



**FOOTHILL COLLEGE**  
**Integrated Planning and Budget Task Force**

Minutes Draft  
July 23, 2014

**Members:**

Laureen Balducci, absent; Craig Gawlick; Meredith Heiser; Carolyn Holcroft, absent; Pat Hyland, absent; Andrew LaManque; Bruce McLeod; Kimberlee Messina, absent; Cara Miyasaki, absent; Paul Starer

**I. Review minutes from previous meeting**

Minutes accepted.

**II. Review annual template/Paul Starer's draft**

The group began by reviewing the draft provided by Paul Starer. Questions and discussion focused on:

How does accreditation need to be addressed, continually? What is required by ACCJC?  
Does the annual template need to be streamlined in reaction to trends/changes or is it a check in document?  
What key elements need to be in the annual review for resource requests?  
Discussion of resource requests included possibly adding a prompt similar to, "if you requested faculty/staff, please address these prompts. If not, skip to next item"

**III. Plan next meeting's agenda**

Bruce McLeod will draft a revised section on "goals/resource requests" for next meeting.