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PAY CHEQUES

Please note that commencing January 1989 cheques that are not picked up within one week will be returned to the Central Administration Payroll Department.

For the past few months, I have been mailing such cheques, however, it was recently brought to my attention that College Policy dictates otherwise.

To avoid delays, I would sincerely recommend going to the automatic cheque deposit to the Bank or Credit Union of your choice.

Dorothy Moutter

MANAGER OF ASSESSMENT CENTRE APPOINTED

I am pleased to announce the appointment of Beverly Brawley as the Manager of Assessment Services at King Edward Campus. Her appointment will take effect on January 03, 1989.

Beverly has a Master of Arts degree from the University of B.C. where she concentrated on studies in Measurement, Evaluation - Research Methodology and Educational Psychology.

Her professional experiences include position held with Employment and Immigration Canada, the Delta School Board and Kwantlen College.

We welcome Beverly to the Campus and the College.

Lawrence Fast

RASH OF ACCIDENTS IN THE FACULTY PARKING LOT

In the last few weeks an unacceptable number of car accidents have occurred in our faculty parking lot. Seven or eight people have returned to the lot only to find that some phantom collision expert had damaged their cars.

If you have seen any of these accidents or have information which could be helpful in locating the offender, please let me know.

Lawrence Fast

THANK YOU AGAIN

Thank you very much for the beautiful birthday cards that were brought to me on my special day by Cathy Tolsma. What a marvelous surprise! I had been going through a very low period; I think you could call it "the feeling sorry for myself" stage and the cards, letters, etc., picked me up again.

Thank you for your thoughtfulness. It is great to be remembered.

Bette Lowe

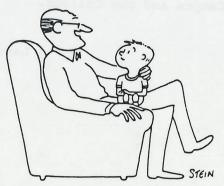
DEPARTMENT HEAD, AUTO MECHANICS

I am pleased to announce the appointment of Mr. Dennis O'Neill as Department Head, Auto Mechanics, effective December 1, 1988.

Mr. O'Neill is a long-time member of the Auto Mechanics Department and has always shown his willingness to work for the improvement of the department and the Campus.

I know that he will make every effort to develop this department into one of the best in the west.

Congratulations, Dennis!



Lawrence Fast

"As you go through life, my boy, remember – always keep your résumé updated."

DOMCO FOODSERVICES CAFETERIA UPDATE

On December 15, 1988, the King Edward Campus Cafeteria (K.E.C.C.) celebrates Christmas by serving the traditional Christmas feast to all staff and students. Included in this festive feast are the following items: roast turkey breast, whipped potatoes with gravy, savory stuffing, mixed vegetables, cranberry sauce, cookies and egg nog; price: \$4.99.

Posters have been posted around the school informing students of our special Christmas feast; however, your help would be appreciated by telling all your students of this festive day.

In addition, Domco Foodservices staff is raffling a Gingerbread House which will be on display from December 6 until December 15 in the cafeteria. Anyone can enter to win. The winner of the Gingerbread House will be drawn on December 15 following the Christmas feast.

By assisting us in informing the students of these festivities we can make this occasion a joyous success for all.

Finally, due to the limited number of staff and students on Campus on December 23, the K.E.C.C. will be closing at 3:00 p.m. on this day. The K.E.C.C. will re-open on January 3, 1989 at its regular operating hours.

Best wishes for a very joyous holiday season and Happy Holidays to all from the staff and Management of Domco Foodservices and the K.E.C. cafeteria.

Melissa Phillips Foodservices Director

LOST, STOLEN, or STRAYED?

A trolley belonging to KEC Administration (4th Floor) is missing from its usual place by the mailboxes. Please return if you know of its where abouts.

Thank you.

Dorothy Moutter

STILL TYPING WITH TWO FINGERS?

Faculty and staff are welcome to enroll in any of our courses in the Business and Computer Studies Department. Famous names have appeared on our class lists: Joan Burnett (Word Processing 082), Don Richardson (Computer Keyboarding 072), Peter Hopkinson (Computer Keyboarding 062), Ron Meyer (Computer Studies 063), and Harry Pankratz (Computer Studies 073). For more information, phone local 573.

Cathy Tolsma

TURKEY DINNER AND DANCE FOR INTERNATIONAL AND CANADIAN STUDENTS

Friday, December 16, 1988

K.E.C Cafeteria

6:30 - 12:00 midnight

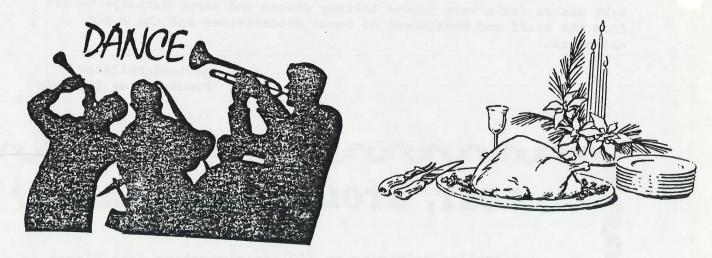
Students, Staff, Faculty, Friends and Relatives - all welcome.

Tickets: \$6.50 per person

Available at: International Education Office, K.E.C., Room 3002

(Counselling)

David Miller



LIBRARY SCHEDULE

For your information, the following is the staff schedule for the Library in December:

Dorothy Moutter

KING EDWARD CAMPUS LIBRARY STAFF SCHEDULE

December, 1988

| NAME | POSITION | LOC. | LOCAL | DAY | TIME | RM# |
|----------------------|-----------------------------|---------------|---------------|---------------------|--|------|
| Appleton, Brenda | Campus.Lbn. | KEC | 439 22/88 | M-W/F Th | 9:30-4:30** 2:00-8:30 | 2021 |
| Aquino, Espie | Lib. Ass't. | KEC | 433 | M T/W Th F | 1:00-8:30 8:30-4:30 9:00-5:00 8:30-4:00* | 2014 |
| Blumke, Irmgard | Lib. Ass't. II (pt.time) | KEC | 515 | M W-Th | 2:00-8:30* 8:30-4:00* | 3078 |
| Butler, Phyllis | Librarian (pt.time) | KEC | | M T W/Th F | 2:00-8:30 9:30-3:00 Off 9:30-3:00 | 3078 |
| Espinoza, Nancy | Lib. Ass't. | KEC | 515 | M-T W Th | 9:30-5:00* 8:30-4:30** 9:30-5:00/ 1:00-8:30** 9:00-4:30* | 3078 |
| | VACATION: D | ec. 22 | -23/88 | | 7.00 4.30 | |
| Harris, Aphrodite | Librarian . | KEC | 438 | M-T W TH F | 8:30-3:30 1:30-8:30* 10:00-5:00 9:30-4:30 | 2020 |
| Lambert, John | Lib. Ass't. V | KEC | 438 | M T W-F | 9:00-5:00 12:30-8:30 8:30-4:30 | 2020 |
| | Sick Leave, Dec. 1-9/88 | | | | | |
| Lesinska, Halina | Lib. Ass't. II (pt.time) | KEC | 205 | Τ | 1:00-8:30 | 2020 |
| MacMullen, Lynn | Lib. Ass't. II VACATION: D | KEC ec. 20 | 205 -23/88 | M/W-F T | 8:15-4:15 12:30-8:30 | 2014 |
| Palacios, Amanda | Lib. Ass't. | KEC | 435 | M-TH F | 9:15-5:0*** 9:00-4:30* | 2014 |

| Reyes, Ines | Lib. Ass't. III | KEC 20 | 5 M-W TH-F | 9:00-5:00** 8:30-4:30* | 3078 |
|-----------------------|--------------------|-----------|-------------------|---|------|
| Smith, Anne | Lib. Ass't. II | KEC 20 | M/TH T W | 9:00-5:00** 8:15-4:15* 1:00-8:30 | 2014 |
| | | | F | 9:00-4:30* | |
| | VACATION: De | c. 8 & 15 | 6/88 | | |
| Stoodley, Annemiek | Lib. Ass't. | KEC 20 | Th F | 4:30-8:30 1:00-8:30 9:00-4:30* | 2014 |
| Thiessen, Clara | Lib. Ass't. | KEC 51 | 14 M-T W Th | 8:30-4:30 9:00-5:00 9:00-5:30/ 1:00-8:30** 9:00-4:30* | 3078 |
| | | | | | |

* half hour lunch

** some evening shifts per week

*** AP - 1 hr. lunch & 1 coffee break

REGULAR LIBRARY HOURS: Dec. 1-16/88

MONDAY - THURSDAY 8:30 A.M. - 8:30 P.M.

FRIDAY 8:30 A.M. - 4:30 P.M.

WEEKENDS CLOSED

<u>December 19-23/88</u>

MONDAY - FRIDAY 8:30 A.M. - 5:00 P.M.

WEEKENDS CLOSED



"Uh-oh! Here comes my teacher - quick, hide my math books!"

TEMPORARY CLOSURE OF THE ADMISSIONS AREA

College Foundations, College Preparatory and Music will be added to our on-line registration for the Spring term. Admissions will be closed the morning of December 9 from 8:30 a.m. - 12:00 noon and all day December 16 in order to orient and train Admissions personnel on these latest additions to our on-line registration program.

Gerry Sylvester

G.E.D. TESTING

A G.E.D. testing session will be held December 9/10 on the 3rd Floor, East Wing, KEC (Rooms 3160, 3161, 3167 and 3168). Only those candidates who have registered through the Ministry of Education, Student Assessment Branch, Victoria will be admitted into this testing session.

Candidates who pass the G.E.D. tests are issued a British Columbia Secondary School Equivalency Certificate by the Ministry of Education.

The remaining G.E.D. test sessions for the 1988/1989 calendar year are March 17/18, 1989; May 5, 1989; and June 9/10, 1989. Application forms and accompanying information booklets are available through the KEC Counselling Department.

Thorne Husband

PATHFINDER LEARNING SYSTEM

There will be a presentation of the Pathfinder system, 1988 December 12 at 12:00 noon in Room 4056.

"The Pathfinder Learning System is a computer-managed, competency-based, mastery-learning system that provides individualized, self-paced learning to adults who wish to upgrade their basic skills in reading, writing, mathematics, the social sciences, employment and life skills."

Starr Owen

ALL CAMPUS COUNCIL

A small task force is being developed to examine the process for establishing the All Campus Council. The idea of this council was presented by the Principal in the recent meeting of department heads and coordinators.

Input is requested on the type of representation and other related subjects considered important to be addressed by the task force. Please feel free to pass on to me any ideas you may have on this subject.

The All Campus Council (A.C.C.) start-up is planned to get under way in January. Thank you for your co-operation.

Sam Lewindon

REMINDER TO ALL FACULTY & STAFF ON TIMESHEETS

As the campus will be closed the week between Christmas and New Year, there will be an early payroll cutoff for the week ending December 23, 1988. All timesheets must be submitted to the Payroll Clerk on the 4th floor no later than 9:00 a.m., Thursday, December 15. Late timesheets will not be processed for payment until after the New Year.

Thank you.

Dorothy Moutter

SEARCH FOR CHRISTMAS HOSTS

This is to all you globe trotters and travellers who have roamed and rambled around faraway places: remember how good it felt when you struck it lucky and one of the "natives" of the country you were in took you to his/her house and made you feel "at home:, maybe even fed you something exotic!!!! Well, now is your opportunity to make someone feel just a special: you can invite an international student for Christmas Dinner. It is only an afternoon for you, but it can make a world of a difference for a new student who does not know anyone in Vancouver.

If you are interested in inviting an international student, please call Florence (local 233) or Barbara 546 (9:00-12:00 p.m.).

Barbara Forster-Rickard

NEWS FROM THE LIBRARY

* Library hours and services will be trimmed during the week before the Christmas break. Our hours will be as follows:

Friday, December 16 Monday - Friday, December 19-23 8:30 - 3:00 p.m.

8:30 - 5:00 p.m.

During the last week, December 19-23, the Library will remain open providing study space and resources to students. However, circulation and reference services will cease for students. Faculty and staff will have access to circulation and film booking services upon request.

* Pending approval of the Management Committee.

I will be on holidays until January 2. Aphrodite Harris will be acting in my place. Please direct all routine queries to Aphrodite.

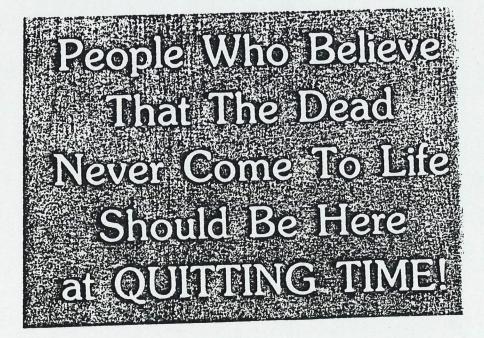
On behalf of all of us at the KEC Library, I would like to wish our friends and colleagues a very happy holiday season.

Brenda Appleton

A WINNER!!!

Congratulations to Raymonde Jabaji in the KEC Assessment Centre who was the very lucky winner in last Friday's WIN*A*GRAND Lottery. Her number was 104.

Trish Knight



BE SURE AND SHOW UP FOR OUR ANNUAL CHRISTMAS BREAKFAST

A JOINT EFFORT BY

YOUR FRIENDS AND COLLEAGUES

IN COUNSELLING, HEALTH SERVICES, IEPA,
INTERNATIONAL EDUCATION, LEARNING CENTRE,

AND DOMCO FOODS

TUESDAY, DECEMBER 20

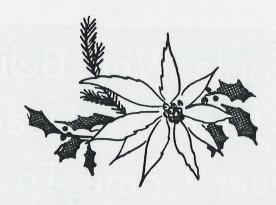
7:30 - 9:00 AM

KEC FACULTY LOUNGE

PANCAKES - SAUSAGES - COFFEE - JUICE - ORANGES

SERVED WITH OUR BEST WISHES FOR A MERRY CHRISTMAS

AND A HAPPY NEW YEAR!





FROM THE BOOKSTORE

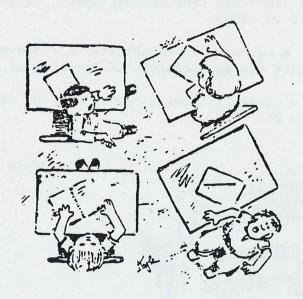
We have many gift ideas for you. Come and see our selection of portfolios, briefcases, organizers (some with calculators), clipboards, etc.

Special - Stuffed animals including Garfield, Canada Goose, Duck, Monkey and Small Teddy. In addition to 10% off, we offer deluxe gift wrapping and one free Christmas card, your choice. Limited supply. The same special applies to college crested steins and mugs.

Nineteen eighty-nine appointment calendars are now available.

To all cat lovers who missed getting a cat calendar, we just received six more. We also have more Vancouver and B.C. photograph calendars.

Karen Kelly



"I wonder where Mr. Farnsworth is? Yesterday he said he felt like climbing the walls."

POSITION OPENINGS:

V.C.C./Langara requires a Temporary Half-Time Laboratory Demonstrator I (Biology Department). Closing date for applications is December 12, 1988

V.C.C./V.V.I. requires a Computer Programmer I - Microcomputer Support (Information and Computing Services). Closing date for applications is December 15, 1988.

V.C.C./K.E.C. requires a Computer Programmer I (Information and Computer Services). Closing date for applications is December 15, 1988.

V.C.C./K.E.C. requires a Clerk I (Continuing Education). Closing date for applications is December 12, 1988.

V.C.C./V.V.I. requires a Instructional Assistant I (Culinary Arts). Closing date for applications is December 15, 1988.

V.C.C./Langara requires a Clerk II (Student Services). Closing date for applications is December 16, 1988.

V.C.C./V.V.I requires a Librarian (Public Services). Closing date for applications is December 15, 1988.

V.C.C./Langara requires a Laboratory Demonstrator I (Chemistry Department). Closing date for applications is December 21, 1988.

V.C.C./K.E.C. requires a Clerk II (Admissions). Closing date for applications is December 21, 1988.

Season's Greetings ?!

Lawrence Fast

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