



Weekly Facilities Memo

Monday, May 16 – Sunday, May 22, 2016

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, May 16</u>				
103	ASC Workshop	12:00 p.m. – 2:00 p.m.		Shawn Carney
103	LR10 Bootcamp	5:00 p.m. – 6:00 p.m.		Library Staff
103A	Accreditation Training	9:00 a.m. – 12:15 p.m.		Saki Cabrera
103A	ASC Workshop	2:00 p.m. – 5:00 p.m.		Ruth Fuller
130	Drop-in Writing Lab	9:00 a.m. – 4:00 p.m.	To 05/18/16	Liberal Arts Staff
414	EOPS Program	9:00 a.m. – 1:00 p.m.		Amber Cheatham
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	PBC List Review	9:00 a.m. – 10:30 a.m.		B. Sloley
Pam Keith Conference Rm.	Technology Meeting	2:00 p.m. – 3:30 p.m.		Sandra Therrien
Honeychurch Boardroom	Accreditation Team Leader Meeting	2:30 p.m. – 3:30 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
902	Psychology Department Meeting	4:00 p.m. – 5:30 p.m.		LaNae Jaimez
1001	Horticulture Club Meeting	5:00 p.m. – 9:00 p.m.		Ken Williams
1104	Office Hours	4:30 p.m. – 5:00 p.m.	To 05/16/16	Michael Reilly
Faculty/Staff Lounge	Orchestra Final Exam Meeting	6:45 p.m. – 9:00 p.m.	<i>Will do own setup</i>	Teri Yumae
Back half of Café/Studio G	Theatre Interviews	8:00 a.m. – 6:00 p.m.		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
1642	Final for Online Class	6:00 p.m. – 8:00 p.m.		Ingeborg Bourdon
Practice Soccer Field	SCC Men's Soccer Club	3:30 p.m. – 5:30 p.m.	To 05/11/16	E. Visser/C. Nelson

Monday, May 16 (cont.)

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
Vacaville Center – 138	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	10:00 a.m. – 11:30 a.m.	To 05/18/16	Liberal Arts Staff
Vallejo Center – 124, 125	Late Night Study Session	9:00 p.m. – 12:00 a.m.	<i>SSO and an instructor will be on duty</i>	John Siefert
Vallejo Center – 125	Assessment Testing	1:00 p.m. – 4:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	John Siefert
Vallejo Center – 208	Superintendent/Presidents Meeting w/Trustees	10:00 a.m. – 11:00 a.m.		Sandra Therrien

Tuesday, May 17

103	Nursing	8:00 a.m. – 11:00 a.m.		Glenn Burgess
103	ASC Workshop	11:00 a.m. – 12:30 p.m.		Shawn Carney
103A	Nurse	8:00 a.m. – 11:00 a.m.		Burgess
103A	Accreditation Training	12:00 p.m. – 3:15 p.m.		Saki Cabrera
130	Drop-in Writing Lab	9:00 a.m. – 4:00 p.m.	To 05/18/16	Liberal Arts Staff
135	English Basic Skills Meeting	2:30 p.m. – 3:30 p.m.	To 05/17/16	Tracy Schneider
155	Chemistry Interviews	7:30 a.m. – 6:00 p.m.	<i>Open @ 7:15a.m.</i>	Amy Meachum
414	EOPS Program	9:00 a.m. – 1:00 p.m.		Amber Cheatham
414	Student Success Data Meeting	2:00 p.m. – 3:30 p.m.		Greg Brown
443	BIO 004	9:00 a.m. – 10:15 a.m.	<i>Open @ 8:50a.m.</i>	Patricia Itaya
503	Office Hours	12:15 p.m. – 12:45 p.m.	To 05/17/16	Sandra Moore
611	Meet & Greet w/Ron Barthelman	11:00 a.m. – 12:30 p.m.		Yulian Ligioso
611	CBOC Working Session	3:30 p.m. – 5:00 p.m.		Laura Convento
Pam Keith Conference Rm.	Fiscal Review of SBDC	2:00 p.m. – 5:00 p.m.		Melissa Pegg
Honeychurch Boardroom	Bid Submittals	9:30 a.m. – 10:45 a.m.	<i>2 tables/2 chairs up front/30 chairs audience style</i>	Laura Scott
703	Psychology Test	3:45 p.m. – 5:45 p.m.		Saki Cabrera
708	Study Session	12:30 p.m. – 1:30 p.m.	To 05/17/16	Joel Powell
804	Online Astronomy 10 Final	2:30 p.m. – 4:30 p.m. & 4:30 – 6:30 p.m.		Katie Berryhill
811	BIO 4 Final	1:30 p.m. – 3:30 p.m.		Patricia Itaya
902	Interviews	9:00 a.m. – 3:00 p.m.		Sandy Lamba
Faculty/Staff Lounge	NURS 065	12:00 p.m. – 3:00 p.m.	<i>Will do own setup</i>	Glenn Burgess
Back half of Café/Studio G	TA 20	3:00 p.m. – 5:00 p.m.	To 05/18/16	Darsen Long
1528	Office Hours	5:00 p.m. – 5:45 p.m.	To 05/17/16	Shaw Matthews
1625	CDFS 070/CDFS 62 Office Hours	5:15 p.m. – 6:00 p.m.	To 05/17/16	Barry Bussewitz
1642	Final for Online Class	6:00 p.m. – 8:00 p.m.		Ingeborg Bourdon
1645	COUN 050	9:30 a.m. – 10:45 a.m.	<i>Open @ 9:30a.m.</i>	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
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

		<u>Tuesday, May 17(cont.)</u>			
1815	PHOTO 070 Setup	10:00 a.m. – 10:30 a.m.	To 05/17/16	Al Zidek	
1877	SCFA Meeting	2:30 p.m. – 5:00 p.m.		Karen Cook	
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 – 124	Drop-in Writing Lab	12:15 p.m. – 2:15 p.m.	To 05/18/16	Liberal Arts Staff	
Vallejo Center – 124, 125	Late Night Study Session	9:00 p.m. – 12:00 a.m.	<i>SSO and an instructor will be on duty</i>	John Siefert	

		<u>Wednesday, May 18</u>			
103	ASC Workshop	12:00 p.m. – 2:00 p.m.		Shawn Carney	
103A	Accreditation Training	1:00 p.m. – 1:45 p.m.		Saki Cabrera	
103A	Start-Up Benicia	6:00 p.m. – 9:00 p.m.	To 06/08/16	Blair Abee	
155	CCCApply Project Meeting	10:00 a.m. – 11:00 a.m.		Laurie Cheatham	
414	EOPS Program	9:00 a.m. – 1:00 p.m.		Amber Cheatham	
431	EOPS Program	9:30 a.m. – 10:30 a.m.	To 05/25/16	Amber Cheatham	
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan	
611	Fiscal Review of SBDC	12:30 p.m. – 2:00 p.m.		Melissa Pegg	
611	PD Meeting	2:00 p.m. – 3:00 p.m.		Charles Spillner	
Pam Keith Conference Rm.	Management Meeting	9:00 a.m. – 12:00 p.m.	To 12/14/16	Sandra Therrien	
Honeychurch Boardroom	Fiscal Advisory Committee Meeting	2:00 p.m. – 4:00 p.m.		Laura Convento	
Honeychurch Boardroom	Board Room Setup	5:30p.m. – 6:30 p.m.	<i>Audience style</i>	Maintenance	
Honeychurch Boardroom	Governing Board Meeting	6:30 p.m. – 9:30 p.m.		Sandra Therrien	
1737	Booster Club Meeting	12:00 p.m. – 1:30 p.m.		Claire Gover	
Vacaville Center – 140	96 th Fire Academy Graduation	6:00 p.m. – 9:00 p.m.	<i>Please have setup by May 17th</i>	Brian Preciado	
Vallejo Center – 133	Financial Literacy Workshop	2:30 p.m. – 4:30 p.m.	<i>Workshop time 3-4p.m.</i>	Tracy Gross	

		<u>Thursday, May 19</u>			
414	CTO Interviews	8:00 a.m. – 6:00 p.m.		Kimo Calilan	
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan	
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi	
611	Fiscal Services Meeting	9:00 a.m. – 10:00 a.m.		Laura Convento	
611	HR Meeting	10:00 a.m. – 12:00 p.m.		Karen Mitchell	
Honeychurch Boardroom	Reception for VIP's	10:00 a.m. – 6:00 p.m.	<i>10-12 tables w/ 4-6 chairs around them</i>	Karen Mitchell	
1421	Faculty Graduation Participants	4:00 p.m. – 10:00 p.m.		Dena Hudson	
Faculty/Staff Lounge	2016 Graduation	8:00 a.m. – 10:00 p.m.		Dena Hudson	
Cafeteria	2016 Graduation	8:00 a.m. – 10:00 p.m.		Dena Hudson	
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	
Football Stadium	2016 Graduation	6:00 p.m. – 9:00 p.m.		Dena Hudson	
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello	

		<u>Friday, May 20</u>			
444	Suisun Valley Elementary	8:00 a.m. – 10:30 a.m.		<i>Open @ 8a.m.</i>	Lorna Marlow-Munoz
445	COUNS 62	8:00 a.m. – 5:00 p.m.			Marianne Flatland
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.		To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.		To 06/12/16	Kimo Calilan
701, 702, 703, 704, 705	Suisun Valley Elementary	10:00 a.m. – 1:00 p.m.			Lorna Marlow-Munoz
706, 707, 708, 710, 712	Suisun Valley Elementary	10:00 a.m. – 1:00 p.m.			Lorna Marlow-Munoz
713, 714	Suisun Valley Elementary	10:00 a.m. – 1:00 p.m.			Lorna Marlow-Munoz
1400 Quad/Grass Area	Suisun Valley Elementary	11:00 a.m. – 12:30 p.m.			Lorna Marlow-Munoz
1400 Lobby	Suisun Valley Elementary	11:00 a.m. – 12:30 p.m.	<i>3 tables inside by door/extra garbage cans</i>		Lorna Marlow-Munoz
Front half of Cafeteria	Classified Luncheon	12:00 p.m. – 1:30 p.m.		<i>See JJ for setup</i>	Tracy Drake
Wm's Soccer Game Field	Nor Cal Premier Soccer	5:00 p.m. – 8:00 p.m.	<i>Mow field to 1 ½" & paint if necessary</i>		David Robertson
Vacaville Center – 208	Assessment Testing	5:00 p.m. – 7:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>		Jenny Gonzalez

		<u>Saturday, May 21</u>			
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.		To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.		To 06/12/16	Kimo Calilan
Tennis Courts	Cello International Tennis Academy – Solano Open	7:00 a.m. – 8:00 p.m.		<i>Courts 1-12</i>	Phil Cello
Vallejo Center – 131	APAPA Solano Chapter	1:00 p.m. – 6:00 p.m.	<i>Setup Friday evening/4 hours custodial for cleanup</i>		S. Lewis/H. Sunga

		<u>Sunday, May 22</u>			
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.		To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.		To 06/12/16	Kimo Calilan
Tennis Courts	Cello International Tennis Academy- Solano Open	7:00 a.m. – 8:00 p.m.		<i>Courts 1-12</i>	Phil Cello