

KING EDWARD TIMES

VOLUME IX, No.22
Sept. 22, 1983

VACATION

I will be on vacation from Monday, September 26th to Friday, September 30th (inclusive). In my absence, Dean J.D. Brown will be Acting Principal.

H.E.P.

FROM THE BOOKSTORE

You will be happy to hear the Bookstore now has postage stamps. Efforts are being made to get a mailbox for the campus as well.

The Langara Athletic Association Lottery has arrived at King Edward. We will be selling tickets through the Bookstore and distributing books of tickets to people interested in selling them. Remember, if you sell 9 tickets, the final ticket in that book is yours, to sell or enter in your name. Posters explaining rules & prizes will be put up around campus. Tickets are \$1.00 each.

Instructors, I have a sample of a "Teacher's Daily Plan and Record Book". It includes calendars, daily plan sheets, department meeting notes, etc. Stop by for a look if you're interested. I will take orders until September 30th.

Remember, staff is entitled to a 10% discount on most items in the Bookstore.

G.K.

Policy No. 1.2.0 (a)
Issue Date: 1983 September 02
Amendment: Original
Source: K.E.C. Management Committee
Title: K.E.C. Bookstore: Ordering
of Textbooks, Class Sets of
Books.

Concerning: All K.E.C. Employees
Campus
Principal
Approval: *[Signature]*
President
Approval: *[Signature]*

POLICY:

- A.1 All textbooks, workbooks and supplies, whether for sale to students at King Edward Campus or for class sets, shall be purchased, stored and sold by the King Edward Campus Bookstore, an ancillary service of the College.
- A.2 The bookstore, as an ancillary service, shall be self-sustaining in that all direct expenses occurring as a result of its operation shall be recovered from the revenue obtained from the sale of books and supplies. In addition to regular direct operating costs (salaries, fringe benefits, etc.), a college overhead charge (in 1983-84 a charge of \$5000) must be recovered from bookstore revenues.
- A.3 Books will be ordered and stocked at the written request of either the instructional department head or the administrative assistant in the Continuing Education Division. Supplies will be ordered, as required for stock, by the Bookstore Manager.
- A.4 Textbooks are to be precisely identified by title, author, edition, publisher, and quantity by the instructional departments when placing orders.
- A.5 It is the responsibility of the instructional departments to order required quantities. If more than 5% of the total book order remains unsold after a twelve-month period, and the books cannot be returned to the supplier for credit, the cost will be debited to the department concerned.
- A.6 In the event that a textbook is changed after receipt of the original order at the bookstore, the department which ordered it will be charged with the cost of returning the text to the supplier. Similarly, if a course is cancelled after receipt of textbooks for it, the department which ordered them will be charged with the cost of returning them to the supplier.

Policy No. 1.2.0(a)
K.E.C. Bookstore

Departments should notify the Bookstore Manager immediately in the event of a change of text, a cancellation of course and every effort will be made to cancel the order.

- A.7 When departments order books on a "rush" basis, the additional costs of air express or freight will be charged to the department concerned. (Note: Regular freight costs are included in the selling price of the book.)

PROCEDURES:

- B.1 The Bookstore Manager (who is responsible for accounts of the ancillary service) shall be the only person permitted to originate purchase orders against bookstore accounts. The purchase orders will be approved by the Dean of Administrative and Student Services or his delegate.
- B.2 Department heads and/or administrative assistants for Continuing Education will complete the Request Order Form and forward to the Bookstore Manager. Division chairmen will receive a copy of all such orders.
- B.3 The Bookstore Manager will meet with the department heads and/or the administrative assistants for Continuing Education on a quarterly basis to determine orders and review stock levels.
- B.4 Revenue from the sale of textbooks and other supplies will be entered through the cash register in the bookstore only.
- B.5 Books ordered by departments as class sets will be delivered to the originator of the order by the Receiver after processing through the bookstore.

Dear Colleague:

UNITED WAY

This year's United Way campaign is just getting underway and we want to write a few words in support of the campaign and encourage you to become involved: by supporting it with your gift of money; by encouraging others to do the same; and by actively supporting United Way campaign-related projects and activities, such as the Bake Sale, the Rainbow Sale and other activities/events which will probably come along.

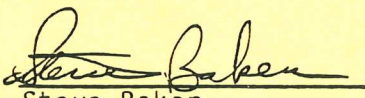
Marion Farmer, from our Admissions and Records Department, has been asked to serve as KEC's coordinator this year. (She served as understudy to Mary Griffith both last year and the year before and takes on this additional voluntary task with an awful lot of enthusiasm.) She - or more than likely someone from your department - will be approaching you asking for a campaign contribution. Please respond positively.

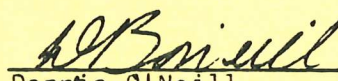
All of us "give" of ourselves, through our work, daily. In turn, all of us "receive" from the community, not only monetarily, but also those other services, some of which we take for granted, but which, nonetheless, have to be funded. And then, too, there are those others living in our town - and in the larger community - who are not as fortunate as we are; they desperately need these services and, without the financial support these United Way agencies are able to provide because of our gifts, would probably go under.

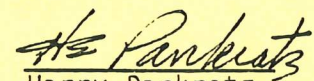
Last year King Edward people raised \$8,170.91 and the college in its totality raised \$20,434. Can we meet last year's level of giving? Can we surpass it? By 5% - by 10% - by 15% - or more? We believe we can; but it means that many more of us will need to be numbered amongst those who have given.

Arrangements for payroll deductions - a relatively painless way of giving - can be easily made, as in past years. Equally appropriate are cash contributions. All gifts are income tax deductible, which really means that every dollar United Way receives from us will have cost the individual contributor only about 50 to 60 cents. But all else aside, the important thing is to give - generously please.

Many thanks in anticipation.


Steve Baker
VMREU Representative


Dennis O'Neill
VIA President


Harry Pankratz
KEC Principal

1983 September 22

I.E.P.A. UPDATE

**THE
KEY TO
Adult
Learning
Disabilities**

**I
E
P
A**

The IEPA staff has been giving a lot of consideration to the problem of service liaison with instructors.

We know that it would be of great help if instructors could better understand the learning disabilities of those students in their classes who are currently in the IEPA program as well.

We have come up with the idea of an IEPA facilitator, who would come to the classrooms to help the IEPA students and their instructors in ways that would accommodate both, and thus help the students progress.

Arleen Stiver, the present part-time tutor in IEPA, will have her current hours increased by a few hours per week. This is not much, but it is time that will be spent totally in the classrooms and with instructors who wish to have the service. Arleen will contact the instructors, bring summaries of assessments (if the student agrees) and arrange for as much extra help as possible.

One step forward for learning disabled adults at KEC!

Malcolm Cant
IEPA

NAME CHANGE

Our best wishes to Myrna Rabinowitz (nee Rothman) who was married last month.

J.R.

BOOKS TO LISTEN TO

Books To Listen To is the catchy title of a bibliography recently compiled by Paul Cook, now vacationing in England. It is a list of short stories and novels that King Edward Library has on tape. Some of them have been abridged to fit onto one or two cassettes but all of them are listed in this little bibliography, so ask for it by name at the library.

J.L.



PLEASE NOTE THE FOLLOWING

Academic Assessments in Writing, Reading and Mathematics

Due to recent increase in prospective students wishing to take Academic Assessments during the evening hours without the appropriate completed form, please note the following:

1. Assessment Form must be completed by either Counselling, Admissions or Faculty Advisor.
2. Completed Form must be brought by prospective student at the time the assessment is given.
3. Assessment Forms are obtainable from Counselling or Admissions between the hours of:

Admissions	- Mon. to Thurs.	8:00 a.m. - 7:00 p.m.
	Friday	8:00 a.m. - 4:00 p.m.
Counselling	- Mon. to Thurs.	8:30 a.m. - 7:00 p.m.
	Friday	8:30 a.m. - 4:00 p.m.

No Assessments will be given without a completed form. (In the event that only the Mathematics assessment is being taken - usually at 8:00 p.m. the prospective student must arrive on campus prior to 7:30 p.m. to complete the assessment form).

J.D.B.

K.E.C. FACULTY/STAFF ACTIVITIES

R. Meyer	CPR West Conference (Calgary)	Sept. 21-25
G. Shaw	CPR West Conference (Calgary)	Sept. 21-25

F.W.

UNITED WAY

I would like to remind you of our bake sale on Wednesday, Sept. 28th. If you can bring any baking, please bring it to 4th floor student records on Wednesday by 10:30. The sale will be in the student games room on the 2nd floor, from 11:00 until 2:00 or until sold. All proceeds are for United Way.

We will also be having a rainbow sale on Oct. 12th. If you have any used clothing, books, games, etc., please bring them to me in Student Records, 4th floor, anytime before the sale. All proceeds are for United Way.

If anyone has not received their United Way pledge card as of now, I would be glad to give you one. Call me at local 713 and I will get it to you.

Marion Farmer
United Way
Campaign Chairperson

SWITCHBOARD

Effective Monday, Sept. 26th the Switchboard will close at 6:00 p.m. Monday through Friday. At this time a recorded message will advise that although the switchboard is closed, the Campus is in operation until 10:00 and Admissions and Records are open until 7:00 p.m., plus all Night Lines and Direct in Dial numbers are operational

D.M.

POSITION OPENINGS

V.C.C./K.E.C. requires a Director of Continuing Education. Closing date for applications for this position is Oct. 17th.

V.C.C./K.E.C. requires a Dean of Administrative and Student Services. Closing date for applications is Oct. 17th.

V.C.C./V.V.I. requires an Electrical Instructor. Closing date for applications is Sept. 30th.

V.C.C./K.E.C. requires a Secretary II for the Dean of Instruction. Closing date for applications is Sept. 23rd.

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

H.E.P.

OPEN HOUSE FOR THE COUNSELLING DEPARTMENT

The Counselling Department will be hosting an Open House/ Orientation Session for Post Secondary Counsellors on Friday, October 7 from 9:00 a.m. to 1:00 p.m.

The Orientation Session will mainly take the form of a tour of the Campus and will allow the various departments the opportunity to give information on their programs and/or courses.

Frank Fornelli and Thorne Husband are developing the program for the Open House, so be forewarned that they may be contacting you for your help. If you are not contacted and have information you want to get to the Post Secondary Counsellors, let us know in advance of the tour so we can include you in our program.

D. Greenall, Department Chairman

