



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, January 19, 2011 | 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)	Joanna Miller Gerry Zucca Erika Lizée (alt.)*	X X X
Associated Students' Representative (1)			Language & Learning Resources (2)	Hart Schulz	X
Deans' Council Representatives (2)	Kim Hoffmans* Lori Bennett	X	Mathematics & Physical Sciences (2)	Marcos Enriquez* Lori Clark	X X
Director, Facilities , M&O	John Sinutko*	X	Natural Sciences (2)	Norm Marten Staff Mary Swenson Lan Nguyen (alt.) Michlyn Hines (alt.)	X X X X
Student Services Council Representative (1)	Lisa Audish	X	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)	Dean Adams				

NOTE: * = Workgroup Member

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chairs Iris Ingram and Phillip Abramoff welcomed everyone in attendance. Introductions were made around the room.	Meeting began at 1:05pm.

TOPIC	ACTION
<p>2. REVIEW & APPROVE MEETING NOTES</p> <ul style="list-style-type: none"> ○ November 17, 2010 The November 17, 2010 FCAP Meeting Notes stand as distributed. 	<p>Co-Chair Ingram called for a motion to approve the November 17, 2010 FCAP Meeting Notes. Mr. Howard Davis motioned for approval. Mr. Robert Salas seconded the motion. Motion carries.</p>
<p>3. INFORMATION/REPORTS – Mr. John Sinutko</p> <ul style="list-style-type: none"> ○ Health Sciences Mr. Sinutko reported that the installation of the FF&E for the Health Sciences Building will begin February 1, 2011. Opening of the building is expected for Summer 2011. ○ EATM Mr. Sinutko mentioned that additional time was lost on the EATM Building due to inclement weather conditions. This impacted the ability of the contractor to put up the super structure. This project should open on time for Fall 2011. ○ Fountain Hall Entrance Nothing new to report. ○ Parking Structure Mr. Sinutko distributed copies of various architectural drawing elevations (views) of the proposed parking structure. Mr. Sinutko stated that arrangements for the initial meeting with DSA are in process. This is hoped to occur before the end of the month. Mr. Sinutko also indicated that he expects that parking permit machines will be placed at each of the entrances into the parking structure along with a space counter informing drivers how many spaces are available. Mr. Sinutko indicated that a meeting had been scheduled with the Chief of Police for next Friday to review the floor plans/layouts of the Campus Police location. <p>Co-Chair Ingram reiterated that the drawings were preliminary and for informational purposes only. The drawings will need to go through several more iterations and finally narrowed down to the most practical with respect to the actual plot and use of the land. As with any project, the final product will be a managerial decision.</p> <p>Mr. Vance Manakas asked whether or not traffic will be taken into consideration especially near the golf range parking lot. Mr. Sinutko acknowledged that they will review the traffic patterns to mitigate any issues that may develop. In addition, more lighting will be added to the area and obvious</p>	

TOPIC	ACTION
<p>pedestrian pathways will be added.</p> <p>Ms. Erika Lizée asked if the plan was to close the overflow parking lot once the parking structure was up and running. Mr. Sinutko indicated that Campus Police will need to make that decision as they are more involved in the traffic conditions and parking needs.</p> <p>Ms. Darlene Melby asked whether or not the parking structure would incorporate solar technology. Mr. Sinutko stated that there will be no solar on this building. The District is in the very early stages of conducting research about the possibility of incorporating solar a buildings sometime in the future.</p> <ul style="list-style-type: none"> Locally Funded Projects Mr. Sinutko stated that the Fitlab was renovated. The old carpet was removed and now there is a cement floor. Rewiring of the area was necessary to accommodate new equipment. <p>Mr. Sinutko also indicated that the Financial Aid officers were moved to the second floor of the Fountain Hall Building.</p> <p>Additionally, a staff office was created in the Communications Building.</p>	
<p>4. WEBPAGE – Ms. Kim Watters</p> <p>Ms. Watters indicated, along with assistance from Co-Chair Ingram, that the campus committee webpages were created in order to be in compliance with the Brown Act. As we are a public entity, information regarding public committees should be posted and available to the public in a timely manner. Agenda, meeting notes, goals, and membership information are all posted on the webpage.</p>	
<p>5. ACTION</p> <ul style="list-style-type: none"> Workgroup Creation – Co-Chair Phillip Abramoff Co-Chair Abramoff indicated that a suggestion had been made to create a structure (FCAP-Workgroup) similar to Technology-CAP's TRAC. Co-Chair Abramoff mentioned that the creation of an ad-hoc workgroup would be for the purposes of teasing-out the department program plan facilities requests. The workgroup would verify and validate the requests, and then categorize accordingly (major capital or minor capital). After categorizing the requests, a list would then be presented to FCAP for prioritization by the whole group. If the final list is approved by FCAP, it would be sent as a recommendation for approval by the administration. <p>Membership of the workgroup will consist of no more than five or six members; preferably one representative from each division. The Facilities, Maintenance & Operations Director will also be a member to be utilized as a resource for facility questions/clarification. Workgroup members should also be FCAP members. The following FCAP members volunteered to be members of the workgroup: Kim Hoffmans, John Sinutko, Vance Manakas, Erika Lizée, Marcos Enriquez, and Robert Salas.</p>	<p>Co-Chair Abramoff called for vote for all those in favor of creating a Workgroup to raise their hands in approval. There were no abstentions. Approved unanimously.</p>

TOPIC	ACTION
6. REVIEW/DISCUSSION	
7. ADJOURNMENT	Meeting adjourned at 2:30pm.

HANDOUTS	Meeting Calendar 10-11 3 rd Wednesday, 1 p.m., PCR
AGENDA 01/19/2011 – MCShare & Webpage	2010 08/18, 09/15, 10/20, 11/17
MEETING NOTES 11/17/2010 – MCShare & Webpage	2011 01/19, 02/16, 03/16, 04/20
FCAP 2010-11 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