

**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  
Nan Ho, Academic Svcs Dean  
Scott Miner, CATSS Faculty  
David Everett, MSEPS Faculty  
Jose Calderon, SS Faculty  
Jennifer Farber, Classified  
Todd Steffan, Classified  
James Weston, Classified  
Donna Reed, Classified

**Members Absent:**

William Garcia, VP SS  
David Johnson, Interim VP Academics  
Sylvia Rodriguez, SS Dean  
Ian Brekke, A&H Faculty  
Jason Craighead, BHAWK Faculty  
Cindy Balero, Classified  
ASLPC Student

**Guests:**

Angie Lopez, CDC Director

**1. Call to Order @ 2:38 p.m.****2. Review and Approval of Agenda**

David Everett; Nan Ho; unanimous.

**3. Review and Approval of Minutes**

Diane Brady; Todd Steffan; unanimous.

**4. Old Business****a. Non-Instructional Position Memo from Interim President**

The committee reviewed Interim President Roanna Bennie's memo regarding Non-Instructional Positions. The memo has been posted on the RAC web site. Diane emphasized there is still uncertainty with the budget.

**b. Instructional Equipment**

The committee reviewed Interim President Roanna Bennie's memo regarding Instructional Equipment. The memo has been posted on the RAC web site. Diane indicated that the Anthropology Lab equipment will get funded under Measure B and if needed Measure A and/or Instructional Equipment funds. Per feedback from Roanna, Titian indicated that the IE Request for Equipment for the Radio Program would not be funded at this time and could be submitted again once the program was more robust. Titian also indicated that the IE Request for the Robotic Welding Cell was not currently being funded either and Scott Miner indicated that not receiving funds for that particular equipment could be a blessing in disguise because they are going down a different path with regard to machine shop equipment.

**c. Flex Day Feedback on RAC Requests**

Diane and David reported that approximately 9-10 people attended the workshop and felt it went well. Diane and David stressed the workshop attendees the parts of the request forms that requesters should emphasize and encouraged them to write to the rubric.

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

The committee discussed how certain non-instructional positions serve the entire campus vs. a smaller population and how a position may work directly with a student vs. behind the scenes. Scott suggested splitting and ranking the positions that work directly with students separately from the positions that work behind the scenes and then come back together for a combined ranking. The committee discussed renaming the form. David shared that he does not think separating them will make any difference but agrees with renaming the form. The committee was reminded that ultimately the President has the decision on all positions, academic and non-instructional, that get funded. Scott Miner moved to change the name of the Non-Instructional Position Request to Classified and Administrative Position Request. James Weston seconds. Nan Ho moved to amend the motion to change all RAC forms and references from Non-Instructional Position Request to Classified and Administrative Position Request. Unanimous. Additional changes to the Position Request form include:

- Summary Information Section: Increase for an existing funded position: allow “From” fields, “To” fields, and “Or” fields to be checked.
- Program Need Section: Change the historical perspective area to read: *“Give a historical perspective of the changing demands on your unit’s staff over the past 3-5 years (refer to your program review relating to human resources). You may use narrative or relevant data.”*
- Section 6 Costs: Change College Administrative Assistant to Administrative Services Technician.
- Section 7 Reviews: Change College Administrative Assistant to Administrative Services Technician.

No changes to the rubric were made.

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

The committee discussed offering a shorter IER form for lower limit items, asking whether all of the questions are really needed for items that cost less. It was pointed out that perhaps lower cost items are really supplies and perhaps people don’t know how to get supplies. Requesters should go directly to their Dean for supply requests. It was agreed that a shorter IER form should not be developed. Changes made to the IER form include:

- Section 1 Summary Information: Eliminate the section title. Rename Brief Title of the Request to Title of Item and making it a smaller field.

No changes to the rubric were made.

**f. 2018/19 RAC Calendar**

David Everett moved to approve the 2018/19 calendar; Diane Brady seconded; unanimous.

## 5. New Business

### a. RAC Governance Worksheet

The committee discussed various ways to make quorum, including proxies, call-ins, etc. The committee agreed not to change quorum procedures.

#### i. Committee Charge

The RAC charge was updated. The new charge is listed on the last page of the minutes.

#### ii. Committee Membership

No changes were made to the committee membership; however, the committee agreed that add that members may be appointed by the Faculty Association.

Nan Ho moved to update the committee charge and make the change to the committee membership appointment. Jennifer Farber seconded. Unanimous.

## 6. Good of the Order

Nan commended Titian on the great job she is doing as RAC Chairperson.

## 7. Adjournment @ 3:40 p.m. Nan Ho; James Weston; unanimous.

## 8. Next Regular Meeting: May 3, 2018

