



Weekly Facilities Memo

Monday, April 25 – Sunday, May 1, 2016

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, April 25</u>				
103	Anatomy Review	1:00 p.m. – 3:00 p.m.		Patricia Itaya
103A	SCOE Excel Workshop	8:00 a.m. – 11:00 a.m.	To 05/09/16	Cynthia Vincent
130	Drop-in Writing Lab	9:00 a.m. – 4:00 p.m.	To 05/18/16	Liberal Arts Staff
414	SAEBG Meeting	2:00 p.m. – 3:30 p.m.		Eileen Amick
431	DQ/Prob. Committee Meeting	10:30 a.m. – 12:00 p.m.	To 05/09/16	Mary Gumlia
431	Vet Tutoring	3:00 p.m. – 4:00 p.m.	To 05/09/16	Amy Kennedy
445	Office Hours/Lecture	6:30 p.m. – 8:00 p.m.	To 05/16/16	Mani Subramanian
446	BIO 004	9:00 a.m. – 9:50 a.m. <i>Open @ 8:50a.m.</i>	To 05/18/16	Patricia Itaya
446	Program Review Meeting	2:30 p.m. – 4:00 p.m.		Amy Obegi
611	Meeting	11:00 a.m. – 12:00 p.m.		C. Lee/C Speck
61	Flex Cal	1:30 p.m. – 3:00 p.m.		Charles Spillner
Honeychurch Boardroom	Accreditation Team Leader	2:30 p.m. – 3:00 p.m.	<i>Large w/20 chairs</i>	Laurie Gorman
702	Frist Year Experience Supplemental Instruction	11:00 a.m. – 12:00 p.m.	To 05/16/16	J. Scott/R. Hamlin
708	Office Hours	5:15 p.m. – 5:45 p.m.	To 05/16/16	David Lara
801	DE Committee Meeting	2:30 p.m. – 4:00 p.m.		Carol Zadnik
803	FYE English Class Support Session	1:00 p.m. – 2:00 p.m.	To 05/09/16	Nicholas Schneider
811	ENGL 1	1:00 p.m. – 1:50 p.m.		Joshua Scott
902	Office Hours	1:00 p.m. – 1:30 p.m. <i>Open @ 1p.m.</i>	To 05/11/16	Katherine Clark
1104	Office Hours	4:30 p.m. – 5:00 p.m.	To 05/16/16	Michael Reilly
1400 Lobby	U. S. Navy	9:00 a.m. – 2:00 p.m.	<i>1 table/2 chairs between ATM & Bookstore</i>	Dena Hudson
Back half of Café/Studio G	THEA 020	3:00 p.m. – 5:00 p.m.	To 05/18/16	Darsen Long
1526	Math 21 – Calculus II Study Session	12:00 p.m. – 1:00 p.m.	To 05/16/16	Doug Pierce
1526	Math 23 – Differential Eqns. Study Session	1:00 p.m. – 2:00 p.m.	To 05/16/16	Doug Pierce
1527	Math 51 Tutoring	2:00 p.m. – 4:00 p.m.	To 05/16/16	Jose Ballesteros
1625	CDFS 070/CDFS 62 Office Hours	5:15 p.m. – 6:00 p.m.	To 05/17/16	Barry Bussewitz

1645 CDFS 038 Office Hours
 1705 Faculty/Staff Exercise Hour
 Gym Open Badminton
 Pool Solano Aquatic Sea Otters (SASO)
 Practice Soccer Field SCC Men's Soccer Club
 Soccer Field Nor Cal Premier Soccer
 Tennis Courts Cello International Tennis Academy
 Tennis Courts ATH 008 Intercollegiate Tennis
 1880 ROSCOE Workshop
 Vacaville Center – 138 Drop-in Writing Lab
 Vallejo Center – 124 Drop-in Writing Lab
 Vallejo Center – 125 Assessment Testing

Monday, April 25 (cont.)

6:00 p.m. – 6:30 p.m. To 05/12/18 Jeanette Luedders
 12:00 p.m. – 1:00 p.m. *Open @ 12p.m.* To 05/13/16 *Must sign waiver* Claire Gover
 6:30 p.m. – 9:30 p.m. To 05/09/16 Becky Lum
 4:00 p.m. – 6:00 p.m. To 05/10/16 Camille Anderson
 3:30 p.m. – 5:30 p.m. To 05/11/16 E. Visser/C. Nelson
 5:00 p.m. – 8:00 p.m. *Mow field 1 – 1 ½" /line or touch up field* David Robertson
 8:00 a.m. – 8:15 p.m. *Courts 7-12* Phil Cello
 12:00 p.m. – 6:00 p.m. To 05/18/16 Jordan Walker
 8:00 a.m. – 5:00 p.m. Darsen Long
 12:00 p.m. – 1:30 p.m. To 05/18/16 Liberal Arts Staff
 10:00 a.m. – 11:30 a.m. To 05/18/16 Liberal Arts Staff
 11:30 a.m. – 5:30 p.m. *Appointments online/SCC ID/Photo ID required* John Siefert

103 Anatomy Review
 103A Jesse Bethel High School Tour
 130 Drop-in Writing Lab
 135 English Basic Skills Meeting
 414 CTA Negotiations
 443 BIO 004
 503 Office Hours
 503 ENGL 359/360
 611 Legal RFP Review
 611 Meeting
 611 CSEA & HR Meeting
 708 Study Session
 902 Accreditation Standard 4 Subcommittee
 1104 Office Hours
 1421 ASSC Meeting
 Clock Tower Blood Drive – Blood Mobile
 1400 Quad Vendor – Tempest Posters
 1400 Lobby Voter Registration
 Front grass area CHP Helicopter Landing
 Back half of Café/Studio Jesse Bethel High School Tour
 Back half of Café/Studio G TA 20
 1528 Office Hours
 1625 CDFS 070/CDFS 62 Office Hours
 1645 COUN 050

Tuesday, April 26

2:15 p.m. – 4:00 p.m. Patricia Itaya
 8:30 a.m. – 11:30 a.m. Charlie Monahan
 9:00 a.m. – 4:00 p.m. To 05/18/16 Liberal Arts Staff
 2:30 p.m. – 3:30 p.m. To 05/17/16 Tracy Schneider
 12:00 p.m. – 3:30 p.m. *Open @ 12p.m.* Rachel Ancheta
 9:00 a.m. – 10:15 a.m. *Open @ 8:50a.m.* To 05/18/16 Patricia Itaya
 12:15 p.m. – 12:45 p.m. To 05/17/16 Sandra Moore
 1:00 p.m. – 3:00 p.m. *Open 1p.m.* Isabel Anderson
 8:00 a.m. – 2:00 p.m. Trustees
 2:00 p.m. – 4:00 p.m. Peter
 4:00 p.m. – 5:00 p.m. Laurie Cheatham
 12:30 p.m. – 1:30 p.m. To 05/17/16 Joel Powell
 9:00 a.m. – 10:00 a.m. Melissa Reeve
 10:00 a.m. – 11:00 a.m. To 05/10/16 Michael Reilly
 12:30 p.m. – 2:30 p.m. Dena Hudson
 10:00 a.m. – 2:00 p.m. *Blood mobile parked between 1700 & clock tower* Dena Hudson
 9:00 a.m. – 3:00 p.m. *He has his own tables* Dena Hudson
 10:00 a.m. – 4:00 p.m. *1 table/1 chair between restrooms* Dena Hudson
 5:00 p.m. – 6:00 p.m. John Zimmerman
 12:00 p.m. – 1:30 p.m. Charlie Monahan
 3:00 p.m. – 5:00 p.m. To 05/18/16 Darsen Long
 5:00 p.m. – 5:45 p.m. To 05/17/16 Shaw Matthews
 5:15 p.m. – 6:00 p.m. To 05/17/16 Barry Bussewitz
 9:30 a.m. – 10:45 a.m. *Open @ 9:30a.m.* To 05/18/16 Ashlie Lawson

Tuesday, April 26 (cont.)

1779	Early College High School Physical Education	7:00 a.m. – 7:45 a.m.	<i>Open @ 7a.m.</i>	To 06/02/16	Jose Ballesteros
1779	ICC Martial Arts Club	1:00 p.m. – 3:00 p.m.	<i>Open @ 1p.m.</i>	To 05/10/16	Aaron Rivera
Pool	Solano Aquatic Sea Otters (SASO)	4:00 p.m. – 6:00 p.m.		To 05/10/16	Camille Anderson
Baseball Field	Napa Valley College vs, SCC	2:30 p.m. – 5:30 p.m.		<i>Prep field</i>	Scott Stover
Softball Field	Los Medanos vs. SCC	1:00 p.m. – 3:00 p.m.		<i>Prep field</i>	Penelope Crouse-Feehan
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.		<i>Courts 7-12</i>	Phil Cello
Tennis Courts	ATH 008 Intercollegiate Tennis	12:00 p.m. – 6:00 p.m.		To 05/18/16	Jordan Walker
1815	PHOTO 070 Setup	10:00 a.m. – 10:30 a.m.		To 05/17/16	Al Zidek
1860	Office Hours	10:45 a.m. – 11:00 a.m.		To 05/12/16	Rachel Aptekar
1880	ROSCOE Workshop	8:00 a.m. – 5:00 p.m.			Darsen Long
Vacaville Center – Lobby	Student Health Center Outreach	1:00 p.m. – 3:00 p.m.		<i>1 table/2 chairs</i>	Regina Huerls-Washington
Vacaville Center – 138	Drop-in Writing Lab	12:00 p.m. – 1:30 p.m.		To 05/18/16	Liberal Arts Staff
Vacaville Center – 208	Assessment Testing	5:00 p.m. – 7:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>		Shemila Johnson
Vallejo Center – Lobby	Financial Aid Awareness	11:00 a.m. – 1:00 p.m.	<i>3 tables/6 chairs near an electrical outlet</i>		Tracy Gross
Vallejo Center – 123	Sonoma State Information Session	4:00 p.m. – 6:00 p.m.			Sandra Feldman
Vallejo Center – 124	Drop-in Writing Lab	12:15 p.m. – 2:15 p.m.		To 05/18/16	Liberal Arts Staff
Vallejo Center – 125	Orientation	5:00 p.m. – 7:00 p.m.			Shemila Johnson

Wednesday, April 27

103A	Frist Year Experience Supplemental Instruction	2:00 p.m. – 3:00 p.m.		To 05/18/16	J. Scott/R. Hamlin
103A	Start-Up Benicia	6:00 p.m. – 9:00 p.m.		To 06/08/16	Blair Abee
130	Drop-in Writing Lab	9:00 a.m. – 4:00 p.m.		To 05/18/16	Liberal Arts Staff
155	Business Connection Setup	8:00 a.m. – 5:00 p.m.			Eileen Amick
431	EOPS Program	9:30 a.m. – 10:30 a.m.		To 05/25/16	Amber Cheatham
431	Office Hours	11:20 a.m. – 12:20 p.m.	<i>Open @ 11:20a.m.</i>	To 05/18/16	John Knettle
446	BIO 004	9:00 a.m. – 9:50 a.m.	<i>Open @ 8:50a.m.</i>	To 05/18/16	Patricia Itaya
506	Office Hours	1:00 p.m. – 1:30 p.m.	<i>Open @ 1p.m.</i>	To 05/11/16	Katherine Clark
Pam Keith Conference Rm.	Management Meeting	9:00 a.m. – 12:00 p.m.		To 12/14/16	Sandra Therrien
Honeychurch Boardroom	College Governance Council Meeting	2:00 p.m. – 4:00 p.m.		<i>Large w/20 chairs</i>	Sandra Therrien
Honeychurch Boardroom	FIX IT: HEALTHCARE AT THE TIPPING POINT	6:00 p.m. – 9:00 p.m.	<i>Event time: 6L30-8:30 p.m. / Audience style</i>		Jerry Fillingim
803	FYE English Class Support Session	1:00 p.m. – 2:00 p.m.		To 05/09/16	Nicholas Schneider
804	Office Hours	3:50 p.m. – 4:20 p.m.		To 05/18/16	Sandra Moore
811	ENGL 1	1:00 p.m. – 1:50 p.m.			Joshua Scott
902	HS Department Meeting	1:00 p.m. – 2:00 p.m.		To 05/18/16	Saki Cabrera
Art Gallery	ROSCOE Workshop Setup	8:00 a.m. – 5:00 p.m.			Darsen Long
1421	Financial Aid Awareness	10:30 a.m. – 1:30 p.m.			Dena Hudson
1400 Quad	Financial Aid Awareness	10:30 a.m. – 1:30 p.m.		<i>5 tables/8 chairs</i>	Dena Hudson
1400 Lobby	NAACP – Voter Registration	9:00 a.m. – 5:00 p.m.		<i>1 table/2 chairs between restrooms</i>	Dena Hudson

Back half of Café/Studio G THEA 020
 1526 Math 40 – Linear Algebra Study Session
 1526 Math 22 – Calculus III
 1526 MATH 030 Office Hours
 1645 Math 51 Tutoring
 Pool Solano Aquatic Sea Otters (SASO)
 Practice Soccer Field SCC Men's Soccer Club
 Tennis Courts Cello International Tennis Academy
 Tennis Courts ATH 008 Intercollegiate Tennis
 Vacaville Center – 138 Drop-in Writing Lab
 Vallejo Center – 124 Drop-in Writing Lab
 Vallejo Center – 125 Assessment Testing

Wednesday, April 27 (cont.)

3:00 p.m. – 5:00 p.m. To 05/18/16 Darsen Long
 12:00 p.m. – 1:00 p.m. To 05/18/16 Doug Pierce
 1:00 p.m. – 2:00 p.m. To 05/18/16 Doug Pierce
 5:30 p.m. – 6:00 p.m. To 05/11/16 Scott Immel
 2:00 p.m. – 4:00 p.m. To 05/11/16 Jose Ballesteros
 4:00 p.m. – 6:00 p.m. To 05/10/16 Camille Anderson
 3:30 p.m. – 5:30 p.m. To 05/11/16 E. Visser/C. Nelson
 8:00 a.m. – 8:15 p.m. **Courts 7-12** Phil Cello
 12:00 p.m. – 6:00 p.m. To 05/18/16 Jordan Walker
 11:00 a.m. – 1:00 p.m. To 05/18/16 Liberal Arts Staff
 10:00 a.m. – 11:30 a.m. To 05/18/16 Liberal Arts Staff
 11:30 a.m. – 5:30 p.m. **Appointments online/SCC ID/Photo ID required** John Siefert

130 Drop-in Writing Lab
 155 Business Connection Setup
 443 BIO 004
 446 COUN 062
 501 Business Plan 101
 503 ENGL 359/360
 611 Fiscal Services Meeting
 Honeychurch Boardroom Office Supply Trade Show
 Honeychurch Boardroom Tenure Tea
 706 Office Hours
 736 French Club Meeting
 801 PSYC Department
 808 Driving Emergency Vehicles Presentation
 808 Search and Rescue Presentation
 811 Nursing Curriculum
 902 Accreditation Standard II Meeting
 1101 Office Hours
 Art Studio ROSCOE Workshop
 Art Gallery ROSCOE Workshop
 1421 Nature of Sound Meeting
 1400 Lobby Sociology Class
 1400 Lobby Sociology Class
 Faculty/Staff Lounge ROSCO Luncheon
 Faculty/Staff Lounge EOPS/CARE Recognition Celebration

Thursday, April 28

9:00 a.m. – 4:00 p.m. To 05/18/16 Liberal Arts Staff
 8:00 a.m. – 5:00 p.m. Eileen Amick
 9:00 a.m. – 10:15 a.m. **Open @ 8:50a.m.** To 05 /18/16 Patricia Itaya
 6:00 p.m. – 8:50 p.m. **Open @ 6p.m.** To 05/14/16 Virginia Huff
 6:00 p.m. – 9:00 p.m. **Open @ 6p.m.** Blair Abee
 1:00 p.m. – 3:00 p.m. **Open @ 1p.m.** Isabel Anderson
 9:00 a.m. – 12:00 p.m. Laura Convento
 9:00 a.m. – 12:00 p.m. **See JJ for setup** Cris Lee
 2:30 p.m. – 4:00 p.m. **See JJ for setup** Nick Cittadino
 5:00 p.m. – 6:00 p.m. Rebecca Estes
 11:00 a.m. – 12:00 p.m. To 05/12/16 Lorna Marlow-Munoz
 3:00 p.m. – 5:00 p.m. LaNae Jaimez
 3:00 p.m. – 4:00 p.m. & 6-7p.m. John Zimmerman
 7:00 p.m. – 8:00 p.m. John Zimmerman
 3:30 p.m. – 5:00 p.m. Glenn Burgess
 9:30 a.m. – 11:00 a.m. Debbie Luttrell-Williams
 12:30 p.m. – 1:30 p.m. To 05/12/16 Kari Kreiter
 12:00 p.m. – 5:00 p.m. **10 tables for painting** Darsen Long
 8:00 a.m. – 12:00 p.m. Darsen Long
 3:00 p.m. – 4:00 p.m. LaVonne Slaton
 12:00 p.m. – 2:00 p.m. **1 table/3 chairs between ATM & soda machine** M. Braco
 12:00 p.m. – 2:00 p.m. **1 table/3 chairs between ATM & soda machine** M. Long
 11:30 a.m. – 1:00 p.m. Darsen Long
 2:00 p.m. – 6:00 p.m. **See JJ for setup** Amber Cheatham

Thursday, April 28 (cont.)

Back half of Café/Studio G	ROSCOE Workshop	8:00 a.m. – 12:00 p.m.		Darsen Long
1625	CDFS 055 Office Hours	6:00 p.m. – 6:30 p.m.	To 05/12/18	Jeanette Luedders
1645	COUN 050	9:30 a.m. – 10:45 a.m.	<i>Open @ 9:30a.m.</i> To 05/18/16	Ashlie Lawson
1779	Early College High School Physical Education	7:00 a.m. – 7:45 a.m.	<i>Open @ 7a.m.</i> To 06/02/16	Jose Ballesteros
Pool	Solano Aquatic Sea Otters (SASO)	4:00 p.m. – 6:00 p.m.	To 05/10/16	Camille Anderson
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.	Courts 7-12	Phil Cello
Tennis Courts	ATH 008 Intercollegiate Tennis	12:00 p.m. – 6:00 p.m.	To 05/18/16	Jordan Walker
1815	PHOTO 070 Setup	10:00 a.m. – 10:30 a.m.	To 05/17/16	Al Zidek
1860	Office Hours	10:45 a.m. – 11:00 a.m.	To 05/12/16	Rachel Aptekar
Front grass area	CHP Helicopter Landing	5:00 p.m. – 6:00 p.m.		John Zimmerman
Vacaville Center – Lobby	Financial Aid Awareness	11:00 a.m. – 1:00 p.m.	3 tables/6 chairs near an electrical outlet	Tracy Gross
Vacaville Center – Lobby	Student Health Center Outreach	1:00 p.m. – 3:00 p.m.	1 table/2 chairs	Regina Huerls-Washington
Vacaville Center – 137	Drop-in Writing Lab	12:00 p.m. – 1:30 p.m.	To 05/18/16	Liberal Arts Staff
Vallejo Center – 124	Drop-in Writing Lab	12:15 p.m. – 2:15 p.m.	To 05/18/16	Liberal Arts Staff

Friday, April 29

103A	Accreditation Review	12:00 p.m. – 2:00 p.m.		Saki Cabrera
106	High Tech Training Luncheon	11:00 a.m. – 12:30 p.m.		Ron Nelson/Judy Nash
130	Drop-in Writing Lab	9:00 a.m. – 11:00 a.m.	To 05/18/16	Liberal Arts Staff
155	Business Connection Setup	8:00 a.m. – 12:00 p.m.		Eileen Amick
155	Interviews	12:30 p.m. – 4:30 p.m.		Amy Meachum
414	SAEBG Meeting	2:00 p.m. – 3:30 p.m.		Eileen Amick
431	CSEA (PAC) Meeting	3:30 p.m. – 4:30 p.m.		Antoinette Payne
443	BIO 014	6:00 p.m. – 8:50 p.m.	<i>Open @ 6p.m.</i> To 05/18/16	Maria Magsaysay
446	BIO 004	9:00 a.m. – 9:50 a.m.	<i>Open @ 8:50a.m.</i> To 05/18/16	Patricia Itaya
501	Frist Year Experience Supplemental Instruction	2:00 p.m. – 4:00 p.m.	To 05/13/16	J. Scott/R. Hamlin
502	Typing Test Certificates	12:00 p.m. – 3:00 p.m.	Photo ID required / No fees	Pat Ceja
611	21 st Century Classroom	10:00 a.m. – 11:30 a.m.		Laura Convento
714	French Club	12:00 p.m. – 12:30 p.m.	To 05/13/16	Lorna Marlow-Munoz
1101	ASVAB Testing	8:30 a.m. – 1:30 p.m.	To 05/06/16	Amy Kennedy
1421	AGS Meeting	1:30 p.m. – 3:00 p.m.		Dena Hudson
Faculty/Staff Lounge	CCCECE Region 3 Meeting	10:00 a.m. – 3:00 p.m.	See JJ for setup	Tony Ayala
Faculty/Staff Lounge	PTK	3:00 p.m. – 9:00 p.m.	See JJ for setup	Shirley Lewis
Cafeteria	MESA Banquet	3:00 pm. – 9:00 pm.	See JJ for setup	Jose Ballesteros
1526	Math 20 – Calculus Study Session	12:00 p.m. – 1:00 p.m.	To 05/13/16	Doug Pierce
1527	Math 51 Tutoring	2:00 p.m. – 4:00 p.m.	To 05/13/16	Jose Ballesteros
1645	Office Hours	8:25 a.m. – 8:55 a.m.	To 05/13/16	Virginia Huff
Pool	Solano Aquatic Sea Otters (SASO)	4:00 p.m. – 6:00 p.m.	To 05/10/16	Camille Anderson

Baseball Field	Mendocino College vs. SCC
Tennis Courts	Cello International Tennis Academy
Tennis Courts	ATH 008 Intercollegiate Tennis
Vacaville Center – 137	Drop-in Writing Lab
Vacaville Center – 208	Assessment Testing
Vallejo Center – 124	Drop-in Writing Lab

Friday, April 29 (cont.)

2:30 p.m. – 5:30 p.m.	<i>Prep field</i>	Scott Stover
8:00 a.m. – 8:15 p.m.	<i>Courts 1-12</i>	Phil Cello
12:00 p.m. – 6:00 p.m.	To 05/18/16	Jordan Walker
11:00 a.m. – 1:00 p.m.	To 05/18/16	Liberal Arts Staff
1:00 p.m. – 3:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	Jenny Gonzalez
10:00 a.m. – 11:30 a.m.	To 05/18/16	Liberal Arts Staff

301, 306	Anatomy Open House
307	BIO 014
1303	ART 016
Gym	Volleyball Clinic
Vacaville Center – 110	BIO 016L
Vacaville Center – 133	HIST 017
Vacaville Center – 207	ASTR 010
Vacaville Center – 208	ENGL 001
Vacaville Center – 212	PLSC 001

Saturday, April 30

7:00 a.m. – 2:00 p.m.		Patricia Itaya
9:00 a.m. – 11:50 a.m.	To 05/18/16	Laura Reina
9:30 a.m. – 3:45 p.m.	To 05/18/16	Linda Grebmeier
7:00 a.m. – 6:00 p.m.	<i>2 hours custodial for cleanup</i>	Darla Williams
9:00 a.m. – 11:50 a.m.	To 05/07/16	Rennee Moore
9:00 a.m. – 11:50 a.m.	To 05/18/16	Christopher Collins
9:00 a.m. – 11:50 a.m.	To 05/18/16	Tracey Johnson
9:00 a.m. – 11:50 a.m.	To 05/18/16	Carlene Coury
9:00 a.m. – 11:50 a.m.	To 05/18/16	Kerri Ryer

Tennis Courts	Solano Open – Tournament
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Sunday, May 1

8:00 a.m. – 8:00 p.m.	<i>Courts 7-12</i>	Phil Cello
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