



Resource Allocation Committee Minutes

September 1, 2022 at 2:30 pm

Recorder: Kiley Zieker

LPC Mission Statement	LPC Planning Priorities	
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.	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.
Chair	Vice Presidents	Deans
<input type="checkbox"/> Titian Lish	<input checked="" type="checkbox"/> Kristina Whalen, VP of Academic Services <input checked="" type="checkbox"/> Anette Raichbart, VP of Administrative Services <input checked="" type="checkbox"/> Jeanne Wilson, VP of Student Services	<input checked="" type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon <input type="checkbox"/>
Faculty Members	Classified Senate (2)	Student Senate (2)
<input checked="" type="checkbox"/> Cindy Browne Rosefield <input checked="" type="checkbox"/> Lucas Hasten <input checked="" type="checkbox"/> David Everett <input checked="" type="checkbox"/> Rafael Valle	<input checked="" type="checkbox"/> Sui Song <input type="checkbox"/> Lina Chea <input checked="" type="checkbox"/> David Rodriguez <input checked="" type="checkbox"/> Nalan Smith <input checked="" type="checkbox"/> Jennifer Pereira	<input type="checkbox"/> <input type="checkbox"/>

Attendance (Quorum = 8)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <p>Meeting called to order at 2:33 pm by VP Raichbart who is stepping in for RAC chair, Titian.</p>	None
2.	<p>Review & Approve Agenda <i>For action</i></p> <p>Agenda reviewed. VP Raichbart asked for a motion to approve. Lucas Hasten and Joel Gagnon motioned to approve.</p>	Approved/Hasten & Gagnon
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <p>The May 5th, 2022 minutes were approved. Rafael and Lucas motioned to approve. VP Raichbart said if anyone was not at the last meeting they may want to abstain. Joel and Cindy abstained and motion passed with two abstentions.</p>	Approved/Valle & Hasten
4.	<p>Action Items <i>For action</i></p> <p>None</p>	None
5.	<p>Old Business <i>For discussion</i></p>	None
6.	<p>New Business <i>For discussion</i></p>	None

<p>7.</p>	<p>Information Items <i>For information</i></p> <ul style="list-style-type: none"> <p>Moving a position from 1 FT to 2 PT: This was a position that was approved through RAC last year and the position was to serve the horticulture program and it was Laura Cornett’s position which moved from a four hour position to an eight hour position and realized that the job responsibilities of that position are very physical and very outdoors. Position was not highly sought after because of heat in Livermore and when the position moved to eight hours Laura resigned. They went back and reviewed what the position was going to do and questioned if it was realistic to assume someone could do the work for eight hours. Decided to split the position to hire two people that would do this task more for Horticulture and Viticulture. Asked David Everett for input and he shared how the demands are difficult for the position and one was hired and still needing to hire the second one. David updated that they are still looking at minimum qualifications and suggested requirements like the ability to lift 40 pounds. Will add to the agenda again if it comes up again.</p> <p>Funding Scott’s equipment from the 21-22 Budget: Members who were on RAC last year may remember this item. There were two rounds of requests last year both in the fall and spring. In the fall all the requests were funded. Lots of requests also submitted in spring. There were three items that committee decided to fund but not immediately because there was nowhere to store them. The worry was the items would have to go in a part time warehouse situation which happened last year and they did not want the items to get lost before the building they were intended to go into was complete. These items were specifically for Scott Miner and for the Auto area. Scott’s equipment was for Welding and Brian and James was lifts that would be installed in the new building. That building is not ready though. We did not want them to disappear or get damaged in the warehouse. Committee at the time decided to approve them with the caveat that we would order them as the completion of the building was closer that way by the time they arrived we could immediately put them in the building and have them installed because a lot of these things have a warranty issue. Wanted to update everyone that these orders have now been placed and will probably be here October, November, and December, somewhere around there. These were purchased with last year’s money. Once they arrive we feel that the building would be far enough built and ready to accept them and be ready for installation would we were told by Ann Kroll that would be around December. Asked Kiley to confirm, Kiley confirmed. Wanted to let everyone know that these purchases were approved during the fall 2021 RAC approvals.</p> <p>For Review: Calendar, Rubric, and Updated IER Forms: Review: Calendar, Rubric, and updated IER Forms: Reviewed Calendar that shows the due dates for the upcoming RAC process. This is how Las Positas purchases Instructional materials. There is a process to this, committee reviews them and if we have money as our goal is to support students and make the necessary purchases but they do have to go through this committee. Thomas assisted with the Calendar Kiley noted that due to only one round this year the October 12th due date was extremely important for Faculty and Deans as that is the day it is due to Deans. Reviewed the rubric. When reviewing the Updated IER form sui mentioned that the IER Form needed to be updated to the checklist because in the past purchasing was not as strict regarding receiving three quotes for any items over \$30,000 and now they are enforcing that and want to make sure to we get three written quotes if you are purchasing something over \$30,000. Can receive buyer’s information from Business office if needed. Will add to form. Do not need competing quote for items under \$30,000. Checklist to help requesters ensure they have all the information needed. Any software items or large equipment needs to be checked with Steve</p> 	<p>Update IER Request Form to reflect purchasing office’s request at District to provide 3 quotes for any items over \$30,000/Admin Services office</p>
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	<p>Gunderson and Walt to make sure it will work. Reach out to Admin Services if help is needed with the forms. Scott Miner asked what if there is not a second vendor to go to for certain equipment, for example a unique item. VP Raichbart said to just let us know if that is the case. For the sole proprietor. We will need a letter purchasing. We will be that as backup. Anticipating a good amount of money of instructional equipment requests. One round because the time crunch for when people leave for summer break and supply chain issues. Equipment takes longer to receive.</p> <ul style="list-style-type: none"> • Pool Flags for Safety: This was a RAC approved item from before COVID. The division is to go ahead and purchase them using their funds but still submit a RAC request and if approved by the committee we will allow a one-time transfer due to it being a safety issue. 	
8.	<p>Updates <i>For information</i></p>	None
9.	<p>Good of the Order <i>For information</i></p> <ul style="list-style-type: none"> • Discussed Titian's position as Chair and agreed that it was discussed and agreed to it at the last RAC meeting. If no objections we will make sure it is sent forward • October 19th the Fall I.E. Requests are reviewed at the academic division meetings. • David Everett thanked VP Raichbart for stepping up and being the chair of the meeting. 	None
10.	<p>Future Agenda Items <i>For discussion</i></p>	None

Meeting adjourned at 2:58 pm

Next meeting: Thursday October 6, 2022