



Resource Allocation Committee Minutes

December 4, 2025 at 2:30pm

Recorder: Andrea Anderson

LPC Mission Statement	LPC Planning Priorities 2025-2026		
<p>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.</p>	<p>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.</p>	<p>Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.</p>	<p>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.</p>
Chairs	Administrator	Classified Professionals	
<p><input checked="" type="checkbox"/> Scott Miner (Non-Voting Member) <input checked="" type="checkbox"/> David Rodriguez (Non-Voting Member)</p>	<p><input checked="" type="checkbox"/> Ken Cooper</p>	<p><input checked="" type="checkbox"/> Sui Song <input checked="" type="checkbox"/> James Weston <input checked="" type="checkbox"/> Ralitsa Ivanova-Olsson <input checked="" type="checkbox"/> Sherita Waters <input checked="" type="checkbox"/> Lina Chea</p>	
Dean, Academic	Faculty Member	Vice Presidents	
<p><input checked="" type="checkbox"/> Mike McQuiston (PATH)</p>	<p><input checked="" type="checkbox"/> Dan Marschak (A&H) <input checked="" type="checkbox"/> Andy Cumbo (PATH) <input checked="" type="checkbox"/> Irena Keller (BSSL) <input checked="" type="checkbox"/> Angel Contreras Cardenas (STEM) <input checked="" type="checkbox"/> Jose Calderon (Student Services)</p>	<p><input checked="" type="checkbox"/> Nan Ho <input checked="" type="checkbox"/> Jeanne Wilson <input checked="" type="checkbox"/> Sean Brooks</p>	
LPCSG Student			
<p><input type="checkbox"/> Abigail Brandel</p>			

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> • Meeting called to order by Scott Miner at 2:32pm. 	None
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> • Motion to approve agenda • Agenda Approved by: Sean Brooks and Andy Cumbo 	Motion: Sean Brooks Second: Andy Cumbo
3.	<p>Review & Approve November Minutes <i>For action</i></p> <ul style="list-style-type: none"> • Motion to approve November Minutes • Agenda Approved by: Ken Cooper and Andy Cumbo 	Motion: Ken Cooper Second: Andy Cumbo
4.	<p>Action Items <i>For action</i></p> <ul style="list-style-type: none"> • IER Submissions Ranking <ul style="list-style-type: none"> ○ The committee reviewed the ranked Instructional Equipment Requests (IERs). Members were asked if there were any questions or concerns about the submissions. ○ Items to Be Removed from IER List <ul style="list-style-type: none"> ▪ Sean Brooks recommended removing four items because they have more appropriate funding sources: <ul style="list-style-type: none"> • Utility Carts <ul style="list-style-type: none"> ○ #80 – Electric Utility Cart (replacement of gas-powered Gator) ○ #88 – Electric Utility Cart for PATH ○ These will be funded through District Classroom & Lab Equipment funds instead of IER. • Printing Items <ul style="list-style-type: none"> ○ #81 & #82 – Journalism Printing Needs ○ Printing is not typically considered instructional equipment. A separate funding source will cover these items for this year, while a long-term solution is explored. 	

	<ul style="list-style-type: none"> ○ Discussion on Journalism Printing <ul style="list-style-type: none"> ▪ Emphasized that printed journals are essential instructional outcomes for journalism students and are similar to printed art or recorded music in other disciplines. ▪ Acknowledged the instructional value but reiterated the need for a dedicated funding source outside IER. ○ Discussion on Supplies vs. Equipment <ul style="list-style-type: none"> ▪ Members raised concerns about Request #76 (printer cartridges & paper), noting these are consumable supplies and historically not allowed as IER items. ▪ Clarified challenges with lottery funding and agreed that ongoing needs require more sustainable funding streams. ○ Lottery Funding Considerations <ul style="list-style-type: none"> ▪ Suggested adjusting allocations for divisions with recurring software or printing needs rather than requiring yearly IER submissions. ▪ Explained that lottery revenue fluctuates significantly each year, creating budget uncertainty, but agreed the college must identify stable funding for recurring needs. ○ Additional Removal Requests <ul style="list-style-type: none"> ▪ Andrea Anderson noted that IER #93 and #97 (Anthropology) requested removal from consideration after securing alternate funding. ○ Motion to Approve Adjusted IER List by James Weston and Second by Sherita Waters <ul style="list-style-type: none"> ▪ The committee approved the updated IER list with the following items removed: <ul style="list-style-type: none"> • Anthropology requests #93 & #97 • Printing requests #81 & #82 • Utility carts #80 & #88 ▪ A memo will be drafted and sent to Dr. Foster recommending approval of the revised list. 	
5.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> • None 	None

<p>6.</p>	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> • CAP Requests – Submissions <ul style="list-style-type: none"> ○ Overview of Classified Requests <ul style="list-style-type: none"> ▪ 11 CAP Requests were submitted for this fiscal year. ▪ Members must submit their score sheet for all positions by January 23 and submit scores to Andrea. ○ Understanding the Position Types <ul style="list-style-type: none"> ▪ Column F shows each position’s status: <ul style="list-style-type: none"> • New – a brand-new position not previously existing. • Increase – an existing position requesting an increase in hours or percentage. • Restore – previously funded positions that have gone vacant and are being requested again (none this fiscal year). ○ Context for Number of Submissions <ul style="list-style-type: none"> ▪ This year has 11 submissions, which is higher than last year’s 4-5. ▪ Two years ago, the number was similar to, or slightly higher than, this year’s total. ▪ Historical patterns vary significantly from year to year. ○ Funding Considerations <ul style="list-style-type: none"> ▪ Question was asked about financial limits for approving new positions. ▪ Key Points <ul style="list-style-type: none"> • No dedicated funding source exists for these requests (unlike IER). • Funding is dependent on: <ul style="list-style-type: none"> ○ The General Fund ○ The College President’s evaluation and final decision • Some years, zero, one, or only a few positions are approved. • For positions tied to strategic priorities—e.g., winery/vineyard manager—the college must identify viable ongoing funding. • Current Vacant Positions <ul style="list-style-type: none"> ○ Purpose of RAC Review <ul style="list-style-type: none"> ▪ Newly created positions or increases in hours must be reviewed by RAC to begin the funding approval process. ▪ RAC helps determine how these positions will eventually be funded and entered into position control. ○ Grant-Funded Positions <ul style="list-style-type: none"> ▪ Still reviewed by RAC, but for information only. ○ Exceptions (Not Scored by RAC) <ul style="list-style-type: none"> ▪ Temporary positions (unless grant-funded) ▪ Positions currently funded but vacant for less than 24 months ▪ Positions already approved by the President and submitted to HR for announcement ▪ Positions approved but with failed searches (approval extended for 12 months) ○ Review of Current Classified Vacant Positions <ul style="list-style-type: none"> ▪ Vacant positions are categorized by: 	<p>None</p>
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	<ul style="list-style-type: none"> ▪ General Fund ▪ Categorical Fund ▪ Braided funding (split sources) ▪ Several positions have been vacant more than 2 years, meaning they fall into the category RAC may consider. ▪ This list provides context showing that current staffing shortages exist, even before considering the 11 new CAP requests. 	
7.	<p>Updates <i>For information</i></p> <ul style="list-style-type: none"> • Q&A 	None
8.	<p>Good of the Order <i>For information</i></p> <ul style="list-style-type: none"> • Appreciation for Year-End Breakfast <ul style="list-style-type: none"> ○ Thank you to the Administrators for helping with the year-end breakfast and appreciated the early 8:30am start before classes. • Timeline for IER (Instructional Equipment Request) Approvals <ul style="list-style-type: none"> ○ Question was asked when the President will approve IERs. <ul style="list-style-type: none"> ▪ Ideally, approvals occur by January. ▪ This allows time to order equipment and receive it by June 30. ▪ February is possible but very tight for procurement and delivery deadlines. ○ Large items (e.g., amphitheater sound system, lighting) require multiple bids and board approval, so early approval is critical. ○ Sean Brooks will meet with Dr. Foster next week to ask about timelines and update the committee. • Storage for Large Purchased Items <ul style="list-style-type: none"> ○ Concerns raised about ordering large equipment when no storage is available until new buildings are ready. ○ Recommendations <ul style="list-style-type: none"> ▪ Request delayed delivery so warranties don't start early. ▪ Avoid receiving items that may get damaged in temporary storage. ▪ The warehouse has limited space. ▪ Large items often require mapping out timelines, coordinating bids, board approvals, and delivery close to construction completion. • Suggestions to Improve RAC Scoring Process <ul style="list-style-type: none"> ○ Training & Rubric Interpretation <ul style="list-style-type: none"> ▪ Scoring was challenging and committee-wide training—similar to previous years—would be helpful. ▪ RAC used to conduct training to ensure consistent interpretation of the rubric, which improved request quality. 	None

	<ul style="list-style-type: none"> ▪ Revisit RAC documents in spring to improve clarity, transparency, and objectivity. He is cautious about presentations but believes clear written requests are essential. • Presentations vs. Videos <ul style="list-style-type: none"> ○ Discussion on whether presenters should speak briefly about their requests, similar to curriculum committee. ○ Concerns: <ul style="list-style-type: none"> ▪ Presentations could extend meetings and inflame competition. ○ Alternatives suggested: <ul style="list-style-type: none"> ▪ Short optional videos (2-3 minutes) to demonstrate equipment and context. ▪ Better written descriptions; pictures may not be sufficient for complex equipment. • Sustainability Requirements <ul style="list-style-type: none"> ○ Facilities & Sustainability Committee recommends updating sustainability language on IER forms. ○ Possible refinements: <ul style="list-style-type: none"> ▪ Clearer guidelines for defining sustainability. ▪ Consider equipment lifespan, recyclability, environmental impact, etc. ▪ This will likely be revisited in spring along with rubric and process updates. 	
9.	<p>Future Agenda Items <i>For discussion</i></p>	

Meeting adjourned at 3:18pm

Next meeting: February 5, 2026

Position Title	FTE	Time Vacant
All General Fund Position	6.8	
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	0.7 yrs
Physical Ed/Athletics Asst	0.5	3.1 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
Campus Sfty & Sec Comm Disptch	0.4	0.3 yrs
Categorically Funded	3.1	
Counselor Assistant I (EOPS)	0.6	0.2 yrs
Counselor Assistant I (CARE)	0.1	0.2 yrs
Counselor Assistant I (Welfare to work)	0.1	0.2 yrs
Student Records Evaluator	1.0	5.7 yrs
Program Coordinator - Mental Health & Wellness	0.5	0.3 yrs
Counselor Assistant I (EOPS)	0.3	0.2 yrs
Campus Sfty & Sec Comm Disptch	0.6	0.3 yrs

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