



WEEKLY FACILITIES MEMO

October 14, 2019 – October 20, 2019

Monday – October 14, 2019 Columbus Day					
Room	Event	Time	Facilities Instructions	End Date	Contact
402/403	Puente Student/Mentor Mixer	Set-up 5:00p 6:00p-8:00p	Remove room divider from the two rooms		Rebecca LaCount
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Honeychurch Boardroom	S.O.A.R. Workgroup Meeting	2:30p-3:30p			Sandra Therrien, Damany Fisher
705	Office Hours	5:00p-6:00p		12/15/19	Janet Leary
902	Program Review Meetings	2:30p-4:00p			Ferdinanda Florence
902	Human Services Meeting	6:15p-7:45p			Saki Cabrera
1001	Horticulture Club Meeting	5:00p-8:00p			Sandra Diehl
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Back Half Cafeteria	ECHS Parent Night	6:00p-7:00p	Stage & Projector Screen, No Tables, 160 Chairs in Rows		John Pizzo
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva

Tuesday – October 15, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
103	Canvas Student Orientation	9:00a-10:30a			Carol Zadnik
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
443	Student Equity	2:00p-4:00p			Beatriz Cadenas
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	4:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	SCC Fall Scholarship Awards Ceremony	4:00p-9:00p			Eileen Amick



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Back Half Cafeteria	SCCEF Fall Scholarship Awards Ceremony	4:00p-9:00p	Chairs set up facing the stage for 250. Stage with skirting and a podium. Stage area needs 4-short tables with two chairs. Additional Chairs set up in the back half of Cafeteria. Tables and Chairs in the front half. 3 long tables for refreshments; 2 shorter tables for programs and check-in.		Eileen Amick, Celia, Shirley Requested set-up diagram from Eileen x7199
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle
1738	Liberal Arts	11:00am-12:15p		12/15/19	Neil Glines
1738	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
1738	Volleyball	3:00p-4:00p		11/14/19	Darla Williams
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva
1860	Liberal Arts	1:00p-4:30p		12/15/19	Neil Glines



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Wednesday – October 16, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
103	Canvas Student Orientation	2:00p-3:30p			Carol Zadnik
431	Women's Bible Study Fellowship Club Meeting	12:15-1:30p		12/13/19	Amy Dauffenbach
443	Student Equity	10:00a-11:00a			Beatriz Cadenas
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Honeychurch Boardroom	Management Meeting	9:00a-12:00p	Need 1-6' Table for Food	12/15/19	Sandra Therrien
Honeychurch Boardroom	Fiscal Advisory Meeting	2:00p-3:00p			Sandra Therrien
Honeychurch Boardroom	SCCD Governing Board Meeting	6:30p-10:00p			Sandra Therrien
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Back Half Cafeteria	Student Equity	2:30p-4:00p			Beatriz Cadenas
Back Half Cafeteria	ECHS Parent Night – 9 th -10 th Grade Counselor Support	Set-up 5:30p 6:00p-7:00p	Stage & Projector Screen, No Tables, 160 Chairs in Rows		John Pizzo
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
Pool	SASO	5:45a-7:00a		10/31/19	Ricky Silva
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva
2729	CSEA-General Membership Meeting	2:00p-4:00p			Rei Leal
Vallejo Campus Lobby Area	Student Health Center Outreach	2:00p-5:00p	Need 1 table and 2 chairs		Regina Huerls-Washington



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Thursday – October 17, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
431	EOPS/CalWorks Meeting	1:00p-3:00p			Kristin Conner
443	Student Equity	2:00p-4:00p			Beatriz Cadenas
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
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
743	English 1 Student Midterm Conference	8:00a-4:00p			Heather Ringo
804	Office Hours	6:00p-6:30p		12/15/19	Jeanette Luedders
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	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
Back Half Cafeteria	Movie Night	2:30p-5:00p			Rischa Slade
Fishbowl-1400	Internationales Game Day	Set-Up 1:00p 1:30p-3:30p	Set-up Diagram attached		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
1746	SASO Swim Meeting	7:00p-8:00p			Ricky Silva
1738	Liberal Arts	11:00am-12:15p		12/15/19	Neil Glines
1738	Volleyball	3:00p-4:00p		11/14/19	Darla Williams
1775	Women's Soccer	1:45-3:00p		12/15/19	Jeff Cardinal
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva
1860	Liberal Arts	1:00p-4:30p		12/15/19	Neil Glines
2703	Math & Science Division Meeting	1:00p-2:00p			Danielle Gonzalez
2728	Professional Development Committee Meeting	2:00p-4:00p			Michelle Smith
Vacaville Campus Lobby Area	Student Health Center Nurse Outreach	10:00a-1:00p	Need 1 table and 2 chairs		Regina Huerls-Washington
Vacaville Campus Room 138	Educational Retirement Planning Class	6:30p-9:30p	Diagram submitted for Room Set-up		Teri Shaules/John McFadden
Vallejo Conference Room	Hyde Park Community Board Meeting	6:30p-8:30p			Nicholas Gambino



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Friday – October 18, 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
713	Social & Behavioral Sciences Meeting	10:00a-11:30a			Janet Leary
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
Baseball Field	Baseball Game Vs. Columbia Series	12:00-4:00p			Scott Stover
Pool	SASO	5:45a-7:00a		11/01/19	Ricky Silva
Pool	SASO	4:00p-6:30p		11/01/19	Ricky Silva
Soccer Field	Women's Soccer Vs. College of Marin	4:00p-9:00p			Jeff Cardinal

Saturday – October 19, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
130	Tutoring Training	8:00a-11:30a			Nedra Park
505	Office Hours	8:00a-9:00p	Unlock Building 500	12/6/19	Alonso Duarte
Old Football Practice Field	NPHC 5k-Run	7:30a – Set up 9:00a-11:00a 11:00a-Noon – Clean up	Needs 3hrs grounds after event		Aleisha Dobbins
1700-Gymnasium	Basketball League-FilAm Basketball	6:00p-8:00p			Ron Suaiso

Sunday – October 20, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
1235	Lighting Cue to Cue Thea24A Class Rehearsal	9:00a-4:00p	Need Hallway Door by Dressing Room & Shop unlocked (3:30p-8:30p)		Craig Scharfen Contact: Christine Mani or Jan Lee Marshall
1235	Thea24 Class Rehearsal	4:00p-9:00p			Craig Scharfen
Old Football Practice Field	Race Practice-North Ca Whippet Club	8:00a-3:00p			Jean Balint
1700-Gymnasium	Basketball League-FilAm Basketball	6:00p-8:00p			Ron Suaiso



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