

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(F/T-CAP)**  
**MEETING Minutes**  
 Wednesday, March 7, 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	Faten Habib	X
Co-Chair: Academic Senate Representative	Erik Reese	X	Business, CD & Student Engagement	Lydia Basmajian Felix Masci	X X
Academic Senate President, ex Officio	Nenagh Brown	X	EATM, Health & Life Sciences	Jeny Joy	X
Dean	Norman Marten	X		Audrey Chen	
	Jane Morgan	X		Michlyn Hines	
Business Services	Michele Perry	X		Mary Swenson (Alt)	
	Dan McMichael	X		Lan Nguyen (Alt)	
	John Sinutko			Andrew Kinkella (Alt)	
Associated Students Representative	Donna Rahgoshay		Athletics & Institutional Effectiveness	Vance Manakas	
Instructional Technologist	Tracie Bosket		Mathematics & Sciences		
Student Services Council	Kim Korinke	X		Michael Walegur	X
ACCESS	Matt Spinneberg			Kevin Balas	X
Classified Staff	John Dobbins	X	Social & Behavioral Sciences	Matthew Morgan	
	VACANT			Kari Meyers	
	VACANT				
Vice President, ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu			Steve Pfeffer (Alt)	
<b>GUESTS</b>			Arts & Communications	Steve Callis	X
				Gerry Zucca	X
				Brian Koehler	

TOPIC	ACTION
<b>1. WELCOME and INTRODUCTION</b>	
<b>2. Public Comments – Michael Walegur introduced Ramie Klocko a student at Moorpark College and a member of Nature's Finest Student Club. Ramie gave a presentation on a proposal to bring solar power and wind turbines to the student gardens for the purpose of providing electrical for power tools and charging cell phones. Campus Wi-Fi access is not very good at the student gardens thus students need to be able to charge their phones. Funding will be from Associated Students. Dan McMichael advised that he will add an extra Wi-Fi access port in another location at EATM that might be able to reach the student gardens. She will be taking the project through the Campus</b>	

TOPIC	ACTION
Environment Committee however she wanted to inform this group of her proposal. She will also be partnering with the Solar Program on campus.	
<b>3. APPROVAL OF MINUTES:</b>	
➤ February 7, 2017	Moved by Michael Walegur, Seconded by Felix Masci. Motion carried
<b>4. INFORMATION/REPORTS</b>	
<p>➤ <b>IT UPDATE –Dan McMichael</b> IT is currently working on upgrading the campus infrastructure. The current data rate is 90mgs and with the upgraded infrastructure it will be at 600mgs. This will also improve Wi-Fi capabilities. The Tech building has been completed and half of PS. The buildings will be done in order of most need. Following PS it will be HSS then the 3<sup>rd</sup> floor of the library. IT will notify building constituents as they progress through the project. Work is being performed during the early mornings (5am) so that staff is not impacted.</p> <p>Elevator phones – the cellular phone options were found to be unreliable. IT staff has updated 10 elevator computers using analog technology and need to complete 7 more. Please note: Subsequent to the meeting all elevator phones were updated. The state inspector did conduct the inspection of the elevators and everything was in compliance.</p> <p>M Drive – Data is moving to another server as we have reached capacity on the current server. This will take place over spring break. Tech will be available to assist users if there are any issues.</p> <p>Firewall has been updated.</p>	
➤ <b>INSTRUCTIONAL TECHNOLOGY – Tracie Bosket (not present at meeting, no report)</b>	
<p>➤ <b>FACILITIES PROJECTS UPDATE – Including Wayfinding - John Sinutko.</b> John was not present however he did provide a current project list that was distributed.</p> <p>Silvia presented the Schematic Design and Nomenclature proposal from Little Architecture.</p>	<p>Motion to approve Schematic Design made by Michele Perry, Seconded by Kevin Balas. Motion carried.</p> <p>Motion to approve Wayfinding based on Areas made by Michael Walegur, seconded by Norm Marten. Motion carried.</p> <p>Motion for the Earth Shell to be recognized with a two letter designation as well as a landmark was made by Kevin Balas seconded by Norm Marten. Motion enthusiastically and wholeheartedly carried.</p>
<p><b>5. Approve Committee Recommendations:</b> <b>FRAWG</b> Low – &lt;15,000, Med – &lt;100,000, and High – &gt;10,000 1-Highest Priority, 2-Medium Priority, 3-Lowest Priority</p>	

TOPIC	ACTION
<p>Item 11 updated Unit Name to Biology  Item 30 updated Unit Name to M&amp;)  Item 38 updated to FFE-Low-3  Item 39 updated from Done to Ordered  No action taken on FRAWG. Jane and Gerry will update the list and will be taken up at next meeting.</p> <p><b>TRAWG</b>  General Fund TRAWG – Item 33 was a new item that received a rank of High.  TRAWG 2017/18 General Fund On-going Budget Items will be forwarded to the Deans for consideration at the Budget Development Meetings.</p> <p><b>PAWG</b>  Item 1 – Subsequent to this meeting John Sinutko will be meeting with Access Faculty and Staff to determine if there is an affordable option for this request.  Item 15 – Add GIS as a program that can benefit from the computer lab.</p>	<p>Motion to approve TRAWG recommendations was made by Faten Habib seconded by Norm Marten. Motion carried.</p> <p>Motion to approve PAWG recommendations was made by Michael Walegur seconded by Dan McMichael. Motion Carried.</p>
<p>6. <b>Debrief FRAWG/TRAWG/PAWG Process</b>  Consider a more uniformed presentation that results in a Ranked List by workgroup.  Give the Workgroups a set Excel Spreadsheet with drop down menus of areas that should be completed.  Should cost be something that is ranked?  Should the items have a cost/benefit analysis?  How can pictures be inserted in program plans and easily accessed?</p>	
<p>7. <b>Update and Discussion on 2017/18 Committee Goals</b>  The committee reviewed and discussed the 2017/18 Committee Goals:  Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds  How do program plan request for Technology items get to categorical decision makers for discussion?  It is good for this committee to review that way all points of views are shared not just by grants and categoricals.  How can we coordinate categorical with F/T needs in the program plans?  Should be reviewed so we can follow up because if it belongs in the GF but is marked Categorical it will not be reviewed anywhere.</p> <p>Faculty Webpages-Invite Victory Kitamura from the District to attend an F/T Cap Meeting to discuss options.  For example could a template be developed for faculty and student services webpages that includes a picture.  Can Drupal be made more user friendly? It was also recommended that Andrew Kinkella be present for this presentation.  Information Technology Plan – Will be presented at the April 4 meeting for first reading and for approval at the May 2 meeting.</p>	
<p>8. <b>Good of the Order –</b> Nenagh Brown commended the committee for the good work in approving and TRAWG/PAWG recommendations as well as the wayfinding, a tremendous achievement.</p>	

TOPIC	ACTION
9. ADJOURNMENT	Motion to adjourn made by John Dobbins, seconded by Dan McMichael. Meeting Adjourned.

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda 3/7/2017 – MCSHare & Website	2017   <del>09/06, 10/04, 11/01, 12/06</del>
F/T-CAP Meeting Minutes   2/7/2017 – DRAFT FRAWG Recommendations TRAWG Recommendations PAWG Recommendations	2018   <del>02/07, 03/07, 04/04, 05/02</del>
F/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.</p> <p>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> <p><i>Vice President of Business Services</i> <i>Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</i></p> <p><b>Members</b></p> <p><i>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</i> <i>Two Deans selected by the VP of Academic Affairs and Student Support</i> <i>Three classified representatives appointed by the Classified Senate</i> <i>Three Business Service representatives selected by the VP of Business Services</i> <i>One rep from Student Services Council appointed by the VP of Student Support</i> <i>One representative from ACCESS</i> <i>One student appointed by Associated Students</i></p>

FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> <li>Jane Morgan</li> <li>Michael Walegur</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>Norman marten</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> </ul>	<ul style="list-style-type: none"> <li>Silvia Barajas</li> <li>Nenagh Brown</li> <li>John Sinutko</li> <li>Faten Habib</li> <li>Gerry Zucca</li> <li>Erik Reese</li> </ul>

<b>Goals 2017-18</b>	<b>Date of Action/Completion</b>
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	11/1/2017, 02/07/2017, 03/07/2017
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	PRT Visit 11/9/2017, 03/07/2017
3. Discuss campus wide Way-Finding Project.	11/1/2017, 02/07/2017
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	Email to Faculty Chairs and Deans on 08/31/2017. Presentation at F/T CAP Meeting 09/06/2017
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Explore options for faculty webpages.	

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