Resource Allocation Committee Minutes

March 5, 2024 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	☒ Nan Ho, VP of Academic Services ☐ Vacant, VP of Administrative Services ☒ Jeanne Wilson, VP of Student Services	☒ Kevin Kramer

Faculty Members	Classified	Administrators
☒ Dan Marschak ☒ Tina Inzerilla ☒ David Everett ☒ Jose Calderon ☐ Vacant (PATH Faculty)	☒ Sui Song ☐ Vacant ☒ David Rodriguez ☒ Ralitsa Ivanova-Olsson ☒ Lina Chea	☐ Ken Cooper

LPCSG Student Representative		
☒ Omar Au		

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	**Call to Order** *For information* - Meeting called to order: 2:32 pm	**None**
2.	**Review & Approve Agenda** *For action* - Agenda approved by T. Inzerilla & S. Song	**Approved/ T. Inzerilla & S. Song**
3.	**Review & Approve Prior Minutes** *For action* - Minutes Approved by D. Marschak and S. Song	**Approved/ D. Marschak & S. Song**
4.	**Action Items** *For Action* **Review Shared Governance Worksheet**: - Updated Shared Governance Document came from President's Office, one of the updates made is a request from the accreditation standards to include information from our committee related to standard 1.4: The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services. Chair will include parts, systems and processes of the Resource Allocation Committee that speak to standard 1.4 - Much of the information will remain the same as last year. This year will include under "tasks completed" the implementation of uploading IER Requests Informed K12 - Reviewed voting membership, need to update website to include LPCSG representative - Titian Lish will continue to chair the committee - Not changing the charge or membership of the committee	

	Review Instructional Equipment Request Form:
	
	• Informed K12 was implemented this year, form was a digital form, review for any changes or suggestions
	    o Include a Vendor Name field on the first page along with the request title
	    o Include information on the instructions that itemization is not required in the K12 Req Form, and to just reference the quote subtotal, tax, etc. something to this
	    o Note about contacting Admin Services to confirm if the Vendor is already in banner before submitting so vendors aren't duplicating forms?
	    o #5 In the categories and rubric changes language to say "Safety and/or Organizational Effectiveness"
	• Add to Rubric
	    o Safety and/or Organizational Effectiveness (this is so that the instructional programs don't always overbalance non-instructional needs, I think)
	    o Make it 5 points as a counter balance to SLOs
	    o For the categories, duplicate SLOs but replace "program outcomes" with "safety and institutional effectiveness
	• Create a separate Section 5
	    o Describe in detail the impact this equipment will have on safety and/or organizational effectiveness
	• Change Total Cost of Ownership to Section 7
	
	Review Classified Position Request Form:
	• Standard PDF form, not on Informed K12
	• Discussed the rubric and how different rating scales can be applied to different type of requests
	• Idea of adding some language centered around organizational effectiveness into the fifth category of safety, bring some of that language back in May. Then evaluate the points, and the point value that we would like to assess that or to get that, and then approve it. If not approved during May Meeting will approve next academic year	

5.	**Old Business** *For discussion*	**None**
6.	**New Business** *For discussion* • None	**None**

7.	**Information Items** *For information*	None
8.	**Updates** *For information*	None

9.	**Good of the Order**
	For information
	
	Good of the order:
	• Challenges with finding three quotes from three different vendors, very time consuming. Sole provider issues, hard when there are very specific items that a vendor carries. The three quotes from different vendors are being required by the District. Administrative Services will work with District for assistance when there are challenges with finding three different quotes.
	   o For example, when the item is highly specialized
	   o Suggested to add in a line that states: "Ask Administrative Services for Assistance" when it comes to finding three different quotes
	• Fiscal Year End Close
	   o 9 IER requests are not processed yet
	   o The requestors need to notify the warehouse when they receive their items
	   o Going to include this step in the request form
		None

10.	**Future Agenda Items** *For discussion* •	None

Meeting adjourned at 3:24 pm

Next meeting: September 5, 2024