

2024-2025

RESOURCE ALLOCATION COMMITTEE CALENDAR

Fall MONTH	RAC MEETING DATE	DEADLINE TO SUBMIT DIVISION DEAN	DIVISION MEETING DATE <i>Third Wednesday of the Month</i>	DEADLINE TO SUBMIT ADMIN SERVICES OFFICE
<b>AUGUST</b> Classes Start: 8/19/24	N/A	N/A	Convocation: 8/15/24 College Division Day: 8/16/24	N/A
<b>SEPTEMBER BUSINESS</b>	<b>September 5, 2024</b> Send Committee Chair Selection to President's Office	<b>September 11, 2024</b>	<b>September 18, 2024</b>	
<b>OCTOBER BUSINESS</b>	<b>October 3, 2024</b>	<b>October 9, 2024</b> Fall I.E. Requests due to Division Dean	<b>October 16, 2024</b> Fall I.E. Requests Review <i>Forward to Admin Services w/ signatures</i>	<b>October 23, 2024</b> IER Requests Due to Admin Services.
<b>NOVEMBER BUSINESS</b> <i>Determine if a Spring I.E. Round of Instructional Equipment Requests will occur</i>	<b>November 7, 2024</b> Committee Receives IER Requests to Score	<b>November 13, 2024</b> Classified and Administrative Positions (CAP) Requests due Division Dean	<b>November 20, 2024</b> Classified and Administrative Positions Review <i>Forward to Admin Services w/ signatures</i>	<b>November 21, 2024</b> IER Scoring Spreadsheet Due to Admin Services  CAP Requests Due to Admin Services.
<b>DECEMBER BUSINESS</b>	<b>December 5, 2024</b> Review IER Scoring Results  Committee Receives CAP Requests to Score	<b>December 11, 2024</b> IER Memo to College President	<b>Finals</b> <b>12/16-20/2024</b>	<i>No Action Needed</i>

**\*\* Instructional Equipment Requests Require Review by Maintenance and Operation, IT and Admin Services Before Moving Forward for Committee Review  
Please Be Courteous of Deadlines**

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JANUARY BUSINESS	N/A Faculty Off Contract			January 22, 2025  CAP Scoring Spreadsheet Due to Admin Services
FEBRUARY BUSINESS	February 6, 2025 Review CAP Scoring Results  Review feedback from College President – IER  Discuss and finalize committee charge/structure	February 12, 2025 Chair completes Governance Worksheet w/signature  CAP Memo to College President	February 19, 2025	
MARCH BUSINESS	March 6, 2025  Review feedback from College President – CAP  Survey Questionnaire	March 12, 2025	March 19, 2025	March 26, 2025  Survey Questionnaire Due to Committee Chair
APRIL BUSINESS	April 3, 2025		April 16, 2025	No Action Needed
MAY BUSINESS	May 1, 2025  Review request forms and rubric  Review Calendar for 25-26		Finals 5/20-24/2025	No Action Needed

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