

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, November 2, 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	Nenagh Brown	X	Mathematics & Physical Sciences	Erik Reese	X
Dean	Norman Marten	X		Angela Wilkins	X
	Jane Morgan	X		David Mayorga	
Business Services	Darlene Melby	X	EATM, Health & Life Sciences	Christina Lee	X
	Dan McMichael	X		Audrey Chen	
	John Sinutko	X		Brenda Woodhouse	X
Associated Students Representative	Thomas Moran			Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket	X		Lan Nguyen (Alt)	
				Andrew Kinkella (Alt)	
Guests			Athletics & Institutional Effectiveness	Vance Manakas	
			Science & Student Engagement	Lydia Basmajian	X
				Ed Garcia	
			Behavioral & Social Sciences	Matthew Morgan	X
				Kari Meyers	X
				Susan Kinkella	
				Lee Ballesterio (Alt)	
				Steve Pfeffer (Alt)	
			Arts, Business & Child Development	Steve Callis	
				Sile Bassi	X
				Gerry Zucca	X
				Matthew Spinneberg (Alt)	
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	
				Mickey Howell (Alt)	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	Meeting called to order at 1:19 pm.
2. PUBLIC COMMENTS	None.
3. APPROVAL OF MINUTES: October 5, 2016	Tracie Bosket motions to approve minutes. Erik Reese seconds the motion. Abstain: Darlene Melby and Brenda Woodhouse. Motion passes.

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TOPIC	ACTION
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael The Strategic Technology Plan was approved and posted on the MC Website. Upgraded wireless firmware and that of the virtual environment to protect against vulnerabilities and provide stability. Almost done with creating new computer lab T-205, the final tasks are in progress. Working with M&O on combining PS-208 and 209, all the data cabling has been pulled. Deployed Microsoft Surface Pros to staff. Blocked Denial of Service attacks, this time the attack was from China and primarily affected OC. Equity grant for staff equipment provided funds for 20 systems which should be ordered by next week. Purchasing approved and funded equipment from 15/16 Program Plans. There was a fiber cabling issue in the AA building, a work around has been provided. Silence Malware has been installed in critical information areas. On Friday 11/04/2016 from 5p-6p, a router upgrade will take place. This will cause all internet and campus websites to be down. There have been no further developments with PCI and RIMS. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket DE Committee requested Academic Senate to accept outside certification courses for Canvas. Academic Senate approved this request at their meeting held Tuesday, November 1st. As of right now, there has been no progress towards having a Canvas “Lite” version as is being requested. ➤ FACILITIES PROJECTS UPDATE – John Sinutko Bid 501 – PA Fire Alarm, Bid 511 – PA Dimmer Panel Replacement, Bid 513 – LLR Emergency Lights: All three bids will have their closeouts completed this week. Irrigation Control System Upgrade –Final irrigation components currently being installed in house with state funding. Bid 517 CW High Efficiency RR Fixture Upgrade – Currently working in Applied Arts building and moving along faster than expected. PS 208 – 209 Engineering Lab – Installation continues this week with the Smart Classroom elements. Administration Secondary Effects – Work on plans for office relocations and Student Health Services area. In the planning stage for the restrooms. Gym Renovation – Discussion points are in progress to present to DSA. Held meeting with end users. Preliminary designs proposed. Wayfinding – The group met on November 1. Moving forward with RFP to architectural services. Ideally to be done by start of Fall 2017. Tech 114, 110 – In the Smart Classroom coordination faze. Tech 205 36 –Station Computer Lab - Cabling to FF&E in process. SSA space development – developing signage. Old EOPS Trailer – Signage in discussions. Campus Center Preliminary Design – Architect has been requested to develop a new plan within the original budget allotment focusing on the student and food areas. Prop 39 Year 3 – District Wide Project – Punch list work in progress. Prop 39 Year 4 – District Wide Project – See bid 519. \$336,536 received, and will be applied to Bid 519, HSS HVAC project. Performing Arts Main Theater Restoration – Early stages of project scoping and budget establishment. Electronic Lock Security Enhancements – Lock – Bloks installed. Working with District on the larger project. Bid 519 - HSS HVAC Replacement Project – Equipment procurement in progress. Softball Backstop – Received architectural plans for review. Nature’s Finest Club – The club has a desire to build an organic garden on campus. M&O found a 10,000 square foot lot for this. It was proposed to the Environmental Committee and approved unanimously. Zoo Entry Gate Project – updating the gate entry into the zoo. It will either be a card entry for those allowed or possible to be buzzed in as there will be a camera at the gate that will feed to a mobile or base station. ➤ FRAWG/TRAWG/PAWG Updates – Norm Marten, Jane Morgan, Silvia Barajas FRAWG: Angela Wilkins is now on FRAWG. Tracie Bosket, Sile Bassi and Kari Meyers are added to FRAWG as a resource to help answer questions from the prioritization in their respective areas. 	<p>The email address to report fraud and email abuse is emailabuse@vcccd.edu</p>

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TOPIC	ACTION
<p>TRAWG: TRAWG has edited their charge to provide clarification. The new version of the charge will be presented at the next F/T CAP meeting to be voted on for approval. A note about a change to TRAWG from last year is that TRAWG will be prioritizing all software requests from the program plans that effect only Moorpark College and not done at a District level.</p> <p>PAWG: PAWG has not yet met this fiscal year. Once requests from the other two work groups start coming in, the group will meet to prioritize.</p> <p>ALL WORKGROUPS: All requests will be prioritized regardless of the funding source (general funds or categorical). Darlene has proposed working with the Fiscal team to verify that all funding sources on the program plans are correct.</p>	
5. 2016/17 Goals	Jane Morgan motions to approve the goals as amended. Erik Reese seconds the motion. Motion passes.
6. Review Making Decisions Document Discussion around changing the language of the membership to allow for Non-Faculty to be acting members on the committee.	Silvia Barajas to modify the language as discussed and present at the next meeting on 12/07/2016.
7. ADJOURNMENT Gerry suggested adding a column or notification on the members section above to indicate which members belong to each of the work groups.	John Dobbins motions to adjourn. Brenda Woodhouse seconds. Meeting adjourned at 3:00 pm

HANDOUTS	F-CAP/T-CAP 2016-17 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 11/02/2016 – MCSHare & Website	2016 09/07, 10/05 , 11/02, 12/07
F-CAP/T-CAP Meeting Minutes 10/05/2016 – DRAFT	2017 02/01, 03/01, 04/05, 05/03
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

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