MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES

Wednesday, March 2, 2022 | 1:15 pm-3:00 p.m., Zoom https://vcccd-edu.zoom.us/j/97746698622?pwd=K1duUXc1dkFOSUY2ZXVycUNTOW44UT09
Meeting ID: 977 4669 8622
Passcode: 382543

POSITION	NAME	ATTEND		DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Jennifer Clark	X		English & Student Life	Jeff Baker	
Co-Chair: Academic Senate Representative	Norm Marten			ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Silva Arzunyan	
					Matt Crater	
					Kevin Balas	X
					Sherry Ruter (Alt)	
Academic Senate President, Ex Officio	Erik Reese	X		EATM, Life & Health Sciences	Brenda Woodhouse	X
Dean	Carol Higashida	X			Audrey Chen	
	Priscilla Mora	X			Armine Torabyan (Alt)	X
Business Services	Michele Perry	X				
	Dan McMichael	X			Mary Swenson (Alt)	
	John Sinutko	X			Lan Nguyen (Alt)	
Associated Students Representative	Ashwin Naresh Kumar			Physical Science & Career Education	Rick Edwards	X
					Jennifer Mallory	
Instructional Technologist/Designer	Tracie Bosket			Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	X
Student Services Council	Kim Korinke				Felix Masci	X
ACCESS	Shyan Diaz-Brown				Hugo Hernandez	
Classified Staff	Kris Romero	X		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
	Michael Grimes					
	Shandor Batoczki				Giselle Ramirez	X
Vice President, Ex Officio	Amanuel Gebru					
	Mary Rees	X			Allison Case-Barton	X
CTE Faculty Liaison	Trevor Hess	X		Arts, Media & Communication Studies	Steve Callis	
	Robert Cabral (Alt)				Ariana Burrell	
	Michael Hoffman (Alt)					
GUESTS	Dan Watkins	X			Gerry Zucca	X
	Cynthia Osuna	X				
	Cristina Janet Garcia	X				

TOPIC	ACTION
1. WELCOME	Jennifer Clark called the meeting to order at 1:15 pm. She shared that Norm Marten had a motorbike accident and would not be able to join us.
2. PUBLIC COMMENTS • Gerry Zucca mentioned that although he is the FRAWG Co-chair Felix Masci has been doing most of the work. He was wondering if Felix would be interested in being the FRAWG Co-chair. Jennifer suggested this could be tabled for next meeting for further discussion since Felix was not in attendance at the moment. • Allison Case Barton encouraged everyone to remind students to upload their booster vaccines on the app. This helps us reduce the number of people who have to quarantine. Also, please share with your students that they have access to all sorts of really good services at the Student Health Center.	
3. APPROVAL OF MINUTES: February 2, 2022	Priscilla Mora motioned to approve the meeting minutes as presented. Rick Edwards seconded motion. Approved by general consent. No abstentions. Motion carried.

4. INFORMATION/REPORTS
   ➤ IT UPDATE – Dan McMichael
     • **Teams Migration**- Migrated most users. Still working on some issues related to licensing and other issues related to student/provisional workers who had a four or five digit extension not supported by Teams. There is not an exact parity between Skype for Business and Teams so we are configuring Teams as closely to the way Skype was. We also received complaints about if you are on a call and an incoming call comes in it is hard to hear. You can disable audible notifications for incoming calls, but you may not be able to hear incoming calls later. There is an option to do this globally, but that would affect everyone. Each user has various options including to set as do not disturb.
     • **Ordering approved and funded TRAWG Requests**- Smart classroom replacements and music room replacements require multiple quotes due to dollar amounts. Waiting to receive quotes from vendors.
     • **Attached Draft of Tech Operations Plan**- A couple of errors in the document have been corrected. Jennifer stated that this will be placed on the next month's agenda. In the meantime, please take time to review and provide feedback.
     • **Accreditation**- In the process of gathering evidence for accreditation.
     • **Tiger Enclosure**- Working with electrical engineer about the data cabling to the tiger enclosure for cameras and future connectivity.
     • **Campus Police Body Cameras**- Set up body camera system. Working with vendor to get everything set up and configured properly.
     • **HS @ MC**- Working to potentially bring in a dedicated internet circuit. MUSD will be paying for that if they decide to go through with it. We would just allow them to use some of our fiber.
     • **Adobe Creative Cloud Suite**- Added another 100 students with access to the Adobe Creative Cloud Suite for their classes.	

- **290 laptops for Math and Tutoring**- We got them set up and are being used by students.
- **FLR 4 Classroom**- Had another cabling issue. Hoping to get it resolved by next week.
- **Security Front**- Due to issues over in Russian and Ukraine, we are on high alert for cyber attacks and have placed preventative measures in order to keep our system secure.

Reet Sumal asked if adjunct faculty are eligible to get a phone number and access to Teams. Dan McMichael clarified that we only have a limited number of D ID's. D ID's is a number that can call out from Teams. We have limited amounts of those and do not have enough to give to all adjunct faculty. They can definitely have access to Teams, but the calling out could be a potential issue as well as licensing. Previously, they had voicemail. We are trying to implement the same thing, but they will not be able to call out as before. Zoom would not work because it is a different platform and it is a meeting. Dan Watkins also commented that they can take a Team or Zoom meeting, but not sure about the plug in. Reet shared that he tried the plug in and it required permission from IT and could not get past that point.

Gerry inquired how the new portal was going. Dan McMichael stated that they are not getting any calls as when it was initially implemented. Personally, he likes the look and feel of the new portal much better. Dan Watkins added that for the past four months they have been collecting feedback from all of the colleges, staff, students, and faculty. They received a few suggestions and can forward list of suggestions to committee. Most folks enjoy search feature, new functionality, mobile responsiveness, and the ability to pin some of the tools. Vendor is providing all the back end support and upgrade configuration. As you know we do not have enough staffing so we depend on vendors to provide some of these services to take some of the workload of our team.

➢ INSTRUCTIONAL TECHNOLOGY UPDATE – No report. Tracie Bosket was not in attendance.
➢ FACILITIES PROJECTS UPDATE – John Sinutko
  - **Wayfunding Project**- We have two projects. One is the main entrance marquee project. There is a lot of progress which you can see on the way to campus. The other project is in submittals and we are a little bit away from the actual installation. He will notify everyone where they are working on campus.
  - **Tiger Habitat**- We are two weeks away from seeing the poles standing. Continuing to anticipate June 2022 completion date.
  - **MC Solar PV**- SAE still has to put in one more piece of equipment.
  - **MC Facilities Master Plan Update**- Working on the facilities master plan update so it will be ready for ACJC.
  - **Softball Backstop Replacement**- Backstop replacement is complete.
  - **Sand Volleyball Project**- New project we are working on and it is in design. We are developing a budget. **No Tennis Courts**.
  - **Restroom Snack Bar**- Building is sitting on a foundation and we are putting in the underground utilities. Should be completed in a month.
  - **Baseball Dugout**- Project replacement is complete.
  - **Amphitheather Project**- Working on preliminary plans and looking to modify the scope of that project to increase the number of person it can accommodate in the audience. We have found out that this
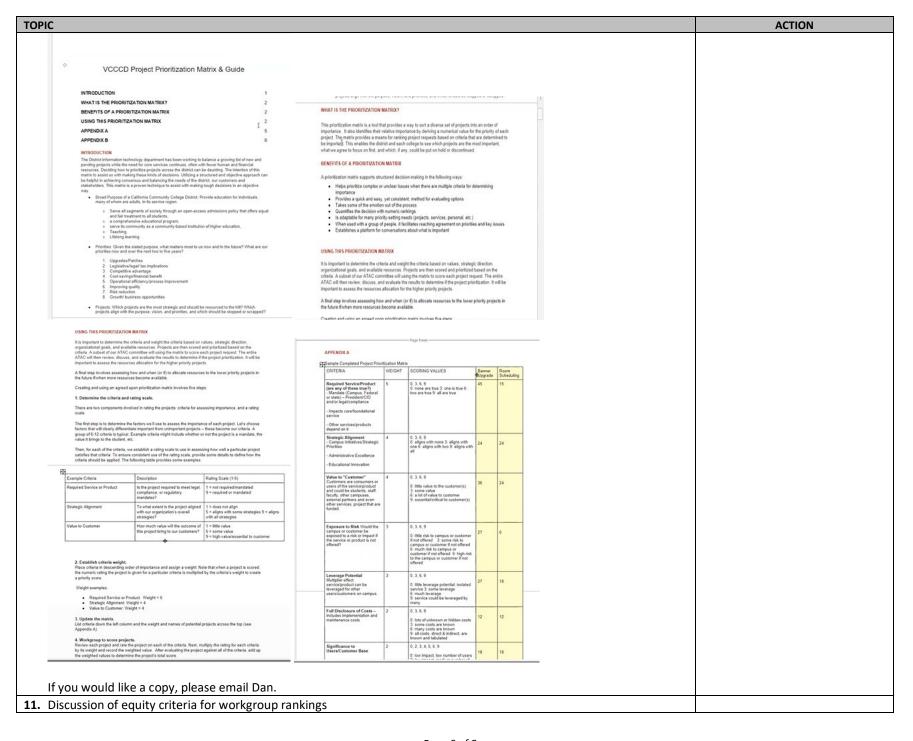
requires a lot of backstage improvements that need to happen for a venue of that caliber. We are going thorough the discussions for additional architectural and consulting fees.

- **OTC Roof Structure**- Almost out of DSA. This project will be moving forward under the emergency resolution that the Board made. The District just got confirmation from the legal counsel that we an proceed.
- **Temporary Classroom/Future Warehouse**- Trying to get the plans to a point where we begin at least with underground package.
- **Administration Building**- Did a cost estimate update in January 2022. Project had an increase of 33%. We are at a point where the state is considering seriously augmenting our budget to help us out.
- **EV Parking**- Had moved forward with SEC. District has hired Sage Consulting. We are going to go with one product for all three campuses and use vendor(s) that are allowable under SEC grant.
- **Student Housing**- Received notification regarding grant. Looks like we have planning money coming from the state. We are requesting 320 beds for student housing. This will not be exactly on campus. Not sure if some housing will be allocated for International Students. Although we are well aware of need.

➢ DISTRICTWIDE IT UPDATE – Dan Watkins

- **Portal Migration & Teams Project-** In process of completion. Few issues left to do with the Teams and then some minor issues with the portal.
- **Banner 9 Self Service**- We are focusing on financial aid, student accounts receivable, and student faculty grade rosters. A lot of these are updated functionality with updated look and feel. Most works the same as it worked before. We will have some trainings and demos. At some point Lucien will stop supporting Banner 8 so we need to move Banner 9 self services. We are meeting with small groups of people to review modifications. In the same way we did with the portal we are going to have people take a look at it and provide feedback. Overall, none of the functunality that you have now will be going away. You should have improved functionality in terms of self service for students, staff, and faculty.
- **Multifactor Authentication**- Will be rolled out for all employees on April 4, 2022. This is only if you are off campus trying to access your email.
- **Developing Budget for Next Fiscal Year**
- **Developing District-wide Strategic Plan**
- **Zoom Storage, Onedrive, & Sharepoint Storage-** Working with college IT teams and online instructional designers to what makes the most sense in terms of saving and storing all of these meetings.
- **Academic Planning Scheduled Development Room Scheduling Process.** At the colleges we have scheduled a business process analysis of how that happens at each one of the colleges. In the first week of May we will have department chairs, deans, and data technicians to look at the current scheduling process and then make some recommendations. This will align with the compressed calendar initiative. Project timeline will be 18 to 24 months. We will be providing updates and moving our calendars from 18 week class calendar to 16 week and putting in a four week intercession. This will impact every single department on your college campus at all three campuses.
- **Auto Awarding of Degrees, Certificates, and Transfer Articulation Project-** Hoping to complete by the start of the fall semester.

➢ CTE UPDATE – Trevor Hess

TOPIC	ACTION
• Trevor introduced himself. In 2017, he started working at MC as a counselor with a focus on career tech education including HS articulation. He is the lead counselor for STEM Impacto and excited to be work with those students and also working directly with the HS @ MC. He is the CTE Liaison for the CTE Workgroup. His main role will be to attend Academic Senate meetings and relay information back and forth in the interest of CTE faculty. Jennifer is delighted to have Trevor in attendance especially since we need to coordinate funding requests. Erik Reese clarified that the CTE Liaison is not a voting member. However this could be up for discussion as we revisit charge and subgroups.	
5. Discussion of Brown Act Update	Allison Case Barton motioned to extend meeting virtually online for April meeting. Rick Edwards seconded. Approved by general consent. No abstentions. Motion carried.
6. Workgroup Report Outs • PAWG- Jennifer shared PAWG 1st meeting will be on Friday, March 4 from 11 am-12 pm. • FRAWG- Jerry thanked everyone that participated in particular Felix. He was instrumental in manipulating Excel spreadsheets. It seemed like this year we had to chase less reports and requisitions. Seemed like things were more clear although there is still that problem that some things were no cost or no amount. However, given the new process next year we might not have that problem. Overall there was less investigating to be done and it made the whole process a lot quicker and process keeps getting better and smoother. • TRAWG- Priscilla had nothing additional to add. • ORAWG- Jennifer stated there is nothing else to add.	
7. Vote of ORAWG Recommendations – second reading Jennifer and Cynthia Osuna will inform deans, program designees, and directors that request has come in so they can look at their own budget areas to determine how or if items can be funded. Carol also mentioned that this would also be a discussion item at Deans Council. Jennifer clarified that by voting on these items we are agreeing that these items should all be redirected as presented. Jennifer acknowledged Felix, John, and Norm for all their work.	Priscilla Mora motioned to approve ORAWG spreadsheet as presented. Carol Higashida seconded. Approved by general consent. No abstentions. Motion carried.
8. FRAWG Recommendations – first reading Jerry reviewed ranking process for FRAWG. If anyone has any questions or would like clarifications please inform or email Gerry. Second reading will be presented during the April meeting for approval.	
9. TRAWG Recommendations- first reading Priscilla reviewed ranking process for TRAWG. She acknowledged the team for all their hard work. Second reading will be presented during the April meeting for approval. If you have any questions, please reach out to Priscilla or Kevin.	
10. Project Prioritization Matrix Methodology- Dan Watkins Dan reviewed what the district does at the district level to prioritize and process IT requests. He also shared the following prioritization matrix he developed ten years ago.	

TOPIC	ACTION

VCCCD Project Prioritization Matrix & Guide

INTRODUCTION

The District information technology department has been working to balance a growing list of new and pending projects while the need for core services continues, often with fewer human and financial resources. Deciding how to prioritize projects across the district can be daunting. The intention of this matrix is to assist us with making these kinds of decisions. Utilizing a structured and objective approach can be helpful in achieving consensus and balancing the needs of the district, our customers and stakeholders. This matrix is a proven technique to assist with making tough decisions in an objective way.

- Broad Purpose of a California Community College District: Provide education for individuals, many of whom are adults, in its service region.
  - Serve all segments of society through an open-access admissions policy that offers equal and fair treatment to all students,
  - a comprehensive educational program,
  - serve its community as a community-based institution of higher education,
  - Teaching,
  - Lifelong learning.

- Priorities: Given the stated purpose, what matters most to us now and in the future? What are our priorities now and over the next two to five years?
  1. Upgrades/Patches
  2. Legislative/legal/ tax implications
  3. Competitive advantage
  4. Cost savings/financial benefit
  5. Operational efficiency/process improvement
  6. Improving quality
  7. Risk reduction
  8. Growth/ business opportunities

- Projects: Which projects are the most strategic and should be resourced to the hilt? Which projects align with the purpose, vision, and priorities, and which should be stopped or scrapped?

WHAT IS THE PRIORITIZATION MATRIX?

This prioritization matrix is a tool that provides a way to sort a diverse set of projects into an order of importance. It also identifies their relative importance by deriving a numerical value for the priority of each project. The matrix provides a means for ranking project requests based on criteria that are determined to be important. This enables the district and each college to see which projects are the most important, what we agree to focus on first, and which, if any, could be put on hold or discontinued.

BENEFITS OF A PRIORITIZATION MATRIX

A prioritization matrix supports structured decision-making in the following ways:

- Helps prioritize complex or unclear issues when there are multiple criteria for determining importance
- Provides a quick and easy, yet consistent, method for evaluating options
- Takes some of the emotion out of the process
- Quantifies the decision with numeric rankings
- Is adaptable for many priority-setting needs (projects, services, personal, etc.)
- When used with a group of people, it facilitates reaching agreement on priorities and key issues
- Establishes a platform for conversations about what is important

USING THIS PRIORITIZATION MATRIX

It is important to determine the criteria and weight the criteria based on values, strategic direction, organizational goals, and available resources. Projects are then scored and prioritized based on the criteria. A subset of our ATAC committee will be using the matrix to score each project request. The entire ATAC will then review, discuss, and evaluate the results to determine if the project prioritization. It will be important to assess the resources allocation for the higher priority projects.

A final step involves assessing how and when (or if) to allocate resources to the lower priority projects in the future if/when more resources become available.

Creating and using an agreed upon prioritization matrix involves five steps.

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Creating and using an agreed upon prioritization matrix involves five steps.

1. Determine the criteria and rating scale.

There are two components involved in rating the projects: criteria for assessing importance, and a rating scale.

The first step is to determine the factors we'll use to assess the importance of each project. Let's choose factors that will clearly differentiate important from unimportant projects – these become our criteria. A group of 6-12 criteria is typical. Example criteria might include whether or not the project is a mandate, the value it brings to the student, etc.

Then, for each of the criteria, we establish a rating scale to use in assessing how well a particular project satisfies that criteria. To ensure consistent use of the rating scale, provide some details to define how the criteria should be applied. The following table provides some examples.

Example Criteria	Description	Rating Scale (1-9)
Required Service or Product	Is the project required to meet legal, compliance, or regulatory mandates?	1 = not required/mandated 9 = required or mandated
Strategic Alignment	To what extent is the project aligned with our organization's overall strategies?	1 = does not align 5 = aligns with some strategies 9 = aligns with all strategies
Value to Customer	How much value will the outcome of this project bring to our customers?	1 = little value 5 = some value 9 = high value/essential to customer

2. Establish criteria weight.

Place criteria in descending order of importance and assign a weight. Note that when a project is scored, the numeric rating the project is given for a particular criteria is multiplied by the criteria's weight to create a priority score.

Weight examples:

- Required Service or Product: Weight = 5
- Strategic Alignment: Weight = 4
- Value to Customer: Weight = 4

3. Update the matrix.

List criteria down the left column and the weight and names of potential projects across the top (see Appendix A)

4. Workgroup to score projects.

Review each project and rate the project on each of the criteria. Next, multiply the rating for each criteria by its weight and record the weighted value. After evaluating the project against all of the criteria, add up the weighted values to determine the project's total score.

APPENDIX A

Sample Completed Project Prioritization Matrix

CRITERIA	WEIGHT	SCORING VALUES	Banner Upgrade	Room Scheduling
Required Service/Product (are any of these true?) - Mandate (Campus, Federal or state) – President/CIO and/or legal/compliance - Impacts core/foundational service - Other services/products depend on it	5	0, 3, 6, 9 0: none are true 3: one is true 6: two are true 9: all are true	45	15
Strategic Alignment - Campus Initiatives/Strategic Priorities - Administrative Excellence - Educational Innovation	4	0, 3, 6, 9 0: aligns with none 3: aligns with one 6: aligns with two 9: aligns with all	24	24
Value to "Customer" Customers are consumers or users of the service/product and could be students, staff, faculty, other campuses, external partners and even other services; project that are funded.	4	0, 3, 6, 9 0: little value to the customer(s) 3: some value 6: a lot of value to customer 9: essential/critical to customer(s)	36	24
Exposure to Risk Would the campus or customer be exposed to a risk or impact if the service or product is not offered?	3	0, 3, 6, 9 0: little risk to campus or customer if not offered 3: some risk to campus or customer if not offered 6: much risk to campus or customer if not offered 9: high risk to the campus or customer if not offered	27	0
Leverage Potential Multiplier effect service/product can be leveraged for other users/customers on campus.	3	0, 3, 6, 9 0: little leverage potential, isolated service 3: some leverage 6: much leverage 9: service could be leveraged by many	27	18
Full Disclosure of Costs – includes implementation and maintenance costs	2	0, 3, 6, 9 0: lots of unknown or hidden costs 3: some costs are known 6: many costs are known 9: all costs, direct & indirect, are known and tabulated	12	12
Significance to Users/Customer Base	2	0, 2, 3, 4, 5, 6, 9 0: low impact, low number of users	18	18

If you would like a copy, please email Dan.

TOPIC	ACTION
11. Discussion of equity criteria for workgroup rankings	

TOPIC	ACTION
Priscilla suggested for the April meeting to talk about the language for adding an additional bullet for each workgroup charge. Committee agreed that for the next meeting to think of some sort of universal language that can be applied to all three workgroups.	
12. Good of the Order	Meeting adjourned at 2:50 pm.
13. ADJOURNMENT	

HANDOUTS	FT-CAP 2021/2022 MEETING CALENDAR, 1st Wednesday at 1:15 p.m.
FT-CAP Agenda | 3/02/2022	**2021 | 9/01 (Last Zoom Meeting), 10/06, 11/03, 12/01**
FT-CAP Meeting Minutes | 2/02/2022	**2022 | 2/02, 3/02, 4/06, 5/04**
Workgroup Charges – PAWG, TRAWG, FRAWG	
ORAWG Rankings	
FRAWG Rankings	
TRAWG Rankings	

Facilities and Technology - Committee on Accreditation and Planning

- *The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) *Committee of Academic Senate*	The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	**Co-Chairs** • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council **Members** • Three faculty members from each Student Learning Division appointed by the Academic Senate Council • Three Classified representatives appointed by the Classified Senate • Two Deans selected by the Vice Presidents of Academic Affairs and Student Support • Three Business Service representatives selected by the Vice President of Business Services • One representative from Student Services Council appointed by the Vice President of Student Support • One representative from the Accessibility Coordination Center and Education Support Services • One representative from Instructional Technology • One student appointed by Associated Students who serves in an advisory role

		• Vice President of Academic Affairs (ex-officio, non-voting)
		• Vice President of Student Support (ex-officio, non-voting)
		• Academic Senate President (ex-officio, non-voting)

FRAWG Members	TRAWG Members	PAWG Members	ORAWG Members
• Carol Higashida Co-Chair • John Sinutko • Gerry Zucca- Co-Chair • Ariana Burrell • Brenda Woodhouse • Felix Masci • Shyan Diaz-Brown • Michael Grimes • Giselle Ramirez • Allison Case-Barton	• Priscilla Mora, Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Kim Korinke • Armine Torabyan • Kris Romero	• Jennifer Clark Co-Chair • Erik Reese Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown • Shandor Batoczki	• Norm Marten • John Sinutko • Felix Masci • Jennifer Clark

Goals 2021/2022
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.
2. Implement Way-Finding Project.
3. Continue to provide a report on completion of requested resources and communication out to the campus constituents.
4. Make recommendations for updating the annual Information Technology Operations Plan.
5. Update Facilities Master Plan.