



Weekly Facilities Memo

Monday, August 13, 2018 – August 19, 2018

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, Aug 13</u>				
103	How to Succeed in Your Online Class Workshop	9:00 a.m. – 10:30 a.m.		Carol Zadnik
414	New Student Orientation	9:00 a.m. – 4:00 p.m.		Jourdan Terry-Hillard
504	Student Orientation (Online Student)	6:00 p.m. – 9:00 p.m.		Jeanette McCarthy
902	Program Review Committee Meeting	2:30 p.m. – 4:00 p.m.		Ferdinanda Flores
1001	Horticulture Club	6:00 p.m. – 9:00 p.m.		Kelsi Mundell
Tennis Courts (11 & 12)	CITA Tennis	7:00 a.m. – 9:00 a.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	9:00 a.m. – 2:15 p.m.		Phil Cello
Tennis Courts (7-12)	CITA Tennis	2:15 p.m. – 6:15 p.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	6:15 p.m. – 9:00 p.m.		Phil Cello
<u>Tuesday, Aug 14</u>				
414	New Student Orientation	9:00 a.m. – 4:00 p.m.		Jourdan Terry-Hillard
446	TAP Workshop	10:00 a.m. – 12:00p.m.		Emily Wade
504	Curriculum & Tech Review Meeting	1:30 p.m. – 3:30 p.m.	To 12/19/2018	Lisa Abbot
504	Student Orientation (Online Student)	6:00 p.m. – 9:00 p.m.		Jeanette McCarthy
Honeychurch Boardroom	CBOC Training	3:00 p.m. – 6:00 p.m. <i>Large w/20 chairs</i>		Jason Yi
806	TAP Workshop	10:00 a.m. – 12:00 p.m.		Emily Wade
807B	1 st Year Nursing Class	8:00 a.m. – 5:00 p.m.		Janet Schwartz
1775	WOMEN'S Soccer Training	2:00 p.m. – 3:00 p.m.	to 12/19/2018	Jeff Cardinal
Tennis Courts (11 & 12)	CITA Tennis	7:00 a.m. – 9:00 a.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	9:00 a.m. – 2:15 p.m.		Phil Cello
Tennis Courts (7-12)	CITA Tennis	2:15 p.m. – 6:15 p.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	6:15 p.m. – 9:00 p.m.		Phil Cello
VVC Rm 208	How to Succeed in Your Online Class Workshop	8:00 a.m. – 9:30 a.m.		Carol Zadnik
VJO Center Rm 129	How to Succeed in Your Online Class Workshop	2:30 p.m. – 4:00 p.m.		Carol Zadnik
<u>Wednesday, Aug 15</u>				
103	How to Succeed in Your Online Class Workshop	9:00 a.m. – 10:30 a.m.		Carol Zadnik

414	New Student Orientation	9:00 a.m. – 4:00 p.m.		Jourdan Terry-Hillard
501	Office Hours	5:30 p.m. – 6:00 p.m.	To 12/19/2018	Kathleen Callison
807B	1 st Year Nursing Class	8:00 a.m. – 5:00 p.m.		Janet Schwartz
Honeychurch Boardroom	Management Meeting	9:00 a.m. – 12:00 p.m.	<i>Large w/20 chairs</i> To 12/19/2018	Sandra Therrien
Honeychurch Boardroom	Board Room Setup	5:30 p.m. – 6:00 p.m.	<i>Audience style</i>	Sandra Therrien
Honeychurch Boardroom	Governing Board Meeting	6:30 p.m. – 9:30 p.m.		Sandra Therrien
Faculty Staff Lounge	Medication Calculation Workshop	11:00 a.m. – 12:00 p.m.		Janet Schwartz
1877	Office Hours	12:15 p.m. – 12:45 p.m.	To 12/19/2018	David Lara
Tennis Courts (11 & 12)	CITA Tennis	7:00 a.m. – 9:00 a.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	9:00 a.m. – 2:15 p.m.		Phil Cello
Tennis Courts (7-12)	CITA Tennis	2:15 p.m. – 6:15 p.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	6:15 p.m. – 9:00 p.m.		Phil Cello

Thursday Aug 16

103	How to Succeed in Your Online Class Workshop	9:00 a.m. – 10:30 a.m.		Carol Zadnik
155	Gala Planning	1:30 p.m. – 3:30 p.m.		Eileen Amickz
103	How to Succeed in Your Online Class Workshop	3:00 p.m. – 4:30 p.m.		Carol Zadnik
414	New Student Orientation	9:00 a.m. – 4:00 p.m.		Jourdan Terry-Hillard
443	PDFC Meeting	2:30 p.m. – 4:00 p.m.		Michelle Smith
Tennis Courts (11 & 12)	CITA Tennis	7:00 a.m. – 9:00 a.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	9:00 a.m. – 2:15 p.m.		Phil Cello
Tennis Courts (7-12)	CITA Tennis	2:15 p.m. – 6:15 p.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	6:15 p.m. – 9:00 p.m.		Phil Cello

Friday, Aug 17

414	New Student Orientation	9:00 a.m. – 4:00 p.m.		Jourdan Terry-Hillard
443	ECHS Counselor/Student Meeting	10:00 a.m. – 11:00 a.m.	To 12/21/2018	John Pizzo
1779	ECHS PE Requirements	1:00 p.m. – 3:00 p.m.	to 12/21/2018	John Pizzo
1818	OCED Orientation	4:00 p.m. – 9:00 p.m.	<i>2 tables outside door in hallway</i>	Julene Calvo
Tennis Courts (11 & 12)	CITA Tennis	7:00 a.m. – 9:00 a.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	9:00 a.m. – 2:15 p.m.		Phil Cello
Tennis Courts (7-12)	CITA Tennis	2:15 p.m. – 6:00 p.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	6:15 p.m. – 9:00 p.m.		Phil Cello

Saturday, Aug 18

Gym	Bay Area FilAm Basketball	6:00 p.m. -8:00 p.m.		Ron Suaiso
1818	OCED Orientation	10:00 a.m. – 3:00 p.m.	<i>2 tables outside door in hallway</i>	Julene Calvo

Saturday, Aug 18(cont.)

Tennis Courts (10-12)	CITA Tennis	7:00 a.m. – 9:00 a.m.		Phil Cello
Tennis Courts (9-11)	CITA Tennis	9:00 a.m. – 11:00 a.m.		Phil Cello
Tennis Courts (10-12)	CITA Tennis	11:00a .m. – 9:00 p.m.		Phil Cello

1737	Meeting
1738	Meeting
Gym	Bay Area FilAm Basketball
Tennis Courts (10-12)	CITA Tennis

Sunday, Aug 19

10:30 a.m. – 2:00 p.m.
10:30 a.m. – 2:00 p.m.
6:00 p.m. -8:00 p.m.
7:00 a.m. – 9:00 p.m.

Darla Williams
Darla Williams
Ron Suaiso
Phil Cello