



Resource Allocation Committee Minutes

February 2, 2023 at 2:30 pm

Recorder: Kiley Zieker

LPC Mission Statement	LPC Planning Priorities	
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
☒ Titian Lish	☒ Kristina Whalen, VP of Academic Services ☒ Anette Raichbart, VP of Administrative Services ☒ Jeanne Wilson, VP of Student Services	☒ Kevin Kramer ☒ Joel Gagnon
Faculty Members	Classified Senate (2)	Student Senate (2)
☒ Cindy Browne Rosefield ☒ Tina Inzerilla ☒ David Everett ☒ Rafael Valle	☒ Sui Song ☒ Lina Chea ☒ David Rodriguez ☒ Nalan Smith ☐ Jennifer Pereira	☐ Vacant

Attendance (Quorum = 8)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> Called to order at 2:34 pm by Chair, Titian Lish 	None
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> Agenda approved by S. Song & T. Inzerilla 	Approved/ S. Song & T. Inzerilla
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> Minutes from February 2, 2023 meeting approved by R. Valle & T. Inzerilla 	Approved/ R. Valle & T. Inzerilla
4.	<p>Action Items <i>For action</i></p> <ul style="list-style-type: none"> CAP Recommendations: Rankings were shared and Library Technician Position was ranked number one for a total of 348 and in Second place was Computer Network Specialist coming at a total of 328 points. In third place was Performing Arts Center Operations Coordinator (An increase of 100%) a total of 308 points, fourth was Performing Arts Center Operations Coordinator (An increase of 80%) a total of 305 points, fifth place was English Instructional Assistant (at 75%) at 300 points, sixth place was Performing Arts Specialist total of 300 points, seventh place was Instructional Assistant for English (100 %) at 298 points, In eighth place was Security Officer at a total of 278 points and in ninth place was Bursar at 276 points. A committee member raised the issue that she had abstained from scoring her own request, the Bursar position, bringing the score to the lowest score. The committee agreed to let Sui score her position and resubmit her score during the meeting so a vote could take place to send the scores to Dr. Foster. <ul style="list-style-type: none"> Sui resubmitted Bursar CAP Score as agreed on by the committee. The re-ranked score was a total of 28 points which brings it to a total of 304 points bringing it to be ranked number 5 overall. Tina and Cindy 	Approved to move the CAP Recommendations forward to Dr. Foster/ T. Inzerilla & C. Browne-Rosefield

	<p>moved to approve this document with Sui's updated score for the Bursar position. These scores will be moved forward to Dr. Foster.</p>	
5.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> <p>Review Dr. Foster's Memo for the FY23 RAC Instructional Equipment Recommendation: Dr. Foster has agreed to move forward with the funding for all the requests as recommended by the committee. All of the requestors have been contacted and told that their requests have been approved and that they need to get additional information to the business office. This can include updated quotes and or additional forms including board packets if the amount exceeds the threshold. Deans were also copied on emails that went to requestors. One of the things that were included in Dr. Foster's memo was the continued cost of ownership concern and how the IER form does ask if the item has continued costs but does not ask them enough details about what their long-term plans were regarding securing funding for the ongoing costs. Looking at adjusting the form moving forward to better ask requestors how they plan to fund items with ongoing costs. Discussed using the next few months and meetings to revisit the form and discuss future changes we could make to the forms and the rubric that can discuss the cost of ownership.</p> 	None
6.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> <p>Review Current Committee Charge: One of the committee's activities is to revisit the committee charge every year, which is then sent to the College Council as a part of the documentation for our shared governance structure. The current charge has been the same for a while. Will need to submit the committee charge every year to the President's Office. Will work on filling the charge document out in March Meeting. Tri-Chair was brought to the discussion last year and could bring up for further discussion next meeting. If the committee has any changes they would like added send to Titian so she can write it down and it can be voted on at the next meeting. Suggestion to considering not only the college mission but also the planning priorities and the educational master plan. Discussed the breakdown of committee members and how it is distributed evenly. Will bring suggested changes to next meeting to vote on. In April the document will be finalized and will vote on it than and submit it in May.</p> 	None

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"> In March committee will revisit Instructional Equipment Request Forms, the rubric and the Committee Charge No meeting in April because of Spring Break. Will finalize the documents in May. CAP Request Form Question: No place to say if it is a replacement on the request form. The issue that happened with Library Technician Position in the previous year (Due to unforeseen Covid Situations). Usually, once someone leaves a position it is considered a new position, not a new position. Potential change to language on the form in case of extenuating circumstances such as Covid and the effect it had on the Library Technician Position. Discussed adding a field on the form that could say “Has the position previously been funded by the institution, and if so when?” This will be brought to March Meeting to vote on this change. 	None
10.	<p>Future Agenda Items <i>For discussion</i></p> <ul style="list-style-type: none"> Review Committee Charge and review and changes committee suggests Review Instructional Equipment Request Forms and Classified Position Request Forms 	None

Meeting adjourned at 3:04 pm

Next meeting: May