



Resource Allocation Committee Minutes

May 7, 2026 at 2:30pm

Recorder: Andrea Anderson

LPC Mission Statement		LPC Planning Priorities 2025-2026	
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.		Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.	Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development. Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.
Chairs	Administrator	Classified Professionals	
☒ Scott Miner (Non-Voting Member) ☒ David Rodriguez (Non-Voting Member)	☒ Ken Cooper	☒ Sui Song ☒ James Weston ☐ Ralitsa Ivanova-Olsson ☒ Sherita Waters ☒ Lina Chea	
Dean, Academic	Faculty Member	Vice Presidents	
☒ Mike McQuiston (PATH)	☒ Cindy Browne Rosefield (A&H) ☒ Andy Cumbo (PATH) ☒ Irena Keller (BSSL) ☒ Angel Contreras Cardenas (STEM) ☒ Jose Calderon (Student Services)	☒ Nan Ho ☐ Jeanne Wilson ☐ Sean Brooks	
LPCSG Student			
☐ Abigail Brandel			

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i> Meeting called to order by Scott Miner at 2:32pm.	None
2.	Review & Approve Agenda <i>For action</i> - Motion to approve Agenda - Agenda Approved by: James Weston and Irena Keller	Motion: James Weston Second: Irena Keller
3.	Review & Approve March Minutes <i>For action</i> - Motion to approve March Minutes - Minutes Approved by: Cindy Browne Rosefield and Irena Keller	Motion: Cindy Browne Rosefield Second: Irena Keller
4.	Action Items <i>For action</i> 2026-2027 Committee Calendar - IER Deadlines - IERs are due to Division Deans on October 7. - IERs Score Sheets are due to Admin Services on November 20. - IERs Memo will be sent to Dr. Foster by December 9. - CAP Request Deadlines - CAP Request Forms are due to Division Deans on November 10. - CAP Score Sheets are due to Admin Services on February 2. - CAP Memo will be sent to Dr. Foster by February 10.	

5.	Old Business <i>For discussion</i> IER and CAP Request Forms for 2026-2027 - The committee had a discussion regarding proposed revisions to the 2026-2027 IER and CAP Request Forms. The conversation focused on improving clarity, consistency, scoring fairness, formatting compatibility with Inform K-12, and alignment with institutional terminology and planning processes. - Overview of the Discussion - The IER form revisions were primarily minor wording cleanups and cosmetic adjustments. - The CAP request form revisions were more substantial, especially regarding changes to the rubric and scoring structure. - The committee agreed that before Thomas can begin converting forms into Inform K-12 over the summer, they needed to approve the substantive changes to avoid major redesigns later. - CAP Request Form Discussion - Major Rubric Changes - The first two rubric criteria remained largely unchanged. - The third criterion was redesigned to better distinguish between: Student-Facing Instructional/Lab Support positions, and Non-Student-Facing Operational positions. - This allowed reviewers to apply: (A) criteria for student-facing positions or (B) criteria for non-student-facing positions. - Institutional Effectiveness language was revised to avoid overlap with another criterion. - New wording focused more specifically on: Safety, Compliance and Operational Effectiveness. - Institutional Resilience vs. Effectiveness Debate - A major portion of the conversation focused on the term Institutional Resilience. - Concerns Raised - Questions were raised whether: - Institutional Resilience existed elsewhere in College Planning Documents - Faculty and Departments would understand the terminology - The language aligned with Program Review processes already approved for the year. - Emphasized the importance of consistency between Program Review language, CAP Requests, and Educational Master Plan terminology. - Committee members worried that: - Faculty may encounter unfamiliar terminology - Different planning processes would use inconsistent language - Requesters might struggle to connect program reviews with CAP requests. - Resolution - The committee ultimately agreed to: - Replace institutional resilience with institutional effectiveness throughout the rubric and Section 3 of the form. - Institutional effectiveness aligned better with existing campus language, - It would reduce confusion,	None
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- It maintained the intended meaning without introducing unfamiliar terminology.
 - The committee unanimously supported this adjustment.
- Safety and Compliance Scoring Debate
 - Another major discussion centered around the weighting of Safety and Compliance within the CAP rubric.
 - Original Structure
 - Previously: Safety and institutional effectiveness were combined into a lower-weighted category worth only 3-5 points.
 - Concerns Raised
 - Safety and Compliance should carry equal value to the other major criteria.
 - Compliance impacts critical institutional responsibilities such as: Student-athlete eligibility, Regulatory Requirements, and Operational standards.
 - It was reminded to the Committee that Safety-Heavy Departments consistently scored higher, while prior committees intentionally reduced the weighting to balance equity across Disciplines.
 - Examples included: Welding and Technical Programs naturally scoring high on safety, while other areas such as English struggling to justify safety-related scoring.
 - Final Decision
 - After discussion, the committee voted to:
 - Increase the safety/compliance category from 5 points to 10 points
 - Use the same scoring scale structure as the other rubric categories.
 - The motion passed unanimously.
- Administrative Services Routing Change
 - Sui requested an operational change to the workflow routing section. Replace Administrative Services Technician with Administrative Services Officer.
 - The change was intended to remove Sharon from the routing loop, streamline communication, and allow requests to go directly to Sui for calculations and processing.
 - The committee approved the change.
- CAP Form Approval
 - Following discussion, the committee approved:
 - Replacing resilience with effectiveness
 - Updating the Administrative Services title
 - Increasing safety/compliance scoring to 10 points
 - Adopting the revised CAP form overall
 - The approval passed unanimously.
- Sui requested that the editable Word Version of the finalized form be sent to Thomas for Inform K12 conversion work.
- IER Form Discussion
 - The committee next reviewed revisions to the IER form.
 - General Changes
 - The most revisions were cosmetic, organizational, and clarifying rather than substantive.
 - Changes included:
 - Moving key equipment description fields to the front page

- Reorganizing content for easier completion
 - Cleaning up wording for clarity.
- Rubric and Wording Improvements
 - Curriculum vs. Instruction
 - Equipment does not directly change curriculum. It more accurately affects instruction and delivery methods.
 - The committee agreed to replace curriculum wording with instruction where appropriate.
- Checkbox and Inform K-12 Compatibility Issues
 - The committee discussed whether: Checkboxes or dropdown menus would function correctly in Inform K12.
 - It was explained that some form elements may not translate cleanly into Informed K12. Thomas would test compatibility during summer development.
 - The committee preferred:
 - Simpler narrative responses over complicated checkbox systems,
 - Keeping forms easier for requesters to complete.
- Program Review and Timing Concerns
 - Concerns were raised whether timing inconsistencies between program review cycles and IER submissions.
 - Issues included:
 - Requests occurring before some program reviews are completed,
 - Confusion caused by wording such as upcoming Program Review.
 - The committee agreed:
 - Wording should be simplified,
 - Language should better reflect real submission timing.
- Student Learning Outcomes Discussion
 - A detailed conversation focused on improving how requesters describe the impact equipment will have on Student Learning Outcomes.
 - Suggestions on the form should require: More measurable explanations; Clear evidence of expected improvement and Specific outcomes rather than vague claims.
 - Examples discussed included:
 - Whether equipment would:
 - Improve equity,
 - Increase attainment rates,
 - Improve instructional quality,
 - Accelerate achievement.
- Sustainability and Equipment Replacement
 - The revised form also reorganized questions regarding: Equipment replacement, Sustainability efforts, and Storage and disposal of older equipment.
 - The new version consolidated: Sustainability considerations, Replacement logistics, and Total cost of ownership questions into a more efficient format.
- Timeline and Purchasing Threshold Updates
 - The committee also reviewed: Timeline corrections and Purchasing quote threshold language.
 - Purchasing thresholds change annually. Administrative Services updates the form before release each year.

	Updated threshold information is also included in requester notification emails. ○ Final Outcome for IER Form ▪ The committee agreed to: ▪ Send the draft to Thomas for Inform K-12 conversion work over the summer, ▪ Continue refining: • Section 3 wording, • Measurable SLO language, • Timeline corrections, • K-12 formatting issues. ▪ The finalized version will return: at the committee's first fall meeting for final review and approval before campus-wide release. • Inform K-12 Workflow Clarification ○ After the worksheet approval, Sui clarified an important technical issue regarding the Inform K12 forms process. ○ Thomas cannot begin building the forms in Inform K12 until the committee officially approves all wording changes. ○ The process is more complex than simply editing text. ○ Every wording change requires: Re-uploading the template, Rebuilding prompts, and Reapplying dropdowns and formatting layers. ○ This clarification prompted the committee to revisit the approval process for the IER form revisions. • Formal Approval to Send IER Form to Thomas ○ Scott proposed that David, Andrea, and Scott would finalize the approved revisions; The updated Word document would then be sent to Thomas; and Thomas could begin building the Informed K12 version during the summer. • The committee agreed that to finalize form would still return in the fall for one more review after the Informed K12 conversion. • Motion to approve to move forward with updates converted WORD Version of IER and CAP Request Forms to Informed K12. ○ Agenda Approved by: Michael McQuiston and Angel Contreras Cardenas ○ The motion passed unanimously with no opposition or abstentions.	
6.	New Business <i>For discussion</i> Shared Governance Worksheets • Discussion of the Shared Governance Worksheet, specifically the section documenting the committee's accomplishments for the academic year. • List of accomplishments, which included: ○ Completing the Instructional Equipment Request (IER) process and forwarding recommendations to the President. ○ Completing the Classified and Administrative Position Request process and forwarding recommendations to the President. ○ Reviewing and revising the instructional equipment forms and procedures. ○ Reviewing and revising the classified and administrative position forms and procedures.	None

	○ Compiling and reviewing current vacant classified positions across campus. ○ Reviewing accreditation standards connected to committee responsibilities. ○ Planning for the compressed academic calendar and adjusting committee meeting schedules/workflows. ○ Transitioning from a single-chair structure to a co-chair committee leadership model. • Shared Governance Worksheet Approval ○ No changes were being made to committee membership, ○ Voting structure and checkboxes remained unchanged, ○ Only the accomplishments section was updated. • The only operational change would be updating the meeting time to 2:45pm-4:45pm to align with the new compressed academic calendar. • Motion to approve Shared Governance Worksheet. ○ Approved by: Sui Song and Ken Cooper ○ The motion passed unanimously with no opposition or abstentions.	
7.	Updates <i>For information</i> CAP Memo Update from Dr. Foster • Scott and David had recently received a message from Dr. Foster regarding the committee's CAP Request Memo. • Key points from Dr. Foster's update included: ○ No additional classified staff hires would occur at this time. ○ The college is currently evaluating staffing needs after the SERP (Supplemental Employee Retirement Program) retirements. ○ Administration plans to: ▪ Review vacancies, ▪ Assess operational needs, ▪ Work with Vice Presidents and campus leadership before making further staffing decisions. • Dr. Foster's reasoning aligned with current campus fiscal and organizational realities.	None
8.	Good of the Order <i>For information</i> • Concerns about the growing logistical challenges surrounding instructional equipment deliveries. ○ Large instructional equipment items are often being delivered directly outside faculty offices; in hallways; near office doors on pallets. ○ This creates operational problems because some equipment is extremely large, Departments may not have space to temporarily store items, Faculty then become responsible for moving large pallets themselves. ○ Warehouse staff are doing their best; however, the issue is largely caused by limited campus storage and timing pressures. ○ Examples included:	None

	▪ Construction areas blocking delivery routes, ▪ Equipment arriving unexpectedly, ▪ Difficulty coordinating direct room delivery. ○ Noted that Welding has experienced similar issues in the past. Campus lacks a centralized warehouse staging area for large equipment. ○ Potential Solution ▪ Contact Marie Hampton to explore possible solutions or improved coordination procedures. The warehouse is likely overwhelmed by the volume of simultaneous deliveries. The committee generally recognized that the issue is a campus-wide logistical challenge rather than an individual staff problem.	
9.	Future Agenda Items <i>For discussion</i>	

Meeting adjourned at 4:18pm

Next meeting: September 3, 2026

2026-2027

RESOURCE ALLOCATION COMMITTEE CALENDAR

Fall MONTH	RAC MEETING DATE	DEADLINE TO SUBMIT DIVISION DEAN	DIVISION MEETING DATE <i>Third Wednesday of the Month</i>	DEADLINE TO SUBMIT ADMIN SERVICES OFFICE
AUGUST Classes Start: 08/24/26	N/A	N/A	Convocation: 08/20/26 College Division Day: 08/21/26	N/A
SEPTEMBER BUSINESS	September 3, 2026 Send Committee Chair Selection to President's Office		September 14, 2026	
OCTOBER BUSINESS	October 1, 2026	October 7, 2026 Fall I.E. Requests due to Division Dean	October 14, 2026 Fall I.E. Requests Review <i>Forward to Admin Services w/ signatures</i>	October 21, 2026 IER Requests Due to Admin Services.
NOVEMBER BUSINESS <i>Determine if a Spring I.E. Round of Instructional Equipment Requests will occur</i>	November 5, 2026 Committee Receives IER Requests to Score	November 10, 2026 Classified and Administrative Positions (CAP) Requests due to Division Dean	November 18, 2026 Classified and Administrative Positions Review <i>Forward to Admin Services w/ signatures</i>	November 20, 2026 IER Scoring Spreadsheet Due to Admin Services CAP Requests Due to Admin Services.
DECEMBER BUSINESS	December 3, 2026 Review IER Scoring Results Committee Receives CAP Requests to Score	December 9, 2026 IER Memo to College President		<i>No Action Needed</i>

**** Instructional Equipment Requests Require Review by Maintenance and Operation, IT and Admin Services Before Moving Forward for Committee Review
Please Be Courteous of Deadlines**

2026-2027

RESOURCE ALLOCATION COMMITTEE CALENDAR

MONTH	RAC MEETING DATE	DEADLINE TO SUBMIT DIVISION DEAN	DIVISION MEETING DATE <i>Third Wednesday of the Month</i>	DEADLINE TO SUBMIT ADMIN SERVICES OFFICE
JANUARY BUSINESS	N/A Faculty Off Contract			February 2, 2027 CAP Scoring Spreadsheet Due to Admin Services
FEBRUARY BUSINESS	February 4, 2027 Review CAP Scoring Results Review feedback from College President – IER Discuss and finalize committee charge/structure	February 10, 2027 Chair completes Governance Worksheet w/signature CAP Memo to College President	February 17, 2027	
MARCH BUSINESS	March 4, 2027 Review feedback from College President – CAP Survey Questionnaire	March 10, 2027	March 17, 2027	March 26, 2027 Survey Questionnaire Due to Committee Chair
APRIL BUSINESS	April 1, 2027 **Spring Break 03/29 – 04/03 Faculty Off Contract		April 21, 2027	No Action Needed
MAY BUSINESS	May 6, 2027 Review request forms and rubric Review Calendar for 27-28			No Action Needed

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