

May  
19  
1988

# KING EDWARD TIMES

Vol. XV, No. 7  
May 19, 1988

Vancouver Community College  
King Edward Campus - Library  
P.O. Box 24620 - Stn. C  
1155 East Broadway  
Vancouver, B.C. V5T 4A3

RECEIVED MAY 24 1987

## A PLEA FOR CLEAN, CLEAR WINDOWS - AND WALLS - AND ELEVATORS!

This Campus has an enviable reputation for cleanliness ... and that's a reputation we'd like to keep!

Increasingly, walls and windows are being used to affix signs and posters of various kinds.

Please remember that the Campus has a clear policy (#1.2.0.6 in the Policy Manual) about the mounting of signs. The two most pertinent items in the policy may be paraphrased as follows:

- (a) In order to be posted on Campus notice boards, permanent and temporary signs must bear the approval of the Associate Dean of Student Services or delegate.
- (b) Normally, temporary signs shall not be placed on walls, doors or windows.

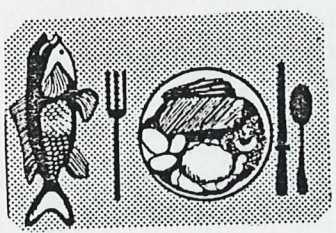
Please help us keep the Campus safe and clean by using the notice boards for the posting of approved signs.

Lawrence Fast

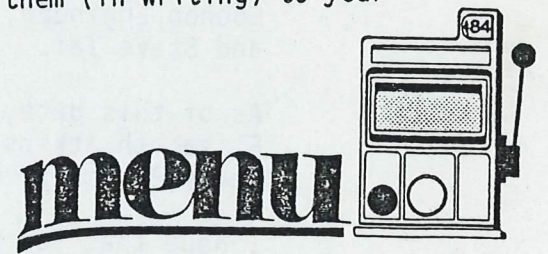
## CAFETERIA ADVISORY COMMITTEE:

Your Cafeteria Advisory Committee will be holding their May meeting next week.

If you have any concerns or suggestions, please pass them (in writing) to your representative on the committee.



- |                  |                  |
|------------------|------------------|
| VIA              | - Roy Wren       |
| VMREU            | - Steve Baker    |
| Central Admin.   | - Bonnie Baty    |
| Continuing Ed.   | - Wayne Declé    |
| KEC Admin.       | - Shirley Girvan |
| Student Advisory | - Grant Kelly    |



Shirley Girvan



# King Edward Campus



V.V.I. WINS THE LOTTERY AGAIN:

Diane Basaraba of V.V.I. won with number 171. Diane, was estatic when she learned of the news.

Diane is going away the May long weekend and can put the money to good use.

Where are you going, Diane was asked innocently? "I don't want you to print where I'm going or whom I'm going with". Hmmm... I think the headline should read 'V.V.I. Scores Again'.

The May 20th draw will be held at Langara. Time: TBA contact Mike Bekenn or Deb Palmer for details and the winning number.

DIVISION CHAIRMAN'S VACATION - A.B.E. DIVISION:

I will be on vacation from Friday, May 20, 1988 through Friday, May 27, 1988. During this time, please direct urgent matters only to Peter Littleboy or Patricia Groves, as appropriate.

Ron Fussell

RETIREMENT PARTY AT KING EDWARD CAMPUS

I am pleased to announce a Retirement Party for those employees retiring from King Edward Campus in 1988 and those who retired in 1987.

The party will be an informal social occasion held on Thursday, June 9, 3:30 - 5:00 p.m. in the Faculty Dining Room.

Those who retired in 1987 are Magdalen Chow, Robert Cunningham, Soonoo Engineer, Kathleen MacKinlay, Dorothy Neville, Lillian Soga and Steve Tai.

As of this date, those retiring in 1988 are Joan Aspinall, Elizabeth Atkins, Roger Gibbard, Dorothy Moutter, Joan Perkinson, Betty Pletcher, Howard Turpin, Eva Williams and Aileen Yip.

I hope that you will set this time aside so that you can join faculty, staff and administration in thanking these employees for their contributions to the Campus.

Lawrence Fast



ON VACATION:

"I shall be on vacation from May 24 to June 10. For routine matters please refer to Detty Cheung and Carol Francis. Matters requiring decisions may be referred to the Associate Dean of Student Services."

Winnie Cheung

POSTER CONTEST:

Congratulations to the winners of the Multicultural Day Poster Contest:

1st prize: Rowena Cameron (Basic Ed.)  
2nd prize: Hoa Van Le (ESL-Vocational)  
3rd prize: Solomon Valencia (ESL-Learning Centres: Britannia)

Honourable Mentions: Rosa Brand (Student Advocate)  
Jennifer Kim (ESL-Vocational)

The posters are mounted in the foyer of the auditorium. Please feel invited to go in and have a look.

Thanks to the panel of judges for the poster contest: Sharon Yoneda, Carl Meadows, Grace Shaw and Lauch McKenzie.

Robert Caldwell

3RD ANNUAL MULTICULTURAL FESTIVAL - "In Appreciation".

Well Team, we did it again!

Another fine tribute to our Multicultural population and its reflection at KEC. As Chairman of the Multicultural Festival Committee, I wish to thank everyone who participated and made this such a success. In particular, my thanks to the Committee members who coordinated the various aspects of the event. As volunteers, their efforts were truly appreciated, as these were in addition to regular duties.

Committee members, please take a bow!

R. Carrier	C. Ip
N. Dooley	V. Monroy
N. Green	D. Moutter
T. Greene	T. Smith
J. Humble	R.M. Watson
M. Hwang	

Sam Lewindon



FOR SALE:

Old Manual Ditto Machine (overhauled by AB Dick). \$50 O.B.O. Contact Marta Gardiner at local 770.

Marta Gardiner

WELCOME - CINDY ERICKSON:

Please say hello to Cindy Erickson who will be replacing Pam Owens while she is on vacation from May 24 - June 06, 1988.

Dorothy Moutter

CAREER PLANNING WORKSHOP FOR STUDENTS:

The Counselling Department is offering a Career Planning Workshop. This will be of special interest to students with questions regarding career choices and future opportunities in the workplace. The three session workshop will focus on identifying each student's skills, interests and values as well as assisting them in the research of occupational areas. Individual follow-up will be provided if necessary. If you feel this would benefit your students, please encourage them to attend.

Time: 2:30 - 4:30 p.m.

Date: Thursdays, June 2, 9 and 16

Place: Counselling Classroom 3002

Students are asked to pre-register with the receptionist at Counselling either in person or by telephone 875-6111, loc. 208.

THE V.C.C. EDUCATION FOUNDATION - DOUG BROWN MEMORIAL TRUST FUND:

To provide bursaries to students at King Edward Campus who have demonstrated financial need.

Has now reached nearly \$16,000.

A big thank you to Doug's family, and friends on and off the campus for their generous support.

This fund remains open for anyone wishing to contribute.

Please make cheques payable to the:

V.C.C. Education Foundation  
Doug Brown Memorial Trust

Shirley Girvan



# SIMON FRASER UNIVERSITY

DEPARTMENT OF SOCIOLOGY  
& ANTHROPOLOGY



BURNABY, BRITISH COLUMBIA V5A 1S6  
Telephone: (604) 291-3146

## PRESS ANNOUNCEMENT

### SIMON FRASER UNIVERSITY OFFERS NEW SOCIAL POLICY ISSUES DIPLOMA

Simon Fraser University is pleased to announce a new post-graduate diploma in Social Policy Issues. It is the first program in Canada to offer students who already hold an undergraduate degree the opportunity to pursue a critical and multidisciplinary approach to analysing current policy issues.

The program's goal is to foster a critical and informed understanding of current social issues and policies. Small classes and strong group dynamics, which are a hallmark of Simon Fraser University's seminar system, allow students the freedom to explore issues which concern them within a structured course framework. Faculty from a variety of disciplines provide expertise on a broad range of current concerns.

The Social Policy Issues diploma program begins in September, 1988. The course is geared towards the working professional, and can be completed on a part-time or a full-time basis. The diploma is intended for professionals working in the social services field, teachers, health care professionals, and public service personnel who wish to gain perspective on issues which may concern them.

Entrance requirements to the program are high. Interested applicants should possess an undergraduate degree and will be asked to indicate their reasons for wishing to join the program. Students accepted into this program will be challenged to discover new ways of participating in the shaping of social policy.

Interested applicants should contact: Ms Jean Jordan

Department of Sociology and Anthropology  
Simon Fraser University  
Burnaby, B.C.  
V5A 1S6  
291-3726



Effective Tuesday, May 24, Petty Cash is available from Anne Lim (Payroll Clerk - Administration):

# PETTY CASH VOUCHER

Date \_\_\_\_\_ 13

**PAID TO:-**

AMOUNT: \_\_\_\_\_

FOR: \_\_\_\_\_

FOR: \_\_\_\_\_

APPROVED BY:-

- CASH RECEIVED:-** \_\_\_\_\_

[illegible]

Each Petty Cash Voucher **MUST** have receipts attached that match the amount of petty cash being given out, and must be presented for payment in person.



HUMAN RESOURCE DEVELOPMENT PROGRAMS

Wordprocessing - An Introduction to Word Perfect

Learn fundamental Word Perfect operations:

Creating and editing documents; printing, moving/copying text, transferring texts between documents, formatting, search/replace and move. Includes DOS (disc operating system)

Prerequisite: Keyboarding Skills (This course assumes no previous experience with PC's)

These sessions are provided free of charge to V.C.C. employees.

Date: Tuesday and Thursday, May 31, June 2, 7, and 9  
Place: Langara Campus  
Time: 8:30 a.m. to 12:30 p.m. (4 hours)  
Instructor: Jack Yensen

To Register:

- 1) Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2) Indicate which of the following sessions you would like to attend by phoning Personnel at 875-1131, local 367/336 or sent the form below to Jean Blake, HRD, Personnel.

An Introduction to Word Perfect - Langara Campus, May 31

Name \_\_\_\_\_ Position \_\_\_\_\_

Dept. \_\_\_\_\_ Campus \_\_\_\_\_ Phone Local \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Please check the category that applies to you:

- ☐ 1) Currently use Word Perfect in job
- ☐ 2) Moving onto Word Perfect in next three months in job
- ☐ 3) Interested in Word Perfect for work purposes and have access to an I.B.M. Compatible.
- ☐ 4) Other

Please return to Jean Blake, HRD, Personnel



Using Computers for Classroom Records

Program:

This program will provide an introduction to LOTUS 1-2-3 software with an application to maintaining student records. You will work through an example of recording student marks and calculating grades.

Objectives:

- \* Learn to construct and modify spreadsheets and produce graphs
- \* Become familiar with the Lotus keyboard and screen display
- \* Use commands to:
  - set up and format a worksheet
  - insert columns and rows
  - enter and copy formulas
  - copy and move ranges
  - save and load complete and partial worksheets
  - print worksheets
  - produce several different graphs

Approach:

Lecturette and "hands-on".

Audience:

Faculty members who are familiar with DOS and the IBM-PC microcomputers.

Enrollment is limited to 14 participants

Resource:

Barbara Wuhler, B.A., M. Ed. Instructor in Business Administration, Langara Campus.

Barbara has made valuable contributions to the Computer Information Systems Program and has taught a number of computer courses for Continuing Education and Human Resource Development

Location and Times:

Langara A216, June 21, 23, and 24, 9:00 a.m. to 12:00 noon  
(9 hours total)

Cancellation:

To provide employees on the wait list an opportunity to participate, please cancel no later than four working days prior to the program.

Registration:

Please see attached forms.



### Controlling Stress on the Job

**Program:**

This half-day workshop will teach you how to better deal with stress in the workplace by helping you identify sources of stress and assist you with finding ways of dealing with stress. The emphasis is on preventing or reducing stress.

**Objectives:**

You will learn how to:

- recognize symptoms and causes of job stress
- prevent or alleviate job stress through:
  - 1) changing patterns of thinking
  - 2) gaining control over the situation and your physical reactions
  - 3) managing time better
  - 4) assertive behaviour
  - 5) developing support networks
  - 6) planning relaxation time into your schedule

**Approach:**

Lecturette group discussion, relaxation exercises, individual exercises.

**Resource:**

Dr. Margaret Kendrick, Psychologist

**Audience:**

Open to all staff and faculty.

Enrollment is limited to 18 participants per session.

**Location and Time:**

Session A: Langara L001, Tuesday, June 14, 1:00 p.m. to 4:30 p.m.  
(Library Basement)

Session B: Langara L001, Tuesday, June 21, 1:00 p.m. to 4:30 p.m.  
(Library Basement)

Note: Register in only 1 session as B is a repeat of A

**Cancellation:**

To provide employees on the wait list an opportunity to participate, please cancel no later than 4 working days prior to the program.

**Registration:**

See attached forms.



To Register:

- 1) Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2) Complete and send the form below to Personnel. Note: Your registration will be confirmed in writing by Personnel.

Controlling Stress on the Job

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dept: \_\_\_\_\_ Campus: \_\_\_\_\_

Phone Local: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Return to Jean Blake, HRD., Personnel, or call 875-1131, local 367/336

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To Register:

- 1) Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2) Complete and send the form below to Personnel. Note: Your registration will be confirmed in writing by Personnel.

Using Computers for Classroom Records

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dept: \_\_\_\_\_ Campus: \_\_\_\_\_

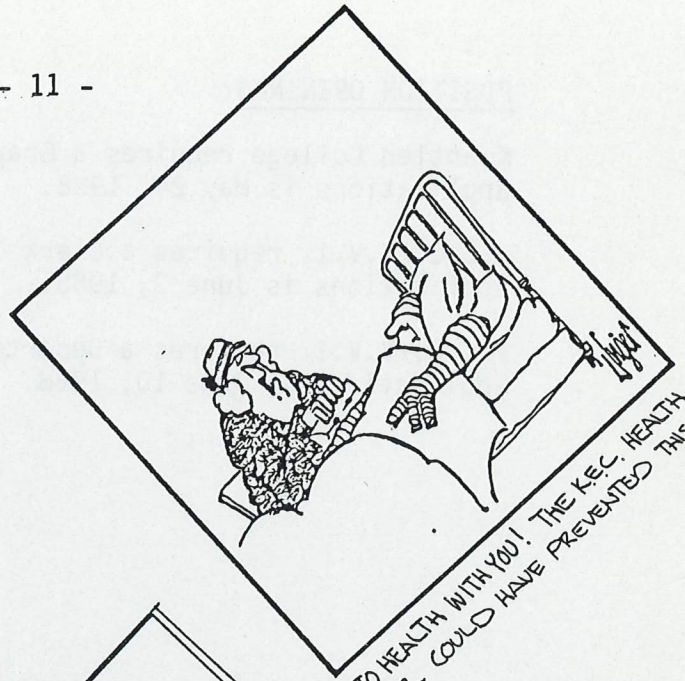
Phone Local: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Return to Jean Blake, H.R.D., Personnel, or call 875-1131, local 367/336



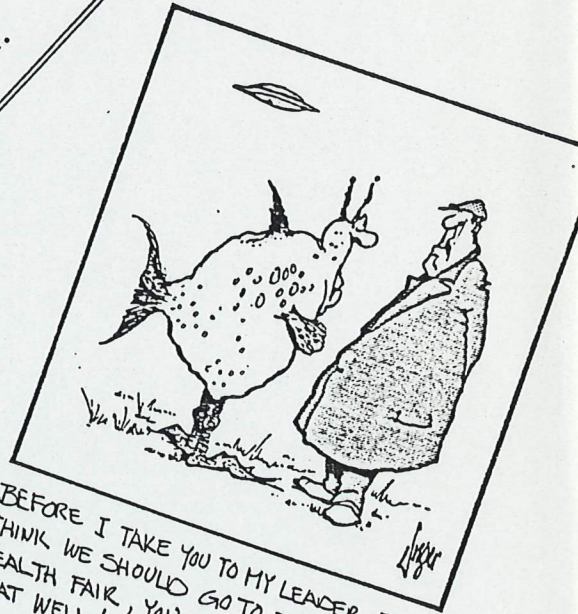


WHAT'S ALL THIS HEALTH FOOD?  
HAVE YOU BEEN TO THE K.E.C.  
HEALTH FAIR?

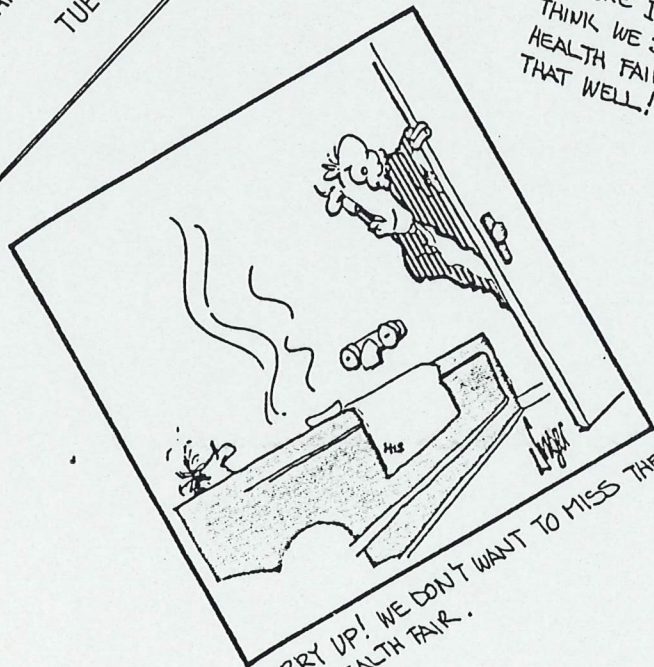


TO HEALTH WITH YOU! THE K.E.C. HEALTH  
FAIR COULD HAVE PREVENTED THIS.

WE CAN'T BELIEVE THAT YOU HAVEN'T HEARD ABOUT IT!!  
THE SECOND ANNUAL K.E.C. HEALTH FAIR - "TO HEALTH WITH YOU!!"  
TUESDAY, JUNE 14th - 10:00 a.m. to 2:00 p.m.



BEFORE I TAKE YOU TO MY LEADER I  
THINK WE SHOULD GO TO THE K.E.C.  
HEALTH FAIR, YOU DON'T LOOK ALL  
THAT WELL!



HURRY UP! WE DON'T WANT TO MISS THE  
K.E.C. HEALTH FAIR.



POSITION OPENINGS:

Kwantlen College requires a Graphic Design Instructor. Closing date for applications is May 24, 1988.

V.C.C./V.V.I. requires a Clerk III (Admissions Department). Closing date for applications is June 3, 1988.

V.C.C./V.V.I. requires a Department Head - Hairdressing. Closing date for applications is June 10, 1988.

Lawrence Fast



Campbell

*"If Dad was Mr. Right, I must take after you."*