

2023 -2024

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: 8/16/23 | N/A | N/A | Convocation: 8/14/23 College Division Day: 8/15/23 | N/A |
| SEPTEMBER BUSINESS | September 7, 2023 Send Committee Chair Selection to President's Office | September 13, 2023 | September 20, 2023 | |
| OCTOBER BUSINESS | October 5, 2023 | October 11, 2023 Fall I.E. Requests due to Division Dean | October 18, 2023 Fall I.E. Requests Review <i>Forward to Admin Services w/ signatures</i> | October 20, 2023 IER Requests Due to Admin Services. |
| NOVEMBER BUSINESS <i>Determine if a Spring I.E. Round of Instructional Equipment Requests will occur</i> | November 2, 2023 Committee Receives IER Requests to Score | November 8, 2023 Classified and Administrative Positions (CAP) Requests due to Division Dean | November 15, 2023 Classified and Administrative Positions Review <i>Forward to Admin Services w/ signatures</i> | November 17, 2023 IER Scoring Spreadsheet Due to Admin Services CAP Requests Due to Admin Services. |
| DECEMBER BUSINESS | December 7, 2023 Review IER Scoring Results Committee Receives CAP Requests to Score | December 13, 2023 IER Memo to College President | Finals 12/13-20/2023 | <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 26, 2024 CAP Scoring Spreadsheet Due to Admin Services |
| FEBRUARY BUSINESS | February 1, 2024 Review CAP Scoring Results Review feedback from College President – IER Discuss and finalize committee charge/structure | February 8, 2024 Chair completes Governance Worksheet w/signature CAP Memo to College President | February 21, 2024 | |
| MARCH BUSINESS | March 7, 2024 Review feedback from College President – CAP Survey Questionnaire | March 8, 2023 | March 20, 2024 | March 27, 2024 Survey Questionnaire Due to Committee Chair |
| APRIL BUSINESS | April 4, 2024 **Spring Break 4/1-6/2024 Faculty Off Contract | | April 17, 2024 | No Action Needed |
| MAY BUSINESS | May 2, 2024 Review request forms and rubric Review Calendar for 24-25 | | May 15, 2024 Finals 5/20-24/2024 | No Action Needed |

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