



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Monday – October 07, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Cosmetology Meeting	12:00-12:45p			Jill Crompton
431	CSP-Solano CMF Meeting	2:00p-3:00p			Kristin Conner
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Honeychurch Boardroom	PRT Visit	7:30a-1:00p			Laurie Gorman
Honeychurch Boardroom	Academic Senate Meeting	1:00p-5:30p			Sheila Kaushal
705	Office Hours	5:00p-6:00p		12/15/19	Janet Leary
736	English 1 Student Midterm Conference	8:00a-4:00p			Heather Ringo
807B	Nursing Testing	9:00a-10:00a			Janet Schwartz
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Back-Half Cafeteria	Stop the Bleed Training for ECHS	8:30a-11:00a	<b>No Tables, Need 60 chairs</b>		John Pizzo
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
Concession Stand	Men's Pro Championship	10:00a-4:00p			Rafael Rovira
1737	Break & Staging Room-Men's Pro Championship	10:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1738	Break & Staging Room-Men's Pro Championship	10:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1739	Player's Lounge-Men's Pro Championship	10:00a-9:30p	<b>Empty Furniture, Cleanup, Restock, Secure</b>		Rafael Rovira
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
1779	KINE 006 Pilates Class	11:00a-12:15p	<b>Relocated from R1737</b>		Claire Gover
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva
Tennis Courts	NorthBay Healthcare Men's Pro Championship	10:00a-9:30p	<b>12-6' Tables &amp; 80 Chairs can be brought to Court #1 for set-up – 10/3 by noon</b>		Rafael Rovira
2728	PRT Visiting Team	7:00a-6:00p			Laurie Gorman



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Tuesday – October 08, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
414	FT3 Faculty Check-In	9:00a-11:00a			Melissa Reeve
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
445	Academic Senate Office Hours–Fall 2019 Professional Development FlexDay	11:00a-11:50a			LaNae Jaimez
446	Disruptive Students–Fall 2019 Professional Development FlexDay	9:00a-9:50a			Dwayne Hunt
446	Working with Students with Autism & Assistive Technology–Fall 2019 Professional Development FlexDay	10:00a-10:50a			Gail Rulloda, Brad Starkey-Owens
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
504	My Retirement Benefits–CalSTRS–Fall 2019 Professional Development FlexDay	10:00a-12:00			CalSTRS Representative – Tracy Drake
504	Social Security & Your Retirement–Fall 2019 Professional Development FlexDay	1:00p-3:00p			Social Security Representative – Tracy Drake
Board Room	Student Services Training/Meeting	8:00a-5:00p			Sylvia Dorsey-Robinson, Khadijah Adjabeng
Pam Keith Conference Room	Student Services Luncheon	11:30a-1:00p			Sylvia Dorsey-Robinson, Khadijah Adjabeng
611	SCFA Bargaining	12:00-5:00p			Sandra Therrien
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
743	Curriculum Review Training/Support–	9:00a-9:50a			Dorene Adams, Nikki Gentile, Chris McBride,



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

	Fall 2019 Professional Development FlexDay				Maureen Powers, Michelle Smith
743	eLumen 101–Fall 2019 Professional Development FlexDay	11:00a-11:50a			Lisa Abbott
812	How to Read Your Paystub–Fall 2019 Professional Development FlexDay	1:00p-1:50p			Virgie Bender
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	4:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	Mental Health First Aid –Fall 2019 Professional Development FlexDay	8:00a-6:00p			Ian Wallace-Presenter Kristin Conner
Back Half Cafeteria	Eroding Silos: Student Services and Guided Pathways-Fall 2019 Professional Development FlexDay	10:00a-11:20a			Sylvia Dorsey-Robinson, Rebecca LaCount, Michael Wyly
Back Half Cafeteria	Empowering the Campus Community to Support Equity and Success- Fall 2019 Professional Development FlexDay	12:00-4:00p	<b>Tables alongside of room (food), tables in middle of room with 6-8 chairs at each table. Unlock Room/Doors &amp; Media Cabinets</b>		Student Equity and Success Council Members
1421, Fish Bowl	Lightning Talks– Fall 2019 Professional Development FlexDay	9:00a-9:50a			Dorene Adams, Nikki Gentile, Chris McBride, Maureen Powers, Michelle Smith
1521	Math AB 705 Discussions–Fall 2019 Professional Development FlexDay	9:00a-12:00			Sarah Donovan
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

1737	Break & Staging Room-Men's Pro Championship	10:00a-9:30p	Cleanup, Restock, Secure		Rafael Rovira
1738	Break & Staging Room-Men's Pro Championship	10:00a-9:30p	Cleanup, Restock, Secure		Rafael Rovira
1739	Player's Lounge-Men's Pro Championship	10:00a-9:30p	Cleanup, Restock, Secure		Rafael Rovira
1771	Liberal Arts	11:00am-12:15p	Relocated from 1738	12/15/19	Neil Glines
1771	Volleyball	3:00p-4:00p	Relocated from 1738	11/14/19	Darla Williams
Concession Stand	Men's Pro Championship	10:00a-4:00p			Rafael Rovira
1775	Women's Soccer	1:45p-3:00p	Relocated from 1738	12/15/19	Jeff Cardinal
1779	KINE 006 Pilates Class	11:00a-12:15p	Relocated from R1737		Claire Gover
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva
Soccer Field	Women's Soccer Vs Contra Costa College	4:00p-7:00p			Jeff Cardinal
Tennis Courts	NorthBay Healthcare Men's Pro Championship	10:00a-9:30p	Cleanup, Restock Locker room, Restroom/Shower room		Rafael Rovira
1860	Liberal Arts	1:00p-4:30p		12/15/19	Neil Glines
2702	New Smart Classroom Technology Demo -Fall 2019 Professional Development FlexDay	9:00a-9:50a			Robert Nunez
2728	CSEA E-Board	3:00p-4:00p			Rei Leal
Vacaville Center – Multi-Purpose Room	Solano County Math Steeplechase	7:00a-2:00p	Round Tables with 6 chairs per table, 3 long rectangular tables by front for food & drinks, buffet style, 1 small rectangular table for registration by front door		Genele Rhoads, (Donna made reservations)



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Wednesday – October 09, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Women's Bible Study Fellowship Club Meeting	12:15-1:30p		12/13/19	Amy Dauffenbach
446	Smart Borrower Workshop	11:00a-12:00			Fiorella Minchillo
501	Office Hours	10:15a-11:00a		12/15/19	Kathleen Callison
Boardroom	Management Meeting	9:00a-12:00p	<b>Need 1-6' Table for Food</b>	12/15/19	Sandra Therrien
Boardroom	College Governance Council Meeting	3:00p-4:00p	<b>Set-up one large table enough for 20 people</b>		Laurie Gorman
736	English 1 Student Midterm Conference	8:00a-12:00p			Heather Ringo
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
Back Half Cafeteria/Fish Bowl	College Admissions Meeting on Academic Decathlon	4:30p-7:30p	<b>Requesting no parking enforced after 4:00pm-Campus Police</b>		Celia Esposito-Noy SCOE, Solano Youth Coalition
1633	Office Hours	10:30a-11:00a		12/15/19	Randi Osburn
Gymnasium	Volleyball Game vs Modesto Jr College	6:00p-9:00p			Darla Williams
1737	Break & Staging Room-Men's Pro Championship	10:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1738	Break & Staging Room-Men's Pro Championship	10:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1739	Player's Lounge-Men's Pro Championship	10:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
Concession Stand	Men's Pro Championship	10:00a-4:00p			Rafael Rovira
1775	Women's Soccer	1:45p-3:00p		12/15/19	Jeff Cardinal
1779	KINE 006 Pilates Class	11:00a-12:15p	<b>Relocated from R1737</b>		Claire Gover
Pool	SASO	5:45a-7:00a		10/31/19	Ricky Silva
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva
Tennis Courts	NorthBay Healthcare Men's Pro Championship	10:00a-9:30p	<b>Cleanup, Restock Locker room, Restroom/Shower room</b>		Rafael Rovira



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

1818	OCED Meeting	12:00-1:00p 6:00p-7:00p			Julene Calvo
2728	CSEA Meeting	1:30p-2:30p			Rei Leal



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Thursday – October 10, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
446	Counseling Division Meeting	8:00a-10:30a		12/11/19	Robin Perrett-Ashby
503	Lab Activity	8:00a-10:50a		12/15/19	Jill Crompton
Honeychurch Boardroom	Academic Calendar Committee	1:00p-5:30p			Sandra Therrien
611	Safety Committee Meeting	9:00a-10:00a			Sandra Therrien
705	CHDV 123	6:30p-9:20p		12/17/19	Sheila Smith
743	English 1 Student Midterm Conference	8:00a-4:00p			Heather Ringo
804	Office Hours	6:00p-6:30p		12/15/19	Jeanette Luedders
1235 & 1294	Thea24A	6:30p-10:00p		11/1/19	Craig Scharfen
1315	Graphic Design Lab	12:00-1:00p		12/6/19	Leigh Anne Jones
1315	Graphic Design Lab	4:00p-5:30p		12/6/19	Leigh Anne Jones
Faculty/Staff Lounge	Annual Chili Cook-off	9:00a-3:00p	<b>Dining Set-up with long tables lining the left-hand wall and back wall.</b>		Donna Meyer
Back Half Cafeteria	Movie Night – Student Affairs	3:00p-5:00p			Rischa Slade
1645	Office Hours	3:15p-4:15p		12/11/19	Dave Pyle
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
1737	Break & Staging Room-Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1738	Break & Staging Room-Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1739	Player’s Lounge-Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1771	Liberal Arts	11:00am-12:15p	<b>Relocated from 1738</b>	12/15/19	Neil Glines
1771	Volleyball	3:00p-4:00p	<b>Relocated from 1738</b>	11/14/19	Darla Williams
Concession Stand	Men’s Pro Championship	10:00a-4:00p			Rafael Rovira
1775	Women’s Soccer	1:45-3:00p		12/15/19	Jeff Cardinal
1779	KINE 006 Pilates Class	11:00a-12:15p	<b>Relocated from R1737</b>		Claire Gover
Pool	SASO	4:00p-7:00p		10/31/19	Ricky Silva



# WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

1860	Liberal Arts	1:00p-4:30p		12/15/19	Neil Glines
Tennis Courts	NorthBay Healthcare Men's Pro Championship	11:00a-9:30p	<b>Cleanup, Restock Locker room, Restroom/Shower room</b>		Rafael Rovira





## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Friday – October 11, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
308	Early College Career Counseling	7:00a-3:00p		12/15/19	John Pizzo
431	Recruitment Orientation	3:30p-4:00p			Juan Valenzuela
444	Student Services Event	11:00a-12:00			Beatriz Cadenas
504	Typing Certificate Testing	11:00p-3:30p		12/6/19	Patricia Ceja
Board Room	ASCCC Fall 2019 Area B Meeting–Fall 2019 Professional Development FlexDay	8:00a-5:00p	<b>Food will be served – serving tables needed- See attached set-up</b>		Academic Senate President LaNae Jaimez
Pam Keith Conference Room	ASCCC Fall 2019 Area B Meeting–Fall 2019 Professional Development FlexDay	8:00a-5:00p			Academic Senate President LaNae Jaimez
714	French Club	12:00p-1:00p		12/15/19	Lorna Marlow-Munoz
812	Nursing MAPE 1 Review	12:00-1:00p			Janet Schwartz
902	Assessment Committee Meeting	11:30a-1:00p	<b>Open Room</b>		
1315	Graphic Design Lab	1:00p-5:30p		12/6/19	Leigh Anne Jones
1737	Break & Staging Room–Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1738	Break & Staging Room–Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1739	Player’s Lounge–Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
Concession Stand	Men’s Pro Championship	10:00a-4:00p			Rafael Rovira
Pool	SASO	5:45a-7:00a		11/01/19	Ricky Silva
Pool	SASO	4:00p-6:30p		11/01/19	Ricky Silva
Tennis Courts	NorthBay Healthcare Men’s Pro Championship	11:00a-9:30p	<b>Cleanup, Restock Locker room, Restroom/Shower room</b>		Rafael Rovira
Vallejo Center Parking Lot	Paramount Filming	5:00p-3:00a	<b>Close Gate on Parking Lot area</b>		Shirley Lewis Frances Reyes-Bolinger



# **WEEKLY FACILITIES MEMO**

**October 7, 2019 – October 13, 2019**



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Saturday – October 12, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
155	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
305	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
306	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
307	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
308	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
Transfer/Job Placement Center - 400	Genealogy Workshops	12:00-5:00p	<b>Remove Wall Barrier on Friday Nite</b>		Thomas Trujillo
443	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
446	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
505	Office Hours	8:00a-9:00p	<b>Unlock Building 500</b>	12/6/19	Alonso Duarte
506	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
701	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
702	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
703	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
704	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
705	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

706	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
708	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
710	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
712	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
713	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
714	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
736	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
801	CALAOMS-ACLS/BLS Course	6:30a-Set-up 8:00a-1:00p 3:00p-Clean			Janet Schwartz, Glenn Burgess
802	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
803	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
804	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
806	CALAOMS-ACLS/BLS Course	6:30a-Set-up 8:00a-1:00p 3:00p-Clean			Janet Schwartz, Glenn Burgess
807A	CALAOMS-ACLS/BLS Course	6:30a-Set-up 8:00a-1:00p 3:00p-Clean			Janet Schwartz, Glenn Burgess
807B	CALAOMS-ACLS/BLS Course	6:30a-Set-up 8:00a-1:00p 3:00p-Clean			Janet Schwartz, Glenn Burgess
811	CALAOMS-ACLS/BLS Course	6:30a-Set-up 8:00a-1:00p 3:00p-Clean			Janet Schwartz, Glenn Burgess
812	CALAOMS-ACLS/BLS Course	6:30a-Set-up 8:00a-1:00p			Janet Schwartz, Glenn Burgess



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

		3:00p-Clean			
Back Half & Cafeteria	California Highway Patrol – Applicant Testing	6:00a-6:00p	<b>Tables &amp; Chairs- Same set-up as before. NOTE to have the doors unlocked on time.</b>		Slade Durham
1526	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
1527	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
1528	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
1530	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
1531	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
Gymnasium	Northern Calif High School Speech & Debate Event	8:00a-5:30p	<b>Require bleachers &amp; PA System</b>		Douglas Mungin
Gymnasium	FilAm Basketball	6:00p-8:00p			Ron Suaiso
1737	Break & Staging Room-Men’s Pro Championship	12:00-4:00p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1738	Break & Staging Room-Men’s Pro Championship	12:00-4:00p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1739	Player’s Lounge-Men’s Pro Championship	12:00-4:00p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
1740	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
1746	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
1779	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
Tennis Courts	NorthBay Healthcare Men’s Pro Championship	12:00-4:00p	<b>Cleanup, Restock Locker room, Restroom/Shower room</b>		Rafael Rovira



## WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Baseball Field	Baseball Scrimmages- Vacaville HS Baseball	9:30a-4:30p			Stu Clary
Old Football Practice Field	Race Practice- North Ca Whippet Club	8:00a-3:00p			Jean Balint
Track	California Highway Patrol – Applicant Testing	6:00a-11:00a	<b>Football Field</b>		Slade Durham
2702	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
2703	Northern Calif High School Speech & Debate Event	8:00a-4:00p			Douglas Mungin
2728	Northern Calif High School Speech & Debate Event	8:00a-5:00p			Douglas Mungin

### Sunday – October 13, 2019

Room	Event	Time	Facilities Instructions	End Date	Contact
1235	Thea24 Class Rehearsal	4:00p-9:00p			Craig Scharfen
Gymnasium	FilAm Basketball	6:00p-8:00p			Ron Suaiso
1737	Break & Staging Room-Men's Pro Championship	12:00-4:00p	<b>Cleanup, Reset, Restock, Secure</b>		Rafael Rovira
1738	Break & Staging Room-Men's Pro Championship	12:00-4:00p	<b>Cleanup, Reset, Restock, Secure</b>		Rafael Rovira
1739	Player's Lounge- Men's Pro Championship	12:00-4:00p	<b>Cleanup, Restock, Secure</b>		Rafael Rovira
Tennis Courts	NorthBay Healthcare Men's Pro Championship	12:00-4:00p	<b>12-6' Tables &amp; 80 Chairs can be removed from Court #1 --- Cleanup, Restock Locker room, Restroom/Shower room</b>		Rafael Rovira
Parking Lot 7 – Race Map	Solano Fitness Festival – 5K Race	7:00a-10:00a	<b>2-Officers to secure the two Main Entrances</b>		O. Johnson – Healthy Cooking with Kids



# WEEKLY FACILITIES MEMO

**October 7, 2019 – October 13, 2019**

Old Football Practice Field	Race Practice- North Ca Whippet Club	8:00a-3:00p			Jean Balint
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