



**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
- Diane Scott-Summers, VP Student Svcs
- Nan Ho, Instructional Dean
- Sylvia Rodriguez, SS Dean
- Cindy Rosefield, A&H Faculty
- Jason Craighead, BHAWK Faculty
- Stuart McElderry, CATTs Faculty
- David Everett, MSEPS Faculty
- Cindy Balero, Classified
- Jennifer Farber, Classified
- Gerry Gire, Classified
- Todd Steffan, Classified
- James Weston, Classified
- Zack Moore, ASLPC

**Members Absent:**

- Roanna Bennie, VP Academics
- TBD, Student Services Faculty

**Guests:**

- Dr. Barry Russell, Heidi Ulrech
- Don Carlson, Che Aichunolov

**1. Call to Order @ 2:33 p.m.**

**2. Review and Approval of Agenda**

Gerry Gire; Roanna Bennie; David Everett Abstains

**3. Review and Approval of Minutes**

Gerry Gire; Todd Steffan; add Zack Moore as ASLPC representative; replace Jason Morris with David Everett; David Everett Abstains.

**4. Old Business**

**a. Update on 2016/17 Non-Instructional Positions**

Dr. Russell thanked the committee for their work on the suggested prioritization of the Non-Instructional Positions. He recognizes the need for classified staff across the campus. The campus has grown, the faculty has grown and both take a lot of support. As such, he has put emphasis on the budget this year on hiring classified positions. There are various pockets in the budget that can be used for staffing, including general funds, strong workforce, SSSP, and equity funds. A lot of people have put their heads together to define possible resources. The colored boxes on the 2016-17 Non-Instructional Position Rankings spreadsheet are the positions that Dr. Russell is approving to hire.

**General Fund:**

- Computer/Network Support Specialist II
- Senior Instructional Assistant – Math
- Instructional Systems Technician
- Fiscal Coordinator, Special Programs and Grants

**Hourly On-Call Funding:**

- Campus Safety Dispatcher (This position will be monitored during the next year to see if we can push it to full time at a later date.)

**Equity Funds:**

- Financial Aid Advisor II
- Veterans Specialist
- Athletic Eligibility & Sports Information Specialist/Admin Asst I – A discussion needs to occur with Amir Law on what is really required of this position. In the meantime, this position will move to Student Services under Sylvia Rodriguez.

**Externally Funded:**

- ECD Professional Development Coordinator. This position was previously totally funded externally. That funding was reduced 50%. This position will probably need to be changed from 12 months to 10 months due to insufficient funds.

Dr. Russell indicated that we are ready to move forward and send paperwork to H.R. In general, positions typically start in the next fiscal year. If funds are available, for example equity funds, positions may start before the next fiscal year.

**b. Update on Fall Instructional Equipment Requests**

Dr. Russell began by saying that it appears that we will get less IE money next year than we received this year. Under Measure B, this committee had money to spend because the purchases were directly related to instructional programs that fell under Measure B. Measure A has some of the same components, therefore, next year's reduced IE funding may not be as devastating because of this. Each year a certain amount of funds from Measure B was set aside for the Library. Dr. Russell anticipates that this will happen for Measure A as well. With IE requests totally \$826k and LPC receiving only about \$535k, other funding sources needed to be considered for IE purchases.

**HSI Grant Funded:**

- Student Tables w/Dividers and Chairs

**Strong Workforce Funded:**

- Wire Feeder Welding Power Sources #A –F

**IT Funded:**

- Canon HD Projectors
- iMac Computers
- Equipment for IT Classes

Dr. Russell approved the purchase of all other IE requests using IE funds with the exception of the following two requests:

- Boston Upright Pianos and 1 Grand Piano  
*Dr. Russell reported that we are currently working with the LPC Foundation to determine if this can be funded or partially funded through the Best of the Best fundraising event.*
- Robotic Educational Welding Cell

This equipment is on hold pending the Measure A new welding facility.

Dr. Russell requested that the remaining IE funds not be spent, but be rolled over to the next fiscal year.

It was mentioned that some of the IE requests had a reduction or slight increase in price. Updated quotes should be sent directly to the Administrative Services office. Diane Brady will e-mail Deans with those instructions as well as a request to prioritize their IE requests so that the items needed first can be processed first.

Nan Ho and Joel Gagnon mentioned that there was an additional IE request from David Everett that was misplaced. It is for Hannah Instruments Bluetooth/wireless Ph meters for a total cost of \$564. This request will be covered with this year's IE funds as well.

Gerry Gire asked about a system to track the IE requests. The committee was reminded that a requisition "R" number is assigned to and written on every IE requisition. The requester (and any other name on the requisition) receives a copy of the requisition from the Administrative Services Office and that requisition number can then be tracked in Banner.

**c. Update Non-Instructional Position Form Task Force**

Joel reminded the committee that the task force was created because the rubric and the form did not match. Committee members who volunteered for the task force include: Joel Gagnon, Gerry Gire, Cindy Rosefield, and Cindy Balero. Joel will email the task force with a start date. Heidi indicated that the Classified Senate would like to review the final rubric and form.

**d. Review Instructional Equipment**

**i. Rubric**

Review at March meeting.

**ii. Form**

Committee members felt that the Total Cost of Ownership on the form was confusing. They also reported that the boxes needed to be expandable to accommodate various amounts of text. Review at March meeting.

Joel will e-mail Deans that there will not be a formal Spring IE process but they should keep track of their IE needs.

**e. Review RAC Calendar**

Sheri will create a mock calendar with new due dates based on the committee's desire to have more time between requests due to Dean and requests presented at Division meetings. Committee to review at March meeting.

**f. Emergency Replacement Process**

The committee was reminded that they agreed to set aside 5% of the IE funds for emergencies. Diane indicated that IE funds may not be used for repairs. Diane agreed to bring a list of which pots of money will allow for which expenditures (repairs vs. replacement). The wording of the Measure A bond was questioned and how it can be used for IE. The committee still has not resolved how people are going to access the emergency replacement funds. Review in March.

**5. Good of the Order**

**6. Adjournment @ 4:15 p.m.**

**7. Next Regular Meeting: March 2, 2017**