

THE EVENING WEEKEND NEWS

**A Newsletter for the Part-Time Montgomery College Faculty
November 2002**

Anyone who has never made a mistake has never tried anything new. Albert Einstein

24/7 COFFEE SYSTEM LAUNCHED.....

(Fifty cent donation per cup)
Have you noticed??? The coffeepot has been moved into the faculty lounge.

Want a cup of coffee at 8 a.m.? It is easy if someone has fired up the pot, but if you are unfortunate enough to be the first needing a caffeine fix, you may have to make it yourself! However, if you do put forth the effort to make the coffee, you've earned a free cup! So help yourself.

The system works thus: we, will buy the coffee and supplies, paper cups, creamers, sugar, stirrers, and napkins as long as there are sufficient contributed funds. At fifty cents per cup, this should work. If you occasionally feel you've

had a bad day and deserve a free cup, by all means take one! However, don't take too many freebies or the system will go Enron.

Directions for making a pot of coffee:

- Take out the old filter if it's still there. (It probably will be.)
- Put in a new filter (supplies are behind the door on the coffee cart).
- Put 5 scoops of coffee into the filter. (Use regular coffee in the morning and de-caf in the afternoon).
- Fill up the pot to the 12-cup line with cold water.
- Pour the water into the top of the coffee machine.
- Push the switch to ON.

IMPORTANT DATES

- Wednesday, 11/27/02 No classes
- Thursday-Sunday, 11/28/02-12/1/02 Thanksgiving, College closed
- Monday-Sunday, 12/16-22/02 Exams - final week of classes
- Tuesday-Wednesday, 12/24/02-1/1/03 Winter holidays, College closed

WHO RUNS THIS PLACE (Evening/Part-time Office)?

Gail Robinson	Dean
Charlotte Jacobsen	Coordinator
Geneva Gray	Office Assistant
Kuo-Chang Lo (James)	Student Aid

NEW HOURS

In an effort to be more helpful, Geneva will be in her office from: Monday-Thursday 3 p.m. to 7 p.m.
Saturday 8 a.m. to 12 noon.

NO MORE JUNK MAIL?

We will no longer be putting junk mail in your mailbox (only this newsletter)! The notices and announcements that were previously put in boxes will be posted on the bulletin board (right hand side). James will be putting up 5 copies of each one. If you'd like a copy, please help yourself.

We want your ideas!

For the past few years, we have had a reception or dinner in the spring for the part-time faculty. We would like to show our appreciation again this spring and would like your ideas. Fill in the form on the next page and return to Geneva.

What type of event are you most likely to attend?

- Reception, purely social
 Speaker (type of speaker) _____
 Music event (type of music) _____
 Training/workshops(suggestions) _____
 Other (suggestions) _____

When are you most likely to attend?

- Friday night
 Saturday night
 Week day/night (Which one? Time?) _____
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SUGGESTION BOX

SOMETHING BUGGING YOU? HAVE A QUESTION? GOT A NEW IMPROVED *MODUS OPERANDI*? GRAB A SUGGESTION FORM and start writing. The forms are next to the door to Geneva's office. Below are some of the suggestions and replies received so far.

QUESTION: I would like a swipe key for the computer room. Is there a form available?

REPLY: Yes, there is a form for this. Ask Geneva in the Adjunct Office. If you want a swipe key for your classroom, you must ask in your department.

SUGGESTION: The workstations should be cleaned regularly. Due to the volume of users, tabletops need to be "windexed" regularly. We need cleaner, more efficient workspace. It's embarrassing having students convene in an untidy, unprofessional "office" area.

REPLY: We would love to have a cleaning crew that comes in every night after hours and make everything sparkling. Unfortunately with our budget situation and shortage of cleaning people, they only promise trash removal. Geneva has graciously volunteered to clean on Mondays (if you see her in sensible cleaning digs you can assume it's cleaning day).

QUESTION: Will more than two computers be available or are there other faculty computers available on campus?

REPLY: Voile! Now there are four computers! Pat Ray from IT sent us two new ones. By rearranging, we made room for all four. One of the older computers was also replaced so we now have three new ones. Shall we try to have the remaining dinosaur replaced????? I want to put in a special word of thanks for Barry from IT for helping us install the computers and arrange the tables.

SUGGESTION: How do I get access to a cabinet or shelf for storing over-sized materials for projects that are in-progress? It's not always practical to carry, for example, a mapping project or large sheet of paper back and forth from home to class while students continue to work on them. Thanks!

REPLY: Thanks for asking this question, as we were not aware some faculty might need this type of space. You are welcome to use the shelves in the computer room. There are some large plastic boxes you may use if you wish. Since this room is locked, make sure you have a swipe key for the room.

QUESTION: How about having the microwave cleaned? It is disgusting! With cleaning, our food will not get polluted when we heat it.

REPLY: Having 350 people using one microwave is a sanitation challenge! Our cleaning staff does not clean our microwave. We will put cleaner and paper towels under the coffee table so each of us can wipe down the microwave after each use and Geneva will be cleaning it on Mondays.

SUGGESTION: Have some staff morning hours available during the week.

REPLY: We know many of you use the Adjunct Lounge in mornings and we wish we had the budget to staff the morning hours. Unfortunately we do not. Let's hope that when the State/County financial situation improves we will receive funds for this purpose. If you need staff assistance in the mornings, the plan is for you to go to your department. The Adjunct Faculty Lounge is to be available when other staff are not around. We do leave supplies out for your use (unfortunately the

Scissors keep walking off) and we will furnish you with a copier code so you can make copies. In addition, James, our student aide has agreed to work some morning hours.

SUGGESTION: The door to HU 016 closes loudly. Can you get it to close more quietly?

REPLY: We'll call the carpenter and see if he can fix it.

SUGGESTION: Could it be possible to have a phone book in plastic binders with a ring in Room 018(to be hanging from board)?

REPLY: Now that the new phone books have come out, we will hang one from the board and also put a few new ones on the table in room 016. By the way if you haven't picked up a home copy, take one from the stack on the front table.

SUGGESTION: We need Assessment Forms and Drop/Add forms available to us outside of the 017 office-there are many of us who work here outside of when that office is open.

REPLY: We will put some forms in the holder next to the coffeepot.