

Campus Map (/assets/docs/LPC-Campus-Map.pdf)

Find People (<http://laspositascollege.edu/directory/index.php>)

Faculty & Staff (<http://www.laspositascollege.edu/facultystaff/index.php>)

Student Resource Guide (/resourceguide/index.php) CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Canvas (<http://clpccd.instructure.com/>)

Online Learning (<http://www.laspositascollege.edu/onlinelearning/>)

Library (<http://laspositascollege.edu/library/index.php>) Quick Links ▾



LAS POSITAS
COLLEGE

(/index.php)



Free COVID-19 testing (<https://covidtesting.cityhealthuc.com/locations/livermore>) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVID-19 testing and can be made at norcalcovid19testing.com (<https://norcalcovid19testing.com/>).

COVID-19 Update: Las Positas College is returning to provide **in-person** classes and student support services. [Learn more \(http://districtazure.clpccd.org/urgentalerts/safe-return-plans.php\)](http://districtazure.clpccd.org/urgentalerts/safe-return-plans.php).

Resource Allocation Committee



[Las Positas College \(/\)](#) > [Governance \(/gv/\)](#) > [Resource Allocation Committee \(/gv/rac/\)](#) > [Classified & Administrative Positions](#)



Resource Allocation Committee

Request Process for Classified

and Administrative Positions

Classified and Administrative Position Requests are required for classified and administrative positions only. Any LPC employee -- classified staff, faculty, administrator, etc. -- may submit a Classified and Administrative Position Request.

Criteria for Submitting Classified and Administrative Positions

Intent of RAC Prioritization:

These newly created positions or increases in hours to existing positions shall be presented to the Resource Allocation Committee (RAC) to begin the funding approval process. This process plans for providing budget dollars for these increases or new positions once approved for placement on the Position Control document. Grant-funded positions for new or increased hours should also be reviewed by RAC for information only. RAC encourages all requests for classified and administrative positions to be submitted on a Classified & Administrative Position Request form found on the committee website with the following exceptions.

Exceptions include:

- Temporary positions, other than grant funded;
- Positions currently funded, but vacated within 24 months;
- Positions already approved by the President and the "Request to Announce" form submitted to District Human Resources;
- Positions already approved by the President, but with a failed search. This approval is extended for 12 months only.

RAC will accept requests for classified and administrative positions at any time if the position is grant funded and doesn't impact the general fund. The position request must be on the RAC agenda and will be an "information only" item.

Approved by RAC, December 3, 2015

Resource Allocation Committee

Committee Chair

Titian Lish

☎ (925) 424-1127 (tel:925-424-1127)

✉ tlish@laspositascollege.edu (mailto:tlish@laspositascollege.edu)

Meeting Schedule

First Thursday

Room 1687

2:30 to 4:30 p.m.

3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1000

Apply for Admission
(<https://www.opencccapply.net/ccccapply-welcome?cccMisCode=481>)

Bookstore (<http://www.bkstr.com/laspositasstore/home>)

Canvas (<https://clpccd.instructure.com/login/canvas>)

Contact (/feedback.php)

Jobs (<https://clpccd.peopleadmin.com/>)

Parking (/parking/index.php)
Employer Services (/careercenter/employer-services.php)

Safety & Security (/safety/index.php)

Campus Crime Statistics (/safety/documents/clery.pdf)

Academic Senate (/gv/academicsenate/agenda.php)

Curriculum Committee (/gv/curriculum/minutes.php)

Incident Referral Forms (/maxient/index.php)

Faculty & Staff Email (<https://outlook.office.com>)

Student Email
(<https://mail.google.com/a/zonemail.clpccd.edu>)

The Zone
(<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |
CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Student Government (/lpcsg/index.php)

Documentation
Disclaimers Viewers (/disclaimers/viewers.php)
(<http://laspositascollege.edu/accreditation/index.php>)

Title IX (/title-ix/index.php)

Accessibility (/disclaimers/accessibility.php)

Disclaimers (/disclaimers/index.php)

Governing Board Agenda
(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)

HEERF Cares Act Reporting (/caresact2020/index.php)
(<https://www.facebook.com/Las-Positas-College-271570229564419/>)



(<https://twitter.com/LPCOfficial>)



(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)



(<https://www.instagram.com/laspositascollege/>)

(<http://www.clpccd.org/>)

7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
(925) 485-5208

(<http://www.chabotcollege.edu/>)

25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

© ([https://a.cms.omniupdate.com/11/?](https://a.cms.omniupdate.com/11/?skin=clpccd&account=laspositascollege&site=www&action=de&path=/gv/rac/newpositions.pcf)

skin=clpccd&account=laspositascollege&site=www&action=de&path=/gv/rac/newpositions.pcf) Copyright
2021 Las Positas College

Campus Map (/assets/docs/LPC-Campus-Map.pdf)

Find People (<http://laspositascollege.edu/directory/index.php>)

Faculty & Staff (<http://www.laspositascollege.edu/facultystaff/index.php>)

Student Resource Guide (/resourceguide/index.php) CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Canvas (<http://clpccd.instructure.com/>)

Online Learning (<http://www.laspositascollege.edu/onlinelearning/>)

Library (<http://laspositascollege.edu/library/index.php>) Quick Links ▾



LAS POSITAS
COLLEGE

(/index.php)



Free COVID-19 testing (<https://covidtesting.cityhealthuc.com/locations/livermore>) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVID-19 testing and can be made at norcalcovid19testing.com (<https://norcalcovid19testing.com/>).

COVID-19 Update: Las Positas College is returning to provide **in-person** classes and student support services. [Learn more \(http://districtazure.clpccd.org/urgentalerts/safe-return-plans.php\)](http://districtazure.clpccd.org/urgentalerts/safe-return-plans.php).

Resource Allocation Committee



Las Positas College (/) > Governance (/gv/) > Resource Allocation Committee (/gv/rac/) > 2019 Classified and Administrative Position Requests



Resource Allocation Committee

2019 Classified and Administrative Position Requests

- [Final Committee Rankings, 2019 Classified and Administration Position Requests \(/gv/rac/assets/docs/2019-20/19-20positions/2019_RAC_CommitteeRankingsCombined.VF12.5.19.xlsx\)](/gv/rac/assets/docs/2019-20/19-20positions/2019_RAC_CommitteeRankingsCombined.VF12.5.19.xlsx)
- [Fall 2019 Classified and Administrative Positions, Recommendation Memo \(/gv/rac/assets/docs/2019-20/2019positionrequests/RAC%20CAP%20Recommending%20Letter%20Template.pdf\)](/gv/rac/assets/docs/2019-20/2019positionrequests/RAC%20CAP%20Recommending%20Letter%20Template.pdf)

Request Number	Position Title
2019-01 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/1.pdf)	Laboratory Technician (Bio/Chem)
2019-02 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/2.pdf)	Director of Financial Aid
2019-03 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/3.pdf)	Admissions and Records Assistant II
2019-04 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/4.pdf)	Performing Arts Center Operation Coordinator
2019-05(1) (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/5.pdf)	A&H, Instructional Assistant -12 Months
2019-05(2) (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/5.pdf)	A&H, Instructional Assistant - 10 Months
2019-06 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/6.pdf)	ECE Professional Development Coordinator
2019-07 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/7.pdf)	Child Development Center Administrative/Classroom Support
2019-08 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/8.pdf)	Early Childhood Assistant (ECA-1)
2019-10 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/10.pdf)	Early Childhood Assistant (ECA-2)
2019-11 (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/11.pdf)	Instructional Technology Specialist
Informational (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/09.pdf)	Academic Services, Administrative Assistant
On Hold (/gv/rac/assets/docs/2019-20/19-20positions/2019_positionsrequests/Info%20Only.pdf)	Administrative Assistant - Public Safety Program

Resource Allocation Committee

Committee Chair

Titian Lish

☎ (925) 424-1127 (tel:925-424-1127)

✉ tlish@laspositascollege.edu (mailto:tlish@laspositascollege.edu)

Meeting Schedule

First Thursday

Room 1687

2:30 to 4:30 p.m.

3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1000

Apply for Admission
(<https://www.opencccapply.net/cccaply-welcome?cccMisCode=481>)

Bookstore (<http://www.bkstr.com/laspositasstore/home>)

Canvas (<https://clpccd.instructure.com/login/canvas>)

Contact (/feedback.php)

Jobs (<https://clpccd.peopleadmin.com/>)

Parking (/parking/index.php)
Employer Services (/careercenter/employer-services.php)

Safety & Security (/safety/index.php)

Campus Crime Statistics (/safety/documents/clery.pdf)

Academic Senate (/gv/academicsenate/agenda.php)

Curriculum Committee (/gv/curriculum/minutes.php)

Incident Referral Forms (/maxient/index.php)

Faculty & Staff Email (<https://outlook.office.com>)

Student Email
(<https://mail.google.com/a/zonemail.clpccd.edu>)

The Zone
(<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |
CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Student Government (/lpcsg/index.php)

Documentation
Disclaimers (/disclaimers/viewers.php)
(<http://laspositascollege.edu/accreditation/index.php>)

Title IX (/title-ix/index.php)

Accessibility (/disclaimers/accessibility.php)

Disclaimers (/disclaimers/index.php)

Governing Board Agenda
(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)

HEERF Cares Act Reporting (/caresact2020/index.php)
271570229564419/)



(<https://www.facebook.com/Las-Positas-College-271570229564419/>)



(<https://twitter.com/LPCOfficial>)



(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)



(<https://www.instagram.com/laspositascollege/>)

(925) 485-5208

(<http://www.chabotcollege.edu/>) 25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

© (<https://a.cms.omniupdate.com/11/?skin=clpccd&account=laspositascollege&site=www&action=de&path=/gv/rac/2019positions.pcf>) Copyright
2021 Las Positas College

Classified and Administrative Position Requests - Scoring Rubric

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Program Need <i>(10 points)</i> [Section 1] Ranking Scale	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s). 8-10	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s). 4-7	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s). 0-3
Student Learning & Success <i>(10 points)</i> [Section 2] Ranking Scale	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards. 8-10	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards. 4-7	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards. 0-3
Mission and Planning Priorities <i>(10 points)</i> [Section 3] Ranking Scale	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities. 8-10	Clear evidence that this position supports the College Mission and/or Planning Priorities. 4-7	Limited evidence that this position supports the College Mission and/or Planning Priorities. 0-3
Program Outcomes, Initiatives and Plans <i>(10 points)</i> [Section 4] Ranking Scale	Clear and compelling evidence that this position will support the program above and beyond current capability. 8-10	Clear evidence that this position will support the program above and beyond current capability. 4-7	Position provides little or no impact on the program above and beyond current capacity. 0-3
Safety <i>(3 points)</i> [Section 5] Ranking Scale	This position will greatly enhance campus or program safety. 3	This position will enhance campus or program safety. 1-2	This position has negligible or no impact on campus or program safety. 0

Resource Allocation Committee (RAC) Fall 2019 Non-Instructional Position Ranking

CLICK ITEM # TO DISPLAY REQUEST FORM	RANKING WILL BE AUTOMATICALLY CALCULATED BASED ON RUBRIC TOTAL; DUPLICATES ARE ALLOWED			COSTS								2019 Combined Committee Rankings											
												10 of 13 committee members reporting											
Item Request #	Rubric Based Ranking	Area	Position Title	Position Range	Status (New - Restore - Increase)	Percent Employee	Hours Per Week	Months Per Year	Annual Salary Increase	Annual Benefits Increase	Total Cost	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member 4	Committee Member 5	Committee Member 6	Committee Member 7	Committee Member 8	Committee Member 9	Committee Member 10	TOTAL	
1	1	STEM	Laboratory Technician (Bio/Chem)	33	New	55%	20	10	20,211.00	11,116.00	31,327.00	35	28	36	40	29	37	34	35	39	41	354	
4	2	Arts and Humanities	Performing Arts Center Operation Coordinator	56	New	62.50%	25	12	35,224.00	19,373.00	54,597.00	33	38	33	38	30	36	34	39	22	40	343	
2	3	Enrollment Services/ Student Services Unit	Director of Financial Aid	17	New	100%	40	12	107,798.00	59,289.00	167,087.00	40	15	31	37	28	36	37	38	37	36	335	
6	4	Early Care & Education/SLPC	ECE Professional Development Coordinator	45	Increase	55%	40	12	13,284.00	7,306.00	20,590.00	40	20	32	33	27	37	31	42	33	39	334	
11	5	Instructional Technology Specialist	Academic Services	40	Increase	63%	40	12	22,793.00	12,536.00	35,329.00	34	36	39	32	29	37	25	28	31	33	324	
7	6	SLPC/Child Development	Child Development Center Administrative/Classroom Support	30	New	100%	40	12	45,143.00	24,829.00	69,972.00	35	19	34	30	29	35	29	42	33	36	322	
8	7	SLPC/Child Development	Early Childhood Assistant (ECA-1)	17	New	100%	40	12	32,716.00	17,994.00	50,710.00	30	25	34	33	25	36	29	43	31	35	321	
3	8	Enrollment Services/ Student Services Unit	Admissions and Records Assistant II	30	New	100%	40	12	45,143.00	24,829.00	69,972.00	37	37	27	39	23	38	29	16	37	33	316	
10	9	SLPC/Child Development	Early Childhood Assistant (ECA-2)	17	New	100%	40	12	32,716.00	17,994.00	50,710.00	30	19	27	32	25	34	28	43	31	33	302	
5	10	Arts and Humanities	Instructional Assistant - 10 Months	33	New	60%	24	10	24,254.00	13,340.00	37,594.00	30	19	23	33	16	35	29	28	29	38	280	
5	11	Arts and Humanities	Instructional Assistant -12 Months	33	New	60%	24	12	29,104.00	16,007.00	45,111.00	30	19	23	34	16	37	28	28	29	34	278	
Positions are Ranked 1 - 11 With 1 Having the Highest Priority									Totals:		\$408,386.00	\$224,613.00	\$632,999.00										

12.5.19 - Moved to Informational

9	Academic Services	Administrative Assistant	33	New	100%	40	12	48,507.00	26,679.00	75,186.00	32	34	29	29	21	37	27	34	21	38	302
---	----------------------	--------------------------	----	-----	------	----	----	-----------	-----------	-----------	----	----	----	----	----	----	----	----	----	----	-----



March 4, 2021

To: Titian Lish, Chairperson, Resource Allocation Committee

From: Dyrell Foster, President

A handwritten signature in black ink, appearing to read "Dyrell Foster", is placed over the name in the "From:" line.

Subject: **RAC 2021 Position Summary: REVISED**

I'd like to thank the Resource Allocation Committee (RAC) for reviewing the Classified and Administrative Position Requests for Fall 2020. I appreciate the time, effort and deliberation by the Committee members to forward recommendations for the funding of the Classified and Administrative Positions. After reviewing the recommendations and considerations relevant to the rankings, I've developed the 2021 position summary. The rankings below provide direction for planning, as these positions will be placed on the Position Control document. Budget dollars to support these positions will be allocated when the college's budget is able to support the on-going funding of these positions.

The rationale to support the rankings for the position summary are based on the following considerations:

- Supports the College's mission and institutional planning priorities
- Program/department need
- Contributes to and/or supports student learning and success
- Mission critical positions to ensure continuity and to maintain effective operations of the institution
- Acknowledge and consider positions currently funded, but vacated within 24 months
- Leverage outside funding where appropriate



Actions:**Director of Financial Aid** (removed from the list; on hold)

This position will remain on hold since the position is not currently vacant. Upon vacancy, this will be a new FT administrative position. This will replace the Financial Aid Officer position, which will be eliminated. The salary from the Financial Aid Officer position will be used to partially fund this position.

Assessment Specialist (removed from the list; request to announce submitted to HR: Gen fund)

The Assessment Specialist is a crucial position that provides services that are directly related to facilitating entrance and enrollment into gate keeper courses, prerequisite courses leading to further sequential courses, and ensuring that students are properly placed into courses that will facilitate successful completion of these course, thus increasing the advancement to transfer or degree completion. Necessary for supporting compliance with Assembly Bill 705.

Rank	Position
------	----------

#1	Counselor Assistant I (moved from #5)
----	---------------------------------------

	The Counselor Assistant I position facilitates the initial connection from students to Counseling services. Not having this position has created a reduction in front desk contact, reduced availability for students to schedule counseling appointments, and a disruption in the workflow efficiency.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#2	Performing Arts Center Operations Coordinator (no change)
----	-----------------------------------------------------------

	This PT position (25 hrs/wk) will need to be funded, initially entirely by the General Fund, until revenues generated by the use of the Mertes Center and amphitheater are able to contribute towards a portion of the salary.
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#3	Admissions & Records Assistant II (moved from #8)
----	---------------------------------------------------

	This position will play a critical role in helping to increase FTES and maximizing potential revenue from the new Student-Centered Funding Formula (SCFF) particularly through the proactive awarding of certificates and degrees.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#4	Instructional Assistant – English (1) (no change)
----	---------------------------------------------------

#5	Instructional Assistant – English (2) (moved from #7)
----	-------------------------------------------------------

#6	Admissions & Records Assistant I (no change)
----	----------------------------------------------



#7 Instructional Assistant (Communication Studies/Forensics) (moved from #9)

#8 Campus Safety Officer (moved from #10)

Moving forward, I agree that it is better to select a higher step when requesting salary estimates, to better represent potential fiscal impact over the long term to ensure effective planning.

If you have any questions or concerns, please don't hesitate to contact me.