



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, September 21, 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)	Gerry Zucca Erika Lizée*	X X
Associated Students' Representative (1)	Krysten Jones Jon Foote	X 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* Lori Clark	X
Director, Facilities, M&O	John Sinutko*		Natural Sciences (2)	Norm Marten Lupe Aldana	X
Student Services Council Representative (1)			Performing Arts and Student Life (2)	Robert Salas*/ Traci Allen	
ACCESS Representative (1)	Sherry D'Attile		GUESTS	Kahroline di Passero	X
Information Technology Representative (1)	Todd Hampton	X		Darlene Melby	X

Note: * = FRAWG Member

TOPIC	ACTION
<p>I. WELCOME & INTRODUCTIONS Co-Chair Iris Ingram, Vice President, Business Services welcomed everyone to the first Facilities-CAP meeting of the 2011-12 Academic Year. Introductions were made around the room.</p> <p>II. STATEMENT BY FACULTY CO-CHAIR – Mr. Phillip Abramoff Faculty Co-Chair Phillip Abramoff welcomed everyone to the meeting. He reviewed the charge of FCAP for the new members. Additionally, he indicated that we're headed into contentious times with the elimination of programs and other issues. He asked the Committee to keep that in mind because things will get interesting and people will have a lot of questions related to funding. Specifically, how can we fund new buildings when we're eliminating</p>	<p>Meeting began at 1:05pm.</p>

TOPIC	ACTION
<p>programs? Co-Chair Abramoff briefly reviewed the Measure S Bond that was passed 9 years ago. Funding for those projects are specifically designated for that purpose. Measure S Bond funds are separate from the General Fund. Co-Chair Abramoff asked members of FCAP to be careful and judicious when speaking about funding and facilities issues on campus. As discussions happen on campus, opinions from members of the various committees carry a lot of weight. Co-Chair Abramoff asked that each member of the various campus committees stay informed about the issues as this helps to avoid speculation when entering into the aforementioned discussions.</p>	
<p>III. REVIEW & APPROVE MEETING NOTES</p> <ul style="list-style-type: none"> • FCAP Meeting Notes: April 20, 2011 The April 20, 2011 FCAP Meeting Notes stand as distributed. 	<p>Co-Chair Ingram called for a motion to approve the April 20, 2011 FCAP Meeting Notes. Ms. Erika Lizée motioned for approval. Mr. Jon Foote seconded the motion. Motion carries.</p>
<p>IV. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> • PROJECTS – Mr. John Sinutko Co-Chair Ingram noted that Mr. John Sinutko was attending a Capital Planning meeting at the District Office and that she would give the Project updates. <ul style="list-style-type: none"> ○ Academic Center Building Co-Chair Ingram noted that most of the issues with the Academic Center building have been resolved. A couple of exceptions are the HVAC and window shades; however, each issue is currently in progress and is still under warranty. The Facilities, Maintenance & Operations department has been in direct contact with the Division Office regarding the status of the outstanding issues. <p>Mr. Gerry Zucca commented on the bird droppings that cover the large Academic Center windows. He asked if there was a plan to have them cleaned. Co-Chair Ingram stated this concern has been forwarded to Facilities, Maintenance & Operations. She also stated that the solution to prevent birds from inhabiting the exterior of the building and in turn the prevention of bird droppings, is costly. Given the current budget situation, this issue does not rank as a top priority.</p> 	

TOPIC	ACTION
<ul style="list-style-type: none"> ○ Health Sciences Co-Chair Ingram mentioned that the Health Sciences department was able to move-in on time over the Summer to the new Health Sciences building. Furthermore, she noted that the operational issues with that building were being addressed and were still under warranty. Issues such as the shades not working, cabinets in some of the rooms not functioning properly, and the air conditioning having it's own issues, are all getting looked at. Resolution to these issues should occur during the 4-week Winter Break. ○ EATM Co-Chair Ingram noted that the EATM project is still moving forward. This building has not been turned over to us; however, we do expect that it will be shortly. It is making good progress. We don't anticipate any major issues with the new EATM building. Projected occupancy is expected sometime in the early Spring. This is a Measure S Project, and it is on budget. ○ Parking Structure Co-Chair Ingram stated that the Parking Structure project is with the Division of State Architects and will remain on hold until they release the design. Once that occurs, we can go out to bid. ○ Roof/Gas Lines Co-Chair Ingram informed members of FCAP that during the Summer, approximately \$1M was spent to repair or replace existing building roofs. In most instances, the roofs were the originals from over 40 years ago. Additionally, updates to various gas lines occurred with an approximate cost of \$1M. Those repairs were completed and primarily funded from local funds. ○ Locally Funded Projects <ul style="list-style-type: none"> ▪ Environmental Science Program Plan (photovoltaic course lab location) Co-Chair Ingram said that F, M&O has not had a chance to work on this project. The issue wasn't about the cost, it was about staff time and availability. ● FRAWG UDPATE – Dean Kim Hoffmans/ Ms. Erika Lizée Ms. Erika Lizée reported that FRAWG, a workgroup of FCAP, hasn't met since last semester. She noted that FRAWG stands for Facilities Resource Allocation WorkGroup. Membership includes a representative from each Division. Facility requests are extracted from the Department Program Plans. FRAWG reviewed each of the requests and organized them. Members of FRAWG met with the individuals requesting facilities to clarify the specific request (what they wanted, scope, and importance). The information gathered from the individual meetings was brought back to FRAWG for further review. Requests were then broken down into categories: major, intermediate, and minor. Additionally, requests were also identified as possible completion through a standard M&O work order, or they were currently in process, and/or the request was already completed. Ms. Lizée noted that Mr. John Sinutko is a member of FRAWG and gave the Workgroup estimates for the various requests. 	

TOPIC	ACTION
<p>Co-Chair Ingram mentioned that FCAP ranked and approved the list of recommended priorities. This list along with the other lists from other Academic Senate committees that compile ranked prioritizations, goes forward to VP's Council; President, VP Business, EVP Student Learning, and the Academic Senate President. This Council reviews the recommendations and makes the determination if they will be accepted and whether or not the requests will be met. The President ultimately decides if the various lists are acceptable. The FCAP Facility Prioritization Recommendations List was submitted to Dr. Eddinger for approval. She has accepted this list; however, given the current budget situation, a large percentage of the requests may not occur.</p> <p>Co-Chair Ingram further mentioned that the highest priorities happen to be health and safety issues. She noted that some issues were moved to the work order process. However, the HVAC cooling towers in the Physical Science building needed to be replaced (\$1M), as well as the elevator (\$2M).</p> <p>The prioritized facility requests do not disappear. For the outstanding items, they are folded back into the program plan process and dealt with in the new year. However, secondary effects may eliminate some of those needs. Furthermore, as time goes on, priorities change, requestors come and go; hence, the need to re-prioritize every year.</p> <p>Everyone was pleased with the transparency in the process; however, they may not have been necessarily happy with the overall ranking but pleased with the process.</p>	
<p>VI. ACTION</p> <ul style="list-style-type: none"> FCAP Goals & Accomplishments 2010-11 Approval The FCAP Goals & Accomplishments 2010-11 stand as distributed. FCAP Goals 2011-12 Adoption It was suggested to add language to the FCAP 2011-12 Goals that points back to the use of FRAWG to help achieve them. 	<p>Co-Chair Ingram called for a motion to approve the FCAP Goals & Accomplishments 2010-11. Mr. Michael Walegur motioned for approval. Mr. Vance Manakas seconded the motion. Motion carries.</p>
<p>VII. REVIEW/DISCUSSION</p>	

TOPIC	ACTION
<ul style="list-style-type: none"> Assessment of FRAWG Co-Chair Ingram asked members of FCAP if they wanted to continue to utilize FRAWG. Discussion was held. Co-Chair Abramoff mentioned that FRAWG is not supposed to prioritize; however, FCAP votes on the prioritization as a Committee. Mr. Gerry Zucca indicated that in prior years, requestors felt as though their needs/requests were not be heard. He supports the use of FRAWG. FCAP members approved the continued utilization of FRAWG. Due to time constraints, the FRAWG process/criteria will be discussed during the next FCAP meeting. 	Co-Chair Abramoff called for a motion to continue with FRAWG. Mr. Todd Hampton motioned for approval. Ms. Krysten Jones seconded the motion. Mr. Hart Schulz abstained. Motion carries.
VIII. ADJOURNMENT	Meeting adjourned at 2:23pm.

HANDOUTS	Meeting Calendar 11-12 3 rd Wednesday, 1 p.m., PCR
AGENDA 09/21/11 – MCShare, Webpage	2011 09/21, 10/19, 11/16
MEETING NOTES 04/20/11 – 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