

June 23 1988

KING EDWARD TIMES

REC
Stacks

RECEIVED June 23 1988
Vancouver Community College
King Edward Campus - L6B 4N3
Box 24620 - Stn. C
1155 East Broadway
Vancouver, B.C. V5T 4N3

Vol. XVI, No. 12

June 23, 1988

Problems of Security in Unattended Classrooms

Mr. Sar Mann and those who work with him in Security on campus have noted that too frequently classrooms are left unattended with various kinds of personal and College property in them.

Please remind students that their personal belongings should not be left unattended.

If you have questions or suggestions about Security, please call members of our Security staff at Local 204.

Lawrence Fast

DIVISION CHAIRMAN'S VACATION - ABE DIVISION:

I will be off campus (Vacation/P.D.) for the period June 17 through June 30. Please direct urgent matters only to Peter Littleboy or Patricia Groves, as appropriate. (In an emergency, I can be reached at home.)

Ron Fussell

CALL FOR SUBMISSIONS--CURRICULUM DEVELOPMENT:

The Curriculum Development Committee is now making a formal call for the submission of Curriculum Development Project Proposals to be adjudicated in November.

After incorporating a number of revisions suggested by Faculty members, the "Policy and Procedures for Adjudication of Curriculum Development Proposals" is now being finalized. Copies of this document, together with copies of the Curriculum Development Project Proposal Forms, will be distributed through Department Heads during the week of June 20. Please familiarize yourselves with the "Policy and Procedures" before submitting project proposals. Pending further notice, completed submissions should be left in my mailbox.

It is the purpose of the Curriculum Development Committee to make possible, in the most equitable manner, the production and the development of superior curricular materials for the diverse programs KEC has to offer. I know I speak for all members of the committee when I say we look forward to receiving your submissions.

Paul Kelley

NEW PAYROLL SYSTEM

The extensive tax changes in July of this year and the closing of the computer service bureau that processes our payroll has necessitated a change in our payroll system. After an extensive evaluation it was determined that the Royal Bank Payroll System was best able to handle the "unique" needs of the College.

Although they appear to be different, the new paycheques and deposit advice slips provide the same information as our old system. The major difference is that they are prepared on Royal Bank forms.

As a consequence of this system change, several procedural changes were necessary. The change that will be most evident, is that production delays mean we will no longer be able to mail paycheques to each individual's address. After this payday, all cheques and timesheets will be delivered to the Office Manager of each campus and in the case of Continuing Education, to a designated individual at each centre.

We recognize that this change may cause you to experience some delay in receiving your paycheques when you are on holidays or otherwise away from your office. We strongly suggest that if this is a concern, a change should be made to automatic bank deposit. This will ensure that your pay is automatically in your account on payday and no delays will be experienced. A large majority of our employees already enjoy this convenient pay method and they, of course, will not experience any change other than the appearance of their deposit advice slips. To change to automatic bank deposit, simply obtain a form from your Office Manager, or contact the Payroll Department at Central Administration.

Max Fleming

CAFETERIA ADVISORY COMMITTEE:

Your Cafeteria Advisory Committee will be holding its June 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	- Jim Humble
Central Admin.	- Bonnie Baty
Continuing Educ.	- Wayne Declé
KEC Admin.	- Shirley Girvan
Student Advisory	- Grant Kelly



Shirley Girvan

FROM THE BOOKSTORE:

New Merchandise

- We have new shirts in the Bookstore, some plain, some striped, some with VCC prominently displayed. Most are high quality products. Come and browse.
- New insignia glasses, steins and mugs have just arrived. The mugs are especially nice. Choose from clear or elegant black with the VCC crest.
- A new shipment of T.I. Calculators have recently arrived. Priced from \$7.95 to \$54.95. Staff discount of 10% applies.

Caesars of the Wilderness

We have about 6 autographed copies of Peter Newman's book left in stock.
Special - 30% off of list price.

Reg.	\$25.00
Special	<u>\$17.50</u>

Bookstore Hours:

Our hours remain unchanged through the summer.

M/T/F - 8:30 - 5:00 p.m.
W/Th - 8:30 - 8:00 p.m.

except the 1st week of July.

T/W/Th - 8:30 - 8:00 p.m.
M/F - 8:30 - 5:00 p.m.

Karen Kelly

FROM THE LIBRARY:

Another fine mess of video tapes awaits your inspection in the library:

- You can't get there from here (3 videotape series)
- Mysteries of Mankind (National Geographic documentary)
- African Odyssey (National Geographic documentary)
- Australia's Twilight of the Dreamtime (not another National Geographic documentary)
- 48 Hours on Crack Street (CBS Documentary)
- The Girl Who Spelled Freedom
- Feeling Yes, Feeling No
- AIDS, the New Epidemic (in Cantonese, Hindi and Punjabi)

John Lambert

The Thinking Person's Course in Word Perfect 5.0

If you are interested in really advanced and professional looking documents, then this is for you. In August, there will be two workshops devoted to Applications in WordPerfect 5.0, each with space limited to 18 participants. The course looks at accessing the many different font styles available, mixing graphics and text, and much more! Book early to avoid disappointment.

Dates: Session A - August 17, 18, 19 and 22
Session B - August 23, 24, 25 and 26

Times: 8:30 a.m. to 12:30 p.m.

Place: A210 Langara

Instructor: Jack Yensen

Prerequisite: Adept on Word Perfect 4.2

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 sending the form below to Human Resources Dept., Personnel.

The Thinking Person's Course in Word Perfect 5.0

Session A _____

Session B _____

Name _____ Position _____

Dept. _____ Campus _____ Phone Local _____

Supervisor's signature: _____

Please check the category that applies to you:

- _____ 1) Currently adjusting to Word Perfect 5.0 in job.
- _____ 2) Moving onto Word Perfect 5.0 in next three months in job.
- _____ 3) Interested in Word Perfect 5.0 for work purposes and have access to an I.B.M. Compatible and Laser Jet Printer.
- _____ 4) Other

If you will not be on campus during July and August, please complete the following:

Home Address: _____

Home Phone: _____

*NOTE: This program may be cancelled if the network version of 5.0 is not available by August.

Annual Retirement Dinner

On Monday evening, June 20, the College hosted a dinner for twenty-two employees who are retiring this year.

The retirees were greeted by President Paul Gallagher and two members of the College Board, Mrs. Colleen Miller and Mrs. Barbara Spitz.

It was a very pleasant evening and one small way in which the College can show its appreciation to those who have worked here so faithfully.

Lawrence Fast

BOB YAMASKA - LAST WEEK'S WINNER

Bob, a member of the KEC Diesel Advisory Committee was the winner of the lottery draw held June 17th. Number 219

Please remember to return renewal forms. They can be picked up at the Foundation Office. New tickets are also available. Call local 329.

LEARNING CENTRE:

Starting Friday, June 24 through to Friday, September 2, the Learning Centre will close at 1:00 p.m. on Fridays. All other days open from 9:00 a.m. to 6:00 p.m. Closed weekends. Lee Henderson and Rachel Nichols are on duty in the English/Humanities workshop; Gordon Wong and Tom McDiarmid are on duty in Math/Science workshop.

Grant Kelly

ACCC PAPERS:

Papers produced for ACCC Conference '88 at Saint John have been assembled into a Book of Papers and will be available in the PD section of the KEC Library. The papers cover a variety of topics on the colleges and their activities and are relevant to colleges today.

Grant Kelly



"Due to budget cutbacks this year, it looks like they're going to take away my microphone."

FROM THE LIBRARY:

Just a reminder (as if one were needed) about the Library summer hours:

Beginning Monday, June 27, and in effect until Labour Day, the Library will be operating on a summer schedule:

Monday-Tuesday	8:30 - 5:00
Wednesday-Thursday	8:30 - 8:30
Friday	8:30 - 4:30

VCC MICROWAVE INFORMATION SHEET:

TITLE: _____

VERSION: _____ PRODUCER/PUBLISHER: _____

DATE: _____ CONTENTS: _____ DISKS: _____

DOCUMENTATION: _____

SERIES: _____

SUMMARY: (WHAT DOES THE SOFTWARE DO?) _____

EVALUATION: _____

SYSTEM REQUIREMENTS: COMPUTER REQUIRED: _____

MEMORY: _____ K OPERATING SYSTEM: _____

PERIPHERALS: DISK DRIVE (SINGLE, DUAL, HARD): _____

PRINTERS: _____ GRAPHICS: _____

CAMPUS DEPT.: _____

CONTACT (NAME): _____

TELEPHONE (LOCAL): _____

DATE: _____

WHAT IS IT?

The VCC Microwave Information Sheet is a form available from the KEC Library that will add the software held by your department to the VCC Microwave List.

WHY IS IT USEFUL?

Among the three campuses, there are hundreds of software packages in use by various departments. In order to keep track of this software, to avoid purchase duplication, and to provide information and support to other software users, VCC Library Technical Services will issue periodically an updated VCC Microware List to keep all of us informed about the software being used throughout our college system. Users may wish to contact each other to discuss software capabilities and applications, to consider advisability of purchase, or to exchange other information.

HOW DOES IT WORK?

The software need never leave your department. Contact Aphrodite Harris at the KEC Library (local 205 or 438) and I'll send you copies of the information sheets. For both software already in your departments and as you acquire new packages, fill in the information sheets as comprehensively as possible and return them to me. I'll forward them to our Technical Services department where they'll be added to the software database from which the list will be compiled. When hard copies of the list are produced, I shall announce its arrival in the KEC Times.

Aphrodite Harris

POSITION OPENINGS:

V.C.C./V.V.I. requires a Cafeteria Cashier (Bake Shop Sales - Food Trades Department). This is a temporary position until approximately July 3, 1989. Closing date for applications is June 24, 1988.

V.C.C./Langara requires a Remote Job Entry Operator I (Student Services - International Education). Closing date for applications is June 27, 1988.

V.C.C./Continuing Education requires an Employment Preparation Counsellor (Career Start Project). Closing date for applications is June 28, 1988.

V.C.C./V.V.I. requires a Coordinator I - Culinary Arts Department. Closing date for applications is June 30, 1988.

Lawrence Fast

THE DUPLICATING DEPARTMENT HAS CARTS WHICH WE USE IN OUR DEPARTMENT FOR MOVING STOCK. WE ALSO MAKE THESE SAME CARTS AVAILABLE FOR PEOPLE TO USE WHEN THEY PICK UP THEIR DUPLICATING. RECENTLY PEOPLE HAVE NOT BEEN PROMPTLY RETURNING THEM. ONE HAS BEEN GONE FOR SEVERAL DAYS. PLEASE RETURN THESE CARTS TO DUPLICATING IMMEDIATELY AFTER USE SO THAT OTHER PEOPLE CAN USE THEM. THANKYOU,

R. WEINHARDT

DUPLICATING SUPERVISOR

