

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING AGENDA

Wednesday, September 02, 2015 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Darlene Melby	X	Business, Science & Child Development	Josepha Baca	
Co-Chair: Academic Senate Representative	Michael Walegur	X	Enrollment Services, Mathematics & Physical Sciences	Than Trinh	
Academic Senate President, ex officio	Mary Rees	X		Erik Reese	X
Deans	Norm Marten	X	Behavioral & Social Sciences	Kari Meyers	X
	Inajane Nicklas	X		Jack Miller	X
Business Services	John Sinutko	X		Lee Ballestero (Alt.)	
	VACANT		EATM, Health & Life Sciences	Christina Lee	
	Dan McMichael	X		Audrey Chen	
Associated Students Representative	Neema Sheshebor	X		Brenda Woodhouse	X
Guests	Mickey Howell	X	Languages & Learning Resources	John Dobbins	X
			Performing Arts & Student Life	Faten Habib	X
				Brian Koehler	
				Sherry D'Attile	X
				Lydia Basmajian	
			Athletics, Arts & Institutional Research	Michael Grimes	
				Steve Callis	X
				Howard Davis	X
				Gerry Zucca	

TOPIC	ACTION
1. WELCOME and INTRODUCTION Public Comments – David Weinstein – 3 requests; 1) adding filtered water stations into AC – AS has offered to put some in. Normally these requests go through the environmental committee. \$3500 to purchase, \$600 annual maintenance. Each location needs a water source, drain source, and power. Once we know what AS will assist with when purchasing, we can look into what can be done in the environmental committee. We currently have 4 on campus. 2) Quieter power hand dryers – very loud and disrupting classroom instruction. The acoustics make this even more of a disruption. They make a replacement nozzle for them which make them quieter and less effective. The problem is the power output required to function. 3) Urinals that flush – Sloan Water Free Urinal – help with water conservation and droughts and to be considered with any renovations of restrooms. Maybe trying to retrofit with the new urinal and some options from the state for rebates and provide a time line to have those all completed. They were investigated but not right for our campus. They are not water less, very labor intensive. In all of the new buildings we have 8 gallon urinals which is rated the same as the water free urinals. Project with the state to have all of our toilets improved.	Meeting was called to order at 01:21 p.m.
2. APPROVAL OF MINUTES: May 06, 2015 meeting Approval of the minutes for May 6th – a couple minutes for everyone to review. No comments or concerns.	Darlene motioned to approve minutes. John Sinutko first. Howard 2nd. Norm abstains.

Pending Approval

TOPIC	ACTION
<p>3. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dave Fuhrmann/Dan McMichael Ticket counts 300 a month that are counted. Wireless phase 1 is complete. Taking care of dead zones. Increasing wireless presence. Let IT know of any dead areas. Movement of some District services to MC. On Base being moved from DAC to MC (servers moving here). Installed a lot of new servers here for the new district services. There were some issues with some hard ware so some of the migrations have been held off. Refresh? Handouts were provided for facilities, technology, SMART classroom, with status updates. This will help with the program plans. If says approved not completed, do not request those again. Once the link is sent out, we will send it out to the campus. You will only look at the 1st 3 tabs which is most important to this committee and doing the program plans. We have done a lot of work on what was improved but it may not be complete due to not getting equipment until late June 2015. On the refresh, It has completed a third of them done. SMART classroom, issues with the installers. WE only have 2 approved cable installers with the district. PS 208-209 temp installations, computer, projector, document camera. In other areas we have SMART classroom equipment that is useable but is not permanently mounted. IT refresh Dan has a list that he goes through to see what is old. We have already installed 70 systems. Useful live refresh computer policy. What is the machine being used for? We can extend the life of the computer by adding memory or solid state drive. In those areas with higher end users Adobe Photo Shop, Database. Approximately a 5 year cycle some longer depending on usage. -Time warner issue with accessing our other databases such as library. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Boskett No report ➤ FACILITIES PROJECTS UPDATE – John Sinutko John – projects that were approved previously and ready to get pricing – emergency lighting, fire alarm project, irrigation controller system upgrade (funded by state better handle), campus wide high efficiency install, secondary effects admin, gym renovation, M&O renovation, PS engineering lab (don't bolt those things down). Dan and John talk once a month about SMART classroom. Way-Finding Project – building signage, proper use of signage around campus, car counting system to help with some of the backup. Replacing the green and white tile at the front of the campus. Veterans and Foster Youth Center. The shared governance has been followed for all of these. The district project of the lighting in classrooms. The south side would be the grand entrance of the campus. Way finding for exterior signage only. Facilities master plan – is still a draft until the board approves it, trying to get it on the agenda as soon as possible. H-Cattle is no longer occupying the site, no water wasting down there. The fountain olds 500 gallons and evaporates 25 gallons a month. We are required to limit 37% on our water usage per month baseline from 2013 per county water district. If we fail this, we have a very high water rate. Master shut off valve. This is why we have 2 more water saving initiatives on the plan. Field hockey has been stopped. 	<p>Elizabeth to post the Status Update for the Technology Prioritization on the website. Elizabeth to send out the link to all committee members for easy reference when completing Program Plans.</p>
<p>4. OTHER</p> <ul style="list-style-type: none"> ➤ Facilities Prioritization Project Status ➤ Technology Prioritization Handout Tech refresh. Prioritization of Facilities from last year for reference. ➤ Work Group Membership Polling together the members for TRAWG & FRAWG for this year. <p>TRAWG Norm Chair & Steve Callis, Dan, Erik Reese, Andrew, Darlene Melby,</p>	<p>Norm will make a list for TRAWG and send it out to the committee.</p>

TOPIC	ACTION
<p>FRAWG Inajane, Tracie Bosket, Gerry Zucca, Michael Walegur, Brenda Woodhouse, Jack Miller, John Sinutko (consultant), John Dobbins, Mickey</p> <p>-First review in November and approval in December. Time line will adjust a little for categoricals which mostly applies to Technology. FRAWG – will make their decisions in February 2016.</p> <p>➤ PAWG - Planning Advisory Work Group - move futher discussions to next meeting A new work group – to address the facilities space allocation, greater input on a planning input, this work group can create the list and move it forward for VP Council as well as the secondary effects. No criteria are set. Needs based assessment. Some of the criteria – where are the growth areas, which areas are shrinking, Project order. The concept was created because of what was perceived as a lack of transparency on how the space decisions were made. The thought was to make it more transparent. Groups are used to weight the needs of one for another.</p>	<p>Inajane will make a list for FRAWG and send it out to the committee.</p> <p>Mary – we can vote on whether or not to have to move forward with PAWG. Howard 1st. Jack 2nd. No abstains.</p>
<p>5. Preliminary Discussion of 2015/16 Goals Goals for 2015-16. Michael – take a couple minutes to look over the proposed goals. General Funds. Program plans are done, submitted to committees, then work groups, then to the executives. General funds versus Categorical funds. Just because money is available doesn't mean that it shouldn't be approved by the campus priorities. Both funds will be put on the same process. Categorical funds have to be spent in a specific time frame and we need to create a streamlined process to get the money used in a timelier manner. Categorical is looked at first before general funds. Student Equity – carryover from FY15 to first 6 months of FY16. There is a rush to spend money because otherwise we have to give it back. This makes it so everything isn't going through the proper process. Faten – when doing priorities we pull out the categoricals first then do the rest in general funds.</p>	<p>Darlene motion to approve – all in favor John first. Erik Second. This will be the first year of piloting PAWG so it will stay as a goal.</p>
6. Ongoing Discussion – Integrating general and non-general funds for Facilities/Technology planning	
7. ADJOURNMENT	<p>Motion to Adjourn Jack first John s. second. 02:20 p.m.</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 09/02/2015 – MCShare & Website	2015 09/02, 10/07, 11/04, 12/02
F-CAP/T-CAP Meeting Minutes 05/06/2015 – MCShare & Website - DRAFT	2016 02/03, 03/02, 04/06, 05/04
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