

## Resource Allocation Process (RAP) FY 16 -17 Timeline

Friday, January 29 – Thursday, February 11	Meet with the LMC IT and/or HR department(s) to confirm related information and obtain appropriate initials; only if RAP proposal(s) include(s) IT and/or HR related information.  <b>1/29/15- Program Review deadline. Ensure that RAP funding needs are aligned with and incorporated into your program review. Proposals that are not linked to a program review objective, may not be funded.</b>
<b>Tuesday, February 16</b>	Program Maintenance, Program Improvement & Development, Perkins IV and Permanent Classified Staffing proposals (RAP Proposals) are <b>due to 1<sup>st</sup> level/supervising manager for review and approval. The 1<sup>st</sup> level managers then submit the proposals to the 2<sup>nd</sup> level managers for review and approval</b>
<b>Monday, February 22</b>	RAP Proposals due to <b>2<sup>nd</sup> level/area manager (CAB manager) for review and approval.</b>
<b>Friday, February 26</b>	Approved RAP proposals (and supporting documentation), <b>due to the LMC Business Office Director by 5:00 pm.</b>
Wednesday, March 2	Business Office Director collates and submits RAP requests to the President's expanded Cabinet for review.
Wednesday, March 9	Expanded President's Cabinet meets to review Program Maintenance requests and ensure that all other proposals (Program Improvement and Development, Perkins IV and Permanent Classified Staffing) are completely filled out– with appropriate information that will help facilitate further review and assessment by the Shared Governance Council (SGC) and the President.
Thursday, March 10 - Wednesday, March 16	Representatives from President's expanded Cabinet obtain additional information– for proposals identified as incomplete or needing more information– and submits to the <b>Business Office by Wednesday March 16<sup>th</sup> by 5:00 pm.</b>
Thursday, March 17	Business Office sends: Program Improvement and Development and Permanent Classified Staffing proposals to the Shared Governance Council; additional Perkins IV information to the Dean CTE & Social Sciences; and any additional information for Program Maintenance proposals to the President.
Wednesday, March 30	Shared Governance Council meets to view presentations of Program Improvement and Development and Classified Staffing proposals. Designated managers (along with proposers) present proposals to SGC.
Wednesday, April 6	If necessary, Shared Governance Council meets again to view remaining RAP presentations.
Friday, April 15	By noon, Shared Governance Council voting members submit rating sheets for Program Improvement & Development and Classified Staffing proposals to the LMC Business Office.
Wednesday, April 20	Shared Governance Council meets to discuss ranking of Program Improvement & Development and Permanent Classified Staffing proposals.
Wednesday, May 4	President presents RAP funding decisions to the Shared Governance Council
Monday, May 9 - Friday, May 20	President notifies college community of RAP approvals, and Phase I allocations.
Friday, September 30	President notifies college community of any additional funding approvals resulting from available funds identified after the adoption of the 2016-17 budget- Phase II allocations.