De Anza College
IPBT Team

Notes ✍ January 18, 2005

Present: Alves de Lima, Bradshaw, Canter, Espinosa-Pieb, Hearn, Illowsky, Jenkins, Kubo, LaManque, Leung, McCarthy, Miner, Mowrey, Sherman, Wu

Absent: Campbell, Griffin, Harral, Swensson, Woodward

I. Objectives for January 18: Discussing and understanding the following documents:

General Fund (14) Expenditures Grouped by Support Area – 2002 - 03;
Program Review Sheets by Department;
Productivity/Cost Sheets by Division and Department, Version 4.1;
VP3 Revised/Original Budget – 12/31/04 – DAC 2004 – 05 Budgets by Department;
DAC 2005 – 06 Budget Scenario – 1/11/05;
Office of Instruction Budget Reduction Timetable, Version 2; and
IPBT Objectives for January 18 – February 2;

The IPBT members were given the charge to review the above information and be prepared to recommend $2,407,320 worth of reductions in Instruction for 2005 – 06. The process described for this exercise was as follows:

1. Fill in ratings on the Productivity/Cost Sheets:

   a. Compare summary data on the Productivity/Cost Sheets with the Program Review sheets;

   b. Mark "R" for "review" those departments that you believe should be considered in the first round of contributions to the $2 million plus reductions;

   c. Mark "L" for "leaving as is" in those departments that you believe should have the highest priority for maintenance of effort; and

   d. Leave rating blank for those departments about which you have no recommendation.

2. Submit rating sheets to Joan Crandall no later than 3:00 PM on January 24.

It was noted that the Older Adult and Physical Therapy programs have been discontinued, and Measure E has had some effect on numbers in certain areas. Judy drew attention to the important information contained in each of the above listed handouts, gave directions and answered questions pertaining to the charge that had been given to each of the members.