MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(F-CAP/T-CAP)
MEETING MINUTES
Wednesday, December 3, 2014 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram		Mathmatics & Physical Sciences	Martin Chetlen	X
				Erik Reese	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Tom Ogimachi	X
				Marcos Enriquez (Alt.)	
Academic Senate President, ex officio	Mary Rees	X	Behavorial & Social Sciences	Kari Meyers	
Deans	Julius Sokenu	X		Jack Miller	
	Inajane Nicklas		Enrollment Services, Health & Life Sciences	Christina Lee	X
Business Services	John Sinutko	X		Norman Marten	
	Darlene Melby			Audrey Chen	X
	Dan McMichael	X		Brenda Woodhouse	X
Associated Students Representative	Cheyenne McAlister	X	Business, Languages & Learning Resources	Faten Habib	X
Guests	John Dobbins	X	Performing Arts & Student Life	Nathan Bowen	
	Dave Fuhrmann	X		Mickey Howell	
	Lori Bennett	X		Brian Koehler (Alt.)	
				Sherry D'Attile	
				Giselle Ramirez	X
			Visual Arts & Applied Sciences	Steve Callis	X
				Howard Davis	X
				Gerry Zucca	
				Ashley Chelonis	X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Co-Chair Walegur welcomed the committee at 1:17 p.m.
2. **Approval of Minutes November 5, 2014 meeting**	The minutes were approved with no changes.
3. **INFORMATION/REPORTS** ➢ **IT UPDATE – Dave Fuhrmann/Dan McMichael** *Dan McMichael -* Wireless upgrades – 35 instant access wireless upgrades have been installed so far. This is phase 1 and will improve campus coverage. Planning on installing exterior wireless at LMC and PAC to cover both parts of campus. Update on Adobe - Acrobat installed and will continue roll out. Entire Adobe suite in open access lab in LLR and FH. The thin clients are working better then ever since updates were completed.	

TOPIC	ACTION
<u>Smart Classrooms</u> – the smart classrooms in HSS have been completed. *Dave Fuhrmann* – OnBase was Board approved a couple of months ago and is now live at all three campuses and the district office. A/P and HR will start impletmenting soon and it will allow docutments that normally need various signatures to go through the process electronically. Upgrading the servers for the disaster recovery project. Upgrading infrastructure all three colleges for better performance. The District data center will be moving to MC in the spring. A backup will eventually be moved to VC. Implementing Blackboard Connect to send emails to students regarding waitlist enrollment and student success. Online Education Initiative currently in RFP process and we should know what system the state has chosen next meeting. If they chose anything other than DTL we can opt in or out. If we use the system that the state choses then we would hav e 24/7 help desk…etc. New Portal upgrade should be transitioning during spring break. ➢ **INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis** Nothing to report ➢ **FACILITIES PROJECTS UPDATE – John Sinutko** New project to install a generator to replace the failed lighting inverter at the LLR. Generator will also provide emergency back-up power for the server room. The Gym plaza is undergoing renovation to replace the failed roofing. This requires that the existing pavers be replaced and new removable pavers will be installed. We are updating the fire alarm and emergency lighting systems in the PAC. The main theater and black box dimmer lighting panels are being replaced. Campus wide fire systems upgrades are in planning and will incorporate emergency notification componants. The District-wide Energy Efficiency project for Prop 39 year-2 which involves all three campuses is set to begin. Recently completed: Administration bldg. lobby refresh and Admin Server Room HVAC upgrade. Rolling out cyber keys in the Academic Center bldg. the first week of the spring semester. Question was asked if the problems with the HVAC in Technology and PS were completed. Mr. Sinutko answered yes. In Technology we rebuilt the chiller unit, and we have repaired the air handlers in the PS so they're working now. ➢ **TRAWG Update** Tom Ogimachi – The TRAWG committee is 5/7th of the way through the technology request list. The group is meeting tomorrow to finish going through the list. The committee will then go out with any questions. Should be able to bring recommendations to the Feburary FCAP/TCAP meeting. ➢ **FRAWG Update** Michael Walegur– The FRAWG committee will be meeting on the 10th. They are hoping to finish going over the Facilities requests and bring back recommendations to the February FCAP/TCAP meeting.	
4. **Facilities Master Plan** Each division is meeting with Gensler to give input at program level for a draft plan. The next Ya'll Come is scheduled for the 8th of December.	
5. **ADJOURNMENT**	The meeting was adjourned at 1:57

HANDOUTS	F-CAP/T-CAP 2014-15 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda | 12/03/14 – MCShare & Website	**2014 | ~~09/03~~, ~~10/01~~, ~~11/05~~, ~~12/03~~**
F-CAP/T-CAP Meeting Minutes | 11/05/14 – MCShare & Website	**2015 | 02/04, 03/04, 05/06**
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) *Committee of Academic Senate*	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** - Vice President of Business Services - Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council **Members** - 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