



## FOOTHILL COLLEGE

Office of Instruction and Institutional Research  
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### Integrated Planning & Budget Process Task Force April 29, 2009 Notes 4:00PM President's Conference Room

#### Agenda

1. Discussed proposed planning structure model
2. Discuss committee membership within the model
3. Don't leave "planning" out of integrated planning and budgeting.

#### Team Members Participating:

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

Next Time (If we're able to do everything over email, then no meeting on May 6<sup>th</sup>).

1. Change notes given feedback
2. Revise org chart with changes and send out again
3. Discuss membership of councils over email

#### Notes:

1. Make "fast track to innovation" group a task of the constituent-based planning council (CBPC).
2. Make it clear that CBPC makes hiring prioritizations based on the hiring prioritizations that are done at the division level.
  - a. Hiring is prioritized by the division and no longer solely by the Dean.
3. Roles, responsibilities, and products of each entity need to be identified.
4. Budget Alignment Advisory Group Role
  - a. Consists of resource managers and advisors
  - b. Identifies where money is located and serves as resource on any regulations tied to the money where there are specific restrictions or allowances. I.e. basic skills money or VATEA or grants
  - c. Works to provide a comprehensive picture of available money to fund the activities prioritized by the CBPC
  - d. Does not make recommendations or decisions - this group researches budget information in order to provide the most current and comprehensive snapshot of available funding to the planning councils
5. At each level, prioritization lists are made. The Strategic Initiative Planning level is one step up from the Division level and prioritizes based on their mission and the CBPC is another step up and prioritizes based on the college-wide initiatives.
6. At each level prioritizes, it must take into consideration and respect the priorities of the levels underneath it. In cases where priorities are change, a written explanation needs to come from the chairs of that decision-making

group. Each level has a different view and angle in which to make decisions. When people realize their program plans are being funded, in part, based on strategic initiatives - it will change how they align their department goals to the college.

7. Buy-in to this type of planning structure will only happen if the goals of the structure are lived out.
8. Katie is sending out three proposals to every constituent group, as well as sending an email out with the dates, time, and meetings where individuals can give input or have their representatives give input.
9. Proposed membership structures for Planning Committees and College Planning Council: See 050409IPB\_Proposals.pdf