

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, February 1, 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	X		David Mayorga	
Business Services	Darlene Melby		EATM, Health & Life Sciences	Christina Lee	
	Dan McMichael	X		Audrey Chen	
	John Sinutko	X		Brenda Woodhouse	X
Associated Students Representative	Christopher Saavedra	X		Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket	X		Lan Nguyen (Alt)	
				Andrew Kinkella (Alt)	
Guests			Athletics & Institutional Effectiveness	Vance Manakas	X
			Science & Student Engagement	Lydia Basmajian	X
				Ed Garcia	
			Behavioral & Social Sciences	Matthew Morgan	X
				Kari Meyers	
				Susan Kinkella	
				Lee Ballesterio (Alt)	
				Steve Pfeffer (Alt)	
				Steve Callis	X
			Arts, Business & Child Development	Sile Bassi	
				Gerry Zucca	X
				Matthew Spinneberg (Alt)	
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	
				Mickey Howell (Alt)	

In accordance with the Ralph M. Brown Act and SB 75, minutes of the Moorpark College Professional Development Committee will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

TOPIC	ACTION
1. WELCOME and INTRODUCTION	Meeting called to order at 1:20 PM

DRAFT

TOPIC	ACTION
2. PUBLIC COMMENTS Nenagh Brown: Faculty Co-Chairs for committees have been voted on by the Academic Senate. Thank you to Michael Walegur for being the co-chair for this committee and Erik Reese for being the co-chair during the next academic year.	
3. APPROVAL OF MINUTES: December 7, 2016	John Sinutko motioned to approve the minutes. Erik Reese seconded the motion. Minutes approved as is with no abstentions.
4. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael Updated operating systems and applications in computer labs located in LMC-121, LMC-138, LMC-139, COM-109, COM-150, COM-151, HSS-104, LLR-OAL, LLR-124, LLR-126, FH-OAL, T-217. New dual projector smart classroom installed in T-114 large lecture classroom. Updated firmware on campus wireless controller and access points. Updated security patches on all campus servers. LA Valley College had their data breached. VCCCD working with LA Valley to ensure it doesn't happen here. Deployed 4 new computers for faculty and staff from Equity grant (15 more waiting on faculty responses). Setup new incoming faculty with computers and phones for the start of Spring semester. Setup and configure new Microsoft Surface tablets for Counseling dept. to help better serve students. Expanded the rollout of Cylance antimalware application. Continued deployment of Trend Micro antivirus. Activated new circuits for faster communication between VC and MC and large internet circuits. Optimized routing of data between MC and the rest of the District sites. Changes will be coming in regards to PCI compliance (ability to accept electronic payments) with no exact date. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket 5 online canvas training courses this semester. Schedule is in the Countdown to Canvas email sent on behalf of Jennifer Kalfsbeek-Goetz. ➤ FACILITIES PROJECTS UPDATE – John Sinutko Irrigation Control System Upgrade – Preparing to reroute the service line between LLR and AC. This is the final step in completing this project. Waiting on cooperation from the weather. Bid 517 CW High Efficiency RR Fixture Upgrade – Base contract completed, using allowance amount to get additional water saving fixture installed. PA begins tomorrow. FM&O Remodel – Plan Development – Design Development – Working on when time allows. Administration Secondary Effects – Work on plan for required modifications for new VP office and restroom planning continuing. Potential new funding opportunity. Walk about to be scheduled. Gym Renovation – Finalizing Swing Space. Working on Gym renovation plans. Demolition on the gym is scheduled to start in May 2018. The gym swing space will be ready by the time the work begins. Wayfinding – Scores to be issued on 01/26/2017. Norm suggested adding the names of the buildings on all sides and on the room, per the recommendation from an FBI training he attended. Campus Center Preliminary Design – Architects working on modified scope. Prop 39 Year 3 – District Wide Project – complete. Prop 39 Year 4 – District Wide Project – See bid 519. \$336,536 received, and will be applied to Bid 519, HSS HVAC project. Work is complete. Prop 39 Year 5 – Oxnard and Ventura campus projects are currently out to bid. Prop 39 Year 5 - District Wide Project – Meeting with OC, VC and engineers next week. Performing Arts Main Theater Restoration – Met with end users on Monday, January 30th to determine scope. The areas noted were in the lobby and main theater – new paint and carpet, refurbish seats, upgrade 	Elizabeth Salas to resend the "Countdown to Canvas" email from Jennifer Kalfsbeek-Goetz. Elizabeth Salas to send out completed rankings from TRAWG and FRAWG as well their criteria for the rankings.

DRAFT

TOPIC	ACTION
<p>the sound system and to convert space in the basement to expand the costume lab. Electronic Lock Security Enhancements – Locks – Obtaining estimate for securing Fountain Hall. Vendor wants all doors to be replaced. John is working with them to include the existing doors. Bid 519 - HSS HVAC Replacement Project – complete. Softball Backstop – Received architectural plans for review. Estimated cost \$122,000.00. Awaiting decision. Bid 532 Field Hockey Pitch Replacement – This project is scheduled to begin on Tuesday, February 1st. Bid 533 District Office Renovation – Project is moving quickly and on schedule. Bid 534 District Office Roofing Replacement – This project is scheduled to begin on Friday, January 27th. PA- HVAC Replacement – Plans have been submitted to DSA and bids will be going out shortly.</p> <p>➤ FRAWG/TRAWG/PAWG Updates – Norm Marten, Jane Morgan, Silvia Barajas FRAWG and TRAWG completed their rankings for requests. PAWG to meet later this month to complete their rankings.</p>	
<p>5. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG Work toward creating a uniform voting/ranking system for each of the work groups to allow for a more seamless review for each group's rankings.</p>	
<p>6. Review and update the facility, technology, and planning prioritization processes in regards to General Funds and Categorical Funds Why do we separate the funding sources? Why do the work groups look at the categorical funds if those have already been approved through the groups the funds come from?</p>	
<p>7. ADJOURNMENT</p>	<p>Norman Marten motioned to adjourn meeting. Dan McMichael seconded the motion. All approved. Meeting adjourned at 2:40 PM.</p>

HANDOUTS	F-CAP/T-CAP 2016-17 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 02/01/2017 – MCSHare & Website	2016 09/07, 10/05, 11/02, 12/07
F-CAP/T-CAP Meeting Minutes 12/07/2016 – DRAFT	2017 02/01, 03/01, 04/05, 05/03
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	
F/T CAP Portion of Making Decision Document – APPROVED Recommendations	

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</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> <i>Vice President of Business Services</i> <i>Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</i> <p>Members</p> <ul style="list-style-type: none"> <i>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</i> <i>Two Deans selected by the Executive Vice President</i>

DRAFT

	team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	<ul style="list-style-type: none"> • <i>Three Business Service representatives selected by the Vice President of Business Services</i> • <i>One student appointed by Associated Students</i>
--	--	--

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
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	02/01/2017 – began discussions
3. Discuss campus wide Way-Finding Project.	
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Review and evaluate the Common Assessment as it relates to facilities and technology.	
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