



**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)
- Sylvia Rodriguez, SS Dean
- Ian Brekke, A&H Faculty
- Jason Craighead, BHAWK Faculty
- Scott Miner, CATSS Faculty
- David Everett, MSEPS Faculty
- Jose Calderon, SS Faculty
- Jennifer Farber, Classified
- Todd Steffan, Classified
- James Weston, Classified
- Cindy Balero, Classified
- Donna Reed, Classified

**Members Absent:**

- Diane Brady, VP Admin Svcs
- William Garcia, VP SS
- Vacant*, VP Academics
- Nan Ho, Academic Svcs Dean
- ASLPC Student

**Guests:**

- Mike Ansell

- 1. Call to Order @ 2:39 p.m.**
- 2. Review and Approval of Agenda**  
James Weston; Ian Brekke; unanimous.
- 3. Review and Approval of Minutes**  
David Everett; Todd Steffan; Cindy Balero and Scott Miner abstained.
- 4. Old Business**
  - a. 2017/18 Instructional Equipment**
    - i. Combined Committee Rankings**  
Committee members reviewed the combined rankings for the IERs. Thirty requests were received totaling about \$322k. The college will receive just less than \$200k of IE funds from the state.
    - ii. Next Steps**  
Next steps include a) review each IER to ensure it meets the state IE criteria; b) determine alternative funding sources if possible; c) submit the committee rankings and recommendation memo to LPC President.

Feedback from the committee about the IER review process included some requests not having a quote attached; some requesters used quotes from Amazon; some IERs bundled items that perhaps should have been on separate IERs because the items were too different; what to do when prices change during the IER request process and the purchase process; and having Administrative Services review the IERs to ensure they meet the state criteria before being ranked by the committee. The committee agreed that the IER process needs to be reviewed, additional conversation needs to happen with the Deans, and there needs to be more training for IE requesters. Titian also indicated she would like to meet with Administrative Services to discuss the process.

iii. IER Feedback Form/Objectives

The committee discussed the purpose of the IER Feedback Form. The form was implemented a couple of years ago to meet an accreditation requirement. David Everett reminded the committee that he thinks it would be a good idea to present the IER purchases at a town meeting and volunteered to put together a video for this. Scott Miner suggested that each person on the committee meet with a couple of the IE requesters to see how the equipment was used and report back to this committee. There was a concern about time commitments from committee members and IE requesters. Cindy Balero made a motion to use the current IER Feedback Form; Jason Craighead seconded; unanimous. The feedback form will be modified to ask the requester to submit a photo of the equipment.

**b. Flex Day RAC Workshop**

Titian indicated that Diane Brady and David Everett will conduct a RAC workshop during Flex Day to show IERs that were ranked highly and, therefore, funded. It will be presented as a Q&A session.

**c. Non-Instructional Positions**

i. Ranking Recommendation Memo to LPC President

Titian indicated the committee recommendations of Non-Instructional Positions was submitted to President Roanna Bennie.

ii. Update on 2017/18 Non-Instructional Positions from LPC President

President Bennie will attend the March RAC meeting to provide the update.

**5. Good of the Order**

**6. Adjournment @ 3:35 p.m.** Jason Craighead; David Everett; unanimous.

**7. Next Regular Meeting: March 1, 2018**