

Foothill College

Integrated Planning & Budget Task Force

Agenda
October 3, 2018
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review PPT for The Council
3	Finance Template

Members in Attendance: Eric Reed, Kristy Lisle, Ram Subramaniam, Valerie Fong, Simon Pennington, Kurt Hueg, Lan Truong, Isaac Escoto, Bret Watson, Debbie Lee, Rachelle Campbell, Laureen Balducci

1) Meeting Minutes

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

2) Program Review PPT for The Council

- Kristy shared the revised “IP&B Update” powerpoint to the committee. The “IP&B Update” powerpoint will be presented to The Council on October 5th to provide an update on the IP&B charge.
- If program elimination is needed, the committee recommends The Council use the rubric as a starting base for criteria. The committee also encourages The Council to avoid creating criteria for program viability during the time of program elimination

3) Finance Template

- The committee reviewed the Finance Template and made edits.

- The college may have a negative perception of the narrative questions and may feel that there is a hidden intent for questions addressing PDL, non-instructional stipends, and reassigned time.
- Providing examples and explanations in the rubric could clarify the purpose of the narrative responses. The narrative responses will capture the impact of the budget trends on the program (e.g., the impact of PDL on productivity, FTES, and other aspects).
- The committee approved the narrative questions for PDL, reassigned time, non-instructional stipends, Full-time FTEF, Part-time FTEF, and staff trends.
- The committee will continue reviewing the Finance Template at the next meeting.
- The all-day IP&B retreats are confirmed for Tuesday, November 13th and Tuesday, November 27th in the President's Conference Room. The all-day retreats will focus on the CTE addendum and the student services program review.

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