

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

Wednesday, September 2, 2020 | 1:15-3:00 p.m., Zoom <https://cccconfer.zoom.us/j/97746698622> Meeting ID: 977 4669 8622

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	X		Vance Manakas	X
	Carol Higashida	X		Kevin Balas	X
Dean	Oleg Bepalov	X		Sherry Ruter (Alt)	
	Priscilla Mora	X	EATM, Life & Health Sciences	Brenda Woodhouse	X
Business Services	Michele Perry	X		Audrey Chen	
	Dan McMichael	X		Armine Torabyan (Alt)	X
	John Sinutko	X			
Associated Students Representative	Ashwin Naresh Kumar	X	Physical Science & Career Education	Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket	X		Lan Nguyen (Alt)	
Student Services Council	Kim Korinke	X		Rick Edwards	X
ACCESS	Shyan Diaz-Brown	X		Jennifer Mallory	X
Classified Staff	Maria Thayer	X	Business, Social & Behavioral Sciences, Child Development & Languages		
	Michael Grimes	X		Navreet Sumal	
	Shandor Batoczki	X		Felix Masci	
Vice President, Ex Officio	Amanuel Gebru	X		Hugo Hernandez	X
	Mary Rees	X	A&R, Counseling, Student Life & Support, EOPS, & Student Health Center		
CTE Faculty Liaison	Christy Douglass	X		Lydia Basmajian	X
	Michael Hoffman (Alt)				
	Robert Cabral (Alt)				
<b>GUESTS</b>	Dan Watkins	X	Arts, Media & Communication Studies	Steve Callis	X
	Erin Dilley	X		Ariana Burrell	X
	Cynthia Osuna	X			
	Dina Pielat	X		Gerry Zucca	

TOPIC	ACTION
<b>1. WELCOME</b> Jennifer welcomed members. Members introduced themselves.	Jennifer Clark called meeting to order at 1:20 pm.
<b>2. PUBLIC COMMENTS</b> Erik Reese thanked everyone for making the online transition successful last semester. He also thanked FT-CAP members for all their work in TRAWG, FRAWG, PAWG to ensure that all constituents get their input into the prioritization process.  Dina Pielat stated she loved being part of the MC team. She thanked everyone for being so kind and wonderful.	
<b>3. APPROVAL OF MINUTES: May 6, 2020</b>	Shandor Batoczki moved to approve minutes with the following change: <ul style="list-style-type: none"> <li>Agenda item #4 under IT Update bullet #7 change formulized to formalized.</li> </ul> Vance Manakas seconded. Motion carried. Abstentions: Ashwin Naresh Kumar, Lydia Basmajian, Ariana Burrell, Steve Callis, Priscilla Mora, & Jennifer Mallory
<b>4. INFORMATION/REPORTS</b> <ul style="list-style-type: none"> <li>➤ <b>IT UPDATE</b> – Dan McMichael highlighted the following: <ul style="list-style-type: none"> <li>ENS cabling project has been completed in HSC, CC, AA, T, M, LLR, FH, &amp; HSS. Moving along and making great progress. Working around class schedules for PS &amp; LMC.</li> <li>AV project going on HSC, FH, &amp; AC. Waiting on additional parts that were needed.</li> <li>FH had 8 classrooms upgraded. AC 106 &amp; 107 rooms are in progress which were damaged during power outage.</li> <li>Laptop Lending Program- Loaned 250 laptops to students and staff.</li> <li>Adobe Creative Cloud- Purchased 500 licenses for students. Purchasing an additional 75 licenses. Licenses will last until end of semester.</li> <li>You will receive email notifications for emails that come from outside the district. Purpose of this is for individuals to be aware of scammers/hackers.</li> <li>VPN Tunnels- in process to help prevent loss of communication with Skype for business and some other applications.</li> <li>Short a tech in IT. Hoping to fill vacancy soon.</li> </ul> </li> </ul> <p>Dan clarified process for requesting loaner laptops for students. Deans need to approve. After that request goes to Linda Resendiz and Mary Rees. Names will then be placed on official list. Individuals will need to make appoitment with IT. Don't want individuals showing up to campus without appointment.</p> <ul style="list-style-type: none"> <li>➤ <b>INSTRUCTIONAL TECHNOLOGY UPDATE</b> – Tracie Bosket</li> </ul>	

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<ul style="list-style-type: none"> <li>Complemented faculty for having 537 certified faculty to teach online hybrid. Currently, we have 25 people registered for upcoming session which starts on Tuesday, September 8. Here is the link: <a href="https://docs.google.com/forms/d/e/1FAIpQLSehx15gc3uB3M-X58clBDkBXwMr87u2cvwalCpPj4fwv4UnjQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSehx15gc3uB3M-X58clBDkBXwMr87u2cvwalCpPj4fwv4UnjQ/viewform</a></li> </ul> <p>Those that have a certificate from other colleges, please refer to Tracie. She will verify certification.</p> <p>Hugo Hernandez asked if there was a way to verify who is registered for upcoming session. Here is the link to verify registered people: <a href="https://docs.google.com/spreadsheets/d/1Z5I-jUP4M7BPBESpWAS0_humzngVwBi3rLB37WoE9Cs/edit#gid=221877518">https://docs.google.com/spreadsheets/d/1Z5I-jUP4M7BPBESpWAS0_humzngVwBi3rLB37WoE9Cs/edit#gid=221877518</a></p> <p>More information: <a href="https://www.moorparkcollege.edu/online-services/distance-education/facultyOffice">https://www.moorparkcollege.edu/online-services/distance-education/facultyOffice</a></p> <p>Hours: <a href="https://www.moorparkcollege.edu/online-services/distance-education/faculty/virtual-zoom-drop-in-hours">https://www.moorparkcollege.edu/online-services/distance-education/faculty/virtual-zoom-drop-in-hours</a></p> <p>➤ <b>FACILITIES PROJECTS UPDATE</b> – John Sinutko</p> <ul style="list-style-type: none"> <li><b>Gym Renovation</b> –We replaced the electrical contractor on this project, and the completion of the electrical work is under way. Final completion of electrical is scheduled for the end of September. DSA Closeout will follow.</li> <li><b>Wayfinding</b> – Plans for both projects are nearly ready for bidding. Associated Students created names for interior roadways and pathways, which was reviewed by FT-Cap, and is awaiting review by senior administration prior to use.</li> <li><b>Outdoor Kinesiology Classroom Facility Phase 2</b> – Project is physically completed. Complications with the DIR must be worked out prior to final payment and formal close out of project.</li> <li><b>Lion Habitat &amp; Tiger Habitat</b> – Lion Project is complete, and going to October Board. Tiger Habitat is at DSA under final review. Project will bid following DSA approval.</li> <li><b>Atomic Absorption Spectrometer PS-104</b> – Complete.</li> <li><b>Stadium Lighting Replacement</b> – Project is complete.</li> <li><b>PA Main Stage Rigging Repair</b> – Contractor is scheduled to be on-site this week to complete.</li> <li><b>MC Solar PV Project</b> – Project officially began on 8/31/2020. Project is scheduled to be substantially completed by 12/31/2020, with commissioning to continue through 3/03/2021.</li> <li><b>MC Facilities Master Plan Update</b> – The FMPU Workgroup presented at our most recent Annual Planning retreat via ZOOM. Next step is formal approval from F/TCAP, and the Academic Senate.</li> <li><b>Baseball Fence Repair</b> – Plans are complete. Scheduling Bid.</li> <li><b>Softball Backstop Replacement</b> –Plans are under development.</li> <li><b>Restroom/Snack Bar replacement</b> – Receiving updated proposal for permanent modular building.</li> <li><b>PA Main Stage and Scene Shop Floor Replacement</b> – Architectural plans are in development.</li> <li><b>CDC Playground Equipment Slide and Impact Surfacing Replacement</b> – contract for installation are at the District.</li> <li><b>Developing FRAWG projects for 2021-2022.</b></li> </ul>	

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<p>➤ <b>DISTRICT-WIDE IT UPDATE</b> – Dan Watkins</p> <ul style="list-style-type: none"> <li>• <b>Emergency Notification Solution</b> - Ventura, Ventura East Campus, Oxnard, FSTA are complete in terms of cabling, devices, speakers, training, and testing. Currently cabling Moorpark and installing devices, and speakers. If everything goes as planned should be done by end of September. Working on new dates training dates at MC for later this semester. Entire project slated to be complete in January.</li> <li>• <b>Website Redesign</b> - New sites launched on July 14. Patti will be convening a District Website Advisory Group to discuss requests for updates and changes. The first meeting sometime in September/October.</li> <li>• <b>COVID-19 Screening Application</b> – Launched prescreening questionnaire, QR codes, etc. through the MyVCCCD Mobile App on August 14th. Case Management for Health Administrators launched today August 31. Health Dashboard for Health Administrators due Sept. 18.</li> <li>• <b>Microsoft Teams</b> – Looking to roll out in the next few weeks for users to request teams for collaboration.</li> <li>• <b>District and College Information Security Assessment</b> – September 15<sup>th</sup></li> </ul>	
<p>5. Committee Orientation- Jennifer Clark Jennifer reviewed committee charge and source of authority. She also reviewed TRAWG, FRAWG, and PAWG subcommittee responsibilities. Members were provided with workgroup handouts for future reference.</p>	
<p>6. Review Committee Membership/Committee and Workgroup Assignments 2020-21 Members reviewed committee membership/committee and workgroup assignments for 2020-21. Changes reflected on page 6.</p>	
<p>7. FRAWG/TRAWG/PAWG Projects approved and funded for 2020-21</p>	
<p>8. Establish 2020-21 Goals Members reviewed 19/20 goals and established 20/21 goals.</p> <ol style="list-style-type: none"> <li>1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG request.</li> <li>2. Implement Way-Finding Project.</li> <li>3. Continue to provide a report on completion of requested resources and communication out to the campus constituents.</li> <li>4. Make recommendations for updating the annual Information Technology Operations Plan <del>and Technology Master Plan.</del></li> <li>5. <del>Implement faculty and staff webpages. REMOVE</del></li> <li>6. Is now goal #5. Update Facilities Master Plan.</li> <li>7. <del>Review committee charge and membership for Decision Making Handbook. REMOVE</del></li> </ol> <p><b>**Updated 20/21 goals listed on page 6.</b></p>	<p>Tracie Bosket moved to change goal #4 as follows: Make recommendations for updating the annual Information Technology Operations Plan. Shandor Batoczki seconded. Motion carried. No abstentions.</p> <p>Priscilla Mora moved to remove goal #5, Implement faculty and staff webpages. Goal #6 will now become goal #5. Carol Higashida seconded. Motion carried. Abstentions: Ashwin Naresh Kumar</p> <p>Priscilla moved to remove goal #7, Review committee charge and membership for Decision Making Handbook. Shandor</p>

TOPIC	ACTION
	Batoczki seconded. Motion carried. No abstentions.
9. Good of the Order	
10. ADJOURNMENT	Rick Edwards moved to adjourn meeting at 2:58 pm. Michael Grimes seconded. Motion carried.

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda   9/02/2020	2020   <del>9/02</del> , 10/07, 11/04, 12/02
FT-CAP Meeting Minutes   5/06/2020	2021   2/03, 3/03, 4/07, 4/29, 5/05
FRAWG/TRAWG/PAWG Committee Workgroup Reporting Handouts	
FRAWG/TRAWG/PAWG Projects approved and funded for 2020-21	

**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><b>Co-Chairs</b></p> <ul style="list-style-type: none"> <li>Vice President of Business Services</li> <li>Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</li> </ul> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</li> <li>Three Classified representatives appointed by the Classified Senate</li> <li>Two Deans selected by the Vice Presidents of Academic Affairs and Student Support</li> <li>Three Business Service representatives selected by the Vice President of Business Services</li> <li>One representative from Student Services Council appointed by the Vice President of Student Support</li> <li>One representative from the Accessibility Coordination Center and Education Support Services</li> <li>One representative from Instructional Technology</li> <li>One student appointed by Associated Students who serves in an advisory role</li> </ul>

		<ul style="list-style-type: none"> <li>• Vice President of Academic Affairs (ex-officio, non-voting)</li> <li>• Vice President of Student Support (ex-officio, non-voting)</li> <li>• Academic Senate President (ex-officio, non-voting)</li> </ul>
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<b>FRAWG Members</b>	<b>TRAWG Members</b>	<b>PAWG Members</b>
<ul style="list-style-type: none"> <li>• Carol Higashida Co-Chair</li> <li>• John Sinutko</li> <li>• Vance Manakas</li> <li>• Gerry Zucca- Co-Chair</li> <li>• Ariana Burrell</li> <li>• Brenda Woodhouse</li> <li>• Felix Masci</li> <li>• Shyan Diaz-Brown</li> <li>• Michael Grimes</li> </ul>	<ul style="list-style-type: none"> <li>• Priscilla Mora, Co-Chair</li> <li>• Dan McMichael</li> <li>• Kevin Balas- Co-chair</li> <li>• Tracie Bosket</li> <li>• Lydia Basmajian</li> <li>• Steve Callis</li> <li>• Michele Perry</li> <li>• Rick Edwards</li> <li>• Norm Marten</li> <li>• Kim Korinke</li> <li>• Armine Torabyan</li> </ul>	<ul style="list-style-type: none"> <li>• Jennifer Clark Co-Chair</li> <li>• Erik Reese Co-Chair</li> <li>• John Sinutko</li> <li>• Steve Callis</li> <li>• Gerry Zucca</li> <li>• Norm Marten</li> <li>• Felix Masci</li> <li>• Hugo Hernandez</li> <li>• Shyan Diaz-Brown</li> </ul>

<b>Goals 2020/21</b>
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.