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Sent: Friday, January 23, 2015 8:11 PM
To: LMC ALL Employees
Subject: Announcing the 2015/16 Resource Allocation Process (RAP) Season
Attachments: LMC RAP Timeline for FY 2015-16 Funding_Spring 2015 cycle
LMC RAP Request Form for FY 2015-16 Funding

Hello College Community,

Welcome to the 2015/16 Resource Allocation Process (RAP) Season!

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 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.

Notable items for this year's RAP cycle:

Developing & Submitting RAP Proposals

- Please review the RAP timeline document for important dates relating to the 2015/16 RAP Season. This cycle will end once all approved projects are funded or if it is determined that no additional resources are available.
- Many of the RAP proposals approved last year were funded on a one-time basis; it is recommended that you reassess the need and re-submit these proposals, if funding is still required.
- The RAP process is the mechanism for requesting new classified positions or an “increase to base” [increase in FTE] for previously reduced permanent classified positions. Requests for previously reduced positions should be generated/submitted by the department manager, and not by the incumbent [however s/he can be involved in the development of the proposal, along with other department personnel].
- In a continued effort to appropriately align RAP with program review, all RAP requests must be: 1) connected to program/departmental objectives [or college goals]; and, 2) documented as part of the program/department's program review.
- In order to facilitate the necessary discussions with your respective manager(s) [and the IT and HR departments, where applicable], the RAP timeline has been extended to allow for more dialogue; these discussions should occur prior to the deadline for submitting approved forms to the Business Office. Please take advantage of the time available, so that your proposals contain accurate and adequate information to be used during the review process.
- RAP information and forms are accessible via three different sources:
 - Attached to this email [documents relating to requests for Perkins funding can be found on the RAP webpage].
 - Posted on the [RAP webpage](#) of the Shared Governance Council (SGC) website.
 - Posted on the RAP page of the PRST submission tool [Expected to launch in the next few days; a campus-wide update will be provided]

In addition to downloading the 2015/16 RAP information, be sure to also review the RAP rating sheet that SGC will use to review and score proposals.

Presenting & Reviewing RAP Proposals

- RAP presentations to SGC will be held as an open forum that members of the campus community are welcome to attend.
- Because the information shared during these presentations is utilized in the scoring of requests, it is strongly recommended that managers be accompanied by a department member who can confidently support and respond to questions relating to the proposal.
- In keeping with past practices, there will be a limited amount of time available to present and advocate for each proposal; it is therefore in your best interest to effectively communicate your needs within the allotted time.

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

Regards,

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