



Weekly Facilities Memo

Monday, January 18 – Sunday, January 24, 2016

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, January 18</u>				
Gym	Women's Basketball Practice	8:00 a.m. – 12:00 p.m.	<i>Heat on</i>	Matt Borchert
Gym	Men's Basketball Practice	1:00 p.m. – 3:00 p.m.		John Nagle
Tennis Courts	Cello Tennis	9:00 a.m. – 12:00 p.m.	<i>Courts 7-12</i>	Phil Cello
1821	Class Prep	9:00 a.m. – 2:00 p.m.	<i>Heat on</i>	Rhonda Roman
<u>Tuesday, January 19</u>				
Fairfield Campus: Tracy Drake 707-724-0799		Vacaville Center: Eric Thelen 707-317-3148		Vallejo Center: Kelly Penwell 707-330-2723
103	LR10 Orientation	10:00 a.m. – 11:00 a.m.		LR Staff
103	ASC Workshop	11:00 a.m. – 2:00 p.m.		Shawn Carney
103	Curriculum Committee Meeting	1:30 p.m. – 3:30 p.m.		Leslie Ann Hentzen
103	LR10 Bootcamp	5:00 p.m. – 6:00 p.m.		LR Staff
103A	ASC Drop-in Lab	10:00 a.m. – 2:00 p.m.		Shawn Carney
130	Drop-in Writing Lab	9:00 a.m. – 4:00 p.m.	To 05/18/16	Liberal Arts Staff
155	Umoja	8:30 a.m. – 4:00 p.m.		Karen McCord
414	Anatomy Lab Meeting for Vacaville Center	10:00 a.m. – 12:00 p.m.		Danielle Gonzalez
414	Scholars Outreach Meeting	1:00 p.m. – 2:00 p.m.		Genele Rhoads
414	Admissions & Records	2:00 p.m. – 3:00 p.m.		Laurie Cheatham
414	3SP Meeting	3:00 p.m. – 4:00 p.m.		Pei-Lin Van't-Hul
431	EOPS Orientations	9:00 a.m. – 3:00 p.m.		Cynthia Simon
443	BIO 004	9:00 a.m. – 10:15 a.m. <i>Open @ 8:50a.m.</i>	To 05 /18/16	Patricia Itaya
611	CTA Negotiations	8:30 a.m. – 12:30 p.m.		Wade Larson
611	Admissions	12:30 p.m. – 1:30 p.m.		Shemila Johnson
Honeychurch Boardroom	CBOC	3:30 p.m. – 5:00 p.m.		Laura Convento
1104	Office Hours	10:00 a.m. – 11:00 a.m.	To 05/10/16	Michael Reilly
1421	ASSC Meeting	12:30 p.m. – 2:30 p.m.		Dena Hudson

Tuesday, January 19 (cont.)

Fairfield Campus: Tracy Drake 707-724-0799

1400 Lobby	Zafar Jewelry
1400 Lobby	Six Flags
1400 Lobby	Animal Place
1400 Lobby	Jehovah's Witness
1400 Lobby	ASSC Recruitment Week
1705	Faculty/Staff Exercise Hour
1779	Early College High School Physical Education
Gym	Volleyball Clinic
Pool	Solano Aquatic Sea Otters (SASO)
Football Stadium	Rugby Club
Tennis Courts	Cello Tennis
Tennis Courts	ATH 008 Intercollegiate Tennis
1815	PHOTO 070 Setup
1860	Office Hours
1877	SCFA Meeting
Vacaville Center – 137	Drop-in Writing Lab
Vacaville Center – 208	Career Exploration
Vallejo Center – 124	Drop-in Writing Lab

Vacaville Center: Eric Thelen 707-317-3148

8:00 a.m. – 5:00 p.m.
9:00 a.m. – 2:00 p.m.
9:00 a.m. – 5:00 p.m.
9:00 a.m. – 5:00 p.m.
8:30 a.m. – 5:00 p.m.
12:00 p.m. – 1:00 p.m.
7:00 a.m. – 7:45 a.m.
6:30 p.m. – 9:00 p.m.
4:00 p.m. – 6:00 p.m.
6:00 p.m. – 8:00 p.m.
8:00 a.m. – 3:00 p.m.
12:00 p.m. – 6:00 p.m.
10:00 a.m. – 10:30 a.m.
10:45 a.m. – 11:00 a.m.
2:30 p.m. – 5:00 p.m.
12:00 p.m. – 1:30 p.m.
1:00 p.m. – 2:00 p.m.
12:15 p.m. – 2:00 p.m.

Vallejo Center: Kelly Penwell 707-330-2723

<i>2 tables between ATM & Bookstore</i>
<i>1 table/2 chairs between restrooms</i>
<i>1 table/2 chairs between 2 glass doors of lobby</i>
<i>1 table/2 chairs between ATM & soda machine</i>
<i>1 table/2 chairs in front of rollup doors</i>
<i>Open @ 12p.m. / must have signed waiver on file</i>
To 06/02/16
To 05/31/16
To 03/31/16
<i>Courts 7-12</i>
To 05/18/16
To 05/17/16
To 05/12/16
To 05/18/16
To 05/18/16

Dena Hudson
Dena Hudson
Dena Hudson
Dena Hudson
Dena Hudson
Claire Gover
Jose Ballesteros
Darla Williams
Camille Anderson
Alison Aubert
Phil Cello
Jordan Walker
Al Zidek
Rachel Aptekar
Karen Cook
Liberal Arts Staff
Patricia Young
Liberal Arts Staff

Wednesday, January 20

Fairfield Campus: Adil Ahmed 707-724-0799

103	ASC Workshop
103A	ASC Drop-in Lab
130	Drop-in Writing Lab
155	Umoja
414	Chemistry Meeting for Vacaville Center
431	EOPS Program
431	EOPS Orientations
432	BOGG Meeting
446	BIO 004
611	Hiring Committee Meeting
Pam Keith Conference Rm.	Deans Meeting
Honeychurch Boardroom	Measure Q Steering Committee Meeting
Honeychurch Boardroom	Governing Board Meeting
806	Student Success Workshop
902	Records & Registration Meeting
1421	Puente/SOL Meeting Dinner

Vacaville Center: John Yu 707-317-3148

12:00 p.m. – 5:00 p.m.
10:00 a.m. – 2:00 p.m.
9:00 a.m. – 4:00 p.m.
9:00 a.m. – 5:00 p.m.
11:00 a.m. – 1:00 p.m.
9:30 a.m. – 10:30 a.m.
10:30 a.m. – 3:00 p.m.
11:00 a.m. – 12:00 p.m.
9:00 a.m. – 9:50 a.m.
10:00 a.m. – 12:00 p.m.
9:00 a.m. – 11:30 a.m.
4:00 p.m. – 5:00 p.m.
6:30 p.m. – 9:30 p.m.
10:30 a.m. – 2:00 p.m.
8:30 a.m. – 11:00 a.m.
5:00 p.m. 6:00 p.m.

Vallejo Center: Laura Convento 707-330-2723

To 05/18/16
To 05/25/16
To 05 /18/16
<i>Large w/20 chairs</i>
<i>Audience style</i>
<i>Open @ 8:30 a.m.</i>

Shawn Carney
Shawn Carney
Liberal Arts Staff
Karen McCord
Robert Collins
Amber Cheatham
Cynthia Simon
Robin Darcangelo
Patricia Itaya
Laura Convento
Sandra Therrien
Laura Convento
Sandra Therrien
Natalie Bradley
Donna Luttrell-Williams

Wednesday, January 20 (cont.)

Fairfield Campus: Adil Ahmed 707-724-0799

1400 Lobby ASSC Recruitment Week
1400 Lobby Sierra Jewelers
1400 Lobby US Army
Back half Café/Studio G THEA 020
1526 MATH 030 Office Hours
1705 Faculty/Staff Exercise Hour
1737 Booster Club Meeting
1779 Early College High School Physical Education
Gym Contra Costa vs. SCC Women's Basketball
Pool Solano Aquatic Sea Otters (SASO)
Tennis Courts Cello Tennis
Tennis Courts ATH 008 Intercollegiate Tennis
Vacaville Center – 137 Drop-in Writing Lab
Vacaville Center – 211 Smart Borrower & Financial Literacy Workshop
Vallejo Center – Lobby Nurse Outreach
Vallejo Center – 124 Drop-in Writing Lab
Vallejo Center – 125 Assessment Testing
Vallejo Center – 133 Career Exploration

Vacaville Center: John Yu 707-317-3148

8:30 a.m. – 5:00 p.m.
8:00 a.m. – 6:00 p.m.
10:00 a.m. – 2:00 p.m.
3:00 p.m. – 5:00 p.m.
5:30 p.m. – 6:00 p.m.
12:00 p.m. – 1:00 p.m.
12:00 p.m. – 1:00 p.m.
7:00 a.m. – 7:45 a.m.
5:30 p.m. – 7:30 p.m.
4:00 p.m. – 6:00 p.m.
8:00 a.m. – 3:00 p.m.
12:00 p.m. – 6:00 p.m.
11:00 a.m. – 1:00 p.m.
2:30 p.m. – 5:00 p.m.
9:30 a.m. – 12:00 p.m.
10:00 a.m. – 12:00 p.m.
12:00 p.m. – 5:00 p.m.
10:00 a.m. – 11:00 a.m.

Vallejo Center: Laura Convento 707-330-2723

1 table/2 chairs in front of rollup doors
2 tables/1 chair between ATM & bookstore
1 table/2 chairs between ATM & soda machine
To 05/18/16
To 05/11/16
Open @ 12p.m. / must have signed waiver on file
To 06/02/16
To 05/31/16
Courts 7-12
To 05/18/16
To 05/18/16
1 table/2 chairs
To 05/18/16
To 05/18/16
Dena Hudson
Dena Hudson
Dena Hudson
Darsen Long
Scott Immel
Claire Gover
Claire Gover
Jose Ballesteros
Matt Borchert
Camille Anderson
Phil Cello
Jordan Walker
Liberal Arts Staff
Tracy Gross
Regina Huerls-Washington
Liberal Arts Staff
John Siefert
Patricia Young

Thursday, January 21

Fairfield Campus: Gregory Brown 707-724-0799

103 Nursing
103 ASC Workshop
103A Nursing Testing
130 Drop-in Writing Lab
414 2+1 STEM Scholar Planning Meeting
431 EOPS Orientations
443 BIO 004
446 COUN 062
501 Financing Your Small Business 101
503 NURS 063
611 Fiscal Services Meeting
611 Meeting with Fresh & Natural
Pam Keith Conference Rm. Vice Presidents Meeting
736 French Club Meeting
736 Student Success Workshop
801 Student Success Workshop

Vacaville Center: Myron Hord 707-317-3148

8:00 a.m. – 11:00 a.m.
11:00 a.m. – 2:00 p.m.
8:00 a.m. – 11:00 a.m.
9:00 a.m. – 4:00 p.m.
4:00 p.m. – 5:00 p.m.
9:00 a.m. – 3:00 p.m.
9:00 a.m. – 10:15 a.m. *Open @ 8:50a.m.*
6:00 p.m. – 8:50 p.m. *Open @ 6p.m.*
6:00 p.m. – 8:00 p.m.
12:30 p.m. – 3:00 p.m.
9:00 a.m. – 12:00 p.m.
3:00 p.m. – 4:30 p.m.
1:00 p.m. – 3:00 p.m.
11:00 a.m. – 12:00 p.m.
12:00 p.m. – 1:30 p.m.
2:30 p.m. – 4:00 p.m.

Vallejo Center: Shirley Lewis 707-330-2723

To 05/18/16
To 05/18/16
Open @ 8:50a.m. To 05/18/16
Open @ 6p.m. To 05/14/16
To 05/12/16
Glenn Burgess
Shawn Carney
Nursing Dept.
Liberal Arts Staff
Genele Rhoads
Cynthia Simon
Patricia Itaya
Virginia Huff
Blair Abee
Glenn Burgess
Laura Convento
Laura Convento
Sandra Therrien
Lorna Marlow-Munoz
Natalie Bradley
Natalie Bradley

Fairfield Campus: Gregory Brown 707-724-0799

811	Nursing Curriculum Meeting
1421	ICC Meeting
1400 Lobby	ASSC Recruitment Week
1400 Lobby	Sierra Jewelers
1625	Office Hours
1705	Faculty/Staff Exercise Hour
1738	Stats Training
1779	Early College High School Physical Education
Pool	Solano Aquatic Sea Otters (SASO)
Football Stadium	Rugby Club
Tennis Courts	Cello Tennis
Tennis Courts	ATH 008 Intercollegiate Tennis
1815	PHOTO 070 Setup
1860	Office Hours
1879	Nursing Testing
Vacaville Center – Lobby	Nurse Outreach
Vacaville Center – 137	Drop-in Writing Lab
Vallejo Center – 124	Drop-in Writing Lab

Thursday, January 21(cont.)**Vacaville Center: Myron Hord 707-317-3148**

3:30 p.m. – 5:00 p.m.
12:30 a.m. – 1:30 p.m.
8:30 a.m. – 5:00 p.m.
8:00 a.m. – 6:00 p.m.
6:00 p.m. – 6:30 p.m.
12:00 p.m. – 1:00 p.m.
2:15 p.m. – 4:15 p.m.
7:00 a.m. – 7:45 a.m.
4:00 p.m. – 6:00 p.m.
6:00 p.m. – 8:00 p.m.
8:00 a.m. – 3:00 p.m.
12:00 p.m. – 6:00 p.m.
10:00 a.m. – 10:30 a.m.
10:45 a.m. – 11:00 a.m.
8:00 a.m. – 10:30 a.m.
9:30 a.m. – 12:00 p.m.
12:00 p.m. – 1:30 p.m.
12:15 p.m. – 2:00 p.m.

1 table/2 chairs in front of rollup doors
2 tables/1 chair between ATM & bookstore
 To 05/12/18
Open @ 12p.m. / must have signed waiver on file

Field lights on

To 06/02/16
 To 05/31/16
 To 03/31/16
Courts 7-12
 To 05/18/16
 To 05/17/16
 To 05/12/16
Open @ 8a.m.
1 table/2 chairs
 To 05/18/16
 To 05/18/16

Vallejo Center: Shirley Lewis 707-330-2723

Glenn Burgess
Dena Hudson
Dena Hudson
Dena Hudson
Jeanette Luedders
Claire Gover
Scott Stover/Claire Gover
Jose Ballesteros
Camille Anderson
Alison Aubert
Phil Cello
Jordan Walker
Al Zidek
Rachel Aptekar
Glenn Burgess
Regina Huerls-Washington
Liberal Arts Staff
Liberal Arts Staff

Friday, January 22

103	Nursing	8:00 a.m. – 10:00 a.m.
103A	ASC Drop-in Lab	10:00 a.m. – 2:00 p.m.
130	Drop-in Writing Lab	9:00 a.m. – 11:00 a.m.
446	BIO 004	9:00 a.m. – 9:50 a.m.
502	Typing Test Certificates	12:00 p.m. – 3:00 p.m.
1421	Sustainability Committee	1:30 p.m. – 3:00 p.m.
1400 Lobby	ASSC Recruitment Week	8:30 a.m. – 5:00 p.m.
1705	Faculty/Staff Exercise Hour	12:00 p.m. – 1:00 p.m.
Pool	Solano Aquatic Sea Otters (SASO)	4:00 p.m. – 6:00 p.m.
Tennis Courts	Cello Tennis	8:00 a.m. – 3:00 p.m.
Tennis Courts	ATH 008 Intercollegiate Tennis	12:00 p.m. – 6:00 p.m.
Vacaville Center – 131	Fil-Am Chamber of Solano County Economic Summit	9:00 a.m. – 3:00 p.m.
Vacaville Center – 137	Drop-in Writing Lab	11:00 a.m. – 1:00 p.m.
Vallejo Center – 124	Drop-in Writing Lab	10:00 a.m. – 12:00 p.m.

To 05/18/16
 To 05 /18/16

1 table/2 chairs in front of rollup doors
Open @ 12p.m. / must have signed waiver on file
 To 05/31/16
Courts 7-12
 To 05/18/16
See JJ setup
 To 05/18/16
 To 05/18/16

Joyce Averett
Shawn Carney
Liberal Arts Staff
Patricia Itaya
Pat Ceja
Dena Hudson
Dena Hudson
Claire Gover
Camille Anderson
Phil Cello
Jordan Walker
Shirley Lewis
Liberal Arts Staff
Liberal Arts Staff

307 BIO 014
 505 Assessment Testing
 808 EMT 213
 1303 AART 016
 Gym Volleyball Clinic
 Vacaville Center – 133 HIST 017
 Vacaville Center – 207 ASTR 010
 Vacaville Center – 208 ENGL 001

Gym Baseball
 Tennis Courts Cello Tennis
 Dump Pile, Lot 6, Walkway Rockville Bike

Saturday, January 23

9:00 a.m. – 11:50 a.m.
 9:00 a.m. – 1:00 p.m.
 8:00 a.m. – 5:15 p.m.
 9:30 a.m. – 3:45 p.m.
 7:00 a.m. – 6:00 p.m.
 9:00 a.m. – 11:50 a.m.
 9:00 a.m. – 11:50 a.m.
 9:00 a.m. – 11:50 a.m.

Sunday, January 24

12:00 p.m. – 5:00 p.m.
 8:00 a.m. – 3:00 p.m.
 7:30 a.m. – 1:00 p.m.

To 05/18/16
Open 9a.m. & re-secure @ 1p.m.
 To 01/23/16
 To 05/18/16
Custodial 2 hours cleanup
 To 05/18/16
 To 05/18/16
 To 05/18/16

To 01/31/16
Courts 7-12
 To 01/31/16

Laura Reina
 Shemila Johnson
 Michael Modrich
 Linda Grebmeier
 Darla Williams
 Christopher Collins
 Tracey Johnson
 Carlene Coury

Scott Stover
 Phil Cello
 Esther Pryor