

# KING EDWARD TIMES

VOLUME IX, No. 45

March 22, 1984

## V.I.A. GENERAL MEETING

DATE: Thursday, March 29, 1984

TIME: 2:00 p.m.

PLACE: Biltmore Motor Hotel  
12th Avenue & Kingsway

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.

H.E.P.

## COLLEGE FOUNDATIONS INSTRUCTORS

Please inform your students that Advanced Registration for returning students will not be held on March 28 and 29. Advanced Registration will continue from April 2-12 for both returning and new students.

G.A.P.



## THINKING OF CHANGING OFFICES?

Just a reminder that the procedures in the following policy be followed:

### VANCOUVER COMMUNITY COLLEGE POLICY AND PROCEDURES MANUAL

Policy No.: 5.2.1.1  
Issue Date: 1981 April 02  
Amendment: Original  
Source: K.E.C. Management Committee  
Title: Space Allocation,  
Re-allocation  
Concerning: Administrators, Faculty  
and Staff  
Principal Approval: *H. Pankratz*  
President Approval: *G.A.R.S.*

#### POLICY:

- A.1 Space (classrooms, offices, etc.) will be allocated and/or re-allocated by the Campus Space Allocation Committee consisting of the King Edward Campus deans and division chairmen and chaired by the Dean of Administrative and Student Services.

#### PROCEDURES:

- B.1 Requests for space are to be submitted through normal channels to the Dean of Instruction.
- B.2 If the Dean of Instruction approves the request, he will forward it to the Dean of Administrative and Student Services who will convene the Space Allocation Committee to review the request, considering availability of space, priority of needs, etc., and assign the space accordingly.
- B.3 An up-dated record of space inventory will be maintained by staff in the Dean of Administrative and Student Services' office; the space inventory is available at all times.

G.A.R.S.

## COLLEGE FOUNDATIONS DAY

As you know, College Foundations Day is on Friday, March 30. Would you please remind your students that there will be no College Foundations classes on that day.

G.A.P.



## LAW CONFERENCE FOR E.L.T. MANPOWER STUDENTS

The Counselling Department and the People's Law School are sponsoring an all day conference for E.L.T. Manpower students in the Intermediate level.

### CONTENT AREAS:

1. Marital law  
- separation, divorce and child custody
2. Labour law  
- employee relations, work regulations and benefits etc.
3. Immigration & Law  
- responsibilities of sponsorship, process of sponsoring
4. Utilizing Legal Services  
- how to find and use community services which offer legal advice

DATE: April 18th

TIME: 8:30 a.m. - 3:15 p.m.

PLACE: Auditorium

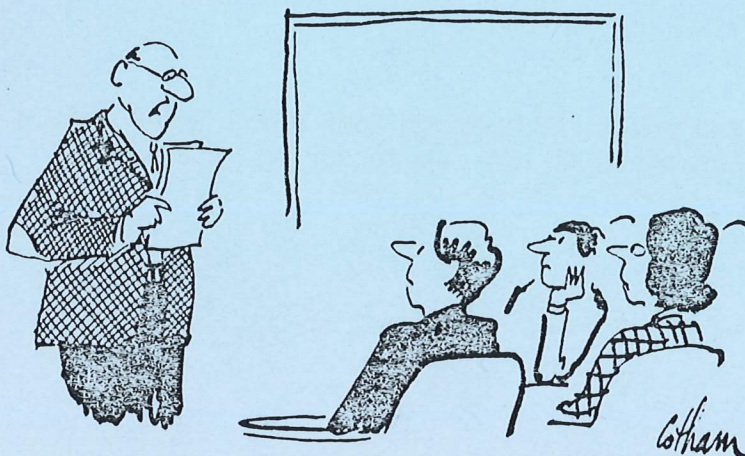
Instructors who are interested in bringing or sending students, must contact Ginger Chang or Heather Chan at Local 208.

G.C.

### FINANCIAL AIDE - OFFICE HOURS

The Financial Aide Office will be closed FRIDAY afternoons to allow time for processing of applications. Staff will still be available, by phone, in emergency situations.

D.M.



"I'm afraid I've thoroughly messed up the seating chart, so you must take care to remember your new names."



CASHING OF GOVERNMENT OF CANADA CHEQUES  
BY V.C.C. STUDENTS

Arrangements have been made with the Royal Bank to accept the following identity cards in the cashing of Government of Canada cheques:

- 1) V.C.C. Student Card;  
and
- 2) Either (a) Social Insurance Number Card,  
or (b) Passport.

The branches that will honour this arrangement are:

- (1) Kingsgate Mall
- (2) Broadway at Commercial
- (3) First and Commercial.

G.A.R.S.

POSITION OPENINGS

V.C.C./K.E.C. requires a Division Chairman for the Training and Development Division. Closing date for applications is April 27th.

V.C.C./K.E.C. requires a Program Assistant I (TRAC Common Care Program) for the Vocational Planning & Work Readiness Department. Closing date for applications is March 22nd.

For further information on the above positions, please see bulletin boards.

H.E.P.

VACATION

I shall be absent for two weeks, from March 26th until April 6th; I have asked Dean R.F. Cunningham to act for me during my absence.

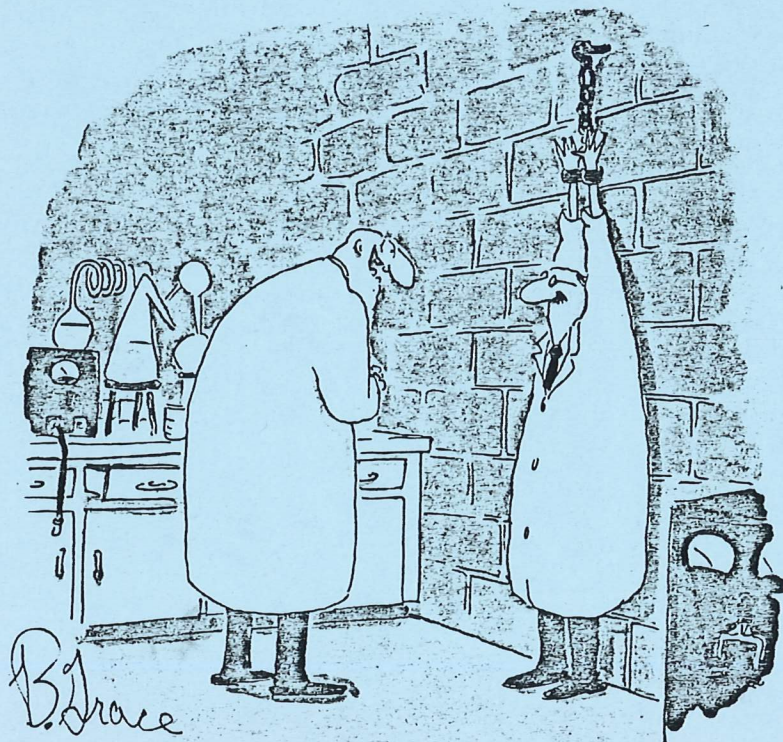
H.E.P.



KEC FACULTY/STAFF ACTIVITIES

Ted Kirby	Planning workshops	March 13-15
Bruce M. Watson	Attend TEAL Convention	March 15-16
Frank Fornelli	Present a workshop at the TEAL Convention	March 16
Hong Wai	Expansion and reorganizing of exercise materials	March 19-30
J.W. Oastler	Review of text books	March 19-30
Myrna Rabinowitz	Make a tape for ESL class use	March 23-30
Carmen Dykstra	Computer Science 063 course	March 26-30

M.R.



"Me? Mad? Yes! Yes! I'm mad! But I have tenure."

