

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

Wednesday, April 7, 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	
Business Services	Priscilla Mora		EATM, Life & Health Sciences	Sherry Ruter (Alt)		
	Michele Perry	X		Brenda Woodhouse	X	
	Dan McMichael	X		Audrey Chen		
John Sinutko	X	Armine Torabyan (Alt)				
Associated Students Representative	Ashwin Naresh Kumar	X		Physical Science & Career Education	Mary Swenson (Alt)	
Instructional Technologist/Designer	Tracie Bosket	X			Lan Nguyen (Alt)	
Student Services Council	Kim Korinke	X	Business, Social & Behavioral Sciences, Child Development & Languages	Rick Edwards		
ACCESS	Shyan Diaz-Brown	X		Jennifer Mallory	X	
Classified Staff	Maria Thayer			A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Navreet Sumal	
	Michael Grimes		Felix Masci			
Vice President, Ex Officio	Shandor Batoczki	X	Hugo Hernandez		X	
CTE Faculty Liaison	Amanuel Gebru	X	Arts, Media & Communication Studies	Lydia Basmajian	X	
	Mary Rees					
	Christy Douglass	X		Steve Callis	X	
<b>GUESTS</b>	Robert Cabral (Alt)		Ariana Burrell	X		
	Michael Hoffman (Alt)		Gerry Zucca	X		
	Dan Watkins	X				
	Cynthia Osuna	X				
	Allison Case Barton	X				

TOPIC	ACTION
1. WELCOME	Norm Marten called the meeting to order at 1:16 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: March 3, 2021	Hugo Hernandez motioned to approve minutes as amended: The following individuals were in attendance: Shyan Diaz-Brown, Ashwin Naresh Kumar, and Kim Korinke. John Sinutko seconded. Approved by unanimous consent. Motion carried. Abstentions: Allison Case Barton & Lydia Basmajian
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> <li>➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> <li>• <b>End of Year Requisitions-</b> IT busy obtaining quotes for numerous requisitions before end of year deadline. Also obtaining quotes for 2020-2021 TRAWG approved items.</li> <li>• <b>ENS System-</b> We have one final task to install the client on all the staff workstations. Before we do that the district-wide committee is finalizing the look and actions that the buttons are going to do. This will be consist among all three campuses. Once approved we will go ahead and complete task.</li> <li>• <b>Laptop Lending-</b> We are still lending out laptops.</li> <li>• <b>HyFlex Classrooms-</b> Working with deans and instructors on the HyFlex classrooms. Requisitions completed for the equipment.</li> <li>• <b>Smart Classroom Update-</b> Will be updating smart classrooms in the next few months. The following smart classrooms will be updated: AA-136 and two smart classrooms in the PS building.</li> <li>• <b>WiFi Expansion-</b> Going to install an access point in the PA parking lot. Install and test wayfinding project electric sign. Install some more access points in the music building and HSS. Working on project to get WiFi out to the baseball and softball fields.</li> <li>• <b>Phishing Emails-</b> One of our instructors received phishing email. Luckily they did not click or open email. We removed it from our system and reported it to the FBI. Please stay vigilant and do not click on links or open emails from unknown sources.</li> <li>• <b>20 million threats blocked over the last 30 days.</b> We have firewalls and antivirus to block attacks. We have an outside company who also provides alerts. Always look at the email address because it does not look right. As a prevention measure IT does not allow users to install software in order to avoid installation of malware. IT will never ask you for your password.</li> <li>• <b>PCI Compliance-</b> Almost done with that. We need to get new pay to print stations in Fountain Hall and LLR open access labs. We received order and are waiting on just one more piece to come in. Once installed we should be fully PCI compliant.</li> </ul> </li> </ul>	

TOPIC	ACTION
<ul style="list-style-type: none"> <li>• <b>GLBA Security Audit-</b> Audit was done recently. Dan Watkins sent over security compliance plan. Need to do some server updates. We removed a lot of old servers and migrated services to new servers.</li> <li>• <b>2021-2022 Annual Tech Ops Plan-</b> Please review and provide revisions during next month's meeting.</li> </ul> <p>➤ <b>INSTRUCTIONAL TECHNOLOGY UPDATE –</b> Tracie Bosket</p> <ul style="list-style-type: none"> <li>• <b>OTTC Trainings-</b> Last two trainings for spring and summer scheduled as follows: April 5-May 2 and last one scheduled for July 12-August 8.</li> <li>• <b>CANVAS-</b> You might have noticed that our canvas college colors were not accessible. Marc Bowman made corrections.</li> <li>• <b>Distance Education Committee Meeting-</b> State discussion regarding Proctorio. Many colleges are dropping Proctorio. Discussed data security and privacy concerns associated with Proctorio, looking for possible alternatives or options. Nenagh Brown presented draft of VCCCD policy for online camera use. The committee also created best practices on how to achieve Regular and Effective Contact (REC). Document defines regular and effective contact, breaks down MC contact policy, best practices for student initiated contact, student to student contact, etc. Will forward REC policy to Senate.</li> </ul> <p>➤ <b>FACILITIES PROJECTS UPDATE –</b> John Sinutko (written report provided)  Good news, John shared that the state has agreed to split the Administration building renovation costs with MC. Jennifer stated we are in the position to fund our half of the renovation costs. We have about 2 million saved for Administration building renovations. John stated that we will also need contingency money. Due to time constraints, John asked members to review written report and asked if they had any questions. Hugo Hernandez asked if the dome temporary classrooms were the same as the "FLRs". John clarified that they were the same. For the Forum lighting issues were addressed as well as lighting control issues. Updated, cleaned and re fire coated the draperies. Replaced bad wood on stage and repainted it. Floors were poxy coated and carpeted.</p> <p>➤ <b>DISTRICTWIDE IT UPDATE –</b> Dan Watkins (written report and handouts provided)  Jennifer mentioned that Dan had another meeting he had to attend. He has attached written report as well as handouts. Please forward any questions to Dan. Hugo asked if there will be training for MicroSoft Teams. Michael Ashton has recorded trainings and you can go to the following link for more information: <b>MS Team Training Archives page:</b> <a href="https://www.moorparkcollege.edu/online-services/distance-education/faculty/training-archives">https://www.moorparkcollege.edu/online-services/distance-education/faculty/training-archives</a>  Michele Perry mentioned that July 31<sup>st</sup> is the last day for Skype for Business. Dan McMichael clarified that July 31<sup>st</sup> is what they refer to as the end of life, but the system will still be functional. It just won't have no new feature updates. We are also trying to have this hosted on the cloud and are having some issues with the phone system lately. Michele also shared that we will be transitioning to Chrome River for charging P-cards. Users will need to complete video webinar self training. Jennifer also stated that travel requests will also be completed in Chrome River.</p> <p>➤ <b>CTE UPDATE –</b> Christy Douglass (or alternate)  15 Perkins Strongworkforce grant applications were submitted. Deadline was end of spring break. Currently, in the review process now. Those who are interested have access as a peer reviewer in Canvas to look at the applications and check them out and give them a score. Scores are not heavily</p>	

TOPIC	ACTION
<p>weighted in the process because we have our CTE Funding Allocation meeting scheduled for April 15. We will each have an opportunity to do our pitch as to why these funds are being requested. If anyone is interested in attending the funding allocation meeting or reviewing applications in Canvas, please inform Christy. We will let you know by the end of the semester how funds are being distributed next year. CTE finalized goals for the year. Goals will be carried into next year and will be revised at the beginning of FY 21-22.</p>	
<p>5. FRAWG/TRAWG/PAWG Workgroup Updates- No new updates</p> <ul style="list-style-type: none"> <li>• TRAWG Second Reading (sorted by highest rankings)</li> <li>•</li>   <li>• FRAWG Second Reading It was noted that work orders will be submitted to take care of some of the no cost items that need to be repaired. John Sinutko will add pricing to other no cost items. It is always recommended that cost or estimate be listed for each item. If unsure of the cost, please double check with Dan McMichael or John Sinutko for pricing.</li>   <li>• PAWG meeting to be scheduled Cynthia Osuna will be sending meeting requests to the members.</li> </ul>	<p>Tracie Bosket motioned to approve TRAWG recommendations as presented. Carol Higashida seconded. Approved by unanimous consent. Motion carried. No abstentions, no nays.</p> <p>Priscilla Mora motioned to approve FRAWG recommendations as presented. Kim Korinke seconded. Approved by unanimous consent. Motion carried. No abstentions, no nays.</p>
<p>6. Good of the Order- none</p>	
<p>7. ADJOURNMENT</p>	<p>Dan McMichael motioned to adjourn meeting at 2:24 pm. Shyan Diaz-Brown seconded. Approved by unanimous consent. Motion carried.</p>

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda   3/03/2021	2020   <del>9/02</del> , <del>10/07</del> , <del>11/04</del> , <del>12/02</del>
FT-CAP Meeting Minutes   3/03/2021	2021   <del>2/03</del> , <del>3/03</del> , 4/07, 5/05
TRAWG Ranking Sheet	
FRAWG Ranking Sheet	

**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> <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>

FRAWG Members	TRAWG Members	PAWG Members
<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>

**Goals 2020/21**

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.