

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

Agenda
October 23, 2018
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Annual Budget Planning Template

Members in Attendance: Eric Reed, Kristy Lisle, Ram Subramaniam, Valerie Fong, Simon Pennington, Kurt Hueg, Lan Truong, Isaac Escoto, Debbie Lee, Lisa Ly, Doreen Finkelstein, Melia Arken, Paul Starer

1) Meeting Minutes

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

2) Annual Budget Planning Template

- The committee continued making edits to the Annual Budget Planning Template.
- The committee reemphasized that the Annual Budget Planning template will be reviewed annually to help the college allocate funding more effectively.
- The committee approved the “Ongoing Equipment Maintenance/Contractual Cost” section.
 - The committee agreed equipment maintenance should be funded on an annual basis to prevent renewal of unnecessary equipment and included a question regarding contract term length for clarification.
- The committee voted and approved by consensus to keep the “Department Request for On-Campus Professional Development” section after discussing if it was too broad and needed to be split into different sections or if it should just be eliminated. Including this section will give faculty a place to request training and will allow the campus to carefully evaluate which are most impactful from an equity perspective.

- The committee made edits and approved the following sections:
 - Ongoing Equipment Maintenance/Contractual Cost
 - Lottery Funds Request
 - Department Request For On-Campus Professional Development
 - New Staffing Requests
 - Request for Student Work-study
- The committee will continue to review the Annual Budget Planning Template at the next meeting.

For additional information on meeting minutes, please contact Kelaiah Harris at harriskelaiah@fhda.edu.