Who to Contact:

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| **Terri Propes** Administrative Specialist  Academic Affairs, Adjunct Faculty | [terri.propes@estrellamountain.edu](mailto:terri.propes@estrellamountain.edu)  623-935-8139  Montezuma Hall 119  <http://www.estrellamountain.edu/employees/adjunct-faculty-support> | * The Adjunct Faculty Office at Estrella Mountain is your gateway to a number of support services, across the campus, designed to help you have a successful adjunct teaching experience. Whether you need to prep for class, navigate student registration issues, or pursue your own professional development, the staff at the Adjunct Faculty Suite can direct you to the right resources. * Supplies for instructional/faculty use. * Instructor mail and student messages can be retrieved from MON119 |
| **Ivette Ruiz** Administrative Specialist Senior Modern Languages Division | [Ivette.ruiz@estrellamountain.edu](mailto:Ivette.ruiz@estrellamountain.edu)  623-935-8223  OCT 134 | * Textbooks and related course materials. * Publisher contact information. * Request for substitutes * Signatures on job contracts within the division, * Signatures for tuition waivers, Field trip forms * Supplies for student use, e.g. highlighters, scissors, chart paper. Instructors can pick up paper for classroom computer printer from the Ocotillo faculty workroom for themselves. * Room reservation for alternative meeting sites. |
| **Steven Peist** Modern Languages Division Chair, MWF evening & weekend supervisor, & Reading Residential Faculty | [steven.peist@estrellamountain.edu](mailto:steven.peist@estrellamountain.edu)  office phone 623-935-8449  **cell phone 917-304-3837**  OCT 144 | * Advice and interpretation of EMCC policies and practices. * Syllabi approval, questions, and samples. * Advice on use of ESL course materials and course competencies. * Instructors absences, late arrivals and student issues for MWF evening classes that begin at 4:00pm or later and all Saturday classes. |
| **Diane Stonebrink** Residential ESL Faculty | [diane.stonebrink@estrellamountain.edu](mailto:diane.stonebrink@estrellamountain.edu)  office phone 623-935-8584  OCT 149 | * Advice on use of ESL course materials and course competencies. |
| **Larry Pesta** Residential ESL Faculty | [larry.pesta@estrellamountain.edu](mailto:larry.pesta@estrellamountain.edu)  office phone 623-935-8453  OCT 151 | * Advice on use of ESL course materials and course competencies. |
| **Heather Muns** Residential Reading Faculty | [heather.muns@estrellamountain.edu](mailto:heather.muns@estrellamountain.edu)  623-935-8465  EST265 | * Advice on use of Reading (RDG & CRE) course materials and course competencies |
| **Anna Quinones** Residential Reading Faculty | [ann.quinones@estrellamountain.edu](mailto:ann.quinones@estrellamountain.edu)  623-935-8780  OCT 143 | * Advice on use of Reading (RDG & CRE) course materials and course competencies |
| **Maria Cecilia Rosales**  Residential Spanish Faculty | [maria.rosales@estrellamountain.edu](mailto:maria.rosales@estrellamountain.edu)  623-935-8463  MAR117 | * Advice on use of Spanish course materials (e.g. CONNECT) and course competencies. |