

Where Should Requests Go?

	SPACE RELOCATION FORM	PROGRAM REVIEW	FACILITIES FORM (PILOT)	PRESIDENT’S CABINET
REQUEST TYPE	<ul style="list-style-type: none">• Person wants to move from office A to office B• Moving classroom furniture• Moving computers, phones• Significantly adding/removing chairs or furniture from a classroom• Moving equipment	<ul style="list-style-type: none">• Request to paint interior or exterior• New furniture (unless funded from department budget)• Request to put together furniture• Renovations• Changes to the exterior or grounds• New doors/ offices• Request for special items built by FMO• Special or unusual requests• Budget increase	<ul style="list-style-type: none">• Larger projects that are funded and off-cycle• Projects that need more information and vetting• Request to put together furniture (pre-approved)	<ul style="list-style-type: none">• Emergencies• Unusual or one-time projects• Impacts to instruction• Previously-vetted resource requests to implement college-wide strategic initiatives• One-Time or renewal of college-wide strategic initiatives

Program Review

REQUEST TYPE	TECHNOLOGY	STAFFING	FACILITIES	ALL OTHER
COMMON REQUESTS	<ul style="list-style-type: none">• Software• Computers• Instructional equipment	<ul style="list-style-type: none">• Classified• Faculty	<ul style="list-style-type: none">• Painting• Renovations• Furniture• Equipment	<ul style="list-style-type: none">• All “other” requests• Supplies• Hourlies• Furniture• Equipment
WHAT ABOUT?	<ul style="list-style-type: none">• Collegewide requests? YES• Grant-funded technology? YES	<ul style="list-style-type: none">• Hourlies, short-term, or grant-funded positions? NO	<ul style="list-style-type: none">• Facilities projects lasting more than 2 days and/or cost over \$500? YES• Grant-funded projects or equipment? YES	<ul style="list-style-type: none">• Budget increases (one-time and permanent)? YES• Other projects? Maybe
COUNCIL/COMMITTEE	College Technology Committee (CTC)	Faculty Hiring Priorities Committee (FHPC) Classified Hiring Priorities Committee (CHPC)	Facilities and Sustainability Planning Committee (FSPC)	Resource & Operations Council (ROC)