



Weekly Facilities Memo

Monday, May 23 – Sunday, May 29, 2016

Room	Event	Date & Time	End Date	Contact Person
<u>Monday, May 23</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
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
<u>Tuesday, May 24</u>				
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

431 EOPS Program
 503 Kitchell – Maintenance Upgrades
 505 IT Upgrades
 Pam Keith Conference Rm. Management Meeting
 Honeychurch Boardroom College Governance Council
 743 Start-Up Benicia
 902 Nursing Instructor Interviews
 902 Human Services Meeting
 Gym Men's Basketball Practice
 Soccer Game Field Nor Cal Premier Soccer
 Vallejo Center – 125 Assessment Testing

Wednesday, May 25

9:30 a.m. – 10:30 a.m.
 7:00 a.m. – 10:00 p.m.
 8:00 a.m. – 10:00 p.m.
 9:00 a.m. – 12:00 p.m.
 2:00 p.m. – 4:00 p.m.
 6:00 p.m. – 9:00 p.m.
 8:30 a.m. – 12:00 p.m.
 1:00 p.m. – 2:00 p.m.
 6:00 p.m. – 8:00 p.m.
 5:00 p.m. – 8:00 p.m.
 9:30 a.m. – 11:30 a.m.

To 05/25/16
 To 08/12/16
 To 06/12/16
 To 12/14/16
 To 06/08/16

Large w/20 chairs

Open @ 1p.m.

Mow grass 1 ½" long/stripe if necessary

Appointments online/SCC ID/Photo ID required

Amber Cheatham
 Jason Yi
 Kimo Calilan
 Sandra Therrien
 Sandra Therrien
 Blair Abee
 Janet Schwartz
 Saki Cabrera
 John Nagle
 David Robertson
 John Siefert

414 GE Reporting Team Meeting
 431 Research for Doctorate Dissertation
 445 Summer Workshop Series
 501 Branding Template Training/Meeting
 503 Kitchell – Maintenance Upgrades
 505 IT Upgrades
 611 Fiscal Services Meeting
 811 PSYC 1 Orientation
 1779 Early College High School Physical Education

Thursday, May 26

11:00 a.m. – 12:00 p.m.
 10:00 a.m. – 11:30 a.m.
 8:30 a.m. – 1:30 p.m.
 8:00 a.m. – 5:00 p.m.
 7:00 a.m. – 10:00 p.m.
 8:00 a.m. – 10:00 p.m.
 9:00 a.m. – 12:00 p.m.
 6:30 p.m. – 7:30 p.m.
 7:00 a.m. – 7:45 a.m.

To 06/02/16

To 08/12/16

To 06/12/16

Open @ 6:30p.m.

Open @ 7a.m.

To 06/02/16

Maureen Mason-Muyco
 Nazia Mostafa
 Makesha Thomas
 Shemila Johnson
 Jason Yi
 Kimo Calilan
 Laura Convento
 Saki Cabrera
 Jose Ballesteros

414 SAEBG Meeting
 503 Kitchell – Maintenance Upgrades
 505 IT Upgrades
 Vacaville Center – 208 Assessment Testing

Friday, May 27

2:00 p.m. – 3:30 p.m.
 7:00 a.m. – 10:00 p.m.
 8:00 a.m. – 10:00 p.m.
 5:00 p.m. – 7:00 p.m.

To 08/12/16

To 06/12/16

Appointments online/SCC ID/Photo ID required

Eileen Amick
 Jason Yi
 Kimo Calilan
 Jenny Gonzalez

503 Kitchell – Maintenance Upgrades
 505 IT Upgrades
 Gym Bay Area Fil Am Basketball
 Tennis Courts Cello International Tennis Academy – Solano Open
 Old Football Practice Field River City Racing Association

Saturday, May 28

7:00 a.m. – 10:00 p.m.
 8:00 a.m. – 10:00 p.m.
 2:00 p.m. – 8:00 p.m.
 7:00 a.m. – 8:00 p.m.
 8:00 a.m. – 4:00 p.m.

To 08/12/16

To 06/12/16

Athletic Assistant 6 hours/Custodian for 2 hours

Courts 1-12

Please mow field

Jason Yi
 Kimo Calilan
 Ron Suaiso
 Phil Cello
 Jean Balint

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