



WEEKLY FACILITIES MEMO

December 02, 2019 – December 08, 2019

Monday – December 02, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Cosmetology	12:00p-12:45p			Jill Crompton
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Board Room	Academic Senate Meeting	1:00pm-5:30pm			Sheila Kaushal
705	Office Hours	5:00p-6:00p		12/15/19	Janet Leary
1235, Theatre Main Stage and Lobby	Music Department Concert	5:00p-8:30p			Craig Scharfen
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
Pool	SASO	4:00p-7:30pm			Ricky Silva
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	4:15p-7:15p		3/8/20	Tommy Purcell

Tuesday – December 03, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
431	Student Services Workgroup Meeting	11:00a-12:30p			Kristin Conner
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
Board Room	CBOC Meeting	3:00p-6:00p	Conference Style/Tables in the center, 16 chairs around table		Jason Yi
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
743	Eng 1 Research Project	10:15a-12:00p			Sarah McKinnon
1235, Theatre Main Stage and Lobby	Drama Club Showcase	4:00p-8:00p			Craig Scharfen
1315	Graphic Design Lab	4:00p-5:30p		12/6/19	Leigh Anne Jones
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle
Pool	SASO	4:00p-6:30pm			Ricky Silva



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Gymnasium	Men's Basketball Game vs. American River College	TBA			John Nagle
Gymnasium	Women's Basketball Game vs. Santa Rosa Jr College	6:00p-10:00p			Matt Borchert
1738	Liberal Arts	11:00am-12:15p		12/15/19	Neil Glines
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	5:00p-7:15p		3/8/20	Tommy Purcell
1860	Liberal Arts	1:00p-4:30p		12/15/19	Neil Glines



WEEKLY FACILITIES MEMO

December 02, 2019 – December 08, 2019

Wednesday – December 04, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Women's Bible Study Fellowship Club Meeting	12:15-1:30p		12/13/19	Amy Dauffenbach
431	Policy and Procedures Workshop	2:00p-3:00p			Alysa Borelli
444	EOPS Workshop	12:00p-1:00p			Mauricio Avello
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Boardroom	Management Meeting	9:00a-12:00p	Need 1-6' Table for Food	12/15/19	Sandra Therrien
Boardroom	Fiscal Advisory Meeting	2:00p-3:00p			Sandra Therrien
Boardroom	Measure Q Steering Committee Meeting	4:30p-5:30p	Conference Style, Tables in the middle, chairs around perimeter		Jason Yi
Boardroom	SCCD Governing Board Meeting	6:30p-10:00p			Sandra Therrien
807B	Nursing Counseling Group Session	1:00p-3:00p			Janet Schwartz
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	Class Poetry Reading Session	5:30p-8:30p			Renee Hamlin Michael Wyly
Back Half Cafeteria	1 st Year Nursing Presentation	7:00a-12:00p			Janet Schwartz
Back Half Cafeteria	8 th Grade Information Night #2	6:00p-7:00p	Stage & Projector Screen, No Table, 250 chairs in rows		John Pizzo
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
Pool	SASO	4:00p-7:30pm			Ricky Silva
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	4:15p-7:15p		3/8/20	Tommy Purcell
2728	CSEA E-Board Meeting	2:00p-3:00p			Rei Leal



WEEKLY FACILITIES MEMO

December 02, 2019 – December 08, 2019

Thursday – December 05, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
443	TAP Workshop	3:00p-5:00p			Emily Wade
446	Counseling Division Meeting	8:00a-10:30a		12/11/19	Robin Perrett-Ashby
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
611	Student Services Meeting	11:00a-12:00p			Khadijah Adjabeng
705	CHDV 136	6:30p-9:20p		12/17/19	Sheila Smith
804	Office Hours	6:00p-6:30p		12/15/19	Jeanette Luedders
Theatre Main Stage	Music Department Choir Rehearsal	6:00p-10:00p			Craig Scharfen
1315	Graphic Design Lab	12:00-1:00p		12/6/19	Leigh Anne Jones
1315	Graphic Design Lab	4:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	Kitchell's Holiday Breakfast	7:00a-1:00p			Lisa Dixon
Faculty/Staff Lounge	FT3 End-of-Semester Celebration	1:00p-4:00p			Melissa Reeve
Faculty/Staff Lounge	Environmental Club	5:00p-9:00p			Pamela Muick
Back half of Cafeteria	CCPLS Summit	2:30p-4:40p	Stage Set up with 1 table, 2 chairs, 1 Microphone, 60-80 audience chairs		Rischa Slade
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
Pool	SASO	4:00p-6:30pm			Ricky Silva
1738	Liberal Arts	11:00am-12:15p		12/15/19	Neil Glines
1775	Women's Soccer	1:45-3:00p		12/15/19	Jeff Cardinal
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	5:00p-7:15p		3/8/20	Tommy Purcell
1860	Liberal Arts	1:00p-4:30p		12/15/19	Neil Glines
2703	Math and Science Division Meeting	12:45-2:15p			Dani Gonzalez
2728	Professional Development Committee Meeting	2:00p-4:00p			Michelle Smith
2729	CSEA Informational Meeting	1:00p-2:00p			Rei Leal



WEEKLY FACILITIES MEMO

December 02, 2019 – December 08, 2019

Friday – December 06, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	Early College Career Counseling	7:00a-3:00p		12/15/19	John Pizzo
504	Typing Certificate Testing	11:00p-3:30p		12/6/19	Patricia Ceja
505	DE Committee Meeting	10:00a-12:00p			Carol Zadnik
611	Student Services Meeting	9:00a-4:00p			Khadijah Adjabeng
701-708, 712, 801-804, 811, 506	Speech Contest	12:30-5:00p			Janene Whitesell
714	French Club	12:00p-1:00p		12/15/19	Lorna Marlow-Munoz
736	Final Exam Bio 12 Lab	12:00-4:00p			Pamela Muick
902	Senate Safety Taskforce	10:00a-11:00a			LaNae Jaimez
1235, Theatre Main Stage and Lobby	Music Department Choir Concert	6:00p-10:00p			Craig Scharfen
1301	Liberal Arts Meeting	10:30a-12:00p			Donna Meyer
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	Teaching 4 Equity Cohort Retreat	8:00a-4:00p			Heather Watson - Perez
Faculty/Staff Lounge	Speech Contest Dinner	5:00p-9:00p			Lorna Marlow-Munoz
Back half of Cafeteria	Communication Studies Speech Contest	12:30p-5:00p			Lorna Marlow-Munoz
Back half of Cafeteria	French Club Holiday Dinner	5:00p-9:00p			Lorna Marlow-Munoz
Pool	SASO	4:00p-7:00pm			Ricky Silva
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	4:15p-7:15p		3/8/20	Tommy Purcell



WEEKLY FACILITIES MEMO

December 02, 2019 – December 08, 2019

Saturday – December 07, 2019

Room	Event	Time	Facilities Instructions	End Date	Contact
505	Office Hours	8:00a-9:00p	Unlock Building 500	12/6/19	Alonso Duarte
1235, 1294, Theatre Main Stage and Lobby	Benicia Ballet – 2 Performances	11:00a-2:00p 7:00p-10:00p			Craig Scharfen

Sunday – December 08, 2019

Room	Event	Time	Facilities Instructions	End Date	Contact
1235, 1294, Theatre Main Stage and Lobby	Benicia Ballet	11:00a-7:00p			Craig Scharfen