



FOOTHILL COLLEGE

Office of Instruction and Institutional Research
(650) 949-7240 | <http://www.foothill.edu/staff/irs/>

Integrated Planning & Budget Process Task Force

The Integrated Planning and Budgeting Process Task Force was convened to develop new planning and budgeting structures that lead to “sustainable quality improvement” in response to 2002 Standards of Accreditation as established by ACCJC. The Task Force, convened by the Office of Instruction and Institutional Research includes membership appointed by the Academic Senate, Classified Senate and Student Senate as well as the Vice President of Instruction and Institutional Research and the College Researcher. Prior to the convening of the Task Force, study sessions on the ACCJC rubric for Institutional Planning were held with stakeholder groups on campus.

The overarching goal of the Integrated Planning and Budgeting Processes Task Force is to propose an integrated and cyclical model that enables our college to more effectively use existing resources to drive our Strategic Plan and to support student learning. Our charge is to begin using new processes during the 09/10 Academic Year.

In order to develop such a proposal for such a system, we will rely on a set of Guiding Principles.

GUIDING PRINCIPLES used to develop proposal for Integrated Planning and Budgeting processes:

- ✓ Be driven by our mission and Strategic Planning goals.
- ✓ Be transparent¹, understandable and informed by data. The new integrated planning and budget process defines HOW decisions are made, but the process does not make the decisions. The college leadership makes budgeting decisions informed by collaborative and transparent campus input. College leadership is accountable for their decisions and will provide, in writing, explanations when they do not accept the recommendations of planning councils.
- ✓ Be an iterative, cyclical process, involving annual assessment and refinement to ensure that it effectively integrates planning and budgeting.
- ✓ Foster flexibility and innovation as well as accountability for divisions, departments and units. Ongoing assessment of the impact of expenditures will be a critical component of assuring accountability for results.
- ✓ Available resources will be aligned with college Strategic Planning priorities and to increase student learning. Our budget reflects our choices and reallocation or substitution of resources may occur to meet highest priority needs.
- ✓ Increase collaboration and efficiencies across the institution.
- ✓ Assume that these processes impact all funds.
- ✓ Budgeting should emphasize collaboratively developed division plans that are informed by detailed program plans and which are linked to Strategic Planning goals and action plans.

¹ By transparent, we mean that the process is effectively communicated to the campus community so that there is broad knowledge and understanding of who makes budget decisions, when decisions are made and how decisions are made.



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Proposed Membership Structures for Planning Committees & College Planning Council

Faculty appointments made by the Academic Senate

Classified appointments made by the Classified Senate

Student appointments made by Associated Students Foothill College

Administrative appointments made by Cabinet

- We will generate a list of responsibilities of the tri-chairs. Tri-chairs will divide the responsibilities equally among themselves and communicate this system to their committee.
- We are developing text describing the ROLES, RESPONSIBILITIES, and PRODUCTS that each committee is responsible for overseeing.

Strategic Initiatives Planning Committees & Operational Planning Committee

Committee Composition: 6 voting members, 1 *ex officio* member

- **Chairs (3):**
 - Faculty (1)
 - Classified (1)
 - Dean/Director (1)
- **Members (3):**
 - Student (1)
 - Classified (1)
 - Faculty (1)
- **Ex Officio (1):** Vice President (1)

College Planning Council

Committee Composition: 17 voting members (if there are THREE Strategic Initiative Planning Committees, 20 if there are FOUR), 12 *ex-officio* members

- **Chairs (3):**
 - College President
 - Academic Senate President
 - Classified Senate President

- **Members (14-17):**
 - ASFC President (1)
 - ASFC Student Member (1)
 - Strategic Initiative/Operational Budget Planning Chairs
 - Classified (4-5)
 - Faculty (4-5)
 - Deans/Directors (4-5)

- **Ex Officio (12):**
 - ACE (1)
 - CSEA (1)
 - FA (1)
 - Teamsters (1)
 - Operating Engineers (1)
 - College Researcher (1)
 - Cabinet (6)

Budget Alignment Advisory Group

This group is not a recommending or decision-making body. Its role is to provide a comprehensive analysis of the totality of available funds to support college activities. It provides information to the College Planning Council.

Integrated Planning & Budget Structural Elements

Revision Date: 05/04/09

