

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(FT-CAP)**  
**MINUTES**

Wednesday, February 6, 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		
				VACANT		
				VACANT		
Co-Chair: Academic Senate Representative	Erik Reese	X	Business, CD & Student Engagement	Lydia Basmajian	X	
				Wayne Snyder		
				Felix Masci		
Academic Senate President, Ex Officio	Nenagh Brown	X	EATM, Life & Health Sciences	Shannon Macias	X	
				Brenda Woodhouse	X	
Dean	Carol Higashida	X		Audrey Chen		
	Samuel Lingrosso	X		Armine Torabyan		
Business Services	Michele Perry	X		Norman Marten	X	
	Dan McMichael	X		Mary Swenson (Alt)		
	John Sinutko	X		Lan Nguyen (Alt)		
Associated Students Representative	Rahyen Heilmann			Physical Science & Career Education	VACANT	
				VACANT		
				VACANT		
Instructional Technologist	Tracie Bosket	X	Student Health, Athletics, Kinesiology, ACCESS, Math	Vance Manakas	X	
Student Services Council	Kim Korinke			Kevin Balas	X	
ACCESS	Matt Spinneberg	X		VACANT		
Classified Staff	John Dobbins	X	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	X	
	Dan Watkins	X		Mickey Howell	X	
				Gerry Zucca	X	

TOPIC	ACTION
<b>1. WELCOME and INTRODUCTIONS</b> Silvia welcomed members.	Silvia Barajas called the meeting to order at 1:20 pm.
<b>2. PUBLIC COMMENTS-</b> No public comments	
<b>3. APPROVAL OF MINUTES: December 5, 2018</b>	Vance Manakas motioned to approve minutes as presented. Brenda Woodhouse seconded.

TOPIC	ACTION
	Abstentions: Dan McMichael, Samuel Lingrosso, & Mickey Howell Motion carried
<p><b>4. INFORMATION/REPORTS</b></p> <p><b>IT UPDATE – Dan McMichael</b></p> <ul style="list-style-type: none"> <li>• Upgraded images and applications in 8 labs</li> <li>• Rolling out new software and operating system patches across the campus for staff machines</li> <li>• Updated 3 mobile computer labs with new OS and applications</li> <li>• Rolling out new version of Antivirus application to all systems – rolling upgrade</li> <li>• Cafeteria Audio Visual installation punch list completed</li> <li>• All wireless access points have been converted to new controllers – provides greater security and failover</li> <li>• New networks are being created to provide greater security and lockdown access to sensitive systems to only include authorized users</li> <li>• Replaced the network switch in GPS to provide connectivity for International Students</li> <li>• Continuing network infrastructure upgrades in areas with older network equipment</li> <li>• Continuing the expansion of wireless coverage, but has been a slow process</li> <li>• Providing quotes for several areas for additional laptops and carts on wheels (COWS) for grants and one-time funding</li> <li>• Working closely with DAC IT to adapt to new security measures needed to keep systems and data secure</li> <li>• Blocked 52500 threat attacks in January</li> <li>• Blocked 59300 attempts to malicious websites</li> <li>• Completed 305 work orders</li> <li>• New computer lab is being built in T-211 and should be ready in a few weeks.</li> <li>• Many upgrades and procedural changes to prevent phishing attempts. Currently, there has been phishing attempts appearing to be sent by administrators. Be careful not to click on links. Hover over links so you can see actual link. Please report any phishing attempts to IT or vcccd.</li> </ul> <p>Dan Watkins mentioned district will provide security training to MC IT staff.</p> <p><b>INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket</b></p> <ul style="list-style-type: none"> <li>• Igniting Creativity &amp; Curiosity! Conference will be held on Thursday, February 28, 2019. The California Community Colleges will celebrate national <a href="#">Digital Learning Day</a> with a free statewide online conference brought to you by CVC-OEI/@ONE. CCC Digital Learning Day will inspire educators to ignite creativity and curiosity. <a href="https://onlinenetworkofeducators.org/cccdlday19/cccdlday19-program">https://onlinenetworkofeducators.org/cccdlday19/cccdlday19-program</a></li> <li>• Canvas Certification Training scheduled for January 28–February 24. The next training will be held on March 11-April 14. Trainings are provided twice during the semester. Canvas phone app is different from computer. Is there a way to mirror your phone to a projector? Depending on your phone you can</li> </ul>	

TOPIC	ACTION
<p>use an adaptor and mirror into the projector. You can put your phone on the doc cam. Silvia suggested for Tracie to provide video. Samuel also suggested using screenshots.</p> <ul style="list-style-type: none"> <li>• DE Summit will be held at Ventura College on Friday, March 15 from 8:30 am – 1:30 pm</li> <li>• Ally is now available! Please inform Tracie if you want Ally activated in your Canvas shells. Ally is an accessibility program. Currently, 12 people are piloting program. Matt Spinneberg mentioned that this is a unique program that can let you know whether your information is accessible. It also provides you with information on how to fix your documents. It will take your poor source document and reproduce it. The MP3 reads all the elements. It is very descriptive and works well. It does not slow learning process for students. It only checks documents and images. We are one of a few colleges that have this blackboard ally. All 3 campuses are piloting this program, which is budgeted by district. If interested, please email Tracie. John Dobbins also mentioned that online tutoring has migrated. You may use for online office hours.</li> <li>• Canvas 24/7 phone number is (844) 602-6290</li> </ul> <p><b>FACILITIES PROJECTS UPDATE – John Sinutko</b></p> <ul style="list-style-type: none"> <li>• <b>Gym Renovation</b> – We are in the 19th week of the physical work on the project. Abatement and demolition is complete. 90% of the interior concrete, 90% % of underground interior utilities, and 50% wall framing are completed. The contractor has taken advantage of our winter break schedule to jump ahead with work in the Fit Lab and Wrestling Deck. The project is currently still scheduled to be completed on September 24, 2019; however we are reviewing request for extended time related to the additional abatement work.</li> <li>• <b>Field House</b> – The project is in its 15th week. Underground utilities continue to be installed. The building has been placed on the foundation. The project is stalled as we are waiting for approval from DSA on structural changes necessary to attach the building to the foundation. This project schedule has been pushed out to the end of February, or early March, 2019.</li> <li>• <b>Wayfinding</b> – Little Architects have reworked their presentation of the campus signage and forwarded the revised work for review. Currently, reviewing content and will send comments to Little Architects as soon as possible. We will soon be scheduling another meeting of the committee, for review of the near-complete work. The improvements in the software will allow the committee to review the content with the architects present via phone, to answer questions and to hear final comments.</li> <li>• <b>Campus Center Preliminary Design</b> – The cost was estimated to be \$10,363,995.00 without FF&amp;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. <b>On hold until further notice.</b></li> <li>• <b>PA HVAC Replacement Phase 2</b> – Complete. Closed with certification.</li> <li>• <b>Communication Building 153 Renovation Maker Space Phase 2</b> – Request to add a laser cutter, a water jet, and a vacuum forming machine to that space is under feasibility review. Working with Mary Rees and Clare Sadnik to see if we will be able to meet the completed installation date by May 1, 2019.</li> <li>• <b>Film TV Media Renovation</b> – We are in the 15<sup>th</sup> week of this project. The TV Editing Studio is complete. The restroom and Fire Alarm upgrade portions are nearing completion, requiring finishes to be installed.</li> </ul>	

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<ul style="list-style-type: none"> <li>• <b>Outdoor Classroom Facility</b> – The project is complete. We are in the process of closing the project out with DSA.</li> <li>• <b>Tiger Habitat &amp; Lion Habitat</b> – The Tiger Habitat project has been combined with a new habitat for the lion. The revised architectural services fees are in the process of revision. The cost for architectural services is \$200,000.00 and the estimated cost for the project is \$2,000,000. We are in the process of updating the contract. Will be working diligently in getting this moving forward.</li> <li>• <b>Atomic Absorption Spectrometer PS-127</b> – Counter top installation is scheduled. Contracting SS duct work.</li> <li>• <b>HSC 103- Computer Lab</b> – Plan drawn, awaiting approval to proceed.</li> <li>• <b>Replacement Panic Buttons</b> – Project is tied to the District Wide Mass Notification Project. <b>No new information.</b></li> <li>• <b>Access Coaching Lab – Design &amp; n Cost</b> – A/E cost is \$43,820.00. On hold.</li> <li>• <b>Parrot Structure</b> – New, lower cost structure found. Moving forward with project.</li> <li>• <b>T-211 Computer Classroom</b> – Infrastructure wiring completed. Furniture installation today. Final power connection on February 1, 2019. Scheduled for completion Spring 2019.</li> <li>• <b>LLR IT Rooms HVAC Replacement</b> – Working with District on Bid schedule</li> <li>• <b>PCR Update</b> – Power and data addition installed. Carpet installation scheduled for next week.</li> <li>• <b>CCCR Renovation</b> – Conceptual design stage.</li> <li>• <b>CDC Playground Surfacing Replacement Project.</b> Working on budget.</li> <li>• <b>Automatic Sliding Door Replacement Project</b> - Defining scope, developing the budget. Goal is to replace all the worn out doors which are a constant problem. Next goal is to get a contractor to do maintenance. There are reaction times that can be adjusted so that doors can open. Railings and keys get dirty and cause problems.</li> <li>• <b>Kinesiology Outdoor Classroom – Phase 2</b> Working on Plans &amp; Specifications</li> </ul>	
<p><b>5. Educational Master Plan- Nenagh Brown &amp; Oleg Bespalov</b> Nenagh presented the Educational Master Plan draft. She mentioned that Oleg was attending an ACCJC training. She shared that the Educational Master Plan also fits in with the district’s plan and will help us fit into the state Chancellor’s Vision for Success. Plan will be implemented July 1, 2019. She asked members to recommend goals they would like to achieve and to provide a metric for implementing goals. She asked members to refer to strategic direction III. Organizational effectiveness, goal A is what fits this group. Members held discussion regarding goals and metrics and provided recommendations to Nenagh. Matt reminded members that technology needs to be accessible by all. Please email any more goals and metrics to Nenagh.</p>	
<p><b>6. Gender Neutral Bathrooms- Silvia Barajas</b> Last fall a request was received from students to provide more gender neutral bathrooms. Students recommended that some of the bathrooms in the second floor of the library be designated as gender neutral. John Dobbins stated no one approached them regarding this proposal. Silvia stated that no one owns a building so we need to create a safe environment for all. Silvia clarified that it is legal to have all genders in single bathrooms. Presently, the proposal is for the library to have designated gender neutral bathrooms because it is a central location. John Dobbins stated that there is single stall bathroom near the staff lounge but it is not in an accessible area. John Sinutko mentioned that there has been more vandalizing in the men’s restrooms across campus. The single use bathroom is the most private. John Sinutko encouraged instructors to talk to their students about reporting destructive behavior in</p>	

TOPIC	ACTION
bathrooms. Nenagh will provide faculty feedback to President Sanchez. Gerry Zucca suggested having gender neutral options at the AA building. Richard Kemp suggested to obtain feedback from SafeZone instructors.	
<b>7. Wayfinding- John Sinutko</b> John stated a meeting will be scheduled.	
<b>8. TRAWG Prioritizations Reading- Norm</b> Norm reviewed new requests, refresh, site licenses, and categorical funding. These items will be approved during the next meeting. Any suggestions please inform Norm or Erik. The formatting is based on tractdat. Please review and provide feedback to the committee. Everyone in the workgroup ranks based on high, medium, and low. Dan is working on the technology refresh. Silvia thanked the TRAWG committee for all their work.	
<b>9. Committee Reports –</b> FRAWG- John Sinutko mentioned that Samuel had to leave to another meeting. He will provide report at the next meeting. TRAWG- Presented prioritizations reading PAWG- Silvia intended to have a January meeting but was unable to. She will schedule a meeting soon.	
<b>10. Update and Discussion on 2018/19 Committee Goals</b>	
<b>11. Good of the Order</b> Erik Reese announced that the MC Academic Senate approved the Administrative Procedure regarding the Information Security Standard presented by Dan Watkins.  Dan Watkins shared that KWALL was the vendor selected for web page redesign. They are located in Newport Beach. Vendor contract is being reviewed by Terry Cobos. Once reviewed a kickoff timeline will be set up. Each college will have their information standardized. Campus contacts: VC- Kim Hoffman, MC- James Schuelke, OC- Oscar Cobian. There will be a lot of faculty input. Some KWALL clients include UC Santa Barbara Library, California State Long Beach, The Barack Obama Scholars Program at Occidental College, and ASU Alumni Association. The portal will also be redesigned. Dan clarified that we will have a newer version of Drupal. Ten focus groups have been scheduled. Surveys will also be conducted. KWALL will issue a roadmap and provide a series of focus groups. They will also complete website inventory. The core group is referred to as the web redesign. James Schuelke will be responsible for relaying information to campus. Dan Watkins will continue to attend FT CAP meetings and provide updates.  Members welcomed Gerry Zucca from Sabbatical Leave. It was announced that Steve Calis will be on Sabbatical leave next spring.	
<b>12. ADJOURNMENT</b>	Meeting adjourned at 3:02 pm

HANDOUTS	F-CAP/T-CAP 2018-19 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda   2/06/19 – MC Share & Website	2018   <del>09/05</del> , <del>10/03</del> , <del>11/07</del> , <del>12/05</del>
F-CAP/T-CAP Meeting Minutes   12/05/2018	2019   <del>02/06</del> , 03/06, 04/03, 05/01
IT Update   Instructional Technology Update   Facilities Projects Update	
Educational Master Plan	
TRAWG Prioritizations Reading	

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

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