



## 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 Svcs  
Dyan Miller, Dean  
Joel Gagnon, Student Services  
David Everett, BSBA  
Jason Morris, STEMPS  
Jennifer Farber, Classified  
Bill Eddy, Classified  
Cindy Balero, Classified  
Gerry Gire, Classified  
Olga Salgado, ASLPC

#### **Members Absent:**

Roanna Bennie, VP Academics  
Cindy Rosefield, ALSS

#### 1. Call to Order @ 2:30 p.m.

#### 2. Review and Approval of Agenda

#### 3. Review and Approval of Minutes

Gerry Gire moved to approve minutes from February 4, 2016. Dyan Miller seconded. Discussion: Gerry asked that her comment about objecting to the disbursement of \$100k to the divisions be clarified to include "pilot program." Motion passed with said changes with abstentions from Cindy Balero and Joel Gagnon.

#### 4. Old Business

##### a. Fall IE Requests

i. **B. 1800 Whiteboard:** Discussions are still on-going between Lisa Everett and M&O to determine exactly what should be purchased. This item will be included on the April agenda.

ii. **Horticulture Shade Covering:** Discussions are still on-going to determine exactly what should be purchased. This item will be included on the April agenda.

b. **Reserving Portion of IE Funds for Emergencies/Repairs:** The committee indicated that it would be a good idea to reserve a portion of the IE funds for emergencies and/or repairs and agreed a process needs to be defined for how to do that. The committee questioned the ability to use IE funds for repairs. Diana indicated she would get clarification from the state and bring it to the next RAC meeting. The committee also questioned the difference between equipment and supplies. The committee felt some of the IE funds should be made available to the Technology Department. The committee agreed to invite Steve Gunderson to the next RAC meeting to discuss Technology Department equipment needs.

##### c. **Ordering Safety-Related Equipment Using IE Funds:**

The committee discussed whether to put "safety" back on the IE rubric as ranking criteria. Diana suggested that any faculty who has safety-related concerns should address those concerns with their Deans who would then forward them to the executive level.

**d. Tracking of Previous Years' IERS:**

The committee agreed to continue to ask for feedback from requesters who received items using IE funds. Diana and Sheri to work on this.

**e. Spring IE Requests**

- i. **Deadline reminder:** March 18, 2016: Requisitions along with quotes must be submitted to the Administrative Services office by March 18, 2016. Any requests of the Administrative Services Office to review items to determine whether they fall under the IE definition must be submitted to the office in sufficient enough time to adhere to the March 18 deadline for requisitions and quotes.
- ii. **Presentation of Spring IE Requests:** Requisitions and quotes for Spring IE Requests will be an information only item on the RAC agenda for April 7, 2016.

**5. New Business**

Bill Eddy questioned why a Spring 2016 IE funds request for soccer balls wasn't approved but a Fall 2015 IE funds request for basketball was. It was clarified that non-IE funds were used to purchase the basketballs as these were considered "supplies" rather than equipment. This information needs to be reported back to the requester to use for future supply requests.

The committee revisited the need for a 5-year instructional equipment projection. The committee also discussed whether the Deans' supply budget requirements should be brought to RAC. There was no agreement on whether this was the purview of RAC.

Gerry Gire requested that the Non-Instructional Positions criteria be added to the RAC web site. Sheri will update the web site. The committee briefly discussed grant-funded positions, how District H.R. categorizes those positions, and whether we should change our process for grant funded positions.

**6. Good of the Order****7. Adjournment @ 3:55 p.m.****8. Next Regular Meeting: April 7, 2016**