

FOOTHILL COLLEGE

Accreditation Self-Study Team Meeting (Standard III) Wednesday, November 16, 2016

MEETING MINUTES

LOCATION: Altos Conference Room

TIME: 12:00PM – 1:00PM

MEMBERS PRESENT:

Erin Ortiz, Judy Baker, Josh Pelletier, & Romeo Paule, Sherri Mines, Kamara Tramble, Kevin Harrel

GUESTS:

Maureen Chenette

The meeting was opened with an introduction of Maureen, who will be working with Andrew Lamanque and the Accreditation teams. This meeting was called to recap and bring forward themes for the retreat.

I) Accreditation Leadership Summit

The team briefly discussed this coming weekend, November 18 and 19 and how to be best prepared for discussions. Most of the discussion at this meeting focused on ‘**themes**’ of what is emerging and will be brought to the retreat. Erin asked that all team members bring their evidence of data they have been working on.

II) Streamlining paperwork through the District - This topic sparked some energy in the room. There was a consensus that the lack of Classified staff training throughout the district affects everyone’s job. The current process is in need of some attention. There isn’t any formal training that goes on for Classified (as well as Adjunct faculty and Administrators), which lends way to chaos when an office has an absence for a day or more. Erin did mention that this topic has been brought up at the Classified Senate meetings and the College and District still have not fixed the problem.

III) Hiring – Human Resources – The team agreed, there is a need for a broader spectrum of diverse candidates in our employment pool. Judy mentioned Professional Recruiters and suggested we have that at the District level. We over rely on traditional methods and need to broaden our scope. It was mentioned that the HR is overwhelmed.

IV) Facilities – Erin is disappointed in the sterilization of our campus. We have limited places for students or offices to post banners, no place to post our Core Values. We used to post banners at the entrance to campus and the foot bridge and many other locations to promote a welcoming student

and community inclusion atmosphere to promote department, events, programs and service. The perimeter road used to have the hardware for hanging banners but that went out with the remodel of the road. Romeo asked if we could get a new American Flag! Ours is very tattered.

V) **Safety** – Phones do not work in any classroom. The Emergency phones throughout the campus are broken and Brenda has it in her evidence as an improvement area and safety issue.

IV) **Business Processes** – Judy Baker contributed the following from the [2016 - 2019 Foothill College Technology Master Plan](#).

1) Business process capabilities include:

- Efficient use of resources based on shared solutions, economies of scale, and minimized duplication of effort
- Convenient workflows, processes and procedures for conducting college-related study and work
- Nurtured and supported innovation that ensures fiscal sustainability and broad positive impact
- Quick turnaround for review and approval of time-sensitive projects

2) Communication capabilities involve shared and timely communication among students, faculty, and staff that facilitates collaborative problem-solving and solution generation, especially for shared governance, that accommodates everyone regardless of location, time, and ability.

3) Information and knowledge management involves:

Secure, accurate, consistent, efficient, scalable, timely, and cost-effective collection and sharing of information and data for routine college operations and data-driven decision-making as well as special initiatives and innovation

Effective and efficient ability to address student equity issues including transportable and ready access to information and the integration of information to best meet the needs of our students.

Quick and easy access to relevant, useable, and transportable information about Foothill College and its operations for student, faculty and staff