



# Resource Allocation Committee Minutes

February 1, 2024 at 2:30 pm

Recorder: Kiley Zieker

LPC Mission Statement	LPC Planning Priorities	
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.	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.
Chair	Vice Presidents	Deans
<input checked="" type="checkbox"/> Titian Lish	<input checked="" type="checkbox"/> Nan Ho, VP of Academic Services <input type="checkbox"/> Vacant, VP of Administrative Services <input checked="" type="checkbox"/> Jeanne Wilson, VP of Student Services	<input checked="" type="checkbox"/> Kevin Kramer
Faculty Members	Classified	Administrators
<input checked="" type="checkbox"/> Dan Marschak <input checked="" type="checkbox"/> Tina Inzerilla <input checked="" type="checkbox"/> David Everett <input checked="" type="checkbox"/> Jose Calderon <input type="checkbox"/> Vacant (PATH Faculty)	<input checked="" type="checkbox"/> Sui Song <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> David Rodriguez <input checked="" type="checkbox"/> Ralitsa Ivanova-Olsson <input checked="" type="checkbox"/> Lina Chea	<input type="checkbox"/> Ken Cooper
LPCSG Student Representative		
<input checked="" type="checkbox"/> Omar Au		

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p><b>Call to Order</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>Meeting called to order: 2:34 pm</li> </ul>	None
2.	<p><b>Review &amp; Approve Agenda</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>Agenda approved by S. Song &amp; N. Ho</li> </ul>	Approved/ S. Song & N. Ho
3.	<p><b>Review &amp; Approve Prior Minutes</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>Minutes Approved by S. Song and O. Au with the edit “all requests that were qualified were funded this year” S. Song &amp; O. Au</li> </ul>	Approved/ S. Song & O. Au
4.	<p><b>Action Items</b> <i>For Action</i></p> <ul style="list-style-type: none"> <li><b>Review CAP Scores and Rankings:</b> <ul style="list-style-type: none"> <li>Went over all the combined scores and rankings. Clarified the salary range difference between the 10 month and 12-month Instructional Assistant – Tutoring Center positions. The difference looks different because there is currently an employee in the 10-month position.</li> <li>Rankings:               <ol style="list-style-type: none"> <li>Research Analyst (President’s Office)</li> <li>IT Computer Network Specialist (IT)</li> <li>Instructional Assistant – Tutoring Center 10 month (BSSL)</li> <li>Curriculum &amp; Scheduling Specialist (VP Academic Services)</li> <li>Instructional Assistant – ECE (BSSL)</li> <li>Instructional Assistant – Tutoring Center 12 month (BSSL)</li> </ol> </li> </ul> </li> </ul>	Approved/ N. Ho and R. Ivanova-Olsson

	<p>7) Bursar (VP Administrative Services)</p> <p>8) Lab Tech – ECE (BSSL)</p> <ul style="list-style-type: none"> <li>○ Talked about the importance of all members participating and scoring these positions. There is a total of 14 voting members</li> <li>○ Committee member asked how many positions will be funded <ul style="list-style-type: none"> <li>▪ Will not know how many positions will be funded from the list until the president announces his decision</li> </ul> </li> <li>○ Motion to approve the rankings: N. Ho and R. Ivanova-Olsson</li> </ul>	
5.	<p><b>Old Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• <b>IER Update and President’s Memo:</b> <ul style="list-style-type: none"> <li>○ President sent out a memo saying that all qualified instructional equipment requests will be funded. The only item that was not qualified and not funded was the lock system request from the music department.</li> <li>○ These items will be funded by a variety of funding streams including lottery, categorical funds and some bond money.</li> <li>○ Requestors have been notified to begin the process of updating their quotes and submitting a requisition through Informed K12</li> <li>○ One of the things that came up as a challenge was the requestors not knowing the correct FOAP to put on the requisition. Administrative Services office is working with requestors to help them with their funding strand</li> <li>○ VP of Academic Services asked about the requisitions coming through with TBD in the FOAP line. When TBD is in the FOAP line, makes it challenging to know who to route to in the business office. <ul style="list-style-type: none"> <li>▪ The requestors were instructed to put TBD in all lines except the program code and the comment section the description of the requisition would be referencing the IER number</li> </ul> </li> <li>○ Communicate with division deans and admin assistants to kick back requisitions that don’t reference the IER number.</li> <li>○ Business office shared that there are different funding streams to fund the items and talked about potentially sharing with the division deans where the funding is coming from.</li> </ul> </li> </ul>	None

	<ul style="list-style-type: none"> <li>○ Challenges with top/program codes because one program can have two different top codes, suggestion of a cheat sheet to help requestors</li> <li>● <b>RAC/BDC Alignment Update:</b> <ul style="list-style-type: none"> <li>○ It was brought up last fall the idea of the Budget Development Committee merging with the Resource Allocation Committee. Similar to Chabot’s structure and how the committees were in the past.</li> <li>○ It was brought up to College Council a few times but ultimately the President has decided to keep the two committees separate, one of the big challenges with combining the committees is that the timing of the BDC meetings does not always align with the RAC meetings. BDC follows the PBC (district) meeting schedule and is always on the Thursday before the Friday PBC meetings. This would throw the meeting structure off for RAC which is ultimately why the meetings will stay separate.</li> </ul> </li> </ul>	
6.	<p><b>New Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>● None</li> </ul>	None
7.	<p><b>Information Items</b> <i>For information</i></p>	None
8.	<p><b>Updates</b> <i>For information</i></p>	None
9.	<p><b>Good of the Order</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>● Committee member asked if historically all IER requests have always been funded. It was shared that in the past there have been times where not all instructional equipment requests got funded.</li> <li>● Issue brought up regarding how quotes go up a lot in cost from the time the committee submits the initial request to when the requisitions actually get processed. This has been accepted by the committee because of the way the timeline and due dates work.</li> </ul>	None

10.	<b>Future Agenda Items</b> <i>For discussion</i> <ul style="list-style-type: none"><li>• Review the Shared Governance Committee Document</li><li>• Review the Classified Position Request Form and the Instructional Equipment Request Form</li></ul>	<b>None</b>
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**Meeting adjourned at 3:26 pm**

**Next meeting: May 2, 2024**