



## 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)  
Sylvia Rodriguez, VPSS Rep  
Dyan Miller, Dean  
Cindy Rosefield, ALSS  
David Everett, BSBA  
Jason Morris, STEMPS  
Joel Gagnon, Student Services  
Cindy Balero, Classified  
Jennifer Farber, Classified  
Bill Eddy, Classified  
Gerry Gire, Classified  
Olga Salgado, ASLPC

#### Members Absent:

Roanna Bennie, VP Academics  
VP Administrative Services

#### Meeting Guests:

Dr. Barry Russell  
Natasha Lang

#### 1. Call to Order @ 2:32 p.m.

Chairperson Diana Rodriguez began the meeting by reviewing the LPC Mission Statement and the LPC Planning Priorities as detailed on the RAC agenda. Committee members indicated they felt that some individuals who submitted IERs wrote the IERs based on their own planning priorities rather than the College's planning priorities. A suggestion was made to include the College planning priorities on the IER form or include a hyperlink on the form to the College planning priorities.

#### 2. Review and Approval of Agenda

Jason Morris moved to approve the agenda; Gerry Gire seconded; motion passed unanimously.

#### 3. Review and Approval of Minutes

Jason Morris moved to approve the draft minutes from November 2, 2015. Discussion: The committee discussed whether they agreed to review the IERs once this fiscal year rather than twice as has been done in the past as was stated in the minutes. It was agreed to review this item at the February 4, 2016 RAC agenda. Gerry Gire seconded; motion passed unanimously. An update will be made to the November 2, 2015 minutes reflecting this.

#### 4. Old Business

### INSTRUCTIONAL EQUIPMENT REQUESTS

#### a. Ranking Recommendations for Non-Instructional Positions: Memo to Dr. Russell

The recommendations memo from RAC to Dr. Russell was reviewed (see web site). Dr. Russell thanked the committee for their work on the rankings. He then reviewed the positions to be funded and provided background on what went into his decision-making process. The following positions will be funded:

##### Administration Position

- Academic Services Dean

##### Non-Instructional Positions

- Instructional Assistant I Tutorial Center
- Laboratory Technician II Photography
- A&R Assistant II
- Curriculum & Student Outcome Assess. Spec.
- Stage Technician

##### Non-Instructional Positions to be funded by Other Sources of Revenue

- Early Childhood Specialist
- Student Records Evaluator
- Director of Equity & Student Success

Dr. Russell indicated that due to the large number (15) of new faculty being hired and the fact that the Academic Services Dean was ranked number 1 by RAC, it was important to fund this position. He also felt that it was important to have equity in the hiring process. To that end, he will be funding non-instructional classified positions in an amount that is roughly equivalent to the dean's administration position. The three positions in the "Funded by Other Sources of Revenue" category will be funded as follows: the Early Childhood Specialist will be funded through enrollment and the Student Records Evaluator and the Director of Equity & Student Success will be funded by 3SP.

Dr. Russell indicated that he has instructed Natasha Lang to move forward to fully fund the positions. The Governor's budget comes out in January, 2016. In the January/February/March timeframe, we will be able to have a much better idea of funding and its source. Our goal is to have these positions posted in March, 2016 with a start date of July 1, 2016. Some adjustment may be necessary once the budget is received. The Student Records Evaluator and the Director of Equity & Student Success positions cannot move ahead before July 1 without a budget. If there is a need for these positions prior to July 1, the current year's general fund budget will need to be reviewed for possible funding of these two positions.

**b. Review Non-Instructional Position Rubric**

The committee discussed the rubric. Gerry Gire indicated that it was difficult to score the Non-Instructional positions on safety. She questioned where one would find that information and whether it was really worth 5 points. Diana Rodriguez indicated she felt that the number of points was appropriate because if it was a true health or safety issue, it was worth the points. Further, if it's a safety issue, it should be dealt with and not wait to be put on the non-instructional position list. Some committee members felt that some of the positions were not in line with the College planning priorities. Members felt that if requesters had difficulty addressing the planning priorities, they should address the College's mission statement. The committee felt that there needs to be a better way to promote the rubric, but overall, felt the rubric was useful.

**c. Review Non-Instructional Position Form**

The committee felt that the following statement (or something similar) should be included on the Non-Instructional Position form: "All Non-Instructional Position requests will be reviewed and ranked based on the rubric."

It was also suggested that the RAC website be restructured so that older forms cannot be accessed.

**d. Criteria for Submitting Non-Instructional Position Requests to RAC**

The committee reviewed the Non-Instructional Positions criteria. All classified and administrative positions are to be submitted to RAC with the following exceptions (see RAC web site for the entire criteria):

**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

**INSTRUCTIONAL EQUIPMENT REQUESTS:****e. Ranking Results of Instructional Equipment Requests**

The committee reviewed the results of the member rankings. It was noted some of the items on the list can or have been purchased with other funds, specifically request Fall-28, Men's Basketballs, and request Fall-31, Barrel Topping System. There was extensive discussion on whether request Fall-01, Dessicators, should be approved due to the committee's concern about the quality of the request. The committee agreed to fund the Dessicators but wanted Dr. Russell to be aware of this issue. Bill Eddy indicated that the cost for request Fall-28, for ice machines would increase by approximately \$1,600. He indicated that the department initially used good logic when the IER was submitted, however, an ice machine for the wrong kind of ice was selected. The committee agreed to the increase in price for the ice machines and indicated that all future IERs should include a quote from a vendor. The committee recommended that all IER requests be funded through non-instructional equipment funds or other funds. The IER totaled approximately \$537k. Jason Morris moved to

send the ranked IER list to Dr. Russell; Cindy Rosefield seconded; motion passed unanimously.

The committee discussed and agreed to having another round of IER requests in the spring to use up the roughly \$150k balance of the instructional equipment money. Bill Eddy proposed a different option for the balance of the IE money. After much discussion, Bill Eddy moved to approve that each division receive a portion of the remaining funds and be allowed to go through the IER and ranking process. This would be a pilot process for Spring 2016. Cindy Balero seconded the motion.

**Call to question:**

<u>Ayes:</u>	<u>Nayes:</u>	<u>Abstentions:</u>
Olga Salgado	Jennifer Farber	None
Bill Eddy	Cindy Rosefield	
Cindy Balero	Joel Gagnon	
Sylvia Rodriguez	Gerry Gire	
Dyan Miller		

**Not present at time of vote:**

Jason Morris

The motion passed with the pilot process as follows:

Pilot Process for Spring IERs

1. The funds be allocated to the Divisions as follows:
  - a. ALSS, BSBA, and STEMPS each receive \$37,500 for IERs,
  - b. Enrollment Services and Student Services each receive \$18,750 for IERs;
2. Each Division will administer its own IER submission, vetting, and ranking process adhering to the already established RAC IER guidelines;
3. All IERs will be reviewed by Administrative Services to meet the strict State Instructional Equipment definition.

The committee had consensus on going forward with a recommendation to Dr. Russell for a pilot process for the remaining IER funds if each division received less than \$40k and the two divisions in Student Services divided \$37.5k.

**f. Review Instructional Equipment Rubric**

The committee did not discuss this item; it will be included on the agenda for the February 4, 2016 meeting. It was noted during the

IER ranking discussion that the rubric perhaps should include the impact on accreditation.

**g. Review Instructional Equipment Form**

The committee did not discuss this item; it will be included on the agenda for the February 4, 2016 meeting. It was noted during the IER ranking discussion that a disclaimer should be included on the IER form noting that if the form is not filled out properly, it will not be ranked.

**5. New Business**

**6. Good of the Order**

**7. Adjournment @ 4:32 p.m.**

**8. Next Regular Meeting: February 4, 2016**