

**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):**

Joel Gagnon, Chair (non-voting)  
Diane Brady, VP Admin Svcs  
Roanna Bennie, VP Academics  
Nan Ho, Instructional Dean  
Sylvia Rodriguez, SS Dean  
Cindy Rosefield, A&H Faculty  
Jason Craighead, BHAWK Faculty  
Stuart McElderry, CATTs Faculty  
Jason Morris, MSEPS Faculty  
Cindy Balero, Classified  
Jennifer Farber, Classified  
Gerry Gire, Classified  
Todd Steffan, Classified  
James Weston, Classified

**Members Absent:**

VP Student Svcs Rep  
TBD, Student Services Faculty  
TBD, ASLPC

**Guests:**

Natasha Lang  
David Everett  
Don Carlson

**1. Call to Order @ 2:37 p.m.****2. Review and Approval of Agenda**

Motion to amend the agenda to allow for public comments after Item #3, Review and Approval of Minutes. Cindy Balero seconds.  
Unanimous.

**3. Review and Approval of Minutes**

Cindy Rosefield moves to approve October 6, 2016 minutes. Cindy Balero seconds. Comments: The committee indicated that they would like to clarify that requesters/Deans will not be allowed to present Non-Instructional Position requests to the committee but will be allowed to answer questions. Stuart McElderry indicated that he was in attendance at the October 6 meeting. Minutes approved with said changes. James Weston abstains.

**4. Public Comments**

David Everett indicated that he was not sure that using a single round of IE Requests last year was a great idea "because everybody dogged, now there is an over allotment of monies." David feels that "RAC should meet more than once a month to personalize requests. Now there's just a mash-up of requests, don't really know what's going on. A lot of the time, the IERs are written just to get moved through." David feels that it would be useful for the committee to meet an extra time during the IE request process, especially when there are so many requests. David indicated that "if the committee will only be using a single round of submitted IERs, he believes programs should have the option of making presentations; limit time, limit area of response, limit personalizing." He also indicated "programs are willing to rank the IERs themselves."

**5. Old Business****a. 2016-17 Non-Instructional Positions**

The spreadsheet of combined rankings for the Non-Instructional Positions was reviewed by the committee. It was discovered that two of the committee members did not rank the "Impact on Students and/or Programs" column. Diane Brady made a motion to allow those two committee members to re-submit their scores with a deadline of Monday, November 8. Sheri will update the ranking spreadsheet and send it to the committee members by Wednesday, November 9 at 5:00 p.m. The spreadsheet would then be submitted to Dr. Russell by Joel as the RAC recommendation. Cindy Rosefield seconded the motion.  
Unanimous.

**b. Update on Instructional Equipment Funds Emergency Repair Process**

The committee agreed that it was not the purview of the committee to oversee budgets for repairs. Funds for repair should be part of the Dean's budget. Don Carlson indicated that sometimes the tech programs have \$20-30k worth of unexpected repairs and it is difficult to budget for this.

IE, by definition, doesn't do repairs. Diane Brady indicated that IE funds from the state are used for scheduled maintenance and instructional equipment. The distribution of these funds is determined by the District. Historically, it has been split with 50% used for scheduled maintenance and 50% used for IE. The IE funds are then further split with 60% going to Chabot and 40% going to LPC.

The committee further discussed repairs vs. replacement. It was acknowledged that there will always be unexpected items that require Administrative Services to try to find funds. The difficulty is trying to plan that out in advance. Joel indicated that he believes the repair process is going beyond committee scope. On the other hand, we need to set aside emergency money but the committee hasn't decided the appropriate way to see the emergency money process. Joel suggests moving "repair" off of the charge and focus on deciding the process for the 5% emergency "replacement" funds.

Roanna made a motion to keep 5% for emergency instructional equipment. If the funds are not spent out toward the end of the year, the committee would consider unfunded IERs that are on the current year's list. Diane seconded. Unanimous.

**6. New Business**

**a. Fall 2016 Instructional Equipment Requests (IERs)**

Diane Brady indicates that LPC should expect to receive \$535,865 for IE. M&O is scheduled to receive \$1.3 million for scheduled maintenance. \$26,700 will be set aside for emergency IERs.

Joel reviewed the ranking process for the Fall 2016 IERs. Rankings are due to Sheri by Friday, November 18, 2016 by midnight. If anyone has a specific question about one of the IERs, call the requester. The question was asked whether any of LPC's grants can be used to purchase any of the equipment. Joel indicated that RAC doesn't have the expertise to know what

grants can fund. Roanna indicated that grant work can happen parallel to the ranking process. The committee discussed the value of having the departments or disciplines rank their requests prior to submitting to RAC. The committee also discussed an “Upgrade – Grow – Dream – Sustain” categorization for IERs.

**7. Good of the Order**

James Weston was introduced as the Classified member of RAC.

**8. Adjournment @ 4:15 p.m.**

**9. Next Regular Meeting: December 1, 2016**