



**Resource Allocation Committee  
Thursday, May 7, 2015  
2:30 – 4:30 p.m. – Room 1687  
“Draft” 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 Focus Goals**

- ❖ Equity
- ❖ Completion
- ❖ Excellence

**LPC Planning Priorities**

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Position	Name		Position	Name	
<b>Classified, Chair (non-voting)</b>	Gerry Gire	X	<b>Faculty, BSBA</b>	David Everett	X
<b>Classified</b>	Jennifer Farber	X	<b>Faculty, ALSS</b>	Cindy Rosefield	X
<b>Classified</b>	Cindy Balero	X	<b>ASLPC Student</b>	Claire Huestis	X
<b>Classified</b>	Janice Cantua		<b>Dean</b>	Dyan Miller	X
<b>Classified</b>	Heidi Ulrech	X	<b>VP Administrative Services</b>	Jeffrey Kingston	X
<b>Faculty, STEMPS</b>	Ashley McHale	X	<b>VP Academic Services</b>	Jim Wright, Interim	
<b>Faculty, Student Services</b>	Michael Schwarz	X	<b>VP Student Services</b>	Diana Rodriguez	
<b>GUESTS:</b>			<b>MINUTES TAKEN BY:</b>		Sheri Moore
Natasha Lang	Bill Eddy				

**1. Call to Order @ 2:35 p.m.**

**Gire**

**2. Review and Approval of Agenda**

**Gire**

Dyan Miller moved to approve the agenda. Ashley McHale seconded. Motion approved unanimously.

- 3. Review and Approval of Minutes -- March 5, 2014** **Gire**  
Ashley McHale moved to approve the minutes from March 5, 2015. Dyan Miller seconded.  
Motion approved unanimously.

**4. Old Business**

- a. Status on Approved Spring 15 IERs and President's Feedback** **Gire**  
Gerry reviewed the e-mail to President Russell and reviewed the list of IE requests.

Per Natasha, all IERs were processed using a credit card or a PO. Not all items have been received yet. The request for the 3D printer was not processed with one of the issues to be determined being the location of the printer. The request (#29) for the fenced screen will be purchasing through a different funding source. Natasha encouraged requesters to follow up with the Administrative Services office for items not received. Ten items that didn't meet the "IER" criteria were also funded other ways and POs issued or credit cards used. The committee discussed whether letters should be sent to requesters informing them of the status of their request. This additional task would require additional work from Administrative Services and the committee agreed that letters were not required and not worth the additional effort. Natasha reminded the committee that the IERs that have been approved are posted on the RAC web site.

There is approximately \$58,000 left in the IE fund which must be used prior to June 30, 2015 or be returned to the state. Administrative Services is looking at other college requirements that could be fulfilled and would fit within the IE guidelines. These will be reported back to RAC in September.

- b. Status on approved Fall 14 IERs** **Gire**  
Most of the IERs were processed using a credit card; remaining IERs are on PO's. Administrative Services has been able to follow up with requesters to make sure items have been received or PO's issued.

- c. Status on approved Spring and Fall 14 non-instructional positions** **Gire**  
Gerry reviewed the status of the non-instructional positions. The 50% IT position is closed and scheduled for interviews. The Stage Tech is closed with interviews scheduled for May and a July 1 hire date. The Web Master position is open, posted, and due to close Friday, May 15. The interviews for the Security Officer position are scheduled with a hire timeframe of June/July. The Athletic Trainer position is still in the Vice Chancellor's office and HR with the issue being whether the position is faculty or classified. The committee discussed the lengthy timeframe once the President approves the new position to the actual hiring of that position. This process has averaged 14 months.

- d. Status on feedback for Fall 2013 approved IERs** **Gire**  
Gerry received feedback for all fall 2013 IERs. See website.

- e. Review IEC Feedback submitted from RAC** **Gire**

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Gerry gave RAC feedback to Rajinder for IEC. It was suggested that planning priorities should be included on forms. Gerry reviewed the feedback document from the website.

### 5. New business

- a. Approve revision to non-instructional position request form** **Gire**  
Gerry reviewed a modified version of the form, indicating that suggestions from the last few meetings were all incorporated on the form. The committee suggested additional changes to the form. Classified Senate requested to review the form. Michael Schwarz moved to ask Classified Senate to endorse the modified form and provide feedback to the committee by May 13, 2015. Ashley McHale seconded. Motion approved unanimously.

The committee discussed who could submit the non-instructional position requests – adjunct, full-time, classified, part-time, permanent part-time, students? The committee discussed administrators signing the form and questioned whether signatures represented approval of the request. Bill Eddy indicated that the union rep should receive copies of non-instructional position requests for review with one of the goals being to reduce the processing time for positions.

- b. Approve proposed new rubric for non-instructional position requests** **Gire**  
As a subcommittee, Cindy Balero, Heidi Ulrech, and Michael Schwarz worked on the new rubric and also received feedback from Gerry Gire. This sub-committee reviewed the draft rubric with the all committee members. Ashley McHale moved to approve the new rubric with committee changes. Cindy Balero seconded. Motion approved unanimously.

- c. Approve revision to instructional equipment request form** **Gire**  
Gerry presented the new form and changes suggested by the committee. Heidi Ulrech moved to approve new form. Dyan Miller seconded. Motion approved unanimously.

- d. Approve revision to IER rubric** **Gire**  
Ashley McHale moved to approve the updated IER rubric. Cindy Balero seconded. Motion approved unanimously.

- e. Consider modifications for future IER presentations** **Gire**  
The committee discussed the process of IER presentations and whether requesters or Deans should make presentations. The committee agreed that they need approximately 2 weeks to read 30 requests and Administrative Services needs 7-10 business days for review. It was suggested to set up a system in Blackboard for questions and responses to IERs.

Ashley McHale motioned to extend time by 10 minutes. Michael Schwarz seconded. Motion passed unanimously.

Cindy Rosefield made a motion that 1) Deans should not make the IER presentations but should be at meetings to offer answers to questions, 2) the committee reads through and communicates about the IERs via Blackboard, and 3) the timelines should be extended to

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give Administrative Services time to review the requests prior to prioritizing them. David Everett seconded. Motion passed unanimously.

**f. Develop future calendar of dates for positions and equipment** **Gire**

Natasha and Gerry suggested the October RAC meeting hear the non-instructional positions and November meeting hear the instructional equipment requests.

**g. Update on 2015/16 proposed budget** **Lang**

Natasha Lang gave an update on the 2015-16 Proposed Budget. The Administrative Services Office has completed the position control and continues to work on the discretionary areas of the budget. The tentative budget and the effect of the district wide planning and budget committee's recommendation(s) are still being flushed out. There is a recommendation on the table where funds will be moved out of the model. This would be very difficult for the college.

Jeff Kingston reported 1,000 FTES have been rolled back over the past few years. It moves the funding into a previous year, but the expense stays within the year. In order to break even in our budget, we need to recapture that FTES. If we have to roll back again, just the 1,000 creates a deficit. If the college does not achieve that, basically we have to pay those funds back.

In 2014-15 there was deferred maintenance. We are not anticipating any funding like that through the state. But we will need to wait and see what happens in the May revise.

CEMC is meeting tomorrow trying to work on schedules. Summer enrollment is up. 65% fill rate already. That's good. Fall schedule has as much packed into it as possible.

In September, we will report back on what happened in the adoption budget and recap the difference between tentative and adoption budget. We will report what the final decision is from the district-wide planning and budget committee's recommendation., It was noted that the reports today are in draft form and there can be many changes between now and the May revise. Potentially there could be even more changes between the submission of the tentative budget and the final adoption of the budget in September.

**h. Summary of accomplishments & items pending** **Gire/Committee**

Gerry reflected on RAC accomplishments this year- RAC communications to the campus have improved with regular information sent out and the web site kept up-to-date. RAC has had 100 percent quorum for every meeting and minutes have been sent out 2 days prior to each meeting.

Although the Technology Committee reports to RAC, we did not get a formal report back to RAC. Additionally, the committee agreed to discuss position control and unfunded positions in the September 2015 meeting. Natasha agreed to create a process whereby a description of new positions vs. unfunded positions vs. vacant positions could be explained.

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**6. Good of the order**

Ashley McHale indicated that she would not be the STEMPS representative on the committee next year.

**7. Adjournment @ 4:50 p.m.**