



Weekly Facilities Memo

Monday, August 25 – Sunday, August 31, 2014

Room	Event	Date & Time	End Date	Contact Person
<u>Monday August 25</u>				
Evening Administrator: Shemila Johnson Cell Phone # 707-724-0799				
101	Drop-in Math Lab – Algebra	10:00 a.m. – 11:00 a.m.		Math Tutors/Faculty
101	Drop-in Chemistry Tutoring	10:30 a.m. – 12:30 p.m.		Chuck Spillner
101	Drop-in Math Lab – Calculus	11:00 a.m. – 1:00 p.m. & 3:30 – 4:30 p.m.		Math Tutors/Faculty
101	Drop-in Writing Lab	10:00 a.m. – 11:30 a.m. & 12 – 1:30 p.m.		English Faculty
414	Student Equity Meeting	1:00 p.m. – 2:00 p.m.		Shirley Lewis
431	EOPS Orientation	9:00 a.m. – 3:00 p.m.	To 08/27/14	Cynthia Simon
442	Assessment Testing	1:00 p.m. – 3:00 p.m. & 5-7p.m.	To 12/16/14	Nazia Mostafa
444	Office Hours	8:20 a.m. – 9:00 a.m.	To 12/15/14	Poupak Khazaeli Parsa
446	COUN 050	9:00 a.m. – 9:50 a.m. <i>Open @ 9a.m.</i>	To 12/16/14	Jeff Young
446	COUN 050	1:00 p.m. – 1:50 pm. <i>Open @ 1p.m.</i>	To 12/16/14	Jeff Young
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
902	Nursing	12:00 p.m. – 1:00 p.m.	<i>Pick up key from JJ</i>	Glenn Burgess
902	DE Committee Meeting	3:00 p.m. – 4:30 p.m.	<i>Pick up key from JJ</i>	Carol Zadnik
1421	Veteran's Workshop	11:45 a.m. – 1:15 p.m.		Amy Utt
1421	Academic Senate	3:00 p.m. – 5:00 p.m.		Connie Adams
Faculty/Staff Lounge	Branding & Image Campaign Meeting	8:30 a.m. – 12:30 p.m.		Shemila Johnson
Back half of Cafeteria	Nursing Class	8:00 a.m. – 12:05 p.m. <i>Classroom Style</i>	To 12/16/14	Maurice McKinnon
1521	First Year Experience Small Group Tutoring	11:00 a.m. – 11:50 a.m.	To 12/15/14	Corrine Kirkbride
1526	First Year Experience Small Group Tutoring	8:00 a.m. – 8:50 a.m.	To 12/15/14	Corrine Kirkbride
1704	Volleyball	1:30 p.m. – 2:15 p.m.		Darla Williams
1746	Women's Soccer	2:30 p.m. – 4:00 p.m.	To 12/15/14	Jeff Cardinal
1775	Women's Soccer	12:30 p.m. – 1:30 p.m.	To 12/15/14	Jeff Cardinal
Pool	SASO	4:15 p.m. – 6:30 p.m.	To 12/19/14	Paul Mazzarelle

Monday August 25 (con't)

Evening Administrator: Shemila Johnson

Softball Field	Small Group Training	Cell Phone # 707-724-0799	12:30 p.m. – 5:00 p.m.	To 12/10/14	Terri Person-Bloom
Tennis Courts	Cello Tennis		8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
Vacaville Center – 138	Drop-in Writing Lab		12:00 p.m. – 1:30 p.m.		English Faculty
Vacaville Annex – A129	Operation Entrepreneurship		8:00 a.m. – 5:00 p.m.	To 08/18/14	Charles Rieger

Tuesday August 26

Evening Administrator: Leslie Minor

Cell Phone # 707-724-0799

101	Drop-in Chemistry Tutoring		9:30 a.m. – 11:30 a.m.		Chuck Spillner
101	Drop-in Math Lab – Calculus		11:00 a.m. – 1:00 p.m. & 3:30 – 4:30 p.m.		Math Tutors/Faculty
101	Drop-in Writing Lab		11:00 a.m. – 2:00 p.m.		English Faculty
101	Drop-in Math Lab – Algebra		1:00 p.m. – 2:00 p.m.		Math Tutors/Faculty
101	Flash Your Way to Success		2:00 p.m. – 3:00 p.m.		Chuck Spillner
121	Pre-Production Work/Public Announcements		1:00 p.m. – 5:00 p.m.	To 12/16/14	Greg Poff
414	Umoja Team Meeting		11:00 a.m. – 1:00 p.m.		Karen McCord
414	Early College High School Meeting		3:00 p.m. – 4:30 p.m.		Laurie Gorman
431	EOPS Orientation		9:00 a.m. – 3:00 p.m.	To 08/27/14	Cynthia Simon
442	Assessment Testing		1:00 p.m. – 3:00 p.m. & 5-7p.m.	To 12/16/14	Nazia Mostafa
444	Office Hours		12:15 p.m. – 1:00 p.m.	To 12/16/14	Patrick Grant
503	Curriculum Committee Meeting		1:45 p.m. – 3:45 p.m.		Erin Moore
701	High School Early College Students		8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
707	Social Security Class		6:00 p.m.- 9:00 p.m.	<i>Open @ 6p.m. / Class time 6:30-8:30p.m.</i>	Keith James
806	Nursing Study Group		2:30 p.m. – 4:30 pm.	To 09/09/14	Janet Schwartz
902	VP White & Benicia Unified School District		11:00 a.m. – 12:00 p.m.	<i>Open @ 11a.m.</i>	Laurie Gorman
1421	ASSC Meeting		11:30 a.m. – 3:30 p.m.		Dena Hudson
1530	Office Hours		5:30 p.m. – 6:00 p.m.	To 12/16/14	Glenn Scott
1646	UMOJA Team Meeting		9:00 a.m. – 9:30 a.m.	To 12/11/14	Karen McCord
1646	UMOJA Mentoring		12:20 p.m. – 1:00 p.m.	To 12/11/14	Karen McCord
1746	Men's Basketball		3:30 p.m. – 4:30 p.m.	To 12/1/614	John Nagle
1775	Men's Basketball		2:30 p.m. – 3:30 p.m.	To 10/07/14	John Nagle
Pool	SASO		4:15 p.m. – 6:30 p.m.	To 12/19/14	Paul Mazzarelle
Softball Field	Softball Class		1:00 p.m. – 5:30 p.m.	<i>Drag dirt & paint foul lines</i>	Terri Pearson-Bloom
Tennis Courts	Cello Tennis		8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
Vacaville Center – 106-A	Orientation to the Career Center		2:00 p.m. – 3:00 p.m.		Patricia Young

Tuesday August 26 (con't)

Evening Administrator: Leslie Minor

Cell Phone # 707-724-0799

Vallejo Center – 124	Drop-in Writing Lab		12:30 p.m. – 2:00 p.m.		English Faculty
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Vallejo Center – 213 Student Success Workshop
 Campus Lane – 1st Floor Human Resources Meeting

2:00 p.m. – 3:00 p.m.
 7:00 a.m. – 3:00 p.m.

Setup required

Chuck Spillner
 Donna Laroski

Wednesday August 27

Evening Administrator: Judy Yu

Cell Phone # 707-724-0799

101	Drop-in Math Lab – Algebra	10:00 a.m. – 11:00 a.m.		Math Tutors/Faculty
101	Drop-in Math Lab – Calculus	11:00 a.m. – 1:00 p.m. & 3:30 – 4:30 p.m.		Math Tutors/Faculty
101	Drop-in Writing Lab	10:00 a.m. – 11:30 a.m. & 12 – 1:00 p.m.		English Faculty
403	Orientation to the Career Center	2:00 p.m. – 3:00 p.m.		Patricia Young
414	SVO Meeting	1:00 p.m. – 2:00 p.m.		Amy Utt
431	EOPS Orientation	9:00 a.m. – 3:00 p.m.	To 08/27/14	Cynthia Simon
442	Assessment Testing	9:00 a.m. – 12:00 p.m. & 1-3p.m.	To 12/16/14	Nazia Mostafa
443	Foster Kinship Care Education	5:30 p.m. – 9:30 p.m. <i>Open @ 5:30p.m.</i>	To 09/10/14	Dottie Fair
445	CHEM 011 Study Hall	6:00 p.m. – 7:30 p.m.	To 12/10/14	Mani Subramanian
446	COUN 050	9:00 a.m. – 9:50 a.m. <i>Open @ 9a.m.</i>	To 12/16/14	Jeff Young
446	COUN 050	1:00 p.m. – 1:50 pm. <i>Open @ 1p.m.</i>	To 12/16/14	Jeff Young
501	Financial Aid Workshop	3:00 p.m. – 4:00 p.m.	<i>Open @ 3p.m.</i>	Brittany Benefield
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
743	First Year Experience Study Session	11:00 a.m. – 12:00 p.m.	To 12/10/14	Renee Hamlin
801	History Department Meeting	2:00 p.m. – 3:30 p.m.		Dale Crandall-Bear
806	Nursing Study Group	2:30 p.m. – 4:30 p.m.	To 09/10/14	Janet Schwartz
902	Emergency Vehicle Driving Training	8:00 a.m. – 12:00 p.m.	To 11/05/14	Chief Eric Thelen
902	Basic Skills/First Year Learning Communities Mtg.	2:30 p.m. – 3:30 p.m.	<i>Pick up key from JJ</i>	Connie Adams
1400 Lobby	U.S. Army	10:30 a.m. – 2:00 p.m.	<i>1 table/2chairs by ATM</i>	Dena Hudson
1400 Lobby	Rugby Club	12:30 p.m. – 2:00 p.m.	<i>1 table/2 chairs by restrooms</i>	Dena Hudson
Back half of Cafeteria	Planetarium Display	11:00 a.m. – 5:30 p.m.	<i>Move furniture to side of room</i>	Katie Berryhill
1521	First Year Experience Small Group Tutoring	11:00 a.m. – 11:50 a.m.	To 12/15/14	Corrine Kirkbride
1526	First Year Experience Small Group Tutoring	8:00 a.m. – 8:50 a.m.	To 12/15/14	Corrine Kirkbride
1646	Office Hours	5:30 p.m. – 6:00 p.m.	To 12/10/14	Sandra Moore
1704	Volleyball	1:30 p.m. – 2:15 p.m.		Darla Williams
1746	Women's Soccer	2:30 p.m. – 4:00 p.m.	To 12/10/14	Jeff Cardinal
1775	Women's Soccer	12:30 p.m. – 1:30 p.m.	To 12/15/14	Jeff Cardinal

Wednesday August 27 (con't)

Evening Administrator: Judy Yu

Cell Phone # 707-724-0799

1779	Karate Club	3:00 p.m. – 5:00 p.m.	To 12/10/14	Laura Pirott
Pool	SASO	4:15 p.m. – 6:30 p.m.	To 12/19/14	Paul Mazzarelle
Softball Field	Small Group Training	12:30 p.m. – 5:00 p.m.	To 12/10/14	Terri Person-Bloom

Softball Field	Nor Cal Elite Softball	4:00 p.m. – 8:00 p.m.	To 12/17/14	Pearson/Cameron
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
1879	Office Hours	12:00 p.m. – 1:00 p.m.	To 12/10/14	Purnur Ozbirinci
Parking lot 6	Emergency Vehicle Driving Training	1:00 p.m. – 5:00 p.m.	To 11/05/14	Chief Eric Thelen
Vacaville Center – 138	Drop-in Writing Lab	12:00 p.m. – 1:30 p.m.		English Faculty
Vallejo Center – 121	Sonoma State Information Session	5:00 p.m. – 6:00 p.m.		Sonoma State
Vallejo Center – 122	Flash Your Way to Success	4:00 p.m. – 5:00 p.m.		Chuck Spillner
Vallejo Center – 129	Assessment Testing	9:30 a.m. – 1:30 p.m.		John Siefert

Thursday August 28

Evening Administrator: Cynthia Garcia

Cell Phone # 707-724-0799

101	Drop-in Chemistry Tutoring	9:30 a.m. – 11:30 a.m.		Chuck Spillner
101	Drop-in Math Lab – Calculus	11:00 a.m. – 1:00 p.m. & 3:30 – 4:30 p.m.		Math Tutors/Faculty
101	Drop-in Writing Lab	11:00 a.m. – 2:00 p.m.		English Faculty
101	Drop-in Math Lab – Algebra	1:00 p.m. – 2:00 p.m.		Math Tutors/Faculty
414	Veteran Vocational Rehab Counseling	10:00 a.m. – 3:00 p.m.		Amy Utt
414	Sustainability Advisory Committee Meeting	3:30 p.m. – 5:00 p.m.		Sandra Diehl
431	Curriculum Office Meeting w/VP White	1:30 p.m. – 2:30 p.m.		Laurie Gorman
431	Cal Grant Presentation Meeting	3:00 p.m. – 4:00 p.m.		Curt Johnston
442	Assessment Testing	9:00 a.m. – 12:00 p.m. & 1-3p.m.	To 12/16/14	Nazia Mostafa
446	COUN 062	6:00 p.m. – 8:50 p.m. <i>Open @ 6p.m.</i>	To 12/16/14	Linda Kelly
501	Financial Aid Workshop	6:00 p.m. – 7:00 p.m.	<i>Open @ 6p.m.</i>	Brittany Benefield
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
714	Dean's Meeting	12:15 p.m. – 3:00 p.m.		Janet Leary
902	Psychology Department Meeting	3:00 p.m. – 5:00 p.m.	<i>Pick up key from JJ</i>	LaNae Jaimez
1421	Veteran's Workshop	11:45 a.m. – 1:45 p.m.		Amy Utt
Back half of Cafeteria	Nursing Class	8:00 a.m. – 12:05 p.m. <i>Classroom Style</i>	To 12/16/14	Maurice McKinnon
1528	Math Club Meeting	1:00 p.m. – 2:00 p.m.	To 12/04/14	Doug Pierce
1530	Office Hours	5:30 p.m. – 6:00 p.m.	To 12/16/14	Glenn Scott
1633	CDFS Department Meeting	12:30 p.m. – 2:00 p.m.		Marion Cowee

Thursday August 28 (con't)

Evening Administrator: Cynthia Garcia

Cell Phone # 707-724-0799

1646	UMOJA Team Meeting	9:00 a.m. – 9:30 a.m.	To 12/11/14	Karen McCord
1646	UMOJA Mentoring	12:20 p.m. – 1:00 p.m.	To 12/11/14	Karen McCord
1737	Athletics Department Meeting	8:30 a.m. – 10:00 a.m.		Erik Visser
1746	Women's Soccer	2:30 p.m. – 4:00 p.m.	To 12/11/14	Jeff Cardinal
1775	Men's Basketball	2:30 p.m. – 3:30 p.m.	To 10/07/14	John Nagle

Pool	SASO	4:15 p.m. – 6:30 p.m.	To 12/19/14	Paul Mazzarelle
Softball Field	Softball Class	1:00 p.m. – 5:30 p.m.	<i>Drag dirt & paint foul lines</i>	Terri Pearson-Bloom
Softball Field	Nor Cal Elite Softball	3:00 p.m. – 7:00 p.m.	To 12/21/14	Pearson/Cameron
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello
Vacaville Center – WDCE	Flower Arranging	1:00 p.m. – 4:00 p.m.	To 08/21/14	Karen Karlsson
Vacaville Center – 204/207	SBDC Workshops – Kitchen to Market	12:00 p.m. – 5:00 p.m.		Anni Minuzzo
Vallejo Center – 124	Drop-in Writing Lab	12:30 p.m. – 2:00 p.m.		English Faculty
Vallejo Center – 213	Orientation to the Career Center	2:00 p.m. – 3:00 p.m.		Patricia Young

Friday August 29

101	Drop-in Writing Lab	10:00 a.m. – 11:30 a.m. & 12 – 1:00 p.m.		English Faculty
308	Office Hours	9:00 a.m. – 10:00 a.m.	To 12/12/14	Katie Berryhill
308	Anatomy Study Group	12:00 p.m. – 1:00 p.m.	To 12/05/14	Margherita Molnar
431	FYSI Program Workshop	9:30 a.m. – 11:00 a.m.		Kamber Sta. Maria
442	Assessment Testing	9:00 a.m. – 12:00 p.m. & 1-3p.m.	To 12/16/14	Nazia Mostafa
443	Study Hall	8:30 a.m. – 9:30 a.m. <i>Open @ 8:30a.m.</i>	To 12/12/14	Saki Cabrera
445	CSEA Ratification Meeting	2:00 p.m. – 3:30 p.m.		Debbie Luttrell-Williams
446	COUN 050	9:00 a.m. – 9:50 a.m. <i>Open @ 9a.m.</i>	To 12/16/14	Jeff Young
446	COUN 050	1:00 p.m. – 1:50 pm. <i>Open @ 1p.m.</i>	To 12/16/14	Jeff Young
502	Typing Certificate	12:00 p.m. – 3:30 p.m. <i>Picture ID required</i>	To 12/05/14	Pat Ceja
503	First Year Experience Study Session	1:30 p.m. – 3:00 p.m. <i>Open @ 1:30p.m.</i>	To 12/12/14	Renee Hamlin
701	High School Early College Students	8:15 a.m. – 9:15 a.m. & 2:15-3:15p.m.	To 12/16/14	Charles Spillner
710	French Club	12:00 p.m. – 1:00 p.m.	To 12/12/14	Lorna Marlow-Munoz
712	PLSC 001 Study/Discussion Session	10:00 a.m. – 10:50 a.m.	To 12/12/14	Joel Powell
743	First Year Experience Study Session	11:00 a.m. – 12:00 p.m.	To 12/12/14	Renee Hamlin
806	Nursing Study Group	11:00 a.m. – 1:00 p.m.	To 09/12/14	Janet Schwartz
Theatre	Bay North Community Development	5:30 p.m. – 9:30 p.m.	<i>1 theatre technician required</i>	Cassandra Howard
1421	Gamers	1:00 p.m. – 3:00 p.m.		Dena Hudson
1521	First Year Experience Small Group Tutoring	11:00 a.m. – 11:50 a.m.	To 12/15/14	Corrine Kirkbride

Friday August 29 (con't)

1526	First Year Experience Small Group Tutoring	8:00 a.m. – 8:50 a.m.	To 12/15/14	Corrine Kirkbride
Pool	SASO	4:15 p.m. – 6:30 p.m.	To 12/19/14	Paul Mazzarelle
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	To 08/30/14	Phil Cello

Saturday August 30

130	English Lab	9:00 a.m. – 1:00 p.m. <i>Please open exterior doors/Instructor will open lab</i>		Carlene Coury
302	PHYS 002	8:00 a.m. – 11:50 a.m.	To 12/16/14	Darwin Ho
Theatre	Bay North Community Development	12:00 p.m. – 8:00 p.m. <i>theatre technician/house manager/custodian</i>		Cassandra Howard
1303	ART 014	9:30 a.m. – 3:50 p.m. <i>Open bldg. only</i>	To 12/16/14	Abigail Rubenstein

Gym	Fall Dynamic Player Development Clinic	9:30 a.m. – 12:30 p.m.	To 09/13/14	Matt Borchert
Softball Field	Nor Cal Elite Softball	10:00 a.m. – 2:00 p.m.	To 12/21/14	Pearson/Cameron
Tennis Courts	Junior Challenger – Tournament	7:00 a.m. – 8:00 p.m.	To 08/30/14	Phil Cello
Grass Strip by 1000/1900	River City Racing Association	8:00 a.m.- 3:00 p.m.	<i>Mow grass strip prior to weekend</i>	Jean Balint
VJAUTO	ATEC 140	8:00 a.m. – 11:50 a.m.	To 12/16/14	Joseph Gumina
Vacaville Center – 118	NURS 111	9:00 a.m. – 11:50 a.m.	To 12/16/14	Manuel Barbosa
Vacaville Center – 207	NURS 207	9:00 a.m. – 11:50 a.m.	To 12/16/14	Tracey Johnson

Sunday August 31

Baseball Field	SCC Baseball Team	10:00 a.m. – 5:00 p.m.		Scott Stover
Softball Field	Nor Cal Elite Softball	8:00 a.m. – 2:00 p.m.	To 12/21/14	Pearson/Cameron
Tennis Courts	Junior Challenger – Tournament	7:00 a.m. – 8:00 p.m.	To 08/30/14	Phil Cello
Grass Strip by 1000/1900	River City Racing Association	8:00 a.m.- 3:00 p.m.		Jean Balint