MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, October 1, 2014 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Mathmatics & Physical Sciences	Martin Chetlen	X
				Erik Reese	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Tom Ogimachi	X
				Marcos Enriquez (Alt.)	
Academic Senate President, ex officio	Mary Rees	X	Behavioral & Social Sciences	Kari Meyers	
				Jack Miller	
Deans	Julius Sokenu	X	Enrollment Services, Health & Life Sciences	Christina Lee	
	Inajane Nicklas	X		Norman Marten	
Business Services	John Sinutko	X		Cynthia Stringfield	X
	Darlene Melby	X		Brenda Woodhouse	X
	Dan McMichael	X	Business, Languages & Learning Resources	Faten Habib	
Associated Students Representative	Cheyenne McAlister	X			
Guests	John Dobbins	X	Performing Arts & Student Life	Nathan Bowen	
				Mickey Howell	
				Brian Koehler (Alt.)	
				Sherry D'Attile	X
				Shannon Bowen (Alt.)	X
				Giselle Ramirez	X
			Visual Arts & Applied Sciences	Steve Callis	X
				Howard Davis	X
				Gerry Zucca	X
				Ashley Chelonis	X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	The meeting was called to order at 1:20. Introductions made around the room.
2. **Approval of Minutes September 3, 2014 meeting**	The minutes were approved as amended.
3. **INFORMATION/REPORTS** ➢ **IT UPDATE – Dan McMichael** • IT has closed 498 work orders in the last month's meeting. • Lync – new sip circuit installed. • Adobe site license has been received and the installations have begun. Everyone can get acrobat pro, not everyone will get the suite. Various packages are being built depending on individual need. IT can use	

TOPIC	ACTION

Kaspersky to push to the user. Currently Adobe PRO is not able to be pushed. Space in computers is an issue so, looking at packages case by case. Would need a work order to see if your computer could hold the program.
 • Smart classrooms wiring on HSS has begun but only Fridays because of classes.
 • Wireless upgrades are an ongoing process.
 ➢ **INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis**
 • ITAC will be meeting tomorrow.
 • Distance Education advisory committee has resumed.
 • Will be offering DTL online training soon.
 • Grades First is available for instructors to use. Would be helpful for counselors if faculty did use it.
 • DTL email issue – email will be achieved on district server for a year in January and then deleted forever. IT is helping managers set up archive folders. Possibly back up emails onto an external drive. Space was a reason, but also our retention policy says how long we will keep documents. Legal liability if you retain beyond your own retention policy. Mary Rees is concerned about accreditation and would like to see it pushed out for another year until our self-study is completed. Co-Chair Ingram said it should be visited in Consultation Council.
 ➢ **FACILITIES PROJECTS UPDATE – John Sinutko**
 • EATM – looking at footprint and how to use space better. Will have draft renderings paid for out of EATM funds for next week's Rendezvous at the Zoo fundraiser.
 • Scheduled Maintenance
     o PA Fire Alarm Repair
     o Gym plaza R&R
     o Running track replacement
 • Other Maintenance Projects
     o Fire alarm upgrade campus-wide phase 1: Admin, Comm, LMC, EATM Zoo 1&2
     o Replace synthetic turf at football field
     o HVAC Repair in Tech Bldg.
     o PA Lighting (dimmer panel replacement)
 • Energy Efficiency Projects Prop 39 Year 2 – Exterior LED lighting
 • New Installations – Administration server room HVAC project
 ➢ **TRAWG Update**
 • No report, have not met yet.
 ➢ **FRAWG Update**
 • No report, have not met yet.	

4. Goals & Objectives for 2014-15 ➢ Goals & Objectives were looked over with the committee. Made one change; to retain #1 as a new goal for 2014-15.	Adopted as amended.
5. Facilities Master Plan Asked for feedback from the committee in regards to the Fall Fling exercise that was conducted by Gensler. Positive feedback was given. John asked if we should have another meeting to final up things. Discussion followed with conclusion that there should not be another meeting until a report has come from Gensler. At this time physical data including program plans are being given to Gensler for their planning. John asked that anyone creating program plans make sure to identify long term plans as well. Gensler will put a preliminary report and ask for feedback from the college.	

TOPIC	ACTION
6. Other Co-Chair Ingram brought up that secondary effects are also a charge of this committee. In regards to the front page of the Student Voice, Co-Chair Ingram told the committee that she has made no notions to create a space without it being brought to this committee first. She is not in favor of carving out temporary space. We are going to follow the process that this campus has agreed to in the Making Decisions Document. The President has mentioned that he wants to add a veteran's center and foster youth center to the campus. Mary Rees would like to take this discussion to VPC+ meeting.	Mary Rees will take the recommendation from this committee to the Academic Senate that the process stay as is. The two chairs from this committee will go to the president and let him know how the committee stands on this issue. Reports can come back to the committee. Mary Rees will report back to Co-chair Walegur when the senate meets. Mary Rees taking issue as senate president to the VPC council as a senate issue. Mary Rees will take to the academic senate to look over the making decision document.
7. ADJOURNMENT	The meeting was adjourned at 2:20 p.m.

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