



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):

Joel Gagnon, Chair (non-voting)
Diane Brady, VP Admin Svcs
Sylvia Rodriguez, VP Student Svcs Rep
Nan Ho, Dean
Cindy Rosefield, A&H Faculty
Stuart McElderry, CATTs Faculty
Jason Morris, MSEPS Faculty
Cindy Balero, Classified
Jennifer Farber, Classified
Gerry Gire, Classified
Todd Steffan, Classified

Members Absent:

Roanna Bennie, VP Academics
TBD, BHAWK Faculty
TBD, Student Services
TBD, ASLPC

- 1. Call to Order @ 2:35 p.m.**
- 2. Review and Approval of Agenda**
Gerry Gire moved to approve the agenda. Nan Ho seconded. Motion passed unanimously.
- 3. Review and Approval of Minutes**
Joel Gagnon moved to approve the May 5, 2016 minutes. Jason Morris seconded. Motion passed unanimously.
- 4. Selection of Committee Chair**
Diane Brady moved to approve Joel Gagnon as RAC Chair. Gerry Gire seconded. Motion passed unanimously. A Student Services replacement for Joel will need to be chosen to serve on RAC.
- 5. Review RAC:**
 - a. Charge:** The committee agreed that the Charge should be reviewed at the end of the academic year.
 - b. 2016-17 Membership:** The committee discussed adding members to the Committee, including a Dean from Student Services to balance the Dean from Academic Services as well as a 5th classified member. The committee indicated they needed guidance from the President's Office on the number and type of committee members. The term limit of 2 years was discussed with a comment that committees often struggle to find members due to the number of committees.
 - c. 2016-17 Calendar:** The committee reviewed and agreed upon the calendar.
 - d. Web Site:** The committee reviewed changes made to the web site as well as updates to the Non-Instructional Position Request form and the Instructional Equipment Request form. The committee discussed the fact that neither Non-Instructional Positions Requests nor Instructional Equipment Requests would be presented in RAC meeting. Committee members will be responsible for reading the requests prior to the meetings. The committee reviewed 1) last year's agreement that RAC will not go through the ranking process should there be enough funds to cover all instructional equipment requests; 2) 5% of IE funds will be put into a reserve for emergency items/repairs; 3) RAC will go through the IE process once in the Fall and once in the Spring should there be remaining IE funds in the Spring. At the October

meeting, Diane Brady will provide RAC with the amount of IE funds that will be available.

6. Old Business

a. Summary of Approved 2015-2016 Non-Instructional

Positions: The list was reviewed by the committee. The A&R Assistant is going to Board in September. The Lab Tech for Photography has been posted and a hiring committee is being determined. A person to fill the Director of Equity and Student Success position was submitted to the District. However, it was noted that a job description must first be approved at a Board meeting and then the candidate's name can be approved.

b. Summary of Approved 2015-16 Instructional Equipment

Requests: The list was reviewed by the committee. The whiteboards have been installed. Some additional touch-up will be required. The committee briefly discussed security-related equipment. Diane Brady indicated that LPC would be using bond money to address these needs.

7. New Business

None.

8. Good of the Order

The committee was reminded to communicate to their areas that Non-Instructional positions that did not get filled last year should be resubmitted to RAC. Requests do not get carried over.

Gerry Gire asked for assistance from the committee to draft a recommendation on a process for using the 5% emergency/repair Non-Instructional Equipment funds. Jason Morris volunteered to work with Gerry.

Gerry Gire asked the committee if they felt IER feedback should still be requested. The committee indicated they still liked the idea but thought that they may get a better response by using Survey Monkey or a Google Survey. It would be difficult to personalize the surveys, however.

9. Adjournment @ 3:50 p.m.

10. Next Regular Meeting: October 6, 2016