



Date: 12/12/2019

To: Roanna Bennie
Interim President, Las Positas College

Re: Fall 2019 Classified and Administrative Position RAC Recommendation

The Resource Allocation Committee (RAC) has met to review the Classified and Administrative Position Requests for Fall 2019. 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 State budget allocation. This ranking, for a total positional funding request of \$632,999.00, is being recommended for your approval, as follows:

<u>Rank</u>	<u>Position</u>	<u>Total Cost</u>
#1	Laboratory Technician (Bio/Chem)	31,327.00
#2	Performing Arts Center Operation Coordinator	54,597.00
#3	Director of Financial Aid	167,087.00
#4	ECE Professional Development Coordinator	20,590.00
#5	Child Development Center Administrative/Classroom Support	69,972.00
#6	Early Childhood Assistant (ECA-1)	50,710.00
#7	Admissions and Records Assistant II	69,972.00
#8	Early Childhood Assistant (ECA-2)	50,710.00
#9	A & H Instructional Assistant - 10 Months	37,594.00
#10	A & H Instructional Assistant -12 Months	45,111.00

On Hold: Administrative Assistant - Public Safety Program
Informational Only: Academic Services Administrative Assistant

Three points of additional information have been brought up, outside of the requests as submitted:

- A) It was presented to the committee to move the Academic Services Administrative Assistant through as Informational only, as there is potential funding identified by an identified grant funding. This position is blending of support needed in CTE, educational partnerships, and public safety, spreading assistance across multiple areas in an effort to lighten impact on individual divisions.

VP Brady has recommended that the committee develop a clearer understanding in the Spring 2020 sessions of how informational items can potentially impact the college as it

relates to bumping rights of other classified professionals. As specified by District HR... *“for classified positions (SEIU, confidential, and supervisor) the individuals in these positions do have bumping rights regardless of the funding source of the position. Should the grant/categorical funds diminish and there is a decision to eliminate a position, HR works heavily to review the seniority and bumping to ensure legal and contractual compliance.”* So while there could be minimal to no impact on the college during the initial funding, it is important to note that categorically-funded or grant-funded program could, in theory and practice, eventually impact the College.

- B) It was shared with the Committee that the seemingly duplicated Early Childhood Development requests are being presented to address concerns with short staffing as it relates to students interactions with children and available front desk staffing. It was reported that there have been instances of parents coming to pick up children and being unable to access the lobby when staff is unavailable on the desk; there was some concern from EAD as to if/when this could potentially creating a licensing violation. No questions were raised by the Committee in relationship to this information.
- C) The requested funding for the Director of Financial Aid may actually have an institutional impact less than the suggested request of \$167,087.00. The current position holder is entitled to overtime and longevity pay, but if/when that position is vacated, the requested position would not be entitled to those same considerations. As such, the position could potentially fund for less. This is a slightly hypothetical positions, 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.

The Final Ranking Spreadsheet may be found in The VP of Administrative Services office, or on the Resource Allocation Committee website:

<http://www.laspositascollege.edu/gv/rac/2019positions.php>

Please feel free to contact me at any time at my direct line, 925.424.1127.

Sincerely,

Titian Lish
Resource Allocation Chair