

The Luna Light

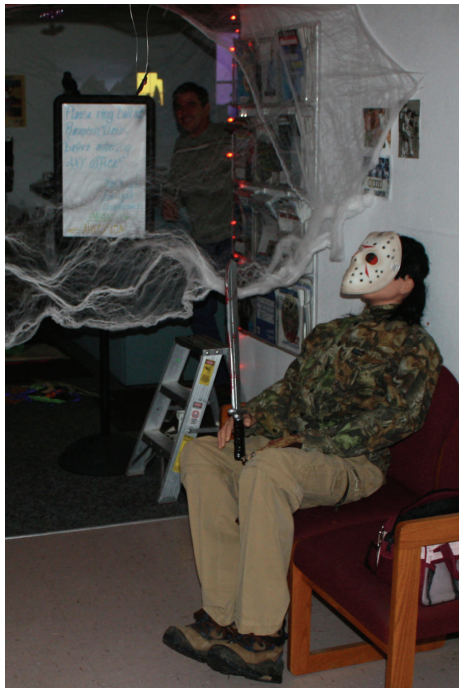


"The People's College"
Becoming The Premier Rural Community College in America

Volume 4 Issue 42

October 31-November 6, 2011

Halloween at LCC



The LCC Small Business Development Center got into Halloween spirit as they decorated their lobby as scary as possible. LCC students and staff are welcomed to go by and get frightened by their haunted house.



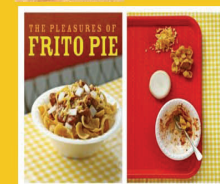
LCC Nursing Student Ruth Rosenbarker along with other SNA members visited with residents at Vida Encantada on Friday.



Luna Community College graduate Amanda Lucero dressed as Spidrina. For more Halloween photos, see next week's Luna Light.



LCC softball players Stephanie Rose, Mary Medina, and Karissa Valdez participate in a pumpkin carving contest as part of team bonding week.



LCC MEAL CARD

\$50



Rough Rider Grill

Buy it at the Fiscal Office Today!

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Learning at Luna CC



Dr. Elizabeth Juarros' chemistry class recently observed and recorded the spectrum of various atoms for their Lab called "Bright Lights".

Pictured clockwise (l-r) are: Rachael Ridgeway, Angela Allen, Ashley Arellanes, Elena Martinez; Mariano Aragon, Laura Sandoval, Jennae Lucero, John Tafoya, Loraine Garcia, Leanne Tapia and Dr. Elizabeth Juarros, Sequoia Romero, Landis Lavea, Elizabeth Martin, John Hinkle, (front) Debra Kennedy. For more information on LCC chemistry classes, you may call Dr. Juarros at 505/454-5358.

Jesse's quick hits

Remember to smile a few times a day. I hope this helps—
Jesse

What do you get if you cross a chicken and a fish?
Cluckleberry Finn.

When do hens tiptoe?
When they are walking on eggshells.

How do chickens use math?
They count their chickens before they're hatched.



Students: Your life's journey is important to us

By Dr. Pete Campos
LCC President

Every student has a special story to tell.

They have encountered many obstacles, enjoyed moments of accomplishment and continue to struggle - unsure of what each day will bring. I observe students starting out the day in a rush to get to class, dealing with personal issues that make coping with the day more difficult and almost every student reaching out for help with some factor in their lives.

The same is true of staff. We are rushing to get to work, dealing with personal distractions and seeking to qualify for a loan to pay the bills, finding a babysitter or trying to calm a situation at home. The difference is: as em-

ployees of LCC we must constantly remind ourselves that the personal distractions we face must be dealt with – if possible – as secondary issues. The reason: our primary focus at work is to provide – the students – with the attention they need to successfully make it through each day and go about their journey to someday reach the career goals they have set for themselves.

There was an author named Horatio Alger, Jr. who in the mid to late 1800's, wrote about impoverished boys and their rise from humble backgrounds to lives of middle-class security (not extreme wealth), comfort and a solid reputation through hard work, determination, courage, honesty and concern for others.

These stories served as positive examples that if a person worked hard and remained optimistic - success would be achieved.

Students, if we, the staff ever seem preoccupied or inattentive to your needs, smile and get our attention – I'm sure we'll snap and get back to what is really important – your journey as a student.

So, to each of you – our students at Luna Community College – work hard, don't be bashful - ask for help, study, develop your skills, don't give up and always remember, when you give life your best many good things will come your way. **Your life's journey is very important to us.**



These Luna Community College students were part of the 17 that auditioned to be in a commercial for the college. The auditions were held by the LCC Mass Media Department. The commercial is expected to be ready by the end of the semester.

Remembering a legend

Levi Alcon Sr. served on LCC Board during its forming years

The following is an interview with former Luna Community College Board Member Levi Alcon Sr.

Please give me your full name and age ?

Levi Alcon Sr. 90.6 years old.

What year's did you serve on the Luna Community College Board of Trustees?

I served on the Temporary Area Vocational School Board beginning on or around August 27, 1969 until on or about September 1970. After the participating school district elections and mill levy elections took place, the Temporary Board was changed to the official Board of Directors of the Luna Area Vocational-Technical Institute now LCC. I served as a Board of Director through January, 1976.

Let me give you a brief history of the evolution of LCC from the beginning which will give you a better understanding of the beginning years of my service as a board member and the efforts and countless hours that were put in by several people to develop LCC. The information provided here is based on information from the governor's papers, David F. Cargo, 1967-1970, State Records Center and Archives, Santa Fe, NM and gathered through the assistance of my daughter Jo Ann Alcon-Ortiz, and my recollection of events.

A progress report from Weldon Perrin, State Director Vocational-Technical & Adult Education to Governor David Cargo stated that:

There was a nationwide consolidation move, and the Office of Economic Opportunity in Washington, DC announced in early April of 1969 the decision to close the Job Corps Center operating at the Camp Luna site in Las Vegas.

Under the leadership of Governor Cargo and the combined efforts of State Senator Junio Lopez (R-S-Miguel) and U.S. Representative Manuel Lujan (R-New Mexico), work began toward securing Camp



Levi Alcon Sr. is pictured here with his daughter Jo Ann Alcon-Ortiz, who was the former Vice President for Finance and Administration at LCC and retired in 1998 after 28 years of service. Also in the photo is his son Levi Alcon Jr. and his mother Alice who is Mr. Alcon Sr.'s wife of 65 years.

Luna as government surplus property, acquiring the land, buildings, and much of the equipment.

On April 30, 1969, Gov. Cargo appointed a task force in the Las Vegas Area to plan for the optimal use of the facilities toward the health, education, and welfare of the area citizenry. Ex-officio and advisory personnel from the State Planning Office, Public School Finance Office and Vocational Education Office were appointed to assist in establishing Camp Luna as a potential site for an area vocational school. The task force was comprised of the late Senator Junio Lopez (R-San Miguel), the late Ray Leger, Superintendent West Las Vegas, the late JD Vasquez, East Las Vegas School Official, Richard Zimpet, Vocational Director at New Mexico Highlands University, the late Judge Joe Angel and community members Samuel F. Vigil, Gabriel Estrada, John Haberl, and the late Jose Moises Tejada. Additionally, the area Superintendents and boards from Mora, East & West, Santa

Rosa, Pecos and Vaughn were also involved in the planning stages of development of the Area Vocational School. I participated in the planning as a representative of the Mora School Board.

On May 14, 1969, under the direction of the State Planning Office and members of the Governors Task Force, the State Director for Vocational Education formally requested from H.E.W. Regional Office in Dallas, that the Camp Luna Job Corps site and improvements be declared surplus property in order that the State of New Mexico establish an area vocational school at the site.

On June 12, 1969, the federal government agreed to give to the State of New Mexico the Camp Luna Job Corps facility for a token \$1 for use of an area vocational school. On July 15, 1969, the State of New Mexico officially accepted the responsibility of acting as custodian of the property until such time as Camp Luna officially became a design-

Continued on next page

Alcon Sr., a legend...

Continued from page 4
nated area vocational school district approved by the electorate from the school districts of Mora, West Las Vegas, East Las Vegas, and Santa Rosa. On August 27, 1969, a meeting was called by Gov. Cargo for the purpose of transferring the responsibility of the Camp Luna Job Corps Center to the newly created area boards of education in the district with instructions to formulate from their memberships one board to act as the area vocational school board, and to hire a director for the area school to complete necessary studies. He then praised the task force for their work and officially annulled them as an acting body.

On or about August 27, 1969 I started serving on the Temporary Area Vocational School Board representing the Mora Independent School District, where he served as Board Chairman. The Temporary Area Vocational School Board was comprised of Levi Alcon Sr., Mr. Paul Gamertsfelder (Chairman) East Las Vegas Schools, Mr. Benny Flores, West Las Vegas Schools, and Mr. Juan D. Perea, Santa Rosa School District.

On September 6, 1969, the board proceeded to hire the first Director of the school, Mr. Jose Moises Tejada. Mr. Tejada was charged with the responsibility of writing a feasibility study for presentation to the State Board of Education for their official designation of Camp Luna as an area vocational school.

During the interim, a technical assistance grant from the Four Corners Regional Commission in the amount of \$12,198 was awarded to Camp Luna as capital outlay for operating expenses; in addition, the State Vocational Education Division granted \$18,000 for the same purpose. A staff consisting of the director, secretary, and four watchmen along with expenses of utilities and office supplies operated on a budget of \$30,198.

On March 9, 1970, a formal application for \$1,000,000 Economic Development Administration Grant on a 80-20 matching basis was submitted to the Regional Office in Dallas for proper approval. Unofficially, the grant has been committed to Camp Luna, Walden Perrin wrote, but an application was needed as a matter of protocol.

The feasibility study was completed on March 20, 1970. Presentation of this study to the State Board of Education is slated for April 3,



Pictured are Gabriel Estrada, Levi Alcon Sr., and Mr. Levi Alcon Jr. Estrada is a longtime friend of the Alcon family and was also instrumental in the early development of LCC.

1970, he wrote. The first election of establishing the area vocational school district under the Area Vocational School Act is tentatively planned for late April 1970, and the second election for the mill levy is slated for mid-May, 1970 or early June, he wrote.

A public hearing will be held on March 23, 1970 at 7 p.m., at the East Las Vegas Middle School to hear opinions from the public regarding the Luna Area Vocational School, Mr. Perrin wrote.

It is anticipated that by June 1, 1970, that the State of New Mexico will have legally acquired the Camp Luna site with proper deed, and that operation as an area vocational school will commence in September of 1970.

Mr. Perrin continued to write on the Program and Enrollment and stated that based on the recently completed feasibility study, the officials of the Luna Area Vocational School Board propose to offer the following programs at Camp Luna commencing in the fall of 1970. The concept of technical-vocational training for Camp Luna as an area vocational school has been established on the basis of identified needs. Research has indicated that in view of potential job placement, employment possibilities, and present and future skill demands of industry, government,

and other agencies in the State of New Mexico; there is justifiable need for educational opportunities in the following area:

1. General Auto Mechanics
2. Practical Nurse and Nurse's Aide
3. Office Education
4. Home Economics and Community Services
5. Electricity and Electronics
6. Drafting and Graphing
7. Basic Education (Related English and Math)
8. "Short" Courses –M.D.T.A, etc.

He went on to explain the Rational and stated that the factors which influence the market for area vocational schools' graduates are:

1. Job Opportunities in the Region
2. Job Opportunities outside the Region, but within the State
3. National Job Opportunities
4. Quality of Teachers

The feasibility study shows in its statistical breakdown analysis, that the majority of those who complete the proposed programs could be employed within the region, and surely within the State.

Various people in local business and industry in the service area were contacted relative to their employment needs and future plans. Their reactions were favorable toward the establishment of a vocational school at Camp Luna.

The curriculum was designed with the commitment of meeting the unmet employment demands of this service area and to eliminate, significantly, the paradox of idle untrained manpower. This was the extent of Mr. Perrin's report to then Governor Cargo.

The doors to LCC opened for instruction on October 1, 1970 and the first classes commenced.

On or about July 29, 1971 a board member-at-large was appointed by the board, due-to-the-fact that the Approved Plan of the Vocational Technical Board Operations, indicated that if there was an even number of school districts represented in the participating school board that they would then have to appoint a 5th member at large and that the board would have to draw lots to stagger their terms. The State Department Vocational Division would not release federal funds until the appointment transpired. Mr. Amadeo Tenorio Jr., was appointed as the 5th member.

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Alcon Sr., a legend...

Continued from page 4

What district did you represent?

I represented the Mora Independent School District.

What were some of the accomplishments made by Luna Community College during his tenure on the board?

Based on the development of LCC stated above, the main accomplishment during my tenure as a Board was setting the foundation for what LCC is today. Additionally, we hired the first Director, Mr. Jose M. Tejada; we held the first 5 mill levy elections to see if the school districts wanted to be a part of LCC; we obtained legislative funding to operate LCC based on FTE (full-time equivalency student count). The operating budget was \$300,000 made up of the 5 mill levy, State funding and Federal funding. In 1972 we hired the second Administrator, Mr. Albert N. Sanchez, who served as the first President through 1976.

As a board we obtained the following Capital Outlay funding during my tenure:

1. On April 23, 1973 LVTI received a grant from the Economic Development Administration for renovation of the Auto Mechanics building and construction of a new building for Administration and the Allied health and Electronics Programs. Total square footage for the new building was 24,218. The Pre-World War II gymnasium which housed the auto mechanics training program was remodeled and a new 2,884 square foot addition was constructed. The new addition housed an auto mechanics classroom and the small engines repair program and the total building square footage was 15,250. Eighty percent of the funding for this project was received from the Economic Development Administration (\$830,400) and twenty percent (\$207,600) came from the State.

2. During the 1974 legislative Session, LVTI received an additional appropriation to complete the above projects and accumulated interest was used to purchase equipment for both buildings: State (\$192,000) and Local (\$17,640).

3. In 1975 The State Legislature appropriated under Senate Bill #9, (\$400,000) funding to be used for construction of a new welding building to house the welding programs consisting of shop and classroom. The total square footage was 8,820.

We discussed the need for Vocational Agriculture program offerings, which as a rancher



Mr. Levi Alcon Sr., pointing to the plaque in front of the LCC Administration Building where he is listed as Secretary of the LCC Board of Trustees.

and cattle trader (business man) was very dear to my heart. I left the board prior to the funding being obtained to construct the Vocational Agriculture complex. The funding for the Vocational Agriculture Complex was obtained in April 26, 1977 through an Economic Development Administration grant in the amount of \$806,948 and was built on a 12 acre plot granted to LVTI by the Las Vegas Land Grant Board. This property adjoined the Institutes 36.14 acre main campus

which was the Job Corps site that was transferred to the State of New Mexico for the educational use of the Luna Vocational-Technical Institute, now LCC. During my tenure the Board submitted a Resolution to the

United States Government for Retransfer of the 36.14 acres to LCC. The late Albert N. Sanchez, President was designated as the proper official to initiate the retransfer of property. This was done on or about November 13, 1974.

Additionally, as a board we approved the first Board of Director Manuals, instructional manuals and put LCC on the map as a viable institution.

When did Levi Alcon Jr. start serving on the Luna Community College Board of Trustees?

Levi Alcon Jr., started serving on the LCC Board in February, 2002.

What influence you have on Levi Jr. serving on the Luna Community College Board of Trustees?

I have always been instrumental in providing my children the guidance they need to be successful citizens and to be public servants of the people, if they so chose. Levi Alcon Jr., kept his ears open as Alcon Sr., spoke highly of LCC and the countless hours it took to set the foundation, and to develop the instructional programs so that students who were not able to attend a four year institution could have an alternative to obtaining a certificate or now associate degree by attending the Vocational – Technical Institute now the LCC Community College, at no tuition or a reduced tuition cost. Levi Alcon Jr., saw in his father an institution of higher learning come to fruition and decided to run for the board, to represent the people, and to continue in his father's footsteps by promoting LCC and enhancing what was already in place.

How important do you believe Luna Community College is to the service area?

I told my family just a few days ago, that I was very proud to have had the opportunity to serve on the first LVTI (LCC) Board. "I believed in 1969 that LVTI was important for the people and students of our service area. Now in 2011 and at 90 years old, I still believe that LCC is one of the best educational institutions that is available to the people and students of our service area. Students should take advantage

Continued on next page

Alcon Sr., a legend...

Continued from page 6 of the many program offerings and opportunities available to them at LCC. LCC's operation has a trickling effect on the economy of our service area." Employees of LCC receive a salary which exchanges hands probably 15-20 times and that helps the economy of our service area.

What are some of the priorities you would like to see Luna Community College accomplish over the next few years?

Some of the priorities that I would like to see LCC accomplish over the next few years and which I hope to see if life permits are:

1. My daughter was reading me a recent article from Kiplinger's Success With Your Money Magazine which stated that: "new grads will find the highest demand for degrees in accounting, business administration, computer science, engineering and math. An occupational certificate or associate's degree might help snag a lucrative job. The number of computer network systems and database administrator openings could grow by 46,000 a year on average. Registered Nurses could see 104,000 job openings per year and there will be a huge need for accountants and auditors, with about 50,000 openings per year." So keeping this in mind I would like to see that LCC look at enhancing the programs that they currently offer to address these job openings and if they don't offer the programs to look at new program development.

2. As I did in 1972, I felt that we needed a strong agriculture program, unfortunately the program was discontinued somewhere along the way, but now more than ever I feel that we need to reignite the agriculture program. I understand that there is some semblance of an

agriculture program, but a well thought out program could be most beneficial to the students of our service area. The time has come when agriculture education is more important than ever, when food products are becoming scarce because of the shortage of water and changes in climate etc. I think that more people will be looking at ways to live off the land like in the olden days. Back then we grew our own food products, our service area had many roller mills so it was a high agriculture area. There is a need for developing ways to better produce products, especially with the shortage



Levi Alcon Sr. (left) and Levi Alcon Jr. Levi Alcon Sr. was one of the first Board of Trustees of LCC and served in the early 70's, Levi Alcon Jr, is a current Board of Trustee and is serving his third term.

of water. I believe this is called bio-agriculture.

How do you feel about the vitality (standing of the test of time) of Luna Community College? (Many people feel there are too many colleges in New Mexico)

I am 90.6 years old and LCC has been in existence for 41 of those years. I truly believe that it has stood the test of time, that it is very much a viable institution and that if need be with a little tweaking here and there that it can withstand another 41 years. All the past and present board of directors, presidents, faculty and staff should be commended for a job well done.

Please share any other comments?

I, Levi Alcon Sr., had limited education, but the education that I did obtain I used it to help me better myself and be a "public servant" of the people. I not only served as one of the first trustees of Luna Community College, but I also served as a board member of the Mora Independent School District, where I served as Chairman. I served as the first State Representative of Mora County, in the mid 1950's, and I served as Magistrate Judge of Mora County for many years. In that capacity I was also elected as President of

the Magistrate Judges Association. I was a business man and most people knew me as "El Mercador de Vacas" or Cattle Dealer.

Thank you to the many people that put their trust in me while I served in these different capacities. My best wishes to the current LCC Board of Trustees, the president, faculty and staff.

LCC-Springer takes field trip

By Vanessa Rollings

On Oct. 13, 2011, the BIO110 General Biology I class from the LCC Springer Satellite visited Sugarite Canyon State Park which is located approximately six miles east of Raton. The purpose of the field trip was for students to study the effects of the Track Fire on the biodiversity of the park.

Those in attendance were Instructor Dr. Amy Sheldon and the following students: Jacob Hovey, Wei-Jen Yu, Cody Pittman, Jordan May and Maria Gallegos.

Fire ecology was one of the topics discussed while on the trip, because of the recent Track Fire that burned part of the park this past

July. The park ranger, Pat Walsh, explained and illustrated fire ecology and the impact it had on the Track Fire to the students. After that the students traveled to many different locations in the park to see the parks current condition. Dr. Sheldon instructed the students to get water and sediment samples from the different locations so they could examine the samples in the lab. Students also established transects to access terrestrial biodiversity along the transects and between locations. The students were given disposable cameras to take pictures of the parks ecotones and burn areas. The class will use their findings to produce a brochure to illustrate the condition of the park after the Track Fire.



In the top middle photo-Cody Pittman closing a soil sample to be examined later in the lab; at the top far right photo Springer Satellite Biology 110 class at Sugarite Canyon State Park learning about fire ecology; In the middle far right photo students identifying different types of vegetation at the park



In the bottom right photo Dr. Amy Sheldon explaining the field trip assignment to the class.



Picture are: Jacob Hovey, Wei-Jen Yu, Dr. Sheldon, Cody Pittman, Jordan May and Maria Gallegos on a recent biology field trip to Sugarite Canyon State Park and top left photo, students putting on waders so they can get soil samples from sediment and water traps.



Luna Community College Nursing Student John "Bugs" Papastathis gives LCC employee Ernest Encinas a flu shot on Tuesday. The LCC Nursing Department held a flu shot clinic two days this week and gave nearly 100 shots.



Luna Community College Vice President for Instruction Dr. Vidal Martinez and LCC Springer Satellite Director Louise Fernandez-Portillos (middle) recently met with David Wentling (far left), Technical Consultant, Material Supplier, Project Manager - ConservFirst and Joe Rodman, Business Consultant, Career Development Specialist - SER (Jobs for Progress) in Raton.

Get Paid To Talk



Have you ever been told you have a great voice? Are you interested in earning extra income with your voice? We have something just for you! This exciting class will explore numerous aspects of "voice acting" such as: **What kinds of jobs are available?** Try television ads, radio, audio books, the Internet, documentaries, film, etc. **Where are the jobs?** Not only Los Angeles, Chicago and Manhattan, jobs are everywhere including New Mexico. **Will I earn tons of money?** Not immediately, but we will tell you – persistence pays. We will cover all basics, including how to prepare the all-important demo, how to be successful in this field, the dos and don'ts of voice acting. Students will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors. And then..... students will have the opportunity to record a commercial script under the direction of VoiceCoaches producers. See if you make the cut. Join us for an evening of serious fun!

Monday, November 28, 2011 6:30 pm—9

\$20

\$10 for LCC, NMHU, UWC and high school students

Main Campus/Learning Resource Center

Space is limited. Register today. 1-800-588-7232, ext. 1204, or 454-5311

<http://www.voicecoaches.com/gates>

Luna Community College Dental Assisting students Shannon Saiz and Bianca Valdez sell caramel apples earlier this week as part of fundraising efforts to help defray costs as they prepare to participate in the New Mexico Mission of Mercy in Las Cruces. In addition, dental assisting students are also preparing for New Mexico State Boards, SkillsUSA competition in March and the annual dental convention in June.



Weekly Activities

Monday, October 31, 2011 (Happy Halloween!)

5:00 p.m. – 8:00 p.m. Dare To Be You Substance Abuse Prevention Program (General Studies/Room 102 -B)

Tuesday, November 1, 2011

12:30 p.m. – 1:45 p.m. Student Speech Presentations (LRC/Lecture Hall)

5:00 p.m. – 8:00 p.m. Dare To Be You Substance Abuse Prevention Program (General Studies/Room 102 -B)

Wednesday, November 2, 2011

4:00 p.m. – 5:00 p.m. Leadership Training Meeting/Skills Clubs (Student Services/Conference Room)

5:00 p.m. – 8:00 p.m. Dare To Be You Substance Abuse Prevention Program (General Studies/Room 102 -B)

6:00 p.m. – 8:00 p.m. Intuitive Healing with Essential Oils/Community Ed. Class (IPC/Cafeteria)

Thursday, November 3, 2011

5:00 p.m. – 8:00 p.m. Dare To Be You Substance Abuse Prevention Program (General Studies/Room 102-B)

6:00 p.m. – 8:00 p.m. Lakota Rain Drop Technique/Community Ed. Class (IPC/Cafeteria)

Friday, November 4, 2011

8:00 a.m. – 11:00 a.m. Student Speech Presentations (LRC/Lecture Hall)

5:00 p.m. – 8:00 p.m. Dare To Be You Substance Abuse Prevention Program (General Studies/Room 102 -B)

Saturday, November 5, 2011

7:00 a.m. – 4:00 p.m. C.N.A. Testing (Allied Hlth/Nrsg. Lab#3, Comp. Lab#7, MO-11)

8:00 a.m. – 5:00 p.m. Dare To Be You Substance Abuse Prevention Program (General Studies/102B)

3 on 3



Intramurals

LCC Wellness Center

\$30.00 a Team

Maximum 5 Players per Team

Forms can be picked up at the
LCC Gerald P. Ortega Wellness Center

Questions, Please call 425-8767

Contact: Dawnette G. Najar or Carl Vigil

Registration

Oct. 25, - Nov. 4, 2011

Intramurals Begin

Nov. 8 thru Dec. 8, 2011

Game Days on Tues. & Thur.

5:30pm-7:30pm



*your Student
Government
Would Like to Invite you
To Our Annual Thanksgiving
Luncheon
Thursday, November 17, 2011
At 12:00pm-2:00pm
Rough Rider Grill
HAPPY
THANKSGIVING*



LCC Student Government meetings set

Date	Time	Place
Nov. 5	11:30 a.m.	Allied Health Building
Nov. 19	11:30 a.m.	Allied Health Building
Dec. 3	11:30 a.m.	Allied Health Building

*Meeting are open to everyone

Look for a future edition of **The Luna Light** for LCC Student Government Office Hours where a student government representative will be present to listen to any questions or concerns students they may have.

ATTENTION ALL LCC STAFF & FACULTY

President Campos invites you to visit with him to share your thoughts, concerns and ideas regarding your employment here at



Meeting Dates, Times and Location

Monday, October 31, 2011	1:00 PM - 3:00 PM	Human Resources Director's Office
Wednesday, November 02, 2011	9:00 AM - 10:00 AM	Human Resources Director's Office
Thursday, November 03, 2011	9:00 AM - 12:00 PM	Human Resources Director's Office

*****Dates and Times subject to change dependant on matters requiring urgent attention*****

All meetings will be held on a first come, first serve basis meaning that there is currently no specified time limit, however, we ask that consideration be given to allow all employees the opportunity to meet with Dr. Campos.