



## 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 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)	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 X	Mathematics & Physical Sciences (2)	Marcos Enriquez* Michael Walegur Kahroline DiPassero (alt.)	X X
Director, Facilities , M&O	John Sinutko*	X	Life & 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	Darlene Melby	X
Information Technology Representative (1)	Todd Hampton				

**Note:** \* = FRAWG Member

TOPIC	ACTION
<b>1. WELCOME &amp; INTRODUCTIONS</b> Co-Chair Ingram welcomed everyone in attendance. Introductions were made around the room.	<b>Meeting began at 1:04pm.</b>
<b>2. COMMENTS BY FACULTY CO-CHAIR</b> None.	

TOPIC	ACTION
<b>3. REVIEW &amp; APPROVE MEETING NOTES</b> <ul style="list-style-type: none"> <li><b>September 21, 2011</b> The September 21, 2011 FCAP Meeting Notes stand as distributed.</li> </ul>	<p><b>Co-Chair Ingram called for a motion to approve the September 21, 2011 FCAP Meeting Notes. Mr. Jon Foote motioned for approval. Ms. Kahroline di Passero seconded the motion. Motion carries.</b></p>
<b>4. INFORMATION/REPORTS</b> <ul style="list-style-type: none"> <li><b>PROJECTS – Mr. John Sinutko</b> <ul style="list-style-type: none"> <li><b>Academic Center Building</b> Mr. John Sinutko updated members of FCAP on the status of various projects. He indicated that west windows of the Academic Center building were cleaned. A number of solutions to bird prevention are currently being looked at. The Facilities, Maintenance &amp; Operations Department has been in complete compliance with regards to the rules and regulations for bird handling and nest disposing. There were issues regarding the south facing stairs; three injuries reported during the most recent rain storm. From the third level down, the metal treads were already worn away. Abrasive coating has since been applied to the stairs and will be monitored for wear.</li> <li><b>Health Sciences</b> Mr. Sinutko reported that the Board of Trustees settled with the Contractor on record for the Health Sciences Building. The punchlist work will now have to be handled and administered through the College. All warranties are still valid. Mr. Jon Foote asked if the cost to the punchlist items would be incurred by Moorpark College. Mr. Sinutko's response was that it was in the settlement agreed to by the Board. We've agreed to finish-off the work by using our own staff or by paying an outside contractor. In exchange, the Contractor on record will not bid on future projects for the District.</li> <li><b>EATM</b> Mr. Sinutko indicated that the furnishings for the new EATM building have been installed everywhere except the Vet Lab. The potential time frame of occupying the Division Offices is as early as Thanksgiving. It is expected that courses will be offered during the Spring 2012 semester. The facility is coming along nicely and has a lot of student spaces. A meeting has been scheduled</li> </ul> </li> </ul>	

TOPIC	ACTION
<p>between the IT Department and a consultant to review the calibration of the the AV equipment.</p> <ul style="list-style-type: none"> <li>○ <b>Fountain Hall Entrance</b> Mr. Sinutko stated that although the plans for the Fountain Hall Wayfinding Project have been placed on hold, there is a Y'All Come scheduled for later today to discuss the best practices for the delivery of student services.</li> <li>○ <b>Parking Structure</b> Mr. Sinutko mentioned that the Division of State Architects (DSA) is behind schedule by approximately 2 months. Comments are not expected until late December. The project architects will review the comments and make corrections and then resubmit to DSA. It is expected to be finalized with DSA by Spring 2012.</li> <li>○ <b>Roof/Gas Lines</b> Mr. Sinutko reported that approximately \$2.2M was spent updating the roofs to the various campus buildings (most of them original to the campus). Gas lines that were close to the proximity of a building were replaced. Conversations regarding contractual issues with the design company on the differential mapping of the GPS gas lines are currently underway. The intent is to do a 3-dimensional GIS Survey of all of the underground utilities on campus. It will be carried out over many years. We do have the equipment to do it. That is part of the larger statewide project. There might be a potential for students to do this as a class project. Mr. Sinutko stated that he hasn't had an opportunity to discuss it; however, maybe something can be worked out.</li> <li>○ <b>Locally Funded Projects</b> <ul style="list-style-type: none"> <li>▪ <b>Environmental Science Program Plan (photovoltaic course lab location)</b> This project will be located to the east of the current location of the police station. Preliminary design of the project was completed by Mr. Sinutko some time ago. Recently received approval to move forward with the contract to hire additional architectural assistance.</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>○ <b>Other</b> Mr. Michael Walegur inquired about land that is leased to H Cattle Company. Mr. Sinutko stated that there is interest of some type of gardening program and that he is waiting for a proposal that hasn't arrived yet. This request would go through the Environmental Committee. If it is approved, the recommendation would be forwarded to VP Council. Co-Chair Ingram stated that agreements with outside organizations were made many years ago. If the agreements/leases end, all future agreements would have to adhere to current rates and Board Policy.</li> <li>● <b>FRAWG – Dean Kim Hoffmans/ Ms. Erika Lizée</b> <ul style="list-style-type: none"> <li>○ Update</li> <li>○ None.</li> </ul> </li> </ul>	
<p><b>5. ACTION</b></p> <ul style="list-style-type: none"> <li>● <b>FCAP Goals 2011-12 Adoption</b> Discussion was held regarding the 2011-12 FCAP Goals. The 2011-12 FCAP Goals are approved with the following revisions:</li> </ul> <p>ADD: (First Goal)-“Contribute to the..” will be added to the beginning of the first goal.</p> <p>ADD: (Fourth Goal)-“... and integrate into campus' Facilities Master Plan.” will be added to the end of the fourth goal.</p> <p>ADD: (New Goal) To continue to utilize FRAWG (workgroup) to collect, evaluate, and categorize facility requests as they appear in the Program Plans.</p>	<p><b>Co-Chair Ingram called for amotion to approve the 2011-12 FCAP Goals. Mr. Sinutko motioned for approval. Mr. Hart Schulz seconded the motion. Motion carries with revisions.</b></p>
<p><b>6. REVIEW/DISCUSSION</b></p> <ul style="list-style-type: none"> <li>● <b>FRAWG Criteria/Process</b> Ms. Erika Lizée brought a draft of the FRAWG Criteria and distrubuted it to the members of FCAP. Co-Chair Ingram indicated that FCAP members need to re-affirm the Criteria that will be used. Additionally, Co-Chair Ingram stated that although Ms. Lizée and Dean Kim Hoffmans were FRAWG Co-Chairs last year, this could also change. If this Committee wants to do it differently, they can. In addition to the Co-Chairs, there is one representative from each division and the Director from F, M&amp;O (role is advisory).</li> </ul> <p>Mr. Gerry Zucca questioned what the process was if one of the FRAWG members went out on an extended leave. For example, Ms. Lizée is</p>	<p><b>The revised FRAWG Criteria will be presented for approval at the November FCAP meeting.</b></p>

TOPIC	ACTION
<p>pregnant, how would the temporary Co-Chair vacancy be handled? Co-Chair Abramoff stated that the workgroup would not need to reinvent the wheel. Assign someone else from the workgroup to fill-in as Chair and then replace the non-Chair position with another member from FCAP. Considerable discussion was held regarding the Criteria, Charge, and Representation of the FCAP workgroup, FRAWG.</p> <p>The FRAWG Charge was unanimously agreed to; however, the representation language needs to be revised. Membership was revised to reflect the following:</p> <ul style="list-style-type: none"> <li>• Faculty/Staff representative from each Student Learning Division</li> <li>• Administrator representative</li> <li>• Director of Facilities, Maintenance and Operations</li> <li>• Designate Administrator and one Faculty representative as co-chairs of workgroup</li> </ul> <p>Discussion was held on whether or not Deans can serve as Co-Chair and represent their own division. Due to lack of division membership last year, Dean Hoffmans served in the dual capacity.</p> <p>Dr. Jeff Baker indicated that it was a conflict of interest for an administrator to serve in a dual capacity. He also raised concerns about the establishment of workgroups. Workgroups are supposed to “sunset.” Once a workgroup has been added to the main committee’s goals, it has been institutionalized. He suggested that the Making Decisions be reviewed to see how workgroups/ad hocs are defined.</p> <p>Co-Chair Ingram reminded the Committee that an already established and well received process (TCAP’s workgroup, TRAC) was adhered to when FRAWG was implemented.</p> <p>Dr. Baker reminded FCAP that the existence for this Committee, a subcommittee of the Academic Senate, is to think in terms of aligning academic considerations with priorities of facilities decisions.</p> <p>Co-Chair Abramoff stated that ultimately the decisions are done at the administrator level, they need us to gather this information for them. We are the conduit of information for them.</p>	<p><b>Co-Chair Ingram called for a motion to approve the change in membership of the workgroup, from what was previously configured, in order to enable the workgroup to start reviewing Program Plans. Mr. Howard Davis motioned for approval. Dr. Baker seconded the motion. The newly configured membership is approved with the rest of the changes to follow.</b></p>

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Mr. Walegur suggested a revision to the second bullet under Responsibilities: <ul style="list-style-type: none"> <li>Categorize each facility request based upon the scope of the project...</li> </ul>	
<b>7. ADJOURNMENT</b>	<b>Meeting adjourned at 2:22pm.</b>

HANDOUTS	Meeting Calendar 11-12 3 <sup>rd</sup> Wednesday, 1 p.m., A-138	
<b>AGENDA   10/19/11 – MCSHare, Webpage</b>	<b>2011</b>	09/24, 10/19, 11/16
<b>MEETING NOTES   09/21/11 – MCSHare, Webpage</b>	<b>2012</b>	01/18, 02/15, 03/21, 04/18
<b>FCAP 2011-12 GOALS – MCSHare, Webpage</b>		

## 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"> <li>facilities and project-specific issues</li> <li>The Facilities Master Plan</li> <li><i>The Accreditation Self-Study</i></li> <li>Monitors the implementation of Agenda 3B of the self-study relative to facilities</li> </ul> Ed Code 53200(c): <ul style="list-style-type: none"> <li>processes for institutional planning and budget development</li> </ul>	Co-Chairs: Vice President, Business Services Faculty appointed by ASEC  Members: <ul style="list-style-type: none"> <li>Two faculty from each Division appointed by Academic Senate</li> <li>Director of F, M&amp;O</li> <li>Two Deans appointed by EVP</li> <li>One IT representative</li> <li>One Student Services Council rep</li> <li>One student appointed by ASG</li> </ul>