



MEMORANDUM

Date: February 24, 2020

To: LPC Committee Chairpersons

From: Sheri Moore 

Re: **LPC Governance Worksheet for 2020-2021**

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It is time for each shared governance committee to review its committee charge, reporting relationship, chairmanship, and membership (voting and non-voting) for possible changes for 2020-2021. To assist in this review process, I have attached the above information that we have on record for your committee for 2019-2020.

Remember when you are reviewing committee "membership," you are reviewing the position, not the actual person assigned to the committee. Committee assignment will take place through the President, Vice President, Dean, Academic Senate, Classified Senate, Student Senate, and Faculty Association processes prior to committee meetings in the fall. However, if you do see a correction to a name for 2019-2020, please let me know and I will make that correction immediately.

Please review this information with your committee and complete the attached Governance Worksheet for 2020-2021. Return it to me no later than **April 30, 2020** so that it may be reviewed and approved at the May College Council meeting. Early submissions are always welcome.

Please let me know if you have any questions.

Attachments

## LPC GOVERNANCE WORKSHEET FOR 2020-2021

### Attachment: 2019-2020 Committee Details

**Committee Name:** RESOURCE ALLOCATION COMMITTEE

**Form Completed by:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**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.*

### **Instructions**

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

### **Committee Academic Year Timeline**

Month	Activity
February	<ul style="list-style-type: none"> <li>• Committees discuss and finalize committee changes and/or structure.</li> <li>• Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>• Governance Worksheet goes forward to College Council for approval.</li> <li>• College Council Meeting – Approvals of Governance Committee Changes.</li> <li>• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>• President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>• Student Services Division Meeting agenda item: committee memberships.</li> <li>• Admin Staff Meeting agenda item: committee memberships.</li> <li>• Classified Senate Meeting agenda item: committee memberships.</li> <li>• Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Admin Staff finalizes committee memberships.</li> <li>• Student Services Division finalizes committee memberships.</li> <li>• Classified Senate finalizes committee memberships.</li> <li>• Academic Divisions finalizes committee memberships.</li> <li>• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>• President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Faculty Association sends list of appointments.</li> <li>• LPCSG sends list of appointments to President's Office.</li> <li>• Committees send President's Office Committee Chair selection.</li> <li>• President's Office posts FINAL Governance Participants on website.</li> <li>• Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>

## LPC GOVERNANCE WORKSHEET FOR 2020-2021

Use the attached 2019-2020 information from the Shared Governance Handbook and the Committee Participants list to determine whether changes need to be made for 2020-2021.

### 1. Charge:

\_\_\_\_ The Charge is satisfactory, no changes.

\_\_\_\_ The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

\_\_\_\_ It is recommended the reporting relationship remains the same.

\_\_\_\_ It is recommended the reporting relationship changes.

The committee will report to:

\_\_\_\_ Academic Senate

\_\_\_\_ College Council

\_\_\_\_ Faculty Association

\_\_\_\_ President

\_\_\_\_ Vice President of \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

### 3. Chairmanship:

It is recommended that the chair:

\_\_\_\_ Selection remains the same

\_\_\_\_ Selection method changes to: \_\_\_\_\_

### 4. Membership:

\_\_\_\_ It is recommended membership remains the same.

\_\_\_\_ It is recommended membership changes to:

**Voting Members (list positions, not actual names):** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**LPC GOVERNANCE WORKSHEET FOR 2020-2021**

- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_

Total Voting Members: \_\_\_\_\_ Quorum (50% + 1): \_\_\_\_\_

**Non-Voting Members:** (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**Members appointed by: (check all that apply)**

- |                        |                          |
|------------------------|--------------------------|
| ____ Academic Senate   | ____ Faculty Association |
| ____ Classified Senate | ____ SEIU                |
| ____ Administration    | ____ Student Senate      |

**5. Term: (check one)**

- \_\_\_\_ 1 year      \_\_\_\_ 2 years      \_\_\_\_ Other

**Committee Chair/Co-Chair Approval**

<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____

## Resource Allocation Committee (RAC)

CC approved at 4/2019 meeting

### Charge:

Using the college mission statement, this committee will guide the institutional allocation processes of the College. Responsibilities include, but are not limited to:

- Developing, documenting, evaluating, and recommending resource allocation processes and decisions in relation to the college goals and priorities;
- Identifying, prioritizing, and recommending 1) instructional equipment and 2) classified and administrative hiring priorities.

This committee will make recommendations to the College President.

### ***COMMITTEE: RESOURCE ALLOCATION COMMITTEE***

***Reporting Relationship:*** College Council

***Chairperson:*** Selected by committee vote

***Voting Member?*** No

***Serves on College Council?*** Yes

### ***MEMBERS:***

**Voting Members:** Vice President of Academic Services  
Vice President of Administrative Services  
Vice President of Student Services  
Academic Dean  
Dean, Student Services  
Faculty Member, A&H  
Faculty Member, BHAWK  
Faculty Member, SLPC  
Faculty Member, STEM  
Faculty Member, Student Services  
Classified Professional (5)  
LPCSG Representative

**Non-Voting:** n/a

**Term:** 2 years

**Quorum:** 16 Voting Members; Quorum = 9

**RESOURCE ALLOCATION COMMITTEE (RAC)**

**1st Thursday of each month, 2:30 p.m. - 4:30 p.m., room 1687**

Reporting Relationship:	College Council	
Chairperson:	Titian Lish	
Support:	Denise Patlan	
<b><u>MEMBERSHIP</u></b>	<b><u>Vote?</u></b>	<b><u>2019-20</u></b>
Classified Professional-1	Y	Jennifer Farber
Classified Professional-2	Y	Cindy Balero
Classified Professional-3	Y	Todd Steffan
Classified Professional-4	Y	Stephany Chavez
Classified Professional-5	Y	Vacant
Dean, Academic-1	Y	Nan Ho
Dean, Student Services	Y	Elizabeth David
Faculty Member, A&H-1	Y	Ian Brekke
Faculty Member, BHAWK-1	Y	Jason Craighead
Faculty Member, SLPC-1	Y	Scott Miner
Faculty Member, STEM-1	Y	Debbie Fields
Faculty Member, Student Services-1	Y	Vacant
Representative-1, LPCSG	Y	Kori Conlon
Vice President of Academic Services	Y	Kristina Whalen
Vice President of Administrative Services	Y	TBD
Vice President of Student Services	Y	William Garcia
<b>Voting:</b>	<b>16</b>	
<b>Quorum:</b>	<b>9</b>	