

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

Wednesday, April 6, 2022 | 1:15 pm-3:00 p.m., Zoom <https://vcccd-edu.zoom.us/j/97746698622?pwd=K1duUXc1dkFOSUY2ZXVycUNTOW44UT09>

Meeting ID: 977 4669 8622

Passcode: 382543

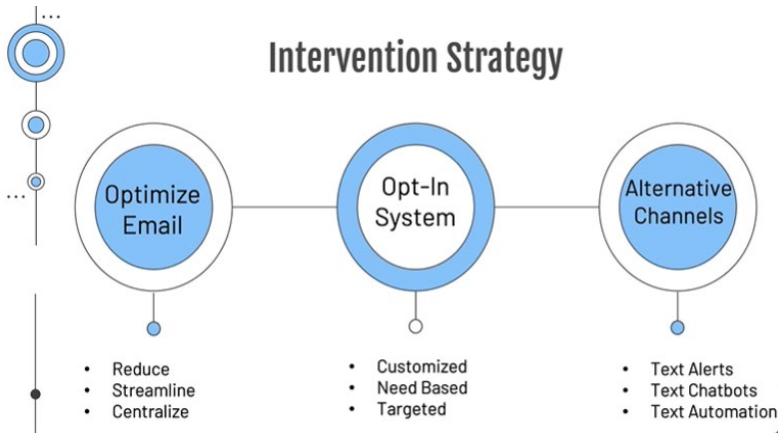
POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND	
Co-Chair: Vice President, Business Services	Jennifer Clark	X	English & Student Life	Jeff Baker		
Co-Chair: Academic Senate Representative	Norm Marten	X	ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Silva Arzunyan		
				Matt Crater		
				Kevin Balas	X	
				Sherry Ruter (Alt)		
Academic Senate President, Ex Officio	Erik Reese	X	EATM, Life & Health Sciences	Brenda Woodhouse	X	
Dean	Carol Higashida	X			Audrey Chen	
	Priscilla Mora	X			Armine Torabyan (Alt)	X
Business Services	Michele Perry					
	Dan McMichael	X			Mary Swenson (Alt)	
	John Sinutko	X			Lan Nguyen (Alt)	
Associated Students Representative	Ashwin Naresh Kumar			Physical Science & Career Education	Rick Edwards	X
Instructional Technologist/Designer	Tracie Bosket				Jennifer Mallory	
Student Services Council	Kim Korinke	X	Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	X	
ACCESS	Shyan Diaz-Brown			Felix Masci		
Classified Staff	Kris Romero				Hugo Hernandez	X
	Michael Grimes		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian		
	Shandor Batoczki				Giselle Ramirez	X
Vice President, Ex Officio	Amanuel Gebru	X			Allison Case-Barton	X
	Mary Rees					
CTE Faculty Liaison	Trevor Hess Robert Cabral (Alt) Michael Hoffman (Alt)		Arts, Media & Communication Studies	Steve Callis		
<b>GUESTS</b>	Dan Watkins	X			Ariana Burrell	
	Oleg Bespalov	X				
	Jamie Whittington	X			Gerry Zucca	X

TOPIC	ACTION
<p>1. WELCOME</p>	<p>Norm Marten called the meeting to order at 1:20 pm.</p>
<p>2. PUBLIC COMMENTS</p> <ul style="list-style-type: none"> <li>• Allison Case Barton – Shared that volunteering masking goes into effect 4/11/2022. If you would like free masks, please contact your division admin so they can order from FM&amp;O. If you prefer to purchase your own, KN-95 masks are acceptable. Jennifer clarified that we have enough N-95 masks for employees who wish to continue wearing masks. Allison clarified that you can alternate wearing N-95 masks every other day if you would like to reuse them. However, please note that you cannot reuse KN-95 masks.</li> </ul>	
<p>3. APPROVAL OF MINUTES: April 6, 2022</p>	<p>Priscilla Mora motioned to approve minutes with correction on page 3 typo should be Wayfinding. Allison Case Barton seconded. Approved by general consensus. No nays. Abstentions: Kim Korinke and Norm Marten Motion carried.</p>
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> <li>➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> <li>• Teams Migration moving along. Working on resolving minor issues as soon as possible. If you are experiencing any issues, please email MC helpdesk.</li> <li>• MC Police radios are down due to maintenance crew cutting cables of site going out to antenna. Trying to resolve ASAP.</li> <li>• Processing TRAWG request from the previous year and end of year orders.</li> <li>• Working with Matt Calfin and others regarding lab going into T-120.</li> <li>• Working with the architects and the electrical engineers for the admin building remodel. This will take place in roughly a year. This is a huge project for IT because all of our servers are located in admin building; therefore, we will need to migrate server room. It will take a lot of planning and we have the new server room layout just about finalized.</li> <li>• Multifactor authentication for users is going to be coming next week. Techs currently being trained. Districtwide email will go out to users. Multifactor authentication only required when you are trying to access district resources off site.</li> <li>• Conducted a couple of tests of the ENS System. Need to order some additional speakers to replace those that failed.</li> <li>• In the middle of a project to update and distribute the antivirus to all of our Macs on campus and labs.</li> <li>• Upgrading computers in COM-150.</li> </ul> <p>Dan and Jennifer shared that the new refresh standard is that folks have the option to request a laptop with a docking station instead of a desktop. Also excited to announce that we were able to add a permanent Information Technology Support Specialist II position.</p> </li> <li>➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket not in attendance</li> <li>➤ FACILITIES PROJECTS UPDATE – John Sinutko <ul style="list-style-type: none"> <li>• <b>Wayfinding Project-</b> Marquee display in progress. Working on concrete part of structure. The wayfinding portion which is literally hundreds of signs all over campus is going through submittal. Architect putting together colors and type print.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>● <b>Lion Habitat &amp; Tiger Habitat-</b> Discovered we have more underground things in the way of columns. Despite set-backs we are moving forward.</li> <li>● <b>Restroom/Snack Bar Replacement-</b> Completing interior now. Started on the exterior fine grading today and should be pouring concrete around that area by next Tuesday.</li> <li>● <b>Amphitheater-</b> Commissioned architects to look at developing it into a 4,500 seat amphitheater as opposed to original 1000 seats which makes us consider other additions including improvements to the back of house, changes in ADA access, changing in seating configurations, and possibility to adding a restroom facility. Jennifer clarified that not sure we will land on 4,500 but it gives us a couple of ranges to work with.</li> <li>● <b>OTC Structure-</b> Finally received approved plan from DSA. We anticipate to receive quotes shortly.</li> <li>● <b>Administration Building Reconstruction-</b> Moving forward with the design. Have 50% drawings to review. Working with the State of California on preliminary design review.</li> <li>● <b>EV- Parking-</b> Working with district hired Sage Consultant. They will be helping us as a district choose which charging systems we are going to use so we all have the same thing. There is a low charging fee.</li> </ul> <p>Jennifer commented that HEERF projects are still in development.</p> <p>➤ DISTRICTWIDE IT UPDATE – Dan Watkins</p> <ul style="list-style-type: none"> <li>● Multifactor Authentication will be launching on Monday. District will be sending another email reminder. We are doing this because we must from an insurance standpoint in order to retain insurance coverage. If we were to have any type of breach whatsoever, we would not be covered if we do not have multifactor authentication enabled. Refer to following link for more information: <a href="https://www.vcccd.edu/departments/information-technology/information-security/multi-factor-authentication">https://www.vcccd.edu/departments/information-technology/information-security/multi-factor-authentication</a></li> <li>● This weekend we are conducting updates on the following: <ul style="list-style-type: none"> <li>❖ Updating Portal Guard Servers and Systems- Users will be unable to log in from 4:00 am-4:30 am</li> <li>❖ Banner updates and patching will be completed on Sunday.</li> <li>❖ Firewall upgrades will be completed on Sunday afternoon for security measures to keep our environment as safe as possible.</li> </ul> </li> <li>● Working on rough draft of IT 5-year District-wide Strategic Plan</li> <li>● Academic Planning Course Scheduling/Room Scheduling meeting.</li> <li>● End of summer hoping to tie up the auto awarding of degrees and certificates as well as the transfer articulation project.</li> </ul> <p>➤ CTE UPDATE – Trevor Hess not in attendance</p>	
<p>5. Discussion of Brown Act Update Erik Reese clarified that members are able to vote no matter whether they are on Zoom or attending in-person.</p>	<p>Hugo Hernandez motioned to have the final May meeting as HyFlex provided that there is a meeting room available. Allison Case Barton seconded. Approved by general consensus. No nays; no abstentions. Motion carried.</p>
<p>6. Workgroup Report Outs</p> <ul style="list-style-type: none"> <li>● PAWG- Norm shared they met in March and made rankings and providing first reading</li> <li>● FRAWG- Carol Higashida stated there are no updates and thanked all the members</li> <li>● TRAWG- Priscilla Mora mentioned no updates and also thanked members</li> </ul>	
<p>7. Student Communication Study Summary/Recommendations- Jamie Whittington</p>	

Jamie presented a summary report of the Student Communication Study. She shared the challenges we face at Moorpark and reviewed the actual student email case study that was conducted as well as some of the diagnostics of our communication obstacles in connecting with students. The last portion of the report starting on page 16 lists all the interventions and strategies that we are exploring for remedying some of the obstacles we face in communicating with students.

## Communication Obstacles



Eager to receive your feedback. Norm suggested teaching better practices for managing inbox. Reet Sumal suggested a cartridge insertion into CANVAS of some sort maybe like a standard module with basic links to student services.

**8. PAWG Recommendations- first reading**

Norm reviewed first reading of PAWG ranking recommendations. Please email Norm if you have any follow up questions. Erik thanked Norm and the members for their work.

**9. Vote of FRAWG Recommendations – second reading**

John Sinutko motioned to approve FRAWG recommendations as presented. Gerry Zucca seconded. Approved by general

	consensus. No nays; no abstentions. Motion carried.
<b>10. Vote of TRAWG Recommendations – second reading</b>	Kim Korinke motioned to approve TRAWG recommendations as presented. Rick Edwards seconded. Approved by general consent. No nays; no abstentions. Motion carried.
<b>11. Good of the Order</b> Norm thanked everyone for their hard work and participation.	
<b>12. ADJOURNMENT</b>	Allison Case Barton motioned to adjourn meeting at 2:42 pm. Gerry Zucca seconded. Approved by general consent.

HANDOUTS	FT-CAP 2021/2022 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m.
FT-CAP Agenda   4/06/2022	2021   <del>9/01 (Last Zoom Meeting), 10/06, 11/03, 12/01</del>
FT-CAP Meeting Minutes   3/02/2022	2022   <del>2/02, 3/02, 4/06, 5/04</del>
PAWG Rankings	
FRAWG Rankings	
TRAWG Rankings	

**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)  <i>Committee of Academic Senate</i>	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	<b>Co-Chairs</b> <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> <b>Members</b> <ul style="list-style-type: none"> <li>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</li> </ul>

	<p>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 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>	<b>ORAWG 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> <li>• Giselle Ramirez</li> <li>• Allison Case-Barton</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> <li>• Kris Romero</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> <li>• Shandor Batoczki</li> </ul>	<ul style="list-style-type: none"> <li>• Norm Marten</li> <li>• John Sinutko</li> <li>• Felix Masci</li> <li>• Jennifer Clark</li> </ul>

<b>Goals 2021/2022</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.