

Technology Fee Proposals (STEP) Calendar 2025-2026

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 2025

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| Aug. 11 – Sept. 10, 2025 | STEP process and forms available on the College's website and distributed on each campus/site and through the SGAs. |
| Sept. 10, 2025 (Wed) | Proposals due to SGAs, Division Deans and Unit Heads. |
| Sept. 10 – 19, 2025 | 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. 22 – 26, 2025 | The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals. |
| Oct. 3, 2025 (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. 10, 2025 (Fri.) | STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval. |
| Oct. 13 – 17, 2025 | The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site. |
| Oct. 17, 2025 (Fri.) | Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean. |
| Oct. 20 – Oct. 31, 2025 | 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. 4, 2025 (Tues.) | Deadline for all proposal originators to receive notification as to whether proposals are funded or not. |
| STEP Requisition Deadline | Each Campus/Site Executive Dean (or designee) verifies all purchasing requisitions are entered in the Banner finance system by the requisition deadline published in the yearly STEP Calendar to ensure funds are encumbered for campus/site purpose as approved. |

Technology Fee Proposals (STEP) Calendar 2025-2026 (continued)

Spring 2026

Jan. 12 – Feb. 3, 2026	STEP process and forms available on the College's website and distributed on each campus/site and through the SGAs.
Feb. 3, 2026 (Tues)	Proposals due to SGAs, Division Deans and Unit Heads.
Feb. 4 – 20, 2026	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. 23 - 27, 2026	The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
Mar. 6, 2026 (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.
Mar. 13, 2026 (Fri.)	STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
Mar. 16 – 20, 2026	The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
Mar. 20, 2026 (Fri.)	Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
Mar. 23 – 27, 2026	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 27, 2026 (Fri.)	Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
STEP Requisition Deadline	Each Campus/Site Executive Dean (or designee) verifies all purchasing requisitions are entered in the Banner finance system by the requisition deadline published in the yearly STEP Calendar to ensure funds are encumbered for campus/site purpose as approved.