

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

MEETING MINUTES

Wednesday, February 3, 2021 | 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			VACANT		
Dean	Carol Higashida	X		Kevin Balas	X	
Dean	Priscilla Mora	X	EATM, Life & Health Sciences	Sherry Ruter (Alt)		
	Michele Perry			Brenda Woodhouse	X	
Business Services	Dan McMichael	X		Audrey Chen		
	John Sinutko	X		Armine Torabyan (Alt)	X	
Associated Students Representative	Ashwin Naresh Kumar	X		Physical Science & Career Education	Mary Swenson (Alt)	
					Lan Nguyen (Alt)	
Instructional Technologist/Designer	Tracie Bosket	X	Business, Social & Behavioral Sciences, Child Development & Languages	Rick Edwards		
Student Services Council	Kim Korinke	X		Jennifer Mallory		
ACCESS	Shyan Diaz-Brown					
Classified Staff	Maria Thayer		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Navreet Sumal		
	Michael Grimes			Felix Masci	X	
Vice President, Ex Officio	Shandor Batoczki	X		Hugo Hernandez	X	
	Amanuel Gebru	X				
CTE Faculty Liaison	Mary Rees	X				
	Christy Douglass	X				
	Robert Cabral (Alt) Michael Hoffman (Alt)					
<b>GUESTS</b>	Dan Watkins	X	Arts, Media & Communication Studies	Steve Callis		
	Kris Romero	X		Ariana Burrell		
				Gerry Zucca	X	

TOPIC.	ACTION
1. WELCOME	Norm Marten called the meeting to order at 1:15 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: December 2, 2020	Priscilla Mora motioned to approve the minutes with the following changes: Armine Torabyan, Shandor Batoczki, Kevin Balas, & Kim Korinke attended 12/02/2020 meeting. Dan McMichael seconded. Approved unanimously. No abstentions. Motion carried.
<ul style="list-style-type: none"> <li>➤ INFORMATION/REPORTS</li> <li>➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> <li>• <b>Paid to Print Stations</b> – Located in FH, LLR, &amp; CC are all off line due to being non PCI compliant. Will be receiving new to paid to print stations. Fortunately we do not have many students on campus. Working with Dan and Terry Cobos. Will get them replaced as soon as possible.</li> <li>• <b>Zoo Project</b>- X-ray system for zoo has been put on hold due to COVID-19 travel restrictions. Project on hold.</li> <li>• <b>Audio Visual COM150</b> - Installation has been completed.</li> <li>• <b>Ricoh Printers</b> – Printers will remain the same, but will be paid to print stations.</li> <li>• <b>Emergency Notification System (ENS)</b> – All devices have been installed. Testing and sound adjustments to take place on 2/12. Provides emergency notification to entire campus. Training on application TBD.</li> <li>• <b>Network</b> – Installed 4 additional network switches on campus.</li> <li>• <b>Laptop Loaners</b> – We have loaned out over 400 laptops to students and staff.</li> <li>• <b>Hotspots</b> – We received 200 hotspots for student use. The Library is issuing them out to students.</li> <li>• <b>GLBA (Gramm Leach Bliley Act)</b> – Information security assessment performed to verify the College’s compliance with GLBA. Final report will be completed in the next couple of weeks.</li> <li>• <b>Adobe Creative Cloud Suite</b> – We have issued 575 licenses for Adobe Creative Cloud Suite to students. We will need additional licenses to satisfy the need.</li> <li>• <b>Remote Support</b> – Continue to provide remote support to staff.</li> <li>• <b>Network Security</b> – Worked with District network security team to increase and strengthen our information security.</li> </ul> <p>In an effort to increase information security Dan attends daily security call to discuss any threats that were detected and mitigation. Constantly updating servers, firewall rules, blocking traffic, closing down open ports, updating anti-virus, intrusion detection systems and a number of things.</p> </li> <li>➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket <ul style="list-style-type: none"> <li>• <b>Virtual Drop-in Hours:</b> <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></li> <li>• <b>Open Support Hours:</b></li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>○ <a href="#">Monday's 4 pm-5 pm</a></li> <li>○ <a href="#">Tuesday's, Wednesday's, &amp; Thursday's 12 pm-1 pm &amp; 4 pm-5pm</a></li> <li>○ <a href="#">Friday's 12 pm-1 pm</a></li> <li>○ <a href="#">Working on adding information to the instructional technology website page.</a></li> <li>● <b>Upcoming Canvas Certification Trainings:</b> <a href="https://www.moorparkcollege.edu/online-services/distance-education/faculty/canvas-trainings">https://www.moorparkcollege.edu/online-services/distance-education/faculty/canvas-trainings</a></li> <li>● <b>Canvas Real Content Editor Training:</b> Thursday tomorrow from 3 pm-4 pm: <a href="https://cccconfer.zoom.us/j/8264785762">https://cccconfer.zoom.us/j/8264785762</a></li> <li>● <b>Canvas Studio Training:</b> Friday from 3 pm-4 pm: <a href="https://cccconfer.zoom.us/j/8264785762">https://cccconfer.zoom.us/j/8264785762</a></li> </ul> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <ul style="list-style-type: none"> <li>● <b>Gym Renovation</b> – DSA closed this project with certification. Architect is putting O&amp;M and As-Built documents together, last step in the formal close-out process.</li> <li>● <b>Wayfinding</b> – We are getting down to the final bid documents on the project. Working with Purchasing on preparing the Bids.</li> <li>● <b>Lion Habitat &amp; Tiger Habitat</b> – Tiger Habitat DSA review is complete. Back-check comments have been received from DSA, and we are in the process of addressing the DSA comments. We anticipate the second review with DSA the first week of March.</li> <li>● <b>MC Solar PV Project</b> – Project is moving along well. Solar panels are installed, with the total project at about 92% complete. A campus-wide power shut-down is scheduled for 2/13, to allow connection of the Solar PV system to the campus infrastructure and the grid. Back up generator will kick in and we will have both electricians onsite.</li> <li>● <b>MC Facilities Master Plan Update (FMPU)</b> – The FMPU Workgroup presented at our most recent Annual Planning Retreat via Zoom. Next step is formal approval from FT-CAP, and the Academic Senate.</li> <li>● <b>Baseball Fence Repair</b> – The project physically began with the demolition of the existing fence on 2/01. The replacement process is anticipated to take 20 days.</li> <li>● <b>Softball Backstop Replacement</b> – Plans are under development, awaiting processing of supplement for the design work.</li> <li>● <b>Restroom/Snack Bar Replacement</b> – The Board approved the AMS contract at the January Board meeting. Awaiting the production schedule from AMS.</li> <li>● <b>PA Main Stage and Scene Shop Floor Replacement</b> – The project was successfully bid and awarded to Geary Floors. Scheduled for February Board meeting.</li> <li>● <b>Forum Improvements</b> – The dimmable lighting, stage flooring replacement, floor epoxy painting, and new carpeting is 97% complete.</li> <li>● <b>Raider Central Project</b> – The project has begun, with new walls completed and base wall painting done. FF&amp;E has been ordered.</li> <li>● <b>Baseball Dugout Replacement</b> – Project has recently been funded, and design contracts are in the works.</li> <li>● <b>EATM Lath House Repair</b> – Project budget developed. Plans and specs next. The structure behind main theater area. The roofing area has latticework which has rotted.</li> </ul>	

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<ul style="list-style-type: none"> <li>• <b>Site Lighting Reuse</b> – Project budget developed. Plans and specs next. Took down a few parking lot light poles and their LED lights. Plan to reinstall them in the dark locations on campus around kinesiology outdoor space and similar areas.</li> <li>• <b>Developing facilities projects for anticipated Fall Semester.</b></li> <li>• <b>Developing FRAWG projects for 2021-2022.</b></li> </ul> <p>➤ DISTRICTWIDE IT UPDATE – Dan Watkins</p> <ul style="list-style-type: none"> <li>• <b>Financial Aid Fraud</b> – Spending a lot of time investigating financial aid fraud. This takes precedence over other projects.</li> <li>• <b>Emergency Notification Solution</b> – Project wrapping up. Project completion report will be provided at the 2/18 Districtwide Emergency Preparation Meeting.</li> <li>• <b>Website Redesign Phase 2 (Project - Completion Early May)</b> <ul style="list-style-type: none"> <li>○ Program Page Redesign + Build &amp; Theme. Designs for an individual program node. A standard template for individual programs that allows students to easily see and compare different programs.</li> <li>○ Programs Grid Design for District Site + Build &amp; Theme. A filterable view of all programs from all the colleges in one place. Will include the ability to sort and filter programs as well as tagging by college.</li> <li>○ Mega Menu Design + Build &amp; Theme. Redesigned mega menu for desktop. Utilizing a full-width menu on desktop that will break sections of the site into smaller, more categorized pieces. This is part of the college website which will be redesigned to make it user friendly.</li> <li>○ Explore options for clickable hero images.</li> <li>○ Faculty Webpages Template – This is a collaborative process and it is not dictated by the District.</li> </ul> </li> <li>• <b>Program mapping</b> will help with guided pathways.</li> <li>• <b>Event Ticketing</b> - Project wrapping up. Last item is to order and test credit card readers for venues.</li> <li>• <b>GLBA Security Audit</b> – Finalizing report</li> <li>• <b>Courseleaf Catalog</b> – Board approved contract at January meeting. Working on PO.</li> <li>• <b>Online Fax/EFax</b> – Setting up pilot at DAC in February</li> <li>• <b>E-Document Signing</b> – Not started but colleges and DAC utilizing Adobe sign where needed.</li> <li>• <b>Upcoming</b> – Transition from Skype for Business to Teams</li> </ul> <p>➤ CTE UPDATE – Christy Douglass (or alternate)</p> <ul style="list-style-type: none"> <li>• Working on timing of program planning and CTE funding applications for the Strongworkforce and Perkins grant funds. Figuring a way to stream line proceses for faculty and working on syncing. scheduling. This is an on-going conversation. Yesterday met with Oleg to go over technical aspects. Anticipate to review grant applications in March. Hoping to implement changes fall 2022.</li> <li>• Career Week taking place 3/01-3/05</li> </ul>	
<p>4. FRAWG/TRAWG/PAWG Workgroup Updates</p> <p><b>TRAWG</b>- Priscilla shared they have a special meeting scheduled for 2/10 to finish up on the last subgroup of items. In December they forwarded requests that did not belong to TRAWG. They will be reviewing the rankings at the end of February and sending forward that list after 2/24 meeting.</p>	

TOPIC.	ACTION
<p><b>FRAWG</b>- Carol stated that requests have been ranked based on costs. There is a spread sheet for no costs listed. They have been ranked by low, medium, and high. Finalized ranking spread sheet emailed last night to Jennifer and Norm. FRAWG is complete and items that did not fit will be emailed to respective departments. TRAWG and PAWG should have received their items already. TRAWG should have received their items in December so they could include in ranking. She thanked the workgroup members for their diligent work in getting all these requests figured out and ranked.</p> <p><b>PAWG</b>- Jennifer mentioned they have not met yet. Will meet in March and hope to be done by April.</p>	
5. Other discussion	
6. Good of the Order	
7. ADJOURNMENT	Dan McMichael motioned to adjourn. John Sinutko seconded. No abstentions. Motion carried.

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda   2/03/2021	2020   <del>9/02, 10/07, 11/04, 12/02</del>
FT-CAP Meeting Minutes   12/02/2020	2021   2/03, 3/03, 4/07, 4/29, 5/05
IT Report	
Instructional Technology Report	
Facilities Project Report	
Districtwide IT Report	

**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> </ul>

		<ul style="list-style-type: none"> <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> <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>• 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>• 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.