

**Diana Casteel**  
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>

Sent by: President's  
Letter <PRES-  
ALL@MTSAC.EDU>

To PRES-ALL@MTSAC.EDU

cc

Subject [PRES-ALL] PRESIDENT'S OPEN OFFICE HOURS

08/09/2007 01:35 PM

Please respond to Diana Casteel <DCasteel@mtsac.edu>
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Interim President/CEO John Nixon will be scheduling regular open office hours throughout the year. They will be held about every two weeks, depending on his schedule, and we will try to book them at different times on different days in order to accommodate the many different staff schedules on campus. You are invited to come to Dr. Nixon's office in Founders Hall during his open office hour and talk to him about anything you like related to the College. No appointments are necessary and you don't need to call ahead. It will be first-come first-served, and if people are waiting, we ask that you keep your discussion to ten minutes.

Open Office Hours are scheduled on the following dates:

August 29, 10:00 a.m.

September 20, 2:00 p.m.

If you need to talk to Dr. Nixon and these times aren't convenient for you, please feel free to call our office and I'll be happy to schedule an appointment for you.

We will plan to send out monthly emails to let you know of upcoming open office hours.

Please feel free to call if you have any questions.

Diana

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and Board of Trustees  
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