

Foothill College

Integrated Planning & Budget Task Force

Agenda
November 12, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Resource & Revenue Update
3	Annual Progress Report

Members in Attendance: Doreen Finkelstein, Isaac Escoto, Lene Whitley-Putz, Kristy Lisle, Kurt Hueg, Lisa Ly, Valerie Fong, Ram Subramaniam, Debbie Lee, Lara Triona, Elias Regalado, Laurie Scolari

1) Meeting Minutes

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

2) Resource & Revenue Update

- The Resource and Revenue Governance Committee had no edits to the Annual Budget Request Form and approved of the form.
 - The Annual Budget Request Form is due on **January 15th, 2020**.
 - Programs will be given access to the electronic template shortly.

3) Annual Progress Report

- The committee reviewed the Annual Progress Report.
- There was a request to use the Annual Budget Request Form as a progress report for programs who have not completed the 5 Year Self-Study. Programs who have completed the 5 Year Self-Study will use the Annual Progress Report.

- Edits were made to the Annual Budget Request Form to include a narrative response on new trends, policies, or state initiatives. This will provide an opportunity for a program update and an evaluation process for accreditation. Programs not requesting funding will only need to complete the two narrative sections at the top of the Annual Budget Request Form to identify program goals/actions.
- Programs who have completed the Self-Study will use the Annual Progress Report moving forward and will only need to complete the funding sections of the Annual Budget Request Form if the program is requesting funding.
- The committee approved of these edits/changes.
- At the next meeting, the committee will review a Student Services Program Review Template.

For additional information on meeting minutes, please contact Kelaiah Harris at harriskelaiah@fhda.edu.