

 **FOOTHILL COLLEGE****Integrated Planning & Budget Task Force**

Agenda  
January 9, 2019  
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	IP&B Update
3	Annual Update Budget Planning Timeline

**Members in Attendance:** Eric Reed, Debbie Lee, Doreen Finkelstein, Kurt Hueg, Valerie Fong, Elias Regalado, Isaac Escoto, Carolyn Holcroft, Ram Subramaniam, Lisa Ly, Bret Watson, Kristy Lisle, Lene Whitley-Putz, Lan Truong, Teresa Ong

**1) Meeting Minutes**

- [The committee voted and approved the meeting minutes by consensus.](#)

**2) IP&B Update**

- Kristy presented an update of IP&B tasks to the committee.
- The committee has accomplished the Instructional Program Review and the CTE Addendum template. Both templates will be reviewed and finalized at the next IP&B meeting, then sent to governance for approval.
- R&R has reviewed the Annual Update template and has provided recommendations. The revised Annual Update template will go to Academic Senate for the 3<sup>rd</sup> read and The Council for the 1<sup>st</sup> read. Kristy will also send the template to Eric Spear to begin building in preparation for February implementation.
- The IP&B Student Services Retreat is scheduled for Feb. 5<sup>th</sup>. All student services leadership and staff are encouraged to attend.

### 3) Annual Update Budget Planning Timeline

- The committee drafted the planning timeline.
- The Annual Update will be released to the college on Feb. 4<sup>th</sup>, following the release date, training sessions will be held for faculty and staff.
- The committee determined that the Annual Update should be due on Mar. 22<sup>nd</sup>. This allows enough time for the documents to be presented to the appropriate governance committees for review.
- The draft planning timeline will be sent to R&R to finalize. R&R will determine when the template should be submitted to The Council and the Finance Office. R&R will present the completed planning timeline to IP&B.
- There was some discussion to host an open meeting for all programs to present resource and revenue requests. This effort will provide an opportunity for shared resources and shared understanding. This suggestion will be revisited in future IP&B meetings.
- At the next meeting, IP&B will revisit the Instructional Program Review Template and Rubric, and discuss Actual and Max PROD.

For additional information on meeting minutes, please contact Kelaiah Harris at [harriskelaiah@fhda.edu](mailto:harriskelaiah@fhda.edu).