2019-2020

RESOURCE ALLOCATION COMMITTEE CALENDAR

Fall MONTH	RAC MEETING DATE	DEADLINE TO SUBMIT DIVISION DEAN	DIVISION MEETING DATE *Third Wednesday of the Month*	DEADLINE TO SUBMIT ADMIN SERVICES OFFICE
AUGUST	N/A	N/A	**August 21, 2019**	N/A
SEPTEMBER BUSINESS	**September 5, 2019** Send Committee Chair Selection to President's Office	**September 13, 2019** Fall IE Requests due to Division Dean	**September 18, 2019** Fall IE Requests Review *Forward to Admin Services w/ signatures*	**September 20,2019** Fall IE Requests Due to Admin Services for scanning and spreadsheet set-up
OCTOBER BUSINESS	**October 3, 2019** Committee receives Fall IE Requests for ranking	**October 11, 2019** Classified and Administrative Positions Requests due to Division Dean	**October 16, 2019** Classified and Administrative Positions Review *Forward to Admin Services w/ signatures*	**October 21, 2019** Classified and Administrative Positions Requests Due to Admin Services for scanning and spreadsheet set-up ***Committee returns Fall IE Rankings to D.P. for entry***
NOVEMBER BUSINESS *Determine if a Spring IE Round of Instructional Equipment Requests will occur*	**November 7, 2019** Combined Fall IE Rankings Reviewed by RAC Committee receives Classified and Administrative Positions Requests for ranking	**November 15, 2019** Recommendation memo sent to College President by RAC Chair – RE: Fall IE	**November 20, 2019**	**November 15, 2019** ***Committee returns Classified and Administrative Positions Rankings to D.P. for entry***
DECEMBER BUSINESS	**December 5, 2019** Review feedback from College President: Fall IE Requests Combined Classified and Administrative Positions Ranking Review	**December 13, 2019** Recommendation memo sent to College President by RAC Chair – RE: Classified and Administrative Positions	**Finals Week**	*No Action Needed*

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MONTH	RAC MEETING DATE	DEADLINE TO SUBMIT DIVISION DEAN	DIVISION MEETING DATE *Third Wednesday of the Month*	DEADLINE TO SUBMIT ADMIN SERVICES OFFICE
JANUARY BUSINESS	N/A	N/A	**January 15, 2020**	N/A
FEBRUARY BUSINESS	**February 6, 2020** Discuss and finalize committee charge/structure Chair completes Governance Worksheet w/signature Review feedback from College President – RE: Classified and Administrative Position Requests	**February 7, 2020** *If Applicable* Submit Spring IE Requests to Division Dean if applicable	**February 19, 2020** *If Applicable* Spring IE Requests Review *Forward to Admin Services w/ signatures*	**February 24, 2019** *If Applicable* Spring IE Requests Due to Admin Services for scanning and spreadsheet set-up
MARCH BUSINESS	**March 5, 2020** *If Applicable* Committee receives Spring IE Requests for ranking	**March 12, 2020**	**March 18, 2020**	**March 16, 2020** *If Applicable* *Committee returns Spring IE Rankings to D.P. for entry*
APRIL BUSINESS	**April 2, 2020** Review Request forms and Rubric *If Applicable* Combined Spring IE Rankings Reviewed by RAC	**April 10, 2020** *If Applicable* Recommendation memo sent to College President by RAC Chair – RE: Spring IE Requests	**April 15, 2020**	*No Action Needed*
MAY BUSINESS	**May 7, 2020** *If Applicable* Review feedback from College President – RE: Spring IE Requests		**Finals Week**	*No Action Needed*