



**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  
Nan Ho/Don Carlson, Instructional Dean  
Sylvia Rodriguez, SS Dean  
Stuart McElderry, CATTs Faculty  
Gerry Gire, Classified  
Todd Steffan, Classified  
James Weston, Classified

**Members Absent:**

Roanna Bennie, VP Academics  
Diane Scott-Summers, VP Student Svcs  
Cindy Rosefield, A&H Faculty  
David Everett, MSEPS Faculty  
Jason Craighead, BHAWK Faculty  
Cindy Balero, Classified  
Jennifer Farber, Classified  
Zack Moore, ASLPC  
TBD, Student Services Faculty

**1. Call to Order @ 2:40 p.m.**

**2. Review and Approval of Agenda**

Did not have quorum.

**3. Review and Approval of Minutes**

Did not have quorum.

**4. Old Business**

**a. Update Non-Instructional Position Form**

Joel distributed an updated version of the rubric. The Committee reviewed the rubric and form and discussed possible additional changes. The Classified Senate has requested they be able to review the form and rubric prior to implementing new versions. It was suggested that individuals attach current job descriptions to the Non-Instructional Position form and perhaps add a link or instructions on finding job descriptions on the District HR web site.

**b. Review Instructional Equipment Rubric**

Joel indicated that no one volunteered at the last meeting to review the IE request form and rubric. He proposed looking at it now, forming a task force to review it, or having next year's committee review it. The Committee believed that it should be reviewed next year. This agenda item will be revisited at May's meeting.

**c. Review Instructional Equipment Request Form**

See "b" above.

**d. Review RAC Calendar for 2017-18**

Changes made to the 2017-18 calendar were reviewed. The committee will vote at the May meeting on adopting the calendar.

**e. Emergency IERs:**

**i. Procedures**

Joel Gagnon reviewed the Emergency Equipment Replacement procedures to be included on the RAC web site. Those procedures are as follows:

*The committee reserves 5% of the annual budget for the emergency replacement of unrepairable instructional*

*equipment. Such requests (w/requisitions) should be submitted to the requestor's Dean who will forward the request to the VP of Administrative Services. Equipment from approved requests may be purchased immediately and a summary should be presented at the subsequent RAC meeting.*

**ii. Hemoglobin System Meter**

Gerry gave an overview of using the IER Emergency fund process to replace the hemoglobin system meter. She found a new meter on Amazon and created a requisition. Her Dean approved it and forwarded it to Administrative Services for processing.

**f. Good of the Order**

Joel read an email from Cindy Rosefield as follows: *"A note to share perhaps is the wonderful efficiency and quickness of the processing and arrival of Instructional Equipment. I have received many positive comments throughout our Division on how this has changed since past years. Many thanks to Natasha and gang!"*

It was suggested a larger room was needed for next year's committee meetings.

**5. Adjournment @ 3:40 p.m.**

**6. Next Regular Meeting: May 4, 2017**