



Integrated Planning & Budget Task Force

Agenda
February 26, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Annual Budget Form Preview
3	IP&B Update

Members in Attendance: Debbie Lee, Doreen Finkelstein, Kurt Hueg, Ram Subramaniam, Lisa Ly, Kristy Lisle, Elaine Kuo, Melissa Cervantes, Paul Starer, Isaac Escoto, Elias Regalado, Bret Watson, Lene Whitley-Putz, Teresa Ong, Valerie Fong

1) Meeting Minutes

- [The committee voted and approved the meeting minutes by consensus.](#)

2) Annual Budget Form Preview

- The committee previewed the Annual Budget Form and made edits.
 - Instructions for completing the Annual Budget Form will be shared with the campus, along with an example of a completed Annual Budget Form.
 - Once the form is submitted by the department, the form will be sent to R&R.
 - R&R will identify evaluation criteria for the Annual Budget Form.
 - The departments will determine who will fill out the form (i.e., department chair) and the lead person will collaborate with department faculty to complete the form. Once the lead person is identified, Division deans will notify Kelaiah, so she can provide access.
- Carolyn will schedule training sessions for faculty and staff.

3) IP&B Update

- The committee voted and approved by majority to move forward with the completing the new Program Review as a large group instead of distributing tasks into small group work.

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