



## WEEKLY FACILITIES MEMO

### November 26, 2018 – December 2, 2018

Monday – November 26, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
130	English Lecture	10:15a-12:20p		12/10/18	Samantha Shubrock
501	Class	12:15p-1:00p		12/05/18	Kathleen Callison
504	English Class	6:00p-7:30p		12/05/18	Zenobia Redeaux
803	Tutoring Wrkshp	2:00p-4:00p		12/10/18	Janet Schwartz
902	Program Review Committee	2:30p-4:00p	Please open room		Ferdinanda Florence
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
Theater	Spring Auditions	5:00p-10:00pm			Craig Scharfen

Tuesday – November 27, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
402	Transfer Workshop	12:00p-1:00p			Marcie McDaniels
414	Student Vet. Org. Meeting	12:30p-2:30p			Amy Kennedy
431	EOPS Student w/Transfer App.	12:30p-2:00p			Kamber Sta. Maria
445	Smart Borrower	4:00p-5:00p			Fiorrella Polo-Espinoza
504	Curriculum & Tech Review Mtg	1:30p-3:30p		12/19/18	Lisa Abbot
705	Bilingual Ed.	6:30p-9:30p		12/21/18	Sheila Smith
1400 Lobby	Weekly Health Outreach	12:30p-2:30p			Regina Huerls Washington
Gym	Women's Basketball Game	6:00p-9:00p			Erik Visser
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
Vacaville Center	Weekly Health Outreach	2:00p-5:30p			Regina Huerls Washington
Theater	Spring Auditions	5:00p-10:00p			Craig Scharfen



## WEEKLY FACILITIES MEMO

### November 26, 2018 – December 2, 2018

Wednesday – November 28, 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
414	Crisis Wrkgrp. Mtg.	4:00p-5:00p			Kristin Conner
445	TAP Program	3:00p-5:00p			Emily Wade
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
611	Touro Univ. Mtg	4:30p-8:30p			Pamela Redmond
Boardroom	Management Mtg.	9:00a-12:00p		12/19/18	Sandra Therrien
Boardroom	College Governance Mtg.	3:00p-4:00p			Laurie Gorman
Cafeteria	VB Banquet	4:00p-10:00p	Emailed 11/19/18		Darla Williams
1633	CDFS Advisory Mtg.	3:30p-6:15p			Amy Obegi
Gym	Volleyball Clinic	7:00p-8:30p			Darla Williams
Pool	SASO	4:00p-6:30p			Ricky Silva
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
Theater	Speech Night	4:00p-9:00p			Craig Scharfen

Thursday – November 29, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
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
807B	Nursing	3:00p-5:00p			Janet Schwartz
902	Interviews	1:00p-5:00p			Sandy Lamba
1263	K-Pop/K-Media	12:30p-1:00p		12/13/18	Donna Meyer
Cafeteria	VB Banquet	All day	Emailed Instructions 11/19/18		Darla Williams
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
Theater	Spring Auditions	5:00p-10:00p			Craig Scharfen



## WEEKLY FACILITIES MEMO

### November 26, 2018 – December 2, 2018

Friday – November 30, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
414	Working Together	11:00a-12:30a			Michelle Smith
443	ECHS Counselor/ Student Mtg.	10:00a-11:50a		12/21/18	John Pizzo
444	Bio-003	1:00p-4:00p			Michelle Smith
502	Typing Test Cert.	11:00a-3:30p		12/07/18	Patricia Ceja
811	Human Collective	12:00p-2:00p			Saki Cabrera
902	Interviews	1:00p-5:00p			Sandy Lamba
Fac./Staff Lounge	Public Safety Mtg	9:00a-3:00p			Janet Schwartz
Gym	VB State Championships	All Day			Darla Williams
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
Theater	ASSC Poetry Slam	4:30p-9:30p			Craig Scharfen

Saturday – December 1, 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
803	Union Steward Training	9:00a-4:00p			Janet Schwartz
1301	Intro/Public Speaking	9:00a-11:50a		12/16/18	Donna Meyer
Gym	VB State Championships	All Day			Darla Williams
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello
Theater	Benicia Ballet	11:00a-11:00p		(2:00p performance)	Craig Scharfen
Theater	Benicia Ballet	11:00a-11:00p		(7:00p performance)	Craig Scharfen

Sunday – December 2, 2018					
Room	Event	Time	Facilities Instructions	End Date	Contact
Gym	VB State Championships	All Day			Darla Williams
Tennis Courts	CITA Tennis	7:00a-9:00p		12/31/18	Phil Cello