

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

MEETING MINUTES

Wednesday, April 1, 2020 | 1:15-3:00 p.m., **SKYPE Join by Phone (805) 289-6255 Conference ID: 961450**

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	Vance Manakas	
				Kevin Balas	X
				Sherry Ruter (Alt)	
Academic Senate President, Ex Officio	Nenagh Brown		EATM, Life & Health Sciences	Brenda Woodhouse	
Dean	Carol Higashida	X		Audrey Chen	
	Oleg Bernalov			Armine Torabyan (Alt)	X
Business Services	Michele Perry	X			
	Dan McMichael	X		Mary Swenson (Alt)	
	John Sinutko	X		Lan Nguyen (Alt)	
Associated Students Representative	Brigit Quezada		Physical Science & Career Education	Rick Edwards	X
				Jennifer Mallory	
Instructional Technologist	Tracie Bosket	X	Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	
Student Services Council	Kim Korinke	X		Felix Masci	X
ACCESS	Shyan Diaz-Brown			Hugo Hernandez	X
Classified Staff	Shandor Batoczki		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	X
Vice President, Ex Officio	Amanuel Gebru				
	Mary Rees				
GUESTS	Dan Watkins	X	Arts, Media & Communication Studies	Steve Callis	
	Chris Hotchkiss	X		Ariana Burrell	
	Kristen Robinson	X		Gerry Zucca	

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS	Norm Marten welcomed members at 1:17 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: March 4, 2020 & November 6, 2019	Hugo Hernandez moved to approve minutes from March 4, 2020. John Sinutko seconded. Motion carried.

TOPIC	ACTION
	<p>No nays. Abstentions: Michele Perry, Shandor Batoczki, and Armine Torabyan.</p> <p>Hugo Hernandez moved to approve minutes for November 6, 2019. Armine Torabyan seconded. Motion carried. No nays and no abstentions.</p>
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael <ul style="list-style-type: none"> • 104 laptops distributed • Continue to provide remote assistance • Updated labs on campus including COWs • Updated antivirus which is more cloud based • Server built for emergency notification system ➤ INSTRUCTIONAL TECHNOLOGY UPDATE– Tracie Bosket <ul style="list-style-type: none"> • Michael Ashton is our new tech instructor. • The California Virtual Campus (CVC)-Online Education Initiative (OEI) offers a variety of trainings throughout the year. To access April trainings go to: https://ccconlineed.instructure.com/courses/5432/pages/cvc-oei-event-calendar • State extended contract with Proctorio through summer and fall. • Labster- to learn more about Labster simulations go to: https://www.labster.com/calcommcolleges/ • Over 40 MC faculty have completed District DE Certification and have offered to help answer questions regarding Canvas or ConferZoom. To access faculty online help network go to: https://www.moorparkcollege.edu/online-services/distance-education/faculty/faculty-online-help-network • Spring 2020 Canvas Certification Courses: April 13-May 10 (Sneak peek on April 6). Contact your Chair to see if you are a candidate to teach online or hybrid courses. • For more information go to: https://www.moorparkcollege.edu/online-services/distance-education/faculty • Student online support- MC students have a dedicated staff member answering questions. Please refer students to Shandor Batoczki, Library Assistant. For more information: https://www.moorparkcollege.edu/online-services/distance-education/students ➤ FACILITIES PROJECTS UPDATE – John Sinutko <ul style="list-style-type: none"> • Gym Renovation- We are occupying the facility while the contractor completes the punch list items. All punch items were required to be completed by February 13, 2020, however that work is not yet complete. DSA closeout will follow. 	

TOPIC	ACTION
<ul style="list-style-type: none"> • Wayfinding- The Collins and Campus Park Corner plans have been submitted to DSA for review and approval. We are currently working with the Associated Students on creating names for interior roadways and pathways, please see attached map. Signage is restricted to ten characters each, and names of people are not allowed. • Outdoor Kinesiology Classroom Facility Phase 2- Bid 603 has been successfully bid. The preconstruction meeting was held on March 26, 2020. The good news is that the mill that produces the material for this project is considered essential, so materials will remain available. Project is scheduled to be completed by June 2, 2020. • Atomic Absorption Spectrometer P-104 – Bid 59 was successful, and will be completed during Spring Break April 6-11, 2020. • Lion Habitat & Tiger Habitat- Project moving along, however project end date has slipped and is now impacted by COVID-19 crisis. Hurdles with getting materials, and the labor to install the stainless steel mesh is coming from out-of-state. They are encountering issues with housing for their employees in this area, and the install date is April 6, 2020. • Romeo & Juliet production on hold. Props are still on stage. • PA main stage rigging repair- The work is underway, and will be completed between April 9 and 29 on hold until the current set on stage can be struck. • PA main stage and scene shop floor replacement- project development beginning. • Restroom/Snack bar replacement- receiving proposals • Stadium lighting replacement- Bid 590 was approved by the Board on February 18, 2020. The preconstruction meeting was held on February 20, and the project is scheduled to be complete by May 4, 2020. • Softball backstop replacement- project beginning to move into phase 1. • Baseball fence repair- project moving into phase 1. • MC Solar PV Project- Continue to work with consultants and the District to develop the plans for the campus. Incomplete 90% CD were sent out, and a page turning session was held to mark-up the plans for revision. • MC Facilities Master Plan Update (FMPU)- The FMPU workgroup been working remotely, and has completed the process of correlating the comments received from the Annual Strategic Planning Retreat with the new Education Master Plan. <p>➤ DISTRICT-WIDE IT UPDATE – Dan Watkins</p> <ul style="list-style-type: none"> • Emergency Notification System Project- Oleg Bespalov is leading efforts of coordinating scheduling and training. Download app, message first goes to a response team and then distributed to personnel. • Construction is considered essential work. Continuing work @ VC. Classrooms and devices have been installed. • Website Redesign Project- Still moving ahead. Planning on doing final website updates. Doing last content migration on April 20. Launch scheduled for May 19, 2020. 	
<p>5. FRAWG Prioritizations Reading</p>	<p>Felix Masci moved to approve FRAWG prioritizations reading.</p>

TOPIC	ACTION
	Rick Edwards seconded. Motion carried. No nays and no abstentions.
<p>6. Associated Students and Classified Senate Presentation regarding revised FT-CAP membership Gilbert Downs mentioned that the Classified Senate plans to continue to appoint three classified representatives to the FT-CAP committee.</p> <p>Chris Hotchkiss- Associated Students recommends student representative has voting rights instead of only serving in an advisory role. All student reps are voted by students. Board of Directors has the right to appoint and vote. Binders will be created for 2020-2021 term successors.</p> <p>Kristen Robinson shared about 2nd Tier priority registration for reps from Fall to Spring.</p>	Silva Arzunyan moved to approve revised FT-CAP membership. Kim Korinke seconded. Motion carried. No nays and no abstentions.
<p>7. Proposal for a student Basic Needs Center from the MC Basic Needs Workgroup- Kim Korinke & Kristen Robinson Kim and Kristen shared presentation from MC Basic Needs Workgroup regarding the need to implement a basic needs center. It was suggested that they share presentation with Foundation. If you would like to provide additional input please contact Kristen or Kim.</p>	
<p>8. FRAWG/TRAWG/PAWG Update FRAWG- Carol Higashida mentioned that prioritization was complete and approved by committee. TRAWG- Kevin mentioned final recommendations will be presented on May agenda. PAWG- Meetings scheduled for April 3 & 23. Final recommendations will be presented on May agenda.</p>	
<p>9. Other- Discussion & Recommendation related to Committee Goals</p> <ul style="list-style-type: none"> a. Way finding—Associated Student’s involvement in naming campus walkways Chris Hotchkiss clarified methodology for name choices. Names created related to the area they were next to (i.e., Milky Way & Moon Walk are in close proximity to Observatory). John mentioned that this still requires Executive Council (EC) approval. b. Linkage of last year’s Strategic Planning Retreat recommendations for facility updates to Educational Master Plan- Felix, Norm, John, and Nenagh aligned the Facilities Master Plan with the Educational Master Plan. Please review and provide feedback to Felix. Recommendation will be presented during the May meeting and information will be resent to members. c. Potential second meeting in April. 	<p>John Sinutko moved to forward recommendation to EC for approval. Rick Edwards seconded. Motion carried No nays and no abstentions</p> <p>Tracie Bosket moved to hold Special Call meeting on April 29 at 1:15 pm via Skype. Carol Higashida seconded. Motion carried No nays and no abstentions</p>
<p>10. Good of the Order</p>	
<p>11. ADJOURNMENT</p>	John Sinutko moved to adjourn meeting at 3:20 pm. Dan McMichael seconded. Motion carried.

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1st Wednesday at 1:15 p.m.
FT-CAP Agenda 4/01/2020 – MC Website	2019 9/04, 10/02, 11/06, 12/04

FT-CAP Meeting Minutes 3/04/2020 & 11/06/2019 – MC Website	2020 2/05, 3/04, 4/04 , 4/29- Special Call Mtg., 5/06
Facilities Projects Update – MC Website	
FRAWG Prioritizations – MC Website	
FT-CAP Committee Charge and Membership – MC Website	
Basic Needs Center Presentation – MC Website	
Facilities Master Plan – MC Website	

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 • Vance Manakas • Gerry Zucca- Co-Chair • Ariana Burrell • Brenda Woodhouse • Felix Masci • Kim Korinke • Shyan Diaz-Brown 	<ul style="list-style-type: none"> • Oleg Bespalov Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • John Dobbins • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Norm Marten 	<ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Nenagh Brown- Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown

Goals 2019/20	Date of Action/Completion
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 and Technology Master Plan.	
5. Implement faculty and staff webpages.	
6. Update Facilities Master Plan.	
7. Review committee charge and membership for Decision Making Handbook.	