Resource Allocation Committee Minutes

November 6, 2025 at 2:30pm

Recorder: Andrea Anderson

LPC Mission Statement	LPC Planning Priorities 2025-2026		
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.	Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.	Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.	Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Chairs	Administrator	Classified Professionals
☒ Scott Miner (Non-Voting Member) ☒ David Rodriguez (Non-Voting Member)	☒ Ken Cooper	☐ Sui Song ☒ James Weston ☐ Ralitsa Ivanova-Olsson ☒ Sherita Waters ☒ Lina Chea
Dean, Academic	**Faculty Member**	**Vice Presidents**
☒ Mike McQuiston (PATH)	☒ Dan Marschak (A&H) ☒ Andy Cumbo (PATH) ☐ Irena Keller (BSSL) ☒ Angel Contreras Cardenas (STEM) ☒ Jose Calderon (Student Services)	☐ Nan Ho ☒ Jeanne Wilson ☒ Sean Brooks
LPCSG Student		
☒ Abigail Brandel		

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	**Call to Order** *For information* • Meeting called to order by David Rodriguez at 2:33pm.	None
2.	**Review & Approve Agenda** *For action* • Motion to approve agenda • Agenda Approved by: Sean Brooks and James Weston	Motion: Sean Brooks Second: James Weston
3.	**Review & Approve October Minutes** *For action* • Motion to approve October Minutes • Agenda Approved by: Dan Marschak and Ken Cooper	Motion: Dan Marschak Second: Ken Cooper
4.	**Action Items** *For action* • None	

5.	**Old Business**
	For discussion
	
	• CAP Request Process and Form Review (RAC Calendar Link)
	• CAP Requests due to Dean – November 12
	• CAP Request due to Committee for scoring – December 4
	    ○ Summary
	        ▪ The committee briefly reviewed the Classified and Administrative Position (CAP) Request process and form as a refresher.
	    ○ Form Review:
	        ▪ The form and rubric remain unchanged from the previous cycle.
	        ▪ Requests are due to Deans on November 12th, so no modifications can be made at this point.
	    ○ Process Details:
	        ▪ Requests are sent to Sui for costing review.
		None

	- The form applies to both new positions and increases to existing funded positions. - While categorically funded positions are not prioritized, they can still be submitted if they're new. o Timeline: - Scoring Spreadsheet will be submitted to committee by December 4 for scoring. - The next meeting will focus on discussing and finalizing results. - A new RAC Calendar will be approved in Spring.	
6.	**New Business** *For discussion* • IER Submissions Review (IER Website Link) o Overview - 24 IERs were submitted, totaling just over $1 million. - These submissions are published on the RAC Website. - Scoring sheets will be sent by Andrea Anderson following the meeting. - Scores are due to Andrea Anderson by November 21, with review and discussion at the December 4 meeting. o Available Funding - Lottery Funds: $250,000 - Instructional Materials: $650,000 - Measure A Funds: Several million available - Allocation will depend on which requests align with each fund's allowable use. o Discussion - Clarification on Appropriate Use of IER Funds • Scott Miner raised concerns about two specific IER Requests (#81 and #82) involving printed materials distributed to students, questioning if these qualify as instructional equipment rather than consumables. • Several members agreed that such items should likely be considered consumables, not equipment. • The committee agreed to: o Keep all requests in for now since not all members have reviewed them. o Address questionable items through scoring consideration. o Improve the pre-screening process next year to filter non-qualifying requests before scoring. o Ensure feedback is communicated to requesters for future guidance. - Clarification on Software Request (#94 – Hypothesis Social Annotation Tool) • Question raised whether this qualifies as IER or should be treated as institutional technology. • Andrea Anderson clarified that it's an ongoing item typically approved through RAC and that A&H submits a Disbursement Request Form in May for the following fiscal year. - Duplicate Request Inquiry	None

	- Andy Cumbo asked about two PATH division requests for electric utility carts (IER Requests: #80 and #88). - Andrea confirmed they are separate—one for Athletics/Kinesiology, the other will support all Disciplines within PATH (including AJ, AUTO, EMS, FST, KIN/ATHL, NAVI, and WLDT). ▪ Typo Corrections - A typo was noted on IER Request #76, to be corrected before scoring. ○ Emergency Equipment Request Discussion ▪ Scott Miner raised an example of an emergency IER from Kinesiology for a commercial dryer (approx. $12,000 installed) used for athletic uniforms required by the 3C2A governing body. ▪ The dryer failed and is over 20 years old. ▪ Discussion - The need to revisit the emergency equipment replacement process, last used several years ago. - The importance of defining when and how emergency requests can be made outside the annual IER cycle. - Concerns about fairness and process integrity if separate cycles are created (e.g., spring requests potentially being abused as "emergencies"). ▪ Consensus - Revisit and refine the emergency request procedure later this year. - Keep current emergency items moving through RAC and Administrative Services as appropriate. ○ Next Steps & Action Items - IER Scoring due: November 21 to Andrea Anderson. - Review and Discuss Scoring: December 4 Meeting ○ Future agenda items: ▪ Review vacant positions list for CAP process ▪ Revisit emergency IER procedure and potential pre-screening improvements. ▪ Andrea to distribute scoring sheets and correct minor errors on submissions.	
7.	**Updates** *For information* Q&A	None
8.	**Good of the Order** *For information* None	None

9.	**Future Agenda Items** *For discussion* • Review vacant positions list for CAP process • Revisit emergency IER procedure and potential pre-screening improvements. • Andrea to distribute scoring sheets and correct minor errors on submissions.	

Meeting adjourned at 3:12pm

Next meeting: December 4