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KING EDWARD TIMES

VOLUME IX, No.19
Sept. 1, 1983

INSTRUCTION FOR RECYCLING INTER OFFICE ENVELOPES

K.E.C. - All Depts.

1. Maintain a minimum working supply only.
2. Forward surplus envelopes to the MAIL ROOM 4th floor, K.E.C.
3. Additional envelopes, when required, can be picked-up in the MAIL ROOM or the Purchasing Dept. - 5th floor.

CENTRAL ADMINISTRATION - All Depts.

1. As above with the exception that all surplus envelopes should be forwarded to the Purchasing Dept.

W.M.

TERRY FOX HUMANITARIAN AWARD

Please advise students that a \$3,000 scholarship is offered by the Terry Fox Humanitarian Award Program under the aegis of Fitness & Amateur Sport.

Selection is based on academic achievement, community service & participation in sports or fitness activities. Students who wish to apply may consult the Financial Aid Advisor in Room 4036.

R.S.

CLASSROOM BEHAVIOUR DURING NON-INSTRUCTIONAL PERIODS

Please remind all students of the contents of the memo circulated by R.N. Gauthier to King Edward Campus Faculty and Staff on 1983 June 12 on "Cafeteria Concerns".

"Bag lunches must not be eaten in classrooms. Use the cafeteria or the open plaza." Students may eat their own lunches in the cafeteria.

Radios should not be played in classrooms unless they are part of the instructional program. Our walls are thin and there have been many complaints about radios being played during breaks.

R.F.C.

1983/84 TELEPHONE DIRECTORIES

Yes, we did get new telephone books. The books have been distributed. If you haven't received yours, please check the open office area by your office. If there are none left, please fill out a supply order form and one will be placed in your mailbox.

S.B.

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.

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 to obtain one by contacting D. Moutter, KEC Office Manager (local 736).

R.N.G.

ASSESSMENTS

The academic assessment program is now firmly established in Room 4027. English and Mathematics assessments are given on a regular basis throughout the year according to the following schedule:

	<u>WRITING</u>	<u>READING</u>	<u>MATHEMATICS</u>
TUESDAY	6:00 p.m.	7:00 p.m.	8:00 p.m.
WEDNESDAY	10:00 a.m.	11:00 a.m.	12:00 noon
THURSDAY	2:00 p.m.	3:00 p.m.	4:00 p.m.

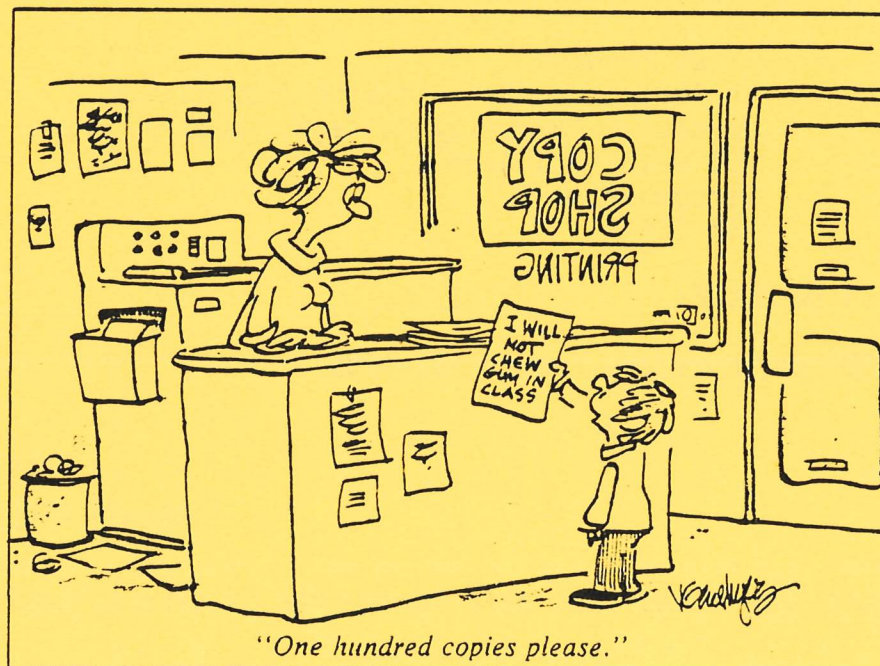
Students must have a completed assessment form when they show up for their assessments - and should arrive early. Blank forms are available from Admissions, Counselling and Department Heads/Faculty advisors. Practice tests are also available.

Extra assessment sessions will be scheduled should the need arise (such as prior to College Foundations registrations in the Fall and Spring). These extra sessions will be published well in advance. If you have a class of students you would like to have tested as a group, e.g. E.O.W., B.T.S.D., Basic Education, etc., please arrange a time with Beryl Preston, Office 4028, local 715. The assessment room holds a maximum of 33 students. Beryl will be available in her office or in the assessment room at the following times:

Tuesday	5:00 p.m. - 10:00 p.m.
Wednesday	9:00 a.m. - 3:00 p.m.
Thursday	10:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 12:00 noon

Individuals who are unable to attend any of the regularly scheduled sessions should set up a time with Beryl.

K.O.



LANGARA ATHLETIC ASSOCIATION

July 14, 1983

Dear Colleague:

You are invited to apply for one of several positions as a Key Distributor for the Langara Athletic Association Lottery. (There are a limited number of positions).

The Lottery begins August 22nd, 1983, ends December 22nd, 1983, and its purpose is to raise funds for the support of our athletic teams for which there is currently no funding.

Key Distributors will be responsible for finding and organizing ticket sellers and maintaining an accounting system for tickets and monies. Key Distributors will report directly to the Secretary Treasurer of the Association on a weekly basis. Each Distributor is eligible for a commission of 10% of the total cash sales achieved by their sellers.

Each ticket sold will be eligible for one \$1,000 or four \$100 monthly prizes and there will be a Christmas Bonus Draw for one \$2,000 or four \$500 prizes.

Please include in your application:

- 1) why you feel you would be qualified to be a Key Distributor and,
- 2) your plan for the sale of 1,000 (or more!) Lottery tickets.

For additional information, call Ralph Kerr at 324-5378

Address applications to:

Linda Fennema
Chairman, Langara Athletic Association
Vancouver Community College, Langara Campus
100 West 49th Avenue
Vancouver, B.C.
V5Y 2Z6

APPLICATION DEADLINE:

NOON on Thursday, August 15, 1983

Cordially,
LANGARA ATHLETIC ASSOCIATION

(This advertisement has been paid for by the Langara Athletic Association)

LOTTERY PLAN
1983

Purpose:

To raise funds for V.C.C. Totem Conference teams. The College's budget can no longer meet costs of Totem Conference participation. The lottery is intended to maintain participation for one year until other sources of revenue can be put in place.

Vehicle:

Langara Athletic Association.

Basic Approval:

In Principle by College Board, June 29, 1983.

Lottery:

Sales and draws are scheduled August 22 through December 22, 1983.

Dates:

Monday, August 22, 1983, grand kick-off, Langara Campus gymnasium (as below). Tickets sold will accumulate in the draw, kick-off through Christmas.

Draws:

September Draw:	Cutoff Date - September 22
	Draw - September 28
October Draw:	Cutoff Date - October 21
	Draw - October 27
November Draw:	Cutoff Date - November 22
	Draw - November 28
December Draw:	Cutoff Date - December 20
	Draw - December 22
Christmas Bonus Draw:	Draw - December 22

Tickets:

120,000 tickets will be printed. The ticket sales targets are well below the volume of tickets printed. For the record, break even will require the sale of 13,000 tickets. Proceeds from sales beyond 13,000 will go to Totem participation.

Price:

\$1.00 per ticket. All tickets will be retained for each draw.

Prizes:

Monthly Draw	-	\$1,000 and four \$100 prizes
Christmas Draw	-	\$2,000 and four \$500 prizes

Distribution:

Twelve key distributors - to receive 10% commission (it is hoped that at least one "key" distributor will be located at each of K.E.C., V.V.I. and C.A.)

Sellers to receive one ticket for ten sold.
Total commission ... 20%

Outlets:

- K.E.C., V.V.I., and C.A.
- Marketing and Sales students
- P.E. & Recreation volunteers
- Small Business Students
- Service Clubs
- Kiosk in the Main Lobby
- Bookstore
- any other faculty, staff, students, volunteers

Licence:

L. Fennema has completed the lottery application and received lottery licence #42685, confirmed by letter.

Publicity:

L. Fennema will be the spokesperson for the lottery and will issue periodic press releases. D. McCallum will work through the sports writers. There will be advertisements in The Voice.

Draws:

Special guests will be invited to make the draws.

Kick-off:

Date - Monday, August 22, 1983
Place - Gymnasium, Langara
Time - 10:00 a.m.
Guest List - Sports people, Board, V.C.C. Division Chairmen
up, Minister of Labour, Provincial Secretary
2 MLA's, J. Fraser, Mayor Harcourt, Premier
Bennett
Refreshments - tea, coffee and danish

Bank Account:

Canada Trust, Cambie and 41st
Statements to Director of Financial Services

Contacts:

Linda Fennema	-	324-5371
Ralph Kerr	-	324-5378
Bert Dartnell	-	324-5215
Jock Denholm	-	324-5266

J.D.B.

Division of Higher Education
The University of British Columbia
Fall Schedule, 1983-1984

- Higher Education 508 (3 units): Organization and Administration of Higher Education. Instructor: Dr. John H. Andrews, Mondays 4:30 - 7:00 pm. Scarfe 210, First Class Meets: Monday, September 12.
- Higher Education 559 (1½ units): Administration of Post-secondary Institutions: Instructor: Dr. John H. Andrews, Second Term Course: Time and Place to be Announced.
- Higher Education 561 (1½ units): Introduction to Institutional Research: Instructor: Dr. John Chase, Thursdays 4:30 - 7:00 pm, Scarfe 210, First Term Course, begins Thursday, September 15
- Higher Education 565 (1½ units): Human Resources in Higher Education: Instructor: Dr. John H. Andrews, Wednesday 4:30 - 7:00 pm., Scarfe 1023. First Term Course, begins Wednesday, September 14.
- Higher Education 569 (3 units): The Community College. Instructor: Dr. John D. Dennison, Wednesdays 4:30 - 7:00 pm, Scarfe 210, begins Wednesday, September 14.
- Higher Education 590 (3 units): Current Developments in Higher Education. Instructor: Dr. John D. Dennison, Tuesdays 4:30 - 7:00 pm, Scarfe 210, begins Tuesday, September 13.
- Higher Education 598 (1½ units): Institutional Research II. Instructor Dr. John Chase, Thursdays 4:30 - 7:00 pm, Scarfe 210, Second Term Course, begins Thursday, January 5.

VOCATIONAL INSTRUCTORS' ASSOCIATION

The Vocational Instructors' Association office is now in operation in Room 2148, on the second floor here at K.E.C. next door to the Cafeteria. Executive Assistant Betsy McDonald is usually on duty in the office on Tuesday and Thursday mornings. The telephone number is 875-8533. Do please leave your message on our answering machine if you phone when the office is closed. And drop in to say 'hello' soon; we are here to serve our members.

B. McD.

POSITION OPENINGS

V.C.C./V.V.I. requires a Division Chairman - Service. Closing date for applications is December 1, 1983.

V.C.C./Langara Campus requires a Laboratory Demonstrator I for the Biology Department. Closing date for applications is Sept. 2nd.

V.C.C./K.E.C. requires a Clerk Typist I-II for the Continuing Education Department. Closing date for applications is Sept. 7th.

V.C.C./K.E.C. requires a Clerk II for Student Services (Counselling Resource Centre). Closing date for applications is Sept. 1st.

V.C.C./Langara Campus requires a Laboratory Demonstrator I (Temporary Position) for the Biology Department. Closing date for applications is August 31st.

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

H.E.P.

DOMCO FOOD SERVICES

Coffee Services for Meetings:

1. Minimum order \$6.50
2. Coffee by the thermos (7 cup) \$3.15
3. Donuts and danish pastries .55 each
4. Hours of service 8:00 A.M. - 11:45 A.M.
 2:00 P.M. - 7:00 P.M.

The above items are also available for pick-up at regular cafeteria prices. Thank you.

D.M.