



Many thanks to all of the 25Live users who responded to the survey sent in September. One of the items of feedback was *more Newsletters*! We hope to get back on track of sending out more updates, more often. Other survey feedback items will be addressed in upcoming newsletters.

[25Live Quick Tips](#) now available on the [University Scheduling](#) web page. Here you can find some step-by-steps, tips for scheduling events, and past newsletters.

Focus on the University Unions!

The Unions are busier than ever and have an Interim Director, **Kenrick Ali**. Congrats Kenrick on this appointment! **Margaret Daniel**, Service Coordinator, **Jennifer Cueva**, Administrative Services Assistant, and **Mo Salman** continue to keep the operations running smoothly. Many thanks to this team for all of their work to keep the Unions accessible to the students, staff and faculty!

Event Pre/Post Times: One of the challenges that the Union faces is that set-ups vary for different events. For classrooms, the standard is pretty much *quid tu vides* - *what you see is what you get*. And technically if classrooms are re-arranged they should be put back to the original layout. But the Union staff needs time to rearrange room set-ups to meet the demands of different group meetings. As a reminder, please add *30 minutes pre and post* time to all of your Union events *except* those in the MPR, which needs *1 hour pre and post* times. This way a room will show in 25Live how long it is truly being occupied.

Union Resources: another reminder about scheduling meetings in the Unions is that the Resources will begin with *UU-* e.g., UU-Silver podium, UU-stage Units With Steps. **Union Resources must be requested for Union Locations.** Any Resources that begin with *H-* are only for events on the Hayward campus Locations – classrooms, outdoor Locations, and Athletic Locations; SA & SF conference rooms and the Biella Room do not need resources *except* for Aramark. If you ever have any questions about Resources, don't hesitate to ask.

The University Unions are Student First! Just a friendly reminder that the University Unions are funded by student fees. So, if you see alot of student events scheduled in the Unions, that means the system is working as it should. Our students are more active than ever and this is a sign of first-rate student involvement.

Contact Us

On the web: [University Scheduling](#)

By email

[Lucero Wallace](#), Director

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[Mark Chan](#), Academic Scheduler &
25Live update whiz!

On the web: [University Union](#)

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Important note on LI-2250 conference room

As many of you are aware, the LI-2250 conference room has been taken off-line with the renovation of the LI Annex. IT offices will soon be settled in this area. Once the renovation work is complete, a new conference room will be available for self-service scheduling: LI-2302. We will let you all know when this new room is available in 25Live.