



# Resource Allocation Committee Minutes

November 3, 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 checked="" 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 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 type="checkbox"/> Lucas Hasten <input checked="" type="checkbox"/> David Everett <input checked="" type="checkbox"/> Rafael Valle	<input checked="" type="checkbox"/> Sui Song <input checked="" type="checkbox"/> Lina Chea <input checked="" type="checkbox"/> David Rodriguez <input checked="" type="checkbox"/> Nalan Smith <input type="checkbox"/> Jennifer Pereira	<input type="checkbox"/> <input type="checkbox"/>

Attendance (Quorum = 8)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p><b>Call to Order</b> <i>For information</i></p> <p>Meeting Called to order at 2:31 pm</p>	
2.	<p><b>Review &amp; Approve Agenda</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>• Agenda Approved by R. Valle and C. Balero</li> </ul>	Approved/R. Valle & C. Balero
3.	<p><b>Review &amp; Approve Prior Minutes</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>• Minutes approved by D. Everett &amp; R. Valle</li> </ul>	Approved/D. Everett & R. Valle
4.	<p><b>Action Items</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	None
5.	<p><b>Old Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• Classified and Administrative Position Requests have a similar process to IER's. The difference is that the request will need an actual quote for salaries from Sharon Davidson. Rubric remains similar to IER scoring rubric. Using same form template as previous years. When we address cost of position it is based on Step 1 and the first years' salary. Sharon will provide specific numbers. After Instructional Equipment Requests are scored and ranked, the committee will move on with scoring and ranking CAP requests.</li> </ul>	None

<p>6.</p>	<p><b>New Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• Kiley will be submitting to the committee the IER Scoring Spreadsheet that includes links to all the requests that were submitted. Once spreadsheet is completed they are returned back to Kiley by November 18. Scores will be compiled into ranking order and will provide ranking order back to committee by December RAC meeting. Will review and approve the ranking order and will write the memo for the president with the recommendation from the committee. By February RAC meeting president will provide his choice regarding which equipment requests to purchase. Once President approves it goes to Administrative Services office to begin to purchase. Administrative Services office and Stephen Gunderson have vetted these items and waiting on M&amp;O to finish reviewing.</li> </ul>	<p><b>None</b></p>
<p>7.</p>	<p><b>Information Items</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>• CAP Requests are due to Administrative Services office by November 18. Kiley will provide spreadsheet with requests to score to committee at December meeting.</li> <li>• Independent Contractor form only needed for services it is not needed for the requisition form. The requisition form does not actually go to the District Office it goes to Administrative Services, and is approved in banner and goes to District through Banner.</li> <li>• Requisition is easier to use after it is downloaded rather than completing it on the web page version.</li> <li>• Can reach out to Admin Services with any questions regarding forms and how to complete them.</li> </ul>	<p><b>None</b></p>
<p>8.</p>	<p><b>Updates</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>• 3 outstanding Instructional Equipment Requests from last year. One is a John Deer Vehicle/Tractor, second is Air Gas item and third is Green Music Yamaha headphones. These items have not been received in the system. Tractor is not on Campus yet</li> </ul>	<p><b>None</b></p>

9.	<b>Good of the Order</b> <i>For information</i> <ul style="list-style-type: none"><li>• None</li></ul>	<b>None</b>
10.	<b>Future Agenda Items</b> <i>For discussion</i>	

**Meeting adjourned at 2:52 pm**

**Next meeting: January 5, 2023**