

April 12, 2017

Dear Deans:

At the end of the Winter 2017 quarter, the Instructional Planning and Budget Team (IPBT) made final decisions on Instructional Equipment requests submitted by various divisions/departments across the campus. This year, we had a total of \$822,728 in Instructional Equipment requests and a \$500,000 budget. Therefore, we had some difficult decisions to make over the course of several IPBT meetings but we came to what we believe to be outcomes based on careful deliberations that can provide Instructional Equipment dollars to as many programs as possible.

Please go to following link on the IPBT Instructional Equipment page to view the final decisions and share with your department chairs who requested Instructional Equipment this year:

<http://www.deanza.edu/gov/IPBT/instructionalequipment.html>

A couple of things to note: in some cases we have notes that can further explain some of the decisions made on whether to fund certain items. For example, we are checking on request for “chairs in the classroom” to see if Furniture, Fixtures & Equipment (FF&E) can purchase them instead of utilizing Instructional Equipment dollars. Also, some items were removed from consideration because they were unauthorized type of expenditures from Instructional Equipment (such as repair of a wall or carpet replacement).

We expect the funds will be available and you can start making purchases this **Friday, April 14**. If you have any questions, please contact co-chairs Christina Espinosa-Pieb (espinosapiebchristina@deanza.edu) and/or Jim Nguyen (nguyenjames@deanza.edu).

We hope you have a wonderful quarter and look forward to you putting the Instructional Equipment funds to work.

Sincerely,

Christina Espinosa-Pieb (IPBT co-chair)
Jim Nguyen (IPBT co-chair)