

JUNE
4
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KING EDWARD

Vol. 197, No. 198
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VCC BENEFITS COMMITTEE'S RETIREMENT PLANNING SEMINAR

We have received some inquiries as to the possibility of scheduling a Retirement Planning Seminar during evening hours or on weekends. VCC's Benefits Committee would be pleased to offer this opportunity to employees contemplating retirement, providing there is a sufficient level of interest.

We ask that employees age 50 and over, who would be willing to commit to attending such a seminar scheduled during off-hours, contact the Employee Relations Department at local 7142 or 7138 to indicate their interest.

Carol Harrison
Employee Relations

BOOKSTORE NEWS...

The academic calendars and diaries have arrived at the bookstore. They begin July 1992. I hope I have the one you need!

Cheryl Silver

MAILROOM UPDATE...

Please note new postal codes are now in effect. The new codes are:

KEC - V5N 5T9
Continuing Education - V5N 5V2
Central Administration - V5N 5V1
Our new Postal Station is "F".

Returned from Canada Post - "Found Loose In The Mail" was cassette tape GROWING IN ENGLISH LANGUAGE SKILLS - Units 17-23 and Units 24-30 by M.B. Finocchiaro. If this cassette tape is yours, please contact the Mailroom at local 7026 to claim it.

Lorraine McKillop

KEC TELEPHONE DIRECTORY May 1992 - Edition

The May, 1992 edition of the KEC telephone list was distributed a few weeks ago. If you have any corrections, updates, or suggestions, please forward them to Sharon Harder, Fourth Floor Administration, local 7023. Our apologies for any errors or omissions.

Sharon Harder





CLERICAL/SECRETARIAL WORKERS

EXPLORE YOUR *STRESS* COPING SKILLS

Psychologists at the University of British Columbia would like volunteers to participate in a study on women, work and stress. Participants would be asked to complete one questionnaire per month for three months, at a time convenient for them. Each one takes about an hour to complete. The information from the questionnaires will be kept confidential and anonymous. At the completion of the study volunteers will be provided with a summary of the group results. This description may give insight into the coping skills some women use to deal with stressful situations, and may increase participants' repertoire of effective coping methods and skills. If you would be willing to participate in this study, or if you have any questions, please call Karén Flood (research assistant) at **822-9199**

or contact:

Dr. Bonita Long, Ph.D.
Counselling Psychology Dept.
University of British Columbia
5780 Toronto Road
Vancouver, B.C. V6T 1L2

ABSENCES FROM CAMPUS

Mark Goertz, Librarian, is on vacation from May 19 to June 05, 1992.

Irene King, Librarian, is on vacation from May 11 to June 10, 1992

For urgent library matters, please contact Aphrodite Harris at local 7318.

Helen Spencer, Department Head, CPE will be on holidays from June 01 to June 30, 1992 (inclusive). Please contact Jack Whelan at local 7257 in Helen's absence. Jack will be instructing ½ time during this period.

Anne McElroy, Instructor, Business and Computer Studies, will be away until June 5, 1992 due to a family bereavement in Ireland.

The Trans-Can freight
has made us wait
but hail at last
our great late
GATE!

Welcome to the Learning Centre!
The third floor entrance is now in operation.
Join us for a celebration
Tues. June 16:

-Workshops all morning
-Tea and cookies at 2 pm.



VOICEMAIL HINTS

Playing messages left in your voicemail box - note following hints are assuming you have pressed P to play the current message already:

- to give a message to another mailbox press G (4 key) to give, then enter the mailbox number to give the message to and record a short message to precede the message you are giving, press X (9 key) to send message. Then you must choose to keep or discard the original message.
- to fast forward a message while playing it press * and it will advance 5 seconds each time pressed
- to rewind a message while playing it press # and it will rewind 5 seconds each time pressed

Changing your mailbox greeting - note assumed that you have already entered your mailbox (80*MB them passcode):

- select U (8 key) for User options
- select G (4 key) for Greeting
- select R (7 key) to Record greeting
- verbally record the greeting and press X (9 key) to stop recording and save
- press L (5 key) to listen to your greeting
- press X (9 key) to exit from User options
- press X (9 key) to exit from your mailbox

POSITIONS OPENING

King Edward Campus

Program Assistant II
(International
Education).
Closing date:
June 9, 1992.

Clerk II - ESL
Subfinder, ESL
Division. Closing
date: June 9, 1992.

Miscellaneous

The Sierra Club of
Western Canada invites
applications for the
position of Community
Liaison Officer - Job
Opportunity.

The North Island
College invites
applications for the
following instructional
positions:

- Instructor - Electricity
& Industrial Electronics,
Campbell River

- Instructor - Computer
Science and Technology,
Campbell River/Comox
Valley.

- Instructor - Business
Administration,
Campbell River/Comox
Valley.

- Instructor - Physics
and Mathematics,
Campbell River.

- Instructor - Adult
Basic Education, Comox
Valley.

- Instructor - Art and
Design, Comox Valley

The University of
Northern British
Columbia is accepting
applications for both full
and part-time sessional
appointments for the
Fall/Winter of the
1992/93 academic year
in the following areas:
English (Shakespeare,
Commonwealth and
Canadian Literature),
History (Western
Canada, First Nations -
Immigrant Relations and
Women's History), and
Psychology (Social
Psychology, Abnormal
Psychology and
Psychology of Gender).
Renewals for the
1993/94 academic year
may be possible.
Applications should be
submitted
by June 15, 1992.

Please see the Faculty
Notice Board in the 4th
Floor Administration
for more information.

CLASSIFIED

FOR SALE: Range fed
lamb from the Cariboo;
butchered and freezer
packaged to your
specifications; \$2.95/lb.
(average weight 40 lbs.).
Order now to avoid
disappointment.
Payment upon delivery
late September. Contact
Alison evenings at
988-9995.

FOR RENT: Cute little
3 bedroom house in the
East End; close to
Commercial Drive
shopping area.
Available for July and
August. Contact Grant
or Theresa at 254-5529
or local 7380.

FOR SALE: Large,
heavy duty, light
weight, blue plastic
barrels suitable for
compost bins, fish
ponds, children's play
equipment, strawberry
barrel planters, rain
water catch basins etc.
The barrels are \$25.00
each. For additional
information, please
contact the Building
Services Manager at
local 7373.