

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, May 04, 2016 | 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	Mary Rees				
Dean	Norman Marten	X	Mathematics & Physical Sciences	Erik Reese	X
	Inajane Nicklas	X		David Mayorga	X
				Angela Wilkins	
Business Services	Darlene Melby	X	EATM, Health & Life Sciences	Christina Lee	
	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)	X
				Vance Manakas	X
Guests			Athletics & Institutional Effectiveness		
Associated Student Representative	Sydney Pughs	X			
			Science & Student Engagement	Lydia Basmajian	X
			Behavioral & Social Sciences	Jack Miller	
				Kari Meyers	X
				Steve Pfeffer (Alt)	
			Arts, Business & Child Development	Steve Callis	
				Gerry Zucca	
				Sherry D'Attile	
				Matthew Spinneberg (Alt)	X
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	Start time 01:26 pm.
2. APPROVAL OF MINUTES: March 02, 2016 meeting & April 06, 2016	03/02/2016 - Tracie Bosket moves to approve the minutes as amended. Abstentions: John Sinutko and David Mayorga. 04/06/2016 - John Dobbins moves to approve the minutes. Vance

DRAFT - PENDING COMMITTEE APPROVAL

TOPIC	ACTION
	Manakas seconds. No abstentions.
<p>3. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael Ticket count for the month of April around 350 with a SLA compliance of 99%. The equipment for the IT refresh has been ordered. As it comes in the team is deploying and prepping for use as soon as possible. Continue to work on connectivity for devices, mostly on the wireless side. Currently reworking the network in LLR to simplify. LMC, HSC, and Tech buildings are going through the same reworking. LLR Generator project with John will be scheduled for either 05/20 or 05/27 with some temporary power lose in the early morning. The Read and Write software has been installed on computers in the open access areas (LLR and FH) using Equity Funds. The software makes all websites accessible. The version purchased allows students to use it from home. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket 3cMedia Solutions – Free captioning service provided California Community Colleges CCC Chancellor's Office. Repository for Video, podcast and event coverage for all 112 campuses on the CCC System. Steal an Idea – iMovie trailers for the classroom. Canvas Trainings: Co-facilitating online course with VC and OC; April online training is finishing this week; the next training kick-off will be one June 1st for 4 weeks; Face-to-Face training is on Tuesdays at 12-1:30pm and by appointments in LLR-121; and webinar training each Mondays at 5:30-7pm. Currently a grade sheet is not on the Lite version. The committee asked that the Tracie request that the grade sheet be part of the Lite version of Canvas. Google apps are opened for students via school email ➤ FACILITIES PROJECTS UPDATE – John Sinutko CURRENT PROJECT LIST – 5/3/2016 Bid 501 - PA Fire Alarm – Smoke to heat detector change; Hazer retest failed; solution is to work with local Fire Dept. to post a “fire watch” person for each show that the hazer will be used in. Engaging in discussions with local FD. Bid 511 - PA Dimmer Panel Replacement – May 18 start date – Pre-project system submittal approval meeting held on 4/2/2016. Changes to plan may be desired, to be able to facilitate emerging lighting technology. 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. Project is in progress and approximately 1/3 complete. 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. Bid 517 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. Fixture bids received. PS 208 – 209 Engineering Lab – Approved; estimate for FF&E \$80,932.32; \$150K preliminary estimate. FF&E review and color selection by end users in progress. FF&E in procurement. 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. Architect selection scheduled for May 10, 2016. Wayfinding – Project advisory group creation – First meeting was held on April 12, 2016, second meeting on May 3, 2016. Lively discussion on how to improve the accessibility of the through intelligent, intuitive wayfinding concepts. 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. Job walk is on May 10, at 9:00 AM; 	<p>Tracie Bosket will request to have Grade Sheet as part of all Canvas versions provided.</p>

TOPIC	ACTION
<p>Bid open on Mau 19, at 3:00 PM. Access Bldg. renovation – preliminary discussion possible Gym Swing Space. Further discussion required. SSA space development – will be home of the relocated EOPS operation. – Design Development completed; FF&E compilation in progress. Still waiting on purchasing. 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. Still waiting on purchasing. Campus Center Preliminary Design – Contract with Ehrlich in awaiting Board approval. EATM Master Plan – 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. Campus Lockdown and Access Control Solutions Siren and Voice Notification System Upgrade: Scope of the Project: Emergency Preparedness – Safety and Security: Improve the response to emergencies by designing and implementing an integrated access control system and improve the mass notification system by installing indoor speakers for all district sites. \$5,000,000 was approved by the Board for these projects (\$3,000,000 from the FY16 State mandated payments one-time allocation and \$2,000,000 from designated reserves). Awaiting fund allocation for MC. The allocated funds will not cover the cost to do the entire campus. Prioritization and planning will take place before implementation. Chief Justice will do a threat assessment of campus as a resource when prioritizing. After discussion the group agreed that all recommendations and any further information will be brought back to this group.</p>	
<p>4. Work Group Updates/Approvals</p> <ul style="list-style-type: none"> ➤ FRAWG Equipment requests not reviewed by FRAWG, TRAWG, or PAWGA will be forwarded to all deans, Lori Bennett and Luis Sanchez to prioritize and fund if appropriate. ➤ TRAWG ➤ PAWG 	<p>Erik Reese moves to approve the FRAWG Recommendations. Vance Manakas seconds.</p> <p>Erik Reese moves to approve the PAWG Recommendations. Vance Manakas seconds.</p>
<p>5. Operational and Strategic Plans: Approval Tabled to the next meeting. Quorum was not in place to conduct vote.</p>	
<p>6. Other: Committee Survey from Academic Senate All committee members present completed the survey.</p>	
<p>7. ADJOURNMENT</p>	<p>End time 03:10 pm</p>

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 05/04/2016 – 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 04/06/2016 – MCSHare & Website – DRAFT	
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

DRAFT - PENDING COMMITTEE APPROVAL

- *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 team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.</p>	<p>Co-Chairs</p> <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 <p>Members</p> <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