

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

MEETING MINUTES

Wednesday, November 3, 2021 | 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	X		ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Silva Arzunyan
Academic Senate President, Ex Officio		Erik Reese		Matt Crater		X
Dean		Carol Higashida	X	Kevin Balas		X
Business Services		Priscilla Mora	X	Sherry Ruter (Alt)		
Business Services		Michele Perry	X	EATM, Life & Health Sciences	Brenda Woodhouse	
Business Services		Dan McMichael	X		Audrey Chen	
Business Services		John Sinutko	X		Armine Torabyan (Alt)	X
Associated Students Representative		Ashwin Naresh Kumar	X		Mary Swenson (Alt)	
Instructional Technologist/Designer		Tracie Bosket	X		Lan Nguyen (Alt)	
Student Services Council		Kim Korinke	X	Physical Science & Career Education	Rick Edwards	X
ACCESS		Shyan Diaz-Brown			Jennifer Mallory	
Classified Staff		Kris Romero		Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	
Classified Staff		Michael Grimes			Felix Masci	
Classified Staff		Shandor Batoczki			Hugo Hernandez	X
Vice President, Ex Officio		Amanuel Gebru	X	A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	X
Vice President, Ex Officio		Mary Rees	X		Giselle Ramirez	X
CTE Faculty Liaison		TBD			Allison Case-Barton	
CTE Faculty Liaison		Robert Cabral (Alt) Michael Hoffman (Alt)				
GUESTS						
Cristina Garcia	X	Aaron Kay	X	Arts, Media & Communication Studies	Steve Callis	X
Dan Watkins	X	Oleg Bepalov	X		Ariana Burrell	X
Hovik Gasparyan	X	Dave Anter	X		Gerry Zucca	X

TOPIC	ACTION
1. WELCOME	Jennifer Clark called the meeting to order at 1:25 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: October 6, 2021	Dan McMichael moved to approve minutes as presented. Hugo Hernandez seconded. Approved by general consensus. No nays. Motion carried. Abstentions: Ashwin Naresh Kumar and Armine Torabyan
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael provided the following written report: <ul style="list-style-type: none"> ○ Many issues identified with our ENS system during the Great Shake Out. Several issues have been resolved with a few still pending. Scheduled meeting with vendor to work out issues. Anticipate to conduct quarterly testing of the entire system. Gerry Zucca mentioned that some of the speakers in the library were not working and some were out of synch. Dan will be working on these issues on Thursday. Dan mentioned survey went out requesting feedback. If you have additional comments/feedback please email Dan. ○ Added ENS speakers in each of the FLR classrooms ○ Setup seven laptops and hotspots for check in stations ○ Issued a total of 510 Adobe CC licenses to students for the fall 2021 semester ○ T-212 smart projector and Crestron controls completed ○ Continuing the refresh of staff computers ○ Setting up users with laptops for remote work ○ Resolved WiFi issues with student network ○ Added new wireless access point to FLR-4 to increase coverage ○ Middle names displayed in Zoom. If users do not want their middle name to appear in Zoom users are to contact HR to change their preferred name. ○ Skype for Business has reached its End of Life (EOL) and is no longer supported by Microsoft. We are working with the District on a project to replace Skype for Business with Microsoft Teams ○ Will need to convert to efax solution ○ Converting the High School at Moorpark College internet circuit from multi-mode fiber to single-mode fiber to improve the throughput ○ Continuing to work on the 290 laptops for the Math department for spring 2022 ○ Updating user systems and servers with latest security patches ○ Working on Standard III.C for accreditation ○ In the last 30 days, blocked 18.3 million threats and unauthorized attempts into our networks ○ Closed 271 work orders 	

TOPIC	ACTION
<ul style="list-style-type: none"> ○ Fake enrollment is still an issue, but we are working with the State Chancellor’s Office to help mitigate. We also have various technologies and tools that we can use. All the colleges in the state are offering COVID incentives and we have seen an uptick. ➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket shared the following written report: <ul style="list-style-type: none"> ○ Small change to the November/December OTTCC; we added a “bonus” week. VC expects a lot of new hires so we added another week. The updated schedule is Nov 1st-Dec 12th. ➤ FACILITIES PROJECTS UPDATE – John Sinutko presented the following written report: <ul style="list-style-type: none"> ○ Wayfinding – Bid 625 MC Main Entrance Marquee Sign Bid held on October 22, 2021. We had a good turn out with competitive bids. Low bidder is Chalmers at \$390,000. We are planning to move forward with this project once approved by the Board. Bid 626 Wayfinding, successfully opened for bids on Friday, October 29th, at 2:00 p.m. ○ Lion Habitat & Tiger Habitat – Bid 619 EATM Tiger Enclosure has been approved. The \$2.26 million project has begun, and the site has been cleared, utilities located, in preparation for grading activities. The completion date remains June 1, 2022. ○ MC Solar PV Project – Project is complete, awaiting DSA approval. ○ MC Facilities Master Plan (FMP) Update – The FMP has been updated to include the update matrix. Recent developments suggest that we should update once again to include the Amphitheater project. Updates in progress. ○ Softball Backstop Replacement – Bid 621 Softball Backstop Replacement is underway, and is about 30% complete. The project is on track to be completed by the end of November, 2021. ○ Restroom/Snack Bar Replacement – Bid 624 Stadium Restroom Replacement was successfully bid on September 30, 2021, and should be approved at the November Board meeting. ○ Baseball Dugout Replacement – Bid 622 Baseball Dugout Replacement is well underway, and on-track to be completed by January 14, 2022. ○ EATM Lath House Repair - Project budget developed. Plans and specs next. ○ Site Lighting Reuse - Project mixed into FLRs. ○ Fast-track Projects: <ul style="list-style-type: none"> ▸ Amphitheater – Preliminary plans developed. Estimate \$8.5 million ▸ OTC Roof Structure – At DSA for review. ▸ FLRs– Four buildings opened for classes on August 16, 2021. Paving was postponed to October 29th due to rain. Parking lot under construction, and should be completed this month. ▸ Temporary Classroom/Warehouse – Working with KBZ Architects on the plan development. Progress is on-going. ▸ Quad Stage Additional Power – Met with Electrical Engineer. Preliminary design in progress. ▸ HVAC UV-C Lighting Project – Phase 1 is complete. Phase 2 will be completed by the end of this month. Phase 3 is waiting on material delivery, but we are expecting to be complete with Phase 3 by the end of November. Phase 4, consisting of two modular buildings and the FLRs will be the final phase of the UV-C Lighting project. ▸ Administration Building Reconstruction – Has been funded by the State at a 50% share of the costs. We are currently in the preliminary design stage, and will be meeting with the Architectural Team on Friday, November 5, 2021, at 10:00 a.m. Cost is about \$10 million total and we are paying half. 	

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<ul style="list-style-type: none"> ▶ EV-Parking – We are working on a partnership with SCE to install 156 EV Charging Stations in parking lots AA, A, B and C. In this plan, SCE would fund the infrastructure at 100%. The charging hardware will be purchased by VCCCD, with a significant rebate. This proposal is currently under review. ○ Developing facilities projects for Fall Semester. ○ Developing FRAWG projects for 2021-2022. ➤ DISTRICTWIDE IT UPDATE – Dan Watkins <ul style="list-style-type: none"> ○ Major projects update: <ul style="list-style-type: none"> ▶ Shawn Bochat is the new Director of Software Applications & Development. He replaced Mike Rose. He worked many years at CSUCI and was also employed at the California State University, Office of the Chancellor. ▶ COVID-19 Testing process – implementation in progress ▶ Courseleaf Catalog - implementation in progress ▶ Banner 9 Self Service – Finance implementation in progress ▶ Autograd – Scheduling Kick-Off Meeting ▶ Teams- project is also in progress. App can be accessed on the portal, computers, and mobile phones. Please submit an MC IT work order to get it installed. Skype will not be removed until we have completed migration. Michael Ashton has been conducting introductory Team’s training. District IT team has been piloting Teams. Mary Rees clarified that Skype is going away end of December. Dan confirmed that MS Teams will be effective January 2022. Dan also clarified that if your phone is USB compatible, you will have to use the number pad in Teams instead of the one on your phone. ▶ Dan confirmed that we are still providing Camtasia for faculty, staff, and adjunct. You can talk to Dan McMichael regarding how you want to manage the key and the support for that software. ▶ Blocked malicious traffic – 496 million for month of October ➤ CTE UPDATE – No rep, TBD 	
<p>5. Discussion of Brown Act Update</p>	<p>Hugo Hernandez moved to approve meeting online for the December meeting due to safety concerns. Lydia Basmajian seconded. Approved by general consensus. Motion carried. No nays and no abstentions.</p>

TOPIC	ACTION
<p>6. Information Item: Resource requests available Jennifer shared the resource request lists for 2021-2022 including ORAWG. She will send an email with directions on requesting current year funded items on last year's program plan requests and what's been funded for this year. For TRAWG, Dan prefers folks if they're on the list to reach out and connect with him. For FRAWG, John does not want people reaching out to him because he has things sort of mapped out. When John is at a place where he can start discussing and having conversations with the contact person he will reach out, so no need to do anything on the FRAWG or PAWG lists. Only take action on the TRAWG list by reaching out to Dan. Information is also available on the planning page on the following link: https://www.moorparkcollege.edu/departments/administrative/institutional-research-and-planning/college-planning</p> <p>Scroll down and click on the program plans and resource allocation prioritization lists. This takes you to Sharepoint. Lists are sorted by number and department. Priscilla Mora asked if this information is publicly available. Jennifer will double check with Oleg.</p> <p>Also a reminder was sent out a few days ago regarding the sourcing issues that we are having globally due to pandemic. Please do not wait if you are on this list, and there are items that need to be purchased. We have in some cases items that were ordered last March or April that we still have not received. Therefore, waiting until February or March 2022 is not a good plan. Best practice would be to order before the holidays to also avoid end of year crunch time for districts because everyone is trying to spend before April 2022 deadline.</p> <p>Last year John and Norm went through the other items and the committee voted to create another work group (ORAWG). Norm is hoping to recruit John again so they can get together and try and read through these items in the fall and come up with recommendations. Norm will schedule a date. Last time items were reviewed in two sessions. Anyone who wishes to join ORAWG workgroup is welcome to attend. Also, if the FRAWG & TRAWG workgroups have items that do not really fit into their criteria, please forward to Norm. He will add it to the other list and that way workgroup can go through items before the end of the semester and present it during the February meeting. Gerry pointed out that PAWG needs to meet earlier to make sure items belong in that list. PAWG meeting can be scheduled during fall or it can be brought back during the December meeting. Priscilla mentioned that PAWG only has one item that is not space related, which is the first item listed for the office assistant position. Jennifer will forward to Linda Resendiz so it can be added to Classified Prioritization. Jennifer clarified once again that for TRAWG Tech refresh items are listed in green and only funded items are shown. Please note that gray items have been completed.</p>	
<p>7. Good of the Order- none</p>	
<p>8. ADJOURNMENT</p>	<p>Dan McMichael moved to adjourn meeting at 2:34 pm. Rick Edwards seconded. Approved by general consent.</p>

HANDOUTS	FT-CAP 2021/2022 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m.
FT-CAP Agenda 11/03/2021	2021 9/01 (Last Zoom Meeting) , 10/06, 11/03, 12/01
FT-CAP Meeting Minutes 10/06/2021	2022 2/02, 3/02, 4/06, 5/04

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
<p>FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>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.</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council <p>Members</p> <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Carol Higashida Co-Chair • John Sinutko • Gerry Zucca- Co-Chair • Ariana Burrell • Brenda Woodhouse • Felix Masci 	<ul style="list-style-type: none"> • Priscilla Mora, Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • Lydia Basmajian • Steve Callis 	<ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Erik Reese Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten

<ul style="list-style-type: none"> • Shyan Diaz-Brown • Michael Grimes • Giselle Ramirez • Allison Case-Barton 	<ul style="list-style-type: none"> • Michele Perry • Rick Edwards • Kim Korinke • Armine Torabyan • Kris Romero 	<ul style="list-style-type: none"> • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown • Shandor Batoczki
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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.