



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):

- Diana Rodriguez, Chair (non-voting)
- Sylvia Rodriguez, VPSS Rep
- Jim Wright, Interim VP Admin Srvc
- Dyan Miller, Dean
- Cindy Rosefield, ALSS
- David Everett, BSBA
- Jason Morris, STEMPS
- Jennifer Farber, Classified
- Janice Cantua (*for Cindy Balero*) Classified
- Bill Eddy, Classified
- Gerry Gire, Classified
- Olga Salgado, ASLPC

Members Absent:

- Roanna Bennie, VP Academics
- Joel Gagnon, Student Services
- Cindy Balero, Classified

Meeting Guests:

- Alesia High
- ___ representing Cindy Balero

1. **Call to Order @ 2:33 p.m.**
2. **Review and Approval of Agenda**
David Everett moved to approve the agenda; Jennifer Farber seconded; motion passed unanimously.
3. **Review and Approval of Minutes**
Jason Morris indicated he was not present at the time of the vote for the IER Spring Pilot Process at December's meeting and requested that the minutes from December 4, 2015 reflect this. Cindy Rosefield moved to approve December 4, 2015 minutes with said changes; Gerry Gire seconded; motion passed with one abstention from Janice Cantua.
4. **Old Business**

INSTRUCTIONAL EQUIPMENT REQUESTS

a. Fall 2015 IER Recommendations to Dr. Russell

The RAC IER recommendations were sent to Dr. Russell in an e-mail dated December 7, 2015. See the RAC web site for the memo.

i. Status of 33 IERs

Per Lisa High, 30 IERs have been issued a purchase order or have been ordered using a P-card. One IER is pending and Linda Wilson, District, is working with the vendor to complete it. David Everett, the requester, is aware of the status of that IER. Lisa further indicated that about half of the IERs have been received in Banner.

Diana Rodriguez indicated the two remaining IERs that were ranked have not moved forward yet. One is for the B. 1800 Whiteboard Replacement and one is for the Horticulture Shade Covering. Together, they total roughly \$100k. Research is currently being done to see if we can identify a different funding source. Jim Wright indicated that research is also being done to determine if there would be significant structural changes for either request which would then result in a construction project rather than just a purchase with IE funds. Gerry Gire indicated that she objected to disbursing \$100k during the pilot program to the divisions if the funds are not used for the whiteboards and the shade covering. The committee will revisit the whiteboard and shade covering requests at the RAC meeting in March.

The committee asked whether finding other funding sources for the whiteboard replacement and the shade covering, would free up additional funds for Spring IERs. Diana reminded the group that our goal is to spend down the funds we have this year so that we can demonstrate to the state that we have true needs for IE funds.

b. Spring IER Process Recommendation to Dr. Russell

The RAC recommendation memo for the Spring IER pilot program was sent to Dr. Russell on December 7, 2015. See the RAC web site for memo. Dr. Russell approved the pilot program.

Jason Morris indicated that if he knew the Spring IER pilot program was going to be on the agenda for the February meeting, he would not have left the meeting before the vote. Diana Rodriguez indicated that the Spring pilot program was the result of brainstorming ideas on how to spend the remaining funds, and, as such, could not have been planned for nor put on the agenda. Other committee members provided feedback they received from their Divisions on the pilot program including “some divisions are bigger than others, some divisions have more technical needs; it’s not fair to just divide evenly; emergencies come up, supplies/equipment are needed; you just don’t know what you might need; we are now asking the deans to review and rank.”

Cindy Rosefield indicated that I.T. was not included in the Spring pilot program. Jim Wright indicated that we need to get an estimate from Steve Gunderson on his technical needs.

Diana reminded the committee that this is a pilot. After the Spring IER process is complete, the committee will do an analysis of the pilot program to determine whether it is something that should be done again or whether we should go back to the Fall and Spring reviews.

The committee requested a discussion of establishing a “reserve” of \$20-30k of IE funds for repairs. This will be included on the next RAC agenda.

The committee then discussed safety-related equipment and whether that equipment should be requested via IERs or some other route. It was requested that this issue be put on the agenda for the next Executive Staff meeting as well as be taken to the District Budget & Planning Meeting. This item will also be included on the next RAC agenda.

i. Deadline for Spring IERs

The deadline for submitting requisitions and quotes to the Administrative Services office for Spring IERs is March 18, 2016.

Lisa High reminded the committee that all requisitions **must** include taxes and shipping.

Bill Eddy recommended that IE requesters check with Victoria Lamica, District Purchasing, regarding installation requirements for outside vendors prior to submitting the IER to Administrative Services. If vendors do not have the proper disability/workmen's comp insurance, they cannot be used.

c. Review Instructional Equipment Rubric

It was suggested that the committee re-review the IE rubric after the divisions have completed the Spring IER process.

Gerry Gire indicated that many individuals writing the IER did not address LPC planning priorities and an effort should be made to educate them on the priorities perhaps by including the priorities on the IE request form.

Gerry Gire questioned whether we want to continue tracking old IERs and how they were used. This item will be included on the next RAC agenda.

d. Review Instructional Equipment Form

The committee reviewed the IE form. A request was made to ensure that page one of the form has the correct definition for instructional equipment and the correct definition for supplies that are not eligible.

The committee would like to indicate that sales tax, shipping, and installation costs must be included on the requisition. The committee would also like to indicate that requesters should check with Victoria Lamica, District Purchasing, regarding installation requirements for outside vendors prior to submitting the IER to Administrative Services.

5. New Business**6. Good of the Order**

Sheri Moore reviewed changes made to the RAC web site. All old versions of IERs forms and rubrics and all old versions of non-instructional position request forms and rubrics have been moved to archive pages.

7. Adjournment @ 4:20 p.m.**8. Next Regular Meeting: March 3, 2016**