



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 16, 2013 | 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	Education, Visual Arts, Math & Physical Sciences (2)	Erika Lizee* Gerry Zucca* Marcos Enriquez* Cindy Reed	X X
Co-Chair: Academic Senate Appointee	VACANT		Enrollment Services, Behavioral and Applied Sciences (2)	Vance Manakas*	X
Associated Students' Representative (1)	Elijah Coyle		Health, Life and Natural Sciences (2)	Norm Marten Lupe Aldana	
Deans' Council Representatives (2)	Inajane Nicklas Kim Hoffmans* Julius Sokenu	X X	Social Sciences, Languages and Learning Resources (2)	Jack Miller	
Director, Facilities, M&O	John Sinutko*	X	Student Life, Performing and Media Arts(2)	Robert Salas* Traci Allen	X
Student Services Council Representative (1)	Kathryn Adams*	X	GUESTS	Darlene Melby	X
ACCESS Representative (1)	Sherry D'Attile				
Information Technology Representative (1)	Todd Hampton	X			

*Note: * = FRAWG Member*

TOPIC	ACTION
1. WELCOME & INTRODUCTIONS Co-Chair Iris Ingram welcome all those in attendance. A quorum was established.	Call to order at 1:05 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 November 20, 2012 	Co-Chair Ingram called for a motion to approve the March 21, 2012, April 18, 2012, September 19, 2012, October 17, 2012 and November 20, 2012 FCAP meeting notes. Mr. Vance Manakas motioned for approval, Mr. Robert Salas seconded the motion. Motion carries.

TOPIC	ACTION
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ○ PROJECTS – Mr. John Sinutko <ul style="list-style-type: none"> ○ Fountain Hall First Stop The plans have reached DSA and they have agreed to a meeting. We are putting the final touches on things we want to discuss with DSA. ○ Parking Structure The Parking Structure is moving as scheduled and the footings are going in this week. If the weather cooperates we should be completed on time or earlier (summer). ○ HSS 104 Wiring The wiring was completed during the winter break. ○ Hardware Replacement A call for bids was just put in on Monday for campus hardware replacement. We will be doing the actual work between spring break and summer classes. Door locks with cyber keys will be much smaller than the previous keys. They can be recharged with a usb device. We will be using the same program as with the other cyber keys. Question as to wheather we will be swapping the big keys for smaller keys. Co-Chair Ingram said this is something we can discuss later on and would have to have Deans permission and paid out of the programs budget. ○ FRAWG – Dean Kim Hoffmans/Ms. Erika Lizée <ul style="list-style-type: none"> ○ Dean Hoffmans reported that there is a lot less overlap with technology this time around. Still have to categorize everthing and will be finalizing at the meeting today and then will bring back to this committee next month. A comment regarding deparment chairs don't seem to have a clear definition of what is a request and what is a work order. Dean Hoffmans replied that there was a session at the fall flex week and will take the work order requests to deans council to discuss there. John suggested putting potential work orders in the Facilities workflow system and if it is not a work order, he will get back to you. Another way of looking at it is if it exists and it breaks then it is a work order, if we don't have it, it is a request. John is available for questions if needed. 	
<p>5. ACTION</p>	
<p>6. REVIEW/DISCUSSION</p> <ul style="list-style-type: none"> ○ Co-Chair Ingram told the committee that the only relavent but not ready for discussion item she has is the need to update the facilities master plan. But since the facilities master plan feeds off of the educational master plan we have to wait for that portion to be completed at the district level. She will infom the committee as events unfold. 	
<p>7. ADJOURNMENT</p>	<p>Meeting adjourned at 1:22 p.m.</p>

HANDOUTS		Meeting Calendar 12/13 3 rd Wednesday, 1 p.m., A-138	
AGENDA 12/19/12 – MCSHare, Webpage		2012	09/19, 10/17, 11/20, 12/19 CANCELLED
MEETING NOTES 03/21/12, 4/18/12, 09/19/12, 10/17/12, 11/20/12 – MCSHare, Webpage		2013	01/16, 02/20, 03/20, 04/17, 05/15

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 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