



Weekly Facilities Memo

Monday, April 17 – Sunday, April 23, 2017

| Room | Event | Date & Time | End Date | Contact Person |
|--------------------------|---|-------------------------|---|---------------------|
| <u>Monday, April 17</u> | | | | |
| 103 | 2 nd Year Nursing | 1:00 p.m. – 4:00 p.m. | | Nursing Faculty |
| 103A | Nursing Testing | 1:00 p.m. – 4:00 p.m. | | Nursing Faculty |
| 305 | ECHS Science Lab | 8:00 a.m. – 11:50 a.m. | To 05/25/17 | ECHS Instructor |
| 414 | A&R Interviews | 9:00 a.m. – 4:00 p.m. | | A&R |
| 414 | Clothes 4 Hope Club | 4:00 p.m. – 5:00 p.m. | | Michelle Smith |
| 443 | Lecture | 6:30 p.m. – 8:00 p.m. | To 05/22/17 | Mani Subramanian |
| 444 | CHEM 002 | 2:00 p.m. – 3:15 p.m. | To 05/22/17 | Kiran Kaur |
| 611 | Standard III: Resources-Accreditation Comm. | 9:00 a.m. – 10:30 a.m. | | Laura Convento |
| Honeychurch Boardroom | Academic Senate Meeting | 3:00 p.m. – 5:00 p.m. | <i>Large w/20 chairs</i> | Michael Wylly |
| 743 | ENGL 002 | 10:00 a.m. – 12:00 p.m. | | Sarah McKinnon |
| 811 | DE Committee Meeting | 2:30 p.m. – 4:00 p.m. | | Carol Zadnik |
| 902 | Interviews | 8:00 a.m. – 6:00 p.m. | <i>Open 8 a.m.</i> | Maire Morinec |
| 1301 | Program Review Committee Meeting | 2:30 p.m. – 4:00 p.m. | To 05/22/17 | Ferdinanda Florence |
| 1531 | Office Hours | 10:25 a.m. – 11:00 a.m. | To 05/24/17 | Randy Robertson |
| 1625 | BIO 005 | 5:00 p.m. – 6:15 p.m. | To 05/25/17 | James Word |
| 1645 | Office Hours | 5:50 p.m. – 6:20 p.m. | To 05/22/17 | Lyndale Garner |
| 1705 | Body Conditioning Class | 10:00 a.m. – 11:15 a.m. | To 05/24/17 | Terri Pearson-Bloom |
| 1740 | Dance Club | 1:30 p.m. – 3:00 p.m. | To 05/22/17 | Ginger Cain |
| 1771 | Beginning/Intermediate Swimming | 12:00 p.m. – 1:30 p.m. | To 05/24/17 | Tatum Bales |
| Gym | Open Badminton | 7:00 p.m. – 9:00 p.m. | To 05/15/17 | Rebecca Lum |
| Pool | Solano Aquatic Sea Otters (SASO) | 4:00 p.m. – 6:30 p.m. | To 05/31/17 | Ricky Silva |
| Football Stadium | Nor Cal Premier Soccer | 4:45 p.m. – 900 p.m. | <i>Open restrooms @ 4:45p.m./Turn lights on @ 8p.m.</i> | David Robertson |
| Vacaville Center – Lobby | Student Survey Table | 9:00 a.m. – 2:00 p.m. | <i>1 table w/2 chairs</i> | Wanda Williams |
| Vallejo Center – Lobby | Student Survey Table | 9:00 a.m. – 2:00 p.m. | <i>1 table w/2 chairs</i> | Wanda Williams |
| Vallejo Center – 204 | S/P Meeting w/Trustees | 10:00 a.m. – 11:00 a.m. | | Sandra Therrien |

Tuesday, April 18

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| 103 | ENGL 001/310D | 9:00 a.m. – 10:00 a.m. | | Isabel Anderson |
| 103 | ENGL 001 | 11:00 a.m. – 12:00 p.m. | | Sarah McKinnon |
| 103 | Do You Have What It Takes To Succeed In School | 2:00 p.m. – 3:00 p.m. | | Corrine Kirkbride |
| 103 | Student Success Workshop | 3:00 p.m. – 5:00 p.m. | | Terri Pearson-Bloom |
| 103A | Multiple Measures | 1:00 p.m. – 3:00 p.m. | | Pei-Lin Van't Hul |
| Bldg. 100 Hallway | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table/2 chairs in hallway near library</i> | Dena Hudson |
| 414 | A&R Interviews | 9:00 a.m. – 3:00 p.m. | | A&R |
| 431 | CSEA Negotiations | 12:30 p.m. – 4:00 p.m. | | Karen Mitchell |
| 432 | SparkPoint | 10:00 a.m.- 12:00 p.m. | | Khadijah Adjabeng |
| 444 | Office Hours | 2:15 p.m. – 3:00 p.m. | To 05/16/17 | Ann Hefner-Gravink |
| Bldg. 400 Hallway | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table/2 chairs near counseling office</i> | Dena Hudson |
| 503 | Curriculum & Tech Review Meeting | 1:30 p.m. – 4:00 p.m. | To 05/23/17 | Lisa Abbott |
| 611 | Interviews | 9:00 a.m. – 2:00 p.m. | | Maire Morinec |
| 713 | Research Methods, Experience & Curriculum | 6:30 p.m. – 9:30 p.m. | To 05/16/17 | Shelia Smith |
| 743 | ENGL 001 | 12:00 p.m. – 1:15 p.m. | | Joshua Scott |
| 902 | DE Coordinator Interviews | 1:00 p.m. – 6:00 p.m. | <i>Open @ 1p.m.</i> | Janet Leary |
| 1102 | Office Hours | 9:45 a.m. – 10:15 a.m. | To 05/23/17 | Jonathan Knight |
| 1421 | ASSC Meeting | 12:30 p.m. – 3:30 p.m. | | Dena Hudson |
| 1400 Lobby | U.S. Navy | 10:00 a.m. – 2:00 p.m. | <i>1 table / 2 chairs between ATM & bookstore</i> | Dena Hudson |
| 1400 Lobby | Student Health Center – Clothes Line Project | 10:00 a.m. – 1:00 p.m. | <i>3 tables / 6 chairs between restrooms</i> | Dena Hudson |
| 1400 Lobby | Vacaville Christian School | 10:00 a.m. – 2:00 p.m. | <i>1 table / 2 chairs between ATM & soda machine</i> | Dena Hudson |
| 1400 Lobby | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table / 2 chairs front of rollup doors</i> | Dena Hudson |
| Faculty/Staff Lounge | Safety Committee Meeting | 1:00 p.m. – 2:00 p.m. | | Lt. Brian Travis |
| 1500 Main Hallway | Math Art Exhibit | 9:00 a.m. – 2:00 p.m. | <i>3 – 4'-6' skinny table's w/2 chairs along wall</i> | Corrine Kirkbride |
| 1737 | Sterling Bus Meeting | 11:00 a.m. – 12:00 p.m. | | Claire Gover/Erik Visser |
| 1740 | Yoga Class | 2:00 p.m. – 3:50 p.m. | To 05/25/17 | Ginger Cain |
| Pool | Solano Aquatic Sea Otters (SASO) | 4:00 p.m. – 6:30 p.m. | To 05/31/17 | Ricky Silva |
| 1860 | Office Hours | 11:15 a.m. – 12:00 p.m. | To 05/18/17 | Peter "Tony" Zitko |
| 1877 | SCFA Meeting | 3:00 p.m. – 5:00 p.m. | To 05/23/17 | Karen Cook |

Wednesday, April 19

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| 103 | Steps to Writing a Research Paper | 12:00 p.m. – 1:00 p.m. | | George Olgin |
| 103 | ENGL 001 | 1:00 p.m. – 2:00 p.m. | | Sarah McKinnon |
| 103 | Google Docs: Never Lose Your Work Again | 2:00 p.m. – 3:00 p.m. | | Shawn Carney |
| 103 | ENGL | 3:00 p.m. – 5:30 p.m. | | Karen Lowe |
| 103A | ASTC Workshop | 1:00 p.m. – 2:00 p.m. | | ASTC Faculty |
| Bldg. 100 Hallway | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table/2 chairs in hallway near library</i> | Dena Hudson |
| 308 | CHEM 002 | 2:00 p.m. – 3:15 p.m. | To 05/24/17 | Kiran Kaur |

| <u>Wednesday, April 19 (cont.)</u> | | | |
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| 414 | A&R Interviews | 1:00 p.m. – 3:00 p.m. | A&R |
| 432 | Human Resources | 8:00 a.m. – 6:00 p.m. | HR Staff |
| 443 | Lecture | 6:30 p.m. – 8:00 p.m. | To 05/22/17 Mani Subramanian |
| Bldg. 400 Hallway | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table/2 chairs near counseling office</i> Dena Hudson |
| 501 | Office Hours | 2:20 p.m. – 4:05 p.m. | To 05/17/17 Kathleen Callison |
| 611 | Interviews | 8:00 a.m. – 4:00 p.m. | Khadijah Adjabeng |
| Honeychurch Boardroom | Management Meeting | 9:00 a.m. – 12:00 p.m. | <i>Large w/20 chairs</i> To 04/26/17 Sandra Therrien |
| Honeychurch Boardroom | Fiscal Advisory Meeting | 2:00 p.m. – 4:00 p.m. | <i>Large w/20 chairs</i> Sandra Therrien |
| Honeychurch Boardroom | Governing Board Meeting Setup | 5:00 p.m. – 6:00 p.m. | <i>Audience style</i> Sandra Therrien |
| Honeychurch Boardroom | Governing Board Meeting Setup | 6:30 p.m. – 9:30 p.m. | Sandra Therrien |
| 743 | ENGL 002 | 11:00 a.m. – 12:00 p.m. | Sarah McKinnon |
| 812 | NURS 054 Presentations | 12:00 p.m. – 5:00 p.m. | Janet Schwartz |
| 1421 | ASSC Meeting | 12:30 p.m. – 3:30 p.m. | Dena Hudson |
| 1400 Lobby | Criminal Justice Job Fair | 10:00 a.m. – 2:00 p.m. | <i>15 tables/2 chairs ea. perimeter of lobby</i> Ed Goldberg |
| 1400 Lobby | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table / 2 chairs front of rollup doors</i> Dena Hudson |
| Quad Area | Criminal Justice Job Fair | 10:00 a.m. – 2:00 p.m. | <i>10 tables/2 chairs ea. in quad/squad cars in quad</i> Ed Goldberg |
| Quad Area | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table / 2 chairs</i> Dena Hudson |
| Faculty/Staff Lounge | Art and Politics in a Nutshell | 12:00 p.m. – 1:00 p.m. | Marc Lancet |
| 1530 | Office Hours | 4:00 p.m. – 5:00 p.m. | To 05/24/17 Brian Purcell |
| 1531 | Office Hours | 10:25 a.m. – 11:00 a.m. | To 05/24/17 Randy Robertson |
| 1500 Main Hallway | Math Art Exhibit | 9:00 a.m. – 2:00 p.m. | <i>3 – 4'-6' skinny table's w/2 chairs</i> Corrine Kirkbride |
| 1633 | Office Hours | 5:00 p.m. – 6:00 p.m. | To 05/24/17 Randi Osburn |
| 1705 | Body Conditioning Class | 10:00 a.m. – 11:15 a.m. | To 05/24/17 Terri Pearson-Bloom |
| 1740 | Dance Club | 1:30 p.m. – 2:30 p.m. | To 05/24/17 Ginger Cain |
| 1775 | Solano County Sheriff Office's SWAT Team | 7:30 a.m. – 8:30 a.m. | Adrian Garcia |
| Pool | Solano Aquatic Sea Otters (SASO) | 4:00 p.m. – 6:30 p.m. | To 05/31/17 Ricky Silva |
| Football Stadium | Solano County Sheriff Office's SWAT Team | 8:00 a.m. – 9:00 a.m. | Adrian Garcia |
| Football Stadium | Nor Cal Premier Soccer | 4:45 p.m. – 9:00 p.m. | <i>Open restrooms @ 4:45p.m./Turn lights on @ 8p.m.</i> David Robertson |
| Vacaville Center – Lobby | Student Survey Table | 9:00 a.m. – 2:00 p.m. | <i>1 table w/2 chairs</i> Wanda Williams |
| Vallejo Center – Lobby | Student Survey Table | 9:00 a.m. – 2:00 p.m. | <i>1 table w/2 chairs</i> Wanda Williams |
| Vallejo Center – 133 | Ed Foundation – Business Networking Mixer | 5:30 p.m. – 7:30 p.m. | Curt Johnston |
| Vallejo Center – Lobby | Ed Foundation – Business Networking Mixer | 5:30 p.m. – 7:30 p.m. | <i>Remove all furniture from lobby on 4/18 to MP room</i> Curt Johnston |
| Vallejo Center – Patio | Ed Foundation – Business Networking Mixer | 5:30 p.m. – 7:30 p.m. | <i>Put up tents on 4/18 and take down on 4/19</i> Curt Johnston |

| <u>Thursday, April 20</u> | | | |
|---------------------------|--------------------------|-------------------------|---------------------|
| 103 | ENGL 001/310D | 9:00 a.m. – 11:00 a.m. | Isabel Anderson |
| 103 | ENGL 001 | 11:00 a.m. – 12:00 p.m. | Sarah McKinnon |
| 103 | Student Success Workshop | 3:00 p.m. – 5:00 p.m. | Terri Pearson-Bloom |

Thursday, April 20 (cont.)

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| 103A | Degree Works | 1:00 p.m. – 4:00 p.m. | | A&R Staff |
| 155 | Interviews | 8:00 a.m. – 6:00 p.m. | <i>Open 8a.m.</i> | Shirley Lewis |
| Bldg. 100 Hallway | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table/2 chairs in hallway near library</i> | Dena Hudson |
| 414 | EOPS/CARE Advisory Meeting | 11:00 a.m. – 1:30 p.m. | | Cynthia Simon |
| 431 | CTA Negotiations | 2:30 p.m. – 5:30 p.m. | | Karen Mitchell |
| 432 | Human Resources | 8:00 a.m. – 6:00 p.m. | | HR Staff |
| 445 | Office Hours | 3:15 p.m. – 4:15 p.m. | To 05/25/17 | Patrick Grant |
| Bldg. 400 Hallway | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table/2 chairs near counseling office</i> | Dena Hudson |
| 506 | Accounting Tutoring | 5:30 p.m. – 9:30 p.m. | To 05/11/17 | Erica Beam |
| 611 | Fiscal Services Meeting | 9:00 a.m. – 12:00 p.m. | | Laura Convento |
| 705 | Cross-Cultural Child Development / CHDV 135 | 6:30 p.m. – 9:30 p.m. | To 05/18/17 | Shelia Smith |
| 743 | ENGL 001 | 12:00 p.m. – 1:15 p.m. | | Joshua Scott |
| 804 | Office Hours | 5:15 p.m. – 5:45 p.m. | To 05/25/17 | David Lara |
| 902 | Interviews | 8:00 a.m. – 3:00 p.m. | <i>Open 8a.m.</i> | Khadijah Adjabeng |
| 902 | PDFC Committee Meeting | 3:30 p.m. – 5:00 p.m. | | LaNae Jaimez |
| 1421 | ICC Meeting | 12:30 p.m. – 1:30 p.m. | | Dena Hudson |
| 1400 Lobby | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table / 2 chairs front of rollup doors</i> | Dena Hudson |
| Quad Area | ASSC Survey Table | 8:00 a.m. – 5:00 p.m. | <i>1 table / 2 chairs</i> | Dena Hudson |
| 1738 | Office Hours | 11:15 a.m. – 11:30 a.m. | To 05/11/17 | Kurt Roggli |
| 1740 | Yoga Class | 2:00 p.m. – 3:50 p.m. | To 05/25/17 | Ginger Cain |
| Pool | Solano Aquatic Sea Otters (SASO) | 4:00 p.m. – 6:30 p.m. | To 05/31/17 | Ricky Silva |
| Baseball Field | College of Marin vs SCC | 2:30 p.m. – 6:30 p.m. | <i>Prep field</i> | Scott Stover |
| 1860 | Office Hours | 11:15 a.m. – 12:00 p.m. | To 05/18/17 | Peter "Tony" Zitko |
| Vacaville Center – 118 | Startup Workshop | 6:00 p.m. – 9:00 p.m. | To 04/20/17 | SBDC Advisors |
| Vallejo Center – 125 | Assessment Testing | 9:30 a.m. – 11:30 a.m. | <i>Appointments online/SCC ID/Photo ID required</i> | John Siefert |

Friday, April 21

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| 103 | COUNS 023 | 9:30 a.m. – 12:00 p.m. | | Kelley Cadungug |
| 305 | ECHS Science Lab | 12:30 p.m. – 3:00 p.m. | To 05/25/17 | ECHS Instructor |
| 414 | Admissions & Records Meeting | 2:30 p.m. – 4:00 p.m. | To 04/21/17 | Shannon Beckham |
| 431 | BIO 015 Exam | 10:50 a.m. – 11:30 a.m. | | Michelle Smith |
| 432 | Human Resources | 8:00 a.m. – 6:00 p.m. | | HR Staff |
| 443 | Foreign Language Meeting/Luncheon | 12:30 p.m. – 3:00 p.m. | | Margaret Able-Quintero |
| 444 | Counselor Training | 3:00 p.m. – 4:30 p.m. | | Mary Gumlia |
| 502 | Typing Test Certificates | 10:30 a.m. – 3:30 p.m. | <i>No cost for test/picture ID required</i> | Pat Ceja |
| 504, 505 | One-Stop Enrollment | 8:30 a.m. – 2:30 p.m. | | Ward Steward |
| 611 | Task Force Meeting – "General Degrees" | 10:00 a.m. – 1:00 p.m. | | Ferdinanda Florence |
| Honeychurch Boardroom | Senate Brown Bag – The Human Quilt | 12:00 p.m. – 1:00 p.m. | <i>6 tables w/chairs facing the front</i> | Patricia Itaya |

| | | <u>Friday, April 21(cont.)</u> | | |
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| Honeychurch Boardroom | Deans Meeting | 1:30 p.m. – 3:00 p.m. | | Sandra Therrien |
| 710 | French Club Meeting | 1:00 p.m. – 2:00 p.m. | <i>Large w/20 chairs</i> | Lorna Marlow-Munoz |
| 713 | School of Social & Behavioral Sciences Mtg. | 9:30 a.m. – 11:30 a.m. | To 05/05/17 | Janet Leary |
| 801 | Mandatory Orientation Meeting for C.N.A | 9:00 a.m. – 11:00 a.m. | | Janet Schwartz |
| 801 | The Human Collective | 5:30 p.m. – 7:30 p.m. | | Saki Cabrera |
| 801 | Mandatory Orientation Meeting for C.N.A | 9:00 a.m. – 11:00 a.m. | | Janet Schwartz |
| 812 | CSEA Chapter 211 General Meeting | 2:00 p.m. – 3:30 p.m. | | Janet Leary |
| 902 | Social Justice Program Developer Interviews | 9:00 a.m. – 4:00 p.m. | <i>Open @ 9a.m.</i> | Janet Leary |
| 1301 | School of Liberal Arts Meeting | 10:30 a.m. – 12:00 p.m. | | Donna Meyer |
| Faculty/Staff Lounge | Academic Student Athletic Lunch | 11:00 a.m. – 2:00 p.m. | <i>See JJ for setup</i> | E. Visser/D. Williams |
| Cafeteria | Foreign Language Night | 2:00 p.m. – 10:00 p.m. | <i>See JJ for setup</i> | Lorna Marlow-Munoz |
| 1531 | Office Hours | 10:25 a.m. – 11:00 a.m. | To 05/24/17 | Randy Robertson |
| Pool | Solano Aquatic Sea Otters (SASO) | 4:00 p.m. – 6:30 p.m. | To 05/31/17 | Ricky Silva |
| Front Lawn Area | March of Dimes Foundation | 8:00 a.m. – 6:00 p.m. | <i>Setup – until done /Tents delivered @ 9a.m.</i> | Erin Shum |
| Vacaville Center – 140, 232 | Speech Practice | 2:30 p.m. – 5:00 p.m. | To 05/25/17 | Janene Whitesell |
| Vacaville Center – 208 | Assessment Testing | 1:00 p.m. – 3:00 p.m. | To 05/19/17 | Jenny Gonzalez |

| | | <u>Saturday, April 22</u> | | |
|------------------------|--------------------------------|---------------------------|--|---------------------|
| 307 | BIO 014 | 9:00 a.m. – 11:50 a.m. | To 05/25/17 | Maria Magsaysay |
| 442 | Recruiting and Orientation Day | 10:00 a.m. – 12:00 p.m. | <i>Duty officer please open bldg. 400 & 442</i> | Jenny Gonzalez |
| 444 | WATR 120 | 9:00 a.m. – 10:50 a.m. | To 05/25/17 | Steven Dominguez |
| 446 | First Time Home Buyers | 10:00 a.m. – 12:00 p.m. | | Hazel Miller |
| 504, 505 | One-Stop Enrollment | 8:30 a.m. – 2:30 p.m. | | Ward Steward |
| 1303 | ART 016 | 9:30 a.m. – 3:20 p.m. | To 05/25/17 | Kate Delos |
| 1701, 1746 | Recruiting and Orientation Day | 8:30 a.m. – 2:00 p.m. | <i>Event time: 9-1:30p.m.</i> | E. Visser/C. Gover |
| Gym, Gym Foyer | Recruiting and Orientation Day | 8:30 a.m. – 2:00 p.m. | <i>Event time: 9-1:30p.m.</i> | E. Visser/C. Gover |
| Front Lawn Area | March of Dimes Foundation | 6:00 a.m. – 3:00 p.m. | <i>Groundskeeper 10 hrs. Standby/cleanup</i> | Erin Shum |
| Vacaville Center – 133 | HIST 017 | 9:00 a.m. – 11:50 a.m. | To 05/25/17 | Christopher Collins |
| Vacaville Center – 208 | ENGL 001 | 8:00 a.m. – 11:50 a.m. | To 05/25/17 | Carlene Coury |
| Vacaville Center – 212 | PHIL 001 | 9:00 a.m. – 11:50 a.m. | To 05/25/17 | Stephen Orr |
| Vacaville Center – 214 | COMM 001 | 9:00 a.m. – 11:50 a.m. | To 05/25/17 | John Perez |
| Vacaville Center – 215 | ENGL 002 | 8:00 a.m. – 11:50 a.m. | To 05/25/17 | Elizabeth Eckford |
| Vacaville Center – 218 | SPAN 031 | 9:00 a.m. – 11:50 a.m. | To 05/25/17 | Eusebio Rodriguez |
| Vallejo Center – 122 | Politics and the Media | 8:30 a.m. – 4:30 p.m. | <i>Duty officer open @ 8:30a.m. & re-secure @ 4:30p.m.</i> | Instructor Hertz |

Sunday, April 23

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| 443 | Audi Club North America – Golden Gate Chapter | 7:00 a.m. – 4:30 p.m. | <i>Open @ 7a.m. / Custodial 4 hours open/close</i> | Matthew Shafer |
| Gym | Spring Dynamic Player Development Clinic | 12:00 p.m. – 5:00 p.m. | | Matt Borchert |
| Parking lot 3 | Audi Club North America – Golden Gate Chapter | 7:00 a.m. – 4:30 p.m. | <i>Sandwich boards in lot to block it off</i> | Matthew Shafer |