



## WEEKLY FACILITIES MEMO

### November 18, 2019 – November 24, 2019

Monday – November 18, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
103-Bib Lab	Counseling Class	9:30a-10:45a			Rebecca LaCount
431	Cosmetology Meeting	12:00-12:45p			Jill Crompton
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Boardroom	Academic Senate Meeting	1:00p-5:30p			Sheila Kaushal
705	Office Hours	5:00p-6:00p		12/15/19	Janet Leary
1001	Horticulture Club Meeting	5:00p-8:00p			Sandra Diehl
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	Cosmetology Advisory Meeting	11:30a-2:30p			Jill Crompton
Back Half of Cafeteria	Presentation to Pinole High School	8:45a-11:00a	<b>Set-up tables in a row and seats for 40 students facing the stage</b>		Alex Castaneda
Back Half of Cafeteria	Student Life/CCPLS Program	2:00p-3:30p			Rischa Slade
Back Half of Cafeteria	National Honor Society Induction	5:30p-7:30p	<b>Stage Set-up – 9 chairs and 1 table on stage 50 chairs off to the side 150 chairs in the middle of the room</b>		John Pizzo
1400 – Fishbowl	Know Your Rights Event	10:30a-12:00			Rischa Slade
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
Gymnasium	Men's Basketball Game vs Sacramento City College	6:00p-10:00p			John Nagle
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Pool	SASO – Team Practice	4:00p-7:00p		11/27/19	Ricky Silva
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	4:15p-7:15p		3/8/20	Tommy Purcell



## WEEKLY FACILITIES MEMO

### November 18, 2019 – November 24, 2019

Tuesday – November 19, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
446	Smart Borrower Workshop	4:00p-5:00p			Fiorella Minchillo
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
611	Budget Meeting	11:00a-12:00			Kristen Conner
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
736	TAP Workshop	9:00a-11:00a			Emily Wade
1315	Graphic Design Lab	4:00p-5:30p		12/6/19	Leigh Anne Jones
Back Half of Cafeteria	8 <sup>th</sup> Grade Information Night #1	5:30p-7:00p	<b>Stage and Projector Screen No Tables 250 Chairs in a row facing stage</b>		John Pizzo
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle
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
Pool	SASO – Team Practice	4:00p-7:00p		11/27/19	Ricky Silva
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

### November 18, 2019 – November 24, 2019

Wednesday – November 20, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
155	2020 Annual Benefit Gala Meeting	10:30a-12:00			Eileen Amick
431	Women's Bible Study Fellowship Club Meeting	12:15-1:30p		12/13/19	Amy Dauffenbach
431	Policy & Procedure Workgroup	1:30p-3:00p			Alysa Borelli
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	SCCD Governing Board Meeting	6:30p-10:00p			Sandra Therrien
611	Student Services Meeting	1:30p-3:00p			Khadijah Adjabeng
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
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1646	Training Session	3:00p-5:00p			Christie Speck
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Pool	SASO – Team Practice	5:45a-7:00a		11/27/19	Ricky Silva
Pool	SASO – Team Practice	4:00p-6:30p		11/27/19	Ricky Silva
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	4:15p-7:15p		3/8/20	Tommy Purcell
Outside 2700 – Pit Area	Better World Book Drive	10:00a-1:30p			LaNae Jaimez
2729	CSEA-General Membership Meeting	2:00p-4:00p			Rei Leal
Vallejo – Parking Lot Staging	Paramount Pictures	2:00p-9:00p			Nancy Haecker



## WEEKLY FACILITIES MEMO

### November 18, 2019 – November 24, 2019

Thursday – November 21, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
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
Boardroom	'Fair Chance Act ' Workshop	3:00p-5:00p			Damany Fisher
611	DSP Adjunct Interviews	10:00a-5:00p			Kristin Conner
705	CHDV 136	6:30p-9:20p		12/17/19	Sheila Smith
736	TAP Workshop	3:00p-5:00p			Emily Wade
804	Office Hours	6:00p-6:30p		12/15/19	Jeanette Luedders
902	HS Program Meeting	6:00p-8:00p			Saki Cabrera
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	First Year Experience Event	10:00a-3:30p			Melissa Reeve
Faculty/Staff Lounge	Academic Calendar Committee Meeting	4:00p-5:00p			Khadijah Adjabeng
Back Half of Cafeteria	Debate – Professor Mungin CCPLS Program	10:30a-12:30p			Rischa Slade
Back Half Cafeteria	Author Janet Stickmon	2:00p-4:00p			Rischa Slade
Back Half of Cafeteria	Noche de Familia Event	6:00p-8:00p	<b>Set-up after 4pm event</b>		Rebecca LaCount
1400 – Fishbowl	Game Day – ASSC and The Internationales	1:30p-3:00p			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
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
Pool	SASO – Team Practice	4:00p-7:00p		11/27/19	Ricky Silva
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
2728	Professional Development Committee Meetings	2:00p-4:00p			Michelle Smith



## WEEKLY FACILITIES MEMO

### November 18, 2019 – November 24, 2019

Vallejo Conference Room	Hyde Park of Northgate HOA	6:30p-8:30p			Nicolas Gambino
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#### Friday – November 22, 2019

Room	Event	Time	Facilities Instructions	End Date	Contact
308	Early College Career Counseling	7:00a-3:00p		12/15/19	John Pizzo
431	CSEA Negotiations Meeting	2:00p-4:00p			Rei Leal
504	Typing Certificate Testing	11:00p-3:30p		12/6/19	Patricia Ceja
Boardroom	Student Equity and Success Council Meeting	12:00-1:30p			Dwayne Hunt
Boardroom	Guided Pathways Steering Committee	1:30p-3:00p			Michael Wyly
714	French Club	12:00p-1:00p		12/15/19	Lorna Marlow-Munoz
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Pool	SASO – Team Practice	5:45a-7:00a		11/27/19	Ricky Silva
Pool	SASO – Team Practice	4:00p-6:30p		11/27/19	Ricky Silva
Tennis Courts 1, 2, 3, 4	Cello International Tennis Academy	4:15p-7:15p		3/8/20	Tommy Purcell
2729	Evolution, Ecology and Biodiversity Review Session	12:00-3:30p			Michelle Smith

#### Saturday – November 23, 2019

Room	Event	Time	Facilities Instructions	End Date	Contact
505	Office Hours	8:00a-9:00p	<b>Unlock Building 500</b>	12/6/19	Alonso Duarte

#### Sunday – November 24, 2019

Room	Event	Time	Facilities Instructions	End Date	Contact
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