



Resource Allocation Committee Minutes

September 7, 2023 at 2:30 pm

Recorder: Kiley Zieker

LPC Mission Statement	LPC Planning Priorities	
<p>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.</p>	<p>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.</p>	<p>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.</p>
Chair	Vice Presidents	Deans
<p><input checked="" type="checkbox"/> Titian Lish</p>	<p><input checked="" type="checkbox"/> Nan Ho, VP of Academic Services <input checked="" type="checkbox"/> Anette Raichbart, VP of Administrative Services <input checked="" type="checkbox"/> Jeanne Wilson, VP of Student Services</p>	<p><input checked="" type="checkbox"/> Kevin Kramer</p>
Faculty Members	Classified	Administrators
<p><input checked="" type="checkbox"/> Cindy Browne Rosefield <input checked="" type="checkbox"/> Tina Inzerilla <input checked="" type="checkbox"/> David Everett <input checked="" type="checkbox"/> Jose Calderon <input type="checkbox"/> Vacant (PATH Faculty)</p>	<p><input checked="" type="checkbox"/> Sui Song <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> David Rodriguez <input checked="" type="checkbox"/> Ralitsa Ivanova-Olsson <input checked="" type="checkbox"/> Lina Chea</p>	<p><input type="checkbox"/> Ken Cooper</p>

Attendance (Quorum = 8)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> Meeting called to order: 2:32 pm 	None
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> Agenda approved by T. Inzerilla and D. Rodriguez 	Approved/ T. Inzerilla & D. Rodriguez
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> Minutes approved by T. Inzerilla and D. Everett 	Approved/ T. Inzerilla & D. Everett
4.	<p>Action Items <i>For Action</i></p> <ul style="list-style-type: none"> None 	None
5.	<p>Old Business <i>For discussion</i></p> <p><u>Review 23-24 Calendar:</u></p> <ul style="list-style-type: none"> Rolled over the dates from the 22-23 calendar and apply them to the new 23-24 calendar. The calendar reflects a single cycle for instructional equipment requests and a single cycle for classified position requests. Outlined the timeline for various tasks, including the deadlines for receiving and reviewing scores for classified and administrative position requests. Discussed different workload levels of the committee throughout the year. Instructional equipment requests are ranked and scored in the fall semester and the classified position requests 	None

	<p>are scored and ranked in the spring semester. Chair, Titian Lish will send an email to the campus community about the instructional equipment requests and calendar and deadlines.</p> <p><u>Review Rubric:</u></p> <ul style="list-style-type: none"> Reviewed current rubric used to score instructional equipment requests. Emphasized that the ranking process was fair and consistent, even with different ranking methods used by each member. He emphasized that the process balances out well and encouraged members to revise their rankings during the discussion phase if they felt they hadn't initially ranked something appropriately. Encouraged members to not reach out to specific programs for clarification, as the process needs to be uniform across all departments. The committee also discussed the use of lottery funds and the transparency of the rubric used to evaluate requests. Committee member asked if the educational master plan goals should be included in the rubric form, because currently it only includes the mission and planning priorities. Ended up deciding that the idea could be brought up again at a future meeting. <p><u>Review IER Process:</u></p> <ul style="list-style-type: none"> Reviewed the multi-step process for purchasing instructional equipment, which includes thorough review and approval from multiple departments, with multiple quotes required above a certain threshold. This year, quotes will only be requested after approval. Discussed challenges with expired quotes, delays, and delivery times, emphasizing the need to manage expectations. The process now includes removing the requisition form until after approval, in hopes of streamlining the process and preventing lost items. Requests are submitted through Informed K12, it was advised to save emails from Informed K12 as records. Emphasized that the requestor does not need an account with Informed K12 to submit Instructional Equipment Requests 	
6.	<p>New Business <i>For discussion</i></p> <p><u>Lottery Money Allocated to Divisions Discussion:</u></p> <ul style="list-style-type: none"> Each Division was given \$40,000.00 of lottery money. The committee talked about the allocation of lottery money to divisions for direct funding, managed by Deans and their assistants. Explained the process for purchasing items using lottery funds, emphasizing the importance of thoughtful requests and early contact with deans. The lottery funds can be used all year. Some of the lottery funds will be used for recurring costs. There is ongoing discussion about narrowing the criteria for what qualifies as a lottery fund item, to be more explicit about the funds available. The business office and administrative team are working to define criteria 	None

	that can be sent out to the campus to help them understand what qualifies as lottery. The RAC committee will not be part of the reviewing process for items requesting to be funded by division's lottery	
7.	Information Items <i>For information</i>	None
8.	Updates <i>For information</i>	None
9.	Good of the Order <i>For information</i> <ul style="list-style-type: none"> Committee discussed modality and it was agreed that the committee continues to meet via Zoom. 	None
10.	Future Agenda Items <i>For discussion</i>	None

Meeting adjourned at 3:18 pm

Next meeting: October 5, 2023