



## 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)  
Diane Rodriguez, VP Admin Srvc  
Dyan Miller, Dean  
Cindy Rosefield, ALSS  
Joel Gagnon, Student Services  
David Everett, BSBA  
Jason Morris, STEMPS  
Bill Eddy, Classified  
Cindy Balero, Classified  
Gerry Gire, Classified  
Olga Salgado, ASLPC

#### **Members Absent:**

Roanna Bennie, VP Academics  
Sylvia Rodriguez, VPSS Rep  
Jennifer Farber, Classified

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

#### **2. Review and Approval of Agenda**

Joel Gagnon moved to approve the agenda. Gerry Gire seconds.  
Motion passes unanimously.

#### **3. Review and Approval of Minutes**

David Everett moved to approve minutes from April 7, 2016. Cindy Balero. Motion passes with one abstention from Gerry Gire.

#### **4. Old Business**

##### **a. Status of Fall and Spring IE Requests**

Diane Rodriguez indicated that as far as she knows, all requests have been processed and sent to the District Office. David Everett indicated that one of his requests (\$15k item) had been denied by the company from which he was sourcing because they couldn't offer any type of follow-up or support service. The company has a unit that they sell that looks like a "more-than-sufficient replacement." David questioned what types of problems this presented to the District. Committee inquired about the cost difference and then agreed with David's request for a substitution. Diana Rodriguez indicated that if the item's cost is more than the item originally requested, contact the Business Office before purchasing to ensure other funds can be found to cover it.

The IE request for the whiteboard replacement is going to the Executive Facilities meeting due to structural issues. The committee asked whether IE money has been earmarked for this issue and it was not known.

The IE request for the Horticulture shade covering is on hold until the new Horticulture instructor is hired. Diana offered to bring this item back to the President with the recommendation to move forward with the purchase.

The committee asked whether all funds need to be used this year. Diana reminded the committee that the goal is to use all or as much IE funding as we can this year to show true need; however, the funds will roll over to next year if any remain.

**b. Reserving Portion of IE Funds for Emergencies/Repairs**

To discuss the item, the committee was reminded that the amount of the current year's IE funds is approximately \$850k. In discussing this item, the committee questioned:

- What constitutes an emergency;
- How to determine the choice to repair or replace;
- How repair differs from upkeep;
- The process for requesting repair or emergency money;
- Whether IE funds can be used for labor;
- Who would monitor the balance of the IE funds to ensure we didn't lose it at the last minute.

Diane Brady moved to approve setting aside 5% of the IE funds for emergencies/repairs. Cindy Balero seconded. Motion passes with one abstention from Olga Salgado. Gerry Gire and David Everett volunteered to develop a draft of the process for requesting IE funds for emergencies/repairs. The draft process will be presented to the committee in the fall.

**c. Tracking of Previous Years' IERS**

Gerry Gire reviewed some of the responses from requesters who have received IE from prior years. Some people indicated it was difficult to know the status of their requests. The committee was cautioned to be sensitive to making any decisions that would affect other people's workload.

David Everett indicated that he believes there is a missing piece in our college community, specifically knowing what other programs are doing. The committee discussed selecting a few responses to IE purchases and presenting them at the first spring semester Town Meeting as a good opportunity to learn what other programs are doing.

**d. Review 2016/17 Instructional Equipment Process IE Requests**

The committee discussed the IE request process for the coming year. Members indicated that the faculty preferred that the IE process occur in the fall and then again in the spring. Gerry Gire moved to have RAC adopt the twice-a-year IE process. Dyan Miller seconded. Motion passed unanimously. The committee also discussed the need for a ranking process. Joel Gagnon made a motion that if there are enough IE funds, all items on the list will be purchased if the item is considered IE. If there are insufficient IE funds to purchase all items on the list, the committee will go through the ranking process. Gerry Gire seconded. Motion passed unanimously.

**5. New Business****a. Update on 2016/17 Proposed Budget**

Diane Brady gave an update on the Tentative Budget as of April 1, indicating that the budget is “upside down.” A preliminary “unbalanced” budget was submitted to the District Office. The Business Office, President, and Administrators continue to work to balance the budget. Diane indicated that all faculty positions that the college planned to hire won’t be hired either due to insufficient funds or lack of qualified applicants. The May budget revision comes out Friday, May 13, but it doesn’t look positive according to Diane. The college continues to work with the District Office to determine how many of the faculty positions can be hired. As of right now, there is no impact on the classified positions being hired.

The committee discussed the use of 3SP funds, career tech development funds, and equity funds.

**6. Good of the Order**

The committee discussed summer funding for the Library. Tina Inzerilla’s current funding only allows the library to be open 3 hours per day. Looking at the possibility of using equity dollars to fund the library for 9-12 hours per day. The hope for the long term is that the bond will pass and it would include language to support the Library.

**7. Adjournment @ 3:56 p.m.****8. Next Regular Meeting: September 1, 2016**