



Date: 12/8/20

To: Dr. Dyrell Foster  
President, Las Positas College

Re: Fall 2020 Classified and Administrative Position RAC Recommendation

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The Resource Allocation Committee (RAC) has met to review the Classified and Administrative Position Requests for Fall 2020. After deliberation by the Committee members, the Committee would like to recommend the funding of the Classified and Administrative Position Requests as ranked. The committee fully understands that requests far exceed the available budget allocation, and that funding is unlikely unless required by my mandate. This ranking, for a total positional funding request of \$722,752.00 is being recommended for your review, as follows:

Rank	Position	Total Cost
#1	Director of Financial Aid	178,951.00
#2	Performing Arts Center Operations Coordinator	58,475.00
#3	Assessment Specialist	82,657.00
#4	Instructional Assistant – English (1)	48,315.00
#5	Counselor Assistant I	67,909.00
#6	Admissions & Records Assistant I	67,909.00
#7	Instructional Assistant – English (2)	40,263.00
#8	Admissions & Records Assistant II	74,943.00
#9	Instructional Assistant (Communication Studies/Forensics)	14,287.00
#10	Campus Safety Officer	89,043.00

Noteworthy points of conversation, relevant to the rankings (though the committee did not adjust the rankings as a result):

- A) It was noted by committee that these numbers do not accurately reflect the position totals as they could be, only as they are in Step 1. There was some discussion on whether moving forward it is better to select a higher step when requesting salary estimates, to better represent potential fiscal impact over the long term.
- B) It was noted that the A&R II position has a greater priority than the A&R I position, despite the ranking placement. There was some discussion on whether committee members subconsciously assigned higher ranking to the position title of "A&R I." A reminder that rankings are done by rubric and that position rankings are meant to stand alone on the information provided. A suggestion was made for future submissions to

provide more clarity that position title and priority of need are not necessarily synonymous.

- C) There was some discussion regarding the rental potential for the Mertes Center and amphitheater and a suggestion for part of the salary for the Performing Arts Center Operations Coordinator to be based on commission/ticket sales and the rest on General Fund. It was unclear as to whether this was possible within the current district salary guidelines and policies and how this would be managed if the space was unavailable, such as it is now.
  - a. Additionally, and upon further reflection (though not committee discussion): is there potential that the duties of position #9 could also fall to those of #2, as a means of capturing the most “bang for the buck,” so to speak? Both positions have been requested for 10 years or more.
  
- D) The requested funding for the Director of Financial Aid was submitted due to a possible vacancy in coming years, though the position is not currently vacant. This is a slightly hypothetical position request, as the current position holder is still in place, but the position was placed on the requests for a more forward-thinking approach to upcoming vacancy, should it occur. This is the second year in a row this position has been submitted with this thinking in mind, but without vacancy. The current position holder is entitled to overtime and longevity pay.

The Final Ranking Spreadsheet may be found attached to this memo, in The VP of Administrative Services office, or on the Resource Allocation Committee website: <http://www.laspositacollege.edu/gv/rac/2020positions.php>

Please feel free to contact me at any time at my direct line, 925.989.1194 (cell).

Sincerely,

*Titian Lish*

Titian Lish  
Resource Allocation Chair



March 4, 2021

To: Titian Lish, Chairperson, Resource Allocation Committee

From: Dyrell Foster, President

A handwritten signature in black ink, appearing to read "Dyrell Foster", is written over the printed name.

Subject: **RAC 2021 Position Summary: REVISED**

I'd like to thank the Resource Allocation Committee (RAC) for reviewing the Classified and Administrative Position Requests for Fall 2020. I appreciate the time, effort and deliberation by the Committee members to forward recommendations for the funding of the Classified and Administrative Positions. After reviewing the recommendations and considerations relevant to the rankings, I've developed the 2021 position summary. The rankings below provide direction for planning, as these positions will be placed on the Position Control document. Budget dollars to support these positions will be allocated when the college's budget is able to support the on-going funding of these positions.

The rationale to support the rankings for the position summary are based on the following considerations:

- Supports the College's mission and institutional planning priorities
- Program/department need
- Contributes to and/or supports student learning and success
- Mission critical positions to ensure continuity and to maintain effective operations of the institution
- Acknowledge and consider positions currently funded, but vacated within 24 months
- Leverage outside funding where appropriate



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**Actions:**

**Director of Financial Aid** (removed from the list; on hold)

This position will remain on hold since the position is not currently vacant. Upon vacancy, this will be a new FT administrative position. This will replace the Financial Aid Officer position, which will be eliminated. The salary from the Financial Aid Officer position will be used to partially fund this position.

**Assessment Specialist** (removed from the list; request to announce submitted to HR: Gen fund)

The Assessment Specialist is a crucial position that provides services that are directly related to facilitating entrance and enrollment into gate keeper courses, prerequisite courses leading to further sequential courses, and ensuring that students are properly placed into courses that will facilitate successful completion of these course, thus increasing the advancement to transfer or degree completion. Necessary for supporting compliance with Assembly Bill 705.

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Rank    Position

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#1      Counselor Assistant I (moved from #5)

The Counselor Assistant I position facilitates the initial connection from students to Counseling services. Not having this position has created a reduction in front desk contact, reduced availability for students to schedule counseling appointments, and a disruption in the workflow efficiency.

#2      Performing Arts Center Operations Coordinator (no change)

This PT position (25 hrs/wk) will need to be funded, initially entirely by the General Fund, until revenues generated by the use of the Mertes Center and amphitheater are able to contribute towards a portion of the salary.

#3      Admissions & Records Assistant II (moved from #8)

This position will play a critical role in helping to increase FTES and maximizing potential revenue from the new Student-Centered Funding Formula (SCFF) particularly through the proactive awarding of certificates and degrees.

#4      Instructional Assistant – English (1) (no change)

#5      Instructional Assistant – English (2) (moved from #7)

#6      Admissions & Records Assistant I (no change)



#7 Instructional Assistant (Communication Studies/Forensics) (moved from #9)

#8 Campus Safety Officer (moved from #10)

Moving forward, I agree that it is better to select a higher step when requesting salary estimates, to better represent potential fiscal impact over the long term to ensure effective planning.

If you have any questions or concerns, please don't hesitate to contact me.