

**Resource Allocation Committee  
October 2, 2014  
Minutes**

**1. Call to Order at 2:37 p.m.**

Position	Name		Position	Name	
Classified, Chair (non-voting)	Gerry Gire	X	Faculty, ALSS	Cindy Rosefield	X
Classified	Jennifer Farber	X	ASLPC Student	Keller O'Rourke	X
Classified	Cindy Balero	X	Dean	Dyan Miller	X
Classified	Heidi Ulrech		VP Administrative Services	Jeffrey Kingston	X
Faculty, STEMPS	Ashley McHale	X	VP Academic Services	Renee Kilmer	X
Faculty, Student Services	Michael Schwarz	X	VP Student Services	Diana Rodriguez	X
Faculty, BSBA	David Everett	X			
<b>GUESTS:</b>			<b>MINUTES TAKEN BY:</b> Sheri Moore		
Jason Craighead	Natasha Lang				

**2. Review and Approval of Agenda**

**Motion:** Approve the agenda with change of allowing Dyan Miller and Jason Craighead to present a proposal of LPC Water Polo program.

**Moved: Dyan Miller/Second: Jeff Kingston**

**Vote: Approved unanimously.**

Water Polo: LPC Athletics is proposing to add a men's and women's Water Polo program as an intercollegiate sport at LPC. It was communicated that it is a viable, strong sport in the tri-valley community and there is a high demand for it by current students and local high schools. A Water Polo program would also support the current LPC swimming program. Data shows that students choose Ohlone and DVC over LPC because those two colleges offer both swimming and water polo. Title IX requires that we address sport opportunities to women and we are close to a Title IX violation. A Water Polo course would generate apportionment. The estimated cost of the Water Polo program per year would be approximately \$49k, with \$39k of that in coach stipends and \$10k in equipment, travel, per diem, and referee costs. It was noted that athletics is funded by co-curricular. Fund raising, including hosting a NorCal competition, could supplement co-curricular funds. LPC currently has all of the equipment necessary with the exception of a couple of items on an IE request. The next step for LPC Athletics would be to take the proposal to College Council.

### 3. Review and Approval of Minutes

**Motion:** Approve minutes from September 4, 2014 meeting.

**Moved:** Ashley McHale/Second: Cindy Rosefield

**Discussion:** David Everett volunteered to participate on the task force established during the September 4, 2014 RAC meeting to create a proposal on a percentage-based model.

**Vote:** Approved unanimously.

### 4. Old Business

#### a. Approval 2014-2015 Timeline

The committee reviewed the 2014-2015 Resource Allocation Timeline (Attachment A). Categorical funds go to a specific purpose. If a group has categorical funds, the group knows the purpose of the funds. The funds are designed to pinpoint certain services. Categorical funds are the SSSP that come in from the state, one time, no one knows how long it's going to go. It is replacing matriculation dollars.

**Motion:** Include 100% restricted funds in the non-instructional ranking process as information only, no ranking by members.

**Moved:** Michael Schwarz/Second: Cindy Balero.

**Vote:** Approved unanimously.

**Action Item: Get more definition on SSSP for next meeting.**

Gerry Gire suggested that it would be helpful for this committee to plan next year's RAC agenda. It was stated that the College Council is asking to review our process. A suggestion was made to send notes to Gerry after the ranking process. Cindy Balero suggested changing the process as there is no spot for safety concerns.

#### b. Update & Approval of Charge & Membership Review

**Motion:** Approve new charge with the following change:

- *Document the College allocation decisions in relation to the college goals and implement those decisions in accordance with the College's Institutional Planning Documents.*

**Moved:** Ashley McHale/Seconded Jennifer Farber.

**Vote:** Approved unanimously. The Shared Governance Worksheet indicated the change to the charge was signed by all RAC members in attendance. This document will be forwarded to the President's Office (Attachment B).

#### c. Update on RAC Web Changes

Gerry Gire reviewed the changes made to the RAC web site.

## 5. New Business

### a. Protocol & Presentation of Fall Instructional Equipment Requests (IER)

The definition of Instructional Equipment has changed from last year. Natasha Lang reviewed the definition of instructional equipment according to the California Community College Budget and Accounting Manual (Attachment C). The definition is also posted on the RAC web page. As a result of the new definition, there will be more eligible purchases. Purchases must be focused on instruction. Classrooms/labs can be funded but offices cannot be funded. There is a need to polish the ranking rubric because the criteria will be different.

### b. Discussion on Definition of Instructional Equipment

Natasha Lang reviewed the definition of Supply versus Equipment according to the California Community College Budget and Accounting Manual (Attachment D)

### c. Instruction on Ranking IERs and Deadline

**Motion:** Purchase all nine items on the Fall 2014 IER List.

- Balances
- Headphones for Math X Lab
- Centrifuges
- Telescope Accessories
- Soccer Nets
- Water Polo Equipment
- Futsal Balls
- Small Medicine Balls
- Small Wine Pump

**Moved:** Jeff Kingston/Seconded: Diana Rodriguez.

**Discussion:** Cindy Rosefield asked about the Vendini ticket purchase software not being on the IER list. Natasha Lang indicated that the Business Office is partnering with the Theater for this purchase.

**Vote:** Approved unanimously.

**Action item: Review the IE Rubric to determine its usability for the next round.**

### d. Update on Adoption Budget

Jeff Kingston reviewed the Budget Allocation Model (Attachment E). This information will be posted on the web.

### e. Update on RAC Sp 14 Prioritized Non-Instructional Position Requests

The committee agreed that when a position goes through a process and gets ranked and approved, it is funded for that year. Jeff Kingston indicated that Dr. Russell has approved the 3 top ranked positions. Jeff will communicate with the Deans for them to initiate the interview and hiring process.

**f. Review & Comment on Shared Governance Handbook Version 12**

Gerry Gire asked the committee to review the Shared Governance Handbook (Attachment F) and send comments to her.

**g. Process Development for Review of New Programs & Expectations**

The committee questioned RAC's process when new programs are presented to the committee. Is RAC's position to just ask informal questions?

It was suggested that Gerry Gire and Jeff Kingston meet with Dr. Russell to understand the relationship between new programs, RAC, funding, and the budget process. The intent should be to share information broadly and share it at every committee before bringing it to the College Council.

**6. Good of the Order**

**7. Adjournment**

**Motion:** Adjourn meeting at 4:29 p.m.

**Moved:** Ashley McHale/Second: Jeff Kingston

**Vote:** Approved unanimously