

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

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

TOPIC	ACTION
1. WELCOME	Jennifer Clark called the meeting to order at 1:24 pm.
2. PUBLIC COMMENTS- NONE	
3. APPROVAL OF MINUTES: February 3, 2021	Tracie Bosket motioned to approve meeting minutes. Priscilla Mora seconded to approve with the following changes under IT updates: Bullet #1: pay to print Bullet #4: pay to print stations Approved unanimously. No abstentions. Motion carried.
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> <li>➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> <li>• Phone issues this week due to upgrade in outage at Ventura. Currently routing all phone calls out of Oxnard. Going to revisit this issue on Friday and try to get to the root cause and resolve it. Things appear to be stable for now and phone calls are working. Have not had any issues today.</li> <li>• Project to repair some fiber that was chewed by rodent in the LLR &amp; AA buildings. Requisition will be sent to Jennifer and Allam for signature and processing.</li> <li>• There is still a need for the Laptop lending program. Students are still coming in this late in the semester. Laptops are still available.</li> <li>• Next week conducting walk through of three different classrooms to make them smart ready (computer, projector, document camera etc.)</li> <li>• Compiling list to get a quote for tech refresh.</li> <li>• Working with Johnny Conley, Oleg Bespalov, and USC on the National Assessment of Collegiate Campus Climate survey.</li> <li>• Working on orders to use CARES fund to replace some of the laptops in the COWs that we use for our lending program because we received several that were damaged.</li> <li>• Need to order additional Adobe licenses.</li> <li>• We also need to get some additional licenses for remote support.</li> <li>• Working with John Sinutko and the electrical engineer on the Wayfinding project. Getting network connectivity to the digital signage. Working on different solutions.</li> <li>• Working with John and architects on ways to make the flexible learning rooms (FLRs) smart.</li> <li>• Pay to print stations- actively working with district and vendor. Fortunately, we do not have students on campus so we still have time.</li> <li>• Getting quotes together for approved and funded TRAWG requests from last year before purchasing deadline.</li> </ul> </li> <li>➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket <ul style="list-style-type: none"> <li>• For people who are using Zoom for their recordings, please note that May 31<sup>st</sup> will be the last time that your recordings will exist on Zoom. Step 1: review and delete videos you will not be using.</li> </ul> </li> </ul>	

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<p>Please refer to email sent on 3/2 by WebMaster titled "Manage your Zoom Recordings" IDTs exploring Canvas Studio, YouTube, Vimeo, MS Stream... for permanent storage for Zoom recordings</p> <ul style="list-style-type: none"> <li>• California Community College Council for Staff Development 4CSD Annual Virtual Conference- FREE tomorrow and Friday <a href="http://4csd.com/conference">http://4csd.com/conference</a></li> <li>• Next OTTCC: April 5-May 2 Summer OTTCC: July 12-August 8 <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> </ul> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <p>Provided written report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>Wayfinding Project-</b> Down to the wire. Sent markup back to architect for correction. Finalizing details on how we are going to get signal and data to display signs. Hoping to do job walk on April 1. The way it works is that you don't plug directly into it. We plug generation power into the grid and then we get fed back from the grid. There is no way for us to use that energy without going through Edison. This a PPA deal and we are purchasing it without putting money out. They will sell us energy back at a lesser rate. We will buy it back at lesser rate.</li> <li>• <b>Lion Habitat and Tiger Habitat-</b> Tiger Habitat is at DSA and 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 95% complete. A campus-wide power shut-down is scheduled for February 27, 2021, to allow connection of the solar PV system to the campus infrastructure and the grid.</li> <li>• <b>Baseball Fence Repair-</b> The project is complete, with the exception of the foul ball screens. Project looks great!</li> <li>• <b>Softball Backstop Replacement-</b> Surveyors are here today. Plans are under development, expect drawings for review in March.</li> <li>• <b>Restroom/Snack Bar Replacement-</b> The preliminary drawing is with the site development team. Going to DSA March 19, 2021. Expected delivery in October 2021.</li> <li>• <b>PA Main Stage and Scene Shop Floor Replacement-</b> NTP was issued on Monday, February 22, 2021. Scheduling the preconstruction meeting now.</li> <li>• <b>Forum Improvements-</b> The dimmable lighting, stage flooring replacement, floor epoxy painting, and new carpeting is 100% complete. Now working with users on additional soundproofing in sound booth.</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 as well. Waiting for FF&amp;E.</li> <li>• <b>Baseball Dugout Replacement-</b> Project drawings are expected for review in the first week of March.</li> <li>• <b>Amphitheater –</b> Preliminary sketch developed. Site utilities plotted. Scheduling stakeholder input meeting.</li> <li>• <b>OTC Roof Structure-</b> Architect developing proposal.</li> <li>• <b>Dome Temporary Classrooms (AKA FLRs)-</b> Working with architectural firms to get proposal. Based on the size of these buildings which are a little over 7000 square feet we can fit 84 students and socially distance. The AC will consist of heat pumps. There is a return and intake fan which also</li> </ul>	

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<p>holds up structure. We have backup generators that will be natural gas powered. Generators are there for back up purposes only. This technology is not new and has been around since the 20's. Still exploring how these structures will be used (lectures, testing, multiple uses etc.) Important to note that FLRs can withstand hurricane force winds and are in the most extreme climates in the planet such as Antarctica.</p> <ul style="list-style-type: none"> <li>• <b>Temporary Classroom/Warehouse</b>– Working with architectural firms to get proposal.</li> <li>• <b>Quad Stage Additional Power</b>– Met with electrical engineer. Awaiting proposal for this work.</li> <li>• <b>HVAC UV-C Lighting Project</b>- High intensity lighting inside duct work. Kills bacteria and fungus.</li> </ul> <p>➤ DISTRICTWIDE IT UPDATE – Dan Watkins</p> <p>Provided written report on the following:</p> <ul style="list-style-type: none"> <li>• <b>Emergency Notification Solution</b> – Complete</li> <li>• <b>Implementation complete</b> - Project completion report will be provided at 3/18 Districtwide Emergency Preparation Meeting (meeting this month was canceled).</li> <li>• <b>Website Redesign Phase 2 (Project - Completion Early May) – In progress &amp; on schedule</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.</li> <li>○ Explore options for clickable hero images.</li> </ul> </li> <li>• <b>Event Ticketing</b> – In progress</li> <li>• <b>GLBA Security Audit</b> – Reviewing audit and planning recommendation implementation.</li> <li>• <b>Courseleaf Catalog</b> – Project likely to begin in May and be in production for the 22-23 Catalog Year.</li> <li>• <b>Online Fax/EFax</b> – Pilot under way using SRFax which meets HIPPA privacy/security compliance standards.</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 Microsoft Teams</li> </ul> <p>➤ CTE UPDATE – Christy Douglass</p> <ul style="list-style-type: none"> <li>• We have been brainstorming on the CTE about how we can make the funding allocation requesting process for CTE funds versus general funds synch up. John Loprieno took the lead and coordinated meetings with Oleg Bepalov and some different players that would be instrumental in this discussion. Ultimately they realized it does not make sense to shift timeline because of when we get our allocation from the state, down to the district and so on for CTE funds that the process needs to remain in the spring. We could potentially collect the information needed for those funding requests in a more streamlined fashion in the program planning process and ask a few additional questions. Therefore, no change in timeline, but some move forward to make sure that those processes are easier for the people involved. We are now accepting funding applications for the Perkin's Strong Workforce CTE funding's for next year. Funding applications are due March 28.</li> </ul>	

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<p>We welcome others outside CTE or those not applying for funds this year to be a part of the process to review submitted applications. Anyone interested, please contact Christy.</p>	
<p><b>5. FRAWG/TRAWG/PAWG Workgroup Updates</b></p> <ul style="list-style-type: none"> <li>• TRAWG First Reading- Priscilla highlighted the work team has done and reviewed ranking spreadsheet which is divided into 3 tabs. The first tab is all of the technology requests that were transferred to the workgroup and its color coded. Things with colors did not end up as part of our ranking process. Things that are grayed out are items that the workgroup considered ineligible for any number of reasons. Notes are under column G. Second tab labeled “new requests” is workgroup ranking for any new technology that remained on IE the non-color coded items. Organized according to workgroup standard ranking process and the committee member all contributed. Third tab labeled “tech refresh” the workgroup thought it would be helpful to rank these to reinforce items that are particular urgency or need for support. Kevin managed all the spreadsheets. We get a lot of the same request year after year. 1- low, 3- medium, 5- high. Priscilla thanks all of the members for their involvement. Norm mentioned these rankings will be presented next month for second reading.</li> <li>• FRAWG First Reading- Carol Higashida shared that Jerry Zucca is also co-chair. She mentioned that John Sinutko is a very important member in FRAWG since he has the knowledge and expertise in terms of facilities and estimated costs. She also acknowledged Brenda, Ariana, Felix and Michael for all the research and follow up work they did. She thanked all members for their diligent work. The workgroup categorized requests by cost. First tab are items that were high, second column medium, third column low and kept the spreadsheet for no cost listed. On the far right hand column has the actual rank and highest one being on the top. We did not leave the ones that did not pertain to FRAWG on the spreadsheets. The TRAWG items were referred to work group. There were also some items that were referred to Deans Council.</li> <li>• PAWG meeting to be scheduled- Norm and Jennifer will meet to work out possible meeting dates.</li> </ul>	
<p><b>6. Other discussion – Review of workgroup charge &amp; prioritization, ranking criteria</b></p> <p>Norm thought it would be a good idea for workgroups to look at their prioritization and ranking criteria and look if there’s possibly a way to incorporate equity into ranking for next year. For example he looked at the most recent copy of TRAWG and didn’t see that equity played a role in the decision making. Just wanted to throw that out for thought and see if anyone had any opinions on that. Priscilla thought it was a good thing to consider and to keep that on our notes for the next time FT-CAP reconvenes in the fall. Michele was wondering if there is anything in the program planning that includes that so that maybe it could be an added column so it’s decided by the divisions. Norm stated that it’s not in the program planning that he is aware of. He can follow up with EdCAP.</p> <p>Priscilla had the following suggestions:</p> <ul style="list-style-type: none"> <li>• Dollar minimum should be defined. Perhaps a minimum of \$500 or \$1,000 to encourage people to seek other sources other than doing a full program plan and review process for very small items.</li> <li>• It would be helpful if we had a consistent policy around putting in the cost. Most people did put in a cost although some did not. Therefore some people are doing more research than others and it is a bit unequitable. Should we have an expectation that people will have done a little legwork on cost and that field needs to be filled in or not? Not sure if that matters to everyone.</li> <li>• There were some requests to purchase items to go into a room which did not exist. For example, one department had identified an existing classroom which another department actively uses right now and requested furniture and computers. However TRAWG workgroup did not feel like they could rank items that</li> </ul>	

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<p>do not have an actual designated space. It is important not to have homesteading without space approval. This could be placed in our users guide. Norm believes there is a list of room assignments to various departments. Best place to start is at Deans Council.</p> <ul style="list-style-type: none"> <li>• Not everyone knows how to remove requests either because people do not know how to remove it or simply do not take the time to remove it. What ends up happening is that we end up with lists that are not accurate. It would be very helpful if duplicate requests can be removed before list gets distributed.</li> <li>• For projects that cannot be completed in the current fiscal year, committee could recommend that the item be funded in the subsequent year. John stated that when it gets to a project level which is over \$10,000 and approved we create a fund and those funds do not go away until we expend them. We are trying to improve how information gets disseminated. In regards to IT, Dan McMichael stated that they have not created 419 but they could also look at that.</li> </ul> <p>Michele inquired if there is a way to receive communication from CTE on what items were funded. Christy plans to share spreadsheet with committee along with past allocations. Michael Hoffman is the point person. Michele shared that on an interim basis Allam is keeping this year's list that was funded and keeping track of the requisitions, PO's, and invoices. However there needs to be a point person.</p>	
7. Good of the Order	
8. ADJOURNMENT	Tracie Bosket motion to adjourn at 2:38 pm. Rick Edwards seconded. Approved unanimously. 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   3/03/2021	2020   <del>9/02, 10/07, 11/04, 12/02</del>
FT-CAP Meeting Minutes   2/03/2021	2021   <del>2/03, 3/03, 4/07, 4/29, 5/05</del>
Facilities Projects Update Report	
Districtwide IT Update Report	
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 style="text-align: center;"><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.</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>

	<p>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"> <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>
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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.