



Resource Allocation Committee Minutes

March 3, 2023 at 2:30 pm

Recorder: Kiley Zieker

| LPC Mission Statement | LPC Planning Priorities | |
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| Las Positas College is 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. | 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. |
| Chair | Vice Presidents | Deans |
| <input checked="" type="checkbox"/> Titian Lish | <input checked="" type="checkbox"/> Kristina Whalen, VP of Academic Services <input checked="" type="checkbox"/> Anette Raichbart, VP of Administrative Services <input checked="" type="checkbox"/> Jeanne Wilson, VP of Student Services | <input type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon |
| Faculty Members | Classified Senate (2) | Student Senate (2) |
| <input checked="" type="checkbox"/> Cindy Browne Rosefield <input checked="" type="checkbox"/> Tina Inzerilla <input type="checkbox"/> David Everett <input type="checkbox"/> Rafael Valle | <input checked="" type="checkbox"/> Sui Song <input type="checkbox"/> Lina Chea <input checked="" type="checkbox"/> David Rodriguez <input type="checkbox"/> Nalan Smith <input type="checkbox"/> Jennifer Pereira | <input type="checkbox"/> Vacant |
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Attendance (Quorum = 8)

| Agenda Item | Information/Discussion | Action/Assigned To |
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| 1. | <p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> Called to order at 2:32 pm by Chair, Titian Lish | None |
| 2. | <p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> Agenda could not be approved, quorum not met | Could not approve quorum was not met |
| 3. | <p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> Minutes from February 2 could not be approved, quorum not met | Could not approve quorum was not met |
| 4. | <p>Action Items <i>For action</i></p> <p><u>Committee Charge:</u></p> <ul style="list-style-type: none"> Reviewed updated committee charge that includes updated verbiage suggested in February’s meeting. Reviewed Shared governance worksheet, and updated language added by chair, Titian. Although language was updated, what the committee does and how the committee functions has not changed. Primary Duties: <ul style="list-style-type: none"> Reviewed and Ranked 9 Classified and Administrative Position Requests for funding recommendation Reviewed and ranked 39 Fall 2022 Instructional Equipment Requests for funding recommendation Updated Instructional Equipment Request forms and rubric to include explicit instructions related to ongoing cost of ownership Updated Classified and Administrative Position Request forms to include space to record if position as previously held and if so when. Recommending committee’s reporting to college council remains the same | None |

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| | <ul style="list-style-type: none"> ○ Recommending chair remains the same and membership remains the same ● New to the worksheet: Identify Accreditation Standards that our committee links to <ul style="list-style-type: none"> ○ Reviewed which boxes were checked by chair ○ Confirmed Section 3 D was checked by chair. Chair confirmed Section 3 D, #2 and #3 were checked. Committee agreed to add #1 ○ Suggested to bring to the committee at the beginning of the year how much money is allocated for that year ○ Technology Resources was checked, Human Resources was checked. ● Can't vote on shared governance worksheet because quorum not met. Will move to vote on the worksheet during May's meeting. | |
| 5. | <p>Old Business <i>For discussion</i></p> <p><u>Review Instructional Equipment Request Forms:</u></p> <ul style="list-style-type: none"> ● Concern with part of the form that asks about ongoing costs, this concern was voiced to Dr. Foster as well. The current form asks the question in a general way and does not have space to explain the ongoing costs. Added to section 6, <i>"Please outline and identify the funding source(s) (FOAPs) that will cover the continued cost of ownership"</i> ● This change will have to be voted on in May 1, 2023 ● Committee member suggested to reword the part that talks about security and take out the word optional because it is not optional <p><u>Review Classified & Administrative Position Request Forms:</u></p> <ul style="list-style-type: none"> ● Want to add a question to answer indicating if the position was a replacement. Has this position been previously funded by the institution ● Added a section where it asks "Has this been a position before and if so when?" "If funded how long was the position held for" | None |
| 6. | <p>New Business <i>For discussion</i></p> <p><u>New Business:</u></p> <ul style="list-style-type: none"> ● Missing Request: Music: There was a mix up regarding the naming of this request, it made it on time given the deadlines. It was agreed to fund the missing music request because there was funding for it ● This example brought up the concern with how requests were titled and named. Looking to clean this up and communicate on the forms next year. Aiming to not name requests similar to one another | None |

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| 7. | <p>Information Items <i>For information</i></p> <ul style="list-style-type: none"> • No Meeting in May because of Spring Break | None |
| 8. | <p>Updates <i>For information</i></p> | None |
| 9. | <p>Good of the Order <i>For information</i></p> <ul style="list-style-type: none"> • Next meeting in May will vote on approving the calendar for next year • Committee member suggested updating the timeline because business office having to wait on requestors to submit paperwork like updated quotes and requisitions in a timely manner. Running into fiscal deadlines | None |
| 10. | <p>Future Agenda Items <i>For discussion</i></p> | None |

Meeting adjourned at 3:02 pm

Next meeting: May 4, 2023