



Weekly Facilities Memo

December 10 – December 16, 2012

<u>Room</u>	<u>Event</u>	<u>Date & Time</u>	<u>End Date</u>	<u>Contact Person</u>
<u>Monday December 10</u>				
<u>Evening Administrator – Kimo Calilan – 580-6367</u>				
101	First Year Experience	12:00 p.m. – 2:00 p.m.		Brenda Taylor
101	Academic Success Task Force Meeting	2:00 p.m. – 3:00 p.m.		Diane White
101	Distance Education Committee Meeting	3:00 p.m. – 4:30 p.m.		Dale Crandall-Bear
414	Admission & Records	7:00 a.m. – 12:00 p.m.	To 12/20/12	Barbara Fountain
445	Office Hours	3:20 p.m. – 4:20 p.m.		Dmitriy Zhiv
Boardroom	Holiday Party Planning Committee Meeting	2:00 p.m. – 3:00 p.m.	Large setup	Eileen Amick
702	Political Science Interviews	2:15 p.m. – 6:50 p.m.		Jeff Lamb
710	STEP Orientation	6:00 p.m. – 8:00 p.m.		Dianna Saeliow
712	Psychology Club	2:30 p.m. – 3:30 p.m.	To 12/10/12	Robert DaPrato
811	Office Hours	5:30 p.m. – 6:00 p.m.	To 12/10/12	Rachelle Jackson
812	Makeup Exams	3:15 p.m. – 4:15 p.m.		Sal Codina
Theatre	SCC Orchestra- Holiday Concert	5:00 p.m. – 10:00 p.m.	Event start time 7 p.m.	Steve Thompson
Back half of Cafeteria	CME	12:00 p.m. – 6:00 p.m.	Classroom style w/2 tables to one side/ 1 table other side	Diane Rieschick
1527	CME Makeup Exam	1:30 p.m. – 4:00 p.m.		Diane Rieschick
1530	Supplemental Math Tutoring - Elementary Algebra	12:30 p.m. – 2:00 p.m.	To 12/10/12	Corrine Kirkbride
1746	Study Hall for Men's Basketball	12:00 p.m. – 1:00 p.m.	To 12/12/12	Nancy Moore
1775	Baseball Conditioning	2:00 p.m. – 4:00 p.m.	To 12/17/12	Scott Stover
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 12/21/12	Mazzarelle/Anderson
Vallejo Center – 133	Project HYPE	8:00 a.m. – 5:00 p.m.	To 12/17/12	Lily Espinoza
Harbor Theatre	Solano Repertory – “Christmas Carol”	6:00 p.m. – 10:00 p.m.	Tech/Rehearsal	Carla Spindt
<u>Tuesday December 11</u>				
<u>Evening Administrator – Mostafa Ghous – 580-6367</u>				
101	First Year Experience	9:00 a.m. – 12:00 p.m.		Brenda Tucker
101	Bldg. 1300 Planning Meeting	2:30 p.m. – 4:30 p.m.		Kimo Calilan
103A	Curriculum	9:00 a.m. – 12:00 p.m.		Lynette Gray

Tuesday December 11(con't)

Evening Administrator – Mostafa Ghous – 580-6367

135	CME Makeup Exam	11:00 a.m. – 5:00 p.m.		Diane Rieschick
414	Admission & Records	7:00 a.m. – 12:00 p.m.	To 12/20/12	Barbara Fountain
414	Sustainability Advisory Committee Meeting	4:00 p.m. – 5:00 p.m.		Sandra Diehl
431	Counseling	11:30 a.m. – 1:30 p.m.		Marianne Flatland
446	Interior Design Interviews	10:00 a.m. – 12:00 p.m.		Jeff Lamb
502	Placement Testing for Keyboarding Classes	1:00 p.m. – 3:00 p.m.		Pat Ceja
503	Curriculum Committee Meeting	1:30 p.m. – 3:30 p.m.	To 12/11/12	Erin Moore
Boardroom	Student Services Council Meeting	10:00 a.m. – 12:00 p.m.	<i>Large setup</i>	Judy Spencer
Boardroom	CSEA Reclass Training	3:30 p.m. – 5:00 p.m.	<i>Audience style facing screen</i>	Eileen Amick
801	Office Hours	5:30 p.m. – 6:00 p.m.	To 12/11/12	Rachelle Jackson
811	HS 52	5:30 p.m. – 6:00 p.m.	To 12/11/12	Joan McIlvery
902	Kitchell Meeting	2:30 p.m. – 4:30 p.m.		Lisa Dixon
1245	Solano Winds	7:00 p.m. – 9:45 p.m.	To 12/13/12	Bill Doherty
Back half of Cafeteria	UMOJA Academic Celebration	9:00 a.m. – 1:00 p.m.	<i>Classroom style</i>	Karen McCord
1526	Final Exam for Online MATH 330	5:30 p.m. – 7:30 p.m.		Darryl Allen
1642	UMOJA	8:30 a.m. – 9:30 a.m.	To 12/13/12	Karen McCord
1645	Statistics Final Exam Review	4:30 p.m. – 9:00 p.m.		Corrine Kirkbride
1646	Microbiology Class	6:00 p.m. – 9:00 p.m.		Francisco Goes da Silva
1705	Volleyball	5:30 p.m. – 6:30 p.m.		Darla Williams
Gym	Volleyball	6:35 p.m. – 9:30 p.m.		Darla Williams
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 12/21/12	Mazzarelle/Anderson
Pool	FAR Water Polo	6:00 p.m. – 8:00 p.m.	To 01/24/13	Wes Lai
Vallejo Center – 133	Project HYPE	8:00 a.m. – 5:00 p.m.	To 12/17/12	Lily Espinoza
Harbor Theatre	Solano Repertory – “Christmas Carol”	6:00 p.m. – 10:00 p.m.	<i>Tech/Rehearsal</i>	Carla Spindt

Wednesday December 12

Evening Administrator – Maire Morinec – 580-6367

101	First Year Experience	12:00 p.m. – 3:00 p.m.	To 12/12/12	Brenda Tucker
103	Nursing	8:00 a.m. – 10:00 a.m.		Tracy Fields
103	Nursing	12:00 p.m. – 3:00 p.m.		Burgess/Knuckles
103A	Nursing	8:00 a.m. – 10:00 a.m.		Tracy Fields
121	Speech 75	4:30 p.m. – 7:30 p.m.	To 12/12/12	Greg Poff
431	Educational Administrators	9:00 a.m. – 11:30 a.m.		Laurie Gorman
Boardroom	Reprographics Meeting	9:00 a.m. – 10:00 a.m.	<i>Large setup</i>	Janet Leary
Boardroom	Facilities Meeting	11:00 a.m. – 1:00 p.m.	<i>Large setup</i>	Janet Leary
Boardroom	Photo Shoot of Deans and Directors	1:00 p.m. – 2:00 p.m.	<i>Large setup</i>	Shemila Johnson
Boardroom	Shared Governance	2:00 p.m. – 4:00 p.m.	<i>Large setup</i>	Judy Spencer
Boardroom	Bldg. 1300 Meeting	4:00 p.m. – 5:00 p.m.	<i>Large setup</i>	Janet Leary
902	First Year Experience	2:00 p.m. – 3:00 p.m.	<i>Open @ 1:45 p.m.</i> To 12/19/12	Joshua Scott

Wednesday December 12(con't)

Evening Administrator – Maire Morinec – 580-6367

902	Basic Skills Steering Committee	3:00 p.m. – 4:00 p.m.		Melissa Reeve
1245	Beginning Steel Drum	6:00 p.m. – 10:00 p.m.	To 12/12/12	Derek Smith
Theatre	Faith Ballet Academy – “Babes in Toyland”	4:00 p.m. – 8:00 p.m.	<i>Rehearsal</i>	Lorraine Craib
Faculty/Staff Lounge	CSEA General Membership Meeting	12:00 p.m. – 1:00 p.m.		Debbie Luttrell-Williams
Back half of Cafeteria	Winter Holiday Party Setup	4:00 p.m. – 5:30 p.m.		Eileen Amick
1530	Supplemental Math Tutoring - Elementary Algebra	12:30 p.m. – 2:00 p.m.	To 12/12/12	Corrine Kirkbride
1746	Study Hall for Men’s Basketball	12:00 p.m. – 1:00 p.m.	To 12/12/12	Nancy Moore
1775	Baseball Conditioning	2:00 p.m. – 4:00 p.m.	To 12/17/12	Scott Stover
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 12/21/12	Mazzarelle/Anderson
1855	Basic Auto Body & Repair	6:00 p.m. – 10:00 p.m.	To 12/12/12	James Ackman
Vallejo Center – 133	Project HYPE	8:00 a.m. – 5:00 p.m.	To 12/17/12	Lily Espinoza
Vallejo Center – 136	MATH 011	8:30 a.m. – 11:00 a.m.		Tom Grube
Vallejo Center – 204	Violence Intervention Program	5:00 p.m. – 9:00 p.m.	To 12/12/12	Karen McCord
Vallejo Center – 242	MATH 011	7:00 p.m. – 9:30 p.m.		Tom Grube
Harbor Theatre	Solano Repertory – “Christmas Carol”	6:00 p.m. – 10:00 p.m.	<i>Tech/Rehearsal</i>	Carla Spindt

Thursday December 13

Evening Administrator – Barbara Fountain – 580-6367

101	Basic Skills – Chemistry Workshop	1:30 p.m. – 2:30 p.m.	To 12/13/12	Kathleen Conrad
121	Speech 75	4:30 p.m. – 7:30 p.m.	To 12/13/12	Greg Poff
308	Division Meeting	1:00 p.m. – 1:50 p.m.	To 12/13/12	Jill Crompton
414	Admission & Records	7:00 a.m. – 12:00 p.m.	To 12/20/12	Barbara Fountain
414	PERT	1:00 p.m. – 2:00 p.m.		Peter Cammish
414	DSP New Student Orientation	4:00 p.m. – 5:00 p.m.		Sidne Parker
431	Out of Darkness Committee Meeting	9:00 a.m. – 1:00 p.m.	<i>Meeting time 10-12p.m.</i>	Shemila Johnson
Boardroom	CSEA Committee Meeting	9:00 a.m. – 10:00 a.m.	<i>Large setup</i>	Eileen Amick
Boardroom	Measure G Bond Team Meeting	10:00 a.m. – 2:00 p.m.	<i>Large setup</i>	Janet Leary
Boardroom	Superintendent/President Executive Cabinet Mtg.	3:00 p.m. – 5:00 p.m.	<i>Large setup</i>	Judy Spencer
806	Cinema Interviews	1:30 p.m. – 5:30 p.m.		Jeff Lamb
804	Online Final Exam	5:00 p.m. – 7:00 p.m.		Danielle Widemann
812	RN Information Sessions	5:00 p.m. – 7:00 p.m.		Amy Gaylor
Theatre	Solano Choral Society	5:30 p.m. – 10:30 p.m.	<i>Rehearsal</i>	Kristy Juliano
1421	Local 39 General Membership Meeting	3:30 p.m. – 4:30 p.m.		Laura Strand
Back half of Cafeteria	Winter Holiday Party	8:00 a.m. – 4:00 p.m.	<i>Event time 11:30-1:45p.m.</i>	Eileen Amick
Back half of Cafeteria	CSEA Regional President’s Meeting	6:00 p.m. – 8:30 p.m.		Debbie Luttrell-Williams
1633	Office Hours	8:30 a.m. – 9:30 a.m.	To 12/13/12	Tracie White
1642	UMOJA	8:30 a.m. – 9:30 a.m.	To 12/13/12	Karen McCord
1705	Volleyball	5:30 p.m. – 6:30 p.m.		Darla Williams
1779	Zumba Fitness	6:00 p.m. – 7:00 p.m.	To 01/24/13	Adriana Castillo

Thursday December 13 (con't)

Evening Administrator – Barbara Fountain – 580-6367

Gym	Volleyball	6:35 p.m. – 9:30 p.m.		Darla Williams
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 12/21/12	Mazzarelle/Anderson
Pool	FAR Water Polo	6:00 p.m. – 8:00 p.m.	To 01/24/13	Wes Lai
Vallejo Center – 133	Project HYPE	8:00 a.m. – 5:00 p.m.	To 12/17/12	Lily Espinoza
Harbor Theatre	Solano Repertory – “Christmas Carol”	6:00 p.m. – 10:00 p.m.	<i>Tech/Rehearsal</i>	Carla Spindt

Friday December 14

103	Nursing	9:00 a.m. – 12:00 p.m.		Glenn Burgess
121	Speech 75	1:00 p.m. – 8:00 p.m.	To 12/14/12	Greg Poff
414	Admission & Records	7:00 a.m. – 12:00 p.m.	To 12/20/12	Barbara Fountain
414	Dean, School of Social & Behavior Science Comm.	3:00 p.m. – 4:30 p.m.		Laurie Gorman
444	Office Hours	9:00 a.m. – 9:50 a.m.	To 12/14/12	Margherita Molnar
Boardroom	Photo Shoot of Deans and Directors	10:00 a.m. – 11:00 a.m.	<i>Large setup</i>	Shemila Johnson
701	School of Liberal Arts Division Meeting	2:30 p.m. – 4:00 p.m.		Donna Meyer
714	French Club	12:00 p.m. – 1:00 p.m.	To 12/14/12	Lorna Marlow-Munoz
806	Journalism Interviews	8:00 a.m. – 11:30 a.m.		Jeff Lamb
807B	Nurse 61	8:00 a.m. – 12:00 p.m.		Lisa Romero
Faculty/Staff Lounge	French Club End of Year Dinner	6:00 p.m. – 9:00 p.m.		Lorna Marlow-Munoz
1526	Final Exam Part 2	1:30 p.m. – 3:30 p.m.		Pam Muick
1775	Baseball Conditioning	2:00 p.m. – 4:00 p.m.	To 12/17/12	Scott Stover
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	To 12/21/12	Mazzarelle/Anderson
Vallejo Center – 133	Project HYPE	8:00 a.m. – 3:00 p.m.	To 12/17/12	Lily Espinoza
Harbor Theatre	Solano Repertory – “Christmas Carol”	6:00 p.m. – 10:00 p.m.	<i>7:30 p.m. Performance</i>	Carla Spindt

Saturday December 15

301	Geology Online Final	9:00 a.m. – 1:00 p.m.		Mark Feighner
302	PHYS 002	8:00 a.m. – 12:05 p.m.	To 12/17/12	Darwin Ho
802	Astronomy 10 Online Final	8:00 a.m. – 10:00 a.m.		Phillip Petersen
802	Physics 10 Online Final	10:00 a.m. – 12:00 p.m.		Phillip Petersen
1105	ART 014	9:30 a.m. – 3:40 p.m.	To 12/17/12	Kaveh Shakikhan
Theatre	Solano Choral Society	5:30 p.m. – 10:30 p.m.	<i>8 p.m. Performance / Lot lights on</i>	Kristy Juliano
1526	Final Exam for Online BIO 12	12:00 p.m. – 2:00 p.m.	<i>Open @ 1:30 p.m.</i>	Pam Muick
Gym	FFABL/FFASL Fundraiser	4:00 p.m. – 10:00 p.m.	<i>2 hours custodial for cleanup</i>	MacInnes/Borchert
1815	PHOT 154	9:00 a.m. – 1:45 p.m.	To 12/17/12	Mariani/Zidek
Harbor Theatre	Solano Repertory – “Christmas Carol”	12:30 p.m. – 4:30 p.m.	<i>2 p.m. Performance</i>	Carla Spindt
Harbor Theatre	Solano Repertory – “Christmas Carol”	6:00 p.m. – 10:00 p.m.	<i>7:30 p.m. Performance</i>	Carla Spindt

Theatre
Harbor Theatre

Faith Ballet Academy – “Babes in Toyland”
Solano Repertory – “Christmas Carol”

Sunday December 16

2:00 p.m. – 7:00 p.m.
12:30 p.m. – 4:30 p.m.

*Performance / Lot lights on
2 p.m. Performance*

Lorraine Craib
Carla Spindt