



Weekly Facilities Memo

Monday, March 17 – Sunday, March 23, 2014

Room	Event	Date & Time	End Date	Contact Person
<u>Monday March 17</u>				
<u>Evening Administrator – John Yu 707-724-0799</u>				
101	Drop-in Writing Lab	10:30 a.m. – 10:50 a.m.	To 05/19/14	Joshua Scott
155	Dean of Liberal Arts Interviews	12:30 p.m. – 6:00 p.m.		Maire Morinec
303	Chemistry Discussions	11:00 a.m. – 12:00 p.m.	To 05/19/14	Maria Santiago
307	Office Hours	1:00 p.m. – 2:30 p.m.	To 05/19/14	James Word
414	Interviews	8:00 a.m. – 5:00 p.m.		Nick Cittadino
431	Student Success Plan	2:00 p.m. – 4:00 p.m.		Amy Utt
807B	Nursing	9:00 a.m. – 3:00 p.m.		Valerie Ozsu
1001	Horticulture Club Meeting	5:00 p.m. – 9:00 p.m.		Ken Williams
Theatre	Moon Over Buffalo – Crew Meeting/Orientation	6:00 p.m. – 10:00 p.m.		Adam Wayne Gistarb
1421	Academic Senate Meeting	3:00 p.m. – 5:00 p.m.		Connie Adams
1521	First Year Experience Small Group Tutoring	8:00 a.m. – 8:50 a.m.	To 05/19/14	Corrine Kirkbride
1646	Office Hours	12:00 p.m. – 1:00 p.m.	To 05/19/14	Barry Bussewitz
Gym	Badminton Clinic - Open Gym	5:00 p.m. – 8:00 p.m.	To 05/19/14	Becky Lum
1737	CDFS Hiring Team Meeting	12:30 p.m. – 2:00 p.m.		Claire Gover
1739	Dance Production Class	1:00 p.m. – 4:30 p.m.	To 05/20/14	Ginger Cain
1775	Off-Season Conditioning	1:50 p.m. – 2:50 p.m.	To 05/19/14	Jeff Cardinal
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 03/31/14	Paul Mazzarelle
Softball Field	Softball Practice	12:45 p.m. – 4:30 p.m.	To 05/20/14	Terri Pearson-Bloom
Tennis Courts	Cello Tennis	9:00 a.m. – 8:15 p.m.		Phil Cello
Old Football Practice Field	North Bay Elite Futbol Club (NBEFC)	5:00 p.m. – 7:00 p.m.	To 03/31/14	Denise Funke
Vacaville Annex – 102	Math 320	12:00 p.m. – 5:00 p.m.	To 05/19/14	Crystal Dezwann
Vallejo Center – 121	Sonoma State Classes	6:00 p.m. – 9:00 p.m.	To 05/15/14	Sonoma State
Vallejo Center – 124	English Writing Lab	10:00 a.m. – 12:00 p.m.	To 05/19/14	Eng. Department
Vallejo Center – 124	Drop-in Writing Lab	12:00 p.m. – 2:00 p.m.	To 05/19/14	Eng. Department
<u>Tuesday March 18</u>				
<u>Evening Administrator – Robin Darcangelo 707-724-0799</u>				
101	Drop-In Writing Lab	9:30 a.m. – 2:00 p.m.	To 05/20/14	Joshua Scott
101	Drop-In Math Tutoring – Algebra	11:00 a.m. – 11:45 a.m.	To 05/20/14	Charles Spillner

103	Nursing	10:30 a.m. – 12:00 p.m. & 12:30-2p.m		Glenn Burgess
103A	Admissions & Records	10:00 a.m. – 4:00 p.m.		Barbara Fountain
155	IT Meeting	10:00 a.m. – 12:00 p.m.		Roger Clague
414	Assessment Committee Meeting	3:00 p.m. – 4:00 p.m.		Laurie Gorman
431	Interviews	8:00 a.m. – 3:00 p.m.		Dena Hudson
432	Law Pathway Grant Meeting	10:00 a.m. – 12:00 p.m.		Judie Burtenshaw
445	Beginning Introductory Guitar	7:00 p.m. – 9:00 p.m.	To 04/08/14	Cheryl Warren
501	Orientation/App for Admission/Assessment	4:00 p.m. – 7:00 p.m.		Nancy Blanc
503	Curriculum Committee Meeting	1:45 p.m. – 3:45 p.m.	To 05/13/14	Erin Moore
506	Business Law Articulation Meeting	3:30 p.m. – 4:30 p.m.		Alberta Lloyd
804, 806, 1626, 1879	Speech Practice	1:00 p.m. – 4:00 p.m.	To 05/20/14	Ana Petero
902	Sociology Hiring Committee Meeting	2:00 p.m. – 3:00 p.m.	<i>See JJ for key</i>	Tonmar Johnson
1239	Solano Choral Society	7:00 p.m. – 10:00 p.m.	To 05/13/14	Kristy Juliano
1245	Solano Choral Society	7:00 a.m. – 9:00 p.m.		Kristy Juliano
Theatre	Moon Over Buffalo – Rehearsal	6:00 p.m. – 10:00 p.m.		Adam Wayne Gistarb
1421	ASSC Meeting	12:30 p.m. – 4:30 p.m.		Dena Hudson
1421	Choral Society Meeting	5:30 p.m. – 6:45 p.m.	<i>Open @ 5:25 p.m.</i>	Kristy Juliano
1400 Lobby	Academic Success Summer in Reach Info	10:00 a.m. – 2:30 p.m.	<i>1 table/2 chairs between restrooms</i>	Dena Hudson
Faculty/Staff Lounge	Dean of School of Liberal Arts Forum	10:00 a.m. – 2:00 p.m.		Mayra Loza
Back half of Cafeteria	Nursing	12:00 p.m. – 3:00 p.m.	<i>Classroom style</i>	Glenn Burgess
Back half of Cafeteria	Orientation/App for Admission/Assessment	4:00 p.m. – 7:00 p.m.		Nancy Blanc
Back half of Cafeteria	Jazz Band	7:00 p.m. – 10:00 p.m.	To 05/13/14	Tim Acosta
1526, 1528	Math Tutoring	12:00 p.m. – 1:00 p.m.	To 05/15/14	Doug Pierce
1527	Office Hours	5:45 p.m. – 6:00 p.m.	To 05/13/14	Slawomir Sieminski
1528	Office Hours	5:30 p.m. – 6:00 p.m.	To 05/15/14	Glenn Scott
1646	Office Hours/Prep Time	12:20 p.m. – 1:00 p.m.	To 05/20/14	Karen McCord
1739	Dance Production Class	1:00 p.m. – 4:30 p.m.	To 05/20/14	Ginger Cain
1746	Softball Study Hall	9:00 a.m. – 11:00 a.m.	To 05/20/14	Terri Pearson-Bloom
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 03/31/14	Paul Mazzarelle
Tennis Courts	Cello Tennis	9:00 a.m. – 8:15 p.m.		Phil Cello
Old Football Practice Field	North Bay Elite Futbol Club (NBEFC)	5:00 p.m. – 7:00 p.m.	To 03/31/14	Denise Funke
1877	SCFA Meeting	2:00 p.m. – 4:00 p.m.		Maria Santiago
Vacaville Center – 211	Excel Online Midterm	6:00 p.m. – 8:00 p.m.		Mark Taylor

Tuesday March 18 (con't)

Evening Administrator – Robin Darcangelo 707-724-0799

Vallejo Center – 121	Sonoma State Classes	6:00 p.m. – 9:00 p.m.	To 05/15/14	Sonoma State
Vallejo Center – 124	Drop-in Writing Lab	12:00 p.m. – 2:00 p.m.	To 05/15/14	Eng. Department

Wednesday March 19

Evening Administrator – Roger Clague 707-724-0799

101	Drop-In Math Tutoring – Algebra	9:30 a.m. – 10:30 a.m. & 12-12:50 p.m.	To 05/20/14	Charles Spillner
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101	Drop-In Writing Lab	10:30 a.m. – 1:30 p.m.	To 05/20/14	Joshua Scott
307	Office Hours	1:00 p.m. – 2:30 p.m.	To 05/19/14	James Word
414	Interviews	8:00 a.m. – 5:00 p.m.		Nick Cittadino
443	CSEA General Membership Meeting	12:00 p.m. – 1:00 p.m.		Donna Luttrell-Williams
443	FYSI Homeroom	3:00 p.m. – 5:00 p.m.	To 05/14/14	Kamber Sta. Maria
Bldg. 400 – 1 st Floor	CSU/UC Mini Transfer Fair	10:00 a.m. – 1:00 p.m.		Transfer Center
736	Poetry Club Meetings	11:00 a.m. – 12:00 p.m.	To 05/14/14	Tracy Schneider
811	HS 52	2:00 p.m. – 3:00 p.m. & 5:50- 7 p.m.	To 05/14/13	Joana Mcllvery
902	Faculty Technology Group Meeting	2:00 p.m. – 3:30 p.m.	To 05/14/14	Dale Crandall-Bear
1245	Beginning Steel Drum	6:00 p.m. – 10:00 p.m.	To 05/20/14	Derek Smith
Theatre	Moon Over Buffalo – Tech/Rehearsal	6:00 p.m. – 10:00 p.m.		Adam Wayne Gistarb
1421	Gamers Div. 3 Meeting	2:00 p.m. – 4:00 p.m.		Dena Hudson
1421	Psychology Club Meeting	1:00 p.m. – 2:00 p.m.		Dena Hudson
1400 Lobby	Academic Success Summer in Reach Info	10:00 a.m. – 2:30 p.m.		Dena Hudson
1400 Lobby	SHC Outreach	11:00 a.m. – 1:00 p.m.		Dena Hudson
1400 Lobby	JACC Bake Sale	9:00 a.m. – 3:00 p.m.		Dena Hudson
Back half of Cafeteria	ASSC Mandatory Candidates Assembly	12:00 a.m. – 1:30 p.m.		Latifah Alexander
1521	First Year Experience Small Group Tutoring	8:00 a.m. – 8:50 a.m.	To 05/19/14	Corrine Kirkbride
1525	Math 104	7:50 p.m. – 8:50 p.m.	To 05/14/14	Hector Rodriguez
1531	Office Hours	9:00 p.m. – 9:30 p.m.	To 05/14/14	Adrian Antoo
1739	Dance Production Class	1:00 p.m. – 4:30 p.m.	To 05/20/14	Ginger Cain
1775	Off-Season Conditioning	1:50 p.m. – 2:50 p.m.	To 05/19/14	Jeff Cardinal
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 03/31/14	Paul Mazzarelle
Softball Field	Softball Practice	12:45 p.m. – 4:30 p.m.	To 05/20/14	Terri Pearson-Bloom
Softball Field	Nor Cal Elite Softball	4:00 p.m. – 8:00 p.m.	To 12/17/14	Pearson/Cameron
Tennis Courts	Cello Tennis	9:00 a.m. – 6:15p.m.		Phil Cello
Old Football Practice Field	North Bay Elite Futbol Club (NBEFC)	4:30 p.m. – 8:00 p.m.	To 03/31/14	Denise Funke
1855	Basic Auto Body Repair	6:00 p.m. – 10:00 p.m.	To 04/30/14	James Ackman
Vacaville Center Lobby	Transfer Center – “Answers for Transfers”	11:00 a.m. – 12:00 p.m.	To 05/20/14	SCC Counselors

1 table/2 chairs between restrooms
1 table/2 chairs by ATM
2 tables/3 chairs in front of rollup door
Audience style/front & back curtain open

Wednesday March 19 (con't)

Evening Administrator – Roger Clague 707-724-0799

Vacaville Center – 140	Governing Board Meeting	6:30 p.m. – 10:00 p.m.	<i>Setup required</i>	Judy Spencer
Vacaville Center – 232	Admissions/Dixon High School Meeting	2:00 p.m. – 3:00 p.m.		Barbara Fountain
Vacaville Center – 232	Measure Q Committee Meeting	5:00 p.m. – 6:00 p.m.		Leigh Sata
Vacaville Annex – 102	Math 320	12:00 p.m. – 5:00 p.m.	To 05/19/14	Crystal Dezwann
Vallejo Center Lobby	Transfer Center – “Answers for Transfers”	9:00 a.m. – 10:00 a.m.	To 05/20/14	SCC Counselors
Vallejo Center – 124	English Writing Lab	10:00 a.m. – 12:00 p.m.	To 05/14/14	Eng. Department
Vallejo Center – 124	Drop-in Writing Lab	12:00 p.m. – 2:00 p.m.	To 05/14/14	Eng. Department
Vallejo Center – 129	Financial Aid Internet Café	4:00 p.m. – 6:00 p.m.		Maureen Mason-Muyco

Thursday March 20

Evening Administrator – Judy Yu 707-724-0799

101	Drop-In Writing Lab	9:30 a.m. – 2:00 p.m.	To 05/20/14	Joshua Scott
101	Drop-In Math Tutoring – Algebra	11:00 a.m. – 11:45 a.m.	To 05 /20/14	Charles Spillner
103	Umoja	9:30 a.m. – 12:30 p.m.		Karen McCord
155	Astronomy/Physics Hiring Committee Meeting	1:00 p.m. – 2:00 p.m.		Melanie Lutz
303	Chemistry Discussions	12:00 p.m. – 2:00 p.m.	To 05/15/14	Maria Santiago
414	Online Scholarship Management System Mtg.	1:00 p.m. – 4:00 p.m.		Maureen Mason-Muyco
414	DSP New Student Orientation	4:00 p.m. – 5:00 p.m.	To 05/29/14	Sidne Parker
431	Umoja	10:00 a.m. – 4:00 p.m.		Karen McCord
703, 804, 1626, 1633	Speech Practice	1:00 p.m. – 4:00 p.m.	To 05/20/14	Ana Petero
706	Poetry Club Meeting	1:00 p.m. – 2:00 p.m.	To 05/15/14	Tracy Schneider
806	Foreign Language Department Meeting	12:30 p.m. – 2:30 p.m.		Lorna Marlow-Munoz
811	Basic Skills Meeting	2:00 p.m. – 3:00 p.m.		Connie Adams
902	Facilities Admin III Interviews	8:45 a.m. – 5:00 p.m.		Dwight Calloway
Theatre	Moon Over Buffalo – Tech	6:00 p.m. – 10:00 p.m.		Adam Wayne Gistarb
1421	Out of Darkness Meeting	9:00 a.m. – 10:00 a.m.		Shemila Johnson
1400 Lobby	Academic Success Summer in Reach Info	10:00 a.m. – 2:30 p.m.		Dena Hudson
Back half of Cafeteria	PCC Meeting	11:00 a.m. – 4:00 p.m.		Judy Nash
Back half of Cafeteria	ASSC Mandatory Candidates Assembly	5:00 p.m. – 6:30 p.m.		Latifah Alexander
Back half of Cafeteria	Setup for BVC Coaches Meeting on 3/21	6:30 p.m. – 10:00 p.m.		Myron Hord
1526, 1528	Math Tutoring	1:00 p.m. – 2:00 p.m.	To 05/15/14	Doug Pierce
1528	Office Hours	5:30 p.m. – 6:00 p.m.	To 05/15/14	Glenn Scott
1530	Math Basic Skills Meeting	1:00 p.m. – 2:00 p.m.		Genele Rhoads
1625	Test Anxiety Workshop	1:00 p.m. – 2:00 p.m.		Sydney Nazarenko
1634, 1879	Speech Practice	1:00 p.m. – 4:00 p.m.	To 05/15/14	Ana Petero

*1 table/2 chairs between restrooms
See JJ or Candy for setup
Audience style/front & back curtain open*

Thursday March 20 (con't)

Evening Administrator – Judy Yu 707-724-0799

1737	Football Equipment Meeting	2:00 p.m. – 3:00 p.m.		Lily Espinoza
1739	Dance Production Class	1:00 p.m. – 4:30 p.m.	To 05/20/14	Ginger Cain
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 03/31/14	Paul Mazzarelle
Track	Leukemia & Lymphoma Society	6:30 p.m. – 7:30 p.m.		Maricris Rosario
Baseball Field	Contra Costa College vs. SCC	2:00 p.m. – 5:00 p.m.		Scott Stover
Softball Field	Napa College vs. SCC	1:00 p.m. – 6:00 p.m.		Terri Pearson-Bloom
Vacaville Center – 133	EMP/FMP Forum	5:00 p.m. – 6:00 p.m.		Laurie Gorman
Vallejo Center – 121	Sonoma State Classes	6:00 p.m. – 9:00 p.m.	To 05/15/14	Sonoma State
Vallejo Center – 124	Drop-in Writing Lab	12:00 p.m. – 2:00 p.m.	To 05/15/14	Eng. Department
Vallejo Center – 204	Intertribal Council Meeting	6:30 p.m. – 8:00 p.m.		Janet Kendall

Track lights on @ 6:15p.m. /Open restrooms

Friday March 21

101	Drop-In Math Tutoring – Algebra	12:00 p.m. – 12:50 p.m.	To 05 /20/14	Charles Spillner
101	Drop-In Writing Lab	10:30 a.m. – 1:30 p.m.	To 05/20/14	Joshua Scott

101	Drop-In Math Tutoring – Pre-Algebra	11:00 a.m. – 11:45 a.m.	To 05 /20/14	Charles Spillner
103A	Admissions & Records	1:00 p.m. – 4:00 p.m.		Barbara Fountain
301	Office Hours	1:00 p.m. – 3:00 p.m.	To 05/16/14	Russell Primer
306	Office Hours	2:00 p.m. – 4:00 p.m.	To 05/16/14	James Word
414	Committee Meeting with VP Ligosio	10:00 a.m. – 12:00 p.m.		Laura Convento
414	SVO Meeting	12:00 p.m. – 1:00 p.m.		Amy Utt
431	Cinco de mayo Committee Meeting	5:00 p.m. – 6:00 p.m.		Julie Martinez
502	Typing Test Certificates	2:30 p.m. – 3:00 p.m.	To 04/11/14	Pat Ceja
505	League of Legends Club	12:00 p.m. – 4:00 p.m.	To 05/16/14	Debbie Luttrell-Williams
712	Political Science Study Hall	10:00 a.m. – 11:00 a.m.	To 05/16/14	Joel Powell
714	French Club	12:00 p.m. – 1:00 p.m.	To 05/16/14	Lorna Marlow-Munoz
902	HS Department Meeting	9:30 a.m. – 11:00 a.m.	<i>See JJ for key</i>	Saki Cabrera
1421	Out of Darkness Meeting	9:00 a.m. – 10:00 a.m.		Shemila Johnson
1421	Hiring Committee	10:00 a.m. – 1:00 p.m.		Dena Hudson
1421	Gamers Club Tournament	1:30 p.m. – 5:45 p.m.		Dena Hudson
1421	Out of Darkness Training	6:00 p.m. – 7:30 p.m.		Shemila Johnson
Back half of Cafeteria	BVC Coaches	8:00 a.m. – 2:30 p.m.	<i>Set tables in "U" shape w/30 chairs/food table</i>	Claire Gover
1521	First Year Experience Small Group Tutoring	8:00 a.m. – 8:50 a.m.	To 05/19/14	Corrine Kirkbride
1739	Dance Production Class	1:00 p.m. – 4:30 p.m.	To 05/20/14	Ginger Cain
Softball Field	Softball Practice	12:45 p.m. – 4:30 p.m.	To 05/20/14	Terri Pearson-Bloom
Tennis Courts	Cello Tennis	10:00 a.m. – 6:15 p.m.		Phil Cello
<u>Friday March 21 (con't)</u>				
Old Football Practice Field	North Bay Elite Futbol Club (NBEFC)	5:00 p.m. – 7:00 p.m.	To 03/31/14	Denise Funke
Vacaville Annex – 102	Math 320	12:00 p.m. – 3:00 p.m.	To 05/19/14	Crystal Dezwann
Vacaville Annex – 106	QuickBooks Workshop	9:00 a.m. – 1:00 p.m.		Sandy Stelter
Vallejo Center – 124	English Writing Lab	10:00 a.m. – 12:00 p.m.	To 05/16/14	Eng. Department
Vallejo Center – 129	Assessment Testing	9:30 a.m. – 1:30 p.m.	<i>Appointments required/valid photo ID/SCC ID #</i>	John Siefert

<u>Saturday March 22</u>				
130	English Lab	9:00 a.m. – 12:30 p.m.	<i>Open exterior doors only</i>	Neil Glines
307	BIO 014	9:00 a.m. – 11:50 a.m.	To 05/20/14	Ann Hefner-Gravink
701	Introduction to Knitting	10:00 a.m. – 12:00 p.m.	<i>Open @ 9:45a.m. & re-secure @ 12p.m.</i>	Jeanine Niemeth
807	Nursing	10:00 a.m. – 2:00 p.m.	<i>Open bldg. & room @ 9:45a.m.</i>	Tonya Robinson
Theatre	Moon Over Buffalo – Lighting	10:00 a.m. – 12:00 p.m.		Adam Wayne Gistarb
Theatre	Moon Over Buffalo – Cue to Cue with Actors	1:00 p.m. – 6:00 p.m.		Adam Wayne Gistarb
1303	ART 016	9:30 a.m. – 3:45 p.m.	To 05/20/14	Kate Delos
1315	ART 020	9:00 a.m. 4:50 p.m.	To 05/10/14	Marc Pandone
1421	Out of Darkness Event	6:30 a.m. – 1:00 p.m.		Johnson/Labrecque
Quad & Grass Areas	Out of Darkness Event	6:30 a.m. – 1:00 p.m.		Johnson/Labrecque
1400 Lobby	Out of Darkness Event	6:30 a.m. – 1:00 p.m.		Johnson/Labrecque

1400 Lobby	Campus Cats	9:00 a.m. – 12:00 p.m.	<i>3 tables/3 chairs</i>	Dena Hudson
1400 Lobby	AAWS	10:00 a.m. – 2:00 p.m.	<i>Popcorn machine & 1 table/2 chairs & ext. cord</i>	Dena Hudson
Softball Field	Nor Cal Elite Softball	10:00 a.m. – 2:00 p.m.	To 12/21/14	Pearson/Cameron
Tennis Courts	STEF Junior Tournament	8:00 a.m. – 5:00 p.m.		Phil Cello
1815	PHOT 052	10:00 a.m. – 2:50 p.m.	To 05/20/14	Ronald Zak
Lots 1,2,3,4	Out of Darkness Event	6:30 a.m. – 1:00 p.m.		Johnson/Labrecque

Sunday March 23

Theatre	Moon Over Buffalo – Understudy First Dress	12:00 p.m. – 5:00 p.m.		Adam Wayne Gistarb
Gym	Spring Dynamic Player Development Clinic	1:00 p.m. – 4:00 p.m.		Borchert/Nagle
Softball Field	Nor Cal Elite Softball	8:00 a.m. – 2:00 p.m.	To 12/21/14	Pearson/Cameron
Tennis Courts	STEF Junior Tournament	8:00 a.m. – 5:00 p.m.		Phil Cello