

KING EDWARD TIMES

VOLUME VIII, No. 31

February 17, 1983

V.I.A. MEETING

DATE: February 24, 1983

*TIME: 3:00 p.m. to 5:00 p.m.

PLACE: Oakridge Auditorium
Oakridge Shopping Centre
r1st and Cambie

Faculty members who wish to attend and who have scheduled classes at that time, are asked to make appropriate arrangements for their students.

Please alert your department head of your intention to attend the meeting.

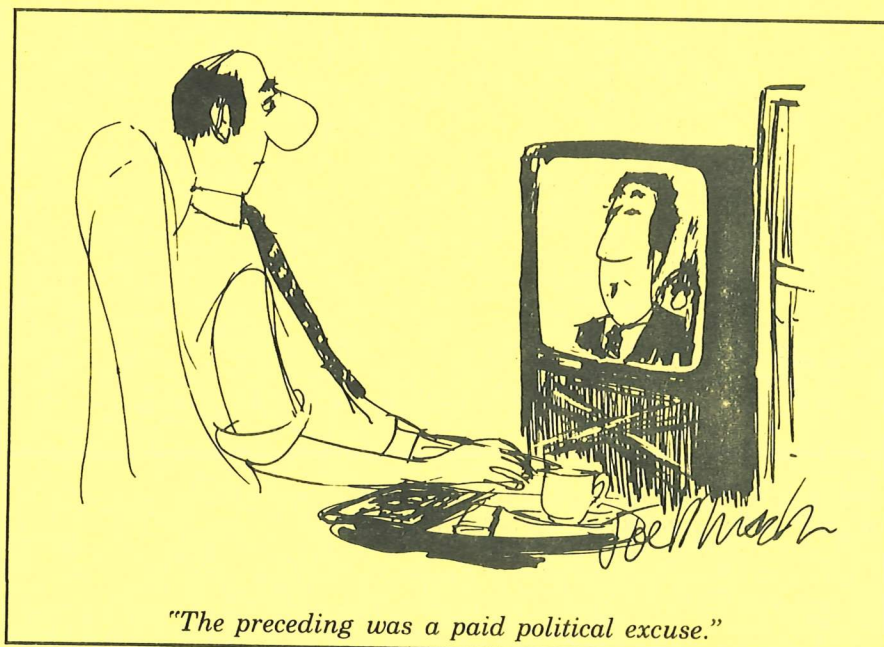
* Note time change.

H.E.P.

SPECIAL NOTICE

The King Edward Times will be published weekly until after our move in order to keep you up to date with development, changes, etc.

D.M.



KEY CONTROL FOR NEW CAMPUS

The type of key system which will be used at the new campus is termed a Grand Masterkey system.

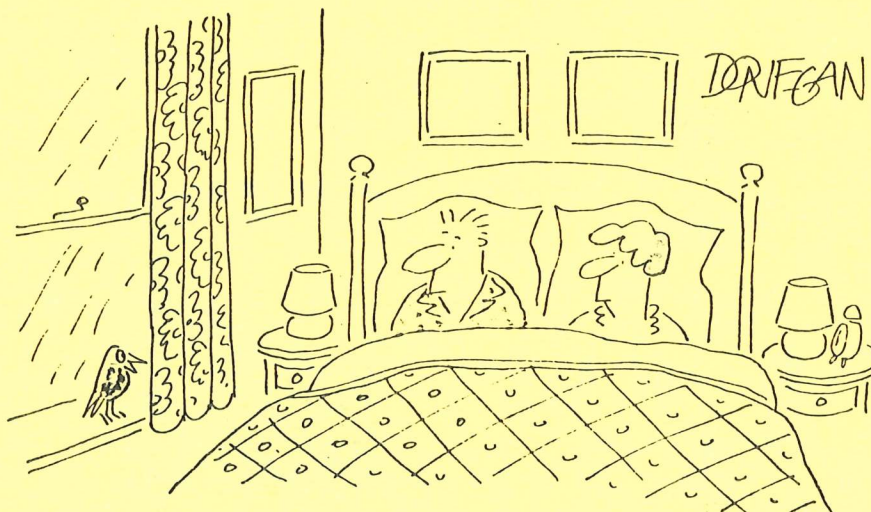
This system consists of:

- A) Grandmaster - operates all individual locks already operated by two or more masterkeys.
- B) Masterkey - operates any given number of locks with different key changes.
- C) Single-keyed - operates only a single lock.

To insure effective control of issued keys, the following procedures are suggested:

- A) Grandmaster - only issued to those whom the college assigns.
- B) Masterkeys - only issued to the department heads for specific areas of responsibility (they will not operate in other areas).
- C) Single key - issued to personnel for a designated area within a specific department.
- D) A record of all keys will be kept in a key control log with the names and signatures of the persons possessing them.
- E) Department Head approval will be required for key issued to instructors.
- F) Department Head must be notified of lost or stolen keys.
- G) When keys are left at home or elsewhere, the Department Head must be contacted to arrange entry into the locked area.

R.N.G.



"Owing to adverse weather conditions, there will be no dawn chorus this morning. In its place, here is a little monologue entitled . . ."

TENTATIVE MOVING SCHEDULE FOR K.E.C.

March 1 - 24:

- Begin receiving new furniture and equipment at new campus.
- Arrange transfer of furniture and equipment for Dept. 844 from storage.

March 25 - 29:

(weekend 26-27)

- Move furniture and equipment for Dept. 844-845 (mail slot in place by Monday, March 28th).
- Move of Dept. 844 to new campus from Downtown Ed. Centre.

March 30 - April 11:

(weekend 9-10)

- Move of furniture and equipment for:
 - A) Pharmacy
 - B) Homemakers
 - C) V.O.Y.
 - D) E.O.W.
 - E) B.T.S.D.
 - F) Health Services
 - G) B.E.S.T.
 - H) I.H.I.A.
 - I) I.E.P.A.

April 12 - 18:

(weekend 16-17)

- Move of furniture and equipment for:
 - A) Library
 - B) I.M.S.
 - C) Curriculum Co-ordinator.

April 20 - 21:

- Move of furniture and equipment for Basic Ed.

April 22 - 25:

(weekend 23-24)

- Move of furniture and equipment for:
 - A) College Foundations and College Prep. Dept. 846
 - B) Nightschool - ELT 847
 - C) Counsellors.

April 27 - May 1:

(weekend 30-1)

- Move of furniture and equipment for:
 - A) A.S.E.D.
 - B) Administration - Level 4
 - C) Assessments
 - D) Neighbourhood English Dept.
 - E) Learning Centre
 - F) Printing
 - G) Autobody
 - Apr. 29
 - Apr. 29
 - Apr. 27, ready to move
 - Apr. 27, p.m.
 - Apr. 30/May 1

May 6 - 15:

- Move furniture and equipment for Central Admin. - Level 5

May (sometime):

- Move of furniture and equipment for Auto Mech/Diesel.

R.N.G.

TO: ALL FACULTY

KING EDWARD DAY

ROOM CHANGES

The program will be given in Room 144 instead of in the Cafeteria. This is happening because luncheon ticket sales have surpassed all expectations. More than 220 eager diners will need more space than can be provided in Room 110.

VOLUNTEERS REQUIRED

Because Room 144 will be needed for classes on Thursday evening, and the setting up of Rooms 110 and 144 is too much work for Steve and I to do, the assistance of a few strong and willing workers at 8:00 a.m. on Friday is both needed and appreciated.

B.Y.O.B.

For those who wish to have wine with their luncheon (this is a good time for you basement vintners to show off), a "Special Occasion Licence" has been obtained from the Liquor Control Board.

LUNCHEON TICKETS

In spite of the fact that 220 tickets have been sold, some instructors missed last Friday's deadline for getting tickets. Should there be further tickets available, an announcement will be made on Friday. Rumours have it that scalpers are already demanding \$10 for a ticket, and the price is likely to increase as Friday approaches.

TRANSPORTATION TO NEW CAMPUS

Unfortunately, we cannot provide transportation. Some KEC members, particularly support staff, do not have cars. If you have room in your car, please invite a staff member to join you.

THE TOUR

Emphasis will be in the areas of instruction. Groups will be on a division/department basis, concentrating most of the time in their own classroom/office areas. Make sure that your department head has told you your office number.

It is expected that the tour will take between an hour and an hour and a half. The new campus is a large campus!

See you on Friday.

R.F.C.

INTERNATIONAL INTEREST AND TALENT INVENTORY

The College is active in developing international contacts and opportunities to employ our human resources and to transfer our expertise. We are now at the point where we are receiving numerous requests to send personnel abroad or to design special projects hosting students from other countries.

If you are interested in participating in an international project, please pick up a questionnaire from Vi McKinnon, local 25.

Please return all completed forms to Lawrence Fast, Dean of Instruction, Langara Campus.

B.B.

FOR E.L.T. INSTRUCTORS

INCOME TAX: If your students need help in filing their tax returns, below are some agencies which may be helpful.

IMMIGRANT SERVICES SOCIETY - 622 Seymour, 2nd floor, (684-2561) will provide one-to-one assistance, or workshops for groups. Have Chinese, Vietnamese, French and Polish speaking workers. Interested parties should phone first, then go down with their forms and all relevant information. There is a workshop on February 24, Thursday, from 1:00 to 3:00 p.m.

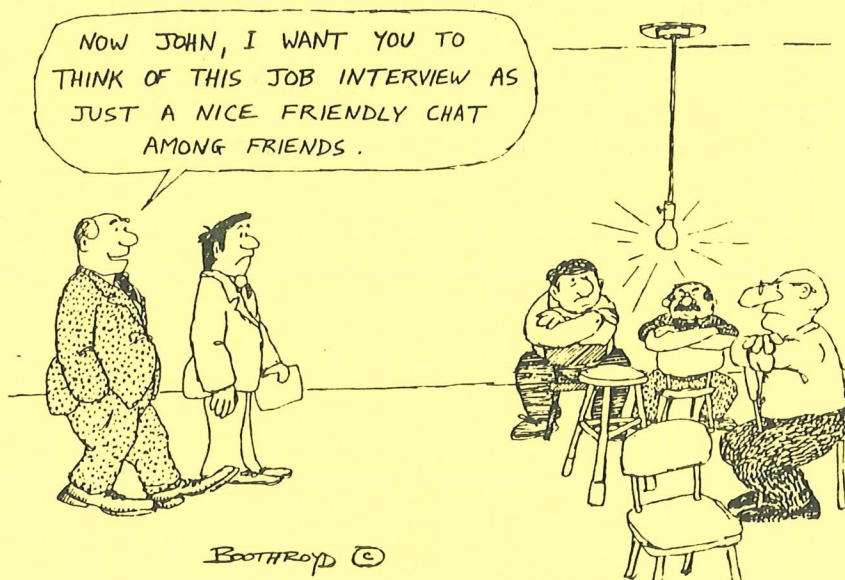
S.U.C.C.E.S.S. - 449 East Hastings, (253-5561), will provide one-to-one help. They have Chinese and Vietnamese speaking workers. Interested parties must bring own form and all relevant information. Must also phone first and make an appointment.

CHINESE COMMUNITY LIBRARY - (254-2107) will provide help to Chinese speakers. Must call first.

THE CHINESE CULTURAL CENTRE - (687-0729) also put on workshops (for Chinese speakers only).

THE INCOME TAX OFFICE - 1166 West Pender Street (689-5411) will provide assistance in filling personal income tax returns and general tax information.

G.C.



K.E.C. FACULTY/STAFF ACTIVITIES

W.C. Bottlinger	Workshop - Curriculum for the Hearing Impaired; Ministry of Education (Jericho Hill School)	Feb. 17
H. Chan	Same as Above	
A. Nielsen	Same as Above	
B. French	Workshop on Indian Education (U.B.C.)	Feb. 17-19
R.F. Cunningham	Residential Institute for ABE Administrators (Naramoto, B.C.)	Feb. 20-24
M. Rothman	Facilitator Training Workshop (Langara)	Feb. 28-Mar. 4 F.W.

V.C.C. DEPARTMENT OF MUSIC PRESENTS.....

an evening of BIG BAND MUSIC

Featuring 3 large jazz ensembles:
Two directed by Dave Branter (VCC)
One directed by Blair Fisher (Douglas College)
DATE: February 24, 1983
TIME: 8:00 p.m.
PLACE: Hot Jazz Society - 36 E. Broadway
ADMISSION: \$4.00 General
\$2.00 Students and Seniors

T.S.

ON DUTY - OFF-CAMPUS

From Monday, February 21 to Thursday, February 24, I will be on duty-off-campus. During that time:

- a) Fay Wong, my secretary, will handle routine matters;
- b) G.A. Pawelchak will handle my desk; and,
- c) H.E. Pankratz will make administrative decisions,
on my behalf.

R.F.C.