



Weekly Facilities Memo

April 29 – May 5, 2013

<u>Room</u>	<u>Event</u>	<u>Date & Time</u>	<u>End Date</u>	<u>Contact Person</u>
<u>Monday, April 29</u>				
<u>Evening Administrator – Maire Morinec</u>				
135	Drop-in English Lab	11:00 a.m. – 2:00 p.m.	To 05/22/13	Joshua Scott
431	EOPS Priority Registration	10:30 a.m. – 2:30 p.m.		Cynthia Simon
444	BIO 004	2:30 p.m. – 3:00 p.m.	To 05/17/13	Kathy Clark
445	Counseling Workshop	1:00 p.m. – 3:00 p.m.		Rosa Monroy
445	Chemistry Workshop	3:00 p.m. – 4:00 p.m.	To 05/20/13	Kathy Conrad
Boardroom	Dr. Laguerre/FSUD & VVSUD	11:30 a.m. – 2:00 p.m.	<i>Large setup</i>	Laurie Gorman
Boardroom	Evening Administrators Meeting	2:00 p.m. – 3:00 p.m.	<i>Large setup</i>	Jerry Kea
Boardroom	Academic Senate	3:00 p.m. – 5:00 p.m.	<i>Large setup</i>	Connie Adams
Boardroom	Foundation Board Meeting	5:00 p.m. – 7:30 p.m.	<i>Large setup</i>	Karen Mitchell
806	Office Hours	2:00 p.m. – 3:00 p.m.	To 05/15/13	Ron Harrow
808	EMT Group Meeting	8:00 a.m. – 10:00 a.m.	To 05/22/13	Debbie Luttrell-Williams
Theatre	Dance Production – Performance	5:30 p.m. – 11:00 p.m.		Esther Pryor
1400 Lobby	ASSC Elections	9:00 a.m. – 1:00 p.m. & 6-8p.m.	<i>2 tables/4 chairs in front of rollup door</i>	Judie Burtenshaw
Faculty/Staff Lounge	Faculty Union Meeting	11:00 a.m. – 1:00 p.m.		Maria Santiago
Back half of Cafeteria	Incoming RN Student Orientation	2:00 p.m. – 4:00 p.m.	<i>Classroom style</i>	Debbie Luttrell-Williams
1625	Math Tutoring	12:00 p.m. – 1:30 p.m.	To 05/20/13	Corrine Kirkbride
1646	Office Hours	12:00 p.m. – 12:50 p.m.	To 05/20/13	Karen Gerhart
1775	Men's/Women's Basketball off Season Training	12:30 p.m. – 1:30 p.m.	To 05/17/13	Nagle/Borchert
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 05/10/13	Paul Mazzarelle
Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 04/30/13	Mani Salimpour
Vallejo Center – 133	HYPE Project	9:00 a.m. – 12:00 p.m.	To 06/20/13	Lily Espinoza
Vallejo Center – 133	First Place for Youth Workshop	4:05 p.m. – 7:00 p.m.	To 05/20/13	Christy Saxton
Harbor Theatre	Almost, Maine – Rehearsal	6:00 p.m. – 10:00 p.m.	<i>Reception Hall</i>	Carla Spindt

Tuesday April 30
Evening Administrator – Cynthia Gracia

103	SocSci 23/Coun 5	11:00 a.m. – 12:30 p.m.		Moore/McCord
414	Curriculum Committee Meeting	11:00 a.m. – 12:00 p.m.		Laurie Gorman
431	EOPS Priority Registration	10:30 a.m. – 2:30 p.m.		Cynthia Simon
443	Intermediate Guitar	7:00 p.m. – 9:00 p.m.	<i>Open @ 6:30p.m.</i> To 04/30/13	Jeff Torr
444	S 13 ED Plan Group	3:30 p.m. – 5:30 p.m.		Rosa Monroy
445	Beginning Guitar	7:00 p.m. – 9:00 p.m.	<i>Open @ 6:30p.m.</i> To 04/30/13	Cheryl Warren
503	Curriculum Committee Meeting	1:45 p.m. – 3:45 p.m.	To 05/10/13	Erin Moore
Boardroom	Local 39 Negotiations	8:00 a.m. – 12:00 p.m.	<i>Large setup</i>	Eileen Amick
Boardroom	EEO Training	2:00 p.m. – 4:00 p.m.	<i>20 chairs setup facing the screen</i>	Eileen Amick
708	Intermediate Algebra Tutoring	11:00 a.m. – 1:00 p.m.	To 05/14/13	Corrine Kirkbride
807B	NURS 054	9:00 a.m. – 11:15 a.m.	To 05/23/13	Tracy Fields
1239	Solano Choral Society	7:00 p.m. – 10:00 p.m.	To 05/14/13	Kristy Juliano
Theatre	Dance Production – Rehearsal	5:30 p.m. – 11:00 p.m.		Esther Pryor
1421	Solano Choral Society Board Meeting	5:30 p.m. – 6:45 p.m.	<i>Open @ 5:30 p.m.</i>	Kristy Juliano
1400 Lobby	ASSC Elections	9:00 a.m. – 1:00 p.m. & 6-8p.m.	<i>2 tables/4 chairs in front of rollup door</i>	Judie Burtenshaw
1400 Lobby	JFK University	10:00 a.m. – 1:00 p.m.	<i>1 table/2 chairs by ATM</i>	Judie Burtenshaw
Faculty/Staff Lounge	Faculty Union Meeting	11:00 a.m. – 1:00 p.m.		Maria Santiago
Faculty/Staff Lounge	Flex Cal Committee Meeting	4:30 p.m. – 5:30 p.m.	To 05/07/13	Charles Spillner
1625	Statistics Review	1:00 p.m. – 3:00 p.m.		Corrine Kirkbride
1625	Office Hours	5:30 p.m. – 6:30 p.m.	To 05/21/13	Barry Bussewitz
1645	Office Hours	8:30 a.m. – 9:30 a.m.	To 05/14/13	Sandra Moore
Gym	Volleyball	6:00 p.m. – 8:30 p.m.		Darla Williams
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 05/10/13	Paul Mazzarelle
Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 04/30/13	Mani Salimpour
1860	HUDV 040	11:00 a.m. – 12:15 p.m.	<i>Open @ 10:45 a.m.</i> To 05/16/13	Tasha Smith
1877	Office Hours	11:00 a.m. – 11:50 a.m.	To 05/18/13	Patrick Grant
Vallejo Center – 123	Counseling Workshop DQ & ED Plan Group	2:00 p.m. – 4:00 p.m.		Rosa Monroy
Vallejo Center – 133	HYPE Project	9:00 a.m. – 12:00 p.m.	To 06/20/13	Lily Espinoza
Vallejo Center – 204	ASSC	12:30 p.m. – 2:30 p.m.		Mostafa Ghous
Vallejo Center – 204	About Boating Safety	6:30 p.m. – 8:30 p.m.	To 04/30/13	Kristine Busse-Dohm
Vallejo Center Lobby	Financial Aid Awareness Event	11:00 a.m. – 1:00 p.m.		Maureen Mason-Muyco
Vacaville Center – 218	HYPE Project	3:00 p.m. – 5:50 p.m.	To 05/28/13	Lorraine Roos
Harbor Theatre	Almost, Maine – Rehearsal	6:00 p.m. – 10:00 p.m.	<i>Reception Hall</i>	Carla Spindt

Wednesday May 1
Evening Administrator – Kimo Calilan

135	Drop-in English Lab	11:00 a.m. – 2:00 p.m.	To 05/22/13	Joshua Scott
414, 431	SCFA Negotiations	2:00 p.m. – 5:00 p.m.		Laurie Gorman
444	BIO 004	2:30 p.m. – 3:00 p.m.	To 05/17/13	Kathy Clark
445	Student Veteran Organization Meeting	2:30 p.m. – 4:00 p.m.		Amy Utt
502	OT Placement Testing	2:30 p.m. – 4:30 p.m. & 6:30-8:30 p.m.		Pat Ceja
Boardroom	Deans Meeting	9:00 a.m. – 10:30 a.m.	<i>Large setup</i>	Laurie Gorman
Boardroom	Boardroom Setup	4:00 p.m. – 6:00 p.m.	<i>Audience style</i>	Judy Spencer
Boardroom	Governing Board Meeting	6:30 p.m. – 10:00 p.m.		Judy Spencer
806	Office Hours	2:00 p.m. – 3:00 p.m.	To 05/15/13	Ron Harrow
807B	NURS 054	9:00 a.m. – 11:15 a.m.	To 05/22/13	Tracy Fields
808	EMT Group Meeting	8:00 a.m. – 10:00 a.m.	To 05/22/12	Debbie Luttrell-Williams
902	Kitchell/STV Meeting	10:00 a.m. – 1:00 p.m.	To 05/28/14	Lisa Dixon
902	Equity & Inclusion Advisory Council Meeting	1:00 p.m. – 2:00 p.m.		Eileen Amick
1245	Beginning Steel Drum	6:00 p.m. – 10:00 p.m.	To 05/15/13	Derek Smith
1249	Solano Winds	6:00 p.m. – 8:00 p.m.	To 05/01/13	Bill Doherty
Theatre	Dance Production – Rehearsal	5:30 p.m. – 11:00 p.m.		Esther Pryor
1400 Lobby	ASSC Elections	9:00 a.m. – 1:00 p.m. & 6-8p.m.	<i>2 tables/4 chairs in front of rollup door</i>	Judie Burtenshaw
1400 Lobby	Health Center Outreach	11:00 a.m. – 1:00 p.m.	<i>1 table/1 chair by ATM</i>	Judie Burtenshaw
1400 Lobby	Calvary Baptist Church	9:30 a.m. – 11:00 a.m.	<i>1 table/2 chairs between restrooms</i>	Judie Burtenshaw
Outside of 1400 Lobby	Financial Aid Awareness In Reach Event	11:00 a.m. – 1:30 p.m.		Maureen Mason-Muyco
Faculty/Staff Lounge	Career Fair	9:00 a.m. – 2:00 p.m.		Patricia Young
Back half of Cafeteria	Career Fair	9:00 a.m. – 2:00 p.m.	<i>See Tricia or JJ for setup</i>	Patricia Young
1775	Men's/Women's Basketball Off Season Training	12:30 p.m. – 1:30 p.m.	To 05/17/13	Nagle/Borchert
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 05/10/13	Paul Mazzarelle
1855	Basic Auto Body	6:00 p.m. – 10:00 p.m.	To 05/01/13	James Ackman
Vallejo Center – 122	HYPE Project	3:00 p.m. – 6:00 p.m.	To 05/29/13	Lorraine Roos
Vacaville Center – 215	HYPE Project	3:00 p.m. – 5:50 p.m.	To 05/29/13	Lorraine Roos
Harbor Theatre	Almost, Maine – Rehearsal	6:00 p.m. – 10:00 p.m.	<i>Reception Hall</i>	Carla Spindt

Thursday May 2
Evening Administrator – Christie Speck

103	Nursing	8:30 a.m. – 10:30 a.m.		Catherine Cyr
414	Local 39 Negotiations	9:00 p.m. – 12:00 p.m.		Debbie Luttrell-Williams
414	DSP New Student Orientation	4:00 p.m. – 5:00 p.m.	To 05/02/13	Sidne Parker
431	Local 39 Negotiations	10:00 a.m. – 12:00 p.m.		Eileen Amick
443	Veteran Group Counseling Session	1:30 p.m. – 3:00 p.m.	To 05/23/13	Amy Utt
444	Math/Science Division Meeting	1:00 p.m. – 2:00 p.m.		Jill Crompton
506	CIS Advisory Committee Meeting	4:00 p.m. – 6:00 p.m.		Kevin Anderson
Boardroom	Superintendent/President Executive Cabinet Mtg.	2:30 p.m. – 4:30 p.m.	<i>Large setup</i>	Judy Spencer

Thursday May 2(con't)
Evening Administrator – Christie Speck

743	English 1	6:00 p.m. – 9:00 p.m.		Christopher McBride
811	HS 052	6:00 p.m. – 6:30 p.m.	To 05/16/13	Jan McIlvery
902	Hiring Committee	4:00 p.m. – 5:30 p.m.		Donna Meyer
Theatre	Dance Production – Rehearsal	5:30 p.m. – 11:00 p.m.		Esther Pryor
1400 Lobby	ASSC Elections	9:00 a.m. – 1:00 p.m. & 6-8p.m.	<i>2 tables/4 chairs in front of rollup door</i>	Judie Burtenshaw
Faculty/Staff Lounge	Contract Ratification Meeting/Vote	12:30 a.m. – 3:30 p.m.		Debbie Luttrell-Williams
Back of half Cafeteria	EOPS Recognition Ceremony	11:00 a.m. – 2:00 p.m.	<i>Event time 12-1:30 p.m.</i>	Cynthia Simon
1528	Math Club	1:00 p.m. – 2:00 p.m.		Doug Pierce
1746	School of Human Development Meeting	12:30 p.m. – 1:30 p.m.		Janet Schwartz
1779	Zumba Fitness	6:00 p.m. – 7:00 p.m.	To 06/06/13	Adriana Castillo
Gym	Volleyball	5:00 p.m. – 9:00 p.m.		Darla Williams
Track	Leukemia & Lymphoma Society Training	6:00 p.m. – 7:45 p.m.	<i>Open gate & restrooms @ 5:45 p.m.</i>	Patty Ruiz
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 05/10/13	Paul Mazzarelle
Vallejo Center – 122	HYPE Project	3:30 p.m. – 6:00 p.m.	To 05/30/13	Lorraine Roos
Vacaville Center Lobby	Financial Aid Awareness Event	11:00 a.m. – 1:00 p.m.		Maureen Mason-Muyco
Harbor Theatre	Three Musketeers – Performance	6:00 p.m. – 11:00 p.m.	<i>Show Start time 7:30p.m.</i>	Edward Hightower

Friday May 3

103A	Access Training	2:00 p.m. – 3:00 p.m.	To 05/10/13	Peter Cammish
135	Drop-in English Lab	11:00 a.m. – 2:00 p.m.	To 05/22/13	Joshua Scott
414, 4431	VP White/Negotiations	9:00 a.m. – 3:00 p.m.		Diane White
443	Counseling Workshop	1:00 p.m. – 3:00 p.m.		Rosa Monroy
444	BIO 004	2:30 p.m. – 3:00 p.m.	To 05/17/13	Kathy Clark
501	Tricks and Tips for Outlook Mail	12:00 p.m. – 2:00 p.m.		Marylou Fracisco
502	Typing Test Certificates	2:30 p.m. – 3:15 p.m.	To 05/29/13	Pat Ceja
605	Study Group	9:00 a.m. – 9:50 a.m.	<i>Open @ 8:45a.m.</i> To 05/17/13	Margherita Molnar
Boardroom	Bldg. 600 LLB Mandatory Pre-Bid Conference	10:00 a.m. -12:00 p.m.	<i>Large setup</i>	Lisa Dixon
Boardroom	EMC Meeting	1:00 p.m. – 2:00 p.m.		Peter Cammish
703	Liberal Arts School Meeting	2:30 p.m. – 4:30 p.m.		Donna Meyer
714	French Club	12:00 p.m. – 1:00 p.m.	To 05/17/13	Lorna Marlow-Munoz
714	English Department Meeting	2:30 p.m. – 3:30 p.m.		Michael Wyly
811	Contract Ed	10:30 a.m. – 12:30 p.m.		Alberta Lloyd
902	Crime Scene	11:00 a.m. – 12:00 p.m.	<i>Open @ 10:45 a.m.</i>	Sarah Nordin
902	English Lab Working Group	2:30 p.m. – 3:30 p.m.	<i>Open @ 2:15p.m.</i> To 05/17/13	Joshua Scott
Theatre	Dance Production – Performance	5:30 p.m. – 11:00 p.m.		Esther Pryor
1400 Lobby	Tempest	12:00 p.m. – 2:00 p.m.	<i>1 table/2 chairs by ATM</i>	Judie Burtenshaw
1400 Lobby	French Club Crepe Sale	9:00 a.m. – 1:00 p.m.	<i>2 tables/4 chairs between restrooms</i>	Judie Burtenshaw
Faculty/Staff Lounge	PTK Induction	3:00 p.m. – 9:00 p.m.		
Back half of Cafeteria	PTK Induction	3:00 p.m. – 9:00 p.m.		

1634	Math Tutoring
1746	Lifesaving/Swimming Camp
1775	Men's/Women's Basketball off Season Training
Pool	Solano Aquatic Sea Otters
Pool	Lifesaving/Swimming Camp
Vallejo Center – 125	Assessment Testing
Vacaville Center – 118	Counseling Workshop DQ & ED Plan Group
Harbor Theatre	Three Musketeers – Performance

Friday May 3(con't)

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

To 05/17/13

To 05/17/13

To 05/10/13

Appointments required

Show Start time 7:30p.m.

Corrine Kirkbride
Scott Parrish
Nagle/Borchert
Paul Mazzarelle
Scott Parrish
John Siefert
Rosa Monroy
Edward Hightower

130	Reading/Writing Lab
303	CHEM 160
305	BIO 015
307	BIO 014
809	FIRE 128
1102	ART 020
1105	ART 016
Theatre	THEA 047
Theatre	Dance Production – Performance
1400 Lobby	Solano Kids Rock!
Faculty/Staff Lounge	Solano Kids Rock!
Faculty Staff Lounge	Dance Production
Back half of Cafeteria	Solano Kids Rock!
1633	ECE 063
1746	Lifesaving/Swimming Camp
Gym	FFABL Basketball Clinic
Pool	Lifesaving/Swimming Camp
1815	PHOT 153
Tent	SCC Gala Dinner
Vallejo Center – 204	Sonoma State
Vallejo Center	Rotary International, District 5160
Harbor Theatre	Almost, Maine
Harbor Theatre	Three Musketeers – Performance

Saturday May 4

9:00 a.m. – 1:20 p.m.
9:00 a.m. – 12:05 p.m.
9:00 a.m. – 12:05 p.m.
9:00 a.m. – 12:05 p.m.
9:00 a.m. – 12:05 p.m.
9:00 a.m. – 4:50 p.m.
9:30 a.m. – 1:35 p.m.
6:00 p.m. – 9:50 p.m.
5:30 p.m. – 11:00 p.m.
8:00 a.m. – 1:00 p.m.
8:00 a.m. – 1:00 p.m.
5:00 p.m. – 1:00 a.m.
8:00 a.m. – 1:00 p.m.
9:00 a.m. – 1:50 p.m.
9:00 a.m. – 5:00 p.m.
2:00 p.m. – 9:30 p.m.
9:00 a.m. – 5:00 p.m.
9:00 a.m. – 1:50 p.m.
2:00 p.m. – 11:30 p.m.
9:00 a.m. – 4:00 p.m.
7:30 a.m. – 4:00 p.m.
9:00 a.m. – 1:00 p.m.
6:00 p.m. – 11:00 p.m.

Open exterior doors only, instructor will open 130

To 05/22/13

To 05/22/13

To 05/22/13

To 05/20/13

To 05/04/13

To 05/22/13

To 05/05/13

*See JJ or Tricia for setup
Custodial Services for cleanup
See JJ or Tricia for setup*

To 05/11/13

Custodial services To 05/04/13

Open bldg. 1700 restrooms/Event time 6-10p.m.

Need MP room setup audience style/6 tables in lobby

Reception Hall

Show Start time 7:30p.m.

Carlene Coury
Wayne Hawkes
Michael Ensminger
Ann Hefner-Gravink
Shawn Byrd
Marc Pandone
Abigail Rubenstein
Rebecca Valentino
Esther Pryor
Christy Speck
Christy Speck
Esther Pryor
Christy Speck
Ruth Major
Scott Parrish
MacInnes/Borchert
Scott Parrish
Richard Mariani
Karen Mitchell
Donham/Feldman
Tony Akins
Carla Spindt
Edward Hightower

Gym	Basketball Skills Training Clinic
Tent	Cinco de Mayo
Harbor Theatre	Three Musketeers – Performance
Harbor Theatre	Almost, Maine – Rehearsal

Sunday May 5

12:30 p.m. – 4:00 p.m.
11:00 a.m. – 6:00 p.m.
9:00 p.m. – 1:00 p.m.
12:00 p.m. – 3:00 p.m.

Custodial services for cleanup

*Show Start time 2 p.m.
Reception Hall*

John Nagle
Julie Martinez
Edward Hightower
Carla Spindt