

# FOOTHILL COLLEGE

## Accreditation Self-Study Team Meeting (Standard III) Wednesday, December 14, 2016

### MEETING MINUTES

**LOCATION:** Toyon Conference Room (2020)

**TIME:** 3:30PM – 4:30PM

**MEMBERS PRESENT:** Judy Baker, Erin Ortiz, Romeo Paule, Kamara Tramble, Brenda Davis Visas

**GUESTS:** Maureen Chenette

#### **Meeting Agenda:**

Brenda presented to the team her narrative for the Physical Resource section of the Standard. Throughout the gathering of data, Brenda was in communication with Steve Kitchen, Executive Director, Facilities and Operations, Foothill-De Anza Community College District, for input and oversight. The team agreed it was a job well done!

#### **Ongoing:**

Erin mentioned the ‘graveyard’ lot located on our Foothill Campus where numerous pieces of broken down furniture, trucks and golf carts are laying doormat. The question was raised if there are any plans to do something with this area. Brenda did respond by saying, it does not belong to us but rather to the District. Then Erin asked about the lawn area adjacent to the ‘graveyard’ and Brenda responded saying that at this time there are no plans to use it for anything other than an overflow parking lot for the first week of each quarter, especially Fall quarter.

Again the issue of banners around the perimeter road was mentioned. Erin would like to see more visibility of our mission and values around campus. LCD boards, etc., would lend way for more avenues of communication and positivity to our students.

Judy noted to Brenda that although her document mentioned the monthly Technology Prioritization group meetings, they were no longer happening. Should Brenda keep this in the Standard although it isn’t currently on anyone’s calendar?

#### **Questions for Andrew:**

As the team combed through the written section of Brenda’s narrative, questions for Andrew were raised:

- Should information be repeated? We found that ‘other assets’ for instance, repeats throughout our standard. Is this okay? Or not necessary?
- Brenda does not have the source for the cited calculation of Total Cost of Ownership (TCO). Should she pursue where she derived the calculation or is citing the ‘internet’ adequate for this purpose?

- Erin asks if we should include as evidence in our Standard, the fact that we offer valet parking on our campus?

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**Next meeting January:**

- Kevin's narrative on his section of the Standard – Financial Resources
- Kurt's narrative on his section of the Standard – Human Resources.

We hope to see as many team members as this meeting for input and support!

**Meeting Ajourned**

4:30PM

Merry Christmas and Happy New Year!!