

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(T-CAP/F-CAP)**  
**MEETING MINUTES**  
 Wednesday, April 5, 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			Angela Wilkins	
	Jane Morgan		EATM, Health & Life Sciences	Christina Lee	X
Business Services	Darlene Melby	X		Audrey Chen	
	Dan McMichael	X		Brenda Woodhouse	
	John Sinutko			Mary Swenson (Alt)	
Associated Students Representative	Christopher Saavedra			Lan Nguyen (Alt)	
Instructional Technologist	Tracie Bosket	X		Andrew Kinkella (Alt)	
				Vance Manakas	X
<b>Guests</b>			Athletics & Institutional Effectiveness	Lydia Basmajian	X
			Science & Student Engagement	Ed Garcia	
				Matthew Morgan	X
			Behavioral & Social Sciences	Kari Meyers	
				Susan Kinkella	
				Lee Ballesterio (Alt)	
				Steve Pfeffer (Alt)	
				Steve Callis	
			Arts, Business & Child Development	Sile Bassi	
				Gerry Zucca	
				Matthew Spinneberg (Alt)	
				Brian Koehler	
			Performing Arts & Student Engagement	Michael Grimes	
				Mickey Howell (Alt)	

*In accordance with the Ralph M. Brown Act and SB 751, 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
<b>1. WELCOME and INTRODUCTION</b>	Meeting began at 1:26 pm.
<b>2. PUBLIC COMMENTS</b>	None
<b>3. APPROVAL OF MINUTES: March 1, 2017</b>	Moved to next meeting

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TOPIC	ACTION
<p><b>4. INFORMATION/REPORTS</b></p> <ul style="list-style-type: none"> <li>➤ <b>IT UPDATE –Dan McMichael</b> Email loop can be fixed by deleting the Outlook application from the mobile device and installing the application again the following day. Upgraded campus ESX environment – hosts our virtual environment (servers &amp; systems). Upgraded campus firewall threat prevention. Completed encryption of institutional researchers devices to protect sensitive data. Received 2 quotes for Forum Audio Visual equipment replacement - waiting on the last quote so we can proceed and hope to be done around the end of the semester. Cost is looking to be around \$50,000.00. Increased Cylance antimalware installations to 150 stations. Implemented change control processes for server and network devices. More changes will be coming to ensure all data is protected. These changes are being shared with more people to keep more informed. Installed additional emergency analog phones in the Administration building, phones not on the Lync system. Looking into free Lynda.com, Skillsoft, and Grovo training for faculty, staff, and management – Existing Lynda.com accounts can migrate over. Dan, Dean, and Aaron are helping with the District office move happening April 21-23. Year-end quotes for tech refresh and various departments/grants – looking through all requests to make a good purchase. Completed 228 logged work orders while 350 were not logged. Envoy gateway – solar installation by HS@MC. This is to have a class to teach students to be a technician for this type of work. Working with M&amp;O on EATM security gate with a camera and remote opening. Aaron Kay has been promoted to a Systems Administrator for the DAC and MC is looking to fill his position. Working with a company whose home office is in Calabasas to build an internship program between them and our students.</li> <li>➤ <b>INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</b> There is temporarily another Instructional Designer/Technologist – Richard Feilden. He is taking care of the Canvas training. The last Canvas Certification course will be May 22<sup>nd</sup> to June 18<sup>th</sup>. This a four week online course. The last D2L usage will be for the early Summer classes. After that all courses will be on Canvas. Everyone needs to download their D2L content BEFORE 07/01/2017. For instructions on how to do this, visit the link: <a href="http://www.moorparkcollege.edu/node/3992">http://www.moorparkcollege.edu/node/3992</a></li> <li>➤ <b>FACILITIES PROJECTS UPDATE – John Sinutko</b> Facilities Projects Report was distributed to the committee. The Way Finding sub-committee requested a revised contract to add additional meetings with all end users. <b>Irrigation Control System Upgrade</b> – Reroute of the service line between LLR and AC is completed. <b>Bid 517 CW High Efficiency RR Fixture Upgrade</b> – Base contract completed, using allowance amount to get additional water saving fixture installed. Closing out project – Going to May Board. <b>FM&amp;O Remodel</b> – Plan Development – Design Development – Working on when time allows. <b>Administration Secondary Effects</b> – Work on plan for required modifications for new VP office and restroom planning continuing. Potential new funding opportunity. Waiting for next walkabout. <b>Gym Renovation</b> – Review of Gym Renovation SD complete. Review of Swing Space DD's complete. Schedule complete. <b>Wayfinding</b> – Permission to modify contract language granted 4/4/2017; crafting revised contract. <b>SSA space development</b> – developing signage. Architect and Engineer working on roof replacement, HVAC upgrades and door, siding repair/replacement. Developing costs for this work. <b>Old EOPS Trailer</b> – Waiting area furniture ordered. Signage in discussions. <b>Campus Center Preliminary Design</b> – Attempting to set meeting for internal review of latest design with constituents. <b>Prop 39 Year 3</b> – District Wide Project – Completed. Waiting for final document from NAM. <b>Prop 39 Year 4</b> – District Wide Project – Work for VC and OC in process of bidding. <b>Prop 39 Year 5</b> - District Wide Project – Projects submitted and</li> </ul>	<p>Elizabeth to send Erik Reese the website link for the F/T CAP page on <a href="http://www.moorparkcollege.edu">www.moorparkcollege.edu</a> Elizabeth to request that John has the Facilities Project Updates ready to distribute to the committee for every meeting.</p>

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TOPIC	ACTION
<p>accepted. <b>Performing Arts Main Theater Restoration</b> – Developing projects. Bids open 4/12/2017. <b>Electronic Lock Security Enhancements</b> – Locks – Obtaining estimate for securing Fountain Hall. Meeting with Dave Fuhrmann. <b>Bid 519 - HSS HVAC Replacement Project</b> – DSA Close-out letter received. <b>Softball Backstop</b> – Received architectural plans for review. Estimated cost \$122,000.00. Awaiting decision. <b>Bid 532 Field Hockey Pitch Replacement</b> – Project close-out in process. <b>Bid 533 District Office Renovation</b> – Punch list developed on 3/30/2017. COR reconciliation needs to be scheduled. <b>PA- HVAC Replacement</b> – Bid open 4/11/2017. <b>PS-Mass Spectrometer Installation</b> – Obtaining engineering quotes for installation drawings. Still need electrical. <b>EATM Security Gate</b> – In contract stage. <b>Replacement Panic Buttons</b> – Working with Dave on new vendor. <b>PA Main Theater Speaker System Replacement</b>. Contacted preferred vendor. Waiting for other PA project to bid to determine fund availability. <b>Fountain Hall VP's Office</b>. Developing FF&amp;E plan.</p> <p>➤ <b>FRAWG/TRAWG/PAWG Updates – Norm Marten, Jane Morgan, Silvia Barajas</b> The suggested changes to TracDat were presented at the 03/28/2017 meeting for EdCAP. Everything in TracDat is automated so still need to find out why items end up missing from requests received by this committee.</p>	
<p><b>5. Information Technology Operations Plan – Dan McMichael</b> Plan given to committee and will be voted on during the 05/03/2017 meeting. This plan to take effect on 07/01/2017. Suggested changes are: change everything that states D2L to Learning Management System; on page 12 Skype for Business as replaced Lync; the link on page 13 for the F/T CAP minutes of the 03/02/2016 meeting; and remove the double check mark on page 29 under the T-114 projector.</p>	<p>Dan to look into whether INTELECOM Online Resources Network is available to students. Committee to send any other change requests to Dan for review.</p>
<p><b>6. Key/Lockdown Workgroup – Silvia Barajas</b> Looking into getting a new panic button system similar to the one used at Oxnard College. OC is having trouble with their vendor so MC is trying to find another vendor to work with. A workgroup will be started by Silvia Barajas for on campus discussions to begin. Vance Manakas and Erik Reese will be members of this workgroup.</p>	
<p><b>7. ADJOURNMENT</b></p>	<p>Meeting adjourned at 2:20 pm.</p>

HANDOUTS	F-CAP/T-CAP 2016-17 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda   04/05/2017 – MCSHare & Website	2016   <del>09/07</del> , <del>10/05</del> , <del>11/02</del> , <del>12/07</del>
F-CAP/T-CAP Meeting Minutes   03/01/2017 – DRAFT	2017   <del>02/01</del> , <del>03/01</del> , 04/05, 05/03
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	
Campus Operations Plan	

#### **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.*

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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 team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.</p>	<p><b>Co-Chairs</b></p> <ul style="list-style-type: none"> <li><i>Vice President of Business Services</i></li> <li><i>Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</i></li> </ul> <p><b>Members</b></p> <ul style="list-style-type: none"> <li><i>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</i></li> <li><i>Two Deans selected by the Executive Vice President</i></li> <li><i>Three Business Service representatives selected by the Vice President of Business Services</i></li> <li><i>One student appointed by Associated Students</i></li> </ul>

FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> <li>Jane Morgan</li> <li>Michael Walegur</li> <li>John Sinutko</li> <li>Angela Wilkins</li> <li>Vance Manakas</li> <li>Gerry Zucca</li> <li>Mickey Howell</li> <li>Brenda Woodhouse</li> </ul>	<ul style="list-style-type: none"> <li>Norman marten</li> <li>Darlene Melby</li> <li>Dan McMichael</li> <li>Tracie Bosket</li> <li>John Dobbins</li> <li>Erik Reese</li> <li>Andrew Kinkella</li> <li>Lydia Basmajian</li> <li>Susan Kinkella</li> <li>Steve Callis</li> <li>Michael Grimes</li> </ul>	<ul style="list-style-type: none"> <li>Silvia Barajas</li> <li>Nenagh Brown</li> <li>John Sinutko</li> <li>Faten Habib</li> <li>Gerry Zucca</li> <li>Erik Reese</li> </ul>

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 03/01/2017 – recommendations were listed 03/28/2017 – recommendations were presented at EdCAP for consideration
3. Discuss campus wide Way-Finding Project.	04/05/2017 – discussed status of 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.	04/05/2017 – began discussions
6. Review and evaluate the Common Assessment as it relates to facilities and technology.	Project put on hold by state Chancellor's Office.
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.

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