

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

MEETING MINUTES

Wednesday, November 4, 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			Vance Manakas	X	
Dean	Carol Higashida	X		Sherry Ruter (Alt)		
Business Services	Priscilla Mora	X	EATM, Life & Health Sciences	Brenda Woodhouse	X	
	Michele Perry	X		Audrey Chen		
	Dan McMichael	X		Armine Torabyan (Alt)	X	
John Sinutko	X					
Associated Students Representative	Ashwin Naresh Kumar			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	X	
Student Services Council	Kim Korinke	X		Jennifer Mallory	X	
ACCESS	Shyan Diaz-Brown	X				
Classified Staff	Maria Thayer		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Navreet Sumal		
	Michael Grimes			Felix Masci		
	Shandor Batoczki	X		Hugo Hernandez	X	
Vice President, Ex Officio	Amanuel Gebru			Lydia Basmajian	X	
CTE Faculty Liaison	Mary Rees	X				
	Christy Douglass	X				
	Robert Cabral (Alt)					
GUESTS	Michael Hoffman (Alt)		Arts, Media & Communication Studies	Steve Callis	X	
	Dan Watkins	X				
	Cynthia Osuna	X				
	Kelly Petrash	X		Ariana Burrell	X	
						Gerry Zucca

TOPIC	ACTION
1. WELCOME	Jennifer Clark called the meeting to order at 1:19 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: October 7, 2020	John Sinutko moved to approve minutes as presented. Shandor Batoczki seconded. Motion carried. Abstention: Lydia Basmajian
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> • ENS Project- Devices mounted on the buildings. Added the devices to the HSC building classrooms. Inside the classrooms the devices replaced the clocks. Displays a beautiful Moorpark blue with white lettering • Adding Wi-Fi to parking structure for some classes. Also adding Wi-Fi to parking lots around PA building for class and student use. Therefore, we will be able to provide Wi-Fi to students who do not have it at home. • Forum- rebuilding stage flooring. Completed audio visual equipment work. • Still loaning laptops, but demand has slowed down since we are half-way through the semester. • Set up 26 laptops for film and TV. These are high end laptops so that students can do video editing. • Setting up 25 laptops for Johnny Conley in student equity. • Reimaging all labs on campus. Completing updates and upgrading software. • Adding Wi-Fi to music and HSS buildings. • Security measures in place. • Received numerous tickets for remote support. • Working on EATM x-ray equipment. ➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket <ul style="list-style-type: none"> • Please refer to the following website for information: https://www.moorparkcollege.edu/online-services/distance-education/faculty ➤ FACILITIES PROJECTS UPDATE – John Sinutko <ul style="list-style-type: none"> • Gym Renovation – Completed DSA Closeout in process. • Wayfinding – Reviewing sign-by-sign with architect. Upgrading AV per IT request. 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. Ready to go to bid. Sending email to deans and requesting they reply back with requested information. • Outdoor Kinesiology Classroom Facility Phase 2 – Completed. • Lion Habitat & Tiger Habitat – Lion Project is complete, and going to October Board. Tiger Habitat is at DSA under final review. Project will bid following DSA approval. • PA Main Stage Rigging Repair – Completed. • MC Solar PV Project – Project is moving along well. Solar panels arrived with mounting hole dimensions off by 3/8", requiring that the purlins be replaced with new purlins matching the solar panel mounting holes. New purlins are scheduled to arrive 10/08/2020. The preliminary shut down previously schedule 	

TOPIC	ACTION
<p>has been called off, as sufficient information regarding existing conditions has been secured. Project is scheduled to be substantially completed by 12/31/2020, with commissioning to continue through 3/03/2021. Anticipating to flip switch on March 3 (3.18 megawatts). We do have battery storage on campus; however, it is not directly connected to this system. It is worth exploring down the road. There is a lot of regulation out there that might prevent it.</p> <ul style="list-style-type: none"> • MC Facilities Master Plan Update – 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. • Baseball Fence Repair – Plans are complete. Scheduling Bid. • Softball Backstop Replacement –Plans are under development. • Restroom/ Snack Bar replacement – Receiving updated proposal for permanent modular building. Have architectural proposal. • PA Main Stage and Scene Shop Floor Replacement – Architectural plans are in development. • CDC Playground Equipment Slide and Impact Surfacing Replacement – Contract for installation is at the District. • Developing FRAWG projects for 2021-2022 <ul style="list-style-type: none"> ➤ DISTRICT-WIDE IT UPDATE – Dan Watkins <ul style="list-style-type: none"> • Exploring E-Fax Solution- Upcoming Districtwide Project • Ticketing Project – Kick off call with VBO Tickets in 12/1 • Courseleaf Catalog – Upcoming Districtwide Project ➤ CTE UPDATE – Christy Douglass <ul style="list-style-type: none"> • Strong workforce funding has new guidelines. No longer can use funding to pay for student internships. Finding other sources of funding to support internships or more creative ways to develop internships. • Discussing the possibility of moving our application process for strong workforce and Perkins funding to align with the program planning timeline. If you have any input or feedback, please inform Christy. There will be an upcoming meeting to discuss this further. If interested in attending meeting, please contact Christy. Stephen mentioned that this may be a potential burden for those writing CTE grants and program plans. Christy will share concern regarding increased workload with workgroup. 	
<p>5. FRAWG/TRAWG/PAWG Workgroup Updates</p> <p>FRAWG- Carol shared they had their first meeting. Workgroup is following the same process as last year where they divide the request by cost from no cost to high cost. Got through the no cost list which had 90 items. Other groups will be getting their items.</p> <p>TRAWG- Priscilla mentioned they have met twice. Noticed that there is a significant overlap from the current list and last years approved list. Discussed possible reasons for duplications. Workgroup felt individuals may not be aware how to remove requested items and may just be a technical issue. Workgroup also felt that a central tracking system was lacking. Suggested using a Google sheet which can be visible to all committee members. Dan Watkins suggested using Excel or Microsoft Teams. Both Dan’s will work together on technology piece to address issues.</p> <p>PAWG- Norm commented workgroup will complete their work towards the end of the semester.</p>	
<p>6. Distribution of 2020/2021 Program Plan Requests- provided as information to the committee. Jennifer clarified that these are all funded items.</p>	
<p>7. Distribution of Funded Program Plan Requests 2019/2020</p>	

TOPIC	ACTION
Jennifer stated folks that are on the list can begin entering requisitions. Oleg has posted list on the Institutional Effectiveness website. This was shared and discussed during the Administrative Council/Deans Council meeting. Norm suggested sending information out by email to all users. It was noted that supply/equipment requisitions should follow the VCCCD procurement guidelines.	
8. Discussion of "Other" Program Request Items Norm and John sorted "other" program request items. There were close to 291 in the other category which were broken into groups. Almost 200 were budget planning items. Some need to be discussed with CTE workgroup. 20 items were appropriate to take to Deans Council. 50 items need to be forwarded to FRAWG, TRAWG & PAWG. Most items appear to be budget request items and may need to go to EdCAP. Carol recommends that budget item requests also be discussed during the fiscal and department chair budget meetings held Spring semester.	Carol Higashida motioned to make a recommendation to EdCAP to consider including the budget item request in the drop down list. Brenda Woodhouse seconded. Motion carried.
9. Other discussion Hugo inquired if discussions were held regarding improving ventilation in campus buildings. John Sinutko clarified that opening your doors will have opposite effect. John stated system is set up in a capture environment and you get 6 changes of air per hour in design. Looking at some things to do with air purification not far enough down the road to do further discussion. Looking at UV cleansing scrubbing of the air. John clarified that prior to anyone coming into room the system does an over flush. Over flush is done prior and afterwards. The only problem is that it only works when you have someone in the building. Therefore, looking into using UV cleansing scrubbers to provide the cleanest air possible. Stephen asked if it is possible to change the 80/20 mixture. John stated that 20 is the maximum you can get from the fresh air openings on the equipment. There are some exceptions, i.e., HSC anatomy area we have 100% air exchange. This is a much different duct system from other buildings.	
10. Good of the Order Hugo thanked all those keeping the college functioning institutionally in terms of facilities, IT, and for helping us maintain our level of interaction with students.	
11. ADJOURNMENT	Tracie Bosket moved to adjourn at 2:23 pm. Dan McMichael seconded. Motion carried.

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda 11/04/2020	2020 9/02 , 10/07 , 11/04, 12/02
FT-CAP Meeting Minutes 10/07/2020	2021 2/03, 3/03, 4/07, 4/29, 5/05
Program Plan Requests 2020/2021	
Work Group Review of "Other" Requests	

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
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)	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	Co-Chairs <ul style="list-style-type: none"> Vice President of Business Services

<p><i>Committee of Academic Senate</i></p>	<p>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>	<ul style="list-style-type: none"> • 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)
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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 • Shyan Diaz-Brown • Michael Grimes 	<ul style="list-style-type: none"> • Priscilla Mora, Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Norm Marten • Kim Korinke • Armine Torabyan 	<ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Erik Reese Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown

Goals 2020/21

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| 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. |