



## WEEKLY FACILITIES MEMO

### December 3, 2018 – December 9, 2018

Monday – December 3, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
130	English Lecture	10:15a-12:20p		12/10/18	Samantha Shubrock
414	Meeting	2:00p-3:00p			Dani Gonzalez
501	Class	12:15p-1:00p		12/05/18	Kathleen Callison
504	English Class	6:00p-7:30p		12/05/18	Zenobia Redeaux
Boardroom	Academic Senate	1:00p-5:30p			Sheila Kaushal
803	Tutoring Wrkshp	2:00p-4:00p		12/10/18	Janet Schwartz
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
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

Tuesday – December 4, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
504	Curriculum & Tech Review Mtg	1:30p-3:30p		12/19/18	Lisa Abbot
505	Cal-Pers Meeting	4:00p-6:30p			Tracy Drake
Boardroom	SCCEF Board Mtg.	5:00p-7:00p	Long table seating for 20.		Eileen Amick
705	Bilingual Ed.	6:30p-9:30p		12/21/18	Sheila Smith
743	Nursing Testing	9:00a-11:00a			Janet Schwartz
806	2 <sup>nd</sup> Yr. Nursing Test	9:00a-11:00a			Janet Schwartz
902	E-Board Mtg.	3:00p-4:00p			Janet Schwartz
Fac./Staff Lounge	Oral Boards	7:30a-9:30a	Emailed 12/03/18		Ed Goldberg
1400 Lobby	Weekly Health Outreach	12:30p-2:30p			Regina Huerls-Washington
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



## WEEKLY FACILITIES MEMO

### December 3, 2018 – December 9, 2018

Wednesday – December 5, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
130	English Lecture	10:15a-12:20p		12/12/18	Samantha Shubbrook
414	Women's Bible Study Mtg.	11:45a-1:15p		12/19/18	Amy Dauffenbach
431	EOPS	12:00p-2:00p			Roxana Zeedyk
501	Class	12:15p-1:00p		12/05/18	Kathleen Callison
501	Office Hours	5:30p-6:00p		12/19/18	Kathleen Callison
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	Measure Q Meeting	4:30p-5:30p	Large table with seating for 20		Jason Yi
902	Nursing Clinical Evals.	11:30-2:00p			Janet Schwartz
902	Assessment Mtg.	3:30p-5:00p			Amy Obegi
Fac./Staff Lounge	1 <sup>st</sup> year presentations	8:00a-11:30a	Classroom style setup		Janet Schwartz
Back of Cafeteria	Stress Reduction	11:00a-2:00p			Chelsea Reid
Pool	SASO	4:00p-6:30p			Ricky Silva
Gym	Volleyball	7:00p-8:30p			Darla Williams
1775	Women's Soccer	2:00p-3:00p		12/12/18	Jeff Cardinal
1819	OCED 090/091	12:00p-1:00p		12/05/18	Julene Calvo
1819	OCED 090/091	5:00p-6:00p		12/05/18	Julene Calvo
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

Thursday – December 6, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	Meeting	12:30-2:00p			Dani Gonzalez
414	Counseling Mtg. w/DSP	12:00p-1:00p			Sidne Parker
414	PDFC Meeting	2:30p-4:00p			Michelle Smith
414	DSP Jumpstart	4:00p-5:30p			Sidne Parker
445	Smart Borrower Workshop	4:00p-5:00p			Antoinette Troupe-Gardner
446	TAP Program	4:00p-6:00p		12/13/18	Emily Wade
705	Cognitive Development	6:30p-9:00p		12/13/18	Sheila Smith
804	Office Hours	5:30p-6:00p		12/14/18	Virginia Huff
804	Office Hours	8:50p-9:20p		12/15/18	Virginia Huff
Fac./Staff Lounge	Division Meeting	12:45p-2:15p			Dani Gonzalez
1263	K-Pop/K-Media	12:30p-1:00p		12/13/18	Donna Meyer
1528	Dept. Scheduling Meeting	1:00p-2:00p		12/13/18	Will Martinelli
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Vacaville Center	Nurse Outreach	9:00a-12:30p			Regina Huerls Washington



## WEEKLY FACILITIES MEMO

### December 3, 2018 – December 9, 2018

Friday – December 7, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	Division Meeting	8:30a-9:30a			Dani Gonzalez
414	Student Srvs. Dean Meeting	9:00a-11:00a			Kristin Conner
414	Counseling Mtg.	1:30p-2:00p			Robin Perrett-Ashby
443	ECHS Counselor/ Student Mtg.	10:00a-11:50a		12/21/18	John Pizzo
444	Bio12	11:30a-3:30p			Pamela Muick
502	Typing Test Cert.	11:00a-3:30p		12/14/18	Patricia Ceja
505	DE Committee Mtg.	11:00a-12:00p			Carol Zadnik
Boardroom	Guided Pathways Steering Committee	1:30p-3:00p			Michael Wyly
806	ATI Testing	10:00a-12:30p			Janet Schwartz
1301	Dept. Meeting	9:00a-5:00p			Donna Meyer
Back of Cafeteria	COADN North Meeting	9:00a-3:00p	Emailed 12/03/18		Janet Schwartz
1779	Early College	1:00p-3:00p		12/12/18	John Pizzo
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello

Saturday – December 8, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	TV 50	9:00a-12:00p		12/15/18	Whitney Skillman
504	Bus 005	9:00a-12:30p		12/8/18	Jill Crompton
505	Acct. 001	9:00a-12:50p		12/8/18	Jill Crompton
1301	Intro/Public Speaking	9:00a-11:50a		12/16/18	Donna Meyer
Fac./Staff Lounge	Tennis Tournament	7:00a-9:00p			Phil Cello
Back of Cafeteria	French Club Dinner	5:00p-9:00p			Lorna Marlow-Munoz
Tennis Courts	Tennis Tournament	7:00a-9:00p			Phil Cello

Sunday – December 9, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
Tennis Courts	Tennis Tournament	7:00a-9:00p			Phil Cello
Fac./Staff Lounge	Tennis Tournament	7:00a-9:00p			Phil Cello