



Date: 2/17/2026

To: Dr. Dyrell Foster
President, Las Positas College

Re: 2025-2026 Classified and Administrative Position RAC Recommendation

The Resource Allocation Committee (RAC) has met to review the Classified and Administrative Position Requests for the 2025-2026 Academic Year. After deliberation, the Committee would like to recommend the funding of the Classified and Administrative Position Requests as ranked below.

In conducting our review, the Committee considered the submitted position requests with the added context of existing vacant positions. As of Fall 2025, the college has 8.9 FTE in vacant classified positions, including 5.4 FTE in general fund positions that have been unfilled for varying periods (see Appendix B for details). The Committee then reviewed submitted requests for alignment with college mission, institutional priorities, programmatic need, and other factors detailed in our established rubric.

The total funding request across constituent groups was \$1,185,109. The requests are being recommended for your review, as follows:

Rank	Position	Total Cost
#1	Instructional Assistant – STEM (Math)	\$32,236.00
#2	Administrative Assistant - CDC	\$120,257.00
#3	Instructional Assistant – A&H (Music)	\$53,211.00
#4	Laboratory Technician – VWT	\$134,999.00
#5	Program Coordinator – Honors Program	\$137,547.00
#6	Senior Instructional Assistant – STEM (Math)	\$57,897.00
#7	Program Coordinator – Early College Programs & Pathways	\$137,547.00
#8	Collaborative Pianist (Accompanist)	\$130,281.00
#9	Administrative Assistant – PATH (KIN/ATHL)	\$120,257.00
#10	Admissions & Records Assistant I	\$46,407.00
#11	Manager, Winery and Vineyard Operations	\$214,470.00

The Final Ranking Spreadsheet may be found attached to this memo (see Appendix A), in the VP of Administrative Services office, or on the Resource Allocation Committee website:

<https://www.laspositascollege.edu/gv/rac/agendasminutes.php>

Please feel free to contact us if you would like to schedule a meeting for further discussion.

Sincerely,

Scott Miner

Resource Allocation Committee Co-chair

925.424.1134

David Rodriguez

Resource Allocation Committee Co-chair

925.424.1022

APPENDIX A: Final Ranking Spreadsheet – FY 2025-2026 Cap Requests

RANKING WILL BE AUTOMATICALLY CALCULATED BASED ON RUBRIC TOTAL; DUPLICATES ARE ALLOWED		COSTS											
Rubric-Based Ranking	Area	Position Title	Position Range	Status *New *Restore *Increase	FTE	Percent Employee	Hours Per Week	Months Per Year	Annual Salary	Annual Benefits	Total Cost	Total	
FY26#6	STEM	Instructional Assistant	33	Increase	0.8		32	12	\$23,687.00	\$8,549.00	\$32,236.00	550	
FY26#3	CDC	Administrative Assistant	33	New	1		40	12	\$61,798.00	\$58,459.00	\$120,257.00	542	
FY26#10	A&H/Music	Instructional Assistant	33	New	1		24	12	\$37,079.00	\$16,132.00	\$53,211.00	540	
FY26#7	Viticulture and Winery	Laboratory Technician	33	Increase	1		40	12	\$71,801.00	\$63,198.00	\$134,999.00	536	
FY26#2	BSSL, Honors Program	Program Coordinator - Honors Program	40	New	1		40	12	\$73,673.00	\$63,874.00	\$137,547.00	534	
FY26#9	STEM	Senior Instructional Assistant	37	Increase	1		40	12	\$17,167.00	\$40,730.00	\$57,897.00	530	
FY26#1	Academic Services / Educational Partnerships	Program Coordinator - Early College Programs & Pathways	40	New	1		40	12	\$73,673.00	\$63,874.00	\$137,547.00	518	
FY26#11	A&H/Music	Full-Time Collaborative Pianist (Accompanist)	37	New	1		40	12	\$68,334.00	\$61,947.00	\$130,281.00	517	
FY26#4	PATH: KIN / ATHL	Administrative Assistant	33	New	1		40	12	\$61,798.00	\$58,459.00	\$120,257.00	510	
FY26#5	Student Services / Enrollment Services	Admissions & Records Assistant I	26	Increase	0.75		30	12	\$15,067.00	\$31,340.00	\$46,407.00	499	
FY26#8	STEM	Manager, Winery and Vineyard Operations		New	1		40	12	\$130,167.00	\$84,273.00	\$214,470.00	493	
Positions are Ranked, With 1 Having the Highest Priority									Totals:	\$ 634,244.00	\$ 550,835.00	\$ 1,185,109.00	5,769

APPENDIX B: Current Classified Vacant Positions (as of Fall 2025)

Position Title	FTE	Time Vacant
All General Fund Position	5.4	
Program Coord Intl Students	1.0	1.0 yrs
ECD Prof Development Coord	1.0	0.4 yrs
Instructional Assistant (English)	0.4	0.0 yrs
Physical Ed/Athletics Asst	0.5	0.7 yrs
Physical Ed/Athletics Asst	0.5	3.1 yrs
Athletic Trainer	1.0	0.3 yrs
Sr Administrative Asst - Conf (President's Office)	1.0	1.3 yrs
Categorically Funded	2.5	
Counselor Assistant I (EOPS)	1.0	0.2 yrs
Student Records Evaluator	1.0	5.7 yrs
Program Coordinator - Mental Health & Wellness	0.5	0.3 yrs
Braided Funding	1.0	
Campus Sfty & Sec Comm Disptch	1.0	0.3 yrs

Positions vacant for less than 24 months are exempt for the RAC process.

Note: "Time Vacant" is calculated through the end of Fall 2025 semester.

Source: LPC Administrative Services