

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

MINUTES

Wednesday, September 07, 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	X		David Mayorga	X
Business Services	Darlene Melby	X	EATM, Health & Life Sciences	Christina Lee	
	Dan McMichael			Audrey Chen	
	John Sinutko	X		Michlyn Hines	
Associated Students Representative	Thomas Moran			Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket	X		Lan Nguyen (Alt)	
Guests	Chief Joel Justice	X	Athletics & Institutional Effectiveness	Andrew Kinkella (Alt)	X
	Teresita Rios-ASG	X		Vance Manakas	X
	Matt Spinneberg-ACCESS	X	Science & Student Engagement	Lydia Basmajian	X
	Silva Arzunyan-ACCESS Coord.	X		Ed Garcia	X
	Mickey Howell-PA	X	Behavioral & Social Sciences	Matthew Morgan	X
	Sile Bassi-ACCESS	X		Kari Meyers	X
	Brenda Woodhouse-EATM	X		Susan Kinkella	X
	Cynthia Osuna-Business Services	X		Lee Ballestero (Alt)	
				Steve Pfeffer (Alt)	
			Arts, Business & Child Development	Steve Callis	X
				Gerry Zucca	X
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	Silvia Barajas called the meeting to order at 1:16 pm.
2. APPROVAL OF MINUTES: May 04, 2016	John Sinutko moved minutes be approved as amended. Teresita Rios seconded motion, and motion carried.
➤ INFORMATION/REPORTS	
➤ IT UPDATE –Silvia Barajas provided update on behalf of Dan McMichael	

DRAFT

TOPIC	ACTION
<p>May 2016</p> <ul style="list-style-type: none"> ○ May 27– Scheduled installation of generator in LLR that will be used to maintain servers and other infrastructure in the event of a power outage ○ Infrastructure upgrades scheduled for PA, PS, and LMC to increase bandwidth for the wireless segments <p>June 2016</p> <ul style="list-style-type: none"> ○ Updated the wireless infrastructure in AA ○ Worked with student equity and received a \$30K grant for computers to teach basic skills ○ Upgraded the Uninterruptable Power Supply (UPS) in the main datacenter to help survive power outages ○ Migrated additional services from the District datacenter to Moorpark <p>July 2016</p> <ul style="list-style-type: none"> ○ Completed the replacement of the computers in the Language Lab ○ Replaced the computers in classroom LMC-121 ○ Replaced the computers in classroom lab LMC-138 ○ Replaced the computers in classroom lab LMC-139 ○ Upgraded the firmware on all wireless access points ○ Upgraded email server ○ Upgraded infrastructure in T-217 lab ○ Added additional cabling to classrooms in Technology building <p>August 2016</p> <ul style="list-style-type: none"> ○ Completed the setup of the new gaming lab in T-217 ○ Installed computers, network equipment, and cabling into the new SSSP Center ○ Replaced the iMacs in the Photography lab ○ Setup newly hired faculty and staff with computers and phones ○ Upgraded AV in T-108 <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</p> <ul style="list-style-type: none"> ○ Currently moving from D2L to Canvas. Plan to have Canvas fully implemented by fall 2017. There are 60 faculty members who are trained in Canvas. The Canvas 24/7 technical support phone line for students and faculty is (844) 602-6290. However, first refer to the MC D2L student technical support at (805) 553-4188 or mconlinestudentsupport@vcccd.edu. Hours for fall 2016: Monday: 12:30 PM-5:30 PM, Tuesday: 1:00 PM-6:00 PM, Wednesday: 12:30 PM-5:30 PM, Thursday: 1:00 PM-6:00 PM ○ The next Canvas Certification trainings will be on September 19, 2016-October 21, 2016 and October 24, 2016-November 23, 2016. Both are four week online courses. For instructors who have not taught online yet, it is estimated that it should take 8-10 hours per week to complete the course. <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <p>CURRENT PROJECT LIST – September 7, 2016</p> <ul style="list-style-type: none"> ○ 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. 	<p>The committee expressed the need to have a system that allows for a “light” version of Canvas so faculty can post grades and syllabi at a minimum.</p>

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<p>Engaging in discussions with local FD.</p> <ul style="list-style-type: none"> ○ Bid 511 - PA Dimmer Panel Replacement – May 18 start date – Pre-project system submittal approval meeting held on April 2, 2016. Project start date moved to June 1, 2016. Changes to plan may be desired, to be able to facilitate emerging lighting technology. Project is proceeding according to schedule. C/O No. 1 in process. Black Box Theater was substantially completed by June 30. Next Milestone – Main Theater to be substantially completed by July 31, 2016. Contractor feels project is on schedule. Project is complete. NOC to September Board. ○ Bid 513 - LLR Emergency Lighting System & Generator – Generator and transfer switch arrived in April successfully bid by Taft Electric. Pre-construction meeting was held on March 29, 2016. Board approved project on April 12, 2016. NTP issued on April 13, 2016. Project is in progress and approximately 1/3 complete. Generator set on May 20, 2016. Notice of Substantial Completion obtained on June 14, 2016. Successful project by all accounts. Awaiting release of retention. ○ Campus-wide FA Replacement Ph 1 – Com, Admin & FM&O – Construction Documents in progress – delayed pending Administration Building and Campus Center determinations. Project on hold indefinitely. Will use SM funding for this project to partially fund the HSS HVAC project. On Hold. ○ Irrigation Control System Upgrade – Construction on-going with in-house staff. Final irrigation components currently being installed. ○ 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 opened on May 18 at 3:00 PM. Fixture bids received. Bids received; Project submitted in June to Board for approval. Very favorable bid received. Project approved. Materials in procurement. Establishing date for pre-construction meeting. Pre-construction meeting held on July 7, 2016. Unused funds from this project to partially fund HSS HVAC replacement. Material purchase went to August Board. Project is scheduled to begin on Wednesday, September 14, at the High School at MC, and is scheduled to continue through December 9, 2016. ○ 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. MC FM&O staff in process of converting rooms and installing utilities. FF&E delayed due to heavy demand on the epoxy counter manufacturer. Goal is to have the lab operational sometime in Fall 2016. Progress continues, floor x-rayed and utility penetrations laid out. Coring scheduled for July 22, 2016. FF&E leaving Texas tomorrow, scheduled to arrive next week. Flooring installation next. ○ FM&O Remodel – Plan Development – Design Development – Working on when time allows. ○ Administration Secondary Effects – Options reviewed on March 1, 2016, resulted in significant down-scoping. Face lift of restrooms and break areas under consideration. Revisit of Student Health offices in process - completed. Work on plan for required modifications for new VP office. ○ Gym Renovation – Cost compilation scheduled for completion: EOB on March 1, 2016. Funding for Gym in process. Architect selection was postponed; rescheduling. Architect selection occurred on June 20, 2016. Architectural firm selected (Amador Whittle), contract in development. Will go to Board as soon as possible for approval. Awaiting decision on relief of sub-consultant indemnification of District officers and employees. Architectural Services Contract on tonight's Board agenda. Next step will be DSA meeting. ○ Wayfinding – Project advisory group creation – First meeting was held on April 12, 2016, second meeting held on May 3, 2016. Lively discussion on how to improve the accessibility of the through 	

TOPIC	ACTION
<p>intelligent, intuitive wayfinding concepts. On hold until faculty return. Scheduling committee meeting for current year.</p> <ul style="list-style-type: none"> ○ Tech 114, 110, space development – Abatement (Bid 515) – Scheduled for Job Walk on April 14, 2016. Bid opened on May 5, 2016. Contractor on 24 hour notice as non-responsive. Must respond effectively by 9:00 AM on June 23, 2016, or will replace with next lowest bidder. Construction - Documents in development for bid. Classroom construction plans (Bid 518) completed on April 7, 2016. Job walk held on May 10, at 9:00 AM; Bid opened on May 20, at 3:00 PM. No Bid received. Re-bid successfully as Bid 521. Going to July Board for approval. Abatement contractor replaced as non-responsive. Replacement contractor approved at July Board. Preconstruction meeting held on July 22, 2016, for both projects. Abatement complete. Construction progressing. Expect completion by October 1, 2016. ○ Tech 217 Gaming Lab Project – Power and data installed. Awaiting HD screen and data termination. Completed. ○ Tech 205 36 –Station Computer Lab - Awaiting cost from district estimate for FF&E. Desks arriving at vendor warehouse end of this week. ○ 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. FF&E in procurement. Construction started on data cabling and new power locations. Will be online for fall 2016. Desire to revive SSA to full functionality has been expressed. Meeting with roof/WP consultant held on July 20, 2016; HVAC consultant held on July 21, 2016. Waiting for carpet PO approval. Project completed. ○ 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. FF&E in procurement. Preparing for carpet installation. Need district to approve PO. Project completed. ○ Campus Center Preliminary Design – Contract with Ehrlich approved by Board on May 10, 2016. Ehrlich putting work timeline together. Meeting held on July 6, 2016, to review end user requests. Ehrlich Yanai Rhee Chaney presented four preliminary design schemes for review by end users. Next meeting will include comments and update for further discussion and potential approval of the preliminary design. ○ EATM Master Plan – Implementation Cost Study – Cumming Corp. contract in process. Cumming met with EATM staff to review phasing adjustments to the Master Plan. Project estimate will take approximately three weeks. Draft estimate provided. Final product will be forthcoming pending end user comments. Final review of estimate held on July 18, 2016. Awaiting update and final document. Final document received. The EATM expansion project has an overall estimate of \$65M, and planned in phases. A capital campaign is in the works to raise the necessary funds for implementation. ○ Prop 39 Year 3 – District Wide Project – Construction Documents completed – Proposal rating system completed – RFP is out; pending proposals. Proposals were due June 23, at 3:00 PM. Results – No campus can do all projected work. Reduced scope projects for all. Smith Electric won OC; Taft Electric won MC and VC. MC work will convert Fountain Hall to LED lights, with fully dimmable controls, and replace the Gymnasium court area lighting with LED fixtures. (This area is not included in the renovation plans). This work is scheduled to begin today in the Gymnasium, and 	

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<p>in FH next week.</p> <ul style="list-style-type: none"> ○ Prop 39 Year 4 – District Wide Project – District-wide audit held on April 8, 2016, RE: Year 4 Project Proposals. Awaiting Year 4 funding. Intent is to use MC apportionment to partially fund HSS HVAC Replacement Project. This project will be completed over the winter break. See bid 519. ○ 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. Contractor found. Contract Completed! ○ Administration Offices – Build two offices for Bus Services – completed; FF&E procurement in process. Complete. ○ Performing Arts Main Theater Restoration – Early stages of project scoping and budget establishment. ○ Electronic Lock Security Enhancements – The District is undertaking a project at all three campuses that includes installation of electronic locks that can be activated from a central control point. Interim order for 1,100 Lock-Block devices to be installed on specified doors across the campus. The device will allow staff or students to close a locked door to prevent unauthorized access, without the need to locate a key or exit the space. Order placed. Awaiting materials. ○ Bid 519 - HSS HVAC Replacement Project – This project will replace the existing HVAC equipment with new high-efficiency equipment. Anticipated cost \$750,000 to \$1,000,000. Project is at DSA and bid held on August 16, 2016. Funding sources will be 2015-16 Scheduled Maintenance and Prop 39 Year 4 Funds. Scheduled to prosecute during winter break, 2016. Job walk held on July 21, 2016. Successfully bid. Going to September Board. <p>➤ RISK ASSESSMENT - Chief Joel Justice</p> <ul style="list-style-type: none"> ○ 5 million dollars allocated to lock classrooms and upgrade speaker system. ○ Encourage everyone to have an emergency plan and to share it with students and colleagues. ○ Conducting threat assessment and risk assessment: 1 FH, 2 LLR, 3 AC, 4 CDC, 5 LMC, 6 EATM, 7 PAC, 8 PE Annex, 9 Gym, 10 Technology Bldg., 11 Other student classrooms, 12 Administration offices. If you think otherwise, please contact Joel. Please note that measures are in place to secure EATM. ○ Emergency alert system- Looking at different options. Key people will be invited from different campuses. Oxnard College uses lanyards with 3 medical alerts and it also has a GPS device. Looking at mobile app. and key card access. If you have other suggestions, please inform Joel. ○ Looking at emergency system- using blackboard system which relays information couple hours later. Looking at social media to post information. In case of an emergency, have a plan and designate individual to contact campus police and another individual to contact 911. Please be aware that local sheriff does not understand campus acronyms. Chief working with local sheriff. Encouraging local sheriff to conduct active shooter training and to provide ongoing trainings so that police is familiar with campuses. ○ Panic button system is being upgraded <p>Questions regarding safety or designing an emergency plan, please contact campus police. It is imperative that everyone has a plan to implement. Share this plan with students and colleagues. In an effort to have campus police become familiar with all campuses Lt Greg Beckley will be transferring to VC and Lt. Cesar Romero will be coming to MC. Also, please provide chief with list of students who need assistance in case of emergency. Chief Justice's email address is jjustice@vccd.edu</p>	

TOPIC	ACTION
3. Technology Plan - Approval – Silvia Barajas on behalf of Dan McMichael – Discussion ensued and corrections were made to the Distance Education Technology Products Review to make it current. Also a correction was made to the funding source for Refresh Planning. It was agreed that as we develop the next technology plan that determine if there are options to support Bring Your Own Device.	Norman Marten moved that the technology plan be approved as amended. Erik Reese seconded motion, and motion carried.
4. ADJOURNMENT	Meeting adjourned at 2:46 pm.

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 09/07/2016 – MCSHare & Website	2016 09/07, 10/05, 11/02, 12/07
F-CAP/T-CAP Meeting Minutes 05/04/2016 – DRAFT	2017 02/01, 03/01, 04/05, 05/03
F-CAP/T-CAP Meeting Minutes 03/02/2016 – MCSHare & Website - APPROVED	
F-CAP/T-CAP Meeting Minutes 04/06/2016 – MCSHare & Website - APPROVED	
Technology Plan – MCSHare & Website	
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
<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