

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

MEETING MINUTES

Wednesday, October 6, 2021 | 1:15 pm-3:00 p.m., **Zoom** <https://vcccd-edu.zoom.us/j/97746698622?pwd=K1duUXc1dkFOSUY2ZXVycUNTOW44UT09>

Meeting ID: 977 4669 8622

Passcode: 382543

| POSITION | | NAME | ATTEND | DIVISION | FACULTY NAME | ATTEND |
|---|---|---|--------|---|-----------------------|--------|
| Co-Chair: Vice President, Business Services | | Jennifer Clark | X | English & Student Life | Jeff Baker | |
| Co-Chair: Academic Senate Representative | | Norm Marten | X | | | |
| Academic Senate President, Ex Officio | | Erik Reese | | ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning | Silva Arzunyan | |
| Dean | | Carol Higashida | X | | Matt Crater | |
| | | Priscilla Mora | X | | Kevin Balas | X |
| Business Services | | Michele Perry | X | | Sherry Ruter (Alt) | |
| | | Dan McMichael | X | EATM, Life & Health Sciences | Brenda Woodhouse | X |
| | | John Sinutko | X | | | |
| | | | | | Audrey Chen | |
| Associated Students Representative | | Ashwin Naresh Kumar | | | Armine Torabyan (Alt) | |
| | | Tracie Bosket | X | | | |
| Instructional Technologist/Designer | | Kim Korinke | X | Physical Science & Career Education | Rick Edwards | X |
| Student Services Council | | Shyan Diaz-Brown | X | | Jennifer Mallory | |
| ACCESS | | Kris Romero | | | | |
| Classified Staff | | Michael Grimes | | Business, Social & Behavioral Sciences, Child Development & Languages | Navreet Sumal | |
| | | Shandor Batoczki | X | | Felix Masci | X |
| | | Amanuel Gebru | | | Hugo Hernandez | X |
| Vice President, Ex Officio | | Mary Rees | | A&R, Counseling, Student Life & Support, EOPS, & Student Health Center | Lydia Basmajian | |
| | | | | | Giselle Ramirez | X |
| CTE Faculty Liaison | | TBD Robert Cabral (Alt) Michael Hoffman (Alt) | | | Allison Case-Barton | |
| GUESTS | | Dan Watkins | X | Arts, Media & Communication Studies | Steve Callis | X |
| Oleg Bepalov | X | Cynthia Osuna | X | | Ariana Burrell | X |
| | | Cristina Garcia | X | | | |
| | | Michael Ashton | X | | Gerry Zucca | X |

| TOPIC | ACTION |
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| 1. WELCOME | Norm Marten called the meeting to order at 1:20 pm. |
| 2. PUBLIC COMMENTS Gerry Zucca had a question regarding continuing to meet via Zoom. Norm mentioned that this will be discussed under agenda item 5. | |
| 3. APPROVAL OF MINUTES: September 1, 2021 | Dan McMichael motioned to approve minutes as presented. Shyan Diaz-Brown seconded. Approved by general consensus. Motion carried. No nays. Abstention: Hugo Hernandez |
| 4. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael provided the following written report: <ul style="list-style-type: none"> ○ Installed 5 additional wireless access points to increase Wi-Fi coverage ○ Finished 3 smart classroom installations ○ Installing new smart projector in T-212 ○ Repaired broken fiber between Gym and the High School at Moorpark College ○ Completed the project to replace 210 laptops for COWs ○ Repaired press box internet connection ○ Continued to support laptop loaning program by refreshing laptops as they are returned ○ 432 Adobe Creative Cloud licenses issued to students ○ Updated all servers on campus with latest security patches ○ Completed the final Windows 7 to Windows 10 migrations. MC will stay with Windows 10 as far as we can until end of life 2024. Refresh items will have Windows 10. ○ Utilizing Addigy software tool to manage campus Macs. Addigy is a management software for Macs. ○ Updated the Emergency Notification System server to the latest version of the software ○ Starting project to configure 290 laptops for Math department to be completed by Spring 2022 ○ Closed 315 tickets – many more that were not entered into the system ○ Blocked 11.7 million threats and unauthorized attempts Jennifer commended Dan and his team for their tremendous work. ➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket <ul style="list-style-type: none"> ○ 2021-2022 DE Canvas Trainings: https://www.moorparkcollege.edu/online-services/distance-education/faculty/canvas-trainings• November 1st - December 5th• January 24th - February 20th• April 11th - May 8th• July 11th - August 7th ○ HyFlex- Michael Ashton mentioned webinar formats have taken on new life in our return to campus. We are starting to see more and more of our virtual events occurring in HyFlex modality. We are pushing through technological issues with assistance from IT. He also acknowledged Dan and his team for their assistance. We are Moorparking it and getting better every time. ➤ FACILITIES PROJECTS UPDATE – John Sinutko provided the following written report: <ul style="list-style-type: none"> ○ Wayfinding – Bid 626 Wayfinding Pre-bid Zoom information presentation will occur on Thursday, October 7, 2021 at 8:00 am. Bid 625 MC main entrance marquee sign and bid 626 Wayfinding, will do job walk on Tuesday, October 12, 2021 at 10:00 am-11:00 am. ○ Lion Habitat & Tiger Habitat – Bid 619 EATM tiger enclosure has been approved. The \$2.26 million has | |

an official start date of October 1, 2021 and a completion date of June 1, 2022.

- **MC Solar PV Project** – Project is complete, DSA approval is next.
- **MC Facilities Master Plan (FMP) Update** – The FMP has been updated to include matrix. Recent developments suggest that we should update once again to include the Amphitheater project. Updates in progress.
- **Softball Backstop Replacement** – Bid 621 Softball Backstop Replacement is underway, and is scheduled to be completed by the end of November.
- **Restroom/Snack Bar Replacement** – Bid 624 Stadium Restroom Replacement was successfully bid on September 30, 2021 and should be approved at the October Board meeting.
- **PA Main Stage and Scene Shop Floor Replacement** – Completed.
- **Baseball Dugout Replacement** – Bid 622 baseball dugout replacement began on October 1, 2021 and shall be completed by January 14, 2022.
- **EATM Lath House Repair** – Project budget developed. Plans and specs next.
- **Site Lighting Reuse** – Project mixed into FLRs.
- **Fast-track Projects:**
 - Amphitheater** – Preliminary plans developed. Estimate \$8.5 million.
 - OTC Roof Structure** – At DSA for review.
 - FLRs** – Four buildings opened for classes on August 16, 2021. Parking lot under construction and should be completed this month.
 - Temporary Classroom/Warehouse** – Working with KBZ Architects on the plan development.
 - Quad Stage Additional Power** – Met with Electrical Engineer. Preliminary design in progress.
 - HVAC UV-C Lighting Project** – PA, HSS, Com, Fountain Hall, HSC, PS, and LMC are completed. Expected completion by October 8th: Administration, AA, SSA, and Campus Center.
 - Developing facilities projects for anticipated Fall Semester.**
 - Developing FRAWG projects for 2021-2022.**

- **DISTRICTWIDE IT UPDATE** – Dan Watkins provided the following written report presented to the Board:

Recently Completed Districtwide Projects:

- Parchment Receive – Automates the processing of transcripts and loads them into Onbase and Banner.
- Multi-Factor Authentication This is now enabled for access to the MyVCCCD portal from of campus for those with access to sensitive data.

Districtwide Projects in Progress Update:

- Updates to ReadyEducation COVID-19 Contact Tracing Application – adding functionality for new vaccination requirements.
- Courseleaf CAT – Project Kick-off complete, working on catalog design with Courseleaf.
- College Scheduler – Project in configuration stage, demos provided at all 3 colleges.
- Skype for Business to Teams – Project underway, working through governance and security procedures and upgrading existing environment which is a dependency to migrate to Teams. Working on communication and training plan.

Districtwide Projects Pending:

- Banner 9 Self Service Finance - Starting later this month we will begin upgrading from Banner 8 self-service to Banner 9 self-service modules to improve business processes and user experience.

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| <ul style="list-style-type: none"> ○ Banner Transfer Articulation – Create an electronic transfer credit evaluation process, and build and utilize articulation tables in Banner to allow for the one-time course to course articulation of external credit that can be applied to all students with transfer credit. <p>Project <u>Data</u> – 22 projects in progress; 20 projects prioritized; 1 new project requests; 10 projects on hold.</p> <p>Security Metrics for September 2021</p> <p>VCCCD networks and servers are constantly probed by hackers and AI for vulnerabilities.</p> <ul style="list-style-type: none"> ○ Blocked Critical/High Risk Cyber-Security Threats (SMB, SIP, web-browsing) – 594,000+ ○ Blocked Outbound URLs (Malware/Phishing/Adult/Gambling) – 745,000+ ○ Blocked Malicious Traffic (Ips/Domains/Ports) – 429 Million <p>➤ CTE UPDATE – TBD. Norm will follow up with CTE workgroup.</p> | |
| <p>5. Discussion of Brown Act Update</p> <p>Jennifer shared that there are changes to the Brown Act Rules statewide. We are permitted to continue having distance meetings the way we are now, provided the legislative body/group has a discussion about it each month and it is listed as an agenda item and approved for the next meeting. She clarified that for this meeting we are covered under the grace period.</p> <p>Norm elaborated that this has to be due to safety concerns. There are social distancing mandates in place which, to his understanding, there are none. The next caveat would be again that there are concerns for health reasons for meeting together as a group within an enclosed area and why we would potentially vote to continue meeting online. This will be a regular agenda item.</p> | <p>Tracie Bosket moved to approve meeting online for the next meeting due to safety concerns. Felix Masci seconded. Approved by general consensus. Motion carried. No nays and no abstentions.</p> |
| <p>6. Review Work Group Criteria & Prioritization Process 2021-2022</p> <p>Norm suggested taking a look at the criteria for evaluating requests. We might want to consider as a group adding something in terms of equity to the evaluation of requests. For example, on the FRAWG committee, there is a missing equity piece under suggested criteria for prioritizing facilities. He suggested criteria identifies and addresses an equity gap or something along those lines. He also mentioned we need to make sure that these documents are on the landing page for our committee so people can see it and address in their program plans. Also forward to EdCAP and deans so they can address and share with everyone. Michele mentioned done items need to be removed from program plans so not to re prioritize again. Norm stated going forward we will include that and get that again out that we will be looking at those criteria to the various groups that are writing the program plans. Carol agreed that for this year we do not use that as a criterion because the faculty and staff who have completed the program plans were not actually trained on that component to tie equity to their resource requests. Once the training is completed during FLEX week then for next year's request that would be a bullet item to look into considering. Norm would like to see that at the end of this academic year we take a look at this and include language so that it will be in place for next year. We can get that out before the program plans are written sometime in early Spring we can do some updates for next year. Carol suggested we also highlight equity consideration and include it as part of our goals.</p> <p>Recap we will review the goals again next time. The criteria for this round of recommendations to the committee by the various work groups will stay unchanged unless they make any changes when they start to meet. In the spring, maybe February or March we will place it back on the agenda that either the workgroups put that in or maybe we come up with a common language for that.</p> | <p>Carol Higashida motioned that the FT-CAP goals include equity consideration in terms of requests whether it be for TRAWG, FRAWG, PAWG. Felix Masci seconded. Approved by general consensus. Motion carried. No nays and no abstentions.</p> |
| <p>7. FRAWG/TRAWG/PAWG Projects approved and funded for 2021-2022</p> <p>TRAWG has no changes and is good to go. For TRAWG items, Dan McMichael prefers that requestors contact him. Please keep in mind that right now we are having supply chain issues. Also keep in mind that we have to obtain 3</p> | |

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| <p>quotes. If it takes more than 30 days' then Dan has to go out and obtain new quotes because they have expired.</p> <p>Please note that there will be updates to FRAWG items. Some might not necessarily be a funding issue but more of a storage concern. John Sinutko is following up with people. Jennifer would like to get as many of these funded as possible. John prefers to reach out to requestors on a monthly basis.</p> <p>Michele commented that folks can begin entering requisitions in the system. She also mentioned folks can put it in progress and then Allam can change FOAP.</p> <p>Lists will be forwarded to Oleg for posting in the appropriate places. Norm suggested that in addition to Oleg posting updates that a campus-wide update be sent. Deans can also share it with their divisions. Jennifer will send out campus-wide communication which includes a general guidance about requisitions. Norm mentioned that the campus-wide communication would address one of the gaps that was identified in Accreditation.</p> | |
| <p>8. Clarification of completion/non-completion of funded projects If people receive bimonthly updates, they will know their project status. If they see their projects are taken care of they can go ahead and remove requests.</p> | |
| <p>9. Good of the Order Priscilla pointed out that there is no document titled final ranked TRAWG and there is only a FY 21 TRAWG Tally Sheet document. It was clarified that this document needs to be retitled to final ranked TRAWG. It was also clarified that the tech refresh items are in green color while the items in gray color are complete. Jennifer mentioned that the new and tech refresh items may be combined. She reiterated that the gray items are not being done this year because they are done. Priscilla mentioned that there is a gray item that has a question mark. Dan stated that there was a question if this item was still needed. This item will be moved from the complete list to the tech refresh list because it is still needed. For the annual library tech refresh request color needs to be changed. The final ranked TRAWG list will be revised and retitled with appropriate headers. Items will be sorted by program alphabetically and saved in PDF format for easier reading.</p> <p>Tracie mentioned she reposted the following links in the chat:</p> <ul style="list-style-type: none"> ○ Student Support: https://www.moorparkcollege.edu/online-services/distance-education/students ○ Faculty Support: https://www.moorparkcollege.edu/online-services/distance-education/faculty/virtual-zoom-drop-in-hours ○ VCCCD System Operational Status: https://status.vcccd.edu <p>Oleg had a question regarding what happened to the requests that were marked as other. Kevin Balas mentioned that a group led by Norm volunteered to go over the list and distribute items. Norm mentioned some of these items were appropriate to forward to dean's council.</p> <p>Oleg was wondering if the same type of task-force will review items marked as other. Norm stated that they did not assemble one per se, but he could go through the other request lists rankings and just assemble them into a single file and forward to Oleg.</p> | |
| <p>10. ADJOURNMENT</p> | <p>Tracie Bosket motioned to adjourn meeting at 2:38 pm. Rick Edwards seconded. Approved by general consent.</p> |

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| FT-CAP Agenda 10/06/2021 | 2021 9/01 (Last Zoom Meeting) , 10/06, 11/03, 12/01 |
| FT-CAP Meeting Minutes 9/01/2021 | 2022 2/02, 3/02, 4/06, 5/04 |
| FRAWG/TRAWG/PAWG Committee and Workgroup Reporting Handouts | |
| FRAWG/TRAWG/PAWG Projects approved and funded for 2021-2022 | |

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 |
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| <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 Three Classified representatives appointed by the Classified Senate Two Deans selected by the Vice Presidents of Academic Affairs and Student Support Three Business Service representatives selected by the Vice President of Business Services |
| | | <ul style="list-style-type: none"> One representative from Student Services Council appointed by the Vice President of Student Support One representative from the Accessibility Coordination Center and Education Support Services One representative from Instructional Technology One student appointed by Associated Students who serves in an advisory role Vice President of Academic Affairs (ex-officio, non-voting) Vice President of Student Support (ex-officio, non-voting) Academic Senate President (ex-officio, non-voting) |

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| FRAWG Members | TRAWG Members | PAWG Members |
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| <ul style="list-style-type: none"> • Carol Higashida Co-Chair • John Sinutko • Gerry Zucca- Co-Chair • Ariana Burrell • Brenda Woodhouse • Felix Masci • Shyan Diaz-Brown • Michael Grimes • Giselle Ramirez | <ul style="list-style-type: none"> • Priscilla Mora, Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Kim Korinke • Armine Torabyan • Kris Romero | <ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Erik Reese Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown • Shandor Batoczki |
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| Goals 2021/2022 | |
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| 1. | Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests. |
| 2. | Implement Way-Finding Project. |
| 3. | Continue to provide a report on completion of requested resources and communication out to the campus constituents. |
| 4. | Make recommendations for updating the annual Information Technology Operations Plan. |
| 5. | Update Facilities Master Plan. |