

# Postcards from the Adjunct Newsletter

FALL 2005    ADJUNCT FACULTY REPRESENTATIVE WELCOME    NO. 8

## WELCOME TO FALL 2005



"Cultivation of the mind is as necessary as food to the body."  
-Cicero

Allow me to introduce myself, I am Melinda T. Ornelas. My day job for GCC is as the Program Coordinator for the Office of Program Articulations-High Schools. I have been employed with GCC for nineteen years and have been an Adjunct Faculty instructor since 1999. This semester I am also teaching EDU 230, Introduction to Cultural Diversity on Tuesday evenings.

We, as adjunct faculty are a very important and valuable resource to GCC and we need for you to know this. Keeping in touch with you throughout the year is a high priority for me; therefore I will be resuming the "Postcards from the Adjuncts" newsletter. This method of communication will keep you informed of any new information concerning workshops, training, etc. I also have the pleasure of representing you on the Presidents Executive Council.

I look forward to the upcoming school year. I can be reached at 623-845-3066 or via email at [melinda.ornelas@gmail.maricopa.edu](mailto:melinda.ornelas@gmail.maricopa.edu) Please send your email addresses so we may communicate to you the latest information and newsletters.

Kindest Regards,

Melinda T. Ornelas MA, M.Ed  
GCC Faculty Representative

## KEEPING IN TOUCH...

Establishing a GCC e-mail account is crucial for a number of reasons. For one thing, a frequent complaint among students and departments alike is **not being able to reach instructors**. Part of being "in the loop" around here is to appear in the automated e-mail directories.

**E-mail Accounts at GCC:** There are two kinds of e-mail accounts held by employees on campus:

1. MEMO, the e-mail system for all Maricopa Community Colleges employees. MEMO addresses are in the format **firstname.lastname@gmail.maricopa.edu** for GCC employees. The setup of this account is coordinated by your **department secretary** (see [contact numbers](#)).
2. Student Mail, the e-mail system for all Instructional Palette account holders at GCC. Student addresses are in the format **username@student.gc.maricopa.edu** where "username" matches one's Palette login. This account is

created when you establish an [Instructional Palette](#) account.

Faculty and staff may use **both** or **either** of these accounts. The main advantages of a MEMO address are that its format matches those of full-time employees (for professional appearances), it includes you on Maricopa and GCC distribution lists, and it automatically places you in the directory at <http://www.gc.maricopa.edu/index/directory.cfm>.

There are advantages in using your Student Mail too. It's one way to keep an Inbox *without* MEMO distribution-list messages. You might also find it convenient because it is prepared by default when you log into Palette machines on campus.

## **YOUR GCC FACULTY DEVELOPMENT TEAM ANNOUNCED IN THEIR "ELEMENTS" NEWSLETTER THE FOLLOWING...**

### **AIR-Adjunct Instructor Resources**

In the Spring semester they will be starting a new initiative to assist in development of GCC's part time instructors. In the fall they will be consulting with departments regarding what training they now provide to adjuncts and whether there is a way to meld the various departmental efforts to provide consistency.

## **TRAINING AND EMPLOYEE DEVELOPMENT**

The purpose of the Training and Employee Development (TED) Center, in collaboration with the Technology Help Desk, is to provide quality comprehensive learning opportunities and technical support that are courteous, timely, and responsive to employees' needs, thereby enhancing GCC's ability to provide quality education and service to its students and the community.

## **WORKSHOPS ANYONE?**

For the academic year, 2005 - 2006, the adjunct professional growth budgeted fund is \$75,000 - including a set-aside of \$5,000 for the Adjunct Faculty Conference.

To be eligible for available funding, adjunct must be teaching during the semester that the professional growth event takes place.

**Funding must be requested in advance, with the completed and signed application, and supporting documentation, submitted to GCC Employee Resources at least 21 calendar days prior to the start date of the activity.**

For more information and to obtain application forms, visit the Adjunct Faculty Professional Growth web site (<http://www.mcli.dist.maricopa.edu/afpg/>) or contact:

**Terri Cuen**

HR Assistant II

(623) 845-3404

[terri.cuen@gcmail.maricopa.edu](mailto:terri.cuen@gcmail.maricopa.edu)

\*\*\*Information gathered from: <http://www.gc.maricopa.edu/adjunct/>