



**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**

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

**Meeting Name**

**Members Present (voting):**

Jeff Kingston, VP Admin  
Roanna Bennie, VP Academics  
Diana Rodriguez, VP Student Services  
Dyan Miller, Dean  
Cindy Rosefield, ALSS  
Jason Morris, STEMPS  
Joel Gagnon, Student Services  
Cindy Balero, Classified

**Members Present (non-voting):**

Gerry Gire (2014-2015 Chair)

**Members Absent:**

David Everett, BSBA  
Jennifer Farber, Classified  
ASLPC

**Meeting Guests:**

Dr. Barry Russell  
Natasha Lang

- 1. Call to Order @ 2:40 p.m.**
- 2. Review and Approval of Agenda**  
Heidi Ulrech moved to approve the agenda; Cindy Rosefield seconded; motion approved unanimously.
- 3. Review and Approval of Minutes**  
Heidi Ulrech moved to approve the minutes from May 7, 2015; Cindy Rosefield seconded; motion approved with 3 abstentions.
- 4. Review Committee Mission, Web Site, and Forms**  
RAC web site was reviewed. Changes to forms as a result of 2014-2015 Committee work were also reviewed. The Shared Governance document, including the Participatory governance entities and how RAC fits in was reviewed with the Committee as well. Gerry indicated that RAC did not receive a report from the Technology Committee last year and questioned whether the committee should request formal communication from them. Lastly, the RAC mission was reviewed and no changes were made.
- 5. Review Chair and Member Responsibilities**  
The responsibilities of the Committee Chair and Members were reviewed using the Shared Governance document.
- 6. Action Items**
  - a. Selection of Chair**  
Cindy Balero moved to approve Diana Rodriguez as the Committee Chair for 2015-2016; Jeff Kingston seconded; motion approved with one abstention from Diana Rodriguez. Diana Rodriguez will select an administrator from Student Services as her Committee replacement.
  - b. Process Improvement for Classified Hiring**  
Gerry met with Dr. Russell during the summer regarding the non-instructional position hiring process. After discussion with Committee members regarding some of the issues, including the length of time it takes to fill a position, volume of faculty positions to be filled, the classification study, union issues, and HR staffing issues, Dr. Russell suggested reviewing the non-instructional position hiring process in January to determine if the process has improved. The Committee agreed.

## 7. Information Items

- a. **Feedback on Status of 2014/15 Non-Instructional Positions** (Dr. Russell discussed by Request number, not by Rank)

Admin Asst -- ASLPC: position being rehired and matched with another 50% for full-time job. Using 3SP and General Fund money.

2014-1 Web Master: approved last year; being recruited; in interview process.

2014-2 Instructional Systems Tech: new position not funded, request for increase to make 100%. First position of 50% still in process; failed search; 50% on books.

2014-3 Security Officer: hired.

2014-4 Security Officer: no budget to fund.

2014-5 Lab Tech: Because photography is moving to another location and Deanna Horvath is working with architects to redesign the area, the size of the position needs to be determined (50% vs 100%) is appropriate. Position should be re-submitted to RAC.

2014-6 Instr Asst-ALSS: no update given.

2014-7 Staff Asst to Performing Arts: same situation as Lab Tech.

2014-8 Admin Asst-ALSS: no update given.

2014-9 Admin Asst-STEMPS: no update given.

2014-10 Admin Asst-BSBA: no update given.

2014-12 ECD Professional: backfilled by Chabot employee we used to share 50% with Chabot. Re-submit request to RAC.

2014-13 Dean of Acad Services: no update given.

2014-14 Admin Asst: no update given.

2014-15 Admin Asst: no update given

2014-16 Admin Asst for Dean of Enrollment: being recruited; taking (? approved) position from 50% to 100%.

2014-17 Instruc Asst Tutorial Center: Tutorial area being reviewed; re-request this position.

2014-18 Couns Asst Transfer Center: no budget to fund

2014-19 Fiscal and Admin Services Tech: position will come back through RAC based on a reorganization of duties/activities in the office.

There was a reminder that RAC's mission is to prioritize with final decisions made by the President.

- b. **Discussion on 2014/15 Non-Instructional Positions**

PE Athl Asst: recent resignation, filling position temporarily, eventually full time.

2014-11 Lab Tech: Viticulture/Horticulture: at HR with the reclassification. Advertising should start soon. Looking to hire a temporary person; eventually full time. Dr. Russell determined that this position is extremely important to the success of this discipline. Vicki Shipman has assisted in finding additional funding to overhaul the program.

- c. **Review on Position Control Development**

Not addressed, however, clarification of what positions should be brought to RAC was discussed. Natasha was asked to develop language on this issue and present it at the next RAC meeting.

**d. Feedback on Status of Approved IER's****i. Vetted through RAC**

List of approved IERs on web site. All items on list purchased and paid for; however, some of the items will appear on the FY16 book because of the delay in processing. LPC didn't lose any money this year for this category. Alternative funding determined for athletic banners and water polo helmets.

**ii. Added after RAC Ranking**

All money was spent. All items met state definitions.

**e. Funding Updates**

Bond funding and the way we utilize the bonds is our primary source of funding. There is a different, very specific definition for state instructional money. There are four or five categories that we can spend the money on: 1) equipment/furniture (have to be used by students in order to be considered "instructional"); 2) information technology (bond funding is going away for instructional technology); 3) software (bond money can't be used for software); 4) adaptive equipment; and 5) library material. The state is asking for the first time for us to submit a 5-year plan and to update the plan annually. The process is to submit requests to RAC for prioritization and then these results will be used to inform the funding.

**i. Instructional Equipment**

\$600k for LPC which needs to include I.T. (much of it used by the Library). State is going back to a two-year timeline; however, it was stressed to spend as much as we can in the first year.

**ii. Non-Instructional Positions**

Jeff reviewed funding for positions by indicating that positions are funded through enrollment growth. Unless they increase the dollars they give us for FTES, funds aren't available for more positions. Other way is if we grow (on average 1% per year – this year \$30 million plus other revenue gives us about \$32 million). We budget out of enrollment target, but if we don't serve the students we say we are, we don't get the funding. What drives enrollment growth is hiring the faculty to support the growth. There is a ratio between faculty and students.

**8. Good of the Order****9. Adjournment**

Diana Rodriguez moved to adjourn at 4:32; Jeff Kingston seconded; motion approved unanimously.

**10. Next Regular Meeting: October 1, 2015**