

# Foothill College

## Integrated Planning & Budget Task Force

Agenda  
August 20, 2019  
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Annual Budget Request Feedback

**Members in Attendance:** Adrienne Hypolite, Doreen Finkelstein, Isaac Escoto, Paul Starer, Elaine Kuo, Lene Whitley-Putz, Kristy Lisle, Ram Subramaniam, Debbie Lee, Laurie Scolari, Bret Watson, Kurt Hueg, Lisa Ly, Valerie Fong

### 1) Meeting Minutes

- The committee voted and approved the meeting minutes by consensus.

### 2) Annual Budget Request Feedback

- The committee reviewed the Annual Budget Request Feedback Survey.
- Survey Highlights
  - Over half of respondents (56%) reported it was “easy” to access the online budget resource request form.
  - The majority of respondents (88%) indicated it took over 20 minutes to complete the online form.
  - Almost half of respondents (41%) noted that it was “somewhat easy” to find someone to answer questions, while another one-fifth (19%) reported it was “not easy.”
  - The most common issue encountered by the respondents include:
    - Difficulty gathering the proper information to submit to the site (31%);

- Understanding the instruction of completing the online form (28%); and
    - Saving/printing a copy of the completed form (28%).
  - Roughly one-fourth of respondents encountered “no issues” when completing the online form (28%).
- The committee discussed improvements for the Annual Budget Request process.
  - It would be helpful for faculty, staff, and administrators completing the form to be provided with an estimated cost of reassign time. The committee approved to revise the form to include the average cost of reassign time calculated by the number of FTEF.
  - The committee discussed the option of making the Annual Budget Request public on the Foothill College website to improve transparency.
  - There was a recommendation to reduce the time spent on reviewing the Annual Budget Request for the Study Group and R&R.
    - There was some discussion to have the division deans review the requests first and provide feedback to R&R. This could significantly reduce the amount of time R&R spends on reviewing the requests. The committee also discussed the need to increase education and awareness for faculty, staff, and administrators on budget requests and strategic planning.
    - In an effort to improve the Annual Budget Request process for 19-20 academic year, supervisors and deans will provide coaching to the programs on strategic budget planning.
  - R&R will review the revised timeline for the Annual Budget Request. The committee discussed the Annual Budget Request be due on Jan 15<sup>th</sup>, 2020 and in winter 2020 the Study Group and R&R will review the requests. Recommendations will be made to the President in the Spring 2020.

For additional information on meeting minutes, please contact Kelaiah Harris at [harriskelaiah@fhda.edu](mailto:harriskelaiah@fhda.edu).