

De Anza College
Instructional Planning and Budget Team
Notes – March 16, 2004

Present: Alves de Lima, Bradshaw, Campbell, Canter, Espinosa-Pieb, Harral, Illowsky, Jenkins, Kubo, LaManque, Mowrey, Newburg, Swensson

Absent: Griffin, McCarthy, Shively, Woodward

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The purpose of this meeting was to study the document, *Division Reductions Draft-Version 2 as of 3/12/04* compiled by Christina – which lists the budget reduction recommendations for the amount of \$748,830 from “Instruction.”

The committee reviewed each division’s recommendations, clarifications on specific issues were discussed and questions were answered. Some points of discussion were as follows:

- Identify “one time” budget reductions;
- A question regarding PSME reducing a classified employee from 12 – 11 months and the division office being closed for one month was a expressed concern for student access. It was stated that the employee reduction from 12 – 11 months was voluntary. The one-month closure of the division office would be scheduled to begin at the close of the summer session and opened three weeks before the opening day of Fall Quarter to provide student access;
- It was noted that from the Physical Education Division, the Wellness Center would reduce its time by 21.5 hours per week – 3 days from 6AM – 3PM and 2 days 9AM – 6PM and a reduced weekend schedule;
- The committee recommended that the Library Services have their “reduced funds” reinstated--if extra funds become available; and

The IPBT agreed to support and forward this document with its proposed budget reductions to College Council.

Christina will send out a synopsis after College Council meets.

Membership note: Add Anne Argyriou for the Spring Quarter to replace Diana Alves-de-Lima.