



Weekly Facilities Memo

March 11 – March 17, 2013

<u>Room</u>	<u>Event</u>	<u>Date & Time</u>	<u>End Date</u>	<u>Contact Person</u>
<u>Monday March 11</u>				
<u>Evening Administrator – Charo Albarran – 580-6367</u>				
101	DE Committee Meeting	3:00 p.m. – 4:30 p.m.		Connie Adams
135	Drop-in English Lab	11:00 a.m. – 2:00 p.m.	To 05/22/13	Joshua Scott
431	Student Workers Celebration Team Meeting	11:00 a.m. – 12:00 p.m.		Cynthia Simon
443	Student Test Anxiety Workshop	12:00 p.m. – 1:00 p.m.		Laurie Gorman
444	BIO 004	2:30 p.m. – 3:00 p.m.	To 05/17/13	Kathy Clark
445	Chemistry Workshop	3:00 p.m. – 4:00 p.m.	To 05/20/13	Kathy Conrad
Between Bldg. 500 & 600 Boardroom	SCC Bus Rider Committee Survey	8:00 a.m. – 2:00 p.m.	<i>3 table/2 chairs ea. between 500 & 600</i>	Kamber Sta. Maria
	Bldg. 600 Space Planning Review	8:00 a.m. – 5:00 p.m.	<i>Large setup</i>	Lisa Dixon
804	NURS 54	9:00 a.m. – 11:15 a.m.	To 04/15/13	Tracy Fields
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
811	PSYC Online Class Exam	5:00 p.m. - 6:00 p.m.		Saki Cabrera
Back half of Cafeteria	Transportation Planning Meeting	12:00 p.m. – 1:00 p.m.	<i>Classroom style</i>	Kamber Sta. Maria
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 (SASO)	4:15 p.m. – 6:30 p.m. <i>Open @ 4:15 p.m.</i>	To 03/29/13	Paul Mazzarella
Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 04/30/13	Mani Salimpour
1880	Interviews	8:00 a.m. – 4:00 p.m.		Cindy Murashige
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	3:30 p.m. – 6:30 p.m.	To 05/20/13	Christy Saxton
Vacaville Center – 133	Faculty Talk	2:30 p.m. – 3:30 p.m.		Brad Paschal

Tuesday March 12

Evening Administrator – Dwight Calloway – 580-6367

103	Library Staff Meeting	12:00 p.m. – 1:00 p.m.		Sandra Rotenberg
414	Student Services Council Meeting	10:30 a.m. – 12:00 p.m.		Barbara Fountain
414	Sustainability Advisory Committee Meeting	4:00 p.m. – 5:00 p.m.		Connie Adams
431	Curriculum Committee Meeting	11:00 a.m. – 12:00 p.m.	To 06/10/13	Laurie Gorman
431	Cinco de Mayo Meeting	12:00 p.m. – 1:00 p.m.		Julie Martinez
431	CSEA Executive Board Meeting	3:30 p.m. – 4:30 p.m.		Donna Luttrell-Williams
443	Intermediate Guitar	7:00 p.m. – 9:00 p.m.	<i>Open @ 6:30p.m.</i> To 04/30/13	Jeff Torr
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
Between Bldg. 500 & 600	SCC Bus Rider Committee Survey	8:00 a.m. – 2:00 p.m.	<i>3 tables/2 chairs ea. between 500 & 600</i>	Kamber Sta. Maria
707	Sociology Club	4:00 p.m. – 6:00 p.m.		Maria Isip-Bautista
902	Biology Hiring Committee Meeting	3:00 p.m. – 4:00 p.m.	<i>Open @ 2:45 p.m.</i>	Brad Paschal
1239	Solano Choral Society	7:00 p.m. – 10:00 p.m.	To 05/14/13	Kristy Juliano
1421	Solano Choral Society Board Meeting	5:30 p.m. – 7:00 p.m.	<i>Open @ 5:30 p.m.</i>	Kristy Juliano
1400 Lobby	Academic Advantage	10:00 a.m. – 2:00 p.m.	<i>1 tables/2 chairs by ATM</i>	Judy Burtenshaw
Faculty/Staff Lounge	ASSC Luncheon	12:30 p.m. – 2:30 p.m.		Mostafa Ghous
Faculty/Staff Lounge	Flex Cal Committee Meeting	4:30 p.m. – 5:30 p.m.	To 05/07/13	Charles Spillner
Back half of Cafeteria	Ethnic Studies – Relationship Violence	9:30 a.m. – 12:00 p.m.	<i>Classroom style</i>	Karen McCord
Back half of Cafeteria	CTE High School Articulation Meeting	3:00 p.m. – 5:30 p.m.	<i>Classroom style</i>	Alberta Lloyd
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
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	<i>Open @ 4:15 p.m.</i> To 03/29/13	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 – 133	HYPE Project	9:00 a.m. – 12:00 p.m.	To 06/20/13	Lily Espinoza
Vacaville Center – 140	Screenwriting Workshops	3:30 p.m. – 5:00 p.m.		Jack Schouten
Harbor Theatre	Three Musketeers – Rehearsal	6:00 p.m. – 11:00 p.m.		Edward Hightower

Wednesday March 13

Evening Administrator – Barbara Fountain – 580-6367

Flex Cal – No Classes

103	Getting Started in Online Teaching with Canvas	10:00 a.m. – 11:00 p.m.		Dale Crandall-Bear
103	Building an Effective Online Course in Canvas	11:00 a.m. – 12:00 p.m.		Dale Crandall-Bear
414	Interviews	8:00 a.m. – 5:00 p.m.		Kimo Calilan
431	SVO Cabinet Meeting	3:00 p.m. – 4:00 p.m.		Amy Utt
Boardroom	Deans' Meeting	9:00 a.m. – 10:30 a.m.	<i>Large setup</i> To 04/17/13	Laurie Gorman
Boardroom	Facilities Meeting	11:00 a.m. – 12:30 p.m.	<i>Large setup</i>	Janet Schwartz
Boardroom	Shared Governance Council Meeting	2:00 p.m. – 4:00 p.m.	<i>Large setup</i>	Laurie Gorman

Wednesday March 13(con't)

Evening Administrator – Barbara Fountain – 580-6367

Flex Cal – No Classes

702	Weight Loss Strategies	6:00 p.m. – 8:30 p.m.	<i>Open @ 5:30 p.m.</i>	Lewis Withrow
804	Early College High School Program	3:00 p.m. – 4:00 p.m.		Shirley Lewis
902	Basic Skills Meeting	3:00 p.m. – 4:00 p.m.	<i>Open @ 2:45 p.m.</i>	Connie Adams
Back half of Cafeteria	A Workplace Bullying Workshop	9:00 a.m. – 12:00 p.m.	<i>Classroom style</i>	Eileen Amick
Back half of Cafeteria	Sexual Harassment Workshop	1:00 p.m. – 3:00 p.m.		Eileen Amick
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	<i>Open @ 4:15 p.m.</i>	To 03/29/13 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
Harbor Theatre	Three Musketeers – Rehearsal	6:00 p.m. – 11:00 p.m.		Edward Hightower

Thursday March 14

Evening Administrator – Cynthia Garcia – 580-6367

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.	To 05/09/13	Sidne Parker
443	Veteran Group Counseling Session	1:30 p.m. – 3:00 p.m.	To 05/23/13	Amy Utt
444	ESL Instruction & Tutoring	4:00 p.m. – 7:00 p.m.	<i>Open @ 3:45 p.m.</i>	To 03/14/13 Isabel Vazquez
Between Bldg. 500 & 600	SCC Bus Rider Committee Survey	8:00 a.m. – 2:00 p.m.	<i>3 tables/ 2 chairs ea. between 500 & 600</i>	Kamber Sta. Maria
Boardroom	EMP/FMP Workshop	11:00 a.m. – 1:00 p.m.	<i>Tables set up "U" shape facing screen</i>	Laurie Gorman
811	HS 052	6:00 p.m. – 6:30 p.m.	To 05/16/13	Jan McIlvery
1400 Lobby	Academic Advantage	10:00 a.m. – 2:00 p.m.	<i>1 table/2 chairs by ATM</i>	Judy Burtenshaw
1400 Lobby	US Bank	10:00 a.m. – 2:00 p.m.	<i>1 table/2 chairs by ATM</i>	Judy Burtenshaw
1400 Lobby	MSS Club	9:00 a.m. – 1:00 p.m.	<i>2 tables/2 chairs between restrooms</i>	Judy Burtenshaw
Back half of Cafeteria	Nursing	9:00 a.m. – 1:00 p.m.	<i>Classroom style</i>	Evelyn Zlomke
1779	Zumba Fitness	6:00 p.m. – 7:00 p.m.	To 04/25/13	Adriana Castillo
Gym	Volleyball Clinic	5:00 p.m. – 9:00 p.m.	To 03/28/13	Darla Williams
Pool	Solano Aquatic Sea Otters (SASO)	4:15 p.m. – 6:30 p.m.	<i>Open @ 4:15 p.m.</i>	To 03/29/13 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	Transferring to a 4 Year College or University	12:00 p.m. – 1:00 p.m.		Nick Cittadino
Vallejo Center – 204	EMP/FMP Workshop	1:45 p.m. – 3:00 p.m.		Laurie Gorman
Vacaville Center – 232	EMP/FMP Workshop	8:00 a.m. – 9:30 a.m.		Laurie Gorman
Harbor Theatre	Three Musketeers – Rehearsal	6:00 p.m. – 11:00 p.m.		Edward Hightower

Friday March 15

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
444	BIO 004	2:30 p.m. – 3:00 p.m.	To 05/17/13	Kathy Clark
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
714	French Club	12:00 p.m. – 1:00 p.m.	To 05/17/13	Lorna Marlow-Munoz

902 English Lab Working Group
 Back half of Cafeteria Jazz Band Performance
 1529 Division Meeting/Committee Meetings
 1634 Math Tutoring
 1775 Men's/Women's Basketball Off Season Training
 Gym Men's Basketball Clinic
 Pool Solano Aquatic Sea Otters (SASO)
 1819 Facilities Training
 Vallejo Center – 125 Small Business – Quick Books Workshop
 Vacaville Center – 211 Assessment Testing
 Harbor Theatre Three Musketeers – Rehearsal

Friday March 15(con't)

2:30 p.m. – 3:30 p.m. *Open @ 2:15p.m.* To 05/17/13
 11:15 a.m. – 1:00 p.m. *Open curtains*
 1:00 p.m. – 2:00 p.m. To 05/16/13
 12:00 p.m. – 2:00 p.m. To 05/17/13
 12:30 p.m. – 1:30 p.m. To 05/17/13
 6:00 p.m. – 8:00 p.m. To 03/29/13
 4:15 p.m. – 6:30 p.m. *Open @ 4:15 p.m.* To 03/29/13
 8:00 a.m. – 1:00 p.m.
 11:00 a.m. – 3:00 p.m.
 9:30 a.m. – 11:00 a.m.
 6:00 p.m. – 11:00 p.m.

Joshua Scott
 Tim Acosta
 Leslie Almonte
 Corrine Kirkbride
 Nagle/Borchert
 John Nagle
 Paul Mazzarelle
 Tricia Meyer
 Tonya Pouncey
 Lisa Raquel
 Edward Hightower

130 Reading/Writing Lab
 303 CHEM 160
 305 BIO 015
 307 BIO 014
 804, 806, 807, 808 ACLS
 809 FIRE 128
 1102 ART 020
 1105 ART 016
 1239, 1249 Instant Piano for Hopelessly Busy People
 1239, 1249 Piano by Ear
 1633 ECE 063
 Gym FFABL Basketball Clinic
 Baseball Field Napa Valley College vs. SCC
 1815 PHOT 153
 Grass Strip by 1000 & 1900 All Breed Lure Sports Association (ABLSA)
 Vacaville Center – 114 FIRE 161

Saturday March 16

9:00 a.m. – 1:20 p.m. *Open exterior doors only, instructor will open 130*
 9:00 a.m. – 12:05 p.m. To 05/22/13
 9:00 a.m. – 12:05 p.m. To 05/22/13
 9:00 a.m. – 12:05 p.m. To 05/22/13
 6:00 a.m. – 3:00 p.m. *Open @ 6 a.m.*
 9:00 a.m. – 12:05 p.m. To 03/18/13
 9:00 a.m. – 4:50 p.m. To 05/04/13
 9:30 a.m. – 1:35 p.m. To 05/22/13
 9:00 a.m. – 12:30 p.m. *Open @ 8:45 a.m.*
 1:30 p.m. – 5:00 p.m.
 9:00 a.m. – 1:50 p.m. To 05/11/13
 2:00 p.m. – 9:30 p.m. *2 hours custodial services for cleanup*
 1:00 p.m. – 3:00 p.m. To 05/22/13
 9:00 a.m. – 1:50 p.m. To 05/22/13
 8:30 a.m. – 11:00 a.m. *Mow grass strip between 1000 & 1900*
 8:00 a.m. – 6:30 p.m. To 03/24/13

Carlene Coury
 Wayne Hawkes
 Michael Ensminger
 Ann Hefner-Gravink
 Glenn Burgess
 Shawn Byrd
 Marc Pandone
 Abigail Rubenstein
 Robert Laughlin
 Robert Laughlin
 Ruth Major
 MacInnes/Borchert
 Scott Stover
 Richard Mariani
 Lucia Corace
 Frank Drayton

Sunday March 17

1633 Interior Design – Clean up
 1740 Dance Production Rehearsal
 Softball Field Sorcerers Softball/SCC Softball Clinic
 Vacaville Center – 114 FIRE 161

9:00 a.m. – 5:00 p.m.
 3:00 p.m. – 6:00 p.m.
 2:00 p.m. – 5:00 p.m.
 8:00 a.m. – 6:30 p.m.

Recycle & garbage bins to entrance of bldg.

Denina Fredrickson
 Melinda Grefaldia
 Cheryl Mitchell
 Frank Drayton