

**2017-18 Resource Allocation Committee Calendar**  
Updated: 9/13/17

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
SEPTEMBER	September 7, 2017	September 13, 2017	September 20, 2017	September 28, 2017
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				
OCTOBER	October 5, 2017	October 11, 2017	October 18, 2017	October 26, 2017
BUSINESS				
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
NOVEMBER	November 2, 2017	November 8, 2017	November 15, 2017	November 28, 2017
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
DECEMBER	December 7, 2017	December 13, 2017	December 20, 2017	N/A
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 President	
JANUARY	NO MEETING	N/A	N/A	N/A
BUSINESS				
FALL INSTRUCTIONAL EQUIPMENT (IE)				
NON-INSTRUCTIONAL POSITIONS				
FEBRUARY	February 1, 2018	February 14, 2018	February 21, 2018	February 28, 2018
BUSINESS	Begin reviewing rubric and forms			
FALL INSTRUCTIONAL EQUIPMENT (IE)	Fall IE Requests combined rankings reviewed by RAC		RAC Chair sends recommendation memo for Fall IE Requests to President	Admin Services Office begins Fall IE requisitioning process
NON-INSTRUCTIONAL POSITIONS	Review memo sent to President for Non-Instructional Position Ranking Recommendations			
MARCH	March 1, 2018	March 14, 2018	March 21, 2018	March 29, 2018
BUSINESS	VP presents proposed budget allocations for 2018-19; President attends RAC meeting to discuss Non-Instructional Position Rankings; Begin 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				
APRIL	April 5, 2018	April 11, 2018	April 18, 2018	N/A
BUSINESS	Continue reviewing rubric 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				
MAY	May 3, 2018	May 9, 2018	May 16, 2018	N/A
BUSINESS	2018-19 Shared Governance: 1) Chair/Membership; 2) Charge; 3) Member Responsibilities; 4) Sign Governance Worksheet; 5) RAC Calendar; 6) Review IE Fund Balance			
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Spring IE Requests combined rankings reviewed by RAC (if applicable); Status Update of Fall and Spring IE Requests			Admin Services Office begins Spring IE requisitioning process (if applicable)
NON-INSTRUCTIONAL POSITIONS				
JUNE	N/A	N/A	N/A	FISCAL YEAR ENDS JUNE 30