



WEEKLY FACILITIES MEMO

December 10, 2018 – December 16, 2018

Monday – December 10, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
130	English Lecture	10:15a-12:20p		12/10/18	Samantha Shubrock
431	Study room	9:00a-12:00p			Jourdan Terry-Hillard
506	Final Exam	1:30p-3:30p			Kelsi Mundell
Boardroom	SCSBA Fall Dinner	4:00p-10:00p	Emailed 12/7/18		Sandra Therrien
803	Tutoring Wrkshp	2:00p-4:00p		12/10/18	Janet Schwartz
902	Program Review Mtg.	2:30p-4:00p			Ferdinanda Florence
1001	Horticulture Club	6:00p-9:00p			Kelsi Mundell
1263	K-Pop/K-Media	3:00p-4:00p		12/10/18	Donna Meyer
Fac./Staff Lounge	Tutoring Wrkshp	9:00a-11:00a		12/10/18	Janet Schwartz
Fac./Staff Lounge	Final/Potluck	7:00p-9:00p	Please open room		Teri Yumae
1633	Final Exams	1:00p-3:00p			Robin Sytsma
Gym	Badminton	7:15p-9:15p		12/10/18	Becky Lim
Pool	SASO	4:00p-6:30p			Ricky Silva
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	Spring Auditions	5:00p-10:00p			Craig Scharfen

Tuesday – December 11, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Study room	9:00a-12:00p			Jourdan Terry-Hillard
431	VA Student Mtg.	12:30p-2:30p			Amy Kennedy
504	Curriculum & Tech Review Mtg	1:30p-3:30p		12/19/18	Lisa Abbot
703	Final Exams	6:00p-8:00p			Robin Sytsma
705	Bilingual Ed.	6:30p-9:30p		12/21/18	Sheila Smith
812	Final Exams	10:30a-12:30p			Robin Sytsma
Pool	SASO	6:00a-7:00a			Ricky Silva
Pool	SASO	4:00p-6:30p			Ricky Silva
1775	Women's Soccer	2:00p-3:00p		12/19/18	Jeff Cardinal
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	SCC Choir Rehearsal	6:00p-10:00p			Craig Scharfen
1294	Spring Auditions	5:00p-10:00p			Craig Scharfen



WEEKLY FACILITIES MEMO

December 10, 2018 – December 16, 2018

Wednesday – December 12, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
130	English Lecture	10:15a-12:20p		12/12/18	Samantha Shubrook
308	Campus Cat Col.	12:00-1:00p			Nedra Park
414	Women's Bible Study Mtg.	11:45a-1:15p		12/19/18	Amy Dauffenbach
431	Study room	9:00a-12:00p			Jourdan Terry-Hillard
501	Office Hours	5:30p-6:00p		12/19/18	Kathleen Callison
506	Final Exam	3:30p-5:30p			Kelsi Mundell
504	English Class	6:00p-7:30p		12/05/18	Zenobia Redeaux
Boardroom	Management Mtg.	9:00a-12:00p		12/19/18	Sandra Therrien
Boardroom	College Gov. Mtg	3:00p-4:00p			Laurie Gorman
611	Touro Univ.	4:30a-8:30a			Pamela Redmond
703	Final Exam	6:00p-8:00p			Kelsi Mundell
Gym	Volleyball	7:00p-8:00p			Darla Williams
Pool	SASO	4:00p-6:30p			Ricky Silva
1775	Women's Soccer	2:00p-3:00p		12/12/18	Jeff Cardinal
1877	Office Hours	12:15p-12:45p		12/19/18	David Lara
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	Thea 035 Final	12:30p-4:00p			Craig Scharfen

Thursday – December 13, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	Final Exam	5:00p-7:00p			Danielle Widemann
414	DSP Jumpstart	4:00p-5:30p			Sidne Parker
431	Study room	9:00a-12:00p			Jourdan Terry-Hillard
446	TAP Program	4:00p-6:00p		12/13/18	Emily Wade
705	Cognitive Development	6:30p-9:00p		12/13/18	Sheila Smith
714	Prep Meeting	3:00p-5:00p			Michael Wyly
804	Office Hours	5:30p-6:00p		12/14/18	Virginia Huff
804	Office Hours	8:50p-9:20p		12/15/18	Virginia Huff
902	Kitchell	9:00a-11:00a			Lisa Dixon
1263	K-Pop/K-Media	12:30p-1:00p		12/13/18	Donna Meyer
Fac./Staff Lounge	CalWorks	9:30a-11:30a	Emailed 12/7/18		Makasha Thomas
Back of Cafeteria	Final Exam	7:30a-10:00a	20 tables/60 chairs		Pamela Muick
1528	Dept. Scheduling Meeting	1:00p-2:00p		12/13/18	Will Martinelli
Pool	SASO	6:00a-7:00a			Ricky Silva
Pool	SASO	4:00p-6:30p			Ricky Silva
Gym	Volleyball	6:30p-8:30p			Darla Williams
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	Film Prod. Final	6:00p-9:00p			Craig Scharfen



WEEKLY FACILITIES MEMO

December 10, 2018 – December 16, 2018

Friday – December 14, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
414	Student Ambass. Mtg.	2:00p-3:00p			Kristin Conner
443	ECHS Counselor/ Student Mtg.	10:00a-11:50a		12/21/18	John Pizzo
444	Finals	1:30p-3:30p	Tables/desk for 20 students		Pamela Muick
445	Financial Aid	3:00p-5:00p			Fiorella Polo-Espinoza
502	Typing Test Cert.	11:00a-3:30p		12/14/18	Patricia Ceja
504	Meeting	1:00p-3:00p			Dani Gonzalez
Cafeteria	ECHS Social	3:00p-5:00p			John Pizzo
Pool	SASO	4:00p-7:00p			Ricky Silva
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	SCC Choir Rehearsal	6:00p-10:00p			Craig Scharfen

Saturday – December 15, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	TV 50	9:00a-12:00p		12/15/18	Whitney Skillman
1301	Intro/Public Speaking	9:00a-11:50a		12/16/18	Donna Meyer
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	SCC Choir Perf. #1	6:00p-10:00p			Craig Scharfen

Sunday – December 16, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	SCC Choir Perf. #2	1:30p-5:30p			Craig Scharfen