

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


MEETING MINUTES

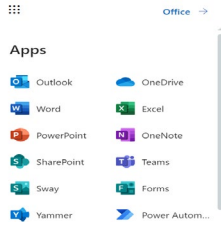
Wednesday, December 1, 2021 | 1:15 pm-3:00 p.m., Zoom <https://vcccd-edu.zoom.us/j/97746698622?pwd=K1duUXc1dkFOSUY2ZXVycUNTOW44UT09>

Meeting ID: 977 4669 8622

Passcode: 382543

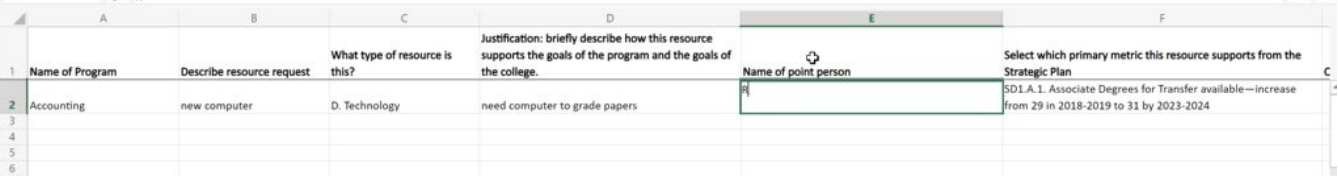
POSITION		NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND	
Co-Chair: Vice President, Business Services		Jennifer Clark	X	English & Student Life	Jeff Baker		
Co-Chair: Academic Senate Representative		Norm Marten	X		ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Silva Arzunyan	
Academic 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	X	
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			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	X		Navreet Sumal		
Vice President, Ex Officio		Amanuel Gebru		Business, Social & Behavioral Sciences, Child Development & Languages	Felix Masci	X	
CTE Faculty Liaison		Mary Rees	X		Hugo Hernandez	X	
CTE Faculty Liaison		TBD			A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
CTE Faculty Liaison		Robert Cabral (Alt)				Giselle Ramirez	
CTE Faculty Liaison		Michael Hoffman (Alt)		Allison Case-Barton		X	
GUESTS				Arts, Media & Communication Studies		Steve Callis	X
Kevin D. Rickard	X	Dan Watkins	X			Ariana Burrell	
		Oleg Bernalov	X		Gerry Zucca		
		Cynthia Osuna	X				

TOPIC	ACTION
1. WELCOME	Norm Marten called the meeting to order at 1:17 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: November 3, 2021	Felix Masci moved to approve minutes as presented. Dan McMichael seconded. Approved by general consensus. No nays. No abstentions. Motion carried.
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael provided the following updates: <ul style="list-style-type: none"> ○ ENS System Update- After the Great Shake Out Drill we found a lot of things worked well and some things did not. We made several changes to the set up to improve system. A test is scheduled for December 16 with vendor. Test involves sending messages to the desktop client and the speaker. It will be a low volume and will not be a loud blast like the Great Shake Out Drill. Notification will be sent out to campus community. ○ HyFelix Classes- Working on adding a few more on campus before spring starts. ○ Currently refreshing systems. ○ Updating computer labs and getting them ready for spring. Almost complete with this project. ○ Security front- Continuing to make adjustments to our information security. Constantly patching our desktops and servers with the latest security patches. In the last month we blocked 26 million threats and unauthorized attempts to our systems. Two more colleges became victims of ransomware. We want to remain vigilant and stay out of the news. Please do not click on unknown emails, if unsure contact IT. ○ Hopeful we will get parts to extend and provide internet connectivity to the baseball and softball fields. The wireless bridges have been on back order since April or May. They are supposed to be available in January. As soon as it becomes available we will get on it. ○ Reminder that Skype for Business is going away. IT is working on implementing MS Teams. Dan Watkins demonstrated how to check to see if you have MS Teams. Go to MyVCCCD portal and login. Click on Outlook webmail and click on apps: 	



From here you should be able to see if you have Teams. If you need MS Teams installed, please submit work order to IT helpdesk. Dan Watkins also mentioned that Outlook webmail is a great way to send encrypted mail. An email will be sent today or tomorrow regarding MS Teams training. At the moment we can make internal calls except external calls. Phones have been ordered and training will be scheduled as well as videos posted. Dan McMichael stated IT will be installing local web client for those that do not want to log into the portal to access MS Teams.

- Completed over 200 work orders along with several projects
- INSTRUCTIONAL TECHNOLOGY UPDATE – No report
- FACILITIES PROJECTS UPDATE – John Sinutko shared the following updates:
 - **Wayfinding** – We have successfully bid project and going to the Board in December.
 - **Lion Habitat & Tiger Habitat** – Project underway and on schedule to be completed June 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** – is underway, and is about 50% complete. The project is on track to be completed by the end of December, 2021.
 - **Restroom/Snack Bar Replacement** – is underway and we are in the process of completing the underground work. Looking at beginning the foundation work around December 13 and setting building on the foundation around January 6.
 - **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:**
 - **Amphitheater** – Preliminary plans developed. Estimated \$8.5 million
 - **OTC Roof Structure** – At DSA for review. Had to send off for geological study. Received report back yesterday and it was positive in our favor so we can reignite process with DSA.
 - **FLRs**– Project close to completion with the exception that we need to put in some permanent power pieces. Hoping to have everything installed on January 8, which is a Saturday.
 - **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** – Phases 1-3 are complete. Phase 4, 99% complete just waiting for parts to arrive. Most of the campus is operational.
 - **Administration Building Reconstruction** – Has been funded by the State at a 50% share of the costs. Tomorrow going to review restroom reconfiguration so we are in compliance with code. Cost is about \$10 million total and we are paying half.

TOPIC	ACTION																																																								
<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. Proposal is currently under review. Going to the Board December 14. ○ Developing facilities projects for Fall Semester. ○ Developing FRAWG projects for 2021-2022. ➤ DISTRICTWIDE IT UPDATE – Dan Watkins <ul style="list-style-type: none"> ○ Teams- project is in progress. Skype will not be removed until we have completed migration. ➤ CTE UPDATE – No rep, TBD 																																																									
<p>5. Discussion of Brown Act Update</p>	<p>Allison Case Barton moved to approve February meeting online due to safety concerns. Stephen Callis seconded. Approved by general consensus. Motion carried. No nays and no abstentions.</p>																																																								
<p>6. Workgroup Report Outs:</p> <ul style="list-style-type: none"> ○ FRAWG- Carol Higashida stated they will be meeting on Friday. ○ TRAWG- Priscilla Mora shared that they have met twice and are progressing as normal. ○ PAWG- Nothing to report ○ ORAWG- Norm mentioned they are an informal membership and are trying to get a list of official members. Current members are John Sinutko, Matt Crater, Felix Masci, and Norm. Members met and made recommendations for the resources that were listed in the other category. Recommendations will be coming up as agenda item #10. They also have items that will be forwarded to other workgroups. We can take a second look at them in February and vote for approval and then get them out to Oleg Bepalov to get them online. Norm clarified that with ORAWG we are only making recommendations were to take these other items and do not make recommendations in terms of priority. 																																																									
<p>7. Discussion of Fields to include in the New Program Plan Resource Request Spreadsheet-</p> <p>Norm shared Oleg is requesting for feedback as to what should be in the spreadsheet in terms of what people fill in their program plans their getting the necessary information to the workgroups in order to make decisions on the recommendations. Oleg shared and reviewed spreadsheet and made revisions live.</p> <p>Jennifer mentioned that a contact should be added after the justification column (see below):</p>  <table border="1" data-bbox="262 1112 1591 1291"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> <tr> <th></th> <th>Name of Program</th> <th>Describe resource request</th> <th>What type of resource is this?</th> <th>Justification: briefly describe how this resource supports the goals of the program and the goals of the college.</th> <th>Name of point person</th> <th>Select which primary metric this resource supports from the Strategic Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Accounting</td> <td>new computer</td> <td>D. Technology</td> <td>need computer to grade papers</td> <td></td> <td>SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F		Name of Program	Describe resource request	What type of resource is this?	Justification: briefly describe how this resource supports the goals of the program and the goals of the college.	Name of point person	Select which primary metric this resource supports from the Strategic Plan	1							2	Accounting	new computer	D. Technology	need computer to grade papers		SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024	3							4							5							6							
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Priscilla mentioned that under column C people need to be given choices. Oleg stated there is a drop down box (see below):

	A	B	C	D	E	F
	Name of Program	Describe resource request	What type of resource is this?	Justification: briefly describe how this resource supports the goals of the program and the goals of the college.	Name of point person	Select which primary metric this resource supports from the Strategic Plan
1	Accounting	new computer	D. Technology	need computer to grade papers	Ruth Bennington	SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024
2			A. Faculty			
3			B. Classified			
4			C. Facility			
5			D. Technology			
6			E. Space Allocation			
7			F. Other			

Priscilla also suggested under column G that a minimum cost be added (see below) with the following added note: "Requests under \$1,000 should be purchased from existing department budgets or other campus budgets."

	Name of Program	Name of point person	Select which primary metric this resource supports from the Strategic Plan	Total Cost of Request (must be at least \$1000)	One time or Recurring?
1	Accounting	Ruth Bennington	SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024	\$ 1,000.00	one time

Norm recommended Program Budget Adjustment be added under column C along with descriptions:

	A	B	C	D	E	F
	Name of Program	Describe resource request	What type of resource is this?	Justification: briefly describe how this resource supports the goals of the program and the goals of the college.	Name of point person	Select which primary metric this resource supports from the Strategic Plan
1	Accounting	accounting software license cost went up	G. Program budget adjustment	need license to grade projects	Ruth Bennington	SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024
2			A. Faculty			
3			B. Classified			
4			C. Facility			
5			D. Technology			
6			E. Space Allocation			
7			F. Other			
8			G. Program Budget Adjustment			

Priscilla will work on one pager descriptions and forward to Oleg.

Priscilla and Jennifer suggested that one time or recurring column H be deleted as follows:

	Name of Program	Name of point person	Select which primary metric this resource supports from the Strategic Plan	Total Cost of Request (must be at least \$1000)
1	Accounting	Ruth Bennington	SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024	\$ 1,000.00

Oleg shared that with this new spreadsheet you will no longer see the original request date. Jennifer would also like to see a key area where notes can be documented instead of all over the document. Oleg will add column later when committees are reviewing requests. Oleg stated that this format is more customizable not like TracDat. This still needs to go to EdCAP. Then in April this format will be disseminated.

8. ORAWG Workgroup Membership- Norm

TOPIC	ACTION
<p>Please let us know if you are interested in joining workgroup. Members: Norm, John, Felix, and Jennifer. This information will be added next to the other workgroup members. Jennifer would like for workgroups to review their lists and forward items that do not belong.</p>	
<p>9. Discussion of Requests Requiring District Approval This agenda item concerns items that are not in house i.e., this was an IT item that required district approval. Kim Korinke shared that this is for a texting platform. This is not just for FA department, many of the services need to engage students through texting and instructors would also like to do that. We need to meet them where they are at, and be able to follow up with them by text. Norm mentioned this would probably be handled at the district level and what do we do as a committee in terms of trying to get this request forwarded to a group that can review it and approve.</p> <p>Dan Watkins clarified this is not an IT issue. In terms of texting, there are different technologies in place that have not been distributed to departments and colleges. We have regroup, which is a two way texting platform that the marketing department uses. There are also some messaging platforms like whatsapp that do not necessarily have to be an SMS thing. Although this is more of a matter of getting everybody on board with the planning process and then setting it up and providing training and support. The colleges need to plan it and it needs to be part of the communication matrix. What do we send via email? What do we send via text message, etc.? Designing a communication plan where departments can leverage this technology. We also found students who do not have cell phones or they prefer not to use their phones. We also have employees that do not want to use their phones, so you get into all these complex issues as well. Also, when we send out an emergency alert using the emergency notification system, one alert is about \$10 so there is a cost associated with it. Oleg mentioned that the district marketing workgroup had a recent discussion that we are over communicating with students. Currently we commissioned a study regarding what are the most effective ways to communicate with students. So based off this research we will be able to have conclusive evidence as to what type of communication work best for students for them to comprehend the information that we are sending them. Oleg will forward to Jennifer the related email regarding research and rollout. Oleg clarified that the study is happening in multiple phases. Study will be completed by December 10. Phases should be completed by Spring. Norm would like Oleg to present findings once study is complete.</p>	
<p>10. Discussion of ORAWG Recommendations- Norm Marten ORAWG workgroup went through the items and the original sheet is attached. Items sorted by what the recommendations were. Most were budget planning items. John Sintuko confirmed that most of these are in process or completed. Some will be forwarded to CTE workgroup. Some are just curriculum items. Others are just departmental discussions, no funds requested. FRAWG, TRAWG, and PAWG items will be forwarded to individual workgroups. Norm will add anything he receives. ORAWG will have one final meeting in spring.</p>	
<p>11. Good of the Order- Kris Romero invited everyone to the Holiday Lights Disco Night’s event at the zoo. Dates are December 3-5 , December 10-11, December 16-23. We have a snow machine and interactive activities for kids.</p>	
<p>12. ADJOURNMENT</p>	<p>Brenda Woodhouse moved to adjourn meeting at 2:56 pm. Allison Case Barton seconded. Approved by general consent.</p>

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

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 style="text-align: center;"><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 	<ul style="list-style-type: none"> • Priscilla Mora, Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • Lydia Basmajian 	<ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Erik Reese Co-Chair • John Sinutko • Steve Callis • Gerry Zucca

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