



# Weekly Facilities Memo

Monday, May 23 – Sunday, May 29, 2016

Room	Event	Date & Time	End Date	Contact Person
<b><u>Monday, May 23</u></b>				
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
611	Recap of EDGAR Seminar	10:00 a.m. – 11:00 a.m.		Yulian Ligioso
611	Flex Cal Committee Meeting	1:30 p.m. – 3:00 p.m.		Charles Spillner
Honeychurch Boardroom	Ed Foundation Board Meeting	4:00 p.m. – 7:00 p.m.	<i>Large w/12 chairs</i>	Curt Johnston
1301	English Hiring Committee	8:00 a.m. – 5:00 p.m.		Neil Glines
Soccer Game Field	Nor Cal Premier Soccer	5:00 p.m. – 8:00 p.m.	<i>Mow grass 1 ½" long/stripe if necessary</i>	David Robertson
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello
Vallejo Center – 121	Math Adjuncts Interviews	8:30 a.m. – 2:30 p.m.		Danielle Gonzalez
Vallejo Center – 125	Assessment Testing	1:30 p.m. – 3:30 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	John Siefert
<b><u>Tuesday, May 24</u></b>				
431	Research for Doctorate Dissertation	10:00 a.m. – 11:30 a.m.		Nazia Mostafa
445	Summer Workshop Series	8:30 a.m. – 1:30 p.m.	To 06/02/16	Makesha Thomas
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
Pam Keith Conference Rm	CTA Negotiations	12:00 p.m. – 3:00 p.m.		Human Resources
Honeychurch Boardroom	Pre-Proposal Conference	9:30 a.m. – 10:45 a.m.	<i>2 tables/2 chairs up front/chairs audience style</i>	Laura Scott
902	Accreditation Standard 4 Sub-Committee	9:00 a.m. – 10:00 a.m.		Melissa Reeve
Tennis Courts	Cello International Tennis Academy	8:00 a.m. – 8:15 p.m.	<i>Courts 7-12</i>	Phil Cello
Vacaville Center – 208	Assessment Testing	5:00 p.m. – 7:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	Shemila Johnson
Vallejo Center – 125	Orientation	5:00 p.m. – 8:00 p.m.		Shemila Johnson

<u>Wednesday, May 25</u>				
431	EOPS Program	9:30 a.m. – 10:30 a.m.	To 05/25/16	Amber Cheatham
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
Pam Keith Conference Rm.	Management Meeting	9:00 a.m. – 12:00 p.m.	To 12/14/16	Sandra Therrien
Honeychurch Boardroom	College Governance Council	2:00 p.m. – 4:00 p.m.	<i>Large w/20 chairs</i>	Sandra Therrien
743	Start-Up Benicia	6:00 p.m. – 9:00 p.m.	To 06/08/16	Blair Abee
902	Nursing Instructor Interviews	8:30 a.m. – 12:00 p.m.		Janet Schwartz
902	Human Services Meeting	1:00 p.m. – 2:00 p.m.	<i>Open @ 1p.m.</i>	Saki Cabrera
Gym	Men's Basketball Practice	6:00 p.m. – 8:00 p.m.		John Nagle
Soccer Game Field	Nor Cal Premier Soccer	5:00 p.m. – 8:00 p.m.	<i>Mow grass 1 ½" long/stripe if necessary</i>	David Robertson
Vallejo Center – 125	Assessment Testing	9:30 a.m. – 11:30 a.m.	<i>Appointments online/SCC ID/Photo ID required</i>	John Siefert

<u>Thursday, May 26</u>				
414	GE Reporting Team Meeting	11:00 a.m. – 12:00 p.m.		Maureen Mason-Muyco
431	Research for Doctorate Dissertation	10:00 a.m. – 11:30 a.m.		Nazia Mostafa
445	Summer Workshop Series	8:30 a.m. – 1:30 p.m.	To 06/02/16	Makesha Thomas
501	Branding Template Training/Meeting	8:00 a.m. – 5:00 p.m.		Shemila Johnson
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
611	Fiscal Services Meeting	9:00 a.m. – 12:00 p.m.		Laura Convento
811	PSYC 1 Orientation	6:30 p.m. – 7:30 p.m.	<i>Open @ 6:30p.m.</i>	Saki Cabrera
1779	Early College High School Physical Education	7:00 a.m. – 7:45 a.m.	<i>Open @ 7a.m.</i>	Jose Ballesteros

<u>Friday, May 27</u>				
414	SAEBG Meeting	2:00 p.m. – 3:30 p.m.		Eileen Amick
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
Vacaville Center – 208	Assessment Testing	5:00 p.m. – 7:00 p.m.	<i>Appointments online/SCC ID/Photo ID required</i>	Jenny Gonzalez

<u>Saturday, May 28</u>				
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
Gym	Bay Area Fil Am Basketball	2:00 p.m. – 8:00 p.m.	<i>Athletic Assistant 6 hours/Custodian for 2 hours</i>	Ron Suaiso
Tennis Courts	Cello International Tennis Academy – Solano Open	7:00 a.m. – 8:00 p.m.	<i>Courts 1-12</i>	Phil Cello
Old Football Practice Field	River City Racing Association	8:00 a.m. – 4:00 p.m.	<i>Please mow field</i>	Jean Balint

		<u>Sunday, May 29</u>		
503	Kitchell – Maintenance Upgrades	7:00 a.m. – 10:00 p.m.	To 08/12/16	Jason Yi
505	IT Upgrades	8:00 a.m. – 10:00 p.m.	To 06/12/16	Kimo Calilan
Gym	Bay Area Fil Am Basketball	2:00 p.m. – 7:00 p.m.	<i>Athletic Assistant 5 hours/Custodian for 4 hours</i>	Ron Suaiso
Tennis Courts	Cello International Tennis Academy- Solano Open	7:00 a.m. – 8:00 p.m.	<i>Courts 1-12</i>	Phil Cello
Grass Strip by 1000 & 1900	River City Racing Association	8:00 a.m. – 4:00 p.m.	<i>Please mow field</i>	Jean Balint