

# RAC Committee Meeting April 7, 2016

## Approved Meeting Minutes

Attendees: Cindy Brown-Rosefield, Jennifer Farber, David Everett, Cindy Balero, Sylvia Rodriguez, Todd Steffan, William Eddy, Joel Gagnon, Jason Morris, Tina Inzerilla, Diane Brady

Note: Cindy Brown-Rosefield volunteered to chair the meeting in the absences of committee chair Diana Rodrigues.

### 1. Call to Order (Cindy B Rosefield)

- Meeting called to Order at 2:33 by CBR

### 2. Review and Approval of Agenda (Cindy B Rosefield)

- Approved without motion

### 3. Review and Approval of Minutes (Cindy B Rosefield)

- CBR moved to approve minutes from March 3<sup>rd</sup>, motion by Joel Gagnon, second by Jason Morris, motion approved with no abstentions.

### 4. Old Business Rodriguez

#### a. Fall IE Requests

#### i. B 1800 Whiteboard Replacement

- A quote has been made and we are expecting a decision soon from the president to have the whiteboards replaced over summer (Diane Brady re: info she received from Sheri Moore)

#### ii. Horticulture Shade Covering

- President Russell has asked that the Horticulture Shade purchase be put on hold pending the new faculty hire (Diane Brady re: info she received from Sheri Moore)

#### b. Presentation of Spring IE Requests at April RAC

- No presentations were made. Deans have approved all request as each division came in at or under their spending allocations (Cindy B Rosefield)

#### c. Reserving Portion of IE Funds for Emergencies/Repairs

- William Eddy says that we are still awaiting definitions as to what qualifies for emergencies and repairs before making decisions about this item. Moved to table this item until May. Motion approved

- CBR addressed the need of the committee to make a decision about the process for Spring IE requests moving forward, including possibly earmarking some of the IE request budget for Spring IEs. Moved to vote on this in the May meeting. Motion approved.

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

- Sheri (absent) to update committee about this in May as reporting on the Previous IERS are due to her by April 18th

**e. Non-Instructional Positions Criteria**

- Tabled for May

**5. New Business**

**a. Instructional Equipment for the Library**

**(Tina Inzerilla)**

- Tina Inzerilla asked the RAC committee to consider the findings of our accreditation review committee in her request of RAC to allocate funds for the library. ACCJC's accreditation age report on the library's collection found that our college's collection is too old. Therefore, the accreditation report recommended (rec #6) that the college develop a collection plan to improve the quantity and currency of the collection.
- T.I. says that the library does not have enough funds to meet the accreditation recommendation. Because of insufficient funding the library has had to let go of student assistants and can only open 3 hours per day in the summer. Furthermore, 16-17 is the last academic year in which the library will receive bond money to bolster its collection. She is asking that the college and district institutionalize library funding as the source of library funding has been a recurring issue over the last 12 years.
- Models that have worked at other community college
  - % of IE budget automatically allocated to the library OR
  - Flat fixed amount of money allocated to the library from IE
- TI is proposing that the RAC consider a flat fixed amount of \$120k/year + 7% of IE funding be given to the library for the next 6 years (which will allow the library to meet accred. Rec. #6). The library would agree to provide written reports summarizing purchasing and tracking usage of materials purchased with RAC funds.

**b. Instructional Equipment for IT**

**(S. Gunderson)**

- CBR says Steve spoke with Diana Rodriguez about the desire for IE funds, but says that D.R. says that if there is a major technological need "we will find the money"

**6. Good of the Order**

**7. Adjournment**

- Meeting adjourned at 3:15

**8. Next Regular Meeting- May 5, 2016**