

KING EDWARD TIMES

July 14, 1983

NOTICE TO FACULTY, STAFF & STUDENTS

Please note that cafeteria service does not include clearing of tables. Therefore, please ensure that trays and dirty dishes are returned to the trolleys provided.

It would be appreciated if you would take a few minutes to explain the procedure to your students.

J.D.B.

SOME TELEPHONE TIPS

1. Office or local changes should be made known to Pam Owens at local 735. Pam will be up-dating the K.E.C. Directory.
2. The console operator (0) should be advised of all telephone repair requirements. Data Service Department will be contacted.
3. Programming changes or requests for additional equipment should be channelled through R. N. Gauthier.
4. When using your call forward features, please clear the arrangement with the intended recipient of your calls. Don't forget to disengage it when you return to your desk.
5. Most locals are restricted. If you dial 112 you will contact the Central Administration switchboard. Long distance calls can be made by contacting your Divisional Chairman's secretary.

R.N.G.

ENGLISH LANGUAGE TRAINING

CO-ORDINATOR, TESTING ASSESSMENT AND RESEARCH

Ross Barbour has been appointed to take the place of Marg Kellett for the above position. He is already making himself more familiar with the unit's operation. Congratulations Ross.

R.F.C.

WELCOME

Welcome to our newest addition to staff, Dawn Eurchuk. Many of you have already met Dawn as she previously worked for Peter Ballin, Continuing Education.

D.M.

ON-CAMPUS SECURITY

Security personnel can be contacted in several ways:

1. Dial local 204 - or
2. Until 8:00 p.m. dial the console (0) and ask the operator to contact security via the two-way radio.
3. After 8:00 p.m. dial the voice pager, number 667-2638. Announce your precise message into the phone. It will be recorded and, after you hang up, it will be transmitted to security. If you are calling from on-campus, remember to dial 9 first and then the pager number.
4. D.I.D. Number 875-8204

After hours access to the building.

You must contact security to inform them of your intentions. When you arrive at the campus, security personnel will ask to see your VCC identification card, which displays your photograph. Should you require such a card, make arrangements at the KEC Admissions Counter.

R.N.G.

EXTRA SESSIONS OF ASSESSMENTS

To accommodate the College Foundations Registration for 83/3, the following assessment schedule will be in effect for the end of August and beginning of September:

	WRITING	READING	MATHEMATICS
Aug. 23 (T.)	6:00 p.m.	7:00 p.m.	8:00 p.m.
Aug. 24 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon
Aug. 25 (Th.)	2:00 p.m.	3:00 p.m.	4:00 p.m.
* Aug. 26 (F.)	10:00 a.m.	11:00 a.m.	12:00 noon
* Aug. 29 (M.)	6:00 p.m.	7:00 p.m.	8:00 p.m.
Aug. 30 (T.)	6:00 p.m.	7:00 p.m.	8:00 p.m.
Aug. 31 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon
Sept. 1 (Th.) (Registration)	2:00 p.m.	3:00 p.m.	4:00 p.m.
* Sept. 2 (F.)	10:00 a.m.	11:00 a.m.	12:00 noon
Sept. 5 (M.)	L A B O R	D A Y ---	H O L I D A Y
Sept. 6 (T.)	6:00 p.m.	7:00 p.m.	8:00 p.m.
Sept. 7 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon
Sept. 8 (Th.)	2:00 p.m.	3:00 p.m.	4:00 p.m.
* Sept. 9 (F.)	10:00 a.m.	11:00 a.m.	12:00 noon

Regular assessment schedule resumes on Tuesday, September 13th, 1983.
(*) denotes an extra session!

K.O.

POSITION OPENINGS

V.C.C. requires a temporary Community Health Nurse. Closing date for applications is July 21, 1983.

V.C.C. Continuing Education Department requires a Program Assistant I. Closing date for applications is July 22, 1983.

V.C.C. King Edward Campus requires a Department Head for Vocational Planning and Work Readiness Department, Training & Development Division. Applications must be in by August 31, 1983.

For details on the above positions, please see bulletin boards.

H.E.P.

CLASSROOM COURTESY.

Faculty are asked to take note of table and chair arrangement in classrooms you are using and to make every effort to leave the room as you found it. Rooms which have valuable equipment must be locked when you leave. Please contact Security if necessary.

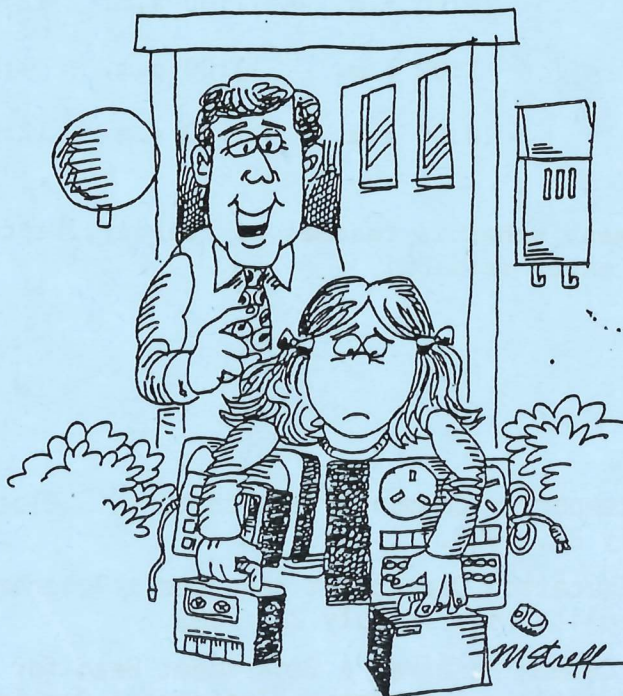
PARKING.

Parking stickers have been available to VCC-KEC faculty/staff for some weeks now. If you have not as yet applied for one, please place your order in the mailbox marked Security. The make, colour and licence plate number of your vehicle is required along with your name. Please locate the sticker on the left-hand corner of the rear window.

The faculty/staff parking lot, located on the north-east side of the campus is now available for your use and will be suitably signed this coming week. Some spaces will be specifically designated. Any car not bearing the VCC-KEC sticker will be towed from the lot at the owner's expense.

Please encourage students to use the parking lot north of East Seventh Avenue.

R.N.G



"Let's see, you've got your calculator, word processor, personal computer, VTR disc, electric typewriter, cassette recorder, and spare batteries. Have a good day at school."