



# Weekly Facilities Memo

Monday, August 10 – Sunday, August 16, 2015

Room	Event	Date & Time	End Date	Contact Person
<b>Monday, August 10</b>				
301	Geology Online Final Exam	10:00 a.m. – 12:00 p.m.		Mark Feighner
445	CHEM 1 Final	10:00 a.m. – 12:30 p.m.		Sam Balsley
611	Fiscal Auditors	8:00 a.m. – 5:00 p.m.		Laura Convento
Pam Keith Conference Rm.	Deans Meeting	4:00 p.m. – 5:00 p.m.		Laurie Gorman
Honeychurch Boardroom	Foundation Board Meeting	4:45 p.m. – 7:00 p.m.	<i>Set door timer/Large w/20 chairs</i>	Karen Mitchell
802	BIO 12 Final Exam	9:00 a.m. – 11:00 a.m.		Pam Muick
802	Final Exam	6:00 p.m. – 8:00 p.m.	<i>Open @ 6p.m.</i>	Danielle Widemann
902	Final Exam	2:00 p.m. – 6:00 p.m.	<i>Open @ 2p.m.</i>	Danielle Widemann
1301	IT/Utology	7:00 a.m. – 6:00 p.m.		Galen Tom
1521	MAC Lab Overflow	9:50 a.m. – 1:00 p.m. & 1-3p.m.	To 08/10/15	Doug Pierce
1521	Math 104 Final Exam	3:00 p.m. – 5:00 p.m.		Svetlana Podkolzina
1528	Math 330 Online Final Exam	5:00 p.m. – 7:00 p.m.		Barbara Villatoro
1737	Booster Board Meeting	12:30 p.m. – 1:30 p.m.		Thomas Trujillo
1775	Women's Soccer	12:00 p.m. – 2:30 p.m.	To 08/13/15	Jeff Cardinal
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello 15
360 Campus Lane	Beginning Steel Drum	6:00 p.m. – 9:00 p.m.	To 08/10/15	Derek Smith
<b>Tuesday, August 11</b>				
445	2+1 STEM Scholars Orientation	3:00 p.m. – 6:00 p.m.		Genele Rhoads
611	Hiring Committee – Accounting Manager	10:00 a.m. – 12:00 p.m.		Laura Convento
611	Fiscal Auditors	12:00 p.m. – 5:00 p.m.		Laura Convento
Honeychurch Boardroom	CBOC	3:30 p.m. – 5:00 p.m.	<i>Large w/15 chairs</i>	Renee Pegues
807B	New Nursing Faculty Orientation	9:00 a.m. – 5:00 p.m.		Glenn Burgess
1746	Mandatory Athletic Dept. In-Service	9:30 a.m. – 4:00 p.m.		Erik Visser/Claire Gover
1775	Women's Soccer	12:00 p.m. – 2:30 p.m.	To 08/13/15	Jeff Cardinal

Tennis Courts  
Baseball Field  
Vallejo Center – 125

Cello Tennis  
Baseball – Workouts in the Cages  
Assessment Testing

Tuesday, August 11(cont.)

8:00 a.m. – 8:15 p.m.

5:00 p.m. – 7:00 p.m.

9:30 a.m. – 1:30 p.m. *Appointments online/SCC ID/Photo ID required*

*Courts 7-12*

Phil Cello  
Scott Stover  
John Siefert

Wednesday, August 12

**Flex Cal – Optional Day**

103	Getting Started in Online Teaching with Canvas	9:00 a.m. – 10:00 a.m.
103A	Creating Video-Online Class w/Explain Everything	9:00 a.m. – 10:00 a.m.
103	Building an Effective Online Course in Canvas	10:00 a.m. – 11:00 a.m.
103A	Enhance Your Online Teaching w/Jing & EasyBib	10:00 a.m. – 11:00 a.m.
103	Sharing Ideas from Successful Online Instructors	11:00 a.m. – 12:00 p.m.
103	Promoting Student Interactivity w/Google Hangouts	1:00 p.m. – 2:00 p.m.
103, 103A	Open Lab Hour	2:00 p.m. – 3:00 p.m.
431	Hiring Committee Meeting	2:30 p.m. – 3:30 p.m.
431	Scholarship Foundation Meeting	4:00 p.m. – 6:00 p.m.
445	Continuing EOPS Student Meeting	9:00 a.m. – 2:00 p.m.
446	Umoja Orientation and Training	9:00 a.m. – 7:00 p.m.
501	Orientation for Online Class	6:00 p.m. – 9:00 p.m.
611	Fiscal Auditors	8:00 a.m. – 4:30 p.m.
611	SIC Meeting	4:45 p.m. – 6:00 p.m.
Pam Keith Conference Rm.	Deans Meeting	9:00 a.m. – 11:00 a.m.
Honeychurch Boardroom	Shared Governance	2:00 p.m. – 4:00 p.m.
801	NCLEX Review	9:00 a.m. – 4:00 p.m.
802	Annual Faculty/Hospital Orientation	8:30 a.m. – 2:00 p.m.
Back half of Cafeteria	New Employee Orientation	10:00 a.m. – 4:00 p.m.
Front half of Cafeteria	CSEA Luncheon	11:00 a.m. – 2:00 p.m.
1645	Veterans Meet Up	10:00 a.m. – 2:00 p.m.
1700 Lobby	Team Meeting	10:00 a.m. – 12:00 p.m.
1775	Women's Soccer	12:00 p.m. – 2:30 p.m.
Softball Field	Lady Spartan Fastpitch Softball	4:00 p.m. – 9:00 p.m.
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.
Baseball Field	Baseball – Workouts in the Cages	5:00 p.m. – 7:00 p.m.
Vacaville Center – 211	Smart Borrower Workshop	2:30 p.m. – 4:30 p.m.

To 08/19/15

*Large w/20 chairs*

*Café style/Luncheon time 12-1:30p.m.*

To 12/13/15

*Tables/chairs*

To 08/13/15

To 12/30/15

*Courts 7-12*

Dale Crandall-Bear  
Barbara Villatoro  
Dale Crandall-Bear  
Erin Duane  
Lauren Taylor-Hill  
Lindsay Padilla  
DE Staff  
Amber Cheatham  
Barbara Pavao  
Cynthia Simon  
Karen McCord  
Jeanette McCarthy  
Laura Convento  
Rischa Slade  
Laurie Gorman  
Laurie Gorman  
Glenn Burgess  
Glenn Burgess  
Human Resources  
George Olgin  
Greg Schwei  
Terri Person-Bloom  
Jeff Cardinal  
Linus Schlumpberger  
Phil Cello  
Scott Stover  
Tracy Gross

Thursday, August 13

**Flex Cal – Optional Day**

103	Interactive, Engaging Online Learning Environments	9:00 a.m. – 10:00 a.m.
103A	Creating Video for your Online Class w/Camtasia	9:00 a.m. – 10:00 a.m.

Dale Crandall-Bear  
Carol Zadnik

Thursday, August 13(cont.)

**Flex Cal – Optional Day**

103	The Online Education Initiative	10:00 a.m. – 11:00 a.m.		Jory Hadsell
103	Getting Online Course Ready for the OEI Exchange	11:00 a.m. – 12:00 p.m.		Jory Hadsell
103A	Open Lab Hour	11:00 a.m. – 12:00 p.m.		DE Staff
103	Accessibility/ADA-508/Student Support Services	1:00 p.m. – 2:00 p.m.		Dale Crandall-Bear
103A	Introduction to Canvas Rubrics	1:00 p.m. – 2:00 p.m.		Erin Duane
103, 103A	Open Lab Hour	2:00 p.m. – 3:00 p.m.		DE Staff
443	Kaiser Health & Wellness Fair	10:00 a.m. – 11:00 a.m.		Sandra Therrien
443	CalSTRS Retirement Workshop	1:30 p.m. – 3:30 p.m.		Vickie Holden
444	Understanding your CalPERS Rights & Rewards	1:30 p.m. – 3:30 p.m.		Candy De La Torre
445	Continuing EOPS Student Meeting	9:00 a.m. – 2:00 p.m.		Cynthia Simon
446	Umoja Orientation and Training	9:00 a.m. – 7:00 p.m.		Karen McCord
501	Excel Basics	8:00 a.m. – 10:30 a.m.	<i>Open @ 8a.a.</i>	Cynthia Vincent
501	Smart Borrower Workshop	5:30 p.m. – 7:30 p.m.		Tracy Gross
503	Orientation for Online Class	6:00 p.m. – 9:00 p.m.		Jeanette McCarthy
505	Curriculum & CurricUNET Training for Faculty	1:30 p.m. – 3:30 p.m.		Curtiss Brown
611	Fiscal Services Meeting	9:00 a.m. – 12:00 p.m.		Laura Convento
611	Fiscal Auditors	12:00 p.m. – 5:00 p.m.		Laura Convento
Faculty/Staff Lounge	Presidential Search Advisory Committee	3:00 p.m. – 5:00 p.m.	<i>Open @ 3p.m.</i>	Dr. Yashica Crawford
Honeychurch Boardroom	Academic Senate	9:00 a.m. – 12:00 p.m.	<i>Large w/25 chairs</i>	Michael Wyly
Honeychurch Boardroom	Open Forum – SCC S/P Search	11:00 a.m. – 12:00 p.m.		Dr. Pamela Fisher
Honeychurch Boardroom	Academic Senate & Educational Administrators	1:30 p.m. – 4:30 p.m.		Michael Wyly
Honeychurch Boardroom	Special Board Meeting	5:00 p.m. – 7:00 p.m.	<i>Audience style</i>	Dr. Yashica Crawford
801	NCLEX Review	9:00 a.m. – 4:00 p.m.		Glenn Burgess
802	Nursing Program – Pre-Term Meeting	9:00 a.m. 12:00 p.m.		Glenn Burgess
802	EMT Orientation	1:00 p.m. – 4:00 p.m.		Janet Schwartz
804	CCPLS Program Fall Orientation/Welcome	11:00 a.m. – 12:30 p.m.		Joel Powell
807b	New Nursing Staff Orientation	1:00 p.m. – 4:30 p.m.		Glenn Burgess
1530	Math Basic Skills Workshop	9:00 a.m. – 12:00 p.m.		Math Faculty
1625	Cosmetology Orientation	8:00 a.m. – 3:00 p.m.	<i>Orientation begins @ 10a.m.</i>	Cheryl McDonald
1633	Children Program Staff Meeting	12:30 p.m. – 3:30 p.m.		Christie Speck
1775	Women’s Soccer	12:00 p.m. – 2:30 p.m.	To 08/13/15	Jeff Cardinal
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello
Baseball Field	Baseball – Workouts in the Cages	5:00 p.m. – 7:00 p.m.		Scott Stover
Softball Field	Nor Cal Elite Fastpitch Softball	4:00 p.m. – 9:00 p.m.	To 12/31/15	Bobby Cameron
Vacaville Annex – 106A	Orientation	5:00 p.m. – 8:00 p.m.		Shemila Johnson
Vallejo Center – 121	SBDC Entrepreneurship Class	6:30 p.m. – 8:00 p.m.		Thom Watkins
Vallejo Center – 125	Assessment Testing	9:30 a.m. – 1:30 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	John Siefert

**Friday, August 14**

**Flex Cal – Required Day**

100 – Rotunda	Adjunct Faculty Flex Forum	4:30 p.m. – 7:30 p.m.	<i>80 chairs/5 tables/1 podium in hallway by support ctr.</i>	Rachel Aptekar
308	Children Program Parent Meeting	9:00 a.m. – 11:30 a.m.		Christie Speck
308	Math/Science	2:00 p.m. – 4:00 p.m.		John Yu
445	Financial Aid Staff Meeting	1:00 p.m. – 2:00 p.m.		Amber Cheatham
445	Counseling/DSP&S/Special Services	2:00 p.m. – 4:00 p.m.		Jocelyn Mouton
505	Career Technical Education & Business	2:00 p.m. – 4:00 p.m.		Maire Morinec
611	Fiscal Auditors	8:00 a.m. – 5:00 p.m.		Laura Convento
702	“Diversity: Far More Than Race!”	1:00 p.m. – 2:00 p.m.		Dr. Keydron Guinn
703	Social and Behavioral Sciences	2:00 p.m. – 4:00 p.m.		Dr. Keydron Guinn
704	Non Credit Courses: What are they & How do they Work?	1:00 p.m. – 2:00 p.m.		Moore/Minor/Carney
705	Program Review Workshop: It’s Writing Time!	1:00 p.m. – 2:00 p.m.		Amy Obegi
801	NCLEX Review	9:00 a.m. – 4:00 p.m.		Glenn Burgess
807B	Health Sciences	2:00 p.m. – 4:00 p.m.		Dr. Robert Gabriel
1000 Back Lawn Area	Back to School Staff Event	5:00 p.m. – 7:00 p.m.	<i>Need 6 tables &amp; 25 chairs delivered on 8/13</i>	Danielle Gonzalez
Cafeteria	Lite Breakfast	8:00 a.m. – 8:50 a.m.		S/P Office
Cafeteria	Welcome	9:00 a.m. – 9:10 a.m.		Janene Whitesell
Cafeteria	State of the College	9:10 a.m. – 10:10 a.m.		Stan Arterberry
Cafeteria	State of the Academy	10:20 a.m. – 11:00 a.m.		Michael Wyly
Cafeteria	Distinguished Faculty Presentations	11:00 a.m. – 12:00 p.m.		LaNae Jaimez
Cafeteria	All College Lite Lunch	12:00 p.m. – 1:00 p.m.		S/P Office
1301	Liberal Arts	2:00 p.m. – 4:00 p.m.		Neil Glines
1737	Academic Mentoring	9:30 a.m. – 10:30 a.m.		Erik Visser/Claire Gover
1746	Van Inspection & Defensive Driving	11:45 a.m. – 2:15p.m.		Erik Visser/Claire Gover
Tennis Courts	Cello Tennis	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello
Softball Field	Lady Spartan Fastpitch Softball	4:00 p.m. – 9:00 p.m.	<i>To 12/30/15</i>	Linus Schlumpberger

**Saturday, August 15**

442	Assessment Testing	9:00 a.m. – 1:30 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	Shemila Johnson
801	NCLEX Review	9:00 a.m. – 4:00 p.m.		Glenn Burgess
Faculty/Staff Lounge	Cello Tennis – Jr. Open	7:00 a.m. – 9:00 p.m.		Phil Cello
Tennis Courts	Cello Tennis – Jr. Open	7:00 a.m. – 9:00 p.m.	<i>Courts 7-12</i>	Phil Cello

**Sunday, August 16**

Faculty/Staff Lounge	Cello Tennis – Jr. Open	7:00 a.m. – 9:00 p.m.		Phil Cello
Tennis Courts	Cello Tennis – Jr. Open	7:00 a.m. – 8:00 p.m.	<i>Courts 7-12</i>	Phil Cello