

KING EDWARD TIMES

VOLUME X, No. 28

October 18, 1984

UNITED WAY

It is possible that some time in the future, we ourselves or someone close to us may need a blood transfusion. This will be provided free of charge by the Red Cross Society (one of the United Way agencies).

Many of our students have been or will be helped through the various United Way Agencies.

The United Way and its 84 plus agencies need your help. Some of the agencies include:

The Arthritis Society
The Association of Neighbourhood Houses
Big Brothers/Big Sisters
Boy Scouts
British Columbians for Mentally Handicapped People
Canadian National Institute for the Blind
Canadian Red Cross
M.O.S.A.I.C.
St. John Ambulance
S.U.C.C.E.S.S.
Y.M.C.A./ Y.W.C.A.
Western Institute for the Deaf

The United Way is a collective group of agencies that we come in contact with through our work and in our personal lives. The above is just a small portion, but if you check the full list of agencies you will probably find that your favorite charity is among the 84.

If you have a favorite charity that is not on the list, you can ensure that the money you donate goes to that charity simply by requesting such on the form. Last year, the United Way gave \$381,000 to other registered charities (Salvation Army, Heart Foundation, Cancer Society, S.P.C.A., etc.) because of such specified requests.

Last year, approximately 15% of K.E.C. employees contributed to the United Way. This year we'd like to see that percentage much closer to 100%. When we all depend on many of their services, we should all try to give something. In difficult economic times, your help is needed even more. Please donate whatever you feel you can (you would hardly miss \$1.00 a paycheck and it would certainly help K.E.C. to reach its goal).

So far, we have raised \$1,500 towards that goal. A big "thank you" to all who have participated.

Myrna Redman
K.E.C. Coordinator
United Way Campaign



King Edward Campus

HUMAN RIGHTS AND THE DISABLED

Continuing Education is hosting a conference on Human Rights and the Disabled on November 2, 3 and 4 at King Edward Campus. For more information, please contact Donald Oakes, local 751.

D.O.

UNITED WAY

On Wednesday, October 24th we will be holding a plant and bake sale for United Way. Anyone who can contribute any plants or baking, please notify me in Student Records. All donations gratefully received.

I would like to thank everyone who participated in the United Way sweater draw. The winners were Barbara Breen and Maria Wang. \$100.00 was made for United Way.

Marion Farmer

SAMUEL JOHNSON SOCIETY OF THE NORTHWEST CONFERENCE

This will be held October 26 & 27, 1984 at the University of British Columbia. The conference registration fee is \$15.00, which includes lunch on Saturday. The banquet, Saturday evening, is optional. Banquet tickets are \$14.00.

U.B.C. Department of English Sedgewick Lecture, honouring Dr. Garnett Sedgewick (1882-1949), founding Head of the University's English Department, a wit, scholar and notable teacher, will be held on Wednesday, 24th of October at 8:30 p.m. in the Recital Hall (Music Building).

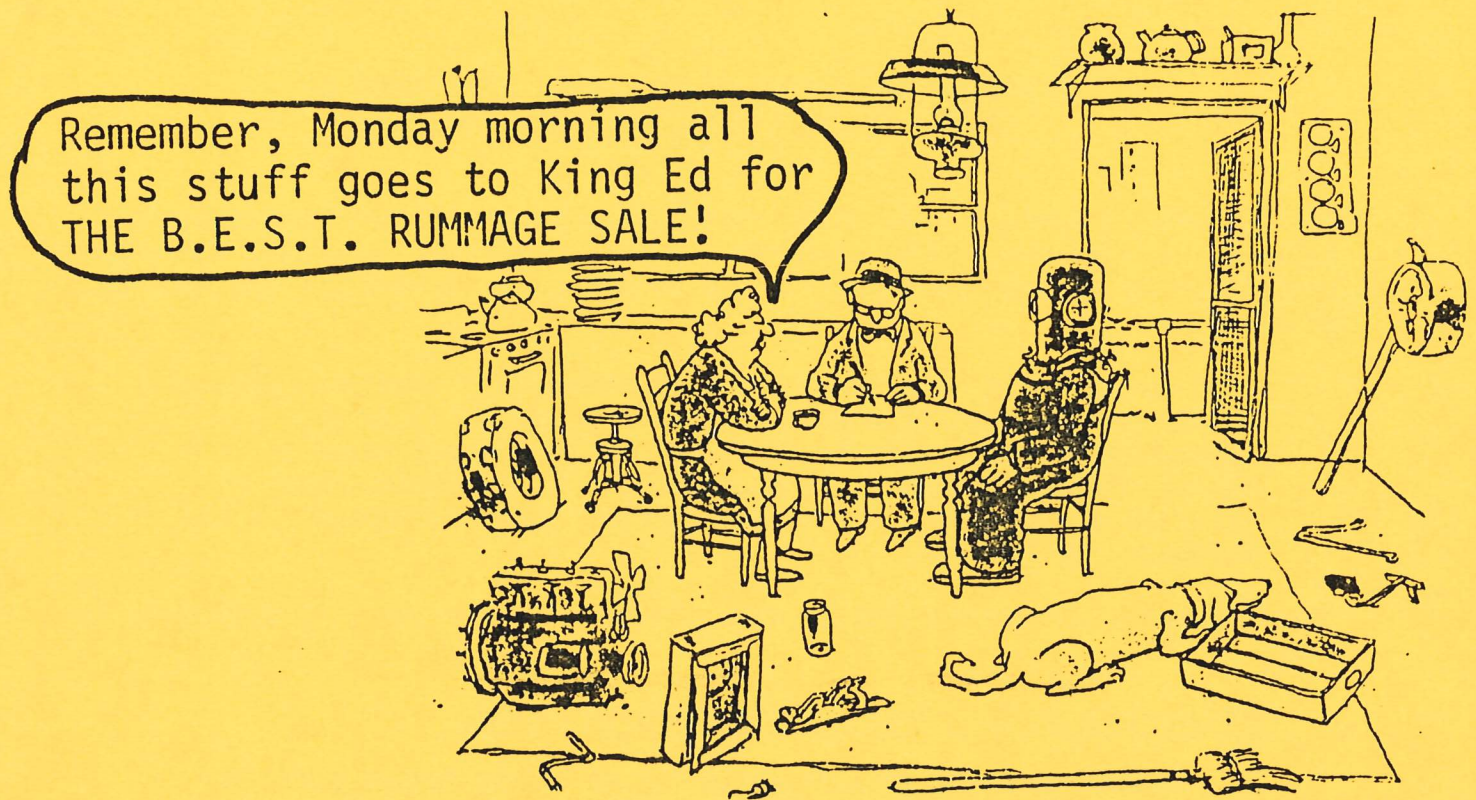
Speaker: Roy Stokes - Diminutive Observations:
The Book-World of Dr. Johnson

B.B.

I.D. 103 COURSE

We have been informed that U.B.C. will be putting on the above course in November. The course will take place at V.V.I. and will run five weeks (Fridays and Saturdays only) from November 9th to December 8th. On Fridays the course will be from 5:30 p.m. to 9:30 p.m. and on Saturdays it will run from 8:30 a.m. to 4:00 p.m. For further information, please call Laura Ware, U.B.C., Phone 222-5220 or Kim Cabral at local 246 (V.V.I.)

M.R.



TELEPHONE DIRECTORY

The Directory is under revision. Please advise R.N. Gauthier of any errors, changes or omissions that require attention. Thank you.

R.N.G.

SILENT ANNOUNCE TELEVISION

This communications vehicle is available for faculty and staff use to advise students and/or personnel of up-coming activities, special meetings and items of topical interest. Messages intended for telecast should be forwarded to R.N. Gauthier. Please indicate the time period for exposure and submit the information a week in advance.

R.N.G.

NEW ADDRESS

Vocational Rehabilitation Services (VRS) is moving to 601 West Broadway, Vancouver, B.C., V5Z 4G9. The new telephone number is 879-7531. TDD/TTY users should use the spare bar to signal the switchboard operator to direct the call to V.R.S.

D.O.

PROCEDURE REGARDING ABSENCE OWING TO ILLNESS IN
EXCESS OF TEN (10) CONSECUTIVE DUTY DAYS

The following procedure concerning protracted absence of instructors owing to illness, has been adopted by Vancouver Community College, to assure the fullest protection to all parties affected: the students, the instructor and the staff as a whole.

Upon commencement of absence owing to illness (if possible, before actual commencement of actual absence from duty), it is the instructor's responsibility to inform the centre principal or the principal's delegate, in accordance with the established practice of the centre, or to see that the centre principal or his delegate, is informed.

This provision is also applicable when absence is to be ten (10) duty days or less.

1. Notification of Long-Term Absence Owing to Illness

- 1.1 If absence owing to illness is (or is likely to be) more than ten consecutive days, written notification of absence owing to illness is to be submitted to the centre principal, who will inform the Director of Human Resources.
- 1.2 Notification to the centre principal may be by completion of the Notification of Long-Term Absence form (attached), OR by letter containing the same information as that normally elicited by that form.
- 1.3 Such leave of absence (with pay) owing to illness shall not exceed the period covered by accumulated sick leave credits.

2. During Long-Term Absence Owing to Illness

- 2.1 It is assumed that during protracted illness, the absent instructor, or the absent instructor's physician, or an individual acting for either, will contact the centre principal from time to time, regarding progress toward recovery.
- 2.2 When and if illness is protracted beyond the estimated date of recovery and thus beyond the period of leave granted, an amending request must be submitted.
- 2.3 Prior to the total consumption of sick leave credits, the absent instructor, or an individual acting on behalf of the absent instructor, must request, through the centre principal, leave of absence without pay, owing to illness from the date sick leave credits expire. Such application must specify the period of time for which leave without pay is requested.

If this period is indeterminable, an approximate period of time must be indicated which may be subsequently reduced or extended.

PROCEDURE REGARDING ABSENCE OWING TO ILLNESS IN
EXCESS OF TEN (10) CONSECUTIVE DUTY DAYS CONT.

Page 2

3. Return to Duty After Leave of Absence for Health Reasons

3.1 "Certificate of Fitness to Resume Instruction Duties"

In every case involving absence from duty for health reasons where the period of absence exceeds ten (10) consecutive duty days, a "Certificate of Fitness" must be completed by the attending physician and forwarded to the Director of College Health Services, 100 West 49th Avenue, Vancouver, B.C., V5Y 2Z6. The form for this "Certificate of Fitness" may be obtained from the respective centres. Before the instructor may return to work, the report must be accepted by the Director of College Health Services who shall so advise the centre principal.

3.2 Notice of Intention to Return to Duty

Notice of the instructor's intention to return to duty, which is subject to the receipt of the above "Certificate of Fitness to Resume Instructional Duties", shall be submitted to the centre principal before such scheduled return:

- preferably one month before the date on which the instructor wishes to resume work if the leave is for six (6) months or more;
- preferably one week before the date on which the instructor wishes to resume work if the leave is for more than ten (10) consecutive duty days but less than six (6) months.

3.3 Notice of Intention to Return to Duty shall be initiated by submission of the so titled form to the centre principal, who shall then advise the Director of Human Resources.

3.4 It is assumed that termination of long-protracted leaves of absence owing to illness, shall be requested for times of convenience and greatest advantage to instructor, College and students.

Please:

- (1) Complete only the boxed portion of this form.
- (2) Sign and date it.
- (3) Return it to your centre principal.

NAME: _____
Initial(s) Surname

COMMENCEMENT DATE OF CURRENT ABSENCE: _____

SICK LEAVE CREDITS: As of _____ records indicate
that you have accumulated _____ of sick leave credit. (This tally
is approximate, subject to later verification or amendment.)

- (1) Anticipated duration of leave (in days, weeks, months) or
projected date of return _____
- (2) Reason for Absence _____

- (3) Note from attending physician confirming reason for absence _____

(above) is:

Attached

Will be sent directly to centre
principal by physician

Signature _____

Date _____

Original to Director of Human Resources
cc: - Division Chairman
- Staff Records Clerk
- Personnel File

1. Notification of Long-Term Absence Owing to Illness

If absence owing to illness is (or is likely to be) more than ten consecutive days, written notification of absence owing to illness is to be submitted to the centre principal, who will inform the Director of Human Resources.

Notification to the centre principal may be by completion of the Notification of Long-Term Absence form (attached), OR by letter containing the same information as that normally elicited by that form.

Such leave of absence (with pay) owing to illness shall not exceed the period covered by accumulated sick leave credits.

2. During Long-Term Absence Owing to Illness

It is assumed that during protracted illness, the absent instructor, or the absent instructor's physician, or an individual acting for either, will contact the centre principal from time to time, regarding progress toward recovery.

Prior to the total consumption of sick leave credits, the absent instructor, or an individual acting on behalf of the absent instructor, must request, through the centre principal, leave of absence without pay, owing to illness from the date sick leave credits expire. Such application must specify the period of time for which leave without pay is requested.

☐ K.E.C.
☐ V.V.I
☐ Langara

NOTICE OF INTENTION TO RETURN TO DUTY (FOLLOWING ABSENCE
OWING TO ILLNESS IN EXCESS OF TEN CONSECUTIVE DUTY DAYS)

Please:

- (1) Read and complete only the boxed portion of this form
- (2) Sign and date it.
- (3) Return it to your centre principal

NAME: _____
Initial(s) Surname

DEPARTMENT: _____

Approval or return to duty is contingent upon transmission to the centre principal of the confidential advice of the Director of College Health Services that you are fit to resume normal duty. The Director of College Health Services cannot so advise prior to receipt of your Physician's Certificate of Fitness to Resume Instructional Duties. If your Physician's Certificate has not been completed and forwarded to the Director of College Health Services the process of approval of your return to duty cannot proceed.

1. Intended date of return to duty _____
2. Certificate of Fitness has/has not been completed by my physician and forwarded to the Director, College Health Services, 100 West 49th Avenue, Vancouver, B.C., V5Y 2Z6

Signature _____ Date _____

Upon receipt of the confidential advice of the Director of College Health Services that you are fit to return to duty, a date shall be fixed and approved for your return and this duly completed form sent to you.

Return to duty approved, effective _____

Principal _____ Date _____

Original to Director of Human Resources

- cc: - Instructor
- Division Chairman
- Staff Records Clerk
- Personnel File

Notice of Intention to Return to Duty

Notice of the instructor's intention to return to duty, which is subject to the receipt of the above "Certificate of Fitness to Resume Instructional Duties", shall be submitted to the centre principal before such scheduled return:

- preferably one month before the date on which the instructor wishes to resume work if the leave is for six (6) months or more;
- preferably one week before the date on which the instructor wishes to resume work if the leave is for more than ten (10) consecutive duty days but less than six (6) months.

Notice of Intention to Return to Duty shall be initiated by submission of the so titled form to the centre principal, who shall then advise the Director of Human Resources.

It is assumed that termination of long-protracted leaves of absence owing to illness, shall be requested for times of convenience and greatest advantage to instructor, College and students.

Revised June 1984

*Mail to: Director of College Health Services
100 West 49th Avenue
Vancouver, B.C., V5Y 2Z6

PHYSICIAN'S CERTIFICATE OF FITNESS TO RESUME INSTRUCTIONAL DUTIES

Vancouver Community College requires every instructor who has been absent from duty owing to illness for more than ten days to submit a Certificate of Fitness from the attending physician before the resumption of instructional duties.

_____ of Vancouver Community College, _____,
(Name) (Centre)

has been asked to comply with this regulation. In the evaluation of the instructor's health and ability to resume duties, it is necessary to keep in mind that day-after-day instruction makes great demands upon the instructor's physical and emotional resources. The stresses of instruction are many and varied. It is vitally important that the instructor's health be of such quality as to allow the instructor to maintain full control of the instructional process, to be a thoughtful, co-operative member of a large College system, and to be able to work constructively with students, other staff members, and with the community. Thank you.

TO BE COMPLETED ONLY WHEN A DEFINITE DATE FOR RETURNING TO WORK HAS BEEN DETERMINED.

NAME OF INSTRUCTOR _____

ADDRESS _____ PHONE NO. _____

DIAGNOSIS _____

PROGNOSIS _____

This Instructor has been unable to work since _____

Date Instructor may return to work _____

COMMENTS:

Name of Physician (please print) Address _____

Phone No. _____

Signature of Physician Date _____

TO: Principal H. E. Pankratz
2750 Oak Street
Vancouver, B.C., V6H 3N2

CONFIDENTIAL

FOR HEALTH SERVICES
USE ONLY.

FROM: Director of College Health Services

RE: _____
(Instructor's Name)

Notification has been received from the above-mentioned instructor's attending physician to the effect that this instructor is fit/unfit to resume normal instructional activities on _____.

DATE: _____ SIGNED: _____
Director of College Health Services

. . . over


Return to Duty After Leave of Absence for Health Reasons

"Certificate of Fitness to Resume Instructional Duties"

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COMPUTERS IN THE JOB MARKET
(Workshop)

It was a perfect match between two resource speakers, Fred Wuhrer, Co-operative Education Officer of the Data Processing Program at Langara and Frank Fornelli, Counsellor and instructor at K.E.C.



Result: A perfectly blended workshop!

VM

VCC EDUCATIONAL FOUNDATION NEWS

The previously advertised "Turkey Trot" has been somewhat scaled down from a Gala Evening into a "Happy Hour Extravaganza". Nevertheless, there will still be beer and wine, music, sandwiches, and fabulous door prizes (including dinners-for-two, free pizzas, rare vintage wines, etc.) The winners of the trip to Mexico and three other raffle ticket prizes will be announced and, the highlight of the evening, the presentation of the Turkey of the Year Award! Be there on November 2nd in the Staff Lounge. From 3:30 until the last person leaves.

Raffle tickets are still available. You'll never again see such good odds on winning a free trip to Mexico!

J.H.

TECHNOLOGY FORUM

October 11, 1984

Data Management for Micros

Speaker: B. Mullen, President

I.S.P. Information Systems Planning Corp

Moderator: Russ Parker

November 8, 1984

Application Prototyping - A Systems Strategy for the 80's

Speaker: B. Dawson, Manager, MIS

McDonald Dettwiler & Associates

Moderator: Peter Lissett

December 6, 1984

The Profile of a Successful MIS Executive

Speaker: Richard Rittenberg, Partner, Peat Marwick and Partners

Moderator: Barbara Wuhler

January 10, 1985

Preparing Staff for the Automated Office

Speaker: R. Wiens, Data Processing Manager, District of Surrey

Moderator: Gerry Ansell

February 7, 1985

Computer Based Patient Care

Speaker: P. Sulkers, Manager Systems Planning

British Columbia Health Association

Moderator: Linda Fennema

March 6, 1985

Practical Artificial Intelligence

Speaker: Dr. N. Cercone, Chairman, Dept. of Computing Science

Simon Fraser University

Moderator: Eric Holmes

April 11, 1985

The Use of Business Computer Graphics in the Future

Speaker: Tom Berryhill, President

Expression Technology Inc.

Moderator: Cornelius Constantinescu

12:30 - 1:30 p.m.

L 501 (5th Floor of Library)

All Faculty, Staff and Students are
Welcome

K.E.C. FACULTY/STAFF ACTIVITIES

Howard Olsen	Visit G.M. - repair training aids	Oct. 09-12
Lesley Thomson	Reading Grammar Book; practice computer skills, "Computers At Work"; update teaching materials.	Oct. 15-26
Sonja Alton	Prepare mathematics 071 course	Oct. 17-19
Don Richardson	Developing new advanced Basic Education math class, coordinating materials.	Oct. 17-19
Ron Fussell	To attend PNRCEIYC Conference, Spokane, Washington	Oct. 18-20
Lorne Malo	To attend PNRCEIYC Conference	Oct. 18-20
Betty Nobel	Insight Conference sponsored by Children's Hospital and C.N.I.B.	Oct. 19-20
Starr Owen	Attend conference - U.N. Challenges and Opportunities	Oct. 22
Bruce Watson	Preparation for and delivery of lecture and workshop (Victoria).	Oct. 22-26
Linda Rapson	Course work and exams	Oct. 23-25
Herbert Salzmann	To work on proposals for cost-recoverable courses. To work on reading skills text.	Oct. 25 - Nov. 15
Elizabeth MacLeod	Mathematics Articulation, Camosun (Victoria)	Oct. 26
Peter Littleboy	ABE ABC Autumn Dialogue (workshops)	Oct. 26
Michael Szasz	Prepare for presentation and attend conference/workshop	Oct. 26
Mary Waddington	Attend "Autumn Dialogue" day of workshops for ABE literacy people.	Oct. 26
John Washburn	Concert and workshop tour	Oct. 26 - Nov. 09
Margaret Nelson	Revise classroom spelling program	Oct. 29 - Nov. 02
Betty Pletcher	Attend seminar "Using Computers to Teach Language Arts"	Oct. 29-30
Kathleen MacKinlay	Make an answer key for grammar book "Communicate What You Mean"	Oct. 29 - Nov. 08

Sandra McIntosh -Kocaba	Work on textbook; develop material for Upper Intermediate learning, reading and composition.	Oct. 30 - Nov. 08
Peter Littleboy	Urban Native Indian Education Society Think-Tank	Nov. 02
Jim Funk	Attend "Science Spectrum '84" at U.B.C.	Nov. 02
J. Jarrett	Attend "Science Spectrum '84" at U.B.C.	Nov. 02-03
Peter Hopkinson	Attend "Science Spectrum" Conference	Nov. 02-03

M.R.

AUTUMN DIALOGUE

Presented by: The Movement for Canadian Literacy & Adult Basic Education
Association - Vancouver Region.

OCTOBER 26 - 9:00 a.m. - 3:30 p.m. CAPILANO COLLEGE, NORTH CAMPUS, R BUILDING

Sample Workshops and Presentations:

1. Present Ministry Activities - Shell Harvey
2. Annotating ABE Materials - Kate Nonesuch
3. Prospects for Literacy Work: A discussion - MCL Board Members
4. New Level 3 Science Curriculum - Molly Enns
5. How Are You Using Your Software - Bob Irvine
6. Canadian Farmworkers Literacy Crusade - David Jackson
7. Improving Reading Comprehension Through Discussion and Effective
Thinking Skills - Mae Burrows
8. Literacy Training in Dominica - Audrey Thomas
9. Pattern Notes and Literacy - Michael Szasz

There will be a display area. BRING SOMETHING. For further information
contact Judy Rose, 986-1911, Local 258.

MCL will have their Annual General Meeting October 27 (Saturday).

M.W.

POSITION OPENINGS

V.C.C./K.E.C. requires a Clerk II in Admissions. Closing date for applications
is October 23rd.

V.C.C./V.V.I. requires a Department Head in the Nursing Department. Closing
date for applications for this position is November 01.

V.C.C./Central Administration requires a Payroll Clerk II (Temporary). Closing
date for applications is October 24th.

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

H.E.P.

GALA WEEK FOR BOUQUETS!!

To the real front line of KEC...the records and admissions people who are the first to receive the students and the public we serve, and who manage to keep calm, composed and even friendly in the face of every imaginable request, cajole and complaint uttered in every language under the sun as well as fractured English. Thanks, ladies, for giving a civil and helpful welcome to the many who come to our door.

J.G.K.

To the Security officers (Sar and Darcy) who responded very quickly to a few 'incidents' on the Campus recently. It is comforting to know that assistance is just a short call away.

M.C.

Another bouquet to Marion Farmer, who took the time to knit two beautiful sweaters (her daughter made the decorative hangers) and raffle them off to raise \$100.00 toward the K.E.C. United Way Campaign. Thank you Marion, on behalf of the United Way.

M.R.

TWENTY-FOUR HOUR RELAY

Dave Greenall and committee are organizing this year's 24-hour relay with all proceeds going to the United Way Fund. (I understand that a bulletin respecting the relay and other events that are taking place is in preparation.)

I appreciate the enthusiasm going into this college-wide event. It's exciting being able to participate as runners, and I know that many will. It's equally exciting being present for the starting gun at 12:30 noon on Thursday, October 25th and the final laps 24 hours later.

Faculty, staff and students - if at all possible - are encouraged to be present (even if it means starting a class late or ending it early).

I'll see you at the park - Thursday and Friday, October 25th and 26th between twelve and one o'clock.

H.E.P.

