



MOORPARK COLLEGE

Facilities – Committee on Accreditation and Planning

Plans, monitors, and evaluates facilities and project-specific issues, the Facilities Master Plan, the Accreditation Self-Study, and Monitors the implementation of agenda 3B of the Self-Study relative to Facilities.

MEETING NOTES

Wednesday, March 21, 2012 | 1-2:30 p.m., A-138

POSITION/DEPARTMENT	NAME	ATTEND	DIVISION	DEPARTMENT CHAIR OR DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences (2)	Howard Davis Vance Manakas*	X X
Co-Chair: Academic Senate Appointee	Phil Abramoff	X	Art, Media, Education, & Enrollment Services (2)	Gerry Zucca* Erika Lizée	X
Associated Students' Representative (1)	Krysten Jones	X	Language & Learning Resources (2)	Hart Schulz* Jeff Baker	X X
Deans' Council Representatives (2)	Kim Hoffmans* Julius Sokenu	X	Mathematics & Physical Sciences (2)	Marcos Enriquez* Michael Walegur Kahroline di Passero (alt.)	X X X
Director, Facilities, M&O	John Sinutko*		Life & Natural Sciences (2)	Norm Marten Lupe Aldana	
Student Services Council Representative (1)			Performing Arts and Student Life (2)	Robert Salas*/ Traci Allen	
ACCESS Representative (1)	Sherry D'Attile		GUESTS	Darlene Melby	X
Information Technology Representative (1)	Todd Hampton	X			

Note: * = FRAWG Member

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chairs Ingram and Abramoff welcomed everyone in attendance. Introductions were made around the room.	Meeting began at 1:04pm.
2. FACULTY CO-CHAIR COMMENTS Co-Chair Abramoff noted that given the sudden increase in negative moods with the recent budget cuts, there is going to be a lot of screaming with the parking structure development. Please remind everyone that it was already planned, budgeted, and paid for nine years ago with Measure S Bonds.	

TOPIC	ACTION
<p>3. REVIEW & APPROVE MEETING NOTES</p> <ul style="list-style-type: none"> January 18, 2012 The January 18, 2012 FCAP Meeting Notes stand as amended and redistributed. February 15, 2012 The February 15, 2012 FCAP Meeting Notes stand as distributed. 	<p>Co-Chair Ingram called for a motion to approve the January 18, 2012 FCAP Meeting Notes as amended and redistributed. Mr. Howard Davis motioned for approval. Mr. Vance Manakas seconded the motion. Motion carries.</p> <p>Co-Chair Ingram called for a motion to approve the February 15, 2012 FCAP Meeting Notes. Mr. Todd Hampton motioned for approval. Mr. Michael Walegur seconded the motion. Motion carries.</p>
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> PROJECTS – Mr. John Sinutko (absent) – Ms. Iris Ingram In Mr. Sinutko's absence, Co-Chair Ingram updated members of Facilities-CAP on the status of the various projects. <ul style="list-style-type: none"> Fountain Hall Entrance There are parts of Fountain hall that we did pull back to look at the whole One Stop student project. We are reviewing the programs to make sure that they make sense. We are still in the process of pulling the project together. Timeline has increased. The entrance was folded into the Wayfinding Project. Architectural drawings have been received. The costs were more so the project was scaled back. The project is going to move forward. Health Science Building The Health Science Building Dedication is scheduled for Thursday, April 19, 2012 at 3:30pm in the Campus Quad. Brief discussion was held regarding the policies for allowing amplified sound. Mr. Jeff Baker indicated that he thought the Academic Senate had to formally approve the request for such amplification. Ms. Kim Watters will request approval from the Academic Senate President. 	

TOPIC	ACTION
<ul style="list-style-type: none"> ○ Parking Structure The Parking Structure Project is in a holding pattern at the moment because we can't doing anything until the plans are approved. The Groundbreakings and Building Dedications are arranged by the District. As soon as we know more information, we will inform the Committee. The location of the police station made it a "level one" emergency station; although, that possibility was already factored into the timeframe. ○ Locally Funded Projects <ul style="list-style-type: none"> ▪ Environmental Science Program Plan (photovoltaic course lab location) This project is making progress. Met with the faculty regarding a donation that was approved at the last advisory meeting. It's a donation of a structure, it is unknown if it will work for us. ▪ PA Building Work is continuing. Should you have any questions, please contact Co-Chair Ingram. ▪ PS Building Work is continuing. ○ Food Court Co-Chair Ingram mentioned that the Board of Trustees approved the closure of the campus food courts. Although the food services portion will be closed, the food court is still going to be open and used. There are plans to install vending machines and microwave ovens. Additionally, the area is designated for a minor upgrade to accommodate the loss of the food services. ○ Gymnasium A pipe burst; however, it was fixed and repaired. <p>Mr. Michael Walegur asked what the process was with the District in regards to land use. Co-Chair Ingram indicated that requests for land use are thoroughly vetted by the District</p> <ul style="list-style-type: none"> ● FRAWG – Dean Kim Hoffmans/Mr. Gerry Zucca <ul style="list-style-type: none"> ○ No update was made. 	
5. ACTION <ul style="list-style-type: none"> ● Facility Requests Prioritization 	

TOPIC	ACTION
Co-Chair briefly reviewed the Facility Requests Prioritization List, Criteria, and informed the FCAP members that costs are approximate and shouldn't be the deciding factor when considering the ranking of the project. Members were instructed to cast their votes and return the forms to Ms. Watters for final tallying. Ms. Watters will post results to McShare and to the Committee website in addition to sending the results out electronically once prepared.	
6. REVIEW/DISCUSSION <ul style="list-style-type: none"> Other 	
7. ADJOURNMENT	

HANDOUTS	Meeting Calendar 11-12 3 rd Wednesday, 1 p.m., A-138
AGENDA 03/21/12 – MCShare, Webpage	2011 09/21, 10/19, 11/16
MEETING NOTES 1/18/12 & 2/15/12 – MCShare, Webpage	2012 01/18, 02/15, 03/21, 04/18
FCAP 2011-12 GOALS – MCShare, Webpage	

Moorpark College FACILITIES - CAP

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES – Committee on Accreditation and Planning (CAP) <i>Committee of Academic Senate</i>	Plans, monitors, evaluates <ul style="list-style-type: none"> › facilities and project-specific issues › The Facilities Master Plan › <i>The Accreditation Self-Study</i> › Monitors the implementation of Agenda 3B of the self-study relative to facilities Ed Code 53200(c): <ul style="list-style-type: none"> › processes for institutional planning and budget development 	Co-Chairs: Vice President, Business Services Faculty appointed by ASEC Members: <ul style="list-style-type: none"> › Two faculty from each Division appointed by Academic Senate › Director of F, M&O › Two Deans appointed by EVP › One IT representative › One Student Services Council rep › One student appointed by ASG



MOORPARK COLLEGE

Facilities – Committee on Accreditation and Planning

Plans, monitors, and evaluates facilities and project-specific issues, the Facilities Master Plan, the Accreditation Self-Study, and Monitors the implementation of agenda 3B of the Self-Study relative to Facilities.

MEETING NOTES

Wednesday, April 18, 2012 | 1-2:30 p.m., A-138

POSITION/DEPARTMENT	NAME	ATTEND	DIVISION	DEPARTMENT CHAIR OR DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences (2)	Howard Davis Vance Manakas*	X X
Co-Chair: Academic Senate Appointee	Phil Abramoff	X	Art, Media, Education, & Enrollment Services (2)	Gerry Zucca* Erika Lizée	
Associated Students' Representative (1)	Krysten Jones		Language & Learning Resources (2)	Hart Schulz* Jeff Baker	
Deans' Council Representatives (2)	Kim Hoffmans* Julius Sokenu	X X	Mathematics & Physical Sciences (2)	Marcos Enriquez* <u>Michael Walegur</u> Kahroline di Passero (alt.)	X
Director, Facilities , M&O	John Sinutko*	X	Life & Natural Sciences (2)	Norm Marten Lupe Aldana	
Student Services Council Representative (1)	Christopher Dylan	X	Performing Arts and Student Life (2)	<u>Robert Salas*</u> / Traci Allen	X
ACCESS Representative (1)	Sherry D'Attile		GUESTS	Michelle Castelo	X
Information Technology Representative (1)	Todd Hampton				

Note: * = FRAWG Member

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chair Iris Ingram welcomed all those in attendance. Introductions were then made around the room.	Call to Order at 1:12 p.m.

TOPIC	ACTION
<p>2. FACULTY CO-CHAIR COMMENTS</p> <ul style="list-style-type: none"> • The Faculty Prioritization List (done by FCAP) will be available through Kim Watters. • Co-Chair Phil Abramoff is rescinding his application to continue as co-chair for next year. Academic Senate rules state that the faculty co-chair is a non-voting member. Since Phil serves a dual role as both co-chair and voting representative of the Math Dept., that creates a conflict of interest. Persons interested in applying for the position as co-chair may inform the Academic Senate President, Riley Dwyer. Responsibilities of the Co-Chair were reviewed. The next Academic Senate Meeting is scheduled for May 1st at 2:30pm in Rm A-138. • Co-Chair Iris Ingram announced some administrative changes. Kim Watters has taken a position as the new Instructional Data Technician here at MC. Michelle Castelo, the assistant to the EVP, who is present and taking notes today, will serve as staff support for the VP Office in the interim. Because of bumping, layoffs and retirements, it is not yet known when a new Admin. Asst. will be in place. In the meantime, there may be revolving people present at these meetings to take minutes. 	
<p>3. REVIEW & APPROVE MEETING NOTES</p> <ul style="list-style-type: none"> • March 21, 2012 	<p>No Quorum. Approval of meeting notes moved to next meeting.</p>
<p>4. INFORMATION/REPORTS</p> <p>PROJECTS – Mr. John Sinutko</p> <ul style="list-style-type: none"> • The police station, which is a part of the Parking Structure is considered an Essential Facility by the State. We have not yet resubmitted the project to DSA. • Over the past two days, the City of Moorpark has become involved with the structural design process. We are working to extract them from the process. This happened over the past two days. The City of Moorpark hires out engineering companies; The City has zero grounds when it comes to structure but they do have some say in water drainage and grading. We will not choose to fight them legally, but they do collect fees. This is a state owned property. It may take a more formal letter from an attorney. It could be one month or longer. There is a phone conversation scheduled for tomorrow 4/19/12. • The City sued the District over the EIR report, In the settlement of that lawsuit, we agreed to let the City use the RDA funds that they would have paid us for the next 20 years to fund the improvements the City claimed they needed because of the impact the College has on the City. The state took their RDA money. I believe 	

TOPIC	ACTION
<p>that the City is trying to extract more money from us and are looking for an alternative source of revenue. Our resubmittal is delayed because we need to be certain the plans are compatible, one set of the same drawings will be used.</p> <p>Other Projects:</p> <ul style="list-style-type: none"> • We're getting started on the Physical Science HVAC Retrofit Project. It will be a tight schedule, but the building will be unoccupied for the entire summer. We will turn it back over on 8/10/12. • MC Perimeter Lighting Replacement Project will begin at the end of the semester. The Contractor can do it in under 3 weeks. The MC Solar PV Project is out to bid. A committee will interview architects for the Fountain Hall 1st stop. May 11th is the scheduled date. • We are in the design process for gas service reconstruction. A challenge we are currently facing is trying to convince The Gas Co. to allow us to raise pressure by 2 lbs. If we can get this concession we should be able to increase service without increasing the size of the pipe. I am trying to utilize some of the connections that the Chancellor's office has with the investor owned utilities through the CCC/IOU. All we need to do is turn up the meter a little more. We're looking to go from 5-7 lbs. If we are successful in getting this concession from the Gas Co., it will be much less costly. • The Campus Entrance project is still on hold. <p>FRAWG – Dean Kim Hoffmans/Mr. Gerry Zucca This committee is charged w/ prioritizing needs and assessing the process by which it's done.</p> <ul style="list-style-type: none"> • It was recommended that the FRAWG work be continued as it's currently running with a few tweaks as necessary. • Info was collected from program plans which made the committee's work easy, as opposed to how it was done before. A panel was recommended to outline what was used last year in the hopes of improving on next year's program plan. • There is a panel that meets during flex week. Vance Manakas was on the FRAWG panel before and reported that it worked well in helping to eliminate unnecessary work orders. • Michael Walegur reported that the observatory has a broken lock and is concerned about trespassers on the weekends. It was suggested that perhaps campus police can patrol the area more often on the weekends and a work order can be placed to fix the broken lock <p>In regards to Signage:</p>	<p>Copies of existing goals were handed out, reviewed & adopted for Fiscal Year 13.</p>

TOPIC	ACTION
<ul style="list-style-type: none"> It was suggested that messages on the marquee be displayed longer than a few seconds. Requests for changes to the marquee may be addressed directly to Iris Ingram. Signs throughout campus that draw the public's eye and guide them through campus are called "Wayfinding". Every time a new building goes up, directional signs must change. <p>A Campus Wayfinding Project is a need but will take time. We must first create the plans & assess the costs. Currently, there are other issues that have priority. Traffic management is also an issue and should be included when looking at more permanent signage.</p>	
<p>5. ACTION</p> <ul style="list-style-type: none"> Facility Requests Prioritization <ul style="list-style-type: none"> The results of last month's prioritization has been posted on the web. The Co-Chairs, Iris & Phil, will write a cover letter with the results and send it on to the VP, President and the Academic Senate President for review. Executive Management will take a look at what's doable and respond in the Fall when the committee reconvenes. There will be a general work plan and projects will be on a sliding scale – some projects may get done faster because it makes sense in terms of economics and time. A facilities master plan is still in discussion. We will attempt to keep up with posting info on the web in terms of projects. Our biggest budget cuts were with Classified Staff so there will be significantly fewer staff. As such, things may not be processed as timely or as thorough as before. 	
<p>6. REVIEW/DISCUSSION</p> <ul style="list-style-type: none"> Fiscal Year Goals Green Technology <ul style="list-style-type: none"> There is a green technology component for all projects within the Master Plan. Michael Walegur brought a moisture monitoring system to measure the soil temperature & would like to place it on the green roof of the observatory. Access to the roof may be limited. The Health Sciences Building now has portions of the roof that has vegetation, plants and benches. There is an open house tomorrow. 	<p>Co-Chair Iris Ingram will update accomplishments for FY11-12 goals & send them out via email before year end & again in the fall for review/approval, along w/ a draft set of goals for FY 12-13. Issues will be addressed at the September meeting.</p> <p>M&O has an appointment scheduled for next Tuesday 4/24/12, to meet with the company that warrants systems. Michael should call Katherine at the M&O Office to work it into the schedule.</p>

TOPIC	ACTION
7. ADJOURNMENT	Meeting adjourned at 2:18 p.m.

HANDOUTS	Meeting Calendar 11-12 3 rd Wednesday, 1 p.m., A-138	
AGENDA 04/18/12 – MCShare, Webpage	2011	09/21, 10/19, 11/16
MEETING NOTES 03/21/12 – MCShare, Webpage	2012	01/18, 02/15, 03/21, 04/18
FCAP 2011-12 GOALS – MCShare, Webpage		

Moorpark College FACILITIES - CAP

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES – Committee on Accreditation and Planning (CAP) <i>Committee of Academic Senate</i>	Plans, monitors, evaluates <ul style="list-style-type: none"> › facilities and project-specific issues › The Facilities Master Plan › <i>The Accreditation Self-Study</i> › Monitors the implementation of Agenda 3B of the self-study relative to facilities Ed Code 53200(c): <ul style="list-style-type: none"> › processes for institutional planning and budget development 	Co-Chairs: Vice President, Business Services Faculty appointed by ASEC Members: <ul style="list-style-type: none"> › Two faculty from each Division appointed by Academic Senate › Director of F, M&O › Two Deans appointed by EVP › One IT representative › One Student Services Council rep › One student appointed by ASG



MOORPARK COLLEGE

Facilities – Committee on Accreditation and Planning

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MEETING NOTES

Wednesday, September 19, 2012 | 1-2:30 p.m., A-138

POSITION/DEPARTMENT	NAME	ATTEND	DIVISION	DEPARTMENT CHAIR OR DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences (2)	Jack Miller Vance Manakas*	X X
Co-Chair: Academic Senate Appointee	VACANT (Riley Dwyer sat in)	X	Art, Media, Education, & Enrollment Services (2)	Gerry Zucca* Erika Lizée	X
Associated Students' Representative (1)	Elijah Coyle	X	Language & Learning Resources (2)	VACANT	
Deans' Council Representatives (2)	Kim Hoffmans* Julius Sokenu	X	Mathematics & Physical Sciences (2)	Marcos Enriquez* Cindy Reed	X
Director, Facilities , M&O	John Sinutko*	X	Life & Health Sciences (2)	Norm Marten Lupe Aldana	
Student Services Council Representative (1)	VACANT		Performing Arts and Student Life (2)	Robert Salas* Traci Allen	X X
ACCESS Representative (1)	Sherry D'Attile		GUESTS	Darlene Melby	X
Information Technology Representative (1)	Todd Hampton			Jane Harmon	X
				Michael Walegur	X

Note: * = FRAWG Member

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chair Iris Ingram welcomed all those in attendance. Introductions were made around the room. Iris passed handouts out and informed the group that all meeting agendas, notes and handouts are posted to MCShare and the MC Website per Brown Act and in future meetings all must print out their own to bring to the meeting..	Call to order at 1:10 p.m. No quorum established.
2. FACULTY CO-CHAIR ANNOUNCEMENTS Academic Senate President Riley Dwyer told the committee that she has sent out an all call in search of a Co-Chair for this committee. She asked everyone to spread the word and let her know if they are interested or know someone who is.	

TOPIC	ACTION
3. REVIEW & APPROVE MEETING NOTES <ul style="list-style-type: none"> March 21, 2012 April 18, 2012 	No quorum so approval of notes tabled til next meeting
4. INFORMATION/REPORTS <ul style="list-style-type: none"> PROJECTS – Mr. John Sinutko <ul style="list-style-type: none"> <u>Fountain Hall First Stop</u> – Departments that will be involved (A&R, Counseling, SBO, Financial Aid, CalWorks, EOPS, Career & Transfer Center, Outreach) in the area have been met with. Architects are being looked at. The project could possibly be move in ready by January 2014. <u>Parking Structure</u> - This project is finally out of DSA and we have a contractor. Should be about a year of contruction. It will also allow for electric car parking. The Police station will be relocated there with about 1500 sqare feet of space and some storage below it. <ul style="list-style-type: none"> <u>Computer Classrooms – HSS-104 & FH-220</u> – This project should be completed by next spring, in the designer stage currently. HSS is for the music program and FH is for the Journalism program. <u>Environmental Science Program Plan</u> (photovoltaic course lab location) – electrical contract complete <u>PA Building</u> - replaced sound system in mini theater and black box theater, pulled network wiring, now have digital sound <u>PS Building</u> - replaced retrofitted HVAC in that bldg. Use to be extremely hot in the bldg and it is now a comfortable temperature <u>Campus Center Vending</u> – over summer break we renovated a portion of the Campus Center where we demolished the kitchen to create a vending area which use to be part of the cafeteria serving area. We are looking at putting more meeting rooms in some of the remaining space eventually. A gally kitchen is on the current plans which could be used for outside catering services or to house refreshments during meetings. Students are only using vending machings districtwide. Hope to renovate the restrooms in the campus center eventually using the area that currently is a video game room and storage area. Kim asked if we could use the kitchen to prepare food, Iris said that we could not but a caterer could use the space for an event on campus. <u>Perimeter Street Lighting</u> - replaced all street lighting which was original to the campus FRAWG – Dean Kim Hoffmans/Mr. Gerry Zucca <ul style="list-style-type: none"> Update – Dean Kim Hoffmans reported that they are working on getting the committee together. Iris told the group if they are interested in the committee to contact herself or Kim. Priorities recommended go to Vice Presidents Council (VPC) for review. VPC is currently reviewing the list and once the President has made decisions on what prioroities she is going to accept, she will then send a memo to Iris and Riley. 	

TOPIC	ACTION
5. ACTION	
6. REVIEW/DISCUSSION <ul style="list-style-type: none"> • Goals & Accomplishments 2011-12 – Some discussion took place regarding the 5-year Capital plan, Facilities Master Plan and the Education Plan and how they tie together. • Goals 2012-13 – Discussion about the second item and secondary effects including the need to make Administration building bathrooms ADA compliant once counseling and A&R move to the new one stop at Fountain Hall. A recommendation to start the 5th goal with the word “explore.” #5 put explore way finding, rewording some goals. • Facility Requests Prioritization – tabled at this time • Other – nothing 	No quorum so these were tabled with changes until next meeting
7. ADJOURNMENT	Meeting adjourned at 2:12 p.m.

HANDOUTS	Meeting Calendar 12-13 3 rd Wednesday, 1 p.m., A-138	
AGENDA 09/19/12 – MCShare, Webpage	2012	09/19, 10/17, 11/21, 12/19
MEETING NOTES 03/21/12 & 04/18/12 – MCShare, Webpage	2013	01/16, 02/20, 03/20, 04/17, 05/15
FCAP 2011-12 GOALS & ACCOMPLISHMENTS - MCShare, Webpage		
FCAP 2012-13 GOALS – MCShare, Webpage		
FCAP 2012-13 MEETING TIME INFORMATION - MCShare, Webpage		

Moorpark College FACILITIES - CAP

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES – Committee on Accreditation and Planning (CAP) <i>Committee of Academic Senate</i>	Plans, monitors, evaluates <ul style="list-style-type: none"> › facilities and project-specific issues › The Facilities Master Plan › <i>The Accreditation Self-Study</i> › Monitors the implementation of Agenda 3B of the self-study relative to facilities Ed Code 53200(c): <ul style="list-style-type: none"> › processes for institutional planning and budget development 	Co-Chairs: Vice President, Business Services Faculty appointed by ASEC Members: <ul style="list-style-type: none"> › Two faculty from each Division appointed by Academic Senate › Director of F, M&O › Two Deans appointed by EVP › One IT representative › One Student Services Council rep › One student appointed by ASG



MOORPARK COLLEGE

Facilities – Committee on Accreditation and Planning

Plans, monitors, and evaluates facilities and project-specific issues, the Facilities Master Plan, the Accreditation Self-Study, and Monitors the implementation of agenda 3B of the Self-Study relative to Facilities.

MEETING NOTES

Wednesday, October 17, 2012 | 1-2:30 p.m., A-138

POSITION/DEPARTMENT	NAME	ATTEND	DIVISION	DEPARTMENT CHAIR OR DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences (2)	Jack Miller Vance Manakas*	X
Co-Chair: Academic Senate Appointee	VACANT		Art, Media, Education, & Enrollment Services (2)	Gerry Zucca* Erika Lizée	X X
Associated Students' Representative (1)	Elijah Coyle	X	Language & Learning Resources (2)	VACANT	
Deans' Council Representatives (2)	Kim Hoffmans* Julius Sokenu	X	Mathematics & Physical Sciences (2)	Marcos Enriquez* Cindy Reed	X X
Director, Facilities , M&O	John Sinutko*		Life & Health Sciences (2)	Norm Marten Lupe Aldana	
Student Services Council Representative (1)	Kathryn Adams	X	Performing Arts and Student Life (2)	Robert Salas* Traci Allen	X
ACCESS Representative (1)	Sherry D'Attile		GUESTS	Darlene Melby	X
Information Technology Representative (1)	Todd Hampton			Jane Harmon	X
				Michael Walegur	X

*Note: * = FRAWG Member*

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chair Iris Ingram welcomed all those in attendance. Introductions were made around the room. No quorum was established.	Call to order at 1:05 p.m.
2. FACULTY CO-CHAIR ANNOUNCEMENTS - VACANT	
3. REVIEW & APPROVE MEETING NOTES <ul style="list-style-type: none"> March 21, 2012 April 18, 2012 September 19, 2012 	No quorum, meeting notes will be brought back to next meeting.

TOPIC	ACTION
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> PROJECTS – In anticipation of his vacation, John Sinutko submitted the information below beforehand to the committee for review. Co-Chair Ingram asked the committee if they had any questions. <p><u>Bond projects</u></p> <ul style="list-style-type: none"> Fountain Hall First Stop <ul style="list-style-type: none"> Schematic Design has been approved Design Development has begun <ul style="list-style-type: none"> Architect and design team has met with the First Stop Committee Architect and design team has met with end users and Deans from each program group to refine design Architect and design team has met with IT to discuss leveraging technology in the project Architect and design team met with District Purchasing for first round discussions on FF&E <p>Question regarding when construction would start and whether classrooms would remain open during construction. Co-Chair Ingram replied that all classrooms on the 2nd floor would be relocated to a swing space and that construction would not start before summer.</p> <ul style="list-style-type: none"> Parking Structure and Police Station <ul style="list-style-type: none"> Pre-construction meeting took place on October 9, 2012 Perimeter fencing installation October 10, 2012 Construction offices to arrive on October 12, 2012 Anticipate 18 months construction time <p>Discussion - students are having problems with not having enough overflow parking right now so how would they find parking once construction began? Co-Chair Ingram replied that M&O are looking at alternative parking. Also having problem with students having no sidewalk in that area and are walking in the middle of the street. Concerns about day-light savings time and not being able to see the students at night. Co-Chair Ingram replied that they looked at putting in a sidewalk but with the incline in that area it would cost upwards of \$1 million and would not be able to be part of the Measure S Bond. Looking at possible state or federal funding if sidewalks are built with alternative materials. Ideas – possibly putting up signage to ask students to use internal sidewalks. For November's agenda: Question regarding why there is only 1 lane open on Campus Road now that construction is over.</p> <p><u>Locally Funded Projects</u></p> <ul style="list-style-type: none"> Gym UV-3 HVAC Equipment Replacement (\$90,000 budget) <ul style="list-style-type: none"> Bids open on October 15, 2012 Project will be completed in February 2013 AA – Arts Complex <ul style="list-style-type: none"> Demolition of existing spaces has begun ACM abatement will be performed between October 15 and October 20, 2012 PA Theater Audio System Replacement <ul style="list-style-type: none"> Main theater audio system completed Black Box theater system in procurement phase 	

TOPIC	ACTION
<p>Complaint that the software to run the system was not included in the specs of the project. Co-Chair Ingram replied that M&O is aware of the problem and looking into taking care of the problem.</p> <ul style="list-style-type: none"> PA Main Theater Curtain Replacement <ul style="list-style-type: none"> Bids completed Procurement in process <p><u>Scheduled Maintenance Projects Completed from 5 yr. Plan</u></p> <ul style="list-style-type: none"> HVAC Cooling Tower Replacement Bldg. #2 Technology HVAC R&R Bldg. #6 Physical Sciences Phase 1 & 2 HVAC Cooling Tower Replacement Bldg. #6 Physical Sciences Sound Equipment Replacement Bldg. #27 Performing Arts Replace Backflow Devices Campus wide Replace Theater Lighting Phase 1 Bldg. #27 Performing Arts Perimeter Lighting Replacement – Campus <p>Co-Chair Ingram told the committee that the 5 yr. Plan goes before the Board of Trustees if anyone wants to look at it in more detail.</p> <ul style="list-style-type: none"> FRAWG – Dean Kim Hoffmans/Mr. Gerry Zucca <ul style="list-style-type: none"> Co-Chair Ingram told the committee that the Program Plan deadline was the 15th so it would probably be too soon to be pulled off TracDAT and given to FRAWG. Kim Hoffmans replied that the FRAWG committee is still looking for volunteers. FRAWG meets around 3 times for about 2 hours each. Co-Chair Ingram asked that the FRAWG Committee pull out things that are not appropriate as well as any requests for smart classrooms, work orders and anything redundant. 	
5. ACTION	
6. REVIEW/DISCUSSION <ul style="list-style-type: none"> Goals & Accomplishments 2011-12 – approve Goals 2012-13 – approve Other - Co-Chair Ingram wants the committee to begin talking about the Facilities Master Plan process since it was put off for a year. First need to talk about the educational needs of the campus so we can start discussing how that flows to the facilities master plan. 	No quorum, will be brought back to next meeting.
7. ADJOURNMENT	Meeting adjourned at 1:45 p.m.

HANDOUTS	Meeting Calendar 12/13 3 rd Wednesday, 1 p.m., A-138
AGENDA 10/17/12 – MCShare, Webpage	2012 09/19, 10/17, 11/21, 12/19
MEETING NOTES 03/21/12, 4/18/12, 09/19/12 – MCShare, Webpage	2013 01/16, 02/20, 03/20, 04/17, 05/15
FCAP 2011-12 GOALS & ACCOMPLISHMENTS – MCShare, Webpage	
FCAP 2012-13 GOALS – MCShare, Webpage	
MC Project Updates – John Sinutko	

Moorpark College FACILITIES - CAP

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>FACILITIES – Committee on Accreditation and Planning (CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>Plans, monitors, evaluates</p> <ul style="list-style-type: none"> ▸ facilities and project-specific issues ▸ The Facilities Master Plan ▸ <i>The Accreditation Self-Study</i> ▸ Monitors the implementation of Agenda 3B of the self-study relative to facilities <p>Ed Code 53200(c):</p> <ul style="list-style-type: none"> ▸ processes for institutional budget development 	<p>Co-Chairs: Vice President, Business Services Faculty appointed by ASEC</p> <p>Members:</p> <ul style="list-style-type: none"> ▸ Two faculty from each Division appointed by Academic Senate ▸ Director of F, M&O ▸ Two Deans appointed by EVP ▸ One IT representative ▸ One Student Services Council rep ▸ One student appointed by ASG



MOORPARK COLLEGE

Facilities – Committee on Accreditation and Planning

Plans, monitors, and evaluates facilities and project-specific issues, the Facilities Master Plan, the Accreditation Self-Study, and Monitors the implementation of agenda 3B of the Self-Study relative to Facilities.

MEETING NOTES

Tuesday, November 20, 2012 | 1-2:30 p.m., A-138

POSITION/DEPARTMENT	NAME	ATTEND	DIVISION	DEPARTMENT CHAIR OR DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences (2)	Jack Miller Vance Manakas*	X
Co-Chair: Academic Senate Appointee	VACANT		Art, Media, Education, & Enrollment Services (2)	Gerry Zucca* Erika Lizee*	
Associated Students' Representative (1)	Elijah Coyle		Language & Learning Resources (2)	VACANT	
Deans' Council Representatives (2)	Kim Hoffmans* Julius Sokenu	X X	Mathematics & Physical Sciences (2)	Marcos Enriquez* Cindy Reed	
Director, Facilities , M&O	John Sinutko*	X	Life & Health Sciences (2)	Norm Marten Lupe Aldana	
Student Services Council Representative (1)	Kathryn Adams*		Performing Arts and Student Life (2)	Robert Salas* Traci Allen	X X
ACCESS Representative (1)	Sherry D'Attile		GUESTS	Darlene Melby	X
Information Technology Representative (1)	Todd Hampton			Jane Harmon	X

*Note: * = FRAWG Member*

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chair Iris Ingram welcomed all those in attendance. Introductions were made all around the room. No quorum was established.	Call to order at 1:10 p.m.
2. FACULTY CO-CHAIR ANNOUNCEMENTS	
3. REVIEW & APPROVE MEETING NOTES <ul style="list-style-type: none"> March 21, 2012 April 18, 2012 September 19, 2012 October 17, 2012 	No quorum, meeting notes will be brought back to next meeting.

TOPIC	ACTION
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> • PROJECTS – Mr. John Sinutko had a conflict on his schedule and came late to this meeting but provided Co-Chair Ingram with the following updates to share with the committee. <ul style="list-style-type: none"> ○ <u>Fountain Hall First Stop</u> – Is still on schedule. No meeting with DSA yet, construction should start in May. Discussion regarding where services will be moved during construction. The swing space is in design. Will know soon where it will be. Fountain Hall should be completed by fall. ○ <u>Parking Structure</u> – underground utility work is in progress. Last week of November ground work should begin. Trailers are up and the area is fenced off. ○ Locally Funded Projects <ul style="list-style-type: none"> ○ <u>Gym UV-3 HVAC Equipment Replacement</u> - Work is scheduled to begin during winter break. ○ <u>AA-Arts Complex Phase 1</u> – Work has begun. ○ <u>PA Main Theater Curtain Replacement</u> – PO has been issued and the final measurements being scheduled. ○ <u>Campus Road street foot traffic by Academic Center</u> – Civil engineering proposal is in the works to look at a possible pedestrian pathway. Facilities took out a lane on campus road when the HSC and AC were being built and it has been kept out of circulation since the buildings were completed. The pathway would be expensive and has already cost the college approximately \$82,000 just for the civil engineering. Costing it out because of the grade of the hill it will require a retention wall. The cost of the project would not be covered under bond funds. • FRAWG – Dean Kim Hoffmans/Ms. Erika Lizee <ul style="list-style-type: none"> ○ <u>Update</u> – Dean Hoffmans reported that the committee met and will meet again on December 3rd and 10th and are in the process of investigating request. Hoping in the two upcoming meetings to categorize and have a list available soon. Co-Chair Ingram asked if the TracDat was useful? Dean Hoffmans replied that it was about the same and that some of math request were not on there because of a technical glitch. Co-Chair Ingram told the committee that the FRAWG workgroup is looking at facilities related requests in the current program plan submitted in the fall. Currently reviewing 60+ program plans. Process changed and is being conducted earlier this year than in the previous years. Decisions should be available much sooner, probably January or February for both facilities and technology. 	
<p>5. ACTION</p>	
<p>6. REVIEW/DISCUSSION</p> <ul style="list-style-type: none"> • <u>Will bring the following to the January Facilities CAP meeting:</u> <ul style="list-style-type: none"> ○ John – need to look at secondary effects for the Administration building ○ Iris – planning for Facilities Master Plan and the process ○ Kim – more permanent home for High School at Moorpark College once Police move to parking structure. 	
<p>7. ADJOURNMENT</p>	<p>Meeting adjourned at 1:31</p>

HANDOUTS		Meeting Calendar 12/13 3 rd Wednesday, 1 p.m., A-138	
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