

**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
- Roanna Bennie, VP Academics
- Nan Ho, Instructional 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
- James Weston, Classified

**Members Absent:**

- VP Student Svcs Rep
- Sylvia Rodriguez, SS Dean
- Jason Craighead, BHAWK Faculty
- TBD, Student Services Faculty

**Guests:**

- Tina Inzereilla

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

**2. Review and Approval of Agenda**

Nan Ho moved to approve agenda; Roanna Bennie seconded; unanimous.

**3. Review and Approval of Minutes**

Jason Morris moved to approve minutes; Nan Ho seconded; unanimous.

**4. Public Comments**

None.

**5. Old Business**

**a. Ranking Recommendations for Non-Instructional Positions (Memo to Dr. Russell)**

Joel indicated that the list of ranked Non-Instructional Positions along with the RAC recommendation memo was submitted to Dr. Russell. Dr. Russell was invited to this RAC meeting but was unable to attend due to a scheduling conflict. He will try to make the February meeting.

**b. Fall 2016 IERs**

**i. Fall 58 IER**

It was discovered that one Instructional Equipment Request from Keith Level was signed and approved by the Dean, but was misplaced and never made it to the Administrative Services Office, therefore, it was not on the IER list for ranking. Joel Gagnon moved to include the IER in the ranking process; James Weston seconded. The committee discussed the process for ranking and decided the request should be ranked by each committee member attending the meeting and then averaged to include Sylvia Rodriguez who ranked the other IERs but was not in attendance. Unanimous. Committee members took time to rank the IER and the combined IER spreadsheet was updated in the meeting to reflect the average ranking for this misplaced IER – numbered Fall 58.

**ii. Review/Discuss Rankings**

The committee reviewed the updated ranking spreadsheet. Gerry Gire asked how many of the IERs could be funded with the IE money from the state. Diane Brady indicated that Dr. Russell will need to review the list and decide what would be funded. The list should be reviewed to determine if there were other sources of funds to purchase some of the items.

The committee commented that the majority of the IERs were well written. The committee also indicated that the number of IERs indicated that there are a lot of new programs, a lot of new needs, or a lot of expanding needs.

The committee felt that requests for multiple quantities should be separated into individual IERs as that might lend itself to higher rankings.

The issue of “no vendor substitutions” was discussed. Sheri asked the committee members to communicate with the requesters for their areas and to come to the office to write on their requisitions “no vendor substitutions” for the Fall IERs for those cases.

## **6. New Business**

### **a. Review Non-Instructional Position:**

#### **i. Rubric**

The committee discussed the Non-Instructional Position rubric. Joel indicated that a comment made in a recent College Council meeting indicated that the instructional, classroom-based positions seemed to rank on the bottom of the list, with the exception of one. The person who made the comment is concerned that the outcomes of the rubric put the classroom-based positions at a disadvantage and suggests having two different lists, one for “classroom-based positions” and one for “other.” The committee discussed this comment and it was noted that last year the college hired a lot of faculty, such that the I.T. staff cannot keep up. The positions that support LPC’s infrastructure keep rising to the top, because it is based on a need, not a faulty rubric. It was noted that different positions rise to the top depending upon the real need. Joel indicated he believes LPC’s Planning Priorities was the driver for developing the rubric. After much discussion, no changes were made to the Non-Instructional Position rubric.

**ii. Form**

It was noted that the rubric doesn't align with the form. The fields on the form need to be expandable. Requesters don't know how to address "workload" on the form. Listing "other personnel in the unit" is confusing also. A task force was formed to address the Non-Instructional Position form. Task force includes Joel Gagnon, Gerry Gire, Cindy Balero, and Cindy Rosefield.

One member suggested a training session on how to write requests. Stuart McElderry advocated for having presentations made to the committee. James Weston encouraged committee members to ask questions of the requesters. The Committee felt that Deans/Administrative Representation/Proxy should be able to make presentations to the committee.

**b. Review Instructional Equipment:****i. Rubric**

Make sure the rubric and the form are in order. It was agreed to table the IER rubric until February.

**ii. Form**

Total cost of ownership is confusing. It was agreed to table the IER form until February.

**7. Good of the Order**

The Committee requested that the RAC calendar be reviewed at the February meeting.

Zack Moore, the ASLPC representative for RAC will be introduced at the February meeting.

**8. 4:30 p.m. Adjournment @**

**9. Meeting: February 2, 2017 Next Regular**