



WEEKLY FACILITIES MEMO

September 30 – October 6, 2019

Monday – September 30, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Honeychurch Boardroom	Bid Opening	1:30p-2:30p			Sandra Therrien
Honeychurch Boardroom	ALG Meeting	4:00p-5:00p			Sandra Therrien
705	Office Hours	5:00p-6:00p		12/15/19	Janet Leary
801	Tutoring	10:30a-11:30a			Janet Schwartz
902	Program Review	2:30p-4:00p			Ferdinanda Florence
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
Faculty/Staff Lounge	Transfer Fair Reps Lunch	12:30p-1:30p			Marcie McDaniels
Back-Half of Cafeteria	Annual Fall Transfer Fair	9:00a-1:30p			Marcie McDaniels
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
Tennis Courts	Benicia High School	3:00p-5:30p		9/30/19	Melanie Voss

Tuesday – October 01, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
501	Tech Review Committee Mtg	1:30p-4:00p			Lisa Abbott
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
902	Academic Admin Asst. Mtg	12:00-1:00p			Janet Schwartz
Theater-Main Stage	SCC Music Rehearsal	6:00p-10:00p			Craig Scharfen
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
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle
1738	Liberal Arts	11:00a-12:15p		12/15/19	Neil Glines
1738	Volleyball	3:00p-4:00p		11/14/19	Darla Williams
1775	Women's Soccer	1:45p-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



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2738	Open Lab Study Session	4:00p-5:00p			Ann Hefner-Gravink
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Wednesday – October 02, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Women's Bible Study	12:15p-1:30p		12/13/19	Amy Dauffenbach
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Pam Keith	Trustees Meeting	4:00p-6:0p			Sandra Therrien
Boardroom	Management Meeting	9:00a-12:00p	Need 1-6' Table for Food	12/15/19	Sandra Therrien
Boardroom	Fiscal Advisory	2:00p-3:00p			Sandra Therrien
Boardroom	Measure Q Steering Committee Mtg	4:30p-5:30p	Conference Style, Tables in the middle with Chairs on the perimeter		Jason Yi
Boardroom	SCCD Governing Board Meeting	6:30p-10:00p			Sandra Therrien
807B	Nursing Testing	7:00a-1:00p			Janet Schwartz
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 of Cafeteria	Middle School Student Lunch	11:30a-1:00p			Alex Castaneda
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1738	Women's Basketball Eligibility Meeting	2:30p-4:00p			Claire Gover
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
Tennis Courts	Benicia High School	3:00p-5:30p		9/30/19	Melanie Voss



WEEKLY FACILITIES MEMO

September 30 – October 6, 2019

Thursday – October 03, 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
446	Smart Borrower Workshop	4:00p-5:00p			Fiorella Minchillo
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
Boardroom	Dept. of Finance/Chancellor's Office Site Visit	8:00a-5:00p			Sandra Therrien
611	Prof Dev Committee Mtg	2:00p-4:00p			M Smith
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
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 of Cafeteria	Movie Night	3:00p-5:00p			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
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 Mtg	12:45p-2:15p			Danielle Gonzalez
2728	Professional Development Committee Mtg	2:00p-4:00p			Michelle Smith
2728	SCC Scholarship Foundation Mtg	4:15p-7:15p			Kelsi Mundell



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Friday – October 04, 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 Mtg	10:00a-12:00			Carol Zadnik
Pam Keith	SCFA Bargaining	9:00a-1:00p			Sandra Therrien
714	French Club	12:00p-1:00p		12/15/19	Lorna Marlow-Munoz
811	The Human Collective Mtg	11:00a-2:00p			Saki Cabrera
1301	School Meetings	10:30a-12:00			Donna Meyer
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Theater, Main Stage and Lobby Rm 1235	SCC Choir Concert	6:00p-8:00p			Craig Scharfen
Faculty/Staff Lounge	Human Collective Meeting	12:00-2:00p			Saki Cabrera
Gymnasium	Volleyball	6:00p-8:00p			Darla Williams
Gymnasium	Early College High School Rally	11:30a-1:00p			John Pizzo
Pool	SASO	5:45a-7:00a		11/01/19	Ricky Silva
Pool	SASO	4:00p-6:30p		11/01/19	Ricky Silva

Saturday – October 05, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
505	Office Hours	8:00a-9:00p	Unlock Building 500	12/6/19	Alonso Duarte
Pool	Dixon High School Polo Event	8:30a-5:30p	Open, Standby, Cleanup, Restock, Secure-Custodial/Pool Tech (OT)		Alison Aubert
Grass Strip between 1000 & 1900	Race Practice	8:00a-4:00p			Jean Balint

Sunday – October 06, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
Faculty/Staff Lounge	BVC Basketball Clinic	9:00a-12:00			Claire Gover



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1737	Bay Valley Conference Men's Basketball Coaches Mtg	10:00a-12:00			John Nagle
Parking Lots 3 & 5	Bike Rides for Kids Event	5:00a-4:00p			Dan Hicks
Grass Area – Bldg 200	Bike Rides for Kids Event	5:00a-4:00p			Dan Hicks
Grass Strip between 1000 & 1900	Race Practice	8:00a-4:00p			Jean Balint