

2025-2026

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
AUGUST Classes Start: 8/19/24	N/A	N/A	Convocation: 8/14/2025 College Division Day: 8/15/25	N/A
SEPTEMBER BUSINESS	September 4, 2024 Send Committee Chair Selection to President's Office		September 17, 2025	
OCTOBER BUSINESS	October 2, 2025	October 8, 2025 Fall I.E. Requests due to Division Dean	October 15, 2025 Fall I.E. Requests Review <i>Forward to Admin Services w/ signatures</i>	October 24, 2025 IER Requests Due to Admin Services.
NOVEMBER BUSINESS <i>Determine if a Spring I.E. Round of Instructional Equipment Requests will occur</i>	November 6, 2025 Committee Receives IER Requests to Score	November 12, 2025 Classified and Administrative Positions (CAP) Requests due Division Dean	November 19, 2025 Classified and Administrative Positions Review <i>Forward to Admin Services w/ signatures</i>	November 21, 2025 IER Scoring Spreadsheet Due to Admin Services CAP Requests Due to Admin Services.
DECEMBER BUSINESS	December 4, 2025 Review IER Scoring Results Committee Receives CAP Requests to Score	December 10, 2025 IER Memo to College President		<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 23, 2026 CAP Scoring Spreadsheet Due to Admin Services
FEBRUARY BUSINESS	February 5, 2026 Review CAP Scoring Results Review feedback from College President – IER Discuss and finalize committee charge/structure	February 11, 2026 Chair completes Governance Worksheet w/signature CAP Memo to College President	February 18, 2026	
MARCH BUSINESS	March 5, 2026 Review feedback from College President – CAP Survey Questionnaire	March 11, 2026	March 18, 2026	March 27, 2026 Survey Questionnaire Due to Committee Chair
APRIL BUSINESS	April 2, 2026		April 15, 2026	No Action Needed
MAY BUSINESS	May 7, 2026 Review request forms and rubric Review Calendar for 26-27			No Action Needed

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