

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES
 Wednesday, May 1, 2019 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Languages & Learning Resources	Danielle Kaprelian	X
				VACANT	
				VACANT	
Co-Chair: Academic Senate Representative	Erik Reese	X	Business, CD & Student Engagement	Lydia Basmajian	
				Wayne Snyder	
				Felix Masci	
Academic Senate President, Ex Officio	Nenagh Brown			Shannon Macias	X
				Brenda Woodhouse	
				Audrey Chen	
Dean	Carol Higashida	X	EATM, Life & Health Sciences	Armine Torabyan	X
	Samuel Lingrosso			Norman Marten	X
Business Services	Michele Perry	X		Mary Swenson (Alt)	
	Dan McMichael	X		Lan Nguyen (Alt)	
	John Sinutko	X		VACANT	
Associated Students Representative	Rahyen Heilmann		Physical Science & Career Education	VACANT	
				VACANT	
				VACANT	
Instructional Technologist	Tracie Bosket		Student Health, Athletics, Kinesiology, ACCESS, Math	Vance Manakas	X
Student Services Council	Kim Korinke	X		Kevin Balas	
ACCESS	Shyan Diaz-Brown			VACANT	
Classified Staff	John Dobbins		Social & Behavioral Sciences	Richard Kemp	X
Vice President, Ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu				
GUESTS	Cynthia Osuna	X	Arts, Media & Communication Studies	Steve Callis	
	Dan Watkins	X		Mickey Howell	X
	Patti Blair	X		Gerry Zucca	

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS Silvia welcomed members and introduced Patti Blair. Introductions were made around the room.	Silvia Barajas called meeting to order at 1:17 pm.
2. PUBLIC COMMENTS- No public comments	
3. APPROVAL OF MINUTES: 5/03/19	Vance Manakas motioned to approve as submitted. Dan McMichael seconded. No

TOPIC	ACTION
<p>➤ INFORMATION/REPORTS</p> <p>➤ IT UPDATE –Dan McMichael</p> <ul style="list-style-type: none"> • Upgraded images and applications in 5 labs • Rolling out new software and operating system patches across the campus for staff machines • Rolling out new version of Antivirus application to all systems – rolling upgrade • Added additional wireless access points • Continuing network infrastructure upgrades in areas with older network equipment • Provided quotes for several areas for additional laptops and carts on wheels (COWS) for grants and one-time funding • Receiving tech refresh orders – replacing 22 projectors and 500 computers over the summer • No additional IT projects can be completed over the summer • New 48 station computer lab being built – furniture and PC orders processed • GYM renovation – met with the electrical engineers and contractors to discuss the data cabling for security cameras and building infrastructure • Admin building power – worked with M&O to ensure the Admin building is properly fed from generator. Also moved all network and information systems onto protected power circuits • Working closely with DAC IT to adapt to new security measures needed to keep systems and data secure – Milton security to identify potential bots • No existing template for faculty web pages • New Library system – no CashNet payments available for students to pay late fees through the Library system • New upcoming Adobe Single Sign On (SSO) creating issues for labs and user experiences – working with Adobe on a resolution • Technology Master Plan – Just received the input sheets from the Planning Retreat and will incorporate input (not all) into the Technology Master Plan • EMV readers (credit card readers in SBO) are set to be installed in June • DAC is requesting that all computer orders be entered no later than 5/1 next year to provide adequate time to purchase • Blocked over 750,000 threat attacks and over 116,000 attempts to malicious websites in April • Blocked many more threats with antivirus application and spam filter • Completed 305 work orders <p>Dan also mentioned that the 2nd Emergency Notification walk through will be held on 5/3. He also stated that this summer there will be no time or space for additional projects.</p>	<p>abstentions. Approved by general consent. Motion carried.</p>

TOPIC	ACTION
<p>➤ INSTRUCTIONAL TECHNOLOGY – Silvia mentioned that Tracie Bosket was unable to attend meeting and that there were no updates to report.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko Including Wayfinding</p> <ul style="list-style-type: none"> • Gym Renovation –We are in the thirty-second week of the physical work on the project. Abatement and demolition is complete. 99% of the interior concrete, 99% of underground interior utilities, and 90% wall framing are completed. The Contractor has taken control of the entire Gym. Work in the Fit Lab and Wrestling Deck areas is progressing very well. Framing is complete, fire sprinkler, and HVAC ductwork are in minor electrical remains, as does drywall taping, painting and finishes. All indications are that we will meet the next milestone of 6/01/19 when the Gym proper will again be available to MC. The project is currently still scheduled to be completed on 9/24/19, however we are reviewing request for extended time related to the additional abatement work. • Field House –The project is in its 30th week. Underground utilities are 99% installed. The building stucco is complete, and exterior flatwork is scheduled for completion next week. The HVAC units are installed and the final roof coating is scheduled for next week. The building interior has been nearly completely gutted, scrubbed and is in the process of replacement. The shade structure is in place, however there are DSA related issues with the installation that must be rectified before acceptance. This project should be finalized by the end of 5/2019. • Wayfinding – Little Architects and MC staff performed a dry run for next Monday’s final meeting of the Wayfinding Committee. Once we have committee buy-off, we will begin the bidding process. The committee is scheduled to meet next week. • Campus Center Preliminary Design –The cost was estimated to be \$10,363,995.00 without FF&E or Swing Space, the cost could reach \$12,000,000.00. It may be possible for Outreach and International Students to relocate to the Campus Center, in what is currently known as the Poly Room. On hold until further notice. • Communication Building 153 Renovation Maker Space Phase 2 – In Progress -Request to add a laser cutter, and a vacuum forming machine to that space is under way. The Water jet machine is going in AA-132. Working with Clare Sadnik to complete installation date by 5/01/19. We can get it done, if allowed. • Film TV Media Renovation – Project is substantially completed. FA communication programming is only outstanding item. • Outdoor Kinesiology Classroom Facility – The project is complete. We are in the process of closing the project out with DSA. • Outdoor Kinesiology Classroom Facility Phase 2 – Working with the District to procure the surface matting. I am developing the plans and specs to go to bid. Need 1/2 day to complete plans & specs. • Tiger Habitat & Lion Habitat – The Tiger Habitat project has been combined with a new habitat for the lion. We are moving forward with the Lyon enclosure design, and meeting with EATM staff on 5/3, to review design documents. We are attending a preliminary meeting with DSA regarding the Tiger habitat on 5/10. • Atomic Absorption Spectrometer PS-127 – Counter top installation is scheduled. Contracting SS duct work. Difficulty in finding contractor to perform duct work. Continuing to search for bidders. 	

TOPIC	ACTION
<ul style="list-style-type: none"> • HSC 103- Computer Lab – Project materials acquired. Scheduled to start on 5/19. • Replacement Panic Buttons – Project is tied to the District Wide Mass Notification Project. Attended Job Walk for the project. Second Job Walk scheduled for 5/3. • Access Coaching Lab – Design & n Cost – A/E cost is \$43,820.00. On hold. • Parrot Structure – New, lower cost structure found. Moving forward with project. • T-211 Computer Classroom – Completed. • LLR IT Rooms HVAC Replacement –Bid 579. Physical work on the project will begin on 5/13. The Contractor is anticipating a week-long duration to complete. • PCR Update – Power and data addition installed. IT needs to terminate installed data cabling. • CCCR Renovation – Design and budget development stage. • CDC Playground Surfacing Replacement Project. Working on budget. • Automatic Sliding Door Replacement Project. Defining scope, budget estimate is \$310,000.00. • Solar PV System – Working with District on project specifications. MC is planning on installing a 2.4 MW solar PV system in parking lots AA, A, B, C and D. • Restroom/Snack Bar replacement – Building cost estimate. • Old Access Bldg Replacement – Building cost estimate. <p>He also mentioned that we will be switching the Gymnasium over to its new electrical power connection on 5/4. It is anticipated that the electrical power will be out for approximately eight hours or longer. There will be no electrical power available at any location on campus from the line of Gymnasium south. Affected buildings include the Administration Building, Gymnasium, PE Annex, HS at MC, Parking Structure, Police Station, all athletic fields and stadiums, and FM&O. The Administration building will be energized with generator supplied electricity for the full duration of the outage. The police station will be energized with generator supplied electricity during the time it is staffed.</p> <p>➤ DISTRICT-WIDE IT UPATE – Dan Watkins & Patti Blair</p> <ul style="list-style-type: none"> • 2nd Emergency Notification walk through has been scheduled for 5/3. • Chrome River Project- This program assists with management of P-cards and travel. It allows maximum flexibility for integrating travel data and P-card data. It will be user friendly and simple to use on any computer or mobile device no matter the operating system. Employees will be able to take a picture of receipts and upload into system for quicker processing. User training sessions will be scheduled. The training timeline along with the implementation plan is being developed. Hoping to provide implementation timeline during upcoming meeting. • District IT plan- Working on the District IT Plan roadmap. Plan specifies what the district will be working on for the next 3 years. It will be sent out for review and feedback. • Board Policy will be presented to the Board in July 2019 • Website Redesign- Patti Blair shared that they have been actively engaged in working with Kwall. The anticipated launch time is set for 2020. Last week ten focus groups met with Kwall. Feedback received from focus groups was that the website is old and students mostly refer to it for financial aid information and to register for classes. The portal has the most traffic followed by the Human Resources employment web page. Would like the new website to be user friendly and easy class sign 	

TOPIC	ACTION
<p>up. In regards to faculty web pages, a template will be set up, which can easily be personalized. Kwall will be completing feedback report. Primary focus of the website is be user friendly and beneficial for prospective and current students. Patti will be meeting with each campus in the coming weeks to review campus website redesign. There are more than 660 pages of web content, which needs to be reviewed. If you want to check on the website redesign progress, please go to the marketing web page. The next step is to hold stakeholder meetings. Patti also shared that since our committees are Brown Acted we have the option to use BoardDocs for meeting minutes and handouts. The advantage to using BoardDocs is that you can see all documents. She also clarified that the Board minutes are primarily action items.</p>	
<p>4. Tech Op Plan – Dan McMichael For Approval Dan shared revised Tech Op Plan. Norm suggested that a list of available computer rooms be generated. Silvia suggested that this be added to future Tech Op Plan. Meanwhile, Dan will create list and email to members.</p>	<p>John Sinutko motioned to approve. Norm Marten seconded. No abstentions. Approved by general consent. Motion carried.</p>
<p>5. FRAWG Items for Approval Silvia stated that items are listed in alpha order by program. Silvia asked if the main stage and dance requests were the same. Mickey and John clarified that the justification is different as well as the cost. There is one for dance another for the main stage.</p>	<p>Kim Korinke motioned to approve. Vance Manakas seconded. No abstentions. Approved by general consent. Motion carried.</p>
<p>6. PAWG Items for Approval</p>	<p>Norm Marten motioned to approve 2018-19 PAWG General Fund Ranked List. Vance Manakas seconded. No abstentions. Approved by general consent. Motion carried.</p> <p>John Sinutko motioned to approve 2018-19 PAWG Categorical. Dan McMichael seconded. No abstentions. Approved by general consent. Motion carried.</p>
<p>7. Committee Reports – FRAWG/TRAWG/PAWG Silvia clarified that committee will rank things accordingly regardless of funding. Erik mentioned that it was suggested that we remove categorical from program plan. Silvia stated that although we say general fund it really comes from infrastructure.</p>	<p>Norm Marten motioned that all work groups consider all requests the same regardless of funding source for rankings GF or Categorical. This will result in all three workgroups ranking request similarly and decreases the chances of missing items that may have the funding source incorrectly identified. Erik Reese</p>

TOPIC	ACTION
	seconded. No abstentions. Approved by general consent. Motion carried.
8. Update and Discussion on 2018/19 Committee Goals- Goals and Accomplishments Report for Approval	Norm Marten motioned to approve. John Sinutko seconded. No abstentions. Approved by general consent. Motion carried.
9. Good of the Order Silvia thanked Erik for co-chairing and for all his input. Erik thanked Silvia and members for their work. Silvia announced and welcomed Norm as the new co-chair for the upcoming semester. Silvia thanked members for their participation and work. She hopes everyone has a wonderful summer break.	
10. ADJOURNMENT	Meeting adjourned at 2:23 pm

HANDOUTS	F-CAP/T-CAP 2018-19 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 4/03/19 – MC Share & Website	2018 09/05, 10/03, 11/07, 12/05
F-CAP/T-CAP Meeting Minutes 3/06/2019	2019 02/06, 03/06, 04/03, 05/01
IT Update Instructional Technology Update Facilities Projects Update	
Gender Neutral Bathroom Surveys	
Tech Op Plan	
FRAWG/PAWG Prioritizations	

Facilities and Technology - Committee on Accreditation and Planning

- The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> Vice President of Business Services Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council <p>Members</p> <ul style="list-style-type: none"> Three faculty members from each Student Learning Division appointed by the Academic Senate Council Three Classified representatives appointed by the Classified Senate Two Deans selected by the Vice Presidents of Academic Affairs and Student Support

		<ul style="list-style-type: none"> • Three Business Service representatives selected by the Vice President of Business Services • One representative from Student Services Council appointed by the Vice President of Student Support • One representative from the Accessibility Coordination Center and Education Support Services • One representative from Instructional Technology • One student appointed by Associated Students who serves in an advisory role • Vice President of Academic Affairs (ex-officio, non-voting) • Vice President of Student Support (ex-officio, non-voting) • Academic Senate President (ex-officio, non-voting)
FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> • Samuel Lingrosso • John Sinutko • Vance Manakas • Gerry Zucca • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke 	<ul style="list-style-type: none"> • Carol Higashida • Dan McMichael • Kevin Balas • Tracie Bosket • John Dobbins • Erik Reese • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry • Wayne Snyder • Norm Marten 	<ul style="list-style-type: none"> • Silvia Barajas • Nenagh Brown • John Sinutko • Danielle Kaprelian • Steve Callis • Gerry Zucca • Erik Reese • Richard Kemp • Felix Masci

Goals 2018/19	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	09/05/2018, 10/03/2018, 11/07/2018
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	09/05/2018, 02/06/2019, 03/06/2019, 04/03/2019, 05/01/2019
3. Discuss campus wide Way-Finding Project	09/05/2018, 10/03/2018, 11/07/2018, 02/06/2019
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	09/05/2018
5. Make recommendations for updating the Information Technology Operations Plan and Strategic Technology Plan.	03/06/2019, 04/03/2019, 05/01/2019
6. Explore options for faculty webpages	09/05, 10/03, 11/07/2018, 12/05/2018, 03/06/2019