

**Resource Allocation Committee  
November 6, 2014  
Minutes**

**1. Call to Order at 2:31 p.m.**

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

**2. Review and Approval of Agenda**

**Moved:** Heidi Ulrech/Second: Janice Cantua

**Vote:** Approved unanimously

**3. Review and Approval of Minutes – October 2, 2014**

**Motion:** Approve minutes striking motion to support a new LPC Water Polo intercollegiate team and replacing it with Approval of Minutes from September 4, 2014 (approved minutes on Grapevine).

**Moved:** Jennifer Farber/Second: Cindy Rosefield

**Vote:** 11 approved, 2 abstained—Janice Cantua, Heidi Ulrech

**4. Introduction of New Committee Member**

Janice Cantua has been added to the committee replacing Gerry Gire as a voting member for Classified.

**5. Old Business**

**a. Status of Approved Fall '14 IE Requests**

Natasha Lang indicated that Dr. Russell signed the Memo of Recommendation to fund the 9 Fall 2014 Instructional Equipment Requests (see reference documents on Grapevine).

**b. Pending Balance of '14/'15 IER Money**

Balance of 14/15 Instructional Equipment money - attachment org budget status report by account (in ref documents). In the Instructional Equipment Budget line as of 9/30/14 (acct#553830-6401) the available balance is \$19k; \$272k of items to still be paid; encumbered amount, not actual amount paid. If we need to move money, we will so that we don't lose money. This is end of instructional equipment of bond money. The library has 2 more years from now, which is where the bond ends. Goal: How much is in checkbook. The Business Office will bring a detailed up-to-date balance of all Instructional Equipment money (State and Bond) at the December meeting.

**c. Status of 3 Newly Approved Non-Instructional Positions from Sp 14**

The half-time evening IT tech, stage tech, and athletic trainer have been approved.

**d. Homework: Review IER Rubric & Form for Changes at Next Meeting**

Review the IER rubric and form and be ready to talk about changes that may need to be included. Consider addressing safety on the form. Rubric will need to be updated for next year. Updated w/new requirements of state fund as well as things that were missing from it (no minutes from May, 2014). To access state funds, there will be specific requirements. Can't approach it same way as measure B. Form helps rubric. Specify on the web site what the major changes are. Put on next agenda. Incorporate state requirements in process. Go back and look at rubric and forms. Same thing with non-instructional equipment requests. Look at those requests and make notes on what needs to be changed. Don't currently have rubric for non-instructional equipment requests. (IER Rubric and Form are on Grapevine.)

**6) New Business**

**a. Protocol & Presentation of Fall Non-Instructional Positions**

Reference Fall 2014 Non-Instructional Position Review Summary and LPC Organizational Charts (reference documents are on Grapevine).

**2014-1 Webmaster.** Presented by Heidi Ulrech. Restore position; requesting 100% employee for 12 months per year. Former webmaster left in 2011. Since then, each area has tried to support their own web area and also rely on Katherine Tollefson. There has been an increase in use of technology and social media; web site is important to existing and future students; LPC's web site is getting antiquated. Question: where will this position report? Former webmaster reported to "Institutional Advancement" (Ted Kaye). Will look to President's Office on where this position should report. Question: should this service be provided by the District IT through shared services? Chabot College is going through the same process right now; Chabot's webmaster reports to the College President.

**2014-2**     **Position Title: Instructional Systems Technician.** Presented by Natasha Lang. This position was ranked #1 last year and was approved for 20 hours per week. Currently requesting to increase from 50% to 100% allowing for evening coverage for 12 months per year. There is a high demand from both faculty and staff for IT services. One of the requests that came in was from the department for one of these positions.

**2014-3**     **Security Officer.** Presented by Barbara Morrissey. Restore position; requesting 100% employee for 12 months per year. Backfill Sean Prather's position left vacant 3-1/2 years ago. This position requires a specific area of expertise. Up until five months ago, two full-time officers were serving the campus. Now, there is one officer on call 24 hours a day. We are running one officer 90% of a 24-hour day. There is a concern about safety standards. Some calls require two officers – one making the call and a second dealing with the crisis. There are times when two crisis occur at once. Also important to have a physical presence on campus. Sixty percent of this position would be paid for by parking fees. Funds will come from on-call account.

**2014-4**     **Security Officer.** Presented by Barbara Morrissey. New position; requesting 100% employee 12 months per year. Continuing discussion from 2014-3 position. Need to have a physical presence on campus. There are times when two crises occurs. Continued safety issue.

**2014-5**     **Laboratory Technician II (Photography).** Presented by Don Miller. Restore position; requesting 45% employee for 10 months per year. This position has been requested multiple times. One of the things that comes out of program review in discussions for remodeling is issue of safety with materials. This lab technician would be in charge of all materials, handling, disposal, purchases, training of the students and faculty. This position would also be handling a few things that will be important in the new facility, including the equipment cage, checking out cameras, lighting sets, etc., maintaining and inventorying equipment, cataloging, ensuring proper use by the students, waste management.

**2014-6**     **Instructional Assistant II Speech:** Presented by Don Miller. Restore position; requesting 30% employee for 10 months per year. Focus on forensics. Key component is the large regional, national, and international forensics program at LPC. Part of the forensics' participation is having judges that can go with the forensics team and be part of the judging panel. Forensics is restricted to certain level unless a volunteer is willing to attend. The importance of this position is having greater access to the tournaments and being an instructional assistance in classrooms.

**2014-7**     **Staff Assistant Performing Arts:** Presented by Don Miller. New position; requesting 38% employee for 10 months per year. This position has been requested for many years under different names. This position would be connected to the Box Office supporting multiple programs, forensics, theater arts, etc., handling marketing, ticket sales, software and equipment to modernize system for tickets sales, advertising, and connecting to external bodies wanting to use facilities. Question: could this person be a forensic judge perhaps?

**2014-8, 2014-9, 2014-10 Administrative Assistant I:** Presented by Don Miller. New positions; requesting 100% employee for 12 months per year. These are positions to restore administrative assistant help in Division offices. Without a second person, Deans have been required to do administrative support including timesheets, evaluations, scheduling, load sheets, etc. Question: are these similar to Staff Assistant positions? Yes but Staff Assistant is higher paid than Admin Assistants. Staff Assistant positions were originally created to support faculty. These positions would support Division offices as well as faculty in those Divisions. Admin I could work closely with Admin II, in future, people can cover in those vacancies as well. Question: has our workload gone up or has our process gotten harder? Both, reflected in the volume of staff, faculty, students, and accreditation. College is growing, we have a lot more complex work now than we used to. District has also pushed down responsibilities at the college level. Rely on part-time faculty, which has restrictions. Literally have hundreds of p/t faculty that we have to rehire each summer. We've been struggling with "organizational development" for a long time.

**2014-11 Lab Tech IV:** Presented by Lisa Everett. New position; 50% employee working 12 months per year in the areas of horticulture, enology, vineyard, and viticulture classes. Current technician is supporting welding, horticulture, and viticulture. Lab tech position important specifically for safety reasons. Tractors, barrels, fork lifts, and vineyard with only 1 faculty member. There is a real need for 2<sup>nd</sup> set of hand, eyes, etc. Labs are offered in evenings where there is no lab support. Safety considerations – operating large pieces of equipment, upkeep of equipment and materials. Number of hazardous materials, inventory, etc., little to no support. Viticulture is in full swing in summer. Summer is time to repair equipment, irrigation repair, management, hillside vineyard is at risk with irrigation breaks. This position is already paid for. Money is in David Everett's budget. Question: if money is allocated already, why is the position being requested? Asking for an increase from 8 hours per week to 20 hours per week. Question: can vintners come and manage the vineyard? Vineyard management is only one small part of it. Lab management, setting up, breaking down, etc. required which is outside of an instructors requirements. If funded, would open up those hours to better support welding and auto program.

**2014-12 Early Childhood Prof Development:** Presented by Lisa Everett. New position; requesting 100% employee for 12 months. This position is Jeanie Virgilio's position -- the face of the ECD program. Students, faculty, and the facility require having this person available, huge loss to program if position not funded. Thus far, this position has been grant funded (Alameda County First 5 Grant) which expires in June, 2015. Reapplying for another grant is not an option. High generating FTS program. A variety of grants have funded the position for 13 years. Many of those state-wide grants have gone away. (Corinna Calica, director, approved several years ago.) CTE doesn't include ECD. CTE is high demand, high skill area. ECD is not considered that.

**2014-13 Academic Services Dean, 2014-14 Admin Assistant II, 2014-15 Admin Assistant I:**

Presented by Lisa Everett. Dean position is restore/new 100% employee at 12 months per year. Asst II is restore/new 100% employee at 12 months per year. Asst I is new 100% employee at 12 months per year. Restore a fourth Academic Services dean. In 2012, a dean position was vacated when Dr. Noble moved into the VP position. It was decided to reorganize 4 academic divisions down to 3. With 72 different disciplines, 100 full-time faculty, close to 40 classified professionals, and thousands of students, the divisions have been unmanageable. Compared to similar colleges, LPC is woefully understaffed in this area. Mission College has 4 deans and 7 chairs. College of San Mateo, 6. Skyline has 7 plus 100% athletic director. Chabot, 6 Academic Services divisions. In addition to academic programs we service, there are 12 committees, 4 district committees, and a large number of task forces. Deans are represented in almost all committees. Going from 3 to 4 divisions, Academic Services could be represented in committees that don't have representation. If hiring, need dean and admin (13 and 14 have to come together modeling what we currently have). Still a need for 2014-15 position. During accreditation in 2009 when we had 4 divisions, it was recommended that we add a 5<sup>th</sup>.

**2014-16 Administrative Assistant II:** Presented by Barbara Morrissey and Natasha Lang for Sylvia Rodriguez. Increase from 50% to 100% for 12 months per year. The Office of Dean of Enrollment Services has substantial state and/or federal compliance report requirements and is the only Dean on campus without a full-time assistant. This position currently supports the Dean, Admissions and Records, Financial Aid, EOPS/CARE, Veterans Services, International Students Program, and Community Education.

**2014-17 Instructional Assistant:** Presented by Barbara Morrissey. Increase position from 45% to 100% employee 10 months each year. This position is for the Tutorial Center which started in 1996/97. Program currently operated by two part-time employees. All tutoring data is tracked manually, not by system. 22k tutoring hours last year. 15k tutoring hours in 2011. In Fall, 2014, 445 requests were received by the sixth week of semester. On track for historical numbers. Current semester shows a 3 week delay in responding to tutoring requests. This position being requested to reduce costs and add benefits. Allow faculty person to work more with tutors and on instructional side. The Tutorial Center has grown, also supporting the RAW center. Tutoring covers 104 different classes. Student success act emphasizes basic skills. Accreditation also wants to do more on-line tutoring support. Want to offer tutoring in evening but can't do it right now. Can't support tutoring staff with 3SP money. Employee currently filling 45% position has waived her medical benefits; 22% of her benefits being paid by LPC.

**2014-18 Counseling Assistant II:** Presented by Barbara Morrissey. New position; 100% position requested at 12 months per year. This position would serve the Transfer Center. Students must have and deserve to have transfer services and same services offered by other community colleges. Success act, student equity plans, equal access. Included in every program review. Need to restore services that LPC has always had. Without Transfer Center, students come to Counseling for very basic questions. Stats show 2/3 of students enrolled indicate transferring a goal. High schools students ask about the transfer rate compared to DVC. Transfer rates good, but center is closed, contradicts what's being said.

## APPROVED

Question: is 40 hours per week required/5 days a week required? It's negotiable. 32-40 hours/week – Counseling starting to increase counseling services on Fridays. 32 hours a week a consideration. Mike Schwarz is trying to distribute some of those hours to the evening to target that population. This position was ranked 4<sup>th</sup> last year but not funded. This position will be in the Career Center – fielding student questions, transfer day, working with reps, and logistics for these events.

**2014-19 Fiscal & Administrative Services Technician**: Presented by Natasha Lang. Restore position; 100% position requested at 12 months per year. This position has been vacant since 2008. This position would support Banner data entry, bank reconciliations, over 130 accounts, including ASB, co-curricular, and Restrict accounts such as CTE, Basic Skills, 3SP funds, CalWORKS, EOPS, etc. Since 2008, set of accounts have increased 33% in ASB, checks, funds, audit – accounts not the transactions. Co-curricular – 45% increase since 2008. Restricted accounts – 16%. As each division has lost support, Administrative Services has been impacted also. Need fiscal responsibility to manage with integrity. Can't use student support because of highly confidential information and money. Most of tasks are not 1-2 step tasks. Lots of cash goes through office, ASB, co-curricular, parking, etc. Auditors starting to inquire about the processes, custody of cash, and internal controls. Clean audit required in order to get money from Feds. This position is needed to support the effort under way for additional grants, track, and administration.

### 6. New Business

#### a. Protocol & Presentation of Fall 14 Non-Instructional Positions

#### b. Instruction on Ranking Non-Instructional Positions and Deadline

Committee Members should rank positions and send ranking to Natasha Lang by November 19, midnight. Number 1 ranking is highest priority, 19 is lowest priority. Look at "LPC Planning Priorities" when determining ranking. The LPC Planning Priorities are listed at the top of the RAC agenda. Each committee member should consider what is best for the college, not what is best for the member. Evaluate the position write-ups before the next meeting so the committee will know how to evaluate each position.

#### c. Clarify Procedure on filling replacement Non-Instructional Positions Budgeted on Position Control

If an employee were to leave the college, normal replacements happen out of sync with new positions. A suggestion was made that all replacement positions get included with new position requests.

### 7. Good of the Order

### 8. Adjournment at 4:44 p.m.

APPROVED

**Items for next Agenda:**

- 1) Include on IER form “narrative regarding how the purchased item impacted your program, department, and most importantly, your students.” (Renee’s email in 11/2013. Refer to reference document. Need to review this for accreditation. Need feedback, review, and assessment. Could use google.doc.)
- 2) Rubric for Non-Instructional Positions
- 3) Include on Non-Instructional Positions (& Summary), “position previously requested.”
- 4) Business Office to bring detailed up-to-date balance of all Instructional Equipment money.