

**2017-18 Resource Allocation Committee Calendar**  
**DRAFT-2**

MONTH	RAC MEETING	SUBMITTAL DEADLINE TO DEAN	DIVISION MEETING DATE	SUBMITTAL DEADLINE TO ADMIN SERVICES OFFICE
JULY	N/A	N/A	N/A	N/A
AUGUST	N/A	N/A	August 16, 2017	N/A
<b>SEPTEMBER</b>	<b>September 7, 2017</b>	<b>September 13, 2017</b>	<b>September 20, 2017</b>	<b>September 28, 2017</b>
BUSINESS	1) Vote Cmte Chair; 2) Review Charge; 3) Review Member Responsibilities; 4) Sign Governance Worksheet; 5) Review RAC Calendar			
FALL INSTRUCTIONAL EQUIPMENT (IE)				
NON-INSTRUCTIONAL POSITIONS		Non-Instructional Position requests due to Deans	Non-Instructional Position requests presented at Division Meeting	Non-Instructional Position Requests due to Admin Services Office w/VP Signatures
<b>OCTOBER</b>	<b>October 5, 2017</b>	<b>October 11, 2017</b>	<b>October 18, 2017</b>	<b>October 26, 2017</b>
BUSINESS				
FALL INSTRUCTIONAL EQUIPMENT (IE)		Fall IE Requests due to Dean	Fall IE Requests presented at Division Meeting	Fall IE Requests due to Admin Services Office (w/VP Signatures) for IE review
NON-INSTRUCTIONAL POSITIONS	Non-Instructional Position requests presented to RAC for ranking			Non-Instructional Position Rankings by RAC due to Admin Services Office for combined ranking
<b>NOVEMBER</b>	<b>November 2, 2017</b>	<b>November 8, 2017</b>	<b>November 15, 2017</b>	<b>November 28, 2017</b>
BUSINESS				
FALL INSTRUCTIONAL EQUIPMENT (IE)	Fall IE Requests presented to RAC for ranking			Fall IE Rankings by RAC due to Admin Services Office for combined ranking
NON-INSTRUCTIONAL POSITIONS	Non-Instructional Position combined rankings reviewed by RAC		RAC Chair sends recommendation memo for Non-Instructional Positions to Dr. Russell	
<b>DECEMBER</b>	<b>December 7, 2017</b>	<b>December 13, 2017</b>	<b>December 20, 2017</b>	<b>N/A</b>
BUSINESS	Begin reviewing rubrics and forms			
FALL INSTRUCTIONAL EQUIPMENT (IE)	Fall IE Requests combined rankings reviewed by RAC		RAC Chair sends recommendation memo for Fall IE Requests to Dr. Russell	Admin Services Office begins Fall IE requisitioning process
NON-INSTRUCTIONAL POSITIONS	Review memo sent to President for Non-Instructional Position Ranking Recommendations			
<b>JANUARY</b>	<b>NO MEETING</b>	<b>N/A</b>	<b>January 17, 2018</b>	<b>N/A</b>
<b>FEBRUARY</b>	<b>February 1, 2018</b>	<b>February 14, 2018</b>	<b>February 21, 2018</b>	<b>February 28, 2018</b>
BUSINESS	VP presents proposed budget allocations for 2018-19; Dr. Russell attends RAC meeting to discuss Non-Instructional Position Rankings; Continue reviewing rubrics and forms			
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Review memo sent to President for Fall IE Request Ranking Recommendation; Determine if Spring IE Request process will go forth	Spring IE Requests due to Dean (if applicable)	Spring IE Requests presented at Division Meeting (if applicable)	Spring IE Requests due to Admin Services Office w/VP signatures (if applicable)
NON-INSTRUCTIONAL POSITIONS				
<b>MARCH</b>	<b>March 1, 2018</b>	<b>March 14, 2018</b>	<b>March 21, 2018</b>	<b>March 29, 2018</b>
BUSINESS	Continue reviewing rubrics and forms			
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Spring IE Requests presented to RAC for ranking (if applicable)			Spring IE Rankings by RAC due to Admin Services Office for combined ranking (if applicable)
NON-INSTRUCTIONAL POSITIONS				
<b>APRIL</b>	<b>April 5, 2018</b>	<b>April 11, 2018</b>	<b>April 18, 2018</b>	<b>N/A</b>
BUSINESS	Continue reviewing rubrics, forms, processes, etc.			
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Spring IE Requests combined rankings reviewed by RAC (if applicable)			Admin Services Office begins Spring IE requisitioning process (if applicable)
NON-INSTRUCTIONAL POSITIONS				
<b>MAY</b>	<b>May 3, 2018</b>	<b>May 9, 2018</b>	<b>May 16, 2018</b>	<b>N/A</b>
BUSINESS	Plan September 2018 Agenda; Review 2018-19 Calendar; Review IE Fund Balance			
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Status Update of Fall and Spring IE Requests			
NON-INSTRUCTIONAL POSITIONS				
<b>JUNE</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>FISCAL YEAR ENDS JUNE 30</b>