

**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  
David Johnson, Interim VP Academics  
Nan Ho, Academic Svcs Dean  
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:**

William Garcia, VP SS  
ASLPC Student

**Guests:**

Roanna Bennie

**1. Call to Order @ 2:39 p.m.****2. Review and Approval of Agenda**

David Everett; Cindy Balero; unanimous.

**3. Review and Approval of Minutes**

Nan Ho; Todd Steffan; minutes approved with one change; Diane Brady abstained.

**4. Old Business****a. Non-Instructional Positions**

Interim President Roanna Bennie briefed the committee on the decision-making process for selecting which non-instructional positions might be funded. She referenced the FON, step increases, contractual obligations and our current extremely tight budget. Interim President Bennie indicated that given the budget situation, one of the challenges was to try to get the most value out of our dollars. To that end she is focusing on trying to put together a package of increases to supplement current positions while not having the whole weight of a new salary.

She discussed the four "Increase" positions, which include:

- CATSS ECD Professional Development Coordinator
- MSEPS Lab Tech
- SS Enrollment Services Program Coordinator-Community Ed
- CATSS Welding and Automotive Technology Instructional Assistant

Interim President Bennie indicated that the cost for the ECD Professional Development Coordinator can be funded by Vicki Shipman's CTE budget, which is very appropriate to strong workforce. The cost for the Lab Tech and the Student Services Enrollment position is fairly manageable at a combined additional \$62k per year. The additional cost for the Welding and Auto Tech would put us over \$100k per year.

She also discussed the need for the Technology Department Computer/Network Support Specialist II. With Ethan Castor's passing, Steve Gunderson is reconsidering this position and

looking at a new job description. The cost for that will be reviewed.

Interim President Bennie discussed the Student Services Enrollment Services Administrative Assistant position and the need to provide for the athletic eligibility component. This position has resulted in numerous meetings with the union and Roanna indicated that we are committed to supporting athletic eligibility through some coordinator or assistant position.

Interim President Bennie indicated that she is committing to the MSEPS Lab Technician and the Student Service's Enrollment Services Program Coordinator-Community Ed. She indicated to the committee that this was all she could say at the moment and they would be hearing more in the future.

**b. Instructional Equipment**

Diane Brady indicated that Administrative Services has reviewed the list of Fall IE requests to determine if there are other funding sources that might be used to obtain the Instructional Equipment. She believes there may be leftover funds from Measure B/Academic Building to purchase the Anthropology Lab Equipment. If not, funds from Measure A might be used. Vicki Shipman will review the list to determine if strong workforce funds can be used for any of the items.

Interim President Bennie indicated that there are two requests, the Robotic Welding Education Cell and the Video Recording/Editing Equipment, whose programs are still being developed so there is not an immediate need for the equipment. With that in mind, those two requests will not be funded this academic year. Once Interim President Bennie receives the final review of the IE requests, she will formally notify the committee via a memo to Titian of the items to be funded. She indicated that she thought the IER list was very good with really important items being requested. She also shared that in an effort to support LPC's art program, they will be expanding into another room in building 500.

**5. New Business**

**a. Review Non-Instructional Position Process for 2018/19**

The committee discussed the meaningfulness of the metric in "Section 1: Program Need." Ian Brekke made a motion to remove the metric example from the form; David Everett seconded; Diane Brady abstained. The committee agreed to review the metric language at the April RAC meeting.

**b. Review Instructional Equipment Process for 2018/19**

Diane Brady and Titian Lish shared with the committee that they have received feedback recently about the Instructional Equipment process taking a long time resulting in quotes that are no longer valid. It was suggested that the Instructional Equipment Request process be conducted prior to the Non-Instructional Position request process since positions won't be hired until after July 1 of the upcoming academic year but equipment is needed in the spring to get ready for summer and fall classes.

The committee agreed that Sheri would create two draft RAC calendars for 2018-2019, one using the September timeframe that was used in 2016-2017 and the second one using the October timeframe used for 2017-2018.

David Everett made a motion that the committee members take the two draft calendars to their Division meetings for feedback. Jason Craighead seconded; unanimous. The 2018-2019 RAC Calendar will be an agenda item for the April meeting.

**6. Good of the Order**

It was confirmed that “How to Write a Good RAC Request” will be a workshop on Flex Day.

David Johnson, the Interim Vice President of Academic Services was introduced.

**7. Adjournment @ 3:40 p.m.** Diane Brady; Jason Craighead; unanimous.

**8. Next Regular Meeting: April 5, 2018**