



Weekly Facilities Memo

May 13 – May 19, 2013

<u>Room</u>	<u>Event</u>	<u>Date & Time</u>	<u>End Date</u>	<u>Contact Person</u>
<u>Monday, May 13</u>				
<u>Evening Administrator – Peter Cammish</u>				
101	DE Committee	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
414	Program Review	2:30 p.m. – 4:00 p.m.		Amy Obegi
431	Bldg. 600 Completion of Schematic Documents	1:30 p.m. – 3:00 p.m.		Lisa Dixon
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
Boardroom	Strategic Proposal Meeting	3:00 p.m. – 4:00 p.m.	Large setup	Laurie Gorman
804	CME Makeup	1:30 p.m. – 4:00 p.m.		Diane Rieschick
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
812	History Makeup Exam	3:15 p.m. – 4:15 p.m.		Salvador Codina
Theatre	String Orchestra & Jazz Concert	5:00 p.m. – 9:30 p.m.	Show time 7 p.m.	Steven Thompson
1421	Ethnic Studies - Nexus Avelar Presentation	1:00 p.m. – 2:00 p.m.	Rollup door open w/ chairs in lobby audience style	Karen McCord
1400 – by Clock Tower	Vector Marketing	9:00 a.m. – 1:00 p.m.	1 table/2 chairs	Judie Burtenshaw
Back half of Cafeteria	Green Valley Middle School Legacy College Tour	9:00 a.m. – 4:00 p.m.	See JJ or Tricia for setup	Thomas Trujillo
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	Vacaville Swim Club	4:00 p.m. – 6:00 p.m.	To 06/06/13	Darin Mai
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 06/06/13	Paul Mazzarelle
Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 05/30/13	Mani Salimpour
Vallejo Center – 121	EDPlan 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 – 133	First Place for Youth Workshop	4:05 p.m. – 7:00 p.m.	To 05/20/13	Christy Saxton
Vallejo Center - 204	Citizens Bond Oversight Committee Meeting	5:30 p.m. – 7:00 p.m.		Yulian Ligioso
Harbor Theatre	Almost, Maine – Rehearsal	6:00 p.m. – 10:00 p.m.	Reception Hall	Carla Spindt

Tuesday May 14

Evening Administrator – Charles Eason

103	Library Staff Meeting	12:00 p.m. – 1:00 p.m.		Sandra Rotenberg
135	CME Makeup	5:00 p.m. – 7:00 p.m.		Diane Rieschick
414	SCFA	2:00 p.m. – 4:00 p.m.		Gene Thomas
414	Sustainability Advisory Meeting	4:00 p.m. – 5:00 p.m.		Connie Adams
431	Curriculum Committee	11:00 a.m. – 12:00 p.m.	To 06/11/13	Laurie Gorman
503	Curriculum Committee Meeting	1:45 p.m. – 3:45 p.m.		Erin Moore
Boardroom	SCC & Kaiser Health, Wellness Event Meeting	2:00 p.m. – 4:00 p.m.	<i>Large setup</i>	Janice Eaves
706, 712	Local 39 Negotiations	1:30 p.m. – 4:30 p.m.		Eileen Amick
707	Sociology Club Meeting	4:00 p.m. – 6:00 p.m.		Maria Isip-Bautista
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
1400 Lobby	SCC Choir Class	11:00 a.m. – 11:30 a.m. & 2:30-3p.m.		Kristy Juliano
1400 – by Clock Tower	Vector Marketing	9:00 a.m. – 1:00 p.m.	<i>1 table/2 chairs</i>	Judie Burtenshaw
Faculty/Staff Lounge	Choral Society End of Year Potluck	6:30 p.m. – 8:30 p.m.		Kristy Juliano
Back half of Cafeteria	CME Reading	12:00 p.m. – 6:00 p.m.	<i>Classroom style</i>	Diane Rieschick
1625	Statistics Final Review	1:00 p.m. – 5:00 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
Pool	Vacaville Swim Club	4:00 p.m. – 6:00 p.m.	To 06/06/13	Darin Mai
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 06/06/13	Paul Mazzarelle
Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 05/30/13	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 – 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 15

Evening Administrator – Erin Vines

101	Health Sciences Admin Asst Hiring Committee	1:30 p.m. – 5:00 p.m.		Janet Schwartz
103	Interview Committee	1:30 p.m. – 5:00 pm.		Maurice McKinnon
135	Drop-in English Lab	11:00 a.m. – 2:00 p.m.	To 05/22/13	Joshua Scott
414	Student Veteran Organization Meeting	2:30 p.m. – 4:00 p.m.		Amy Utt
444	CSEA General Membership Meeting	12:00 p.m. – 1:00 p.m.		Donna Luttrell-Williams
444	BIO 004	2:30 p.m. – 3:00 p.m.	To 05/17/13	Kathy Clark
446	Counseling Workshop	1:00 p.m. – 3:00 p.m.		Rosa Monroy
Boardroom	Deans' Meeting	9:00 a.m. – 10:30 a.m.	<i>Large setup</i>	Laurie Gorman
Boardroom	Vacaville Parking Lot Expansion Pre-Bid	2:00 p.m. – 4:00 p.m.	<i>Large setup</i>	Lisa Dixon

Wednesday May 15(con't)

Evening Administrator – Erin Vines

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
714	Automotive Technology Interviews	12:15 p.m. – 5:00 p.m.		Maire Morinec
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
812	History Makeup Exam	3:15 p.m. – 4:15 p.m.		Salvador Codina
902	Kitchell/STV Meeting	10:00 a.m. – 1:00 p.m. <i>Open @ 10 a.m.</i>	To 05/28/14	Lisa Dixon
1245	Beginning Steel Drum	6:00 p.m. – 10:00 p.m.	To 05/15/13	Derek Smith
1400 Lobby	SHC Outreach	11:00 a.m. – 1:00 p.m.	<i>1 table/1 chair by ATM</i>	Judie Burtenshaw
1400 – Outside	Creative Marketing	9:00 a.m. – 5:00 p.m.	<i>No setup required</i>	Judy Burtenshaw
1400 – by Clock Tower	Vector Marketing	9:00 a.m. – 1:00 p.m.	<i>1 table/2 chairs</i>	Judie Burtenshaw
1775	Men's/Women's Basketball off Season Training	12:30 p.m. – 1:30 p.m.	To 05/17/13	Nagle/Borchert
Pool	Vacaville Swim Club	4:00 p.m. – 6:00 p.m.	To 06/06/13	Darin Mai
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 06/06/13	Paul Mazzarelle
Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 05/30/13	Mani Salimpour
Vallejo Center – 122	HYPE Project	3:00 p.m. – 6:00 p.m.	To 05/29/13	Lorraine Roos
Vallejo Center – 121	Counseling Workshop	2:30 p.m. – 4:30 p.m.		Rosa Monroy
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 16

Evening Administrator – Yulian Ligioso

101	Health Sciences Admin Asst Hiring Committee	2:00 p.m. – 5:00 pm.		Janet Schwartz
103	Interview Committee	1:30 p.m. – 5:00 pm.		Maurice McKinnon
443	Veteran Group Counseling Session	1:30 p.m. – 3:00 p.m.	To 05/23/13	Amy Utt
603	BIO 12	1:30 p.m. – 3:30 p.m.		Pam Muick
Boardroom	Bldg. 600 Abatement Review	10:00 a.m. – 11:00 a.m.	<i>Large setup</i>	Lisa Dixon
Boardroom	Bldg. 202 New Child Care Center Pre-Bid	2:00 p.m. – 4:00 p.m.	<i>Large setup</i>	Lisa Dixon
804	Online Final Exam	5:00 p.m. – 7:00 p.m.	<i>Open @ 4:45 p.m.</i>	Danielle Widemann
811	HS 052	6:00 p.m. – 6:30 p.m.	To 05/16/13	Jan McIlvery
Faculty/Staff Lounge	Foreign Language Recognition Ceremony	4:00 p.m. – 6:00 p.m.		Lorna Marlow-Munoz
Back half of Cafeteria	Classified BBQ	8:00 a.m. – 3:00 p.m. <i>BBQ time 11:30-2p.m./See JJ or Tricia for Setup</i>		Donna Laroski
Back half of Cafeteria	International Student Celebration	5:00 p.m. – 9:00 p.m.		Tina Abbate
1528	Math Club	1:00 p.m. – 2:00 p.m.		Doug Pierce
1779	Zumba Fitness	6:00 p.m. – 7:00 p.m.	To 06/06/13	Adriana Castillo
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	Vacaville Swim Club	4:00 p.m. – 6:00 p.m.	To 06/06/13	Darin Mai
Pool	Solano Aquatic Sea Otters	4:15 p.m. – 6:30 p.m.	To 06/06/13	Paul Mazzarelle

Thursday May 16(con't)
Evening Administrator – Yulian Ligioso

Old Football Practice Field	North Bay Elite Futbol Club	5:00 p.m. – 8:00 p.m.	To 05/30/13	Mani Salimpour
Vallejo Center – 122	HYPE Project	3:30 p.m. – 6:00 p.m.	To 05/30/13	Lorraine Roos
Harbor Theatre	Almost, Maine – Rehearsal	6:00 p.m. – 10:00 p.m.	<i>Reception Hall</i>	Carla Spindt

Friday May 17

103	Nursing	9:00 a.m. – 11:00 a.m.		Glenn Burgess
135	Drop-in English Lab	11:00 a.m. – 2:00 p.m.	To 05/22/13	Joshua Scott
308	Geology Final	2:30 p.m. – 4:30 p.m.		Mark Feighner
414	Admissions & Records	2:00 p.m. – 4:00 p.m.		Barbara Fountain
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
503	Mini Boards	9:00 a.m. – 12:00 p.m.		Glenn Burgess
605	Study Group	9:00 a.m. – 9:50 a.m. <i>Open @ 8:45a.m.</i>	To 05/17/13	Margherita Molnar
Boardroom	Chief Technical Officer Open Forum	9:00 a.m. – 2:00 p.m.	<i>Audience style facing dais</i>	Mayra Loza
714	French Club	12:00 p.m. – 1:00 p.m.	To 05/17/13	Lorna Marlow-Munoz
804	NURS 54 Final	9:00 a.m. – 11:15 a.m.		Tracy Fields
811	Online In-Person Final Exam	3:30 p.m. – 5:30 p.m.	<i>Open @ 3:15 p.m.</i>	Bourdon/Sytsma
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	Theatre Interviews	8:00 a.m. – 12:00 p.m. & 1-5p.m.		Donna Meyer
Faculty/Staff Lounge	Human Services Graduation Celebration	12:00 p.m. – 4:00 p.m.		Saki Cabrera
1634	Math Tutoring	12:00 p.m. – 2:00 p.m.	To 05/17/13	Corrine Kirkbride
Gym	Men's Basketball Clinic	6:00 p.m. – 8:30 p.m.		John Nagle
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 06/06/13	Paul Mazzarelle
Vallejo Center	Positive Youth Justice Initiative	7:00 a.m. – 4:00 p.m.	<i>Rooms 125, 129, 131, 136, 204, 211</i>	Alana Shackelford
Harbor Theatre	Almost, Maine – Rehearsal	6:00 p.m. – 10:00 p.m.	<i>Reception Hall</i>	Carla Spindt

Saturday May 18

130	Reading/Writing Lab	9:00 a.m. – 1:20 p.m. <i>Open exterior doors only, instructor will open 130</i>		Carlene Coury
303	CHEM 160	9:00 a.m. – 12:05 p.m.	To 05/22/13	Wayne Hawkes
305	BIO 015	9:00 a.m. – 12:05 p.m.	To 05/22/13	Michael Ensminger
307	BIO 014	9:00 a.m. – 12:05 p.m.	To 05/22/13	Ann Hefner-Gravink
308	BIO 16 Final	9:45 a.m. – 2:15 p.m.	<i>Open @ 9:30 a.m.</i>	Staffero/Moore
308	Geology Final	2:30 p.m. – 4:30 p.m.	<i>Open @ 2:15 p.m.</i>	Mark Feighner
802	BIO 12 Online Final	12:00 p.m. – 2:00 pm.	<i>Open @ 11:45 a.m.</i>	Pam Muick
804	ASTR 10	8:00 a.m. – 10:00 a.m.	<i>Open @ 7:45 a.m.</i>	Philip Petersen
804	ASTR 30	10:00 a.m. – 12:00 p.m.		Philip Petersen
804	ASTR 10	12:00 p.m. – 2:00 p.m.		Philip Petersen
807B	CPR	8:00 a.m. – 4:00 p.m.	<i>Open @ 7:30 p.m.</i>	McKeown/Graham

809
811
1105
Theatre
Faculty/Staff Lounge
Gym
Softball Field
1815
Harbor Theatre

FIRE 128
Online In-Person Final Exam
ART 016
Parthenon Classical Arts Center
ECE Celebration
FFABL Clinic
Sorcerers Softball Clinic
PHOT 153
Almost, Maine - Rehearsal

Theatre
Gym
Harbor Theatre
Harbor Theatre

African American Recognition Ceremony
Basketball Skills Training
THEA 048D Auditions
Almost, Maine – Rehearsal

Saturday May 18(con't)

9:00 a.m. – 12:05 p.m.
8:00 a.m. – 10:00 a.m.
9:30 a.m. – 1:35 p.m.
2:00 p.m. – 8:00 p.m.
1:00 p.m. – 4:00 p.m.
2:00 p.m. – 9:30 p.m.
2:00 p.m. – 7:00 p.m.
9:00 a.m. – 1:50 p.m.
12:00 p.m. – 4:00 p.m.

Sunday May 19

3:00 p.m. – 6:00 p.m.
12:30 p.m. – 4:00 p.m.
12:00 p.m. – 5:00 p.m.
10:00 a.m. – 2:00 p.m. & 5-10p.m.

To 05/20/13

Open @ 7:45 a.m.

To 05/22/13

Show time 6 p.m.

Will empty trash

Custodial services for cleanup

No services required

To 05/22/13

Reception Hall

Event start time 4 p.m.

Custodial services for cleanup

Reception Hall

Load in/Tech/Rehearsal

Shawn Byrd
Bourdon/Sytsma
Abigail Rubenstein
Allison Tobacco-Hines
Maureen McSweeney
MacInnes/Borchert
Williams/Pearson-Bloom
Richard Mariani
Carla Spindt

Karen McCord
John Nagle
Carla Spindt
Carla Spindt