



RESOURCE ALLOCATION COMMITTEE MINUTES

February 6, 2020 | 2:30 p.m.- 4:30 p.m. | CR1687

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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Resource and Allocation

Members Present (non-voting):

Committee Chair, Titian Lish

Members Present (voting):

VP of Student Services, William Garcia
Academic Dean, Nan Ho
Student Services Dean, Elizabeth David
A&H Faculty, Ian Brekke
SLPC Faculty, Scott Miner
Classified Professional, Cindy Balero
Classified Professional, Stephany Chavez
Classified Professional, Jennifer Farber
Classified Professional, Todd Steffan

Members Absent:

VP of Academic Services, Kristina Whalen PhD
VP of Admin Services, Vacant
BHAWK Faculty, Jason Craighead
STEM Faculty Debbie Fields
LPCSG Representative, Kori Conlon

Guest:

Sui Song, Administrative Services Officer

1. Call to Order at 2:30 p.m.

2. Review and Approval of Agenda

Motion to Approve, Nan Ho Second, Ian Brekke
No Abstentions

3. Review and Approval of 12.5.19 Minutes

Motion to Approve, Nan Ho Second, Ian Brekke
No Abstentions

4. New Business

Classified and Administrative Positions

In December, a memo sharing the committee position recommendations was sent to Interim President Bennie. The memo included the committee rankings, and the desire to move CTE funded positions into information only. Concerns regarding the impact of CTE funding on the bumping process, and what would eventually occur when funding was exhausted were also noted.

The Lab Tech position was tentatively approved to move forward. It is a viable position to include in next year's budget, and will provide support to the additional classes.

- The Director of Financial Aid will remain on the list and rollover until there is a personnel change
- The Performing Arts and Vacant IT positions will remain on list held by Exec Staff and continue to rollover

The other requested positions are not under consideration due to the limited budget. The SCFF, pending contract negotiations, and changes to re-assign time are all putting pressure the budget. The hold harmless period does not take into account step increases.

The committee members addressed the discrepancy between the funding for IER and the ability to hire more employees which they felt can potentially create a harmful imbalance for the campus community overall.

It is important to note how the bond is structured when written include how the approved funds are eventually allocated.

5. Old Business

Establish Committee Policies for Attendance and Representation

The committee vacancies and absences continues to challenge meeting quorum.

The RAC Chair will reach out to committee members to check on any conflicts after three missed meetings.

The use of technology is a potential way to engage more committee members as well. This would include the use of call-in options and Zoom.

IER Submission Form Updates

Three areas of difficulty were identified including:

- Language regarding printed “carts” not being accepted as a quote
- W9 and Vendor Profile Request
- Approval Request for IT and M&O

Other areas of concern are the ACCJCC question.

How thoroughly should it be answered?

How structured should it be?

How to rank equipment requests that have various levels of importance to the reader? *I.E. Multiple items under one request*

How to prioritize requests.

How the subject will be taught if the equipment is not received?

The committee feels that the request for a vendor profile and W-9 are the responsibility of the Purchasing Department. It is also a challenge to have a shipping cost estimate especially for larger items.

It is difficult for Admin Services to locate items listed on the cart as multiple responses come back. The request for the W-9 request was pushed back in the overall process and will only happen if the IER is approved.

The committee requested detailed instructions on how to complete the requisition form, link to approved vendors, and how to ask for a quote.

Include examples of complete IER forms and requisitions.

Fall IER update, most requests have been processed except those missing quotes or vendor. Other pending requests are 19-04, two pianos, 19-17-b, c, d. All other requests were processed.

The committee requested an updated routing of the forms from the Division Dean to the Exec Facilities team.

The committee also discussed the integrity of the responses in the IER application.

6. Good of the Order

The position within Assessment is under review with HR to align the work scope with updated job duties.

7. Adjournment at 3:50 p.m.