

January  
9  
1992

# KING EDWARD

Vol. 176, No. 177  
January 09, 1992

## KEC TIMES SURVEY

No, we did not run out of our regular paper! The pink enclosure with today's KEC Times is a survey on the overall effectiveness of this publication as a campus newsletter. Please take a few moments to complete this questionnaire. The New Year seems an appropriate moment for such critical analysis and for change.

Thank you.

Sarah Lucas

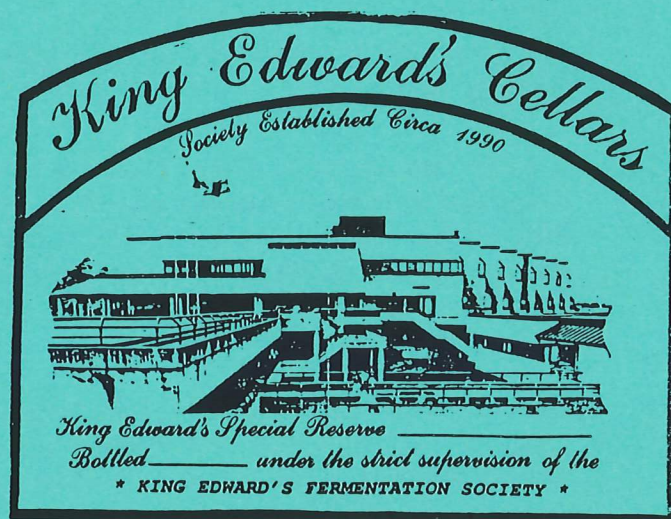
## ATTENTION ALL FACULTY MEMBERS

We are advised by the Ministry of Advanced Education, Technology and Training of Faculty Postings and Research Fellowships available in Brunei. Closing dates on these opportunities are January 15 and 30 respectively.

Further information has been posted on VIA bulletin boards and has been sent out to department heads. It is also available from Suzanna Lo, local 7016; Fourth Floor Administration.

## KING EDWARD FERMENTATION SOCIETY LABEL CONTEST

Twelve entries were received. The committee chose Ross McPherson's submission which met the established criteria, as the contest winner.



This label will adorn all KEFS products. Congratulations Ross!

The runner up in the contest was Mae Chui, Student in the Business & Computer Studies Department, Data Processing 093. Congratulations also go to Mae.

Our thanks to all entrants. The decision was difficult, but we are confident that we now have a label worthy of the fine bottles of wine it will enhance.

The KEFS Executive



Vancouver Community College  
King Edward Campus - Library  
P.O. Box 24620 - Stn. C  
1155 East Broadway  
Vancouver, B.C. V5T 4N9

## **B.C. HUMAN RESOURCE DEVELOPMENT PROJECT**

You are reminded of the opportunity to participate in this most important project:

### **UPDATE MEETING**

January 14, 1991, 8:00 a.m. - 11:00 a.m.

(Coffee and Muffins at 7:30 a.m.)

Segal Centre, Room 1400 S.F.U. Harbour Centre

Please call Eleanor Joughins at 775-0285 before noon on January 13 to confirm your attendance.

## **RALPH INNS MEMORIAL AWARD FUND, VCC**

A Ralph Inns Memorial Award Fund has been established to honour deserving students in the Program for Visually Impaired Adults at King Edward Campus. Ralph passed away September 30, 1991 as a result of severe diabetes and kidney failure.

Due to his keen interest and expert knowledge of computer equipment and technology for the visually impaired, Ralph helped open doors for many of the blind population in the Lower Mainland. He was a valued consultant and technological expert to the Program for Visually Impaired Adults.

Despite his serious illness, Ralph possessed a wonderful sense of humour and always displayed an enjoyment of life. He is indeed missed by all who knew him.

Anyone who would like to contribute to this award in Ralph's name can do so c/o VCC Educational Foundation Endowment Trust Fund, Ralph Inns Memorial Award. Donations are tax deductible.

Gwen Masse

## **CORRECTION**

Don Richardson, Acting Department Head, is at local 7369. Mary Waddington can be reached at Local 7364, or leave a message at Local 7369.

## **ACTING DEPARTMENT HEAD - CPE**

Helen Spencer, Department Head, ESL - CPE, will be on vacation and P.D. from January 03, 1992 to February 28, 1992. Jack Whelan will be Acting Department Head. He may be reached at local 7257.

### **MAKE A NOTE OF THIS...**

The next meeting of the VIA Status of Women Committee will be January 15, 1992, in Room 4056, 3:30 p.m. at KEC. See you there and bring a friend!

## **FROM THE LEARNING CENTRE**

### News

The Learning Centre is pleased to welcome two new members to the Learning Centre staff: Debbie Siller and Sarah Orlowski. Debbie will be substituting for Karen Jane Hills (away on a one-month teaching assignment at KEC North) and Sarah will be substituting for Lee Henderson (away on a trip to Ontario).

Debbie has a B.A. Degree (Geography), is in

the process of completing a diploma program in Education (ESL) and has taken TESL courses through Continuing Education. She has taught ESL with the Vancouver School Board and has also taught English in Japan.

Sarah graduated from the Ontario College of Art. She has a background in English and Arts; she is fluent in French and Polish; she is familiar with Spanish and Sign Language. Also, she has conducted workshops through her employment with the Imagination Market.

#### Hours

Monday - Thursday 9:00 a.m. - 7:00 p.m.  
Friday 9:00 a.m. - 5:00 p.m.

To reach the Learning Centre, students must enter the Library from Level 2, go up the stairs, turn left at the top of the stairs and then pass through the periodicals section. Since the Library doesn't open till 10:30 a.m. on Thursday and Friday mornings, students will be allowed entry/exit to the Learning Centre from Level 3 until 10:30 a.m.; however at 10:30 a.m. entry/exit to the Learning Centre from Level 3 will be barred, and entry/exit will be allowed only through the Library. Also, on Fridays at 4:30 p.m., entry/exit from the Learning Centre will be permitted from Level 3, since the Library closes at 4:30 p.m. and the Learning Centre does not close until 5:00 p.m.

Confused yet? Yes, then you are not alone... hundreds of staff, students and faculty have already voiced their displeasure at not having permanent access to the Learning Centre form Level 3.

#### Make-Up Exam Times

Monday - Thursday 9:00 a.m. - 11:00 a.m.  
4:00 p.m. - 7:00 p.m.  
Friday 9:00 a.m. - 5:00 p.m.

Note that all exams must be STARTED and COMPLETED within the stated time limits. It is hoped that all instructors will make an extra effort in 1992 to encourage their students to write their exams at the regularly scheduled times.

Gordon Wong

### "OUR BETSY" McDONALD GRAVELY ILL

Former KEC instructor (Employment Orientation for Women Program); past president of the Vocational Instructor's Association (1975/76); and everyone's friend and champion, Betsy McDonald - "our Betsy" is gravely ill.

Betsy would love to hear from you -- a card, a note or a letter.

Now that she is severely restricted in terms of activity and tires easily during long telephone calls, cards or notes would certainly be appreciated.

Betsy was close to so many at the College. Always a great smile and a bright "hello" for all. I feel certain that many of you would want to lift her spirits now by writing her at:

1850 Redwood Drive  
R.R. #8  
Surrey, B.C.  
V3S 5J9

Roger Ofield, Local 7443 or 980-4393

## TO VIA MEMBERS!

When filling out the form for your Professional Development Funds request:

1. Complete side 2 (VIA only) of Leave and Expense Report Form (see pages 8-9 for sample).
2. Obtain Signatures (e.g. Dept. Head, Division Chair, Vice Principal) on side 1.

The P.D. Funds Committee will receive your request upon completion of above. You will receive a copy when receipts for activities are enclosed and you will be reimbursed. The green forms are available on the Fourth Floor in the Work Order Rack beside Room 4043. \$300.00 is available for eligible F.T.E.s. We realize that \$300.00 is insufficient to cover members for most workshops and travel costs, so ask a colleague to help top up your allotment. If you are not using your P.D. Funds money, please tell your colleagues at a staff meeting. It will enable a colleague to make use of the money; just sign a letter stating the amount that you are transferring to a colleague.

The P.D. Funds Committee will meet on Monday, January 20 to review your requests for this fiscal year.

P.D. Funds Committee

## CONTINUING EDUCATION

### FEE WAIVER TO EMPLOYEES

Vancouver Community College employees who are eligible to receive benefits are also eligible for tuition fee waivers on many Continuing Education courses. Fee waivers are not available for courses in the General Interest category where the fee includes supplies (such as

Wine Appreciation), rentals (Learn to Paint Textiles), transportation (Travel Tours, Natural History) or internships / practicums.

Registration is limited to one fee waiver per computer course at the Oakridge Computer Lab. Please register early to avoid disappointment.

Employees requesting a fee waiver can obtain a blue "Fee Waiver Request" form from a CE office or a campus mailroom. Complete and return the "Fee Waiver Request" form as follows:

City Ctr., King Edward Campus - Karen Kelly  
Langara Campus - Linda Holmes  
College Resources - Hans Rerup  
Continuing Education - Gail Rochester  
International Education - Cecily May

All other employees should process their requests through their Department Director.

Please...no retroactive refunds.

Approval, prior to registration, **MUST** be obtained in order to receive a fee waiver.

The Winter 1992 CE flyer will be distributed to homes in the Vancouver area on December 30 and 31, 1991. If you do not receive a copy, the flyer will be available at all Continuing Education campus offices the same week.

VANCOUVER  
COMMUNITY  
COLLEGE



CONTINUING EDUCATION

## JOIN THE KEC FITNESS CLUB! AND KEEP THAT NEW YEAR'S RESOLUTION

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**WHEN:** Mondays, Wednesdays and Thursdays  
**TIME:** 4:45 - 5:45 pm  
**WHERE:** 5th Floor Boardroom  
**PRICE:** \$35.00 (January to April) - or -  
\$ 2.50 drop-in fee

These classes have been specifically designed to complement each other and provide a balanced, FUN FITNESS PROGRAM !!!!!

**ENERGIZER** - a fat-burning, cardiovascular workout (high or low impact) followed by toning exercises for specific muscle groups and a relaxing stretch.

**STRETCH & STRENGTH** - toning exercises for specific muscle groups followed by Stretching and a restful relaxation period.

**CERTIFIED FITNESS INSTRUCTORS:**  
JANICE WELBOURN and MONECA DALE

**COORDINATOR:** Brenda Toporowski --  
Local 7194



PLEASE JOIN THE...

## VANCOUVER PHILHARMONIC ORCHESTRA

AND

**VIOLINIST**

## NANCY DINOVO

"AN EVENING OF  
ROMANTIC BRAHMS"



Saturday, January 18, 1992

Evening concert 8:00 p.m.  
Children's concert 11:00 a.m.

Point Grey Secondary School  
Auditorium  
5350 East Boulevard

**Programme:**  
Tragic Overture  
Violin Concerto in D major  
Symphony No. 3 in F major

Admission by Donation (\$8 suggested  
adults, \$4 students/seniors; \$1 for all at  
Children's Concert)

INFORMATION AT 433-5125

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UNIVERSITY OF  
BRITISH COLUMBIA  
Department of Administrative,  
Adult & Higher Education

HIGHER EDUCATION 513

Current Issues in Higher Education  
"Higher Education in the 1990's - Higher  
Education and its Environments"

1991/92  
Winter Session, Term 2  
Saturday 9:15 - 4:00 p.m.

Higher Education 513 addresses selected issues in higher education under the general topic "Higher Education in the 1990's - Higher Education and its Environments". the course will provide a forum for common exploration and discussion, looking into several directions, drawings from a variety of sources, and involving a number of experts from inside and outside U.B.C.

The course is open for auditors to the extent that space is available. To preserve the seminar character of the course the number of students will be limited to a maximum of 20.

To allow more time for the course requirements, students taking the course for credit are encouraged to contact Dr. Hans G. Schutze prior to the first session in order to discuss topics of paper and presentations.

For further information please contact Sarah Lucas at local 7021.

**THE COLORMEN** (Formerly the Mellays)

Join us for an evening of fun with this energetic, upbeat quartet who blend the popular "doo-wop" music of the 50's and 60's with the sounds of the 90's to create "Acappella Nubop."

The versatile showmen have performed across Canada and abroad entertaining audiences with their stylistic performances.

Showtime is 7:30pm  
January 19, 1992  
VCC King Edward Campus  
Auditorium,  
1155 East Broadway  
Call 871-7297 for tickets  
or more information

  
HUMAN RESOURCE DEVELOPMENT

# REMINDER!

HRD is now taking registrations for the following HRD courses:

INTRODUCTION TO WORDPERFECT 5.1	JANUARY 27, 1992
GOAL ACHIEVERS	JANUARY 28, 1992
INTRODUCTION TO CREATIVITY	JANUARY 30, 1992
HOW TO BE A GREAT COMMUNICATOR	FEBRUARY 6, 1992
BEYOND COOPERATIVE LEARNING	FEBRUARY 12, 1992
ETHICAL ENCOUNTERS	FEBRUARY 13, 1992

Please call Carol Harrison at local 7142 to obtain registration information and forms.

## THOUGHTS FOR THE WEEK

### Milstead's Christmas Card Rule

After you've mailed your last card, you will receive a card from someone you overlooked.

### Beryl's Law

The "Consumer Report" on the item will come out a week after you've made your purchase.

### Corollaries:

1. The one you bought will be rated "unacceptable".
2. The one you almost bought will be rated "best buy".

## VANCOUVER COMMUNITY COLLEGE

## LEAVE &amp; EXPENSE REPORT FORM

CENTRE: ☐ K.E.C. ☐ C.C. ☐ C.E. ☐ LANGARA ☐ CEN. ADMIN.

OTHER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ S.I.N.:      

SIGNATURE: \_\_\_\_\_

## Purpose of Leave/Activity:

- ☐ Professional Development  
☐ Curriculum Development  
☐ Seminars, Conferences  
☐ Funeral  
☐ Bereavement  
☐ Other: \_\_\_\_\_

- ☐ Articulation  
☐ Ass'n Business  
☐ Maternity  
☐ Personal  
☐ Jury Duty

## LOCATION OF ACTIVITY: \_\_\_\_\_

DATE:                

FROM: Year Month Day Time (24 hr.) TO: Year Month Day Time (24 hr.)

## REPLACEMENT (Substitute) REQUIRED

☐ YES☐ NO

## ARRANGED

☐ YES☐ NO

DATE OF ABSENCE CLASS TIME ROOM

PERSON ASSUMING RESPONSIBILITY


## LEAVE EXPENSES: (Include all prepaid &amp; billed expenses to the College)

	ESTIMATE	EXPENSES ACTUAL
Registration Fees: .....	\$ _____	\$ _____
Transportation Costs: .....	\$ _____	\$ _____
Accommodation: .....	\$ _____	\$ _____
Meals: .....	\$ _____	\$ _____
Car Rental: .....	\$ _____	\$ _____
Mileage Allowance: _____ km/miles _____ c/KM .....	\$ _____	\$ _____
Other: .....	\$ _____	\$ _____
.....	\$ _____	\$ _____
.....	\$ _____	\$ _____

LESS RECOVERY FROM OTHER NON-COLLEGE SOURCES \$ \_\_\_\_\_

TOTAL NET COST TO COLLEGE \$ \_\_\_\_\_

Less Advance Requested &amp; Received \$ \_\_\_\_\_

Less Prepaid by College or Billed to the College \$ \_\_\_\_\_

Balance Due To/From the College (Cheques Attached/Amount Claimed as Refund) \$ \_\_\_\_\_

Account To Be Charged:      

Date Advance Required: \_\_\_\_\_ Claim Settlement: \_\_\_\_\_

(Signed by Claimant)

Date of Claim Submission: \_\_\_\_\_ Approved by Budget Officer: \_\_\_\_\_

(Signed by Budget Officer)

## RECOMMENDATION/S AND APPROVAL (as appropriate for Centre and in accordance with appropriate collective agreement or College practice)

	REQUEST RECOMMENDED		WITH PAY		REQUEST APPROVED		SIGNATURE	DATE
DEPT. HEAD	Yes	No	Yes	No	Yes	No	_____	_____
DIV. CHAIR	Yes	No	Yes	No	Yes	No	_____	_____
DEAN	Yes	No	Yes	No	Yes	No	_____	_____
PRINCIPAL/DIRECTOR	Yes	No	Yes	No	Yes	No	_____	_____
PRESIDENT	Yes	No	Yes	No	Yes	No	_____	_____

# PROFESSIONAL DEVELOPMENT FUNDS MONEY REQUEST

City Centre ☐KEC ☐

Date: \_\_\_\_\_

Department: \_\_\_\_\_

SIN: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

Nature/Description of Project(s)

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Is this a pooled request?

Yes ☐No ☐

Attach memo with signatures

Funds Request:

Estimate

Actual

Registration: .....	\$ _____	\$ _____
Travel/Mileage: .....	\$ _____	\$ _____
Meals: .....	\$ _____	\$ _____
Accommodation: .....	\$ _____	\$ _____
Tuition: .....	\$ _____	\$ _____
Books: .....	\$ _____	\$ _____
Membership/Subscription: .....	\$ _____	\$ _____
Other(specify): .....	\$ _____	\$ _____
Total amount requested: .....	\$ _____	\$ _____

Estimate approved: \$ \_\_\_\_\_

PD Funds Com. Stamp

Claim Settlement Line

For PD Funds Committee use only:

Account to be charged 

Actual Approved: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Budget Officer: \_\_\_\_\_

PD Funds Committee

Receipts for activities must be submitted to the PD Funds Subcommittee at your campus within one month of the completion of professional development

Oct/91



# ICSC COMPUTING CORNER

## SETTING UP A SCHEDULE ON YOUR WORDPROCESSOR

**Q:** How can I use my word processor to set up my schedule at the beginning of term?

**A:** WordPerfect has an easy to use TABLE feature which can be used to type in your schedule.

Time	Mon.	Tue.	Wed.	Thur.	Fri.
XXXX- XXXX	XXXX Room 2001	XXXX	XXXX	XXXX	XXX
XXXX	XXXX	XXXX	XXXX	XXXX	XXX
	XXX	XXX	XXX	XXX	XXX

Small Group demonstrations to set up schedules using WordPerfect, MS Word or First Publisher may be arranged by calling Local 7382 or 7218

There are two parts to setting up your schedule using WordPerfect.

1. Create a Table
2. Enter the data (Times of classes, office hours etc.)

### Creating the Table:

1. Press ALT-F7 (Function Key 7)
2. Press 2 to choose TABLE
3. Press 1 to choose CREATE
4. Enter the number of columns desired (eg. 6)
5. RETURN
6. Enter the number of rows (eg 4)
7. RETURN

Press F7 to enter data

cell					
cell					
			cell		

### Entering Data

1. Type TIME in the first cell.
2. Press the TAB key and type MON in the next cell.
3. Use the TAB KEY to

- move from one cell to another.
4. When data is entered. save and print in the usual way.

### Making Changes to the Table

1. Press ALT-F7
2. Press 2 to choose EDIT
3. You may now change the number of rows or columns.
4. When the correct number of rows and columns is added, press F7 to enter data.

## Again Available: Class Lists on Floppy Disks for ESL and ABE Instructors

### What is this service?

Obtain (on a floppy disk) the names and registration numbers of your students.

### How do I obtain my lists?

At the end of the first week of each term, give the following to Frank Fornelli:

1. One blank floppy disk (5<sup>1</sup>/<sub>4</sub>", DOS-formatted, 360K) with your name written on it.
2. A list of your classes by class code and section code as shown on the printed lists provided by Student Records; e.g. 3G5083 871

The student lists for the classes you specify will be copied to your floppy disk and returned to your mail box within two days.

### How do I use the files?

On your disk will be one file for each class/section. Each file will contain the family name, given name, and registration number for each student in that class/section.

The names and numbers will be within quotation marks and separated by commas;  
e.g. "LOWE" , "SUSAN" , "90954732" .

Each student will be on a separate line.

The file names/extensions will in the form "class.section" ; e.g. 3G5083.871

To import a file into your spreadsheet:

1. MS/WORKS = Simply OPEN the file (as a spreadsheet file).
2. LOTUS / QUATTRO = Use the IMPORT command.
3. EXCEL = Rename the file to have a .CSV extension, and then OPEN it.

The student data will be arranged in 3 columns. Each student will be placed on a separate row.

When the next term arrives, erase the files on the floppy disk and re-submit it to Frank for your new class lists!

Initiated by the Computer Needs Committee  
and made possible by the joint efforts of Computer Services , Student Records , and others.

# COMPUTER COURSES

**KEC faculty and staff** are invited to enrol in computer courses offered by the Business & Computer Studies Department. Seats are still available in several sections which feature popular software. All courses start this week and continue until April 27. At \$61.00 per course, they're the best bargain in town. If you have resolved to upgrade your computer skills in 1992, read on.

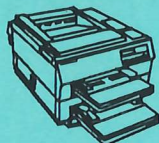
## Lotus 1-2-3

Take Data Processing 084 to become an expert with Lotus 1-2-3. You will learn how to create spreadsheets, graphs, and charts. An added bonus: you'll be able to complete your income tax return with Lotus.

This evening class meets on Monday and Wednesday from 7 until 9 pm. For more information phone John Marshall at 7378.

## Desktop Publishing

In Data Processing 093 learn how to get the most from WordPerfect and a laser printer: selecting fonts, incorporating graphics into documents, lines, boxes, and much, much more.



This class meets Tuesday and Thursday morning from 10:30 until 12:30 pm. For more information phone Cathy Tolsma at local 7376.

## Bedford

Learn how to use this popular Canadian accounting software in Applied Accounting 082. You'll be able to do your own bookkeeping for that small business that you plan to start when you retire.

For more information, phone Kelvin Mar at 7292.

## WordPerfect

This term we are offering Word Processing 082 on Saturday, from 9:30 am until 1:30 pm. Learn how to produce documents used in business offices: business letters, memoranda, reports, and

tables. In addition to learning many WordPerfect features in this course, you will also do keyboarding drills to improve your speed and accuracy. Phone Judy Hughes at Local 7377 for more information.

## Microsoft Works

Computer Studies 063 is a first course for people who have never touched a computer. Find out the difference between hardware and software, and learn to talk like a computer geek. Unravel the mysteries of DOS, and try word processing, spreadsheets, databases, telecommunications, and lots more.

This Saturday course meets from 9:30 am until 1:30 pm. For more information, phone John Marshall at local 7378.



Office Hours: Mon. to Thurs. 11-4pm; Wed. 5-7pm

FINANCIAL AID OFFICE (#4029)  
871-7048

**SPRING 1992**  
**K.E.C. BURSARIES**

**DEADLINE: THURSDAY JANUARY 30, 1992 4:00 p.m.**

Additional financial assistance is provided to deserving KEC students by the **King Edward Campus Bursary Fund** established through private donations. In recent years bursaries have been provided by the following donors:

Alumni Association  
Credit Union Foundation of B.C.  
Doug Brown Memorial Trust Fund  
Foley, Ingledow, Ross, Strathcona  
Italian Cultural Centre  
KEC Student Advisory Committee  
KEC Student Aid Fund  
Simons Foundation  
Student Society Emergency Aid Fund  
VCC Student Aid Fund

**How much are the bursaries? What are they for?**

Bursaries are awarded between \$25.00 to \$250.00. The amount depends on the availability of funds and number of applicants. These bursaries are awarded to students who show financial need and who have expenses during their educational term that are difficult to meet.

**Who can apply?**

Part-time and full-time KEC students who:

- are registered in courses during the **SPRING 1992 term** at KEC; (January to April 1992)
- can show financial need after they have used up all other means of financial assistance; and
- are attending classes regularly and doing well in their course of study.

**When and how can I apply?**

Bursary applications are available from **January 6 to 30, 1992** at either the Financial Aid Office or the Counselling Career Centre. (Completed applications must be returned to the Financial Aid Office). The deadline for Spring 1992 Bursary applications is **Thursday, January 30, 1992 at 4:00 p.m.**

Bursaries will be awarded end of February by mail.

APPLICATIONS AVAILABLE ..

FINANCIAL AID OFFICE #4029  
Mon - Thurs 11-4pm  
Wed nite 5-7pm

WORK-STUDY PROGRAM

AIMS:

This is a part of B.C.S.A.P., designed to reduce student's debt and to meet student's financial need through work on campus.

WHO IS ELIGIBLE?

KEC STUDENTS MUST FULFIL ITEMS #1 TO #4

1. are enroled in full time studies and have maintained a satisfactory academic standing;
2. are not in default of previous Canada/B.C. Student Loans;
3. show a financial need above their BCSAP or ABESAP award; and
4. qualify for B.C. residency (Canadian citizen or landed immigrant)

HOW TO APPLY?

1. In January, May and September get a work-study application from the Financial Aid Office. Complete and return it to the same office as soon as possible.
2. Once your financial need is reviewed, and if you qualify, you will be referred to the Administrative Manager. Jobs are only offered to qualified candidates.

WHAT KIND OF JOBS AND WHAT IS THE PAY?

Check the job vacancies for Student Aides posted on the noticeboard outside the Financial Aid Office. The job descriptions will give you a general idea of work available and skills required. The current pay rate is based on the V.M.R.E.U. collective agreement.

Contact the Financial Aid Office at 871-7048 to see if you qualify!!!!

workstud.inf

APPLICATIONS AVAILABLE FOR SPRING '90

## POSITIONS OPENING

### City Centre

Library Assistant III  
(Media). Closing date:  
January 21, 1992.

### Central Administration

Secretary II (Public  
Relations and  
Development). Closing  
date: January 09, 1992.

### King Edward Campus

Audiovisual Technician II.  
Closing date: January 22,  
1992

### Miscellaneous

The University of Windsor  
invites applications and  
nominations for the position  
of Dean of Continuing  
Education, effective July  
02, 1992, for an initial  
period of five years.  
Please see posting on VIA  
Board in KEC  
Administration.

