



Resource Allocation Committee Meeting Minutes

March 6, 2025 at 2:30 pm

Recorder: Andrea Anderson

LPC Mission Statement	LPC Planning Priorities	
<p>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.</p>	<p>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.</p>	<p>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.</p>
Chair	Vice Presidents	Deans
<p><input checked="" type="checkbox"/> Titian Lish</p>	<p><input type="checkbox"/> Nan Ho, VP of Academic Services <input type="checkbox"/> Sean Brooks, VP of Administrative Services <input type="checkbox"/> Jeanne Wilson, VP of Student Services</p>	<p><input type="checkbox"/> Kevin Kramer</p>
Faculty Members	Classified Professional	Administrators and Student Government
<p><input checked="" type="checkbox"/> Cindy Browne Rosefield <input checked="" type="checkbox"/> Scott Miner <input checked="" type="checkbox"/> Irena Keller <input checked="" type="checkbox"/> Angel Contreras <input checked="" type="checkbox"/> Jose Calderon</p>	<p><input checked="" type="checkbox"/> Sui Song <input type="checkbox"/> David Rodriguez <input checked="" type="checkbox"/> Ralitsa Ivanova-Olsson <input checked="" type="checkbox"/> Lina Chea <input checked="" type="checkbox"/> James Weston</p>	<p><input type="checkbox"/> Ken Cooper <input checked="" type="checkbox"/> Natalie Barretto</p>

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> Meeting called to order by Titian Lish at 2:35pm 	Titian Lish
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> Motion to approve agenda Agenda Approved by: Cindy Rosefield and Ralitsa Ivanova-Olsson 	Motion: Cindy Rosefield Second: Ralitsa Ivanova-Olsson
3.	<p>Review & Approve February Meeting Minutes <i>For action</i></p> <ul style="list-style-type: none"> Motion to approve February Meeting Minutes Minutes Approved by: Ralitsa Ivanova-Olsson and Irena Keller 	Motion: Ralitsa Ivanova-Olsson Second: Irena Keller
4.	<p>Action Items <i>For Action</i></p> <ul style="list-style-type: none"> 2025-2026 Committee Calendar <ul style="list-style-type: none"> This is a proposed 2025-2026 calendar. Instructional Equipment Requests would be due to the Division Dean by the 1st Week of October. By October 15th, the requests are reviewed and due to the Administrative Services by October 24th. By November 6th, the committee will received the IER Requests to score. By December 4th, we will review the IER Scoring Results and the IER Memo goes to the College President by December 10th. There could be some overlapping with Classified and Administrative Position Requests are due to the Division Dean by November 12th. The CAP Requests would be due to Administrative Services by November 21st. The committee will receive the CAP Requests to score by December 4th. The CAP Scoring would be due to Administrative Services by January 23rd. By February 5th, we will review the CAP Scoring Results and the CAP Memo goes to the College President by February 11th. 	Titian Lish

5.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> • IER President Recommendation <ul style="list-style-type: none"> ○ We received the President Recommendation on February 26th. He recommended purchasing all of the equipment except the Golf Cart for Athletics because it did not meet the IER definition and would not be funded through the RAC process. There will continue to be more investigation on how that need can be met or funded in some other way. Titian has contacted all requestors and told them that their item had been approved and they need to get updated quotes as soon as possible. Please plan accordingly as some items may not be received until fall semester. 	Titian Lish
6.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> • Accreditation Engagement Form <ul style="list-style-type: none"> ○ This form has to be returned to Carolyn Scott by March 16th. There was a typo in the Share Governance Handbook that indicated RAC was responsible for a portion of accreditation documentation, but RAC does not fall under this. <ul style="list-style-type: none"> ▪ Standard 1: Institutional Mission and Effectiveness – 1.4 The institution’s mission director resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and resources ▪ Standard 2: Student Success – 2.4 The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster in students’ unique educational journeys. ▪ Standard 3: Infrastructures and Resources – 3.8 The institution constructs and maintains physical resources to support and sustain educational services and operational functions. The institution ensures safe and effective physical resources at all locations where it offers instruction, student services, and/or learning supports. ○ Engagement Questions: Rationale for Selection <ul style="list-style-type: none"> ▪ Standard 1: Institutional Mission and Effectiveness (1.4) – The Resource Allocation Committee ensures that institutional resources are distributed in alignment with the college mission and strategic goals. By developing and evaluating resource allocation processes such as request forms, rubrics, rankings, and review, the committee supports continuous quality improvement and innovation across programs and services. Through process planning and prioritization, the committee ensures that funding recommendations reflect the college’s long-term and short-term objectives. ▪ Standard 2: Student Success (2.4) – The committee’s work directly impacts student success by ensuring the resource allocation decisions support clear, accessible, and high-quality educational programs and services. By prioritizing instructional equipment and staffing needs, the committee enhances students’ learning experiences and access to necessary academic and support resources. This alignment helps foster equitable opportunities for students to achieve their educational goals. 	Titian Lish

	<ul style="list-style-type: none"> ▪ Standard 3: Infrastructures and Resources (3.8) – By reviewing and prioritizing resource needs via request forms for instructional equipment and classified/administrative position requests, the committee contributes to the maintenance and improvement of physical and instructional resources that sustain educational services. The committee’s role in resource allocation prioritization and recommendation helps create a physical environment conducive to student success and overall institutional effectiveness. ○ Summary of Actions Taken <ul style="list-style-type: none"> ▪ Standard 1: Institutional Mission and Effectiveness (1.4) ▪ Standard 3 <ul style="list-style-type: none"> • Reviewed and ranked 4 Classified and Administrative Position Requests for funding recommendation • Streamlined tracking and communication processes to requesters by including RAC Chair more consistently in the communication process with requesters. • Updated 2024-2025 documents for continued clarification of procedures and submission requirements. • Include RAC Chair in the BDC Committee Meetings (Fall 2024) ▪ Standard 2: Student Success (2.4) <ul style="list-style-type: none"> • Reviewed and ranked 28 Fall 2024 Instructional Equipment Requests for funding recommendation ○ Outcomes Achieved – 27/28 Instructional Equipment Requests for funded for implementation in 2025-2026 school year. ○ Challenges Faced – The most notable challenge is the lack of funding available at an institutional level for the requested Classified and Administrative positions. ○ Recommendations for Future Efforts – None currently • Shared Governance Worksheet <ul style="list-style-type: none"> ○ This is a single sheet document explaining our chairmanship, committee makeup, our charge, list of tasks that we’ve done over the course of the year, the accreditation standards. ○ Titian will email outside of meeting cycle to ask for an email written approval vote on the document before it’s submitted in May. 	
7.	<p>Updates <i>For information</i></p> <ul style="list-style-type: none"> • Titan will not be the chair next year. The chairmanship is appointed by the College President. • Scott Miner has expressed interest in the RAC Chairmanship position for next year. • The deadline for new purchase orders on March 31st. • Music Concert taking place today, March 6th at 7pm. • Campus Musical – Sueños opens on March 21st. 	None

8.	Good of the Order <i>For information</i> <ul style="list-style-type: none">• None	None
9.	Future Agenda Items <i>For discussion</i>	None

Meeting adjourned at 3:10pm
Next meeting: Thursday, April 3rd