MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(F/T-CAP)
MEETING Minutes
Wednesday, April 4, 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	X
				Felix Masci	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	X		Andrew Kinkella (Alt)	
Associated Students Representative	Donna Rahgoshay	X	Athletics & Institutional Effectiveness	Vance Manakas	X
Instructional Technologist	Tracie Bosket		Mathematics & Sciences	Michael Walegur	
Student Services Council	Kim Korinke	X		Kevin Balas	
ACCESS	Matt Spinneberg				
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)	
GUESTS	James Schulke	X	Arts & Communications	Steve Callis	X
				Gerry Zucca	
				Brian Koehler	

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Introductions were made as we had a guest (James Schulke) in attendance.
2. **Public Comments – Nenagh Brown reminded the group of the April 20th planning retreat. This year the planning retreat will have two areas of focus. The first part will focus on the current strategic plan and the goals for the 2018/19 year. The second half will focus on the college's education plan for the 2019-2029. She is encouraging everyone to participate**	
3. **APPROVAL OF MINUTES:**	
➤ **March 7, 2018**	Motion to approve by Nenagh Brown, seconded by Felix Masci. Minutes

TOPIC	ACTION
	were approved with the correction to note Donna Rahgoshay was present at the meeting. Vance Manakas and John Sinutko Abstained.
4. INFORMATION/REPORTS	
➢ **IT UPDATE –Dan McMichael** **Network Infrastructure upgrade is progressing well. Work continues in the early morning so as not to disrupt instruction.** **The internet circuit has been upgraded to 10GB.** **The SIP circuit for voice is being upgrade and will result in savings of about $1,000 per month.** **Security Upgrades – the district is trying to strike a balance between job duties functionality and cyber security. The district is starting to phase in security upgrades beginning with administrative functions when using personal devices. This will eventually extend to other functions including academic functions. The Committee expressed concerns and requested that faculty be involved in the process. It was recommended that this be discussed at ITAC. Silvia advised that she would be attending ATAC the next day and would bring this recommendation forward. Subsequent to this meeting Silvia attended ATAC and advised of the concern expresses by the committee and requested that this item be discussed at ITAC where faculty could be involved. It was favorably received.** **M Drive conversion over Spring Break was successful. For those individuals that may have trouble connecting to the M Drive please contact Dan's staff for assistance.** **PCI compliance work continues.**	
➢ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket was absent thus no report**	
➢ **FACILITIES PROJECTS UPDATE – Including Wayfinding – John Sinutko** **Gym Renovation – Currently at DSA Back check for the Gym and the Field House. Fire, life, and safety should resolved this week leaving only structural for approval.** **Campus Center is on hold until after the bids for the gym renovation are received.** **PAC – HVAC project is getting started. It is being worked around the performances.** **EATM Security Gate – Almost complete. Programming of the keys remain. This will now be done out of M&O office to expedite the completion of the project.** **Panic Buttons on hold awaiting District Action** **COM FTVM Project – should clear DSA in about 8 weeks. DSA will most likely be concerned with Bathrooms and emergency lighting.** **Outdoor Exercise Facility – Going to DSA which will delay this project by about 8 weeks.** **Additional Prop 39 Lighting Funds may be available. We are one of a few districts that qualify for additional funding as we completed our earlier Prop 39 projects.** **Energy Storage Battery is installed but not connected yet.** **Tiger Habitat is in development. A field trip to the Oakland Zoo was taken to gather information on how best to develop the habitat.** **Nenagh Brown thanked John for brainstorming with ACCESS services for possible options for their needs.**	
5. Approve Committee Recommendations:	Motion to approve by Vance Manakas, seconded by Kim Korinke. Motion carried.

TOPIC	ACTION
FRAWG – Jane Morgan gave a presentation of the prioritized FRAWG items. The items were now ranked by highest priority then sub-prioritized by cost, low to high. There were no further questions from the committee as these items had been previewed last month as well as being sent to the committee before the meeting.	
6. **Information Technology Operations Plan – Dan McMichael** Dan McMichael presented for first reading the IT Operations Plan. A question was asked if you could query the Work Order tracking system that was described on page 4. Dan advised that it was not possible however the system does send you email updates advising of receipt of request and when the order is completed. A request was made to remove lottery as a funding source for refresh of equipment on page 8 as lottery funds are not used for this purpose. A request was made to add LLR 210 to the list of smart classrooms on Page 11. On Appendix C. Smart Classrooms Status Details a question was asked if this list included the computer labs. Dan replied that the computer labs were not included only smart classrooms. The IT Operations Plan will be brought back for final reading and approval at the May 5 meeting. In the meantime if you have any question please direct them to Dan.	
7. **Tech Refresh Recommendation – Dan McMichael** Dan McMichael presented the tech refresh recommendations for faculty/staff computers, classroom computers, and smart classroom equipment. Many thanks were extended to Dan and his staff for the excellent service they provide to the entire college.	Motion to approve by Jane Morgan, seconded by Norm Marten. Motion carried.
8. **Update and Discussion on 2017/18 Committee Goals** The Committee discussed the status of the committee's goals as follows: 1. Completed. The Committee agreed that the development of a template to be use by all the workgroups would allow for a more consistent and efficient process. The Committee Chairs should communicate to IR the need to be able to access attachments on TracDat would be helpful in evaluating request more effectively. 2. Completed. The Committee agreed that we need to ensure that IR forward the technology items to categorical decision makers for discussion. It was also agreed that it is good for the committee to review categorical that way all points of views are shared not just by grants and categoricals reviewers. It is also important to review because if it belongs in the GF but is marked Categorical it will not be reviewed anywhere. 3. Completed. The Campus Wayfinding was presented and discussed in F/T CAP 4 times this Academic Year. The project is off to a good start. 4. Completed. Communications has increased this year with more notification of actions taken to Department Chairs and Deans. 5. In Process. The IT Operations Plan has been presented for first reading and will return for a second reading and final reading next month 6. In Process. District IT has been invited to attend the May 2nd meeting. We will invite Andrew Kinkella to attend as well. The report on the goals and outcomes will be sent to the College President and Academic Senate President	
9. **Committee Survey** The committee survey will be sent out before the next meeting scheduled for May 2. Members are encouraged to complete the very short, 5 question, 5 fields for written response, on-line service. Committee members were	

TOPIC	ACTION
reminded that if they serve on multiple committees they will received multiple surveys and should respond to each one.	
10. Good of the Order	
11. ADJOURNMENT	Motion to adjourn by Jane Morgan, seconded by Nom Marten. Motion carried, meeting adjourned.

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda 4/4/2017 – MCShare & Website	**2017	09/06, 10/04, 11/01, 12/06**
F/T-CAP Meeting Minutes	3/7/2017 – DRAFT FRAWG Recommendations Information Technology Operations Plan Tech Refresh Recommendation	**2018	02/07, 03/07, 04/04, 05/02**
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
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) *Committee of Academic Senate*	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.	**Co-Chairs** *Vice President of Business Services* *Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council* **Members** *Three faculty members from each Student Learning Division appointed by the Academic Senate Council* *Two Deans selected by the VP of Academic Affairs and Student Support* *Three classified representatives appointed by the Classified Senate* *Three Business Service representatives selected by the VP of Business Services* *One rep from Student Services Council appointed by the VP of Student Support* *One representative from ACCESS* *One student appointed by Associated Students*

FRAWG Members	TRAWG Members	PAWG Members
• Jane Morgan • Michael Walegur • John Sinutko • Vance Manakas • Gerry Zucca • Mickey Howell • Brenda Woodhouse	• Norman marten • Dan McMichael • Kevin Balas • Tracie Bosket • John Dobbins • Erik Reese • Andrew Kinkella	• *Silvia Barajas* • *Nenagh Brown* • *John Sinutko* • *Faten Habib* • *Gerry Zucca* • *Erik Reese*

• Felix Masci • Kim Korinke	• Lydia Basmajian • Steve Callis • Michele Perry	

Goals 2017-18	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	11/1/2017, 02/07/2018, 03/07/2018, 04/04/2018
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	PRT Visit 11/9/2017, 04/04/2018
3. Discuss campus wide Way-Finding Project.	11/1/2017, 02/07/2018, 03/07/2018, 04/04/2018
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 Email to Faculty Chairs and Deans on 04/04/2018
5. Make recommendations for updating the Information Technology Operations Plan.	04/04/2018
6. Explore options for faculty webpages.	