

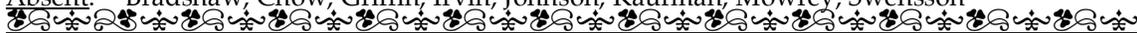
De Anza College
IPBT

Notes  May 8, 2007

Wayne Chenoweth/Judy Miner—Co-Chairs

Present: Alves de Lima, Bryant, Chenoweth, Doan, Espinosa-Pieb, Kubo, LaManque, Leskinen, Miner, Sherman, Woodward, Yang

Absent: Bradshaw, Chow, Griffin, Irvin, Johnson, Kaufman, Mowrey, Swensson



I. Budget Information: The following budget informational papers were distributed:

- Strategic Planning Allocations 2006 – 07;
- Institutional Initiatives Actions Plans Proposed Budget Summary 4/20/07 V.1;
- Measure C New Furniture, Fixture and Equipment FY 2006/07 Request;
- Measure C Smart Classroom FY 2006/07 Request;
- Preliminary Budget 2007/08; and
- Measure C Project List--3/05/07--Board Meeting.

Wayne Chenoweth announced that only \$25,000 of the \$800,000 funding has been spent. The instructional deans stated that getting their purchase requests processed in a timely manner has contributed to the problem of not getting the money spent. Some of the issues the deans have been faced with are: (1) no funds shown in the account; (2) additional signatures needed beyond the normal signatures required; (3) communication regarding who handles the Measure C requests and all other purchase requests has not been clear; (4) no accounting/tracking for purchase requests stuck in the process; (4) confusion regarding which “pots of money” the request falls under; (5) incorrect information being given—e.g., regarding funding for “floats” and “unpaid leaves;” and (6) no defined process identified—in writing—to guide those that are turning in purchase requests. (Add another column to identify?)

The IPBT recommended that a process be developed to describe the route one takes to handle purchase requests—e.g., identifying the order of steps; the required signatures; the tracking process. Emphasis was given on identifying the type of purchase and which funding category the request would fall under. In addition, it was stated that the deans would like to be able to have access to seeing their accurate budget amounts.

Because of the many problems with processing this year’s purchase requests, the IPBT group is strongly recommending that dollars not be swept away for items planned for purchase this year and have not yet been encumbered. This proposal will be taken to College Council.

II. Governance Process: A handout titled, *De Anza College Decision Making Model and Participants*, was examined—which opened the topic for discussion. This team agreed that a better governance model should be developed. It was suggested that the IPBT team could work to develop a model that might be considered. However, because of a possible reorganization in 2007-08, it was advised that a request be made to College Council asking for a detailed blueprint of the timeline, players, and considerations of a reorganization and governance program.

IPBT will meet on May 14 to further this discussion on the governance process.