

# KING EDWARD TIMES



VOLUME XI, No. 15

July 18, 1985

## FIRST AID COVERAGE

If you value your student's well being, please read.....

On the night of July 12th, I received a message from the Counselling Receptionist advising me an emergency had occurred "a student had a diabetic reaction" and no one knew how to contact me.

Fortunately the student recovered sufficiently to get down to the Cafeteria and obtain the sugar needed. However, this episode could have had serious consequences.

First Aid Attendant  
D.S.

THE INFORMATION ON CONTACTING HEALTH SERVICES HAS BEEN POSTED TWICE - JUNE 27/85 and JULY 14/85.

Please tape this by your phone:

## INDUSTRIAL FIRST AID COVERAGE - SUMMER COVERAGE

During July/August, the Industrial First Aid can be contacted as follows:

8:30 - 5:00 DIAL SWITCHBOARD (0)

(Mon - Thurs) 5:00 - 7:30 DIAL 479 (Friday) 5:00 - 6:30 (479)

If you cannot contact the Health Services personnel PHONE AN AMBULANCE - 911.

D.M.



## ON VACATION

I will be on holiday from 1985 July 22 until 1985 August 16. During my absence, please direct any Adult Basic Education Division concerns to Dean Cunningham.

Gordon Pawelchak

I will be on vacation from July 22nd until August 26th. In my absence, Joan Rippel may be of assistance for routine information. Other matters should be referred to Dean Cunningham.

Sam Lewindon

## POSITION OPENINGS

V.C.C./V.V.I. requires a Dental Assistant Instructor. Closing date for application is August 2, 1985.

V.C.C./V.V.I. requires a Financial Aid Advisor. Closing date for applications is July 19, 1985.

V.C.C./V.V.I. requires a Clerk Stenographer (Administration). Closing date for applications is July 19, 1985.

H.E.P.

## K.E.C. FACULTY/STAFF ACTIVITIES

Audrey Findley	Attend TESL Canada Summer Institute	July 22 - Aug. 02
Maria Brown	Music training with VSO faculty	July 28 - Aug. 04
Ingrid Kolsteren	I.D. #103 course, UBC	July 22 - Aug. 02
Irene Strong	Revise and update teaching material	July 29 - Aug. 02
Helen Tegenfeldt	Take UBC summer language institute course	July 22 - Aug. 02
Jim McNab	Review and revise career planning course material	July 22-26

M.R.



## GETTING IT ALL TOGETHER

We need the combined efforts of everyone to get the Information Centre moving towards the right direction. After all, it is YOUR Information Centre and we would like to ensure that it benefits everyone. The fact that it took awhile before we got our Information Centre can work to our advantage: there's lots of room for improvement and in developing a system patterned after our needs.

As a first step towards centralization and the delivery of up-to-date and relevant information, the form on the reverse side of this page has been adopted. The procedure is at the bottom of the page and is self-explanatory. These forms will be available at a designated place close to the mail room. A basket will also be provided for the completed forms.

If you have any questions regarding the use of this form, kindly direct your enquiries to Vicky Monroy at Local 428.

Effective Monday, July 22nd, the Information Centre will commence operation. We welcome suggestions. In fact, we would like you to be part of this undertaking.

V.M.

## ASSESSMENT FEES

If you should be giving information over the telephone advising assessment fees, please indicate the fee is payable either by cash or VISA. We do not accept cheques.

The above information is clearly indicated on the Entrance Assessments (KEC) information sheet, but recently it came to my attention such information is also given verbally. (It is infuriating for a would be candidate to arrive at K.E.C. for an assessment and be told "No Cheques"). We try to cover all the loopholes as best we can and to accommodate the unusual, however, please remember - no cheques.

D.M.

## MAIL

If you fail to put country of destination on your mail the old adage of "The Mail Must Go Through" will not hold. In particular, the City and Zip Code for the United States is not sufficient, so sayeth ye old Post Office.

D.M.



For use  
ofINFORMATION & REFERRAL CENTREDate  
Submitted \_\_\_\_\_\_\_\_\_\_  
Name (submitted by)\_\_\_\_\_  
Telephone\_\_\_\_\_  
Local\_\_\_\_\_  
Department\_\_\_\_\_  
Division/Program\_\_\_\_\_  
Office/Room No.INFORMATION

(data or additional information may be attached)

THE ABOVE INFORMATION IS IN EFFECT:

☒ Immediately☐ From \_\_\_\_\_ to \_\_\_\_\_☐ As of \_\_\_\_\_

ADDITIONAL/SPECIAL INSTRUCTIONS:

## PROCEDURE:

1. Kindly fill this out and leave at the mail slot designated INFORMATION AND REFERRAL CENTRE
2. Information will be adopted and accepted into the system anywhere from 3 to 7 days from the date it was submitted unless the nature of the matter warrants immediate attention.