



# RESOURCE ALLOCATION COMMITTEE MINUTES

March 5, 2020 | 2:30 p.m.- 4:30 p.m. | CR1687

## Meeting Minutes

### LPC Mission Statement

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Resource and Allocation

#### **Members Present (non-voting):**

Committee Chair, Titian Lish

#### **Members Present (voting):**

VP of Academic Services, Kristina Whalen PhD  
VP of Admin Services, Anette Raichbart  
Academic Dean, Nan Ho  
Student Services Dean, Elizabeth David  
BHAWK Faculty, Jason Craighead  
SLPC Faculty, Scott Miner  
STEM Faculty Debbie Fields  
Classified Professional, Jennifer Farber  
Classified Professional, Sui Song

#### **Members Absent:**

VP of Student Services, William Garcia  
A&H Faculty, Ian Brekke  
Classified Professional, Cindy Balero  
Classified Professional, Stephany Chavez  
Classified Professional, Todd Steffan  
LPCSG Representative, Kori Conlon

### 1. Call to Order at 2:30 p.m.

### 2. Review and Approval of Agenda

#### **Additional agenda item, Feedback from Signature Process**

Motion to Approve, Nan Ho                      Second, Elizabeth David  
Abstentions, Anette Raichbart and Kristina Whalen

### 3. Review and Approval of 2.6.20 Minutes

Update February 2020 minutes to include, the committee also discussed the integrity of the responses in the IER application. Change employer to employee under the Classified and Administrative Position.

Motion to Approve, Nan Ho                      Second, Ian Brekke  
Abstentions, Anette Raichbart

### 4. New Business

#### **Thoughtful Spending of Bond Money**

Seventy-five thousand dollars were allocated from the State for instructional equipment. However, 2019 IER requests were up to three-hundred thousand dollars. The members of the committee were not fully aware that previous requests were funded out of other pots of money include bond money for future projects. It is the committee's desire to have a better understanding of the funding process and any possible impact on the ranking of the instructional equipment requests.

The bond is currently in its third year of five with about three million dollars left. The balance can shift to other projects within the bond as needed. The 2019 RAC IER were funded from Bond, Instructional Equipment/Library Materials, and Lottery.

Typically, institutions start planning prior to year five and decide if another bond measure is needed.

There is an accreditation standard tied to the committee as recommending and allocating resources. There were concerns that after the IER recommendations were made was the committee responsible for how the funds were allocated. At this point, the loop is not closed as the committee is unaware of the final funding.

The committee discussed and felt the current process did allow them to practice due diligence when ranking and submitting their IER decisions.

#### **Review of Impact, IER Cost and Ranking**

The committee previously discussed if the cost of an item factored into the IER committee rankings.

Members felt that the cost of requested instructional equipment would vary by the department the materials used to support their classes.

Instructional equipment requests route through the Deans, VPs, and Executive team which does provided a system of checks and balances for items that have a higher cost. During that review process there is an opportunity to remove or place a hold on an item.

A suggestion was made to create a dollar amount threshold; this would allow for an automatic approval. As well as assist the committee and help them to focus on a smaller number of requests. The drawback is the potential for someone to split their IER into multiple smaller requests. The item was tabled for further discussion.

Replacement of an unrepairable approved RAC IER item is managed by an emergency repair process listed on the RAC online webpage. However, repairs and maintenance are occurring without the committee's knowledge. Currently Division Deans report the request to the VP of Admin Services. This process will be reviewed and updated by the Admin Services team.

Items not procured from the previous RAC IER rounds include a piano and requests that did not have a quote. Admin Services has reached out for assistance but have not received a response.

The committee would like to bring back a form that details when the request is processed, funding source, arrived, and for any required follow-up.

The Program Review Committee asked to reword the question related to IER use and Program review. Is this equipment included in your past program review or will it be in the future? The committee was ok with the change.

## 5. Old Business

### **2020-21 RAC Calendar and IER Submission Form**

Previously the committee discussed multiple items under one request. This statement referred to unrelated requests under one IER and not equipment that has multiple pieces to run one item.

A committee requested a switch to the IER calendar by switching the submittal months for the IER and position requests. Historically, the IER was scheduled earlier in the year to allow for delivery of the requests prior to the end of the school year. No final decision was made.

Admin Services will clarify with IT and M&O what the is best practice is for their review and signature of Fall 20 IER forms.

The IER form was streamlined to note the change in the submission requirements.

The committee discussed section 4 Teaching and Learning on the IER form; it did not use the same terms as stated within the rubric. The committee agreed update the phrase to *in detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.*

The committee discussed Section 5, Student Learning Outcomes, what the consequences would be if the equipment was not funded. The committee agreed to remove the statement.

The boxes under section 6 will be shortened.

There was a question regarding the basic sustainability effort. Before removing the question, the RAC Chair will contact the Facilities and Sustainability Chair to clarify how the question ties into IER process. There is a possibility of rolling the question into the first question.

## **6. Good of the Order**

In the February 2020 RAC minutes, the tentative status of the Lab Technician was in response to the then Interim President Bennie's decision to leave the final decision to the incoming President.

## **7. Adjournment at 4:05 p.m.**