in other years, arrangements for payroll deductions can be made.

Many thanks for your anticipated support.

Yours sincerely,


A.T. Stusiak
V.I.A. President


H.E. Pankratz
Principal

DATE: 15/09/82

TO: College Employees

FROM: A.S. Manera
President

SUBJECT: Central Administration Reorganization

As part of the budget reduction process it was decided not to replace the Assistant Bursar position vacated when John Vandentakker was appointed Dean at the V.V.I.

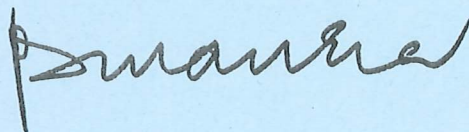
At the September 14 meeting the College Board approved a reorganization involving the Bursar and the positions which previously reported to the Assistant Bursar.

Under the new organization Jim Ho becomes Director of Financial Services reporting directly to the Bursar, Max Fleming; Pat Mulvihill is named Comptroller and continues to report to Jim Ho; Wayne Matthewson continues as Manager of Purchasing but now reports directly to the Bursar.

Jim Ho is a Certified General Accountant who joined the college as Assistant Accountant in 1975. Most recently he has served as Comptroller. In his new position he will oversee the functions in the accounting, payroll, accounts receivable and payable departments as well as part of the overall budget responsibility.

Pat Mulvihill is a Certified General Accountant who joined the college in February, 1980 as Accounting Supervisor. One year later he became Payroll/Accounting Supervisor. In his new position he will carry on the responsibilities of his previous position as well as assuming the duties of Comptroller.

I would like to express my thanks to these individuals for agreeing to take on added responsibilities and extra workloads to assist us through our budget difficulties.



MEMO from VANCOUVER COMMUNITY COLLEGE, CENTRAL ADMINISTRATION

