

Goodin, Ruth

From: Cutler, Bruce
Sent: Friday, November 19, 2010 7:31 AM
To: 00-Everyone@LMCNew
Subject: 2010-2011 Resource Allocation Process
Attachments: Program Improvement and Development Form 10-11.doc; Classified Staffing Proposal Form 10-11.doc; Program Maintenance Form 10-11.doc; 10-11_Section_II_Part_A-Checklist.doc; 10-11_Section_II Part_B-Program_Info_by_TOP_Code.doc; Steps to request Perkins IV funds.doc

This kicks off the 2010-2011 Resource Allocation Process. Please note the timeline and information below and forms (including Perkins IV) attached. I will provide reminders of the timeline and forms as we get closer to the **RAP due date of Thursday, February 3, 2011**. In addition, all forms will again be available in SharePoint starting next week at:

<http://lmcsharepoint/RAP/default.aspx> (from work)

https://remote.losmedanos.edu/dana-na/auth/url_default/welcome.cgi (from home)

Following are important dates and processes for you to remember this year. Please read this entire email for important RAP information:

Friday, December 10 – Program Review

Your department/program's Fall 2010 Program Review and Planning document is due by Friday, December 10, at 5:00 pm. All Program Review and Planning documents will be considered submitted at this point. In order to qualify to submit a RAP Program Improvement and Development, Classified Staffing request form or a Perkins IV request this year, you must submit your Fall 2010 review and planning document by this date and the document must address each request you submit through RAP / Perkins IV this fiscal year. Please note that Program Maintenance requests do not need to be addressed in your Fall 2010 plan.

We suggest that as you develop your Fall 2010 plan, update keep in mind projects that you would like to pursue next fiscal year, 2011-2012, that will require financial resources. We also encourage you to discuss these needs with your manager prior to submitting your plan on December 10th.

Thursday, February 3, 2011 – RAP Proposals Due

This is **the day** all requests are due to the Business Office, which includes Program Improvement and Development, Classified Staffing, Perkins IV and Program Maintenance requests. **If you miss this deadline or you did not document your Program Improvement and Development, Classified Staffing or Perkins IV request in your Program Review Update, your request will not be considered for funding during this year's review process.** As we did last year, you will submit your requests to the Business Office **without** your manager's signature. You may submit your requests in paper form or as an email attachment, but your submission must take place by the time the Business Office opens the next day at 7:00 am sharp! The Business Office will handle the process of obtaining your manager's review and signature.

Wednesday, March 9 and Wednesday, March 23, 2010 – Shared Governance Review

The Shared Governance Council will meet to discuss the RAP proposals and formulate a funding proposal to the president.

Thursday, March 31, 2010 – President's Announcement of Funding Decisions

The president will notify the college community of the results for the Program Improvement and Development, Classified Staffing, Program Maintenance and Perkins IV review process.

Further Important Information:

Please note that there are no changes in any of the forms from last year. However, I do want to point out further information on the Program Maintenance Process:

- Based on the current inventory of Student Computer Labs, the Business Lab room 232 is due for replacement of 41 computers. The college will plan for this replacement of 41 computers; the department should not submit a request for this computer replacement.
- There are no other Student Computer Labs scheduled for replacement in 2011-2012. If any department would like their Student Computer Lab considered for replacement, they **should** submit a Program Maintenance request form with justification why the Student Computer Lab replacement should occur ahead of schedule. You can contact Mike Becker for more information about the timeline for the Student Computer Lab replacements.
- The college is developing a schedule for the replacement of staff computers models GX240, 260, 270 and 280. We will release a replacement timeline at a later date. If you determine that your staff computer should be replaced at this time, however, please do submit a Program Maintenance request form.
- The Program Maintenance request form can be used for the following types of requests:
 - Student Lab Computers
 - Staff Computers
 - Media Equipment
 - Other Equipment
 - One-time Non-Equipment Purchase
 - Classroom/Student Services Furniture
 - Increase to Operating Funds
 - Facilities Modification

Please contact me if you have any questions.

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