

**From:** Olatunji, Aderonke  
**Sent:** Monday, February 03, 2014 8:57 AM  
**To:** LMC ALL Employees  
**Subject:** Announcement of the 2014 - 15 Resource Allocation Process (RAP) Season

Hello College Community,

It is that time of the year when we assess our departmental goals and objectives; align them to college and District goals; identify resource needs; and request for funding to support these needs. I believe this period – for Los Medanos College (LMC) – is called the Program Review and RAP Season, and the goal of this message is to provide you with the necessary tools needed to facilitate this process.

A couple of things to note for this year's RAP Season:

- RAP presentations to the Shared Governance Council (SGC) will be held as an open forum, for any member of the campus community to observe. Since the presentations are used as a basis for scoring/ranking your proposal, it is strongly advised that managers bring along a department member who can confidently support and respond to questions relating to the proposal. In keeping with our past practices, there will be a limited amount of time available to present and justify each proposal and it is in your best interest to effectively communicate your needs during this timeframe.
- Since all of the approved 2012-13 RAP proposals were only funded on a one-time base, it is recommended that you reassess and re-submit proposals relating to any of the approved 2012-13 RAP proposals, if funding is still required.
- The RAP request forms have been updated and consolidated into one document for your convenience. Please click on the link below to access the RAP webpage, where all of the necessary and related documents are posted. In addition to downloading the RAP request form, be sure to also review the RAP rating sheet that SGC will use to review and rank the proposals.  
<http://www.losmedanos.edu/sq/ResourceAllocationProcessRAP.asp>
- Documents relating to requests for Perkins funding can also be downloaded from the [RAP webpage](#).

Below are important dates relating to the FY 2014-15 RAP season:

- **Tuesday, February 18, 2014 – Program Review and Planning Process Due**  
Your department/program's 2014-15 Program Review and Planning document is due by Tuesday, February 18, at 5:00 pm. **In order to qualify to submit RAP requests for Program Improvement & Development, Permanent Classified Staffing, or Perkins IV, you must submit your 2014-2015 program review and planning document.** Your program review must address each resource to be requested through the 2014 -15 RAP process.
- **Friday, February 21, 2014 – RAP Proposals Due**  
**All completed and reviewed RAP proposal documents are due to the Business Office, by 5:00 p.m. on February 21. This is a firm deadline.** RAP proposal documents submitted after this date will not be considered. Since original signatures are required, requests must be submitted in hard copy (not electronically).

In order to ensure a collaborative and seamless review process, it is strongly advised that you work with your manager as you develop these RAP proposals. **Make sure that the 1<sup>st</sup> and 2<sup>nd</sup> level reviewers sign your proposals prior to submittal to the Business Office.** Unsigned RAP proposals will be returned.

- **Wednesday, March 5, 2014 – President’s Cabinet**  
An expanded version of President’s Cabinet will meet to review/discuss all RAP proposals.
- **Wednesday, March 26 to Friday, April 11, 2014 – SGC Review and Recommendations**  
The Shared Governance Council will meet to review, discuss, and prioritize the RAP proposals. Based on these deliberations, a recommendation list will be developed and sent forward to the President.
- **Friday, April 25, 2014 – President’s Announcement of Funding Decisions**  
The President will notify the campus community of the results for the Program Improvement & Development, Permanent Classified Staffing, Program Maintenance, and Perkins IV funding decisions.
- **Tuesday, September 30, 2014 – President’s Announcement of Additional Funding Decisions**  
Based on a review of the 2014-15 Adoption Budget, the President will notify the campus community of any additional funding to be allocated for RAP proposals.

The 2014-15 RAP season will end once all approved projects are funded.

I look forward to a successful RAP season. Please do not hesitate to contact me with any questions/concerns.

Regards,

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