

**2018-19 Resource Allocation Committee Calendar**

MONTH	RAC MEETING	SUBMITTAL DEADLINE TO DEAN	DIVISION MEETING DATE	SUBMITTAL DEADLINE TO ADMIN SERVICES OFFICE
<b>JULY</b>	N/A	N/A	N/A	N/A
<b>AUGUST</b>	N/A	N/A	N/A	N/A
<b>SEPTEMBER</b>	<b>September 6, 2018</b>	<b>September 12, 2018</b>	<b>September 19, 2018</b>	<b>September 28, 2018</b>
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				
<b>OCTOBER</b>	<b>October 4, 2018</b>	<b>October 10, 2018</b>	<b>October 17, 2018</b>	<b>October 26, 2018</b>
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
<b>NOVEMBER</b>	<b>November 1, 2018</b>	<b>November 9, 2018</b>	<b>HOLIDAY: NO MEETING</b>	<b>November 16 &amp; 30, 2018</b>
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
<b>DECEMBER</b>	<b>December 6, 2018</b>		<b>December 19, 2018</b>	<b>December 21, 2018</b>
FALL INSTRUCTIONAL EQUIPMENT (IE)	Review memo sent to President for Fall IE Request Ranking Recommendation; Determine if Spring IE Request process will go forth			
CLASSIFIED & ADMINISTRATIVE POSITIONS	Classified & Administrative Position combined rankings reviewed by RAC	RAC Chair sends recommendation memo for Classified & Administrative Positions to President		
<b>JANUARY</b>	<b>NO MEETING</b>	<b>N/A</b>		
SPRING INSTRUCTIONAL EQUIPMENT (IE)				
CLASSIFIED & ADMINISTRATIVE POSITIONS				
<b>FEBRUARY</b>	<b>February 7, 2019</b>			<b>February 28, 2019</b>
SPRING INSTRUCTIONAL EQUIPMENT (IE)				Spring IE Requests due to Admin Services Office w/VP signatures for IE Review
CLASSIFIED & ADMINISTRATIVE POSITIONS				
<b>MARCH</b>	<b>March 7, 2019</b>	<b>N/A</b>	<b>March 20, 2019</b>	<b>March 22, 2019</b>
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Spring IE Requests presented to RAC for ranking		Spring IE Requests presented at Division Meeting	Spring IE Rankings by RAC due to Admin Services Office for combined ranking
	Review memo sent to President for Classified & Administrative Position ranking recommendations			
<b>APRIL</b>	<b>April 4, 2019</b>	<b>N/A</b>	<b>N/A</b>	<b>April 20, 2019</b>
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Spring IE Requests combined rankings reviewed by RAC			Admin Services Office begins Spring IE requisitioning process
<i>Note: Review IE Rankings at Exec Staff Meeting on April 2 &amp; 9, 2019</i>				
<b>MAY</b>	<b>May 2, 2019</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
SPRING INSTRUCTIONAL EQUIPMENT (IE)	Report back of President's feedback			
<b>JUNE</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>FISCAL YEAR ENDS JUNE 30</b>

*Draft: Updated 2/8/19*