

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, May 3, 2017 | 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, Library & Learning Resources	John Dobbins	x
Co-Chair: Academic Senate Representative	Michael Walegur	x		Faten Habib	x
Academic Senate President, ex Officio	Nenagh Brown	x	Mathematics & Physical Sciences	Erik Reese	x
Dean	Norman Marten	x		Angela Wilkins	x
	Jane Morgan		EATM, Health & Life Sciences	Christina Lee	x
Business Services	Darlene Melby	x		Audrey Chen	
	Dan McMichael	x		Brenda Woodhouse	x
	John Sinutko	x		Mary Swenson (Alt)	
Associated Students Representative	Christopher Saavedra			Lan Nguyen (Alt)	
Instructional Technologist	Tracie Bosket	x		Andrew Kinkella (Alt)	
			Athletics & Institutional Effectiveness	Vance Manakas	
Guests			Science & Student Engagement	Lydia Basmajian	x
				Ed Garcia	x
			Behavioral & Social Sciences	Matthew Morgan	x
				Kari Meyers	
				Susan Kinkella	
				Lee Ballesterio (Alt)	
				Steve Pfeffer (Alt)	
				Steve Callis	
			Arts, Business & Child Development	Sile Bassi	
				Gerry Zucca	x
				Matthew Spinneberg (Alt)	
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	
				Mickey Howell (Alt)	x

TOPIC	ACTION
1. WELCOME and INTRODUCTION	
2. PUBLIC COMMENTS	
3. APPROVAL OF MINUTES: March 01, 2017 and April 5, 2017	Moved by John Sinutko Second by Brenda Woodhouse Motion Carried to approve the minutes from March 1 Moved by Erik Reese Second by Tracie Bosket

TOPIC	ACTION
	Motion carried to approve the minutes from April 5
4. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael Upgraded Campus Firewall, Added second VPN concentrator, Created new authentication server for VPN, Added 18 new emergency phones across campus (Campus police, EATM, FH, HSS, LMC, PA, PS, Zoo), Completed 261 Work Orders (many more issues were resolved that did not have work orders created), upgraded domain controllers, patched virtual servers, assisted District Office with their relocation to Camarillo, Assist with Multi-cultural Day events that required technology, Assisted with Flex Day activities that required technology, Scheduled to replace computers in T-210, HSS1-104, and COM-190 labs, Scheduling to perform infrastructure upgrades after Spring Semester, Selected Vendor for Forum A/V replacement, Forum AV upgrade scheduled for June, Print issues in the Library and FH caused by issues with vendor (EFI), heading to HP headquarters on Friday 05/05 to work out reduced pricing for infrastructure equipment. John Wolfe is new employee in ITS III replacing Aaron Kay ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket Conversion to Canvas is going great. Tracie is trying to schedule as many classes as possible so that all faculty for summer and fall term are certified. The transition is going well. ➤ FACILITIES PROJECTS UPDATE – John Sinutko Irrigation Control Systems Upgrade – Final Purchase of material is underway. Bid 517 CW High Efficiency RR Fixture upgrade – Completed. Gym Renovation – Schematic design review with design team occurred on 04/20/2017; DDs are 50% complete; reviewing requested changes by end users for potential project impact. Wayfinding – Modified Agreement with Little in process for signature. Campus Center Preliminary Design – Team met to review preliminary design. Forwarding comments to Architect. Prop 39 Year 4 – Districtwide Project – VC HVAC awarded to Anderson. Performing Arts Main Theatre Restoration – A. Bates is low bid; going to board for approval (paint, replace carpets, change hall to class space in the basement, add handrails). Bid 532 Field Hockey Pitch Replacement – Received warranty 04/18/2017. Need pre-paid insurance certificate. Bid 533 District Office Renovation – C/O No. 1 Developed. There will be C/O 2. Punch list items & change order review. PA-HVAC Replacement – Project awarded to BonAir. Going to Board for approval this month. EATM Security Gate – Contract at District. Replacement Panic Buttons-PSLA to submit proposal. Fountain Hall – VP Office underway. Located upstairs in Old EOPS. Communication Building Renovation – Student capacity review underway; Order of magnitude budget under development 	
5. Information Technology Operations Plan – APPROVAL – Dan McMichael	Moved by Erik second by Faten Motion passed.
6. Evaluation of 2016-17 Goals	
7. ADJOURNMENT – Thank you to Michael Walegur for his service as Co-Chair to this committee for the past several years. We are glad her will remain on the committee. Thank you to the chairs of FRAWG/TRAWG/PAWG and Committee members for your work this year. Thank you to Erik for taking on the Co-chair role.	Adjourn 2:05pm

HANDOUTS	F-CAP/T-CAP 2016-17 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 05/03/2017 – MCSHare & Website	2016 09/07 , 10/05 , 11/02 , 12/07

F-CAP/T-CAP Meeting Minutes 04/05/2017 – DRAFT	2017 02/01, 03/01, 04/05, 05/03
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	F-CAP/T-CAP Meeting Minutes 03/01/2017 – DRAFT
F-CAP/T-CAP 2016-17 Goals – Approved	Campus Operations Plan
Facilities Project Update List	

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 Two Deans selected by the Executive Vice President Three Business Service representatives selected by the Vice President of Business Services One student appointed by Associated Students

FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> Jane Morgan Michael Walegur John Sinutko Angela Wilkins Vance Manakas Gerry Zucca Mickey Howell Brenda Woodhouse 	<ul style="list-style-type: none"> Norman marten Darlene Melby Dan McMichael Tracie Bosket John Dobbins Erik Reese Andrew Kinkella Lydia Basmajian Susan Kinkella Steve Callis Michael Grimes 	<ul style="list-style-type: none"> Silvia Barajas Nenagh Brown John Sinutko Faten Habib Gerry Zucca Erik Reese

Goals 2016-17	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	02/01/2017 – began discussions TracDat Overhaul should assist with this process.
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	02/01/2017 – began discussions 03/01/2017 – recommendations were listed

	03/28/2017 – recommendations were presented at EdCAP for consideration
3. Discuss campus wide Way-Finding Project.	03/01/2017 Update given by committee members
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	08/16/2016 Convocation
5. Make recommendations for updating the Information Technology Operations Plan.	04/05/2017 – began discussion 05/03/2017 - Approved
6. Review and evaluate the Common Assessment as it relates to facilities and technology.	Project put on hold by state Chancellor's Office.
7. Review the "Making Decisions at Moorpark College 2015-17" and make any necessary recommendations.	11/02/2016 – reviewed 12/07/2016 – reviewed and approved change recommendations

DRAFT