



# Weekly Facilities Memo

Monday, August 11 – Sunday, August 17, 2014

Room	Event	Date & Time	End Date	Contact Person
<b>Monday August 11</b>				
<b>Flex Cal – Optional Day</b>				
100 Rotunda	Grand Opening of the New Adjunct Support Center	6:00 p.m. – 8:00 p.m.	<b>Setup required – see JJ</b>	Rachel Aptekar
103	Canvas Training Workshop	10:00 a.m. – 12:00 p.m.		Dale Crandall-Bear
103A	Research and Planning	9:00 a.m. – 1:00 p.m.	To 08/11/14	Pei-Lin Van't Hul
103A	Admissions and Records	1:00 p.m. – 4:00 p.m.		Gale Anderson
155	Argos	8:00 a.m. – 5:00 p.m.	To 08/11/14	Pei-Lin Van't Hul
308	School of Math & Science New Faculty Orientation	10:00 a.m. – 12:00 p.m.		John Yu
308	Adjunct Healthcare Issues & Affordable Care Act	3:30 p.m. – 5:30 p.m.	To 08/27/14	Mark DeWeerd
414	Supplemental Instruction & Planning Meeting	4:00 p.m. – 5:30 p.m.		Charles Spillner
431	EOPS Orientation	9:00 a.m. – 3:00 p.m.	To 12/16/14	Cynthia Simon
442	Assessment Testing	1:00 p.m. – 3:00 p.m. & 5-7p.m.		Nazia Mostafa
443	Book Discussion: "David and Goliath"	10:00 a.m. – 12:00 p.m.	To 12/16/14	James DeKloe
443	CalSTRS Retirement Workshop	1:30 p.m. – 3:30 p.m.		Charlene Bode
505	Curriculum & CurricUNET Training for Faculty	1:30 p.m. – 3:30 p.m.	To 12/16/14	Curtiss Brown
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.		Charles Spillner
705	Improving Students Writing in Science Courses	10:00 a.m. – 12:00 p.m.	To 12/16/14	Scott/Smith/Paschal
802	New Student Orientation	9:00 a.m. – 12:00 p.m.		Janet Schwartz
812	New Smart Classroom Training	1:30 p.m. – 3:30 pm.	To 12/16/14	Dale Crandall-Bear
902	Review of Summer Bridge Course	9:30 a.m. – 10:30 a.m.		Maurice McKinnon
1421	Academic Senate	9:00 a.m. – 12:00 p.m.	To 12/16/14	Michael Wyly
1421	Academic Administrators & Academic Senate Mtg.	1:30 p.m. – 4:30 p.m.		Michael Wyly
Faculty/Staff Lounge	CSEA Luncheon	12:00 p.m. – 1:30 p.m.	<b>See JJ for setup</b>	Debbie Luttrell-Williams
Back half of Cafeteria	SCFA Luncheon & Meeting	12:00 p.m. – 1:30 p.m.		James DeKloe
1530	Math Basic Skills Workshop	9:00 a.m. – 12:00 p.m.	To 12/16/14	Kheck Sengmany
<b>Monday August 11(con't)</b>				
<b>Flex Cal – Optional Day</b>				

1530	Embedded Tutor Orientation & Training	1:30 p.m. – 3:30 p.m.		Genele Rhoads
1625	Cosmetology Orientation	8:00 a.m. – 2:30 p.m.	<i>Orientation @ 10a.m.</i>	Cheryl McDonald
1626 & 1633	Children's Program Staff Training	12:00 p.m. – 3:00 p.m.		Christie Speck
1775	Off Season Conditioning	12:00 p.m. – 3:00 p.m.	To 08/12/14	Cardinal/Nagle
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
Vacaville Annex – A129	Operation Entrepreneurship	8:00 a.m. – 5:00 p.m.	To 08/18/14	Charles Rieger

**Tuesday August 12**

**Flex Cal – Required Day**

103A	Admissions and Records	10:00 a.m. – 4:00 p.m.		Barbara Fountain
308	Children's Program Parent Meeting	9:00 a.m. – 12:00 p.m.		Christie Speck
308	Math & Science	2:00 p.m. – 4:00 p.m.		John Yu
431	EOPS Orientation	9:00 a.m. – 3:00 p.m.	To 08/27/14	Cynthia Simon
442	Assessment Testing	1:00 p.m. – 3:00 p.m. & 5-7p.m.	To 12/16/14	Nazia Mostafa
443	Catalog/Degree Works	1:30 p.m. – 4:00 p.m.		Erin Moore
443	Foster Kinship Care Education	5:30 p.m. – 9:30 p.m.		Dottie Fair
445	Counseling/DSP/Special Services	2:00 p.m. – 4:00 p.m.		Jocelyn Mouton
501	Equity & Diversity Workshop	2:00 p.m. – 4:00 p.m.		Karen McCord
505	Career Technical Education & Business	2:00 p.m. – 4:00 p.m.		Maire Morinec
506	Perkins Funds – Who, What, Where, When, Why	1:00 p.m. – 2:00 p.m.		Maire Morinec
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
703	Social & Behavioral Sciences	2:00 p.m. – 4:00 p.m.		Leslie Minor
705	Program Review Workshop: "It's Writing Time"	1:00 p.m. – 2:00 p.m.		Amy Obegi
707	Social Security Class	6:00 p.m. – 9:00 p.m.	<i>Class start time 6:30p.m. / open @ 6p.m.</i>	Keith James
713	Accreditation: 2014 Midterm Report Update	1:00 p.m. – 2:00 p.m.		Annette Dambrosio
802	2014-15 Budget	1:00 p.m. – 2:00 p.m.		Yulian Ligioso
803	School of Health Sciences Meeting	2:00 p.m. – 4:00 p.m.		Maurice McKinnon
804	Creative Approaches - Fully Engaged in Staff Equity	1:00 p.m. – 2:00 p.m.		EIAC Committee
812	Demonstration of our New Smart Classroom	1:00 p.m. – 2:00 p.m.		Dale Crandall-Bear
Theatre	Flex Cal – Welcome Speech	9:00 a.m. – 9:10 a.m.		Janene Whitesell
Theatre	State of the College	9:10 a.m. – 9:45 a.m.		Dr. Jowel Laguerre
Theatre	Distinguished Faculty Presentations	9:45 a.m. – 10:20 a.m.		Michael Wylly
Theatre	Assessment Update	10:20 a.m. – 10:40 p.m.		Gene Thomas
Theatre	Student Success & Support Panel Presentation	10:40 a.m. – 12:00 p.m.		Support Panel
1301	Liberal Arts	2:00 p.m. – 4:00 p.m.		Neil Glines

**Tuesday August 12(con't)**

**Flex Cal – Required Day**

Cafeteria	All College Lite Breakfast	8:00 a.m. – 8:50 a.m.		Presidents Office
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501	Financial Aid Workshop	6:00 p.m. – 7:00 p.m.		Brittany Benefield
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
1400 Lobby	Wells Fargo	8:00 a.m. – 3:00 p.m.	<i>1 table/2 chairs by ATM</i>	Dena Hudson
1400 Lobby	C3 Church	9:00 a.m. – 10:30 a.m.	<i>1 table/2 chairs by restrooms</i>	Dena Hudson
Back half of Cafeteria	Student Teaching Practicum Orientation	8:00 a.m. – 1:00 p.m.		Marion Cowee
1527	Online Class Orientation	3:00 p.m. – 4:25 p.m.		Barbara Villatoro
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
Vacaville Center – WDCE	Flower Arranging	1:00 p.m. – 4:00 p.m.	To 08/21/14	Karen Karlsson

**Friday August 15**

103A	Admissions and Records	1:00 p.m. – 4:00 p.m.		Barbara Fountain
431	EOPS Orientation	9:00 a.m. – 3:00 p.m.	To 08/27/14	Cynthia Simon
442	Assessment Testing	9:00 a.m. – 12:00 p.m. & 1-3p.m.	To 12/16/14	Nazia Mostafa
443	Catalog/Degree Works	9:00 a.m. – 4:00 p.m.		Erin Moore
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
812	Fall OCED Orientation	4:30 p.m. – 8:00 p.m.	<i>Orientation 6-8p.m. / Open @ 4:30 p.m.</i>	Debbie Berrett
1704	Volleyball Team	1:30 p.m. – 2:15 p.m.		Darla Williams
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
Vallejo Center – 125	Canvas Online Student Orientation	10:00 a.m. – 11:00 a.m.		Carol Zadnik
Vallejo Center – 129	Assessment Testing	9:30 a.m. – 1:30 p.m.	<i>Appointments required/valid photo ID/SCC ID #</i>	John Siefert

**Saturday August 16**

812	Fall OCED Orientation	10:30 a.m. – 2:00 p.m.	<i>Orientation 12-2p.m. / Open @ 12 p.m.</i>	Debbie Berrett
Gym	FFASL	3:30 p.m. – 10:00 p.m.	<i>Custodial services required</i>	MacInnes/Borchert
Tennis Courts	Cello Tennis	8:00 a.m. – 4:00 p.m.	To 08/30/14	Phil Cello

**Sunday August 17**

Baseball Field	Tri-Valley Baseball League	10:00 a.m. – 5:00 p.m.		Protheroe/Stover
Softball Field	Nor Cal Elite Softball	8:00 a.m. – 2:00 p.m.	To 12/21/14	Pearson/Cameron
Tennis Courts	Cello Tennis	8:00 a.m. – 7:00 p.m.	To 08/30/14	Phil Cello