

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, December 7, 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	
	Jane Morgan			David Mayorga	
Business Services	Darlene Melby		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			Lan Nguyen (Alt)	
				Andrew Kinkella (Alt)	X
Guests			Athletics & Institutional Effectiveness	Vance Manakas	X
			Science & Student Engagement	Lydia Basmajian	X
				Ed Garcia	
			Behavioral & Social Sciences	Matthew Morgan	X
				Kari Meyers	
				Susan Kinkella	
				Lee Ballesterio (Alt)	
				Steve Pfeffer (Alt)	
				Steve Callis	X
			Arts, Business & Child Development	Sile Bassi	
				Gerry Zucca	
				Matthew Spinneberg (Alt)	
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	
				Mickey Howell (Alt)	

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Moorpark College Professional Development Committee will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

TOPIC	ACTION
1. WELCOME and INTRODUCTION	Meeting called to order at 1:25pm

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TOPIC	ACTION
<p>2. PUBLIC COMMENTS</p> <p>Nenagh Brown announced Academic Senate voted on Committee Co-Chairs. Erik Reese will be the new Faculty Co-Chair for F/T CAP for the academic year 2017-18. Erik will shadow current Co-Chair Michael Walegur during the Spring 2017 semester. Faculty Co-Chairs do not receive any release time for this work. We appreciate their commitment to the college.</p>	
<p>3. APPROVAL OF MINUTES: November 2, 2016</p>	<p>John Sinutko motioned to approve the minutes as amended. Faten Habib seconded the motion. Vance Manakas abstained. Motion passed.</p>
<p>➤ INFORMATION/REPORTS</p> <p>➤ IT UPDATE –Dan McMichael</p> <p>New computer lab in T-205: Computers are imaged and ready; IT needs to terminate jacks. Increased Wi-Fi coverage in AA: Helped in the ceramics sale – wireless credit card swipers. Security camera repairs and replacements. A/V for new Engineering lab in PS. A/V for large classroom in T-114 – Working model needs to be physically installed. Increased rollout of Trend Micro antivirus: Pushing agents remotely; Last remaining may need to be manually installed. Increased rollout of Cylance antimalware: Additional layer of security. Preparing for changes to labs for Spring semester: New and updated software; Classroom moves – classes previously taught in one lab moving to another. Changed the WAN design district-wide for routing between sites: Using shared VCOE circuit to reduce costs; Higher bandwidth between sites.</p> <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</p> <p>No Report.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <p>Irrigation Control System Upgrade –Final irrigation components currently being installed. Bid 517 CW High Efficiency RR Fixture Upgrade – Base contract completed, using allowance amount to get additional water saving fixture installed. PS 208 – 209 Engineering Lab – FF&E installation complete. IT to terminate cable, and install computer equipment. FM&O Remodel – Plan Development – Design Development – Working on when time allows. Administration Secondary Effects – Work on plan for required modifications for new VP office. Restroom planning beginning. Potential new funding opportunity. Gym Renovation – Survey of swing space area underway. Tech 114, 110, space development – IT to terminate cable, and install computer equipment. Tech 205 36 –Station Computer Lab – IT to terminate cable, and install computer equipment. SSA space development – developing signage. Architect and Engineer working on roof replacement, HVAC upgrades and door, siding repair/replacement. Developing costs for this work. Old EOPS Trailer – Waiting area furniture ordered. Signage in discussions. Campus Center Preliminary Design – Architects request for additional funds to create reduced scoped plan under consideration. 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. Receiving materials now. Work scheduled for December 17, 2016 – January 8, 2017. Performing Arts Main Theater Restoration – Meeting with end users in January to determine scope. Electronic Lock Security Enhancements – Locks – Obtaining estimate for securing Fountain Hall. Bid 519 - HSS HVAC Replacement Project – Equipment stored on site. Softball Backstop – Received architectural plans for review. Estimated cost \$122,000.00. Awaiting decision. Bid 532 Field Hockey Pitch Replacement – Job walk on Thursday, December 8, at 10:00 AM. Bid 533 District Office Renovation –</p>	<p>➤ Norman Marten to send the items from TRAWG to PAWG.</p> <p>➤ Silvia Barajas to request the PAWG items from Jane Morgan from FRAWG.</p>

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TOPIC	ACTION
<p>Providing PM services for project. Bid 534 District Office Roofing Replacement - Providing PM services for project. PA- HVAC Replacement – Plans going to DSA next week.</p> <p>➤ FRAWG/TRAWG/PAWG Updates – Norman Marten, Jane Morgan, Silvia Barajas</p> <p>Norman Marten for TRAWG – the work group has finished reviewing all the technology requests from the Programs Plans. Ranking sheets for the Work Groups prioritization were sent out to the members. A couple of items to be moved from TRAWG to PAWG and FRAWG.</p> <p>Michael Walegur for FRAWG – the work group has gone through the entire list. There are still a few items to follow up on. There will be a number of items moved to PAWG and a few to TRAWG.</p> <p>Silvia Barajas for PAWG – has not met. Awaiting items from TRAWG and FRAWG.</p>	
<p>4. Way-Finding Project – John Sinutko</p> <p>Request for Proposal (RFP) sent to twelve firms. Proposals are due by 12/22/2016. Once received the work group will review.</p>	
<p>5. Review Making Decisions Document</p> <p>Discussed the document and made changes as needed.</p>	<p>Brenda Woodhouse motioned to approve the F/T CAP portion of the Making Decisions Document. Erik Reese seconded the motion. Motion passed.</p>
<p>6. ADJOURNMENT</p>	<p>Meeting adjourned at 2:20pm</p>

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

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
<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"> <i>Vice President of Business Services</i> <i>Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</i> <p>Members</p> <ul style="list-style-type: none"> <i>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</i> <i>Two Deans selected by the Executive Vice President</i> <i>Three Business Service representatives selected by the Vice President of Business Services</i> <i>One student appointed by Associated Students</i>

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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 • Darlene Melby • 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 2016-17	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
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.	
5. Make recommendations for updating the Campus Operations Plan.	
6. Review and evaluate the Common Assessment as it relates to facilities and technology.	
7. Review the "Making Decisions at Moorpark College 2015-17" and make any necessary recommendations.	11/02/2016 – reviewed 12/07/2016 – reviewed and approved change recommendations.