



**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):**

- Titian Lish, Chair (non-voting)
- Diane Brady, VP Admin Svcs
- William Garcia, VP SS
- Sylvia Rodriguez, SS Dean
- Nan Ho, Instructional Dean
- Stuart McElderry, CATSS Faculty
- Ian Brekke, A&H Faculty
- Jose Calderon, SS Faculty
- Cindy Balero, Classified
- Donna Reed, Classified
- Todd Steffan, Classified
- James Weston, Classified

**Members Absent:**

- Don Miller, Interim VP Academics
- Jason Craighead, BHAWK Faculty
- David Everett, MSEPS Faculty
- Jennifer Farber, Classified
- ASLPC Student

**1. Call to Order @ 2:34 p.m.**

**2. Review and Approval of Agenda**

Diane Brady; Stuart McElderry; unanimous.

**3. Review and Approval of Minutes**

Stuart McElderry; Diane Brady; Donna Reed abstains.

**4. Selection of Committee Chair**

Nan Ho moved to approve Titian Lish as committee chair; Diane Brady seconded; unanimous.

**5. Old Business**

**a. RAC Calendar**

The committee reviewed the calendar which was updated to reflect the agreement to push all actions back by one month. The updated calendar can be found on the RAC web site.

The committee reviewed the deadlines for the Non-Instructional Position requests.

Diane Brady indicated there was a question about a non-instructional position for a “collaborative pianist,” which is similar to an “accompanist” but is a higher-level position due to additional line items for that position. CLPCCD does not have an existing job classification for a collaborative pianist. Titian indicated that Sharon Davidson and Jennifer Druley were unable to provide an answer as to how to submit a non-instructional request form without that specific job classification. Diane recommended attaching a collaborative pianist job classification (perhaps from another college or employer) to the non-instructional position form job classification and perhaps HR could write the new job classification. It was stressed that it is important not to get approval/funds for an accompanist because it would be inadequate for a collaborative pianist. Ian Brekke gave background information on the difference between a collaborative pianist and an accompanist.

Titian indicated that she received an e-mail about the Non-Instructional Position form and the inability to indicate an increase for an existing funded position “From month” to “To months” and the “Or From % to %” fields (glitch on the form).

The committee agreed that the requester can just write on the form the specific increase needed.

**b. Instructional Equipment Requests**

**i. Request Form**

The committee reviewed the IE form and made several grammatical changes. The committee reviewed the additional question under the Total Cost of Ownership section about whether old equipment will be retired and agreed upon the wording. It was discussed whether to include a section for individuals who share storage areas to sign an agreement for the new equipment. The committee agreed that this was probably the Dean's responsibility.

**ii. Rubric**

The committee reviewed the rubric and made several changes to ensure consistency.

**6. Good of the Order**

Committee members were asked to sign the RAC Governance Worksheet.

**7. Adjournment @ 3:10 p.m.**

**8. Next Regular Meeting: November 2, 2017**