



# RESOURCE ALLOCATION COMMITTEE AGENDA

Thursday, March 7, 2019 | 2:30-4:30 p.m. | 1687

## LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

## LPC Planning Priorities

- ❖ Accreditation: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Curriculum: Provide necessary institutional support for curriculum development and maintenance.
- ❖ Tutoring Services: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Professional Development: Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

## RESOURCE ALLOCATION COMMITTEE MEMBERS (Quorum=8)

Titian Lish, Chair (non-voting)  
 Diane Brady, VP Admin Svcs  
 Vacant, Interim VP Acad Svcs  
 William Garcia, VP Student Svcs  
 Nan Ho, Acad Svcs Dean  
 Tamica Ward, SS Dean  
 Ian Brekke, Faculty A&H  
 Jason Craighead, Faculty BHAWK  
 Scott Miner, Faculty SLPC  
 Debbie Fields, Faculty STEM  
 Jose Calderon, Faculty, SS  
 Cindy Balero, Classified  
 Jennifer Farber, Classified  
 Todd Steffan, Classified  
 James Weston, Classified  
 Donna Reed, Classified  
 Alejandro Buenrostro, LPCSG, Student

Agenda Item	Presenter
1. Call to Order	Titian Lish
2. Review and Approval of Agenda	Titian Lish
3. Review and Approval of February Minutes	Titian Lish
4. New Business	Titian Lish
a. LPC Governance Worksheet	
b. Purchasing Guidelines for Delivery Coordination	
c. IER, Spring Round	
5. Good of the Order	Titian Lish
6. Adjournment	Titian Lish

### Next Regular Meeting:

April 4, 2019 @ 2:30 p.m. – 4:30p.m.

## LPC GOVERNANCE WORKSHEET

**Committee Name:** BASIC SKILLS COMMITTEE (BaSK)

**Form Completed by:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

### **Instructions**

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

### **Committee Academic Year Timeline**

Month	Activity
February	<ul style="list-style-type: none"> <li>• Committees discuss and finalize committee changes and/or structure.</li> <li>• Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>• Governance Worksheet goes forward to College Council for approval.</li> <li>• College Council Meeting – Approvals of Governance Committee Changes.</li> <li>• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>• President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>• Student Services Division Meeting agenda item: committee memberships.</li> <li>• Admin Staff Meeting agenda item: committee memberships.</li> <li>• Classified Senate Meeting agenda item: committee memberships.</li> <li>• Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Admin Staff finalizes committee memberships.</li> <li>• Student Services Division finalizes committee memberships.</li> <li>• Classified Senate finalizes committee memberships.</li> <li>• Academic Divisions finalizes committee memberships.</li> <li>• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>• President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Faculty Association sends list of appointments.</li> <li>• LPCSG sends list of appointments to President's Office.</li> <li>• Committees send President's Office Committee Chair selection.</li> <li>• President's Office posts FINAL Governance Participants on website.</li> <li>• Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>

## LPC GOVERNANCE WORKSHEET

### 1. Charge:

\_\_\_\_ The Charge is satisfactory, no changes.

\_\_\_\_ The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

Committee currently reports to \_\_\_\_\_.

\_\_\_\_ It is recommended the reporting relationship remains the same.

\_\_\_\_ It is recommended the reporting relationship changes.

The committee will report to:

\_\_\_\_ Academic Senate

\_\_\_\_ College Council

\_\_\_\_ Faculty Association

\_\_\_\_ President

\_\_\_\_ Vice President of \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

### 3. Chairmanship:

The chair is currently selected by:

\_\_\_\_ Committee vote

\_\_\_\_ Office or Position indicated here: \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

It is recommended that the chair:

\_\_\_\_ Selection remains the same

\_\_\_\_ Selection method changes to: \_\_\_\_\_

**LPC GOVERNANCE WORKSHEET**

**4. Membership:**

**Current Membership 2018-19:**

<b>MEMBERS</b>	<b>Y=Voting</b>	<b>N=Non-Voting</b>
Vice President of Academic Services		N
Dean, Academic 1		N
Dean, Student Services		N
Director of Student Equity and Success		N
LPCSG Representative 1		N
Faculty, Adjunct Representative		N
Faculty, Instructional 1		Y
Faculty, Instructional 2		Y
Faculty, Instructional 3		Y
College Librarian		Y
Non-Credit Specialist		N

\_\_\_\_ It is recommended membership remains the same.

\_\_\_\_ It is recommended membership changes to:

**Voting Members:** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Total Voting Members: \_\_\_\_\_ Quorum (50% + 1): \_\_\_\_\_

# LPC GOVERNANCE WORKSHEET

## Membership (contd)

**Non-Voting Members:** (e.g., President, 2 students, 1 faculty from each Division, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### 5. Members appointed by: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Academic Senate   | <input type="checkbox"/> Faculty Association |
| <input type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU                |
| <input type="checkbox"/> Administration    | <input type="checkbox"/> Student Senate      |

### 6. Term: (check one)

- 1 year       2 years       Other

### Committee Chair/Co-Chair Approval

**Printed Name**

**Signature**

**Date**

_____	_____	_____
_____	_____	_____

**Standard**

*II.B.2. Relying on appropriate expertise of faculty, including librarians, and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission.*

**1. How does your committee/office interpret the standard?**

**2a. Is it reasonable that the standard is linked to your committee/office?**

It is reasonable that aspects of the standard are linked to RAC. RAC is responsible for the selection of materials to support student learning, with input from faculty via the submission process, however it is not within the charge of the committee to maintain.

**2b. If it's not reasonable, which committee/office would you recommend it be linked to?**

Maintenance of instructional materials would primarily be linked to individual programs and the Dean of the division. There is no fund under the charge of RAC for maintain or repairs. Additionally, the charge of the committee does not specifically state that it will confer with librarians and/or support service professionals in the recommendation of instructional materials to support student learning.

**3. If you agree the standard is appropriate for your committee/office, please answer the following:**

**3a. Has there been information that has already been gathered by your committee/office? Where can it be found?**

Minutes, official rankings and the request and recommendation process can be found on the Resource Allocation Page. <http://www.laspositascollege.edu/gv/rac>. On the subpage for Fall Requests for 2018, the ranking spreadsheet with scores can be located: <http://www.laspositascollege.edu/gv/rac/requests-fall2018.php>

**3b. What information still needs to be gathered by your committee/office to address this standard?**

None

**RESOURCE ALLOCATION COMMITTEE**

**Standard**

*III.D.1. Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)*

**1. How does your committee/office interpret the standard?**

**2a. Is it reasonable that the standard is linked to your committee/office?**

The Resource Allocation Committee feels that this standard falls *outside* of the charge of the committee. The Resource Allocation Committee is charged with making recommendations to the President based on provided documentation and faculty requests, but is not a part of determining if financial resources are available. While we look at the requests and provide recommendations for allocation, we do not plan and manage the financial affairs of the institution.

**2b. If it's not reasonable, which committee/office would you recommend it be linked to?**

District Office or IPBC

**3. If you agree the standard is appropriate for your committee/office, please answer the following:**

3a. Has there been information that has already been gathered by your committee/office? Where can it be found?

N/A

**3b. What information still needs to be gathered by your committee/office to address this standard?**

None

**Standard**

*III.D.3. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.*

**1. How does your committee/office interpret the standard?**

**2a. Is it reasonable that the standard is linked to your committee/office?**

The Resource Allocation Committee defines and follows guidelines for financial planning solely as it relates to recommending allocation of funding for Instruction Equipment Requests and Classified/Administrative staff, but not to overall institutional financial planning and development. The Constituencies represented in this process as it relates to RAC are defined and represented by the committee membership.

**2b. If it's not reasonable, which committee/office would you recommend it be linked to?**

IPBC

**3. If you agree the standard is appropriate for your committee/office, please answer the following:**

**3a. Has there been information that has already been gathered by your committee/office? Where can it be found?**

Committee Membership can be found:

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

Instructional Equipment Request Process can be found:

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

Classified/Administrative Position Request Process can be found:

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

**3b. What information still needs to be gathered by your committee/office to address this standard?**

None