

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, April 06, 2016 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas		Languages, Library & Learning Resources	John Dobbins	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Faten Habib	
Academic Senate President, ex Officio	Mary Rees				
Dean	Norman Marten	X	Mathematics & Physical Sciences	Erik Reese	X
	Inajane Nicklas			David Mayorga	
				Angela Wilkins	
Business Services	Darlene Melby	X	EATM, Health & Life Sciences	Christina Lee	X
	Dan McMichael	X		Audrey Chen	
	John Sinutko	X		Michlyn Hines	
Associated Students Representative	Neema Sheshebor			Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket	X		Lan Nguyen (Alt)	
				Andrew Kinkella (Alt)	
				Vance Manakas	X
Guests			Athletics & Institutional Effectiveness		
Associated Students Representative	Sydney Pugh	X			
			Science & Student Engagement	Lydia Basmajian	X
			Behavioral & Social Sciences	Jack Miller	
				Kari Meyers	
				Steve Pfeffer (Alt)	
			Arts, Business & Child Development	Steve Callis	X
				Gerry Zucca	
				Sherry D'Attile	
				Matthew Spinneberg (Alt)	
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	
TOPIC				ACTION	
1. WELCOME and INTRODUCTION				Meeting called to order at 1:25pm.	
2. APPROVAL OF MINUTES: March 02, 2016 meeting				Did not meet quorum so no vote taken.	
3. INFORMATION/REPORTS					
➤ IT UPDATE –Dan McMichael					
Wireless Upgrades: added more access points to Admin, LLR, and PS to increase capacity; MC now has 100 access points on campus; upgraded and reconfigured the wireless network to allow Windows 10 devices connectivity to the Staff network; and additional access points will be installed in areas where coverage is					

DRAFT - PENDING APPROVAL

TOPIC	ACTION
<p>lacking. Capital Projects: working with M&O on several capital projects; and projects include SSA (EOPS expansion), T-105, T-114, T-205, and Engineering classroom in PS. IT Tech Refresh: requisitions for items on the approved IT Tech refresh list have been entered. SLAs (Service Level Agreements): IT is still meeting 94% of SLAs on average per month. Strategic and Operational Plans: Strategic and Operational Plans going to TRAWG for final recommendations.</p> <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket D2L integrations status update - Pearson: No change. Pearson website still throwing SSL errors. Request is in with the Help desk for updates. SCO Dept. is not responding. WORK-AROUND: Users can login to Pearson directly. MindTap: we've ruled out D2L servers and MC firewall as the source of the problem. D2L support, Cengage support and Incapsula support are working (somewhat) together to try and resolve. Still no ETA for a fix. WORK-AROUND: Instructors can export MindTap grades and import the resulting file into the D2L gradebook. Respondus: Incapsula support says that Respondus software doesn't support newer encryption standards required to traverse their firewall. No ETA for a fix. WORK-AROUND: Instructors can export quizzes and import the resulting file into D2L. Canvas training has started. Some Moorpark instructors completed the first pilot training last week. There are 20 more instructors who are signed up to take the second pilot training starting April 11th. The goal is to get the pilot groups running in summer 2016, an additional group added for in fall 2016, and the entire campus to be able to use Canvas by spring 2017.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko CURRENT PROJECT LIST – Bid 501 - PA Fire Alarm – Smoke to heat detector change; Hazzard retest failed; solution is to work with local Fire Dept. to post a "fire watch" person for each show that the hazard will be used in. Bid 508 - PA Emergency Lighting – Transformer Installation, completed. Functional testing performed 2/26/2016 successfully. Project is complete. Bid 511 - PA Dimmer Panel Replacement – May 18 start date. Bid 513 - LLR Emergency Lighting System & Generator – Generator & transfer switch arrive in April successfully bid by Taft Electric. Pre-construction meeting was held on March 29, 2016. Board will approve the project on April 12, 2016. NTP will be issued on April 13, 2016. Campus-wide FA Replacement Ph 1 – Com, Admin & FM&O – Construction Documents in progress – delayed pending Administration Building and Campus Center determinations. Irrigation Control System Upgrade – Construction on-going with in-house staff. CW High Efficiency RR Fixture Upgrade – Construction Documents complete; looking into benefit of purchasing fixtures pre-bid. Potential \$80K savings. Bid 517 is on the street for both labor and for the fixture purchase. Bids will be opened on May 18th, at 3:00 PM. PS 208 – 209 Engineering Lab – Approved; pending estimate for FF&E; \$150K preliminary estimate. FF&E review and color selection by end users in progress. Goal is to have the lab operational for Fall 2016. FM&O Remodel – Plan Development – Design Development – Working on when time allows. Administration Secondary Effects – Options review on March 1, 2016, resulted in significant down-scoping. Face lift of restrooms and break areas under consideration. Gym Renovation – Cost compilation scheduled for completion: EOB on 3/1/2016. Funding for Gym in process. Wayfinding – Project advisory group creation – First meeting will be April 12, 2016. Tech 114, 110, space development – Abatement (Bid 515) – Scheduled for Job Walk on April 14, 2016. Bid Opening on May 5, 2016. Construction - Documents in development for bid. Classroom construction plans (Bid 518) to be completed by April 7, 2016. Establishing schedule. Access Bldg. renovation – preliminary discussion possible Gym Swing Space. Further discussion. SSA space development – will be home of the relocated EOPS operation. – Design Development completed; FF&E compilation in progress. Old Financial Aid Trailer – preliminary discussion pending – offices Pending. Old EOPS Trailer – will become the Student Success offices – Design Development completed; FF&E compilation in progress. Timeline in development. Campus Center Preliminary Design – Contract with Ehrlich in awaiting Board approval. EATM Master Plan –</p>	

TOPIC	ACTION
Implementation Cost Study – Cumming Corp. contract in process. Prop 39 Year 3 – District Wide Project – Construction Documents completed – Proposal rating system completed – RFP is out; pending proposals. Prop 39 Year 4 – District Wide Project – District-wide audit on April 8, 2016, RE: Year 4 Project Proposals. Fountain Hall Post Occupancy Signage - B&H Signs failed to execute contract; looking for another vendor that can match the existing materials. Pricing from other vendor under way. Cost escalation may be an issue; more quotes are pending. Administration Offices – Build two offices for Bus Services – completed; FF&E procurement in process. Performing Arts Main Theater Restoration – Early stages of project scoping and budget establishment.	
4. Work Group Updates/Approvals <ul style="list-style-type: none"> ➤ FRAWG No updates. No vote was taken as quorum was not met. ➤ TRAWG Strategic Plan and Operational Plan were received from Dan McMichael. The work group will review at the next meeting. ➤ PAWG No updates. No vote was taken as quorum was not met. 	Norman Marten will forward the TRAWG recommendations for both plans after the next work group meeting to Elizabeth Salas to be distributed to the committee before the next F/T CAP Meeting.
5. ADJOURNMENT	Meeting adjourned at 1:46 pm.

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 04/06/2016 – MCSHare & Website	2015 09/02 , 10/07 , 11/04 , 12/02
F-CAP/T-CAP Meeting Minutes 03/02/2016 – MCSHare & Website - DRAFT	2016 02/03 , 03/02 , 04/06 , 05/04
F-CAP/T-CAP Meeting Minutes 02/03/2016 – MCSHare & Website - APPROVED	
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