SACRAMENTO CITY COLLEGE
EST. 1916

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Operational Memorandum	OM: 2.A.1
Sacramento City College	Adopted: 06/11/2020

Title: Facilities Modification or IT Action Requests

Date: 06/11/2020

Memorandum:

To: Michael Gutierrez

Executive Council

From: President's Cabinet

Vice President Review Team (VPRT)

Purpose: To establish a process and time-frame for requesting modifications to facilities and to minimize direct requests of the Operations and IT staff prior to proper vetting of new projects, facility renovations, and IT action, such as telephone and data drops.

Background: The current practice and frequency of requesting modifications impacts the work-flow of the Operations and IT staff. A new process will help supplement the existing unit plan process if a need arises, and will not replace existing processes, such as work orders.

Policy: Requesters will follow the process outlined below, including filling out the attached form, getting signatures, and adhering to the VP Review Team (VPRT) time-line that can be found below in parentheses, following each step in the process. If there are emergency requests, the requester must justify their reasoning within the form.

Process: Requesters will fill out all fields in the attached form and communicate their request to their dean or direct supervisor (due end of February or beginning of November). If the supervisor supports the request they will sign the form and forward to their AVP or direct supervisor (due beginning of March or mid-November). If the AVP or direct supervisor supports the request they will sign the form and forward to the VPRT (due by mid-March or end of November). The VPRT will evaluate the request, ask for additional information, or invite the dean to discuss the request if applicable, and will communicate changes with the dean and department. If the VPRT has determined that the project may move forward, the VP's will review the project with the President (end of March or beginning of December). If the project is not approved to move forward, the AVP will communicate this to the requester. Upon final approval, the respective VP or AVP will provide next steps (requisition details) in an email to the dean making the request, and CC the VPRT, including the IT Dean and Director of Administrative Services. Upon receipt of the approval email, IT will enter a help ticket. If a work order is required, Operations will communicate with the requester about the information that must be included in the work order. This allows the requester to check the status of the project.

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Point of Contacts: Malissa Kekahu, Executive Assistant

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Vote: 3 *Yeas*
Nays
Abstentions