

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, February 4, 2015 | 1:15-3:00 p.m., A-138

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

TOPIC	ACTION
1. WELCOME and INTRODUCTION	The meeting was called to order at 1:19 p.m. and introductions were made around the room.
2. Approval of Minutes December 3, 2014 meeting	The minutes were approved with discussed changes.
3. INFORMATION/REPORTS ➤ IT UPDATE – Dave Fuhrmann/Dan McMichael <u>Dan McMichael</u> – The wireless project is continuing. We are working on gaps in coverages around campus including the exterior. New POE switches being installed which help in this process. The Adobe Acrobat roll out is almost done. There are some laptops and MAC's that still require the download. It is installed and working in the ACCESS lab. The smart classrooms HSS cabling is complete. There is some delay on completing the smart classrooms in HSS because some of the equipment needed is at a crossroads with a newer model being available. Meaning one model is	

TOPIC	ACTION
<p>being phased out while another is being phased in. IT is working with vendors and trying to get the cost down and the HSS smart classrooms should be ready for fall. Most of the virtual desktop servers for the thin clients have been upgraded with the rest completed by this Friday. The server room in the Administration Building has been cleared and is being prepared for new services. M&O has completed the A/C work in the room. The Help Desk currently has 92 open tickets and has closed 480 tickets in the past month.</p> <ul style="list-style-type: none"> ➤ INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis The Online Education Initiative has widdled down their options for the learning management systems and none of them include Desire to Learn. They are Blackboard, Canvas, and Moodle. Once they make their final decision, it will take a long time to implement and there would be a transition period for us of probably 2 years. ➤ FACILITIES PROJECTS UPDATE – John Sinutko We will have the Energy audit results on 2/13. We started year two Prop 39 work. It will include LED exterior lighting that will be motion censored. Year three will be to put LED lighting inside the buildings. They will be 100% programmable and dimmable so that everyone can create their own lighting pattern. The track and field will be starting soon along with the roofing and decking of the Gym plaza. Had a job walk today for fire alarm upgrade in PA. Working on the acoustical issues in LMC and ACCESS area along with the center of FH, too. Replacing dimmer panels, working on the emergency lighting as well as replacing the dance floor in the PAC. The LLR emergency lighting had a battery backup and it is now dead so we are installing a generator that will last approximately 40 years. Conducting a maintenance water conservation program by installing low flow valves and experimenting with fixtures. We are trying them out before buying them. Co-Chair Ingram advised the committee that before ordering a major piece of equipment, please check with John Sinutko to make sure it will work in the space for size and/or electricity needs. ➤ TRAWG Update – Julius Sokenu TRAWG has met, gone through the requests and went back to a few departments for clarification of requests. We have identified the high and low priorities. We have also sorted out the smart classroom requests. Will have the final recommendations for the committee by the end of the month. Discussion in regards to the use of other streams of funds alongside the general funds and how to align the new money into our program planning process. We need to assure that the process is part of an integrated system so that we are ok with accreditation. This item needs to be agendize for discussion before the end of this fiscal year. ➤ FRAWG Update – Inajane Nicklas The recommendations from the FRAWG committee has been sent out as a spreadsheet to FCAP/TCAP for review. Since the spreadsheet was sent out, there have been 2 changes. Found out that one of the requests was completed and another request now knows the cost. This item will be reviewed at next month's FCAP/TCAP meeting. We will put together the Smart classrooms recommendation after both technology and facilities are complete. 	<p>Agendize program planning process to discuss the integration of general funds with other streams of money.</p> <p>Gerry Zucca made a motion to change the FRAWG schedule to bring recommendations to FCAP/TCAP in the spring instead of the fall, like it now reads. After some discussion, TRAWG would also like to change their schedule to reflect the same. The motion to change the schedule for TRAWG and FRAWG to bring their recommendations forward by the second meeting of the spring semester was moved and passed.</p>
<p>4. Facilities Master Plan –</p> <ul style="list-style-type: none"> ➤ Consultants will be having a meeting with IT to discuss vision for campus and technology. ➤ Since the EATM draft is ready to move forward in the process, John Sinutko asked the committee to allow them to use the material and move forward to Academic Senate & VPC. The committee agreed and a motion was made and passed. 	<p>Motion to take conceptual master plan and permit EATM to move forward through the process while campus facilities master plan moves on. Motion is passed.</p>

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<ul style="list-style-type: none"> ➤ Gensler starting to put the data together including classroom usage and how efficient we are. They will be bringing this data to this committee on April 8th. ➤ The Master plan will hopefully be completed this spring to be approved during summer. ➤ Y'all come regarding the master plan is scheduled for April 16th. 	
5. EATM Master Plan – Kim Hoffmans brought handouts of the proposed map of EATM and had a slide show presentation. EATM piggybacked on college master plan with Gensler to get this draft (brought 1 copy for the committee to look at) proposal put together. EATM spent about a year getting in order what they need. Increased square footage that include circulation areas, pathways leading to each animal and ADA assess ability. There will be a Kids play areas and picnic areas. It will be completed in a 4-phase approach so to maintain the zoo while the changes are taking place. All money to pay for this came from EATM fundraising. Currently looking into investors and conducting a capital campaign. Betty White had a party and had guests give money to EATM in lieu of gifts. Will be putting the proposed plan in the master planning website.	
6. ADJOURNMENT	The meeting was adjourned at 2:35 p.m.

HANDOUTS	F-CAP/T-CAP 2014-15 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 02/04/15 – MCSHare & Website	2014 09/03 , 10/01 , 11/05 , 12/03
F-CAP/T-CAP Meeting Minutes 12/03/14 – MCSHare & Website	2015 02/04 , 03/04 , 04/08 , 05/06
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
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) <i>Committee of Academic Senate</i>	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 <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 Members <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