



Weekly Facilities Memo

Monday, May 9 – Sunday, May 15, 2016

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, May 9</u>				
103	ASC Workshop	12:00 p.m. – 3:00 p.m.		Shawn Carney
103	LR10 Bootcamp	5:00 p.m. – 6:00 p.m.		Library Staff
103A	SCOE Excel Workshop	8:00 a.m. – 11:00 a.m.	To 05/09/16	Cynthia Vincent
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
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	MESA Deeptok Meeting	3:30 p.m. – 6:00 p.m.		Jose Ballesteros
611	Flex Cal Meeting	1:30 p.m. – 3:00 p.m.		Charles Spillner
Pam Keith Conference Rm.	CTA Negotiations	2:30 p.m. – 4:30 p.m.		Sandra Therrien
Honeychurch Boardroom	Political Science Trial Project	10:00 a.m. – 11:00 a.m. <i>2 tables up front w/chairs/40 chairs audience style</i>		Joel Powell
Honeychurch Boardroom	Academic Senate Meeting	3:00 p.m. – 5:00 p.m.	<i>Large w/22 chairs</i>	Michael Wyly
702	Frist Year Experience Supplemental Instruction	11:00 a.m. – 12:00 p.m.	To 05/16/16	J. Scott/R. Hamlin
704	CNA Mandatory Pre-Entry Meeting	9:00 a.m. – 11:00 a.m.		Myra Kargbo
708	Office Hours	5:15 p.m. – 5:45 p.m.	To 05/16/16	David Lara
801	Student Success Workshop	2:30 p.m. – 4:00 p.m.		Natalie Bradley
801	CNA Orientation	5:30 p.m. – 7:30 p.m.		Myra Kargbo
803	FYE English Class Support Session	1:00 p.m. – 2:00 p.m.	To 05/09/16	Nicholas Schneider
804	PSYC 1 Online Orientation	4:00 p.m. – 5:00 p.m.		Saki Cabrera
811	History Make-Up Exam	2:00 p.m. – 3:00 p.m.		Sal Codina
812	RN Information Workshop	5:00 p.m. – 7:00 p.m.		Glenn Burgess
902	Crime Scene Interviews	11:00 a.m. – 12:00 p.m.	<i>Open @ 11am.</i>	Sarah Nordin
902	Office Hours	1:00 p.m. – 1:30 p.m. <i>Open @ 1p.m.</i>	To 05/11/16	Katherine Clark

902 The Human Collective Club
 1104 Office Hours
 1400 Lobby Childcare Careers
 Faculty/Staff Lounge CSEA Special Forum
 Back half of Café/Studio G THEA 020
 Back half of Café/Studio G Choral & Orchestra Concert
 1526 Math 21 – Calculus II Study Session
 1526 Math 23 – Differential Eqns. Study Session
 1527 Math 51 Tutoring
 1625 CDFS 070/CDFS 62 Office Hours
 1633 Office Hours
 1645 CDFS 038 Office Hours
 1705 Faculty/Staff Exercise Hour
 Gym Open Badminton
 Pool Solano Aquatic Sea Otters (SASO)
 Soccer Game Field Nor Cal Premier Soccer
 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 – Lobby Student Health Center Outreach
 Vallejo Center – 124 Drop-in Writing Lab
 Vallejo Center – 124, 125 Late Night Study Session
 Vallejo Center – 125 Assessment Testing

Monday, May 9 (Cont.)

3:30 p.m. – 4:30 p.m. *Open @ 3:30p.m.*
 4:30 p.m. – 5:00 p.m. To 05/16/16
 9:00 a.m. – 3:00 p.m. *1 table/2 chairs between ATM & soda machine*
 4:00 p.m. – 5:30 p.m. *80 chairs audience style facing screen*
 3:00 p.m. – 5:00 p.m. To 05/18/16
 5:00 p.m. – 10:00 p.m. *1 theatre tech needed/ShowTime 7p.m.*
 12:00 p.m. – 1:00 p.m. To 05/16/16
 1:00 p.m. – 2:00 p.m. To 05/16/16
 2:00 p.m. – 4:00 p.m. To 05/16/16
 5:15 p.m. – 6:00 p.m. To 05/17/16
 5:30 p.m. – 6:30 p.m.
 6:00 p.m. – 6:30 p.m. To 05/12/18
 12:00 p.m. – 1:00 p.m. *Open @ 12p.m.* To 05/13/16 *Must sign waiver*
 6:30 p.m. – 9:30 p.m. To 05/09/16
 4:00 p.m. – 6:00 p.m. To 05/10/16
 5:00 p.m. – 8:00 p.m. *Prep field as needed*
 3:30 p.m. – 5:30 p.m. To 05/11/16
 8:00 a.m. – 8:15 p.m. *Courts 7-12*
 12:00 p.m. – 6:00 p.m. To 05/18/16
 12:00 p.m. – 1:30 p.m. To 05/18/16
 3:30 p.m. – 6:00 p.m. *1 table/2 chairs*
 10:00 a.m. – 11:30 a.m. To 05/18/16
 9:00 p.m. – 12:00 a.m. *SSO and an instructor will be on duty*
 1:00 p.m. – 4:00 p.m. *Appointments online/SCC ID/Photo ID required*

Saki Cabrera
 Michael Reilly
 Dena Hudson
 Janet Schwartz
 Darsen Long
 T Yumae/K Juliano
 Doug Pierce
 Doug Pierce
 Jose Ballesteros
 Barry Bussewitz
 Katie Raheer
 Jeanette Luedders
 Claire Gover
 Becky Lum
 Camille Anderson
 David Robertson
 E. Visser/C. Nelson
 Phil Cello
 Jordan Walker
 Liberal Arts Staff
 Regina Huerls-Washington
 Liberal Arts Staff
 John Siefert
 John Siefert

103 Nursing
 103 ASC Workshop
 103 Men's Basketball
 103 Nursing
 103A Curriculum
 130 Drop-in Writing Lab
 135 English Basic Skills Meeting
 443 BIO 004
 503 Office Hours
 708 Study Session
 713 History Make-Up Exam
 806 PSYC 1 Online Orientation

Tuesday, May 10

8:00 a.m. – 11:00 a.m.
 11:00 a.m. – 12:30 p.m.
 12:30 p.m. – 2:00 p.m.
 3:00 p.m. – 4:30 p.m.
 1:30 p.m. – 3:30 p.m.
 9:00 a.m. – 4:00 p.m. To 05/18/16
 2:30 p.m. – 3:30 p.m. To 05/17/16
 9:00 a.m. – 10:15 a.m. *Open @ 8:50a.m.* To 05/18/16
 12:15 p.m. – 12:45 p.m. To 05/17/16
 12:30 p.m. – 1:30 p.m. To 05/17/16
 2:00 p.m. – 3:00 p.m.
 9:30 a.m. – 10:30 a.m.

Joyce Averett
 Shawn Carney
 John Nagle
 Joyce Averett
 Leslie Hentzen
 Liberal Arts Staff
 Tracy Schneider
 Patricia Itaya
 Sandra Moore
 Joel Powell
 Sal Codina
 Saki Cabrera

		<u>Tuesday, May 10 (Cont.)</u>		
902	Accreditation Standard 4 Sub-Committee	9:00 a.m. – 10:00 a.m.	<i>Open @ 9a.m.</i>	Melissa Reeve
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
1400 Lobby	Childcare Careers	9:00 a.m. – 3:00 p.m.	<i>1 table/2 chairs between ATM & soda machine</i>	Dena Hudson
Faculty/Staff Lounge	Marion Cowee's Retirement Party	3:00 p.m. – 6:30 p.m.	<i>Party time 4-6p.m./See JJ for setup</i>	Amy Obegi
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
1645	COUN 050	9:30 a.m. – 10:45 a.m.	<i>Open @ 9:30a.m.</i>	Ashlie Lawson
1737	Floyd Burnsed Retirement Celebration	12:30 p.m. – 1:30 p.m.		Darla Williams
1779	Early College High School Physical Education	7:00 a.m. – 7:45 a.m.	<i>Open @ 7a.m.</i>	To 06/02/16
1779	ICC Martial Arts Club	1:00 p.m. – 3:00 p.m.	<i>Open @ 1p.m.</i>	To 05/10/16
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.	<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
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 11</u>		
		Faculty/Staff Development / No Classes		
103A	Start-Up Benicia	6:00 p.m. – 9:00 p.m.	To 06/08/16	Blair Abee
307	Study Review Session	8:00 a.m. – 12:00 p.m.		James Long
414	Science Bldg. Discussion	1:00 p.m. – 3:00 p.m.		Brian Bush
431	EOPS Program	9:30 a.m. – 10:30 a.m.	To 05/25/16	Amber Cheatham
501	CIS 090 Final	2:45 p.m. – 3:45 p.m.		Mark Taylor
505	Orientation	5:00 p.m. – 8:00 p.m.		Shemila Johnson
611	Fiscal Services Meeting	9:00 a.m. – 12:00 p.m.		Laura Convento
611	Kitchell Meeting	1:00 p.m. – 2:00 p.m.		Lisa Dixon
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	2:00 p.m. – 4:00 p.m.	<i>Large w/20 chairs</i>	Sandra Therrien
811	CSEA General Meeting	2:00 p.m. – 3:00 p.m.		Janet Schwartz
Faculty/Staff Lounge	HS Dessert Celebration	2:00 p.m. – 6:00 p.m.	<i>Event time 3p.m.</i>	Saki Cabrera
Front half of Cafeteria	Alpha Gamma Sigma Recognition Luncheon	11:00 a.m. – 1:00 p.m.	<i>Café style w/food tables along the back wall</i>	Genele Rhoads
Gym	Men's Basketball Practice	6:00 p.m. – 8:00 p.m.		John Nagle

Wednesday, May 11 (Cont.)

Faculty/Staff Development / No Classes

Soccer Game Field	Nor Cal Premier Soccer	5:00 p.m. – 8:00 p.m.	<i>Prep field as needed Courts 7-12 Workshop time 2-4p.m.</i>	David Robertson
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.		Phil Cello
Vallejo Center – 133	Financial Aid – Financial Literacy Workshop	2:30 p.m. – 4:30 p.m.		Tracy Gross

Thursday, May 12

103	Nursing	9:00 a.m. – 11:00 a.m.		Joyce Averett
103	ASC Workshop	11:00 a.m. – 12:30 p.m.		Shawn Carney
103	Men's Basketball	12:30 p.m. – 2:00 p.m.		John Nagle
121	Film Fest	1:30 p.m. – 3:30 p.m.	<i>Needs 50 additional chairs setup audience style</i>	Daniel Smith-Rowsey
130	Drop-in Writing Lab	9:00 a.m. – 4:00 p.m.	To 05/18/16	Liberal Arts Staff
135	English Basic Skills Discussion	2:30 p.m. – 3:30 p.m.		Tracy Schneider
414	EOPS	9:00 a.m. – 1:00 p.m.		Amber Cheatham
431	Research for Doctorate Dissertation	11:15 a.m. – 1:15 p.m. & 2:15-5:15p.m.		Nazia Mostafa
443	BIO 004	9:00 a.m. – 10:15 a.m.	<i>Open @ 8:50a.m.</i> To 05 /18/16	Patricia Itaya
446	COUN 062	6:00 p.m. – 8:50 p.m.	<i>Open @ 6p.m.</i> To 05/14/16	Virginia Huff
Pam Keith Conference Rm.	CTA Negotiations	12:30 p.m. – 5:00 p.m.		Sandra Therrien
702	Assessment Committee	3:15 p.m. – 5:00 p.m.		Gene Thomas
706	BIO 12	1:30 p.m. – 3:30 p.m.	<i>Open @ 1:30p.m.</i>	Pam Muick
736	French Club Meeting	11:00 a.m. – 12:00 p.m.	To 05/12/16	Lorna Marlow-Munoz
804	Astronomy 10 Online Final Exam	6:00 p.m. – 8:00 p.m.		Katie Berryhill
806	Swim Class Final	8:00 a.m. – 12:00 p.m.		Scott Parrish
811	Nursing Curriculum Meeting	3:30 p.m. – 5:00 p.m.		Glenn Burgess
902	Accreditation Standard II Meeting	9:30 a.m. – 11:00 a.m.		Debbie Luttrell-Williams
1101	Office Hours	12:30 p.m. – 1:30 p.m.	To 05/12/16	Kari Kreiter
1421	Nature of Sound Meeting	3:00 p.m. – 4:00 p.m.		Dena Hudson
1421	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.		Dena Hudson
1400 Lobby	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.	<i>2 tables/4 chairs between ATM & soda machine</i>	Dena Hudson
1400 Lobby	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.	<i>2 tables/4 chairs between ATM bookstore</i>	Dena Hudson
1400 Lobby	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.	<i>2 tables/4 chairs between restrooms</i>	Dena Hudson
1400 Lobby	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.	<i>1 table/4 chairs between men's restroom & cafe</i>	Dena Hudson
1400 Lobby	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.	<i>1 table/4 chairs between double glass doors</i>	Dena Hudson
1400 Lobby	Black Student Union/Peace Clubs-Family Day Event	4:00 p.m. – 8:00 p.m.	<i>2 tables/4 chairs in front of the rollup doors</i>	Dena Hudson
Back half of Café/Studio G	Matt Garcia Career & College Academy Tour	9:30 a.m. – 9:45 a.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
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello

Thursday, May 12 (Cont.)

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
Vacaville Center – 137	Drop-in Writing Lab	12:00 p.m. – 1:30 p.m.	To 05/18/16	Liberal Arts Staff
Vacaville Center – 140	Educational Foundation – Scholarship Dinner	5:00 p.m. – 9:00 p.m.	<i>Needs small stage/podium/tables & chairs rented</i>	Curt Johnson
Vallejo Center – Lab	Social Media 101: Using Social Media for Advocacy	6:30 p.m. – 8:30 p.m.		Suzanne Antone
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

Friday, May 13

130	Drop-in Writing Lab	9:00 a.m. – 11:00 a.m.	To 05/18/16	Liberal Arts Staff
307	Bio-Manufacturing Advisory Committee Meeting	10:00 a.m. – 11:00 a.m.		Amy Meachum
414	AEBG Meeting	10:30 a.m. – 12:00 p.m.		Kelly Penwell
443	BIO 014	6:00 p.m. – 8:50 p.m.	<i>Open @ 6p.m.</i>	Maria Magsaysay
446	BIO 004	9:00 a.m. – 9:50 a.m.	<i>Open @ 8:50a.m.</i>	Patricia Itaya
501	Frist Year Experience Supplemental Instruction	2:00 p.m. – 4:00 p.m.	To 05/13/16	J. Scott/R. Hamlin
505	Final Exam	10:30 a.m. – 12:30 p.m.		Kevin Anderson
611	CurricUNET Meta Upgrade	2:30 p.m. – 3:00 p.m.		Laura Convento
714	French Club	12:00 p.m. – 12:30 p.m.	To 05/13/16	Lorna Marlow-Munoz
1421	Sustainability Advisory Committee Meeting	1:30 p.m. – 3:00 p.m.		Dena Hudson
Faculty/Staff Lounge	Latino Recognition Ceremony	5:00 p.m. – 10:00 p.m.	<i>Open @ 5p.m.</i>	Jose Ballesteros
Front half of Cafeteria	Latino Recognition Ceremony Reception	3:00 p.m. – 10:00 p.m.	<i>See JJ for setup</i>	Jose Ballesteros
Back half of Cafeteria	Latino Recognition Ceremony	3:00 p.m. – 10:00 p.m.		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
1625	Online In-Person Final	1:00 p.m. – 3:00 p.m.		Ingeborg Bourdon
1645	Office Hours	8:25 a.m. – 8:55 a.m.	To 05/13/16	Virginia Huff
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.	<i>Courts 1-12</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 – 137	Drop-in Writing Lab	11:00 a.m. – 1:00 p.m.	To 05/18/16	Liberal Arts Staff
Vacaville Center – 208	Assessment Testing	1:00 p.m. – 3:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	Jenny Gonzalez
Vallejo Center – 124	Drop-in Writing Lab	10:00 a.m. – 11:30 a.m.	To 05/18/16	Liberal Arts Staff

Saturday, May 14

301	Online Geology Finals	10:00 a.m. – 2:00 p.m.		Mark Feighner
307	BIO 014	9:00 a.m. – 11:50 a.m.	To 05/18/16	Laura Reina
505	Assessment Testing	9:00 a.m. – 1:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	Shemila Johnson
1303	ART 016	9:30 a.m. – 3:45 p.m.	To 05/18/16	Linda Grebmeier

Faculty/Staff Lounge ECE Celebration
 Front half of Cafeteria Quality Rating Improvement System Launch
 Grass Strip 1000/1900 Northern California Whippet Association
 Vacaville Center – 133 HIST 017
 Vacaville Center – 207 ASTR 010
 Vacaville Center – 208 ENGL 001
 Vacaville Center – 212 PLSC 001
 Vallejo Center – Parking Lot Greater Vallejo Recreation District

Saturday, May 14 (Cont.)

12:30 p.m. – 4:00 p.m. *Open @ 12:30p.m. / 50 chairs & 5 tables*
 8:00 a.m. – 1:00 p.m. *See JJ for setup*
 9:00 a.m. – 1:00 p.m. *Please mow field*
 9:00 a.m. – 11:50 a.m. To 05/18/16
 9:00 a.m. – 11:50 a.m. To 05/18/16
 9:00 a.m. – 11:50 a.m. To 05/18/16
 9:00 a.m. – 11:50 a.m. To 05/18/16
 9:30 a.m. – 6:30 p.m.

Marion Cowee
 Christie Speck
 Jean Balint
 Christopher Collins
 Tracey Johnson
 Carlene Coury
 Kerri Ryer
 Dalia Vidor

Tennis Courts Solano Open – Tournament
 Vallejo Center – Parking Lot Greater Vallejo Recreation District

Sunday, May 15

8:00 a.m. – 8:00 p.m. *Courts 7-12*
 9:30 a.m. – 6:30 p.m.

Phil Cello
 Dalia Vidor