# Weekly Facilities Memo

**December 3 – December 9, 2012**

<table>
<thead>
<tr>
<th>Room</th>
<th>Event</th>
<th>Date &amp; Time</th>
<th>End Date</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Monday December 3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>First Year Experience</td>
<td>12:00 p.m. – 3:00 p.m.</td>
<td></td>
<td>Brenda Tucker</td>
</tr>
<tr>
<td>414</td>
<td>Admission &amp; Records</td>
<td>7:00 a.m. – 12:00 p.m.</td>
<td>To 12/20/12</td>
<td>Barbara Fountain</td>
</tr>
<tr>
<td>414</td>
<td>CTA Pac Committee</td>
<td>4:00 p.m. – 5:30 p.m.</td>
<td></td>
<td>Nick Cittadino</td>
</tr>
<tr>
<td>605</td>
<td>EEO Training</td>
<td>2:00 p.m. – 3:30 p.m.</td>
<td></td>
<td>Immaculate Adesida</td>
</tr>
<tr>
<td>Boardroom</td>
<td>Planning Committee for Holiday Party</td>
<td>2:00 p.m. – 3:00 p.m.</td>
<td>Large set-up</td>
<td>Eileen Amick</td>
</tr>
<tr>
<td>Boardroom</td>
<td>Academic Senate</td>
<td>3:00 p.m. – 5:00 p.m.</td>
<td>Large set-up</td>
<td>Connie Adams</td>
</tr>
<tr>
<td>710</td>
<td>History 17 Online Exams</td>
<td>4:00 p.m. – 5:00 p.m.</td>
<td></td>
<td>Diane White</td>
</tr>
<tr>
<td>712</td>
<td>Psychology Club</td>
<td>2:30 p.m. – 3:30 p.m.</td>
<td>To 12/10/12</td>
<td>Robert DaPrato</td>
</tr>
<tr>
<td>806</td>
<td>Crime Scene</td>
<td>11:00 a.m. – 12:00 p.m.</td>
<td></td>
<td>Sarah Nordin</td>
</tr>
<tr>
<td>806</td>
<td>Hiring Committee for Adjunct Art History Instructor</td>
<td>2:30 p.m. – 6:30 p.m.</td>
<td></td>
<td>Ferdinanda Florence</td>
</tr>
<tr>
<td>811</td>
<td>Office Hours</td>
<td>5:30 p.m. – 6:00 p.m.</td>
<td>To 12/10/12</td>
<td>Rachelle Jackson</td>
</tr>
<tr>
<td>902</td>
<td>Interviews</td>
<td>8:30 a.m. – 1:00 p.m.</td>
<td></td>
<td>Debbie Luttrell-Williams</td>
</tr>
<tr>
<td>1530</td>
<td>Supplemental Math Tutoring - Elementary Algebra</td>
<td>12:30 p.m. – 2:00 p.m.</td>
<td></td>
<td>Corrine Kirkbridge</td>
</tr>
<tr>
<td>1746</td>
<td>Study Hall for Men's Basketball</td>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>To 12/12/12</td>
<td>Nancy Moore</td>
</tr>
<tr>
<td>1775</td>
<td>Baseball Conditioning</td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>To 12/17/12</td>
<td>Scott Stover</td>
</tr>
<tr>
<td>Pool</td>
<td>Solano Aquatic Sea Otters (SASO)</td>
<td>4:15 p.m. – 6:30 p.m.</td>
<td>To 12/21/12</td>
<td>Mazzarelle/Anderson</td>
</tr>
<tr>
<td>Vallejo Center – 133</td>
<td>Project HYPE</td>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>To 12/17/12</td>
<td>Lily Espinoza</td>
</tr>
<tr>
<td></td>
<td><strong>Tuesday December 4</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>History 17 Online Exam</td>
<td>8:00 a.m. – 9:00 a.m.</td>
<td></td>
<td>Diane White</td>
</tr>
<tr>
<td>103</td>
<td>Learning Resources</td>
<td>9:30 a.m. – 10:30 a.m.</td>
<td></td>
<td>Katherine Luce</td>
</tr>
<tr>
<td>103</td>
<td>Nursing</td>
<td>12:00 p.m. – 3:00 p.m.</td>
<td></td>
<td>Glenn Burgess</td>
</tr>
<tr>
<td>103</td>
<td>Canvas LMS</td>
<td>3:00 p.m. – 4:00 p.m.</td>
<td></td>
<td>Dale Crandall-Bear</td>
</tr>
<tr>
<td>308</td>
<td>Office Hours/Study Sessions</td>
<td>1:50 p.m. – 2:30 p.m.</td>
<td>To 12/06/12</td>
<td>Jerry Gerald</td>
</tr>
</tbody>
</table>
### Tuesday December 4 (con't)

**Evening Administrator – Deborah Mann – 580-6367**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Room</th>
<th>To/From</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m. – 6:00 p.m.</td>
<td>701  History 17 Online Exam</td>
<td></td>
<td>12/11/12</td>
<td>Diane White</td>
</tr>
<tr>
<td>6:00 p.m. – 9:45 p.m.</td>
<td>1245  Solano Winds</td>
<td>Large set-up</td>
<td>12/13/12</td>
<td>Bill Doherty</td>
</tr>
<tr>
<td>11:00 a.m. – 4:00 p.m.</td>
<td>1028  Math Club</td>
<td></td>
<td>To 12/13/12</td>
<td>Karen McCord</td>
</tr>
<tr>
<td>12:00 p.m. – 3:00 p.m.</td>
<td>101  First Year Experience</td>
<td></td>
<td>To 12/12/12</td>
<td>Brenda Tucker</td>
</tr>
<tr>
<td>12:45 p.m. – 12:15 p.m.</td>
<td>1738  School of Human Performance &amp; Development</td>
<td></td>
<td>12/12/12</td>
<td>Lily Espinoza</td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>1738  School of Human Performance &amp; Development</td>
<td>12/21/12</td>
<td></td>
<td>Mazzarelle/Anderson</td>
</tr>
<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>1231  FCC</td>
<td></td>
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<tr>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>1231  SCC Equity and Inclusion Advisory Council</td>
<td></td>
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### Wednesday December 5

**Evening Administrator – Ed Goldberg – 580-6367**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Room</th>
<th>To/From</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 p.m. – 3:00 p.m.</td>
<td>101  First Year Experience</td>
<td></td>
<td>To 12/12/12</td>
<td>Brenda Tucker</td>
</tr>
<tr>
<td>3:00 p.m. – 4:00 p.m.</td>
<td>103  Canvas LMS</td>
<td></td>
<td></td>
<td>Dale Crandall-Bear</td>
</tr>
<tr>
<td>4:30 p.m. – 7:30 p.m.</td>
<td>121  Speech 75</td>
<td></td>
<td>To 12/12/12</td>
<td>Greg Poff</td>
</tr>
<tr>
<td>10:45 a.m. – 12:00 p.m.</td>
<td>414  Deans Meeting w/FFUSD</td>
<td></td>
<td>To 12/12/12</td>
<td>Shirley Lewis</td>
</tr>
<tr>
<td>12:30 p.m. – 1:30 p.m.</td>
<td>414  ALG Sub Committee Meeting</td>
<td></td>
<td></td>
<td>Amy Utt</td>
</tr>
<tr>
<td>2:00 p.m. – 3:00 p.m.</td>
<td>414  Deans Meeting w/President</td>
<td></td>
<td></td>
<td>Judy Spencer</td>
</tr>
<tr>
<td>3:30 p.m. – 4:30 p.m.</td>
<td>414  Brandman Workshop</td>
<td></td>
<td></td>
<td>Eileen Amick</td>
</tr>
<tr>
<td>8:30 a.m. – 10:30 a.m.</td>
<td>443  Brandman Workshop</td>
<td>Large set-up</td>
<td></td>
<td>Susan Schnars</td>
</tr>
<tr>
<td>1:00 p.m. – 4:00 p.m.</td>
<td>443  ALG Meeting</td>
<td>Large set-up</td>
<td></td>
<td>Judy Spencer</td>
</tr>
<tr>
<td>12:00 p.m. – 3:00 p.m.</td>
<td>443  ALG Meeting</td>
<td>Large set-up</td>
<td></td>
<td>Judy Spencer</td>
</tr>
<tr>
<td>1:00 p.m. – 4:00 p.m.</td>
<td>443  ALG Meeting</td>
<td>Large set-up</td>
<td></td>
<td>Judy Spencer</td>
</tr>
<tr>
<td>4:00 p.m. – 6:00 p.m.</td>
<td>443  ALG Meeting</td>
<td>Audience Style</td>
<td></td>
<td>Judy Spencer</td>
</tr>
<tr>
<td>11:00 a.m. – 12:00 p.m.</td>
<td>902  Crime Scene</td>
<td>Open @ 10:45 a.m.</td>
<td></td>
<td>Sarah Nordin</td>
</tr>
<tr>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>902  Crime Scene</td>
<td>Open @ 12:45 p.m.</td>
<td></td>
<td>Immaculate Adesida</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
<td>Contact</td>
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<tr>
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<tr>
<td>2:00 p.m.</td>
<td>First Year Experience</td>
<td>902</td>
<td>Joshua Scott</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Accelerated English Focused Inquiry Group</td>
<td>902</td>
<td>Joshua Scott</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Beginning Steel Drum</td>
<td>1245</td>
<td>Derek Smith</td>
<td></td>
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<tr>
<td>12:30 p.m.</td>
<td>HIV Testing by Planned Parenthood</td>
<td>1409</td>
<td>Noel Robinson</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Ceramics Art Dept. – Pottery &amp; Print Sale</td>
<td>1421</td>
<td>Kathy Kears</td>
<td></td>
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<tr>
<td>10:00 a.m.</td>
<td>World AIDS Day Education Table</td>
<td>1400 Lobby</td>
<td>Noel Robinson</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>JACC – Christmas Bake Sale</td>
<td>1400 Lobby</td>
<td>Judie Burtenshaw</td>
<td></td>
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<tr>
<td>9:30 a.m.</td>
<td>Rotaract – Lumpia Sale</td>
<td>1400 Lobby</td>
<td>Judie Burtenshaw</td>
<td></td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Day Jazz Band Performance</td>
<td>W side of 1400 Bldg.</td>
<td>Noel Robinson</td>
<td></td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Basic Skills – Chemistry Workshop</td>
<td>101</td>
<td>Kathleen Conrad</td>
<td></td>
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<tr>
<td>3:30 p.m.</td>
<td>Flex Cal Meeting</td>
<td>101</td>
<td>Charles Spillner</td>
<td></td>
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<tr>
<td>2:00 p.m.</td>
<td>Admissions &amp; Records</td>
<td>103</td>
<td>Barbara Fountain</td>
<td></td>
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<tr>
<td>4:30 p.m.</td>
<td>Speech 75</td>
<td>121</td>
<td>Greg Poff</td>
<td></td>
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<tr>
<td>3:00 p.m.</td>
<td>Expanding Your Horizons STEM Event</td>
<td>155</td>
<td>Alberta Lloyd</td>
<td></td>
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<tr>
<td>1:00 p.m.</td>
<td>Division Meeting</td>
<td>308</td>
<td>Jill Crompton</td>
<td></td>
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<tr>
<td>1:50 p.m.</td>
<td>Office Hours/Study Sessions</td>
<td>308</td>
<td>Jerry Gerald</td>
<td></td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>Admission &amp; Records</td>
<td>414</td>
<td>Barbara Fountain</td>
<td></td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Veteran Brown Bag Lunch</td>
<td>605</td>
<td>Amy Utt</td>
<td></td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Safety Committee Meeting</td>
<td>Boardroom</td>
<td>Cindy Murashige</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Human Resources Negotiations</td>
<td>Boardroom</td>
<td>Eileen Amick</td>
<td></td>
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<tr>
<td>1:00 p.m.</td>
<td>PCRC Committee Meeting</td>
<td>Boardroom</td>
<td>Eileen Amick</td>
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<tr>
<td>2:30 p.m.</td>
<td>Superintendent/President Executive Cabinet Mtg.</td>
<td>Boardroom</td>
<td>Judy Spencer</td>
<td></td>
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<tr>
<td>8:00 a.m.</td>
<td>Holiday Plant Sale</td>
<td>1000</td>
<td>Horticulture Club</td>
<td></td>
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<tr>
<td>6:00 p.m.</td>
<td>Office Hours</td>
<td>1531</td>
<td>Sean Gregory</td>
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### Thursday December 6 (con't)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>To Date</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>1625</td>
<td>ECE Meeting</td>
<td></td>
<td>12/06/12</td>
<td>Maureen McSweeney</td>
</tr>
<tr>
<td>1633</td>
<td>Office Hours</td>
<td></td>
<td>12/13/12</td>
<td>Tracie White</td>
</tr>
<tr>
<td>1642</td>
<td>UMOJA</td>
<td></td>
<td>12/13/12</td>
<td>Karen McCord</td>
</tr>
<tr>
<td>Pool</td>
<td>Solano Aquatic Sea Otters (SASO)</td>
<td></td>
<td>12/21/12</td>
<td>Mazzarelle/Anderson</td>
</tr>
<tr>
<td>Pool</td>
<td>FAR Water Polo</td>
<td></td>
<td>01/24/13</td>
<td>Wes Lai</td>
</tr>
<tr>
<td>Vallejo Center – 133</td>
<td>Project HYPE</td>
<td></td>
<td>12/17/12</td>
<td>Lily Espinoza</td>
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### Friday December 7

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>To Date</th>
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</thead>
<tbody>
<tr>
<td>121</td>
<td>Speech 75</td>
<td></td>
<td>12/14/12</td>
<td>Greg Poff</td>
</tr>
<tr>
<td>305</td>
<td>Bio 12 – Final Exam Part 1</td>
<td></td>
<td></td>
<td>Pam Muick</td>
</tr>
<tr>
<td>308</td>
<td>CME Testing</td>
<td></td>
<td></td>
<td>Diane Rieschick</td>
</tr>
<tr>
<td>414</td>
<td>Admission &amp; Records</td>
<td></td>
<td></td>
<td>Barbara Fountain</td>
</tr>
<tr>
<td>414</td>
<td>Enrollment Management Meeting</td>
<td></td>
<td></td>
<td>Peter Cammish</td>
</tr>
<tr>
<td>443, 445, 446</td>
<td>Speech Tournament</td>
<td></td>
<td></td>
<td>Neil Glines</td>
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<tr>
<td>444</td>
<td>Office Hours</td>
<td></td>
<td>12/14/12</td>
<td>Margherita Molnar</td>
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<tr>
<td>502</td>
<td>Typing Test Certificates</td>
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<td>12/07/12</td>
<td>Pat Ceja</td>
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<tr>
<td>603, 605</td>
<td>CME Testing</td>
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<td></td>
<td>Diane Rieschick</td>
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<tr>
<td>Boardroom</td>
<td>Media Training</td>
<td></td>
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<td>Shemila Johnson</td>
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<tr>
<td>Boardroom</td>
<td>Human Resources Unit Meeting</td>
<td></td>
<td></td>
<td>Eileen Amick</td>
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<tr>
<td>701, 702, 704, 705, 706</td>
<td>CME Testing</td>
<td></td>
<td></td>
<td>Diane Rieschick</td>
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<tr>
<td>708, 710, 713, 714, 736</td>
<td>CME Testing</td>
<td></td>
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<td>Diane Rieschick</td>
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<tr>
<td>703</td>
<td>CME Testing</td>
<td></td>
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<td>Diane Rieschick</td>
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<tr>
<td>712</td>
<td>Speech Tournament</td>
<td></td>
<td></td>
<td>Neil Glines</td>
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<tr>
<td>714</td>
<td>French Club</td>
<td></td>
<td>12/14/12</td>
<td>Lorna Marlow-Munoz</td>
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<tr>
<td>801, 804, 812</td>
<td>CME Testing</td>
<td></td>
<td></td>
<td>Diane Rieschick</td>
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<tr>
<td>803, 806, 811</td>
<td>Speech Tournament</td>
<td></td>
<td></td>
<td>Neil Glines</td>
</tr>
<tr>
<td>902</td>
<td>Crime Scene</td>
<td></td>
<td></td>
<td>Sarah Nordin</td>
</tr>
<tr>
<td>1000</td>
<td>Holiday Plant Sale</td>
<td></td>
<td></td>
<td>Horticulture Club</td>
</tr>
<tr>
<td>Theatre</td>
<td>Day Jazz Band Rehearsal</td>
<td></td>
<td></td>
<td>Tim Acosta</td>
</tr>
<tr>
<td>Back half of Cafeteria</td>
<td>Jepson Middle School/SCC Tour</td>
<td></td>
<td></td>
<td>Albert Lloyd</td>
</tr>
<tr>
<td>1529, 1625</td>
<td>CME Testing</td>
<td></td>
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<td>Diane Rieschick</td>
</tr>
<tr>
<td>1530, 1634, 1642, 1645</td>
<td>Speech Tournament</td>
<td></td>
<td></td>
<td>Neil Glines</td>
</tr>
<tr>
<td>1738</td>
<td>Solano Showdown</td>
<td></td>
<td>12/17/12</td>
<td>Matt Borchert</td>
</tr>
<tr>
<td>1775</td>
<td>Baseball Conditioning</td>
<td></td>
<td>12/21/12</td>
<td>Scott Stover</td>
</tr>
<tr>
<td>Gym</td>
<td>Solano Showdown</td>
<td></td>
<td>12/21/12</td>
<td>Matt Borchert</td>
</tr>
<tr>
<td>Pool</td>
<td>Solano Aquatic Sea Otters (SASO)</td>
<td></td>
<td>12/17/12</td>
<td>Mazzarelle/Anderson</td>
</tr>
<tr>
<td>Vallejo Center – 133</td>
<td>Project HYPE</td>
<td></td>
<td></td>
<td>Diane Rieschick</td>
</tr>
<tr>
<td>Vallejo Center – 136</td>
<td>CME Testing</td>
<td></td>
<td></td>
<td>Ian MacIver</td>
</tr>
<tr>
<td>Harbor Theatre</td>
<td>Film Festival</td>
<td></td>
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</table>

**4 separate tables with chairs facing screen**

**Large set-up**

**Classroom Style**
**Saturday December 8**

<table>
<thead>
<tr>
<th>Room</th>
<th>Course/Event</th>
<th>Time</th>
<th>To/From</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>302</td>
<td>PHYS 002</td>
<td>8:00 a.m. – 12:05 p.m.</td>
<td>To 12/17/12</td>
<td>Darwin Ho</td>
</tr>
<tr>
<td>1000</td>
<td>Holiday Plant Sale</td>
<td>8:00 a.m. – 2:00 p.m.</td>
<td>Horticulture Club</td>
<td>Horticulture Club</td>
</tr>
<tr>
<td>1105</td>
<td>ART 014</td>
<td>9:30 a.m. – 3:40 p.m.</td>
<td>To 12/17/12</td>
<td>Kaveh Shakikhan</td>
</tr>
<tr>
<td>1738</td>
<td>Solano Showdown</td>
<td>12:00 p.m. – 8:00 p.m.</td>
<td>Matt Borchert</td>
<td>Matt Borchert</td>
</tr>
<tr>
<td>Gym</td>
<td>Solano Showdown</td>
<td>10:00 a.m. – 8:00 p.m.</td>
<td>Matt Borchert</td>
<td>Matt Borchert</td>
</tr>
<tr>
<td>1815</td>
<td>PHOT 154</td>
<td>9:00 a.m. – 1:45 p.m.</td>
<td>To 12/17/12</td>
<td>Mariani/Zidek</td>
</tr>
</tbody>
</table>

**Sunday December 9**

<table>
<thead>
<tr>
<th>Room</th>
<th>Course/Event</th>
<th>Time</th>
<th>Instructor(s)</th>
</tr>
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<tbody>
<tr>
<td>1738</td>
<td>Solano Showdown</td>
<td>9:00 a.m. – 5:00 p.m.</td>
<td>Matt Borchert</td>
</tr>
<tr>
<td>Gym</td>
<td>Solano Showdown</td>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>Matt Borchert</td>
</tr>
<tr>
<td>Harbor Theatre</td>
<td>Solano Repertory Theatre – Load-in</td>
<td>10:00 a.m. – 6:00 p.m.</td>
<td>Carla Spindt</td>
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