



**Resource Allocation Committee
Thursday, March 5, 2015
2:30 – 4:30 p.m. – Room 1687
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 Focus Goals

- ❖ Equity
- ❖ Completion
- ❖ Excellence

LPC Planning Priorities

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Position	Name		Position	Name	
Classified, Chair (non-voting)	Gerry Gire	X	Faculty, BSBA	David Everett	X
Classified	Jennifer Farber	X	Faculty, ALSS	Cindy Rosefield	X
Classified	Cindy Balero	X	ASLPC Student	Claire Huestis	X
Classified	Janice Cantua		Dean	Dyan Miller	X
Classified	Heidi Ulrech	X	VP Administrative Services	Jeffrey Kingston	X
Faculty, STEMPS	Ashley McHale	X	VP Academic Services	Vacant	
Faculty, Student Services	Michael Schwarz	X	VP Student Services	Diana Rodriguez	X
GUESTS:			MINUTES taken by: Sheri Moore		
Natasha Lang	Lisa Everett				

1. **Call to Order @ 2:34 p.m.** **Gire**

2. **Review and Approval of Agenda** **Gire**
 Jeff Kingston moved to change the agenda by moving items 5d and 5e before item 4. Ashley McHale seconded; motion approved unanimously.

3. **Review and Approval of Minutes – February 5, 2014** **Gire**
 Ashley McHale moved to approve the minutes from February 5, 2014; Jeff Kingston seconded; motion approved unanimously.

4. **Old Business**
 - a. **Status on approved Fall IER’s** **Gire**
 All Fall IER’s have been ordered and some have been received already. A reminder was made that all requests should be accompanied by a requisition. The Business Office is researching micro-purchasing (items under \$1k).

b. Status on approved Spring & Fall 14 Non-Instructional Positions **Gire**

Gerry received an update from Lydia Penaflor. Per the report:
IT Tech (50%): has been sent to Steve Gunderson (Heidi will follow up);
Stage Tech: posting is being drafted and will be sent to the manager for approval;
Athletic Trainer: the Dean and Vice Chancellor need to meet before going to HR;
Security Office: on the list to do, moving along;
Web Master: do not have a request to announce; Technology Committee working on making a recommendation to the President.

c. Status on feedback for Fall 2013 approved IER's **Gire**

Two new feedback memos were received from Scott Miner, posted to the web, and reviewed with the committee. Of the nine approved IER's, only 3 have provided feedback as requested. In the Fall, the committee will look to receive feedback for Spring 2014 approved IER's.

5. New Business

a. College Council requests- dates, running list, "courage to not send forward" **Gire**

Gerry reported that there have been some issues discussed at College Council regarding dates- when non-instructional positions and instructional equipment are needed for budget. It was suggested that the IPC planning calendar for 2015/16 with associated dates should be presented at the May Town Hall meeting, especially for accreditation purposes. Gerry to follow up with Rajinder.

The Committee discussed the need for a "running list." Once a list is made, if it goes beyond a year, should an item stay on the list or should it come back and be presented and vetted by the committee. The concept would be similar to the capital plan. Even though it's a five-year plan, it is reviewed and updated annually. These lists could be valuable should additional funding become available. Gerry will continue forward with the idea of a running list updated annually.

The Committee discussed having the "courage to not send forward" positions or equipment not meeting some level of acceptability. In the past, RAC used a 70% cut-off of total points to forward an item to the President. After a short discussion, the committee felt its role was to rank the items and not exclude items unless they did not meet the definitions for the request. The President could then decide what to exclude.

b. Funding report on remaining money for IER's **Lang**

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Natasha presented the following funding availability-

IER 2014/15 Starting Balance: \$441,971

Less Fall 14 IER Items: \$ 23,502

Net Remaining Balance: \$418,468

c. Report on 10 IER's not meeting state funding IER definition Lang

The 10 IER requests that do not meet the state funding definition were reviewed.

Natasha indicated that she spoke directly with each Dean regarding their respective requests and had a chance to appeal or clarify the need. In most cases, other avenues for purchase were discovered.

d. Presentation of 29 Spring 15 Instructional Equipment Requests Deans

The Committee reviewed the 29 IE requests for a total of \$361,000 and discussed the potential for funding all items. The Business Office reported that state funds exist to purchase all items and that if the funds are not encumbered by June 30, 2015, they would need to be returned to the state. Natasha reviewed the three state requirements for requests to be considered "IER." First, it must be considered equipment; second, it must be considered instructional; and third, if an item needs to be repaired or replaced, it must be more cost effective to replace it. The Committee expressed confidence that the Deans and Divisions have vetted the requests and that the Business Office has ensured that they meet the requirements. Given that time is of essence, a brief discussion ensued on how to rank the 29 requests.

Jeff Kingston made a motion to rank all 29 requests as number 1 and to make a recommendation to the President that all requests should be funded; Cindy Balero seconded; motion approved with 1 abstention.

The Committee discussed how IERs should be presented in the future. It was decided to place this topic as an agenda item for the next meeting.

e. Instructions on Ranking Spring 15 IER and deadline Gire

With the motion to rank all as number 1 and forward to the President, no instructions or further deadlines were needed.

Continued discussion from February 5 meeting when interrupted by fire alarm:

Michael Shwartz continued discussing the idea of developing a rubric for non-instructional position requests. The Committee questioned whether they should update the form before starting the rubric. The rubric must parallel the form. The Committee will try to get to the

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forms in May but also try to get something to the Classified Senate in April. Cindy Balero offered to assist.

6. Good of the Order

Nothing to report.

7. Adjournment @ 4:15 p.m.