

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

MEETING MINUTES

Wednesday, May 12, 2021 | 2:00 pm-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	X		VACANT		
Dean	Carol Higashida			Kevin Balas		
Business Services	Priscilla Mora	X	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			Physical Science & Career Education	Mary Swenson (Alt)	
					Lan Nguyen (Alt)	
Instructional Technologist/Designer	Tracie Bosket		Business, Social & Behavioral Sciences, Child Development & Languages	Rick Edwards		
Student Services Council	Kim Korinke			Jennifer Mallory		
ACCESS	Shyan Diaz-Brown			Navreet Sumal		
Classified Staff	Maria Thayer		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Felix Masci		
	Michael Grimes			Hugo Hernandez		
	Shandor Batoczki	X		Lydia Basmajian		
Vice Presidents, Ex Officio	Amanuel Gebru			Arts, Media & Communication Studies	Steve Callis	
	Mary Rees				Ariana Burrell	
CTE Faculty Liaison	Christy Douglass Robert Cabral (Alt) Michael Hoffman (Alt)				Gerry Zucca	
GUESTS	Dan Watkins	X				
	Cynthia Osuna	X				
	Giselle Ramirez	X				

TOPIC	ACTION
1. WELCOME	Norm Marten called the meeting to order at 2:03 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: April 7, 2021	John Sinutko moved to approve minutes as presented. Shandor Batoczki seconded. No nays. Abstention: Giselle Ramirez Motion carried.
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> ○ Receiving end of year purchasing tech refresh orders ○ Library staff handling laptop loaning and other equipment ○ Getting labs together for potential use in the fall. ○ Working on setting up hyflex classrooms. ○ Meeting with vendor next week to go over three of the classrooms where smart classroom equipment will be replaced (1 room in AA and 2 rooms in PS). ○ A new smart projector will be installed in T-212 end of the month. ○ Working on getting wireless out to the baseball/softball fields. Wireless bridges are on backorder. ○ Installed some additional WiFi on campus. Installed a few more access points in the Music building and now has greater wireless coverage. More to do in HSS, T, and FH. Hoping to complete end of summer. ○ Upgrading servers to newer operating systems that are more secure. Working on upgrading end user systems from older end of life operating systems to newer operating systems. ○ Uptick in phising attempts. Email that comes in trying to steal your credentials. Please be aware and if something does not look right, please report it. VCCCD Email Abuse Reporting to EmailAbuse@vcccd.edu. The more you report the better off we all are. ○ In the last 30 days we have blocked approximately 5 million malicious attempts to gain access to our system. ➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket not able to attend. The following written report provided. <ul style="list-style-type: none"> ○ The next DE training is July 12th-August 8th ○ The State’s ConferZoom ran into space for Zoom recordings. On June 30th, VCCCD is moving to a VCCCD ConferZoom account. Your account will not change, but please remove ALL videos you do not need to keep by June 30th. ➤ FACILITIES PROJECTS UPDATE – John Sinutko <ul style="list-style-type: none"> ○ Wayfinding– Bid results were not what we were looking for. May be rebidding both projects. ○ Lion Habitat & Tiger Habitat– Now Bid 619 EATM Tiger Enclosure, is DSA approved and will be going out to bid shortly. ○ MC Solar PV Project– Project is complete, with the exception of connection of the Solar PV system to the campus infrastructure and the grid, and commissioning. This is between 90 and 180 days out. No change. 	

TOPIC	ACTION
<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. ○ Softball Backstop Replacement – Plans are under development, expect drawings for review soon. ○ Restroom/Snack Bar Replacement– Currently at DSA, awaiting comments. ○ PA Main Stage & Scene Shop Floor Replacement– Due to the lack of availability of the specified products, the project has been rescheduled to start on August 9, 2021, with completion by September 1, 2021. ○ Raider Central Project- Carpet installation is scheduled for next week. Waiting for FF&E. ○ Baseball Dugout Replacement project drawings are expected for review shortly. ○ EATM Lath House Repair- Project budget developed. Plans and specs next. ○ Site Lighting Reuse- Project Budget developed. Plans and specs next. ○ Fast-track Projects: <ul style="list-style-type: none"> Amphitheater – Preliminary plans developed. Meeting with Exec for review of scope. OTC Roof Structure– Preliminary design reviewed and selected; final plans in development. FLRs– We have approval from the District, and a PO will be issued shortly. Working on completion of infrastructure to be complete before the arrival of the buildings. Temporary Classroom/Warehouse– Working with KBZ Architects. Site plan is intertwined with FLR’s. Quad Stage Additional Power – Met with Electrical Engineer. Created preliminary design for truss system HVAC UV-C Lighting Project- Materials list is going through the procurement process. Job walk for installation will begin on 5/12/2021. We will be able to operate buildings with minimal interruptions. Duct Cleaning- Ongoing. Contractor jumped ahead without notifying anyone. We had to pull him off. All buildings ductwork will be cleaned and sealed in some cases if required to make it as sanitary as possible before we install UV-C lighting in conjunction with MERV 13 or more dense HEPA filters. We are following CDC guidelines. ➤ Developing facilities projects for anticipated Fall Semester. ➤ Developing FRAWG projects for 2021-2022. ➤ DISTRICTWIDE IT UPDATE – Dan Watkins <ul style="list-style-type: none"> ○ New Portal – Campus.app portal implementation in progress anticipated to be ready for Fall. Will be available mid summer. Michele Perry asked if checking accounts are listed on the portal. Dan will need to look into that in terms of security and best practices around that. Will visit that and make it more secure. ○ Cornerstone LMS– Employee Professional Development training and tracking. Implementation underway. Via CCC Tech Connect. There are 55 districts that are live in it. The state is paying for the implementation and this is the last cohort they are paying. Creating our own training portal learning management system for employees to do professional development. HR will use it for mandatory sexual harassment, Title IX, and security awareness trainings. We will be able to keep track who has completed trainings. We can also use it for faculty FLEX if we decide to do so which will require further discussions and negotiations. ○ Zoom Subaccount – Working on transitioning zoom to district/college control. Will be able to trouble shoot more and assist users. Migration will occur 2nd week of June. We will have our own URL so people know it’s part of our district. ○ Website Redesign Phase 2 – Ready to go live. Will launch new directory features next week. 	

TOPIC	ACTION
<ul style="list-style-type: none"> ○ Courseleaf Catalog – Project to begin in June. ○ Upcoming: Courseleaf Catalog – Project to begin in June. Banner 9 Self-Service Awarding of Degrees and Certificates Skype for Business to Teams ➤ CTE UPDATE – Christy Douglass (or alternate)- Not able to attend 	
<p>5. PAWG Workgroup Update</p> <ul style="list-style-type: none"> ● PAWG Items for Approval 	Shandor Batoczki moved to approve PAWG items. Priscilla Mora seconded. No nays and no abstentions. Motion carried.
6. Update and Discussion on 2020/2021 Committee Goals- Goals and Accomplishments	
<p>7. Good of the Order</p> <p>Erik Reese thanked everyone for all their work and flexibility. A special thank you to Cynthia Osuna for all the hard work to make every meeting happen and the amazing notes. Also thank you to Jennifer and Norm for leading this group.</p>	
8. ADJOURNMENT	Dan McMichael moved to adjourn at 3:02 pm. Brenda Woodhouse seconded. Approved by general consent.

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda 5/12/2021	2020 9/02 , 10/07 , 11/04 , 12/02
FT-CAP Meeting Minutes 4/07/2021	2021 2/03 , 3/03 , 4/07 , 5/05 5/12
PAWG Items for Approval	

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 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. 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

		<ul style="list-style-type: none"> • 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 • 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 • 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
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests. <ul style="list-style-type: none"> • Ongoing discussion. Incorporating equity and adding costs to be shown.
2. Implement Way-Finding Project. <ul style="list-style-type: none"> • Recently went to bid. May be rebidding both projects.
3. Continue to provide a report on completion of requested resources and communication out to the campus constituents. <ul style="list-style-type: none"> • Oleg has resource page which lists what was funded. • Jennifer Clark will send a summer email of funded items list out to campus constituents. Norm mentioned that ideally before the program leads submit their next round of program plan updates.
4. Make recommendations for updating the annual Information Technology Operations Plan. <ul style="list-style-type: none"> • Dan does a phenomenally job with this. Not much room for recommendations to be made. Priscilla stated that instead we could revise goal to “Review the annual Information Technology Operations Plan and make recommendations as needed or as appropriate.”

5. Update Facilities Master Plan.

- Completed previous fiscal year. Erik Reese stated master plans are campus wide efforts. John Sinutko believes they were going to go back to Academic Senate to get their approval on it and then they were going to attach a page in the back that referenced it. Deciding whether or not we needed to put directly into the text itself all the updates. Priscilla mentioned this question came up during the planning retreat. They couldn't find the document that it was referring to on the planning page. Whether it is updating the document itself or having a separate link that says appendix with the year for the Facilities Master Plan, process needs to be developed. Jennifer will add this item to the consultation agenda. Priscilla recommended that if the whole plan is submitted, the name should be "Facilities Master Plan 2015-2025." John suggested 2015-2028 so it aligns with the Educational Master Plan.