



WEEKLY FACILITIES MEMO

August 5 29, 2019 – August 11, 2019

Monday – August 5, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
445	EOPS	11:00a-12:00p			Katrina Wauer
445	EOPS	1:00p-2:00p			Katrina Wauer
446	TAP Workshop	2:00p-4:00p			Amber Cheatham
902	Meeting	2:00p-3:00p			Janet Schwartz
Back of Cafeteria	ECHS Pictures	8:00a-12:30p	Open by 7am		John Pizzo
Gym	ECHS Orientation	9:00a-11:30a	One side of bleachers pulled out		John Pizzo
1775	Women's Soccer	1:45p-3:30p		8/1/19	Jeff Cardinal
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello

Tuesday – August 6, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
445	EOPS	11:00a-12:00p			Katrina Wauer
445	EOPS	1:00p-2:00p			Katrina Wauer
1775	Women's Soccer	1:45p-3:30p		8/1/19	Jeff Cardinal
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello

Wednesday – August 7, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
443	Welcome Day Event	10:35a-11:05a			Melissa Reeve
444	Welcome Day Event	11:20a-11:50a			Melissa Reeve
445	EOPS	11:00a-12:00p			Katrina Wauer
445	EOPS	1:00p-2:00p			Katrina Wauer
446	Welcome Day Event	9:00a-3:00p			Melissa Reeve
446	TAP Workshop	4:00p-6:00p			Amber Cheatham
812	Nursing Orientation	9:00a-3:00p			Janet Schwartz
Boardroom	Management Mtg.	9:00a-12:00p	8 tables and 16 chairs in a square shape w/hole in the middle		Sandra Therrien
Boardroom	Measure Q	4:30p-5:30p	Large conference table w/20 chairs		Jason Yi
Boardroom	Board Meeting	6:30p-9:00p	Audience Style		Sandra Therrien
Theater	Welcome Day Event	9:00a-3:00p			Melissa Reeve
2703	Welcome Day Event	9:00a-3:00p			Melissa Reeve
2734	Welcome Day Event	9:00a-3:00p			Melissa Reeve
1775	Women's Soccer	1:45p-3:30p		8/1/19	Jeff Cardinal
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello



WEEKLY FACILITIES MEMO

August 5 29, 2019 – August 11, 2019

Thursday – August 8, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
103	Is this email legit	1:00p-2:00p			Michelle Smith
103A	Fac. Drop Roster	9:00a-10:00a			Michelle Smith
431	Scholarship Mtg.	5:00p-7:00p			Anna Troupe
443	Fac. Engaging Students Online	11:00a-12:00p			Michelle Smith
443	Trauma Informed Resiliency	2:00p-3:30p			Michelle Smith
444	Mindfulness	11:00a-11:15a			Michelle Smith
446	Sexual Harassment Prevention	9:00a-11:00a			Michelle Smith
446	Sexual Harassment Prevention	3:30p-5:30p			Michelle Smith
Boardroom	Academic Senate	8:00a-5:00p			Sheila Kaushal
743	eLumen 101	9:00a-10:00a			Michelle Smith
743	Curriculum Review	10:00a-11:00a			Michelle Smith
811	EMT Orientation	1:00p-4:00p			Janet Schwartz
811	EMT Orientation	6:00p-9:00p			Janet Schwartz
812	Nursing	9:00a-1:0p			Janet Schwartz
Theater	Convocation Rehearsal	4:00p-4:30p	Emailed 8/1/19		Craig Scharfen
Back of Cafeteria	CalWorks	8:00a-4:00p	Emailed 5/20/19		Makesha Thomas
1633	Meeting	12:00p-3:00p			Christie Speck
1738	CCCAA Constitution	3:00p-4:15p			Michelle Smith
1738	Athletics Mtg.	4:15p-6:00p			Michelle Smith
2702	STEM Scholars Mtg	1:00p-3:00p			Genele Rhoads
2741	Exploring New Labs	1:00p-3:00p			Michelle Smith
2765 A & B	Veterans Orientation	8:00a-4:00p			Amy Kennedy
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello

Friday – August 9, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	ELC Parent Mtg.	9:00a-12:00p			Christie Speck
2765 A & B	Veterans Orientation	8:00a-4:00p			Amy Kennedy
Back of cafeteria	Flex Day Breakfast	7:30a-9:00a	Emailed 8/1/19		Sandra Therrien
Back of cafeteria	Flex Day Lunch	10:30a-12:00o	Emailed 8/1/19		Sandra Therrien
Back of cafeteria	PDFC	1:00p-2:00p	Emailed 8/1/19		Michelle Smith
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello



WEEKLY FACILITIES MEMO

August 5 29, 2019 – August 11, 2019

Saturday –August 10, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
Tennis Courts	Tennis	8:00a-11:00a		8/24/19	Phil Cello

Sunday –August 11, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
No Activities					