



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 Lizee	
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
2. FACULTY CO-CHAIR COMMENTS <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. 	
3. REVIEW & APPROVE MEETING NOTES <ul style="list-style-type: none"> • March 21, 2012 	No Quorum. Approval of meeting notes moved to next meeting.
4. INFORMATION/REPORTS PROJECTS – Mr. John Sinutko <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