Resource Allocation Committee Minutes

September 4, 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) ☐ _____ (PATH) ☒ Irena Keller (BSSL) ☒ Angel Contreras Cardenas (STEM) ☒ Jose Calderon (Student Services)	☒ Nan Ho ☐ Jeanne Wilson ☒ Sean Brooks	

LPCSG Student			
☐			

Attendance (Quorum = 9)

Agenda Item	Information/Discussion	Action/Assigned To
1.	**Call to Order** *For information* • Meeting called to order by David Rodriguez at 2:32pm.	None

2.	**Review & Approve Agenda**
	For action
	
	• Motion to approve agenda
	• Agenda Approved by: Sean Brooks and Sui Song
	
	• Motion was made to amend the agenda to include the governance worksheet under New Business.
	   ○ The committee discussed the need to revisit the governance worksheet approved in March, due to the addition of co-chairs.
	   ○ Since College Council is working on the Governance Handbook, the update should be formalized soon.
	   ○ Motion was seconded by Sui Song and approved unanimously.
		Motion: Sean Brooks
		Second: Sui Song

3.	**Review & Approve May Minutes** *For action* • Motion to approve May Minutes • Agenda Approved by: Mike McQuiston and James Weston • Abstain: Ken Cooper	Motion: Mike McQuiston Second: James Weston
4.	**Action Items** *For action* • None	

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

6.	**New Business**
	For discussion
	
	• Welcome New Members
	• Committee Charge Overview
	   o Charge Review:
	     ▪ The committee reviewed the RAC charge from the Governance Handbook:
	     ▪ Guide institutional resource allocation processes in alignment with planning priorities, the Educational Master Plan, and the college mission.
	     ▪ Develop, document, evaluate, and recommend allocation processes.
	     ▪ Identify, prioritize, and recommend instructional equipment and hiring priorities.
	     ▪ Make recommendations to the College President.
	     ▪ No suggested changes to the charge at this time.
	   o Governance Worksheet:
	     ▪ Updates will be needed to reflect the co-chair model.
	     ▪ Will be addressed in a future agenda item.
	   o Accreditation Standards Linked to RAC:
	     ▪ Current standards include:
	        • 1.4 (Mission directs resource allocation, innovation, improvement).
	        • 2.4 (Student success—course scheduling for timely completion).
	        • 3.8 (Infrastructure/resources—constructing and maintaining facilities).
	     ▪ Concerns:
	        • Members questioned whether 3.8 (and possibly 2.4) align with RAC's scope, since RAC does not oversee physical infrastructure/maintenance.
	        • Suggested RAC should select standards most relevant to its work.
	   o Next Steps:
	     ▪ Item tabled until next month to allow time for clarification.
	     ▪ Andrea will check with Angelica on what was submitted last year.
	     ▪ The committee will confirm which standards should remain linked to RAC.
		None

- No changes to the RAC charge.
- Accreditation standards alignment will be reviewed and revisited next month.
- Review 2025-2026 Calendar
  - Governance Updates
    - Calendar was approved in spring.
    - Co-chair selection process (now Classified Senate-appointed) will require an update to the governance worksheet.
  - Fall 2025
    - October 8: Instructional Equipment Requests (IER) due to Division Deans.
    - October 24: IER Requests Due to Admin Services
    - November 6: Committee receives IER Requests to score
    - November 12: Classified & Administrative Position (CAP) Requests due to Division Deans.
    - November 21: IER Scoring Spreadsheets due to Admin Services and CAP Requests due to Admin Services
    - December 4: Review IER Scoring Results and Committee receives CAP Requests to score
    - December 10: IER Memo to College President
  - Spring 2026
    - January 23: CAP Scoring Spreadsheet due to Admin Services.
    - February 5: Review CAP scoring results and Review IER Feedback from College President
    - February 11: CAP Memo to College President and Chairs complete Governance worksheet with signature
    - March 5: Review CAP Feedback from College President
    - May 7: Review 2026-2027 Calendar
- Review IER Process and Procedures
  - Key Rules & Dollar Thresholds
    - $15,000–$114,799 (assuming typo; stated as "between $300,000 and $114,800"): requires 3 quotes from different vendors; choose lowest unless a compelling justification is documented.
    - ≥ $114,800: must go to formal bid (RFP) and Board approval.
    - Direction: coordinate with Admin Services early on requests.
  - Workflow (unchanged, reaffirmed)
    - Requester completes packet → Division Dean.
    - Dean → VP.
    - VP → Admin Services EA (Andrea) to log
    - M&O/IT review as applicable.
    - RAC reviews & scores; Admin Services EA (Andrea) compiles rankings.
    - RAC Co-Chairs → President discuss ranked list.

- President issues approval memo; RAC notifies requesters.
- Requesters submit requisitions with updated quotes; Business Office → Purchasing (handles bids/Board if needed).
    - Allowable vs. Non-Allowable (clarifications)
        - Allowable: equipment, IT (incl. software), adaptive equipment, library materials.
        - Non-allowable: administrative/non-instructional items (e.g., photocopiers, file cabinets, networking infrastructure).
        - Software: confusion noted (initial year vs. ongoing licenses). Action: Sui to confirm current state guidance and update wording.
    - Form & Rubric Changes (Agreed)
        - Replace "renewable resources" box (Section 7) with "Any Additional Information" to capture lifespan, waste reduction, or other context.
        - Ensure lifespan/Total Cost of Ownership remains addressed (already captured elsewhere).
        - Clarify "Do not split quotes" with an example (no breaking one vendor's >$115K total into multiple smaller requests). Buying different items from different vendors is fine.
        - Improve item visibility for scorers:
            - Add a brief description field near the top (under "Title of Submission"; vendor field may be deprioritized or moved).
            - Longer narrative remains in Section 1.
    - FFE vs. IER: Bond-funded FF&E is for initial projects; IER supports ongoing instructional needs/replacements. Remove/clarify generic "furniture" references that aren't instructional.
    - Posting/forms: Draft forms to be emailed now; posted to InformedK12 after approval.
    - Calendar/Timing Notes
        - Oct 8: IERs due to Division Deans.
        - Oct 15: Division review (deans may still be collecting signatures).
        - Oct 24: Due to Admin Services—must include required signatures; reminder about time needed for VP, IT, M&O sign-offs.
    - Given time constraints, major restructuring may slip to Spring; implement minor edits now and note larger changes for later.
    - Motions & Decisions
        - Motion passed: Adopt the discussed edits (additional info box; brief description field; clarify no split quotes; software/FFE clarifications) and set spring agenda to revisit broader form layout if not feasible now.
- Governance Worksheet
    - What stays the same
        - Charge: No changes.

	▪ Reporting line: RAC continues to report to College Council. ▪ Tasks & membership composition: No changes to the list of tasks or voting member counts/roles. ▪ Member terms: Remain 2 years (per current worksheet). ○ What changes ▪ Chair model: RAC will use a co-chair model. • Selection method (approved): The committee selects two co-chairs from its membership—one faculty and one classified. • Motion: Made by Mike McQuiston, seconded by Ken Cooper; passed (no nays/abstentions noted). ▪ Timing: Because faculty co-chair involves reassigned time, selections will be made in the spring for the following academic year. ○ Language updates in worksheet: ▪ Replace references to "chair" with "co-chairs." ▪ Clarify that co-chairs are non-voting (where applicable in the worksheet).	
7.	**Updates** *For information* • Q&A	None
8.	**Good of the Order** *For information* • None	None
9.	**Future Agenda Items** *For discussion*	

Meeting adjourned at 3:58pm

Next meeting: October 2