MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, March 02, 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	Business, Science & Child Development	Steve Callis	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Gerry Zucca	
Academic Senate President, ex officio	Mary Rees		Enrollment Services, Mathematics & Physical Sciences	Erik Reese	X
Deans	Norm Marten	X		David Mayorga	
	Inajane Nicklas	X		Angela Wilkins	X
Business Services	Darlene Melby		Behavioral & Social Sciences	Jack Miller	
	Dan McMichael	X		Kari Meyers	
	John Sinutko			Steve Pfeffer (Alt.)	
Associated Students Representative	Neema Sheshebor		EATM, Health & Life Sciences	Christina Lee	
Instructional Technology	Tracie Bosket	X		Audrey Chen	
				Michlyn Hines	
Guests				Mary Swenson (Alt.)	
Scholarships	Maria Perez-Medeiros	X		Lan Nguyen (Alt.)	
ACCESS	Matthew Spinneberg	X		Andrew Kinkella (Alt.)	
			Languages, Library & Learning Resources	John Dobbins	X
				Faten Habib	X
			Performing Arts & Student Life	Brian Koehler	
				Sherry D'Attile	
				Lydia Basmajian	X
				Michael Grimes	
			Athletics, Arts & Institutional Research	Vance Manakas	X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Meeting called to order at 1:21 p.m.
2. **APPROVAL OF MINUTES: February 3, 2016 meeting**	Tracie Bosket moved the minutes be approved as amended. Inajane Nicklas seconded the motion, and the motion carried. Abstained: Vance Manakas, Inajane Nicklas

3. **INFORMATION/REPORTS**
   ➤ **Scholarship Online Process - Maria Perez Medeiros**
    NextGen Scholarship Manager offering a total of 84 scholarships as of now. The program allows the user to search for specific scholarships, see a list of all available scholarships, and provides the criteria for each scholarship. It indicates the scholarships that require the applicant to come and do a physical application. The applicants complete the entire questionnaire. The program will then look through all available scholarships the applicant would qualify for. This makes it so only one application needs to be completed. It	

DRAFT - PENDING APPROVAL

TOPIC	ACTION
also auto saves and each page is timed. Application period ends on 3/18.	

> **IT UPDATE –Dan McMichael**
> Online scholarship project complete. Migrated D2L from DAC to MC. Several security initiatives in the works, changes are in progress (P.C.I starting point), securing data, etc. Ricoh student print, pay for print cards working and done. Phase 3, paper cut - tracking division printing is still being working on. February 19th power failure all servers went down, exceeding life of UPS and discovered issue with generator. Generator fixed. UPS stable now. Last to migrate is exchange (email) from DAC to MC – very large database, possibly over Spring break. Meeting regarding accessibility on stations in library.
> > o **Review District Technology Plan - Dave Fuhrman -** No report
> **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket**
> Migration issues with MindGap and work arounds for Respondus, TLS version to communicate with D2L. Going through Capsilus. Canvas- D.E. and CTE have recommended and senate voted to support it. 5 people using VC certification course for Canvas to see if MC wants to use the same one. Will there be a lite version of Canvas if faculty only wanted to use parts of it (e.g. grades)?
> **FACILITIES PROJECTS UPDATE – John Sinutko**-
> **Bid 501** - PA Fire Alarm – Changing from detecting smoke to heat; 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. **Bid 508** - PA Emergency Lighting – Transformer Installation, completed. Functional testing successfully performed on 2/26/2016. Next step project close-out. **Bid 511** - PA Dimmer Panel Replacement – May 18 start date. **Bid 513** - LLR Emergency Lighting System & Generator – Generator & transfer switch arrive in April successfully bid by Taft Electric. **Campus-wide FA Replacement Ph. 1** – Com, Admin & FM&O – Construction Documents in progress – delayed pending Administration Building and Campus Center determinations. **Irrigation Control System Upgrade** – Construction Documents nearly complete. **CW High Efficiency RR Fixture Upgrade** – Construction Documents complete; looking into benefit of purchasing fixtures pre-bid. Potential $80K savings. **PS 208 – 209 Engineering Lab** – Approved; pending estimate for FF&E; $150K preliminary estimate. **FM&O Remodel** – Plan Development – Design Development. **Administration Secondary Effects** – Scheduled for Options review (3/1/2016). **Gym Renovation** – Cost compilation scheduled for completion: EOB on 3/1/2016. **Wayfinding** – Project advisory group creation – MC all-user project advisory group interest email sent on 2/29/2016. **Tech 114, 110**, space development – **Abatement** – Must go to bid - Contract documents in development for bid. **Construction** - Documents in development for bid. **Access Bldg. renovation** – preliminary discussion possible Gym Swing Space. **SSA space development** – will be home of the relocated EOPS operation. – Design Development. **Old Financial Aid Trailer** – preliminary discussion pending - offices. **Old EOPS Trailer** – will become the Student Success offices – timeline in development. **Campus Center Preliminary Design** – Contract with Ehrlich in development. **EATM Master Plan** – Implementation Cost Study – Cumming Corp. contract in process. **Prop 39 Year 3** – District Wide Project – Construction Documents completed – Proposal rating system in development. **Fountain Hall Post Occupancy Signage** - B&H Signs failed to execute contract; looking for another vendor that can match the existing materials. **Administration Offices** – Build two offices for Bus Services – FF&E procurement in process.

TOPIC	ACTION
4. **Accreditation - John Sinutko/Dan McMichael – REVIEW** Dan- lots of evidence provided, analysis and evaluation with proof of soundness. Input welcome on document. Waiting for final review from Dave Fuhrman. Please read and provide input to Dan. Silvia for John- DAC prelim review, EdCAP reviewed, provided input, also includes public safety for area.	

TOPIC	ACTION

5. **Work Group Updates/Approvals-**
   ➢ **FRAWG**
     Will vote next meeting.
   ➢ **TRAWG**
     Committee agreed to vote.
   ➢ **PAWG**
     Will vote next meeting
	Elizabeth Salas to email TRAWG, FRAWG, and PAWG documents to committee to review.
	
	TRAWG-John Dobbins moved to approve TRAWG prioritizations. Steve Callis seconded the motion, and the motion carried.
	Abstained: Faten Habib

6. **Tech Refresh Update/Approval – Dan McMichael** Tech refresh list emailed to committee for review and vote	Elizabeth Salas to email Tech Refresh document to committee to review.
7. **ADJOURNMENT** – Prior to adjournment for the good of the order- Recognition of Steve Callis tenure and Dan McMichaels Bachelor's degree.	Inajane Nicklas moved to adjourn meeting. Vance Manakas seconded the motion, and the motion carried.

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda	03/02/2016 – MCShare & Website	**2015 |** ~~09/02~~, ~~10/07~~, ~~11/04~~, ~~12/02~~
F-CAP/T-CAP Meeting Minutes	02/03/2016 – MCShare & Website – DRAFT	**2016 |** ~~02/03~~, 03/02, 04/06, 05/04
F-CAP/T-CAP Meeting Minutes	12/02/2015 – MCShare & Website - APPROVED	
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	
Standard IIIB Physical Resources	

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