



FOOTHILL COLLEGE

Office of Instruction and Institutional Research
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Integrated Planning & Budget Process Task Force May 27, 2009 Notes 4:00PM President's Conference Room

Agenda

1. Roles and products of each committee or council - further discussion on attached changes
- Revision date 5/21/09.
2. Work on initial draft of Tri-Chair roles and responsibilities

Next Time (4:00 PM, June 2nd, President's Conference Room)

1. Need to have the new draft completed by June 2 for constituent group review

Team Members Participating:

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

Notes:

1. Konnilyn presented a set of diagrams on a managerial decision process and led the discussion as to how decisions regarding the new College Planning Council structure will be made vis-à-vis areas that do not work or are not functioning as they should. One of the areas of discussion was to make certain that timelines are put into place to ensure that decisions are made in a prompt manner and not allowed to drag out for the entire year; to this end, it was made clear that the CPC would be a voting council, rather than relying exclusively on consensus. Further discussion ensued about the implementation of the plan, and the methods of training, communication, and information dissemination that would take place.
2. Katie reminded the committee that the modified version of the structure, along with the mission, vision, values and goals, would be sent to the various representative constituent groups for a second read and additional suggestions for tweaking.
3. The tri-chairs of each of the strategic initiative committees will be tasked with determining the division of responsibilities between themselves. Maureen and Dolores volunteered to compile a list of the usual responsibilities of the chair of the Senate (agenda, minutes, website updates, briefing packages, communication of decisions and reception of information, etc) and will bring that back to the committee in June for further discussion and refinement.
4. The training leadership will be central to the success of the CPC and its subcommittees. Katie suggested modeling some of the training on the Statewide Academic Senate's leadership training conducted at the faculty institute in June of each year. Since Dolores will be attending that institute, she volunteered to bring information back to the committee.
5. Program reviews are going to be driving many of the decisions, and Katie reiterated to the committee that those are due in October; once they are finished, the CPC will be able to determine the involvement levels of faculty and classified staff in decisions and work to ensure that these levels are consistent across divisions. In the first year, it is likely that due to the budget, there will be less decisions to be made, which will have the benefit of allowing the committees and the CPC time to determine their roles, division of labor, and general parameters within the structures of the college.