

**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.

**Meeting Name****Members Present (voting):**

Diana Rodriguez, Chair (non-voting)  
Jeff Kingston, VP Admin  
Roanna Bennie, VP Academics  
Sylvia Rodriguez, VPSS Rep  
Cindy Rosefield, ALSS  
David Everett, BSBA  
Joel Gagnon, Student Services  
Cindy Balero, Classified  
Jennifer Farber, Classified  
Bill Eddy, Classified  
Gerry Gire, Classified  
Olga Salgado, ASLPC

**Members Absent:**

Dyan Miller, Dean

**Meeting Guests:**

Natasha Lang  
Lisa Everett  
Don Miller  
Tina Inzerilla  
Ana Del Aguile

**1. Call to Order @ 2:33 p.m.****2. Review and Approval of Agenda**

Jeff Kingston moved to approve the agenda; Joel Gagnon seconded; motion passed unanimously.

**3. Review and Approval of Minutes**

Joel Gagnon moved to approve the draft minutes from October 1, 2015; Cindy Balero seconded; motion passed unanimously.

**4. Old Business****a. Discuss and Recommend Ranked 2015/2016 Non-Instructional Positions**

The ranking results of the 23 positions were reviewed with the Committee members. The rankings spreadsheet included the standard deviation, mean, median, and mode. Two of the positions received an average ranking of "7," two positions received an average ranking of "10," and two positions received an average ranking of "11." Diana Rodriguez indicated that, if necessary, the Committee could discuss the positions that received ties in the future. Cindy Rosefield moved to send the list of ranked positions to Dr. Russell; Cindy Balero seconded; motion passed unanimously. The Committee was reminded that Director of Student Success & Equity was on the list as "information only" and was not to be ranked.

**b. Criteria for Non-Instructional Position Requests**

The Committee discussed the criteria for Non-Instructional Position requests. The goal was to try to get a precise understanding of the types of positions that should come through RAC's Non-Instructional Position request process. The Committee found that item 3 ("recently vacated classified positions may be filled temporarily") on the Clarification for Criteria for Non-Instructional Position Requests was unclear. Diana Rodriguez volunteered to rework the criteria. Gerry Gire also volunteered to help. The criteria will be reviewed again at the December RAC meeting.

**5. New Business****a. Review Instructional Equipment Requests (IER)**

Thirty three Instructional Equipment Requests were received, totally \$533,347.71. Natasha Lang indicated that all IERs received are within the "instructional equipment" definition; however, there are components of two requests that are labor.

Natasha indicated that LPC should be receiving approximately \$600k of state instructional equipment funding for 2015-2016. This is “use it or lose it” money and Jeff Kingston highly encouraged the Committee to use it in the first year even though the state gives the college two years to purchase instructional equipment. Jeff also encouraged the Committee to have a 5-year plan for instructional equipment and suggested that it be reviewed annually. If the college has a backlog of instructional equipment requests, this demonstrates to the State that the college has a need for additional instructional equipment funding.

The Committee discussed whether RAC should only review the IERs once this fiscal year, rather than twice as has been done in the past. No agreement was made.

The Deans or area representatives were on hand in the meeting to answer any questions about the IERs.

**b. Instruction on Ranking IERs**

Given that IERs total \$533,347.71 and the college will be receiving approximately \$600k of state funding, the Committee questioned the need to rank the requests or just approve all items. One of the concerns was to determine whether the IER Rubric worked. The group decided to rank the IERs. The deadline to have the rankings to Administrative Services is November 19.

**c. Update on Adoption Budget**

Jeff Kingston reviewed the Adopted Budget using the same presentation slides used at the October 7 Town Meeting.

**6. Good of the Order**

Gerry Gire requested the Non-Instructional Position Rubric and Request Form to be put on the December 3 RAC agenda.

**7. Adjournment @ 4:25 p.m.**

**8. Next Regular Meeting: December 3, 2015**