

**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):**

Titian Lish, Chair (non-voting)
Diane Brady, VP Admin Svcs
William Garcia, VP SS
Nan Ho, Academic Svcs Dean
Sylvia Rodriguez, SS Dean
Ian Brekke, A&H Faculty
David Everett, MSEPS Faculty
Jose Calderon, SS Faculty
Cindy Balero, Classified
Donna Reed, Classified
James Weston, Classified

Members Absent:

Don Miller, Interim VP Academics
Jason Craighead, BHAWK Faculty
Stuart McElderry, CATSS Faculty
Jennifer Farber, Classified
Todd Steffan, Classified
ASLPC Student

Guests:

Michael Schwarz

1. Call to Order @ 2:35 p.m.**2. Review and Approval of Agenda**

Diane Brady; Cindy Balero; unanimous.

3. Review and Approval of Minutes

Diane Brady; Cindy Balero; change Sharon Druley to Jennifer Druley; David Everett abstained.

4. New Business**a. Review of Requested Non-Instructional Positions**

The committee discussed how to have a fair process in ranking the positions. Members agreed that this is a difficult and competitive process and a number of the positions being requested this year have been requested numerous times over the past years. It was noted that in prior years, some committee members launched their own investigation if they had questions about some of the positions, which could potentially result in scores being significantly different from other committee members. The question was asked whether the committee members should rank based on what they think is the importance of the position or whether the person submitting the request has done a good job explaining the importance of the position. If any committee members had a question about any of the positions, a proposal was made to have Administrative Services collect the questions, obtain answers from the requester, and then make those answers available to all committee members. It was noted that it can be difficult to rank positions in areas in which committee members are unfamiliar. Nan Ho reminded the committee members that their role is to represent the best decision for the college, not what was best for individuals. The rubric was built to be rigorous and intended to be used in this "global" decision-making process. The goal of the rubric is to take the emotion out and give people an equal opportunity. The committee agreed to rank only based on the request and not to contact requesters for additional information. The committee also agreed to make available (perhaps through a Spring Flex Day workshop) tips on writing a good Non-Instructional Position request. David Everett motioned to put together a subcommittee to make a presentation at the Spring Flex Day. Diane Brady seconded. Unanimous.

Vice Presidents, Deans, or their representatives were given an opportunity to answer questions from the committee members about the Administrative Services, Academic Services, and Student Services position requests. Comments:

2017-19: Two of these positions were requested last year. They both scored high as Doug Horner indicated the need for this position is based on square footage of facilities. One position is in the process of being hired. The second position is being requested again.

2017-01: This is a former position at LPC that was eliminated due to budget cuts in 2008-2009.

2017-02: This is similar to a former position (an accompanist) at LPC that was eliminated due to budget cuts in 2008-2009. As outlined in the request, this exact position does not yet exist at CLPCCD but would need to be reviewed by SEIU. The salary for a “Collaborative Pianist” is indicated in the request.

2017-03: This position was presented last year as a Costume Lab Tech.

2017-04: This could be a duplicate position for 2017-14. (Nan was placing a call to Amir to determine if this position could be removed. (Note: After the meeting this position was removed.))

2017-05: This request represents 4 former positions (staff assistants) at LPC that were eliminated due to budget cuts in 2008-2009. This position has been requested numerous times. The current request is for one Administrative Assistant to support all four divisions.

2017-07: This is a request to increase the ECD Professional Development Coordinator an additional month per year.

2017-08: This is a request to make an “on-call” position be a permanent position.

2017-10: This is an increase from 60% to 100% for 10 months. Lab Technician is for both Chemistry and Biology.

2017-11: This is a new position. Lab Technician is for both Chemistry and Biology.

2017-14: This is similar to position 2017-04. Athletic eligibility has been very problematic. Union has been involved. SEIU was consulted and determined this is a classified professional position that has duties and responsibilities that are mostly aligned with A&R. SEIU and the District agreed that it was an Administrative Assistant position. This work is currently being performed by the BHAWK Dean. The proposal is for this position to provide 50% support for the athletic component and 50% support to A&R. The committee discussed how this position is structured differently at Chabot.

2017-18: The person for this position currently supports SSSP 50% and the Student Life Office 50%. William Garcia reported that the employee will no longer be in this position after the upcoming board meeting, which will leave a vacancy. There is a need for support in the Student Life Office. Outreach is now co-located in the Student Life/Welcome Center Office. The Outreach employee is in the community 50% of the time and in the Student Life/Welcome Center Office the remaining 50%. There are 30 active clubs and organizations at LPC. The question was asked as to whether this is a restructure of the current position. William Garcia indicated it's not in addition to the current position, but it is a replacement of the current position.

The committee asked whether the VP, Dean, or the representative could prioritize each Divisions requests. Here are the results:

Administrative Services:

#1 2017-19

A&H:

#1 2017-02

#2 2017-01

#3 2017-03

CATSS:

#1 2017-08

#2 2017-07

MSEPS:

#1 2017-10

Student Services:

#1 2017-15

#2 2017-14

#3 2017-18

b. Review Ranking Process

Sheri reviewed with the committee members how to complete the Non-Instructional Position ranking spreadsheet. Rankings are due to Sheri by November 28, 2017, 5:00 p.m.

c. Instructional Equipment Feedback

In the Spring of 2016, RAC requested feedback from requesters who received Instructional Equipment in Spring 2014, Fall 2014, and Spring 2015. The question was asked whether the committee still wants to continue this process. The committee reviewed the three feedback questions asked of the requesters and felt that the first question was not valuable but the second and third questions were. Nan noted that accreditation requires us to have a process for resource allocation and we need to solicit and keep the feedback for accreditation. The committee agreed that the feedback form needs to be redesigned to generate the data that we need. Titian motioned to put “reviewing the feedback form and how it’s presented” on one of the Spring RAC agendas. Titian indicated that she will get information on the wording that is required for accreditation. David Everett seconded. Unanimous.

5. Good of the Order**6. Adjournment @ 3:52 p.m.****7. Next Regular Meeting: December 7, 2017**