



RESOURCE ALLOCATION COMMITTEE MINUTES

October 3, 2019 | 2:30 p.m.- 4:30 p.m. | CR1687

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Resource and Allocation

Members Present (non-voting):

Committee Chair, Titian Lish

Members Present (voting):

VP of Academic Services, Kristina Whalen PhD
VP of Admin Services, Diane Brady
VP of Student Services, William Garcia
Academic Dean, Nan Ho
A&H Faculty, Ian Brekke
BHAWK Faculty, Jason Craighead
SLPC Faculty, Scott Miner
Classified Professional, Todd Steffan
Classified Professional, Jennifer Farber
Classified Professional, Cindy Balero
Classified Professional, Stephany Chavez
LPCSG Representative, Kori Conlon

Members Absent:

Student Services Dean, Elizabeth David
STEM Faculty Debbie Fields

1. Call to Order at 2:33 p.m.

2. Review and Approval of Agenda

Motion, William Garcia Second, Jason Craighead

3. Review and Approval of 9/5/19 Minutes

Motion, William Garcia Second, Ian Brekke
Abstentions, Jennifer Farber and Cindy Balero

4. New Business

• IER New Vendor Request

The new requirement for a W9 and vendor profile form on an IER checklist created confusion. The checklist was initially thought of as a way to streamline the process and turnaround time to receive the requested item. All requests were moved forward with or without the W9 and vendor form.

It is important to have the quotes with the requisition. It assists the district team with processing the request. Amazon will not send a quote.

This year M&O and IT went through all of the requests to confirm whether or not their support is required. It was a challenge to obtain signatures before the deadlines.

Review of the checklist and IER form will take place in spring. The forms should be updated for consistency. There is a notation stating M&O and IT signatures are required but in another location it is states signatures if needed.

• Review and Discussion of Fall 19 IER Requests

Divisions with pending Spring 2019 IER requests should follow-up with Diane or Titian. The RAC website was updated with the committee's overall Spring 19 IER rankings.

The size of the item would determine if a storage request is managed through RAC or Small Projects.

There is no documented policy stating equipment cannot be purchased for a program whose curriculum is in process. It may be prudent to request the equipment now since there is not a spring IER round planned.

Two BHAWK requests were misplaced during the process and added later in the submission process. Both requests are listed on the spreadsheet and are available to rank.

The state has provided a budget of seventy-nine thousand dollars for instructional equipment this year. The bond money can supplement the IER budget. The committee should still rank the requests on their merits. The bond money is set-up with five years of instructional equipment funds and has not run its course. Each college received 5 million dollars for instructional equipment. Three hundred thousand per year goes to the library which leaves about seven hundred thousand per year.

At the November RAC meeting, VP Brady will provide information on how much of the 5 million dollars has been spent. This will help inform future decisions. Bond money has a longer period of time to spend than a grant.

A spring project for the committee is to create guidelines on how much money can be spent the next year.

The total bond of nine hundred fifty million is sold in portions over time. A budget is set-up with each disbursement.

Instructional equipment money that is not spent during the initial five years can continue forward. There is no guarantee additional money will be given in 2022 after 5 million dollars runs its course. Funding for equipment in the buildings will come from the bond building money.

It is important to note the money received from the state is titled Instructional Equipment and Deferred maintenance. Half of the funds are diverted automaticity to M&O.

Some instructional equipment will require replacement or repair three to four years down the road. RAC money is not intended for supplies.

In previous years, the score of seventy was used as cut-off point for ranking. Since then, the submission writing has improved allowing for more requests to move through the process.

A review of previous years' data and the current IER form to align with the budget will take place in spring.

5. Good of the Order

The committee agreed to postpone the due date of their rankings to October 25, 2019.

Motion, Jason Craighead Second, Ian Brekke

6. Adjournment

Meeting adjourned at 3:20 p.m.

T. Lish