



Weekly Facilities Memo

Monday, August 17 – Sunday, August 23, 2015

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, August 17</u>				
Evening Administrator 5:30p.m.-7p.m.				
Fairfield Campus: Christie Speck 707-724-0799		Vacaville Center: Laurie Gorman 707-317-3148		Vallejo Center: Shirley Lewis 707-330-2723
103	Canvas Orientation	10 a.m. – 11 a.m.		Carol Zadnik
103	Canvas Orientation	1:00 p.m. – 2:00 p.m.		Carol Zadnik
103	Canvas Orientation	4:00 p.m. – 5:00 p.m.		Carol Zadnik
611	Football Budget Meeting	10:00 a.m. – 11:00 a.m.		Claire Gover
1001	Horticulture Club Meeting	5:00 p.m. – 9:00 p.m.		Ken Williams
1421	Practicum Orientation	8:30 a.m. – 12:00 p.m.		Marion Cowee
1421	ASSC Meeting	12:30 a.m. – 2:30 p.m.		Dena Hudson
1400 Lobby	Gideon's	8:00 a.m. – 6:00 p.m.		Dena Hudson
1400 Lobby	ACN	8:30 a.m. – 3:00 p.m.		Dena Hudson
1400 Lobby	Wells Fargo	8:30 a.m. – 4:00 p.m.		Dena Hudson
1400 Lobby	Athletics Department	10:00 a.m. – 2:00 p.m.		Dena Hudson
Back half of Cafeteria	Kitchell – Electrician	8:00 a.m. – 5:00 p.m.		Eric Berger
1775	Men's Basketball	12:00 p.m. – 1:30 p.m.	To 12/18/15	John Nagle
Pool	Solano Aquatic Sea Otters (SASO)	4:00 p.m. – 6:00 p.m.	To 12/18/15	Paul Mazzarelle
Tennis Courts	Men's Intercollegiate Men's Tennis Team	2:00 p.m. – 4:00 p.m.	To 12/21/15	Jordan Walker
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	Courts 7-12	Phil Cello 15
<u>Tuesday, August 18</u>				
Evening Administrator 5:30p.m.-7p.m.				
Fairfield Campus: Neil Glines 707-724-0799		Vacaville Center: Tracy Drake 707-317-3148		Vallejo Center: James Buchanan 707-330-2723
103	Library Meeting	8:00 a.m. – 6:00 p.m.		Library Staff
431	EOPS Book Voucher Disbursements	8:00 a.m. – 5:00 p.m.		Cynthia Simon
Honeychurch Boardroom	B1200 Bid Acceptance	1:00 p.m. – 2:45 p.m.		2 tables/4 chairs facing audience style seating Renee Pegues

Tuesday, August 18 (cont.)

Evening Administrator 5:30p.m.-7p.m.

Fairfield Campus: Neil Glines 707-724-0799

ABC's Retirement Planning – Part 2
811 PSYC Online Class Orientation
1421 Practicum Orientation
1400 Lobby Gideon's
1400 Lobby Golden 1 Credit Union
1400 Lobby Wells Fargo
1400 Lobby Relevant Club
1400 Lobby Athletics Department
Back half of Cafeteria Kitchell – Electrician
1779 Early College High School PE Class
Pool Solano Aquatic Sea Otters (SASO)
Tennis Courts Men's Intercollegiate Men's Tennis Team
Tennis Courts Cello Tennis
Vacaville Center – 208 Canvas Orientation for In-Person Students
Vallejo Center – 125 Canvas Orientation for In-Person Students

Vacaville Center: Tracy Drake 707-317-3148

5:30 p.m. – 9:15 p.m.
5:30 p.m. – 7:00 p.m.
8:30 a.m. – 12:00 p.m.
8:00 a.m. – 6:00 p.m.
8:00 a.m. – 2:00 p.m.
8:30 a.m. – 4:00 p.m.
8:30 a.m. – 10:00 a.m.
10:00 a.m. – 2:00 p.m.
8:00 a.m. – 5:00 p.m.
7:00 a.m. – 7:45 a.m.
4:00 p.m. – 6:00 p.m.
2:00 p.m. – 4:00 p.m.
8:00 a.m. – 8:15 p.m.
9:00 a.m. – 10:00 a.m.
2:00 p.m. – 3:00 p.m.

Vallejo Center: James Buchanan 707-330-2723803

Open @ 5:30p.m.
Open @ 5:30p.m.

1 table/2 chairs by ATM
1 table/2 chairs in front of rollup door
1 table/2 chairs between restrooms
1 table/2 chairs between restrooms
1 table/2 chairs by ATM

To 12/17/15
To 12/18/15
To 12/21/15
Courts 7-12

Keith James
Saki Cabrera
Marion Cowee
Dena Hudson
Dena Hudson
Dena Hudson
Dena Hudson
Dena Hudson
Eric Berger
Jose Ballesteros
Paul Mazzarello
Jordan Walker
Phil Cello
Carol Zadnik
Carol Zadnik

Wednesday, August 19

Evening Administrator 5:30p.m.-7p.m.

Fairfield Campus: Neil Glines 707-724-0799

103 ECE
103A English Lab Orientation
308 Office Hours
431 EOPS Book Voucher Disbursements
501 Financial Aid – Smart Borrowers Workshop
611 Vendor Meeting
Pam Keith Conference Rm. Dean's Meeting
Honeychurch Boardroom Measure Q Steering Committee Meeting
Honeychurch Boardroom Setup for Board Meeting
Honeychurch Boardroom Governing Board Meeting
1421 Practicum Orientation
1421 SIC Committee Meeting
1400 Lobby Wells Fargo
1400 Lobby Relevant Club
1400 Lobby C3 Church
1400 Lobby Athletics Department
Back half of Cafeteria Kitchell – Electrician

Vacaville Center: Rachel Ancheta 707-317-3148

11:00 a.m. – 12:00 p.m.
11:00 a.m. – 12:30 p.m.
4:20 p.m. – 5:20 p.m.
8:00 a.m. – 5:00 p.m.
2:30 p.m. – 4:30 p.m.
10:30 a.m. – 11:30 a.m.
9:00 a.m. – 11:00 a.m.
4:00 p.m. – 5:00 p.m.
5:00 p.m. – 6:30 p.m.
6:30 p.m. – 9:00 p.m.
8:30 a.m. – 12:00 p.m.
4:15 p.m. – 6:00 p.m.
8:30 a.m. – 4:00 p.m.
8:30 a.m. – 10:00 a.m.
10:00 a.m. – 11:00 a.m.
10:00 a.m. – 2:00 p.m.
8:00 a.m. – 5:00 p.m.

Vallejo Center: Shemila Johnson 707-330-2723

To 12/16/15

Workshop time: 3-4p.m.

Large w/16 chairs
Audience style

1 table/2 chairs between restrooms
1 table/2 chairs between restrooms
Will use Relevant table/chairs
1 table/2 chairs by ATM

Marion Cowee
Karen Luce
John Nettle
Cynthia Simon
Tracy Gross
Crishna Lee
Laurie Gorman
Renee Pegues
Jill Crompton
Jill Crompton
Marion Cowee
Dr. Rischa Slade
Dena Hudson
Dena Hudson
Dena Hudson
Dena Hudson
Eric Berger

Wednesday, August 19(cont.)

Evening Administrator 5:30p.m.-7p.m.

Fairfield Campus: Neil Glines 707-724-0799

1645 Veterans Meet Up
1775 Men's Basketball
Pool Solano Aquatic Sea Otters (SASO)
Softball Field Lady Spartan Fastpitch Softball
Tennis Courts Men's Intercollegiate Men's Tennis Team
Tennis Courts Cello Tennis
Vacaville Center – 207 Office Hours

Vacaville Center: Rachel Ancheta 707-317-3148

10:00 a.m. – 2:00 p.m.
12:00 p.m. – 1:30 p.m.
4:00 p.m. – 6:00 p.m.
4:00 p.m. – 9:00 p.m.
2:00 p.m. – 4:00 p.m.
8:00 a.m. – 8:15 p.m.
5:00 p.m. – 6:00 p.m.

Vallejo Center: Shemila Johnson 707-330-2723

To 12/13/15 Greg Schwei
To 12/18/15 John Nagle
To 12/18/15 Paul Mazzarelle
To 12/30/15 Linus Schlumpberger
To 12/21/15 Jordan Walker
Courts 7-12
To 12/16/15 Phil Cello
Markus Pfitzner

Thursday, August 20

Evening Administrator 5:30p.m.-7p.m.

Fairfield Campus: Neil Glines 707-724-0799

103 English 355 Orientation
103 ECE
103A SBDC Workshop - Intermediate Excel
414 Foster & Kinship Care Education
431 VA Vocational Rehab Counselor
443 Foster & Kinship Care Education
611 Fiscal Services Meeting
611 Human Resources Meeting
Pam Keith Conference Rm. Kaiser Health & Wellness Fair
706 ABC's Retirement Planning – Part 1
801 Marketing Your Small Business 101
902 1st Year Nursing Instructor Seminar
1421 Practicum Orientation
1421 ICC Meeting
1400 Lobby Golden 1 Credit Union
1400 Lobby Athletics Department
Back half of Cafeteria Kitchell – Electrician
1779 Early College High School PE Class
Pool Solano Aquatic Sea Otters (SASO)
Tennis Courts Men's Intercollegiate Men's Tennis Team
Tennis Courts Cello Tennis
Softball Field Nor Cal Elite Fastpitch Softball

Vacaville Center: Cynthia Garcia 707-317-3148

9:30 a.m. – 10:00 a.m.
11:00 a.m. – 12:00 p.m.
8:00 a.m. – 11:00 a.m.
9:00 a.m. – 1:00 p.m. **Open @ 9a.m.**
10:00 a.m. – 2:00 p.m.
5:30 p.m. – 9:30 p.m. **Open @ 5:30p.m.**
9:00 a.m. – 12:00 p.m.
2:30 p.m. – 4:00 p.m.
10:00 a.m. – 11:00 a.m.
5:30 p.m. – 9:15 p.m. **Open @ 5:30p.m.**
6:00 p.m. – 8:00 p.m.
10:00 a.m. – 2:00 p.m.
8:30 a.m. – 12:00 p.m.
12:30 p.m. – 1:30 p.m.
8:00 a.m. – 2:00 p.m.
10:00 a.m. – 2:00 p.m.
8:00 a.m. – 5:00 p.m.
7:00 a.m. – 7:45 a.m.
4:00 p.m. – 6:00 p.m.
2:00 p.m. – 4:00 p.m.
8:00 a.m. – 8:15 p.m.
4:00 p.m. – 9:00 p.m.

Vallejo Center: Patrick Killingsworth 707-330-2723

Karen Watson
Marion Cowee
Cynthia Vincent
Dottie Fair
Amy Kennedy
Dottie Fair
Laura Convento
Rachel Ancheta
Sandra Therrien
Keith James
Blair Abee
Glenn Burgess
Marion Cowee
Dena Hudson
Dena Hudson
Dena Hudson
Eric Berger
To 12/17/15 Jose Ballesteros
To 12/18/15 Paul Mazzarelle
To 12/21/15 Jordan Walker
Courts 7-12
To 12/31/15 Phil Cello
Bobby Cameron

1 table/2chairs between restrooms
1 table/2 chairs by ATM

431 EOPS Book Voucher Disbursements
 446 PSYC Online Class Orientation
 1400 Lobby Athletics Department
 Cafeteria CNA Graduation Setup
 1775 Men's Basketball
 Pool Solano Aquatic Sea Otters (SASO)
 Tennis Courts Men's Intercollegiate Men's Tennis Team
 Tennis Courts Cello Tennis
 Softball Field Lady Spartan Fastpitch Softball
 1818 OCED Orientation
 Vacaville Center – 140 70th Anniversary Gala
 Vacaville Center – Lobby 70th Anniversary Gala
 Vacaville Center – Patio 70th Anniversary Gala
 Vallejo Center – 125 Assessment Testing

Friday, August 21

8:00 a.m. – 5:00 p.m.
 9:00 a.m. – 11:00 a.m.
 10:00 a.m. – 2:00 p.m.
 8:00 a.m. – 5:00 p.m.
 12:00 p.m. – 1:30 p.m.
 4:00 p.m. – 6:00 p.m.
 2:00 p.m. – 4:00 p.m.
 8:00 a.m. – 8:15 p.m.
 4:00 p.m. – 9:00 p.m.
 4:30 p.m. – 9:00 p.m. *Needs 2 -6 or 8' tables in hallway by classroom*
 6:30 p.m. – 10:30 p.m. *See Myron, JJ, Candy or Jim for setup*
 6:30 p.m. – 10:30 p.m. *Setup will begin around noon*
 6:30 p.m. – 10:30 p.m. *Custodial services requested for event*
 9:30 a.m. – 1:30 p.m. *Appointments online/SCC ID/Photo ID required*

*Open @ 9a.m.
 1 table/2 chairs by ATM
 See JJ for setup*

Cynthia Simon
 Saki Cabrera
 Dena Hudson
 Janet Schwartz
 John Nagle
 Paul Mazzarello
 Jordan Walker
 Phil Cello
 Linus Schlumpberger
 Debbie Berrett
 Curt Johnston
 Curt Johnston
 Curt Johnston
 John Siefert

302 PHYS 002
 446 Umoja/Ethnic Studies Programs
 Cafeteria CNA Graduation
 Faculty/Staff Lounge Cello Tennis –Tournament
 Tennis Courts Cello Tennis –Tournament
 Grass Area in Front of 200 HEART 5K & Community Festival
 1818 OCED Orientation
 Vacaville Annex – 103 ASTR 010
 Vacaville Annex – 104 PSYC 001
 Vacaville Annex – 108 ENGR 001
 Vacaville Center – 138 ESL 330
 Vacaville Center – 207 HIST 017
 Vacaville Center – 208 NURS 111
 Vacaville Center – 212 PLSC 001
 Vacaville Center – 214 ENGL 001
 Vallejo Center – 121 Sonoma State Univ. - Portfolio Assessment
 Vallejo Center – 121 Sonoma State Univ. - Applied Ecology

Saturday, August 22

8:00 a.m. – 11:50 a.m. To 12/20/15
 10:00 a.m. – 4:00 p.m. *Campus police please secure bldg. @ 4:15p.m.*
 12:00 p.m. – 3:00 p.m. *See JJ for setup*
 7:00 a.m. – 9:00 p.m. *Courts 1-12*
 7:00 a.m. – 9:00 p.m. *Courts 1-12*
 8:00 a.m. – 12:00 p.m. *Mark water lines/turn off sprinklers/need electrical support*
 10:30 a.m. – 3:00 p.m. *Needs 2 -6 or 8' tables in hallway by classroom*
 9:00 a.m. – 11:50 a.m. To 12/20/15
 9:00 a.m. – 11:50 a.m. To 12/20/15
 10:00 a.m. – 10:50 a.m. To 12/20/15
 9:00 a.m. – 11:50 a.m. To 12/20/15
 9:00 a.m. – 11:50 a.m. To 12/20/15
 9:00 a.m. – 11:50 a.m. To 12/20/15
 9:00 a.m. – 11:50 a.m. To 12/20/15
 9:00 a.m. – 11:50 a.m. To 12/20/15
 10:45 a.m. – 12:45 p.m. *Custodial services required 10:30-5:30p.m. & 8/29*
 1:00 p.m. – 5:00 p.m. To 08/29/15

Darwin Ho
 McCord/ Trujillo
 Janet Schwartz
 Phil Cello
 Phil Cello
 Tracy Field
 Debbie Berrett
 Tracey Johnson
 Sabine Bolz
 Alexander Rabidoux
 Noel Marianetti
 Christopher Collins
 Carolyn Daniel
 Christopher Arns
 Arthur Engelbrecht
 Professor Feldman
 Professor Ineich

Faculty/Staff Lounge Cello Tennis –Tournament
 Tennis Courts Cello Tennis – Tournament

Sunday, August 23

7:00 a.m. – 9:00 p.m. *Courts 1-12*
 7:00 a.m. – 8:00 p.m. *Courts 1-12*

Phil Cello
 Phil Cello