

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(F/T-CAP)
MEETING MINUTES
 Wednesday, September 06, 2017 | 1:15-3:00 p.m., A-138

POSITION	NAME	PRESENT	DIVISION	FACULTY NAME	PRESENT
Co-Chair: Vice President, Business Services	Silvia Barajas		Languages, Library & Learning Resources	John Dobbins	X
Co-Chair: Academic Senate Representative	Erik Reese	X		Faten Habib	X
Academic Senate President, ex Officio	Nenagh Brown	X	Mathematics & Physical Sciences	Angela Wilkins	
Dean	Norman Marten	X			
	Jane Morgan	X			
Business Services	Dan McMichael	X	EATM, Health & Life Sciences	Christina Lee	
	John Sinutko	X		Audrey Chen	
	Michele Perry	X		Michlyn Hines	
Associated Students Representative	Donna Rahgoshay	X		Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket			Lan Nguyen (Alt)	
Vice President of Academic Affairs	Julius Sokenu	X		Andrew Kinkella (Alt)	X
Guests				Vance Manakas	X
Classified Senate President	Gilbert Downs	X	Athletics & Institutional Effectiveness	Lydia Basmajian	X
	Mickey Howell	X	Science & Student Engagement	Ed Garcia	
	Kim Korinke	X		Matthew Morgan	
	Jeny Joy	X	Behavioral & Social Sciences	Kari Meyers	
	Kevin Balas	X		Susan Kinkella	X
	Michael Walegur	X		Lee Ballesterio (Alt)	
	Cynthia Osuna	X		Steve Pfeffer (Alt)	
	Matt	X		Steve Callis	X
			Arts, Business & Child Development	Gerry Zucca	
				Brian Koehler	
			Performing Arts & Student Engagement	Michael Grimes	X

TOPIC	ACTION
1. WELCOME and INTRODUCTION 2. PUBLIC COMMENTS- Nenagh Brown & Julius Sokenu Nenagh and Julius distributed handout regarding Summary of the MC IEPI Partnership Resource Team visit. The purpose of the IEPI PRT visit is to help us work towards finding solutions to integrated planning and the development of an Institutional Advancement Plan. The team will visit MC three times. First meeting will be to gather information. Second visit to report out and provide menu options. Third visit to recommend best practices. We will be looking at what we have and how we can restructure and enhance resources. Categorical and general funds will need to be integrated and process needs to be transparent. F/T CAP is scheduled to meet with resource team to provide feedback. Nenagh will email complete handout. Nenagh and Julius thanked committee members for their support and involvement.	Erik Reese called the meeting to order at 1:18 pm.

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TOPIC	ACTION
3. APPROVAL OF MINUTES: May 03, 2017	<p>Motion by John Dobbins, second by Dan McMichael to approve minutes with the following changes: Page 2 #4 change HSS1 to HSS, COM 190 to 109, and #7 change her to he. Motion was approved.</p> <p>Abstentions: 7</p>
4. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael <p>IT has been busy working on new projects, refreshing equipment, and keeping existing technology functional. The following projects have been completed by IT:</p> <ul style="list-style-type: none"> • Updated campus server with latest security patches • Refreshed several faculty and staff computers • Updated campus firewall with latest protections • Added additional cabling in COM 109 for video editing class • Installed new printers in A&R and SBO • Added new domain controller to control computer labs in LMC and Tech • Additional updates and applications added to LMC 121, LMC 138, LMC 139, T 217, and T 205 lab images and deployed fresh images • Increased security measures within Active Directory to limit exposure to unauthorized elevation of privileges • Created new HP IMC network management server to manage network devices • Created new PDQ Deploy server to aid in deploying applications, run audits, inventory, and patch management • Updated wireless controller software and all wireless access point firmware to protect against vulnerabilities and add feature and capabilities • Replaced 74 Macs in three computer labs- HSS 104, COM 109, and T 210 • Updated and re-imaged the Photography lab • Replaced the audio/visual equipment in the Forum- 4K capable Digital Media Presentation system, Blu-Ray player, new amplifiers, new enclosure with automated cooling fans, touch panel, and high resolution screen • Completed initial testing of new dual-10Gbps Internet circuits (received free through the state) • Filled vacant ITSS III position – Brian Derderian got promoted from ITSS II • Filled vacant ITSS II position – Ryder Bush • Created two new mobile computer labs with a total of 99 new laptops funded by CTE – AC, HSC, PS • Installed new network switches in AC, PS, HSS, and Admin to increase bandwidth of the campus wireless networks (got rid of dead spots and saturation for better wireless) • Installed additional wireless access points in AC and PS to support the mobile computer labs and increase RF coverage to allow for seamless roaming (Important to reboot your computer when you receive messages) • Created new automated Windows update deployment service to protect against vulnerabilities • Updated the campus anti-virus and anti-malware applications to protect against new viruses and vulnerabilities • Preparing for infrastructure upgrade project to replace the aging network and infrastructure on campus • Built new server and setup camera equipment for the new EATM gate control system (waiting on vendor to complete project) • Completed 260 work orders in June, 189 in July, and 458 in August <p>Erik Reese requested that the outlet in A 138 be fixed. It was also requested that more hot spots be available in the quad area during outreach activities. At the moment, LMC has hotspot. However, IT is working to resolve this issue.</p>	

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TOPIC	ACTION
<p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket not present; no report. Matt mentioned that Blackboard Ally will provide four different file formats – will remediate documents.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <ul style="list-style-type: none"> • Gym Renovation- CD documents due. Shop drawings for the Swing Space building authorized. Contract for modular building in process. • Wayfinding- Scheduling for first meeting of Wayfinding Committee underway. • Campus Center Preliminary Design- Architect is receiving most recent comments. • Performing Arts Main Theater Restoration- Close-out documents phase. Carpet arrival anticipated to be September 25. Installation of carpet and nosing continuing until complete. • Bid 532 Field Hockey Pitch Replacement- Waiting for pre-paid insurance certificate. • PA HVAC Replacement- Isolation curbs not constructed per the design. Contractor must remove two units and change duct transition sizes and reset (one-day job). • EATM Security Gate- In progress. Sorting out server/network problems as well as connectivity to the mobile devices. • Replacement Panic Buttons- Quote received for PSLA for \$124,000.00 Alternate pricing from Alertus (\$22,000.00) and CRS (\$13,650.00) under review. 35 panic buttons- list goes up to 66. Verifying with vendors that buttons can do what we need them to do. • Communication Building Renovation- Work around implemented to enable use of MakerSpace equipment. • Capital Outlay 5-year Plan- MC Administration building IPP complete. District to submit to State FUSION. • CDC 114 and 132 Modifications- Gathering data • CDC Snake Fencing- Ordering materials • EATM Viewing Fence- Gathering costs • Chemistry Cabinets- Gathering quote • Softball Dugout Expansion and Screening- Costing out • Snack Bar Floor Repair- Cost is \$16,085.00 Contracts in process. • LLR 222A Partial Height Office Walls- Design investigation begun. • Access Coaching Lab- Design & Cost- quote for work requested • Film TV Media Renovation- Cost Estimate- Gathering costs to create space for less than 20 students. • Space Inventory- Conduct campus space inventory and update in Fusion. • Outdoor Classroom Facility- Researching site work costs. • Prop 39 Year 4 & 5 LED Lighting- Proposal due by 9/14/17. Prop 39 ends December 15. • Energy Storage Batteries- Installation begins on 9/11/17. <p>John encouraged everyone to join the Wayfinding committee to review how signage should look like on campus. John mentioned student participation is welcomed. Matt volunteered to join committee. Associated Students would also like to join. Please share with your divisions and inform John if you would like to join committee.</p>	
<p>5. Review Committee membership and Committee Assignment (2016/17 Committee Assignments Listed Below)</p> <p>Erik asked if anyone would like to join workgroups. Nenagh and Jane encouraged participation and representation from all divisions. Erik may change from PAWG to FRAWG will need to check with Michael or Angela. Erik will table agenda item for next month to give time for people to decide on which workgroup to serve.</p> <p>6. Establish 2017/18 Goals (Goals from 2016/17 listed at the bottom of the agenda)</p> <p>Committee reviewed and established goals for 17/18 (see below). Goals will be revised and presented for second reading during the next meeting.</p>	

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TOPIC	ACTION
7. TRAWG/FRAWG/PAWG Projects approved and funded for 2017/18 Nenagh reviewed program plan process.	
8. Other <ul style="list-style-type: none"> Please provide Erik with new membership information. Andrew would like faculty bios to be included on MC website. Lydia mentioned that the Nursing webpage has bios listed for their staff and faculty. It was noted that each division is responsible for updating webpages. Norm will bring this up at the Deans Council meeting. 	
9. ADJOURNMENT	Meeting adjourned at 2:47 pm

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda 09/06/2017 – MCSHare & Website	2017 09/06, 10/04, 11/01, 12/06
F/T-CAP Meeting Minutes 05/03/2017 – DRAFT	2018 02/07, 03/07, 04/04, 05/02
Technology Plan – MCSHare & Website	
F/T-CAP Charge/Membership – Included on Agenda, Website	
F/T- CAP Approved Projects MCSHare & 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 VP of Academic Affairs and Student Support Three classified representatives appointed by the Classified Senate Three Business Service representatives selected by the VP of Business Services One rep from Student Services Council appointed by the VP of Student Support One representative from ACCESS One student appointed by Associated Students

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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 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 2017-18 (DRAFT)	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	<i>Ongoing</i>
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	
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.	<i>Currently in progress</i>
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Review and evaluate the Common Assessment as it relates to facilities and technology.	<i>Removed from list</i>
7. Review the "Making Decisions at Moorpark College 2015-17" and make any necessary recommendations.	<i>Previously approved for 15-17</i>

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