

## Technology Fee Proposals (STEP) Calendar 2023-2024

### TECHNOLOGY FEE PROPOSALS (STEP) CALENDAR

**Note:** At each level of the process, any proposal which is not recommended for funding will be returned to the originator by the group not recommending the proposal. An explanation of why the proposal was not recommended and, if appropriate, any suggestions for improving the proposal for resubmission next year will also be given to the originator of the proposal. Alternate sources of funding will also be suggested if any are known to be available.

#### Fall 2023

- June 27 – Aug. 28, 2023** STEP process and forms available on the College's website and distributed on each campus/site and through the SGAs.
- Aug. 28, 2023 (Mon)** Proposals due to SGAs, Division Deans and Unit Heads.
- Aug. 29 – Sept. 12, 2023** College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.
- Sept. 13 – 22, 2023** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Sept. 29, 2023 (Fri.)** A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.
- Oct. 2, 2023 (Mon.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Oct. 4 – Oct.13, 2023** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- Oct. 13, 2023 (Fri.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Oct. 13 – Oct. 31, 2023** **Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system.** Numbered hard copy requisitions submitted to Chair, STEP Council.
- Nov. 7, 2023 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.

## Technology Fee Proposals (STEP) Calendar 2023-2024 (continued)

### Spring 2024

- Jan. 8 – Jan. 12, 2024** STEP process and forms available on the College's website and distributed on each campus/site and through the SGAs.
- Jan. 30, 2024 (Tues)** Proposals due to SGAs, Division Deans and Unit Heads.
- Jan. 31 – Feb. 9, 2024** College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.
- Feb. 12 - Feb 16, 2024** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Feb. 16, 2024 (Fri.)** A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.
- Feb. 16, 2024 (Fri.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Feb. 21 – Mar. 1, 2024** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- March 6, 2024 (Wed.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Mar 6 – March 26, 2024** **Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system.** Numbered hard copy requisitions submitted to Chair, STEP Council.
- March 26, 2024 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.