



# Resource Allocation Committee

February 7, 2019 | 2:30pm – 4:30pm | Room 1687

## Meeting Minutes

### 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.

### LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### Resource Allocation Committee

#### Members Present (voting):

Diane Brady, VP Admin Services  
William Garcia, VP Student Services  
Tamica Ward, Dean, Enrollment Services  
Nan Ho, Academic Services Dean  
Ian Brekke, Faculty, A&H  
Jose Calderon, Faculty, S&S  
Scott Miner, Faculty, SLPC  
Jennifer Farber, Classified  
Todd Steffan, Classified  
James Weston, Classified  
Alejandro Buenrostro, LPSCSG, Student

#### Members Absent:

Titian Lish, Chair  
Jason Craighead, Faculty, BHAWK  
Debbie Fields, Faculty, STEM  
Cindy Balero, Classified  
Donna Reed, Classified

#### Meeting Guests:

Roanna Bennie

#### 1. Call to Order at 2:32pm

Diane shared with the committee that Titian is out and will not be at the meeting. Roanna is attending as a guest and will review the Classified/Administrative Position requests.

#### 2. Review and Approval of Agenda

Agenda reviewed

Motion to approve 2/7/19 meeting minutes by Scott Miner

Second James Weston

Approved

#### 3. Review and Approval of 12/6/18 Minutes

It was noted that the dates on the minutes did not match the updated RAC 18-19 calendar. Diane shared the dates may change based on the conversation during the meeting regarding proposed submittal dates

Motion to approve 12/6/16/18 minutes by Ian Brekke

Second by Tamica Ward

Approved

#### 4. Instructional Equipment and Classified and Administrative Position Requests

Exec Staff reviewed the instructional equipment and staffing requests. Request 19, student software subscription and 24, classroom-based laptops with rolling cabinets did not make it through the vetting process. Approval from IT is required when requesting equipment requiring support.

The four IERs not approved are as follows:

Request 4, the temperature and humidity control issues in L4000.

Requests 28 and 30, Snap-on tools, proper space not available

Request 32, withdrawn

The fire truck was delivered to the M&O yard today. All other instructional equipment requests listed were approved as requested.

A committee member mentioned L4000's LEED certification and if the temperature control issues affect energy usage. Interim steps by M&O include tracking the humidity, temperature regulation, and covering the pianos. Fall requests that missed the submittal deadline are encouraged to resubmit.

An IT position left from last year's request is still up for consideration. Professional Experts are another area up for discussion. A Professional

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Expert is someone with no assigned work schedule and is project orientated. A Temp on Call employee is hired to backfill during the hiring process or peak period. Exec Staff are reviewing the use Temp on Call and Professional Experts.

STEM Coordinator, Academic Services Admin Assistant, and SLPC Administrative can fall under CTE grant funding. Each division can potentially receive ten-month assistance utilizing CTE grant funding. Revenue created by the Performing Arts Center Coordinator will be able to fund the position itself. Available grants can provide half of the funding for the Student Life Program Coordinator. These positions will not create pressure on the general fund. A reclassification study is underway to determine if the Financial Aid supervisor position will transition to management. Positions that are Temp on Call or Professionals will be removed from the list and worked on over time. Committee members requested the Student Life position receive higher priority.

Perkins is an example of stable long term grant money. Categorical money is dedicated to a specific area and fluctuate year to year. Student equity and basic skills basically stable. Previously, one-time grant money was given to offset costs. Now, it is given with requirements to institutionalize over time. It is important to remember the possibility of cliff years and recessions. RAC submittals are taken seriously, do not give up.

President Bennie will send out a memo to clarify decisions.

The Spring instructional equipment requests are due to Admin Services on February 28,

## **5. Spring IER, Proposed Dates**

February 28 – Due to Admin Services

March 7 – Review and discussion of requests

March 20 – Division discussion

March 22, Ranking due to Admin Services

Motion to approve submittal date by Scott Miner

Second by Ian Brekke

## **6. Good of the Order**

It's Black History Month, please check out the event offered.

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7. Adjournment at 4:07pm