



## WEEKLY FACILITIES MEMO

**February 16, 2020 – March 22, 2020**

Monday – March 16, 2020					
Room	Event	Time	Facilities Instructions	End Date	Contact
103	Implementation	7:00a-8:00pm			Erica Beam
135	Teaching 4 Equity	2:30p-4:30p		5/15/2020	Heather Watson-Perez
301	PHYS 008 Office Hours	9:30a-10:00a		5/15/2020	Bogdan Popescu
308	ASTR 010 Office Hours	12:15-12:45p		5/15/2020	Bogdan Popescu
431	Meeting	11:30a-1:00p			Damany Fisher
443	Meeting	8:45a-11:00a			Carolyn Moore
445	Content Training	7:00a-8:00pm			Erica Beam
501	Implementation	7:00a-8:00pm			Erica Beam
504	Implementation	7:00a-8:00pm			Erica Beam
505	Content Training	7:00a-8:00pm			Erica Beam
Boardroom	SCSBA Meeting	6:00p-7:00p	<b>See Sandra Therrien for instructions</b>		Sandra Therrien
708	Workshop	12:00p-1:00p			Tracy Schneider
713	Content Training	7:00a-8:00pm			Erica Beam
743	Implementation	7:00a-8:00pm			Erica Beam
807B	Content Training	7:00a-8:00pm			Erica Beam
902	Nursing Faculty Meeting	11:00a-11:30a			Janet Schwartz
902	Human Services Meeting	12:30p-1:30p		5/15/2020	Saki Cabrera
Main Stage Rm 1235 and 1294	Theatre 24 Class	6:30p-10:00p		3/26/2020	Christine Mani
Back half of Cafeteria	Speaker "Ain't I a Woman"	11:00a-4:00p			
Faculty Staff Lounge	Dressing room for performance in Cafeteria	9:00a-2:00p			Rischa Slade
1301	Content Training	7:00a-8:00p			Erica Beam
1739	Dance Production Class	2:00p-4:00p		5/15/2020	Ginger Cain
Pool	SASO Swim Practice	4:00p-6:30p		3/31/2020	Ricky Silva
Pool	Vallejo Aquatics Swim Practice	6:30p-8:00p		3/31/2020	Jennifer Thiem
1818	OCED Event	12:00p-1:00p			Julene Calvo
1818	OCED Event	6:00p-7:00p			Julene Calvo
1877	CDFS 70	4:45p-6:00p		5/18/2020	Barry Bussewitz
1881	Implementation	7:00a-8:00pm			Erica Beam
2703	Content Training	7:00a-8:00pm			Erica Beam
2704	Implementation	7:00a-8:00pm			Erica Beam



## WEEKLY FACILITIES MEMO

**February 16, 2020 – March 22, 2020**

2707	Office Hours	1:50p-2:30p		05/15/2020	Rachel Aptekar
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Tuesday – March 17, 2020					
Room	Event	Time	Facilities Instructions	End Date	Contact
103	Implementation	7:00a-8:00pm			Erica Beam
135	Teaching 4 Equity	4:00p-6:00p		5/15/2020	Heather Watson-Perez
445	Content Training	7:00a-8:00p			Erica Beam
501	Implementation	7:00a-8:00pm			Erica Beam
504	Implementation	7:00a-8:00pm			Erica Beam
505	Content Training	7:00a-8:00pm			Erica Beam
701	Quantitative Methods in Human Development (CHDV 133)	6:30p-9:20p		5/19/2020	Sheila Smith
704	English 1 Study Session	2:30p-4:30p		5/15/2020	Joshua Scott
713	Content Training	7:00a-8:00p			Erica Beam
743	Implementation	7:00a-8:00pm			Erica Beam
804	Office Hours	5:00p-5:45p		05/15/2020	David Lara
807B	Content Training	7:00a-8:00pm			Erica Beam
902	Nursing Faculty Meeting	2:00p-3:00p			Janet Schwartz
902	Human Services Meeting	4:30p-5:30p		5/15/2020	Saki Cabrera
Main Stage Rm 1235 and 1294	Theatre 24 Class	6:30p-10:00p		3/26/2020	Christine Mani
1301	Content Training	7:00a-8:00p			Erica Beam
1421	ASSC Meeting	3:00p-5:00p			
Gymnasium	Reign City Sports Youth Practice	6:00p-8:00p	<b>Have all hoops down for use (and 6 chairs if possible)</b>		Chatte or Lisa Mitchell
1775	Women's Soccer Weight Room Workout	1:45p-3:00p		5/15/20	Jeff Cardinal
Pool	SASO Swim Practice	4:00p-6:30p		3/31/2020	Ricky Silva
Pool	Vallejo Aquatics Swim Practice	6:30p-8:00p		3/31/2020	Jennifer Thiem
1881	Implementation	7:00a-8:00pm			Erica Beam
2703	Content Training	7:00a-8:00p			Erica Beam
2704	Implementation	7:00a-8:00pm			Erica Beam



## WEEKLY FACILITIES MEMO

**February 16, 2020 – March 22, 2020**

Wednesday – March 18, 2020					
Room	Event	Time	Facilities Instructions	End Date	Contact
301	PHYS 008 Office Hours	9:30a-10:00a		5/15/2020	Bogdan Popescu
308	ASTR 010 Office Hours	12:15-12:45pm		5/15/2020	Bogdan Popescu
431	Human Services and SOAR	11:00a-12:00p			Saki Cabrera
431	Women's Bible Study Fellowship Club	12:15p-1:30p		5/13/2020	Amy Dauffencach
446	NURS 074B	10:00a-2:00p			Janet Schwartz
501	School of Applied Technology & Business	10:15a-11:00a		5/15/20	Kathleen Callison
505	CSEA General Membership	2:00p-3:00p			Rei Leal
507	NURS 074A Orientation #1	8:00a-12:00p			Janet Schwartz or Joyce Averett
Boardroom	Management Board Meeting	9:00a-12:00p	<b>8 tables and 16 chairs in a square shape with a whole in the middle.</b>	3/4/2020	Sandra Therrien
Boardroom	Fiscal Advisory Meeting	2:00p-3:00p			
Boardroom	SCC Governing Board Meeting	6:30p-9:30p			
707	Renee Hamlin Office Hours	8:50p-9:20p		5/15/2020	Renee Hamlin
807B	NURS 074A Orientation #1	8:00a-10:00a			Janet Schwartz or Joyce Averett
902	Human Services Meeting	12:30p-1:30p		5/15/2020	Saki Cabrera
Main Stage Rm 1235 and 1294	Theatre 24 Class	6:30p-10:00p		3/26/2020	Christine Mani
Back half of Cafeteria	Spring 2020 Certified Nursing Assistant Graduation	5:00p-9:00p	<b>Stage with podium, projection screen, microphone, AV equipment. Theatre style seating for 80 guests. Tables around sides of</b>		Janet Schwartz



## WEEKLY FACILITIES MEMO

### February 16, 2020 – March 22, 2020

			<b>the room for refreshments</b>		
Faculty Staff Lounge	Student Services Meeting	1:30p-4:00p			Khadijah Adjabeng
1739	Dance Production Class	2:00p-4:00p		5/15/2020	Ginger Cain
Pool	SASO Swim Practice	5:30a-7:00p		3/31/2020	Ricky Silva
Pool	SASO Swim Practice	4:00p-6:30p		3/31/2020	Ricky Silva
Pool	Vallejo Aquatics Swim Practice	6:30p-8:00p		3/31/2020	Jennifer Thiem

#### Thursday – March 19, 2020

Room	Event	Time	Facilities Instructions	End Date	Contact
135	Workshop	12:00p-1:00p			Tracy Schneider
446	DIV Meeting	8:00a-10:30a		05/15/2020	Robin Perrett-Ashby
505	NURS 074B	11:00a-3:00p			Janet Schwartz or Joyce Averett
701	Cross-Cultural Child Development (CHDV 135)	6:30p-9:20p		5/21/2020	Sheila Smith
807B	NURS 074B Orientation #2	11:00a-3:00p			Janet Schwartz or Joyce Averett
Main Stage Rm 1235 and 1294	Theatre 24 Class	6:30p-10:00p		3/26/2020	Christine Mani
Back Half of Cafeteria	ASSC Event	2:00p-5:00p		04/16/20	Rischa Slade
Pool	SASO Swim Practice	4:00p-6:30p		3/31/2020	Ricky Silva
Pool	Vallejo Aquatics Swim Practice	6:30p-8:00p		3/31/2020	Jennifer Thiem
1775	Women's Soccer Weight Room Workout	1:45p-3:00p		5/15/20	Jeff Cardinal
2728	Professional Development/ Flexible Calendar Committee Meeting	2:00p-4:00p		5/14/20	Michelle Smith



## WEEKLY FACILITIES MEMO

**February 16, 2020 – March 22, 2020**

Friday – March 20, 2020					
Room	Event	Time	Facilities Instructions	End Date	Contact
502	Meeting	11:30a-1:00p			Marie Morinec
504	Typing Certificate Testing	11:00a-3:30p		5/15/2020	Patricia Ceja
701	Speech Competition	12:45p-4:30p			Janene Whitesell
702	Speech Competition	12:45p-4:30p			Janene Whitesell
703	Speech Competition	12:45p-4:30p			Janene Whitesell
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707	Speech Competition	12:45p-4:30p			Janene Whitesell
708	Speech Competition	12:45p-4:30p			Janene Whitesell
710	Speech Competition	12:45p-4:30p			Janene Whitesell
712	Speech Competition	12:45p-4:30p			Janene Whitesell
713	Speech Competition	12:45p-4:30p			Janene Whitesell
713	Spring School Meetings	9:00a-11:30a			Janet Leary
714	French Club	11:00a-1:00p		5/15/20	Lorna Marlow-Munoz
736	Speech Competition	12:45p-4:30p			Janene Whitesell
801	Speech Competition	12:45p-4:30p			Janene Whitesell
802	Speech Competition	12:45p-4:30p			Janene Whitesell
803	Speech Competition	12:45p-4:30p			Janene Whitesell
Back half of Cafeteria	ECHS- Lip Sync Battle	3:00p-6:00p	<b>Stage with 140 chairs set up in rows</b>		John Pizzo
Faculty Staff Lounge	Bay Valley Conference Spring Meeting	8:00a-2:00p	<b>3 chairs per table, seating 36 people in a square 3 by 3. Two additional tables for food. See Erick Visser for additional information</b>		Erik Visser
902	Meeting	1:00p-6:00p			LaNae Jaimez
Pool	SASO Swim Practice	5:45a-7:00a		3/31/2020	Ricky Silva
Pool	SASO Swim Practice	4:00p-6:30p		3/31/2020	Ricky Silva
Pool	Vallejo Aquatics Swim Practice	6:30p-8:00p		3/31/2020	Jennifer Thiem



## WEEKLY FACILITIES MEMO

**February 16, 2020 – March 22, 2020**

### Saturday – March 21, 2020

Room	Event	Time	Facilities Instructions	End Date	Contact
500	Office Hours	8:00a-9:00a	<b>Please have building 500 open before 8am. Please unlock room 511 and 508.</b>	05/15/2020	Alonso Duarte
511	Accounting Class	9:00a-12:50p		05/15/2020	Alonso Duarte
710	NorCal Financial Educators	9:00a-1:00p	<b>Please have room open before 9am</b>		Keith James Ponthieux
Faculty Staff Lounge	Mentor Training	8:00a-5:00p			Saki Cabrera
1815	OCED Meeting	9:00a-3:00p	<b>Please have room open before 9</b>		Julene Calvo
1821B (photo lab)	OCED Meeting	9:00a-3:00p	<b>Please have room open before 9</b>		Julene Calvo
2738	BIO 014 Office Hours	11:35a-12:10p		5/15/2020	Maria Magsaysay

### Sunday – March 22, 2020

Room	Event	Time	Facilities Instructions	End Date	Contact
Main Stage Rm 1235 and 1294	Theatre 24 Class Rehearsal	5:00p-9:00p		3/26/2020	Christine Mani