



FOOTHILL COLLEGE

Office of Instruction and Institutional Research
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Integrated Planning & Budget Process Task Force April 15, 2009 Notes 4:00PM President's Conference Room

Agenda

1. Review goals of the IP&B
2. Study different models of integrated planning and budget structures
3. Review guiding principles
4. Generate ideas

Next Time (4:00PM, April 22nd, President's Conference Room)

1. Bring a drawing or sample model of what you think the middle structure should be in an integrated planning and budget

Team Members Participating

Maureen Chenoweth (CS), Shane Courtney (ASFC), Dolores Davison (AS), Konnilyn Feig, Peter Murray, Daniel Peck, Lucy Rodriguez, and Katie Townsend-Merino.

Notes:

1. The taskforce reviewed mission and guiding principles of the group, as well as the timeline of major events and products that this task force will develop.
 - a. The task force is not interested in making things like shared governance or processes look solely good on paper.
 - b. Fund 14 is the area of resources this group will be developing an integrated planning and budgeting process for.
 - i. Why is only Fund 14 in here when Fund 14 can be pilfered by other Funds to meet deficits in other accounts like categorical, grants, etc.
 - ii. If these other accounts don't adhere to the same planning and budget process, then there's no guarantee Fund 14 won't be raided during a bad year or the same request for resources isn't fulfilled by multiple revenue sources. (I.e. capital equipment requests, etc).
 - iii. The highest priorities should be tied to the most stable revenue sources.
 - iv. A budget is a values statement for the college.
 - v. Any reallocation of funds has to be based on prioritization
 - c. Any process needs to be understandable, contain clarity and simplicity.
 - d. Any process had to be efficient and innovative. An innovative fund needs built into the process.
2. Accountability is important and monitoring progress towards strategic initiatives.

3. A planning calendar needs developed for the entire college.
 - a. Note: there's a huge discrepancy between the FHDA, DA, and FH planning cycles.
4. We can ask the finance office to report money "this way" in order to make it clear.
5. This task force needs to determine the role and products of the budget group.
6. After looking at different models of integrated planning and budget structures, the homework for the taskforce is to take the model that Katie has laid out and generate ideas on a middle structure.
 - a. The known factors are that there is a divisional program planning and review process at the bottom of the organizational planning chart. There is a president at the top of the chart and some sort of college council. What is missing is the defined middle section by which program plans are processed and budgeting recommendations are made.