



RESOURCE ALLOCATION COMMITTEE

March 4, 2021 | 2:30 p.m. – 4:30 p.m. | Zoom

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 Allocation Committee

Non-Voting Members, Present:

Committee Chair, Titian Chair

Voting Members, Present:

VP of Academic Services, Kristina Whalen PhD
VP of Admin Services, Anette Raichbart
Academic Dean, Nan Ho
Student Services Dean, Elizabeth David
BSSL Faculty, Lucas Hasten
PATH Faculty, Jason Craighead
STEM Faculty, David Everett
Student Services Faculty, Rafael Valle
Classified Professional, Stephany Chavez
Classified Professional, Jennifer Farber
Classified Professional, Todd Steffan
Classified Professional, Sui Song

Guests

Dr. Dyrell Foster, LPC College President

Absent Members

A&H Faculty, Ian Brekke

Call to Order at 2:35 pm

Review and Approval of 3/4/21 Agenda

Motion, Todd Steffan Second, Rafael Valle
Motion approved unanimously

LPC Hiring Update

- At the February 2021 RAC meeting, Dr. Foster provided the committee with a Classified and Administrative position summary
- After learning more about the College's Integrated Planning and Budget Cycle, Dr. Foster returned to provide a revised summary
- The cycle lays out the process for program review, college planning and resource allocation for budget development
- As part of accreditation, the resource allocation and college processes should align
- Dr. Foster wanted to ensure the decisions connect to the college planning process and the final position summary memo
- The revised rankings correlated to LPC's Mission and Institutional Planning Priorities, program/department need, and student learning and success
- The Admission and Records II position initially ranked number one was switched with the Counseling Assistant I position
- The change occurred after discussion with the LPC Executive Team, and Student Services Deans
- The Counseling Assistant I position is mission critical as it is a gateway to assist students
- There were no other changes to position ranking

Review and Approval of 2/4/21 Minutes

Motion, Nan Ho Second, Elizabeth David
Motion passed unanimously

New Business

2021-22 RAC Calendar, Draft

- The committee discussed switching the deadlines for submittal of instructional equipment and positions request
- The committee agreed to take the draft calendar back to their division meeting for further feedback
- 2021-22 calendar tabled until April meeting

Rubric Review and Approval - Classified & Administrative Position Request

- The committee reviewed the Classified and Administrative positions request rubrics
- The rubric was set-up to allow someone to write to their specific program need

Motion to approve the Classified and Administrative Rubrics as is,
Rafael Valle Second, Lucas Hasten
Motion passed unanimously

- The committee reviewed the instructional equipment request rubric
- Revision of the rubric over the years allowed evidence based writing, and how to make it applicable across the divisions/department

Motion to approve the Instructional Equipment Rubric as is
Nan Ho Second, Lucas Hasten
Motion passed unanimously

Fall 2020 IER Survey Questions

- As part of the instructional equipment request process, a survey will go those who received equipment
- The committee agreed the following questions
 - What has your experience on time for receipt? – *date options to select from*
 - How satisfied are you with the overall instructional equipment request process?
 - How satisfied were you with the due date for the instructional equipment request?
 - How satisfied were you with the support from your Division Dean’s office, if any?
 - How satisfied were you with the support from the Business Office, if applicable?
 - Do you know how to follow-up on the status of your order?
 - Do you know who to contact if the received item was incorrect or damaged?
 - Would you like to receive notification of shipment or how to follow-up with the vendor?

Good of the Order

- Keep an eye out of the Theater Department’s upcoming film

Adjournment at 3:13 pm