

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

Wednesday, October 3, 2018 | 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	X
				Wayne Snyder	X
				Felix Masci	X
Academic Senate President, Ex Officio	Nenagh Brown	X	EATM, Life & Health Sciences	Hamii Hardian	
Dean	Carol Higashida	X		Audrey Chen	
	Jane Morgan	X		Michlyn Hines	
Business Services	Michele Perry			Mary Swenson (Alt)	
	Dan McMichael	X		Lan Nguyen (Alt)	
	John Sinutko	X		Norm Marten (Alt)	X
Associated Students Representative	Rahyen Heilmann Devika Bedi (Alt)	X	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	X		VACANT	
ACCESS	Matt Spinneberg			Kevin Balas	X
Classified Staff	John Dobbins		Social & Behavioral Sciences	VACANT	
	VACANT			VACANT	
	VACANT			Richard Kemp	X
Vice President, Ex Officio	Amanuel Gebru			Lee Ballesterio (Alt)	
	Julius Sokenu		Arts, Media & Communication Studies	Steve Callis	X
GUESTS	Cynthia Osuna	X		Mickey Howell	X
	Dan Watkins	X		Gerry Zucca (Sabbatical)	
	Shannon Macias	X			
	Armine Torabyan	X			

TOPIC	ACTION
1. WELCOME and INTRODUCTION Silvia welcomed members.	Meeting called to order at 1:19 pm.
2. PUBLIC COMMENTS- It was stated that we need more staff parking by the AC building. This question will be discussed during agenda #9.	

TOPIC	ACTION
3. APPROVAL OF MINUTES: September 5, 2018	John Sitnuko motioned to approve minutes as presented. Dan McMichael seconded motion. Abstentions: Norm Marten and Carol Motion carried
4. INFORMATION/REPORTS <p>➤ IT UPDATE –Dan McMichael Dan provided the following report:</p> <ul style="list-style-type: none"> • 335 work orders completed • Upgraded AutoCAD to new version in 4 labs • Rolling out new software and operating system patches across the campus • Migrating user email accounts to Exchange Online – we have migrated over 300 users with more to follow every week • Finished a new 10 station lab in Music 105 for the Music department • Testing new version of Antivirus application and will be upgrading all systems soon • GYM renovation – worked with contractor to get 10 cameras installed for construction site • Cafeteria Audio Visual installation will begin on October 1st. Equipment is reusable • Setup HR in FH-240 with a computer, phone, printer, and access to a copier/scanner <p>If you have trouble after migration contact helpdesk. Also, if you have broken links on your webpage Dan will be contacting you.</p> <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket Tracie apologized for not providing handout. She shared about the OEI application process. She stated that courses can be sent to the exchange directly for review or you can work with Tracie to work towards meeting the requirements of the OEI rubric before sending your course to the Exchange. Jennifer Kalfsbeek-Goetz will send email notification with detailed instructions. You can review state information. Tracy will send information to Silvia so we can forward to members. The exchange is optional. Benefits: People can see on the exchange what you are teaching. If you have a class that needs to be filled then you can put it on the exchange. If you are hired through another college you would need to have another class from that college. You would also have to have OEI approval. You would then download information. MC does not have any OEI courses. We are encouraging faculty to apply for OEI. It is the faculty choice of whether to teach through the OEI Exchange or not. Becoming a member college of the OEI gives us access to a number of software packages, including online tutoring services, for all faculty members.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko John discussed the following projects: Gym Renovation – Notice to Proceed (NTP) was issued on August 24, 2018. Demolition/abatement began on September 11, 2018, abatement containment is underway. ACM abatement will begin shortly, and will take about a week. The project is scheduled to be completed on September 24, 2019.</p>	

TOPIC	ACTION
<p>Field House – The low bid was \$1,418,000. The Field House NOI was issued on September 17th, and the NTP should be issued sometime next week. This project is scheduled to be completed in January 2019.</p> <p>Wayfinding - Reviewing proposed signage with architects. Access asked about adding braille to the campus maps. There is currently no statutory requirement for including braille on exterior signage. No standards exist for the symbols that would be needed. Silva is looking into providing examples to the team. The architects will analyze the impact of adding braille, and are working with ACCESS to develop a braille package to be included in the project, where needed. Architects will phone in at the next Wayfinding committee meeting, hopefully in early October.</p> <p>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.</p> <p>PA HVAC Replacement Phase 2 – Complete. Closing out with DSA.</p> <p>Communication Building Renovation – 150 – 151 Completed - as far as we can take it. Additional information is needed to set up Makers' Space.</p> <p>LLR-222A Partial Height Office Walls – Complete.</p> <p>Film TV Media Renovation – The low bid for this project was \$409,000. The NOI was sent on September 11, 2018. It is anticipated that the Board will approve the project at the October 9th meeting, with the NTP issuing on October 10, 2018.</p> <p>Outdoor Classroom Facility – The low bid was \$396,392. The NOI was issued on September 19, 2018. It is anticipated that the Board will approve the project at the October 9th meeting, with the NTP issuing on October 10, 2018.</p> <p>Energy Storage Batteries – Project complete.</p> <p>Old FA Modular Bldg – Office Remodel – Complete.</p> <p>Tiger Habitat & Lion Habitat – 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. Development of the Tiger habitat has gone through conceptual ideas, and will be developed in conjunction with the Lion Habitat.</p> <p>EATM Aviary – Complete. Music Room 109 – Complete.</p> <p>Atomic Absorption Spectrometer PS-127 – Counter top ordered.</p> <p>HSC 103- Computer Lab – Plan drawn, awaiting approval to proceed.</p>	

TOPIC	ACTION
<p>Replacement Panic Buttons – Project is tied to the District Wide Mass Notification Project. No new information.</p> <p>Access Coaching Lab – Design & Cost – A/E cost is \$43,820.00. On hold.</p> <p>Parrot Structure – Working on using alternate, lower cost structure.</p> <p>T-211 Computer Classroom – Plan for a 48 seat classroom has been draw and forwarded on to Mary Rees. Awaiting confirmation on the design and direction to proceed.</p>	
<p>5. Review Committee membership and Committee Assignment (2017/18 Committee Assignments Listed Below) Silvia reviewed membership. Silvia asked if Jane was still the chair. Mickey confirmed that Jane is still the chair. Mickey stated that Jane sent emails confirming FRAWG upcoming meeting on October 10th. Silvia will follow up with Oleg to ensure that chairs have information. Membership list will be updated.</p>	
<p>6. 2017/18 Committee Evaluation Results Silvia mentioned that the committee evaluation results are only for your reference in case you need to refer to them when establishing goals.</p>	
<p>7. Establish 2018/19 Goals (goals from 2017/18 listed at the bottom of the agenda)</p>	<p>Lydia Basmajian motioned to approve 18/19 goals. Vance Manakas seconded motion. Motion carried.</p>
<p>8. Update and discussions on 2018-19 Committee Goals Silvia shared she is on the Emergency Notification System Committee. Currently, looking for software that takes over computer screens and provides same message. Dan has scheduled vendors to make presentations. Dan has also set up list serve. Thanks to Dan for pushing us forward. We have representation from all the colleges. Anticipate to have system in operation by Spring.</p> <p>Dan would like to meet with Silvia and Dan Watkins to discuss new college web design. Will need to discuss requirements and select something that will benefit all three campuses. Faculty web pages will need to be kept up. We can research for a more intuitive system. The VP of SS is on the committee that will represent MC. Hoping to have vendor selected and project implemented by January 2019. Typically these projects take 18 months to two years. Should be able to pull information from Banner. We have also requested that we have a campus safety tab. If the college wants to move forward then they will need to inform IT. District IT would like to look at how they can support MC while also meeting other priorities and then determining how they also will benefit the other campuses. If you find something that has already been developed that may be the best way to get it implemented faster.</p> <p>Dan will forward district IT projects to Silvia for further distribution.</p>	
<p>9. Good of the Order Discussion held regarding not enough staff parking spaces near AC building. This matter will be taken to Dean's Council for further discussion with respective VP's to see if they want to take it further up.</p>	

TOPIC	ACTION
Jane announced that FRAWG will be meeting in LLR 118 on October 10th. If you don't know code, please text Jane. Erik recommended an email announcement go out to the full FT-CAP membership for the initial meetings of both FRAWG and TRAWG. Member requested clarification about ten plus one. Silvia will send information clarifying meaning along with draft minutes.	
10. ADJOURNMENT	Meeting adjourned at 2:23 pm.

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 10/03/2018 – MC Share & Website	2018 09/05 , 10/03 , 11/07, 12/05
F-CAP/T-CAP Meeting Minutes 09/05/2018 – DRAFT	2018 02/06, 03/06, 04/03, 05/01
Committee Survey Results	
Committee Accomplishments 2017-18	
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	

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 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

		<ul style="list-style-type: none"> • 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"> • Jane Morgan • John Sinutko • Vance Manakas • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke • First meeting is Wed. Oct. 10th @ 1:15 pm. 	<ul style="list-style-type: none"> • Carol Higashida • Dan McMichael • Kevin Balas • Tracie Bosket • John Dobbins • Erik Reese • Norm Marten • Lydia Basmajian • Steve Callis • Michele Perry • Wayne Snyder 	<ul style="list-style-type: none"> • Silvia Barajas • Nenagh Brown • John Sinutko • Danielle Kaprelian • Steve Callis (Gerry Zucca-Sabbatical) • Erik Reese • Richard Kemp

Draft Goals 2018/19	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests. Continue to pursue how attachments may be included and retrieved effectively from program plans. Develop method to insert and access pictures in plans. When Silvia moves list forward to Executive Council. She is able to sort them. As long as she is able to sort them she is okay with process. Please assess your request by placing a dollar amount or your request will not go anywhere. Standardized forms to present information consistently.	
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds. Formulate an information exchange with CTE to discuss workflow process. Mary chairs CTE Work group. Jeff also is on the committee. Suggestion was made that they could be invited to a meeting. Continue to work on goal and invite Mary & Jeff to discuss this further. Wayne is on the CTE workgroup.	
3. Discuss campus wide Way-Finding Project. Nenagh, John, Erik are on committee. An email notification will be sent out to let everyone know when architects will be on campus. Silvia will see if meeting time can be changed. Silvia will check to see if a Monday afternoon works for everyone. Silvia is not available on Monday afternoons. Nenagh, Silvia & Erik will discuss this further.	
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents. Post information on website and through department chairs.	
5. Make recommendations for updating the Information Technology Operations Plan and the Strategic Technology Plan. Will expire the end of this fiscal year.	
6. Explore options for faculty webpages. Need to clarify what is our role with the faculty webpages. Victory & Marc would develop a template and then we would provide them with updates once a year. Dan will contact them to see what progress they have made. Silvia will invite them to our next meeting.	
7. Update Strategic Technology Plan- Added to #5.	