

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, March 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	Behavioral & Social Sciences	Kari Meyers Jack Miller	
Deans	Julius Sokenu Inajane Nicklas	X X	Enrollment Services, Health & Life Sciences	Christina Lee Norman Marten Audrey Chen Brenda Woodhouse	X X
Business Services	John Sinutko Darlene Melby Dan McMichael	X X X			
Associated Students Representative	Victoria Metzel	X	Business, Languages & Learning Resources	Faten Habib	X
Guests	John Dobbins Dave Fuhrmann		Performing Arts & Student Life	Nathan Bowen Mickey Howell Brian Koehler (Alt.) Sherry D’Attile Giselle Ramirez Michael Grimes	X X
			Visual Arts & Applied Sciences	Steve Callis Howard Davis Gerry Zucca Ashley Chelonis	X X X
TOPIC				ACTION	
1. WELCOME and INTRODUCTION				The meeting was called to order at 1:20 p.m. and a quorum was established. Introductions made around the room.	
2. Approval of Minutes February 4, 2015 meeting				The minutes from February 4, 2015 were approved with no changes.	
3. INFORMATION/REPORTS					
➤ IT UPDATE – Dan McMichael					
○ Smart classrooms - we have secured 12 smart panels in the older version. These are the model we have been purchasing before the model changed. We will be submitting a request for the 3 remaining ones that are still needed but those will be more expensive because they are a new model.					

TOPIC	ACTION
<ul style="list-style-type: none"> ○ Will be submitting request for the remaining wireless access points still needed. ○ There are currently 105 open work orders. ○ Time warner cable is having DNS problems. Some student are having trouble getting into D2L and the online library because of this. IT will post something on the portal to help students with other options. ○ Erik Reese reported having problems uploading files into D2L. Mr. McMichael will look into it. For those kinds of issues send to MC help desk and Ashley Chelonis. <p>➤ INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis Not in attendance.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <ul style="list-style-type: none"> ○ The Energy audit was postponed and is now scheduled for March 17th. ○ Currently receiving materials for the Prop 39 project track and field. ○ Fire alarm out to bid for second time. ○ Have the acoustical report back from the engineer for the LMC and ACCESS. Costing out solutions offered. ○ Process of getting specs for dance floor in the PAC. ○ Continuing with the water conservation program. <p>➤ TRAWG Update/Vote on Priorities <u>Julius Sokenu</u> – Thanked the TRAWG committee members for their help with this process. 3 handouts to the committee: refresh, smart classrooms, and new requests. Mr. Sokenu went briefly through the handouts and reviewed the process. <u>Dan McMichael</u> – Mr. McMichael went through the IT refresh summary handout with the committee. It is a recommended list broke down between faculty/staff and classrooms. IT gathered inventory and now have a pretty good list of what in on campus. The list is broken down by building, room and tag along with whether it is a replacement, upgrade, etc... Some in inventory are very old and slow and there is a 5 yr. cycle in place for the ones that are needing replacement.</p> <p>➤ FRAWG Update/Vote on Priorities <u>Inajane Nicklas</u> – Thanked the FRAWG committee for all their help. She added that a larger group with training in the fall was helpful this year. The committee used the criteria to determine the scope of the projects. Some are not ranked because they are already in process. The workgroup took into account the costs of the projects when they ranked them. Work orders and FF&E were not ranked. Some things moved up the list from last year because of more need now. <u>Co-Chair Ingram</u> – She will discuss with John Sinutko in regards to space allocations and moving those to a different process similar to smart classrooms in the future. There is currently a workgroup named PAWG that is working on the Facilities Master Plan. After the Master Plan is completed we are looking at keeping the workgroup to be a planning advisory group for space allocation and secondary effects.</p>	<p>TRAWG made a recommendation to the committee to accept the priorities rankings of the TRAWG workgroup and have the V.P. of Business Services to pay for purchases as she sees fit. Co-Chair Ingram said she will send out a memo when she knows the finances in May. The recommendation was approved by the committee.</p> <p>The committee was asked review the priorities and be ready to vote in April. Any edits need to be sent to Inajane Nicklas within two weeks. Feedback will be given to deans and department chairs on work orders, etc.</p>
<p>4. TRAWG and FRAWG responsibilities revise</p>	<p>Co-Chair Ingram will work with the co- chairs in FRAWG and TRAWG to revise the responsibilities and bring them back to the meeting in April.</p>
<p>5. Facilities Master Plan Gensler was here last month and met with the remaining divisions to get their input on how the campus should look in the future. The next step is for a campus wide report out from Gensler on what the plan will look like given the data they were given. Gensler will be making a presentation to this committee at the April meeting as well as the April 16th Y'all Come. Should have a draft plan in late spring. When it goes to the Board of Trustee is</p>	

TOPIC	ACTION
yet to be determined.	
6. Accreditation Update (Mary Rees) Ms. Rees told the committee that the Academic Senate would like to have everyone's help with accreditation. Having our input is important to the process. The program plans integrating with our planning and how resources are spent is really reflected in our accreditation.	
7. Ongoing Discussion – Integrating general and non-general funds for Facilities/Technology planning	Tabled until April.
8. ADJOURNMENT	The meeting was adjourned at 2:58 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 03/04/15 – MCSHare & Website	2014 09/03 , 10/01 , 11/05 , 12/03
F-CAP/T-CAP Meeting Minutes 02/04/15 – 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