

LOS MEDANOS
COLLEGE

**Resource Allocation Process (RAP)
FY 15 -16 Timeline**

Monday, January 26 – Friday, February 6	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].
Tuesday, February 10	Program Maintenance, Program Improvement & Development, Perkins IV and Permanent Classified Staffing proposals (RAP Proposals) due to 1 st level/supervising manager for review and approval.
Tuesday, February 17	RAP Proposals due to 2 nd level/area manager for review and approval. Program Review deadline. Ensure that RAP funding needs are aligned with and incorporated into Program Review; without a linkage to a Program Review objective, proposals may not be funded.
Friday, February 27	Completed/signed RAP proposals (and supporting documentation), due to the LMC Director of Business Services by 5:00 p.m.
Wednesday, March 4	Director of Business Services collates and submits RAP requests to the expanded President's Cabinet for review.
Wednesday, March 11	Expanded President's Cabinet reviews Program Maintenance requests and ensures that all other proposals (Program Improvement & Development, Perkins IV, and Permanent Classified Staffing) are complete – with appropriate information to help facilitate further review and assessment by the Shared Governance Council (SGC) and the President.
Wednesday, March 11 - Tuesday, March 17	Representatives from expanded President's Cabinet obtain additional details – for proposals identified as incomplete or needing further clarification – and submit the information to the LMC Business Office by Tuesday, March 17, by 5:00 p.m.
Wednesday, March 18	Business Office sends: Program Improvement & 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.
Tuesday, March 24	CTE Committee meets to review Perkins IV proposals.
Wednesday, March 25	SGC meets to view presentations of Program Improvement & Development and Classified Staffing proposals. Designated managers (along with requestor) present proposals to SGC.
Wednesday, April 1	If necessary, Shared Governance Council meets again to view presentations of Program Improvement & Development and Classified Staffing proposals. Designated managers (along with requestors) present proposals to SGC.
Monday, April 6	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 8	Shared Governance Council meets to discuss ranking of Program Improvement & Development and Permanent Classified Staffing proposals.
Friday, April 10	CTE Committee submits recommended ranking of Perkins IV proposals to the President.
Wednesday, April 22	President presents RAP funding decisions to the Shared Governance Council.
Friday, April 24 - Friday, May 8	President notifies College community of "Phase I" RAP approvals.
Wednesday, September 30	President notifies College community of any additional "Phase II" funding approvals resulting from available funds identified after the adoption of the 2015-16 budget.