

2018-19 Resource Allocation Committee Calendar

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	N/A	N/A
SEPTEMBER	September 6, 2018	September 12, 2018	September 19, 2018	September 28, 2018
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
CLASSIFIED & ADMINISTRATIVE POSITIONS				
OCTOBER	October 4, 2018	October 10, 2018	October 17, 2018	October 26, 2018
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
CLASSIFIED & ADMINISTRATIVE POSITIONS		Classified & Administrative Position requests due to Deans	Classified & Administrative Position requests presented at Division Meeting	Classified & Administrative Position requests due to Admin Services Office w/VP Signatures
NOVEMBER	November 1, 2018	November 9, 2018	HOLIDAY: NO MEETING	November 16 & 30, 2018
FALL INSTRUCTIONAL EQUIPMENT (IE)	Fall IE Requests combined rankings reviewed by RAC	RAC Chair sends recommendation memo for Fall IE Requests to President		Nov. 16: Admin Services Office begins Fall IE requisitioning process
CLASSIFIED & ADMINISTRATIVE POSITIONS	Classified & Administrative Position requests presented to RAC for ranking			Nov. 30: Classified & Administrative Position rankings by RAC due to Admin Services Office for combined ranking
DECEMBER	December 6, 2018	December 12, 2018	December 19, 2018	December 21, 2018
FALL INSTRUCTIONAL EQUIPMENT (IE)	Review memo sent to President for Fall IE Request Ranking Recommendation; Determine if Spring IE Request process will	Spring IE Requests due to Dean (<i>if applicable</i>)	Spring IE Requests presented at Division Meeting (<i>if applicable</i>)	Spring IE Requests due to Admin Services Office w/VP signatures (<i>if applicable</i>)
CLASSIFIED & ADMINISTRATIVE POSITIONS	Classified & Administrative Position combined rankings reviewed by RAC	RAC Chair sends recommendation memo for Classified & Administrative Positions to President		
JANUARY	NO MEETING	N/A	January 16, 2019	February 1, 2019
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Jan. 7: Admin Svcs to distribute Spring IE Requests to RAC for ranking (<i>if applicable</i>)			Spring IE Rankings by RAC due to Admin Services Office for combined ranking (<i>if applicable</i>)
CLASSIFIED & ADMINISTRATIVE POSITIONS				
FEBRUARY	February 7, 2019	N/A	N/A	February 28, 2018
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Spring IE Requests combined rankings reviewed by RAC (<i>if applicable</i>)	RAC Chair sends recommendation memo for Spring IE Requests to President (<i>if applicable</i>)		Admin Services Office begins Spring IE requisitioning process (<i>if applicable</i>)
CLASSIFIED & ADMINISTRATIVE POSITIONS	Review memo sent to President for Classified & Administrative Position ranking recommendations			
MARCH	March 7, 2019	N/A	N/A	N/A
SPRING INSTRUCTIONAL EQUIPMENT (IE)				
CLASSIFIED & ADMINISTRATIVE POSITIONS				
APRIL	April 4, 2019	N/A	N/A	N/A
SPRING INSTRUCTIONAL EQUIPMENT (IE)				
CLASSIFIED & ADMINISTRATIVE POSITIONS				
MAY	May 2, 2019	N/A	N/A	N/A
SPRING INSTRUCTIONAL EQUIPMENT (IE)				
CLASSIFIED & ADMINISTRATIVE POSITIONS				
JUNE	N/A	N/A	N/A	FISCAL YEAR ENDS JUNE 30