Sacramento City College
VP Review Team

College Process for Facilities or IT action requests:

The steps below describe the process to be used when requesting modifications to facilities. Examples of appropriate requests include changes to the interior to accommodate the needs of a department, such as floor and wall coverings, ceilings, office partitions, plumbing, data, audio visual and power requirements, heating, ventilating and air conditioning (HVAC), fire protection and security. One goal of this process is to minimize direct requests of the Operations and IT staff prior to proper vetting of new projects, facility renovations, furniture review, and IT action, including telephones and data drops. This process is not intended for basic tasks covered by work orders or ISWR forms—tasks such as changing employees' phone lines or moving a computer within an office do not need to go through this process. If in doubt, please ask IT or Operations.

This process is not a replacement of the existing unit plan process, but is meant to supplement that process for needs that arise after the unit plan process has been completed. For example, a request for more office space by a department would still go through the unit plan process.

The VP Review Team meets the 2nd and 4th Tuesday of every month and will review these requests at those meeting. The Team is made up of the 3 VPs, the three AVPs, the Director of Operations and the Dean of IT. Our goal is to keep the requestor apprised of the status of the request throughout the process. Emails will be sent to the requestor when any decisions or actions are taken on the project. The length of time for a project will vary by project.

The area dean requesting the action begins by providing an e-mail request to their Associate Vice President or direct manager. In the case of Outreach deans, the requests go to the Vice President of Instruction.

- Requests will need to include data to support the need for certain changes (e.g., computer usage, ADA needs, etc.). OnTrack system is one source of such information that can provide student usage to support the needs outlined in the request. Any additional statistical information that is available and verifiable will be useful in evaluating requests. If unsure of what data is needed for your request, the requestor may indicate as such and will be informed by the Team of what is needed.
- Any proposed funding source(s) needs to be identified.
- NOTE: Projects funded from restricted funds must also go through this process before any commitments are made.
- The initiator of the request will follow the same communication flow in requesting project updates.

1) After discussion with the dean regarding the proposed action, the AVP or VP or President will forward the request to the VP Review Team.

- The VP Review Team will evaluate the request. If additional data is needed, such information will be requested by the Team.
- The dean may be invited to a VP Review Team meeting to further explain their needs and answer any questions.
- The VP over the area originating the request will communicate the changes, with the dean, to the department. The reason for the change will be explained, as well as any details related to the move.
- If any changes are needed after the meeting with the department, that will communicated and worked through with the VP Review team.
- Once the VP Review Team has determined if the project may move forward, the VPs will review the project with the President.
- Upon final approval, the VPA will provide next steps in an e-mail to the dean making the request. The VPA will cc the VP Review Team, IT Dean, and Director of Administrative Services.
- The original requestor will be advised when a requisition needs to be completed and the details to be included will be provided by IT or Operations, when appropriate.

2) Upon receipt of the approval e-mail from the VPA, IT will enter a KACE ticket (DO IT system). If a work order is required, Operations will provide required project information to the requester so they may include that information in the Work Order. Having the requester input the Work Order allows that person to check on the status throughout the duration of the project.