



## NEW RESOURCE REQUESTS GENERAL GUIDELINES

If you're uncertain about where your request fits or need further assistance, please email [planning@otc.edu](mailto:planning@otc.edu).

### STEPS FOR PURSUING A NEW RESOURCE REQUEST



#### IDENTIFY YOUR NEED

Use information from your program or department's Program Review document, SWOT analysis, discussions with your team, observations, etc. to identify high priority needs.



#### TALK WITH YOUR SUPERVISOR

Have a preliminary discussion with your supervisor about what you would like to request and if they support the development of the new resource request.



#### DETERMINE YOUR NEXT STEPS

Use the information in this document to help determine your next steps.



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WHAT WOULD YOU LIKE TO REQUEST?	NEXT STEPS
<b>REPAIRS OR GENERAL MAINTENANCE</b>	
<b>Minor Paint Repairs</b> Small touch-ups, scratches, marks, etc.	Submit Maintenance Work Order
<b>Minor Carpet or Flooring Repairs</b> Tears, worn patches, buckling, etc.	
<b>Lighting Repair</b> Bulb replacement, broken fixtures, etc.	
<b>Equipment, Furniture, or Appliance Repairs</b> Broken or malfunctioning equipment, furniture, appliances, or fixtures that can be potentially repaired instead of replaced.	Submit Maintenance Work Order Note – Request may require Integrated Plan depending on scope of project.
<b>Room Setup Changes</b> Addition or removal of tables, desks, or chairs (does not require technology modifications).	Speak with your Dean or Vice Chancellor for guidance.
<b>RENOVATIONS OR NEW CONSTRUCTION</b>	
Estimate is required. Submit <a href="#">request for estimate</a> a minimum of four weeks prior to plan submission.	
<b>Paint Change</b> Changing color or repainting of one or more walls in an area.	Submit Maintenance Work Order Note – Request may require Integrated Plan depending on scope of project.
<b>Carpet or Flooring Replacement</b> Reflooring entire carpet, tile, etc. in an area.	
<b>Lighting Replacement or Upgrades</b> Updating or replacing full light fixture in an area.	
<b>Office or Suite, Classroom, Common Space, or Outdoor Area Renovations</b> Adding walls, creating new offices, replacing flooring and paint, replacing or adding outdoor items, other full renovation of area, etc.	Submit through Integrated Planning Process – New Capital Request
<b>Construction for New Programs or Departments.</b> Renovations required to start new program or departments.	
<b>Building Renovation</b> Renovations to existing buildings.	
<b>Renovations Required for Installation of New or Replacement Equipment</b> Physical space renovations required to install purchased equipment in an existing or new space.	Submit through Integrated Planning Process – New Capital Request
<b>Life Safety System Upgrades/Additions</b> Upgrades or additions to alarm system, key fob system, security cameras, etc.	Submit Maintenance Work Order



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TECHNOLOGY	
Estimate is required. Submit <a href="#">request for estimate</a> a minimum of four weeks prior to plan submission.	
<b>Audio/Visual Upgrades/Additions</b> Upgrades or additions to TVs, speakers, projectors, cameras, etc.	Submit through Integrated Planning Process – New Technology Request
<b>Computer Software</b> New software system, new software subscriptions, etc.	
<b>New or Updated Specialized Technology</b> Cameras, assistive technology, simulators, virtual reality, 3D printers, etc. for classroom use.	
<b>New or Updated Technology for Faculty/Staff Use</b> New or upgraded laptops, computers, iPads, hotspots or other technology for faculty or staff use.	Email request to <a href="mailto:helpdesk@otc.edu">helpdesk@otc.edu</a> for information on the lifecycle replacement schedule.
<b>New or Updated Technology for Student Use</b> New or upgraded laptops, computers, iPads, hotspots or other technology for student use.	<ul style="list-style-type: none"> <li>• Email request to <a href="mailto:helpdesk@otc.edu">helpdesk@otc.edu</a> for information on the lifecycle replacement schedule.</li> </ul> OR <ul style="list-style-type: none"> <li>• For enhancement eligible programs: Submit through Integrated Planning Process – Perkins/Enhancement Grant Request.</li> </ul>
<b>New or Updated Individual Office Technology</b> New or replacement keyboards, mice, webcams, speakers, monitors, etc.	Email request to <a href="mailto:helpdesk@otc.edu">helpdesk@otc.edu</a>
PERSONNEL	
<b>New full-time faculty or staff employee</b> Creation of new, permanent full-time position.	Submit through Integrated Planning Process – New Personnel Request
<b>New part-time staff employee</b> Creation of new, permanent part-time position, including student workers.	
<b>Current part-time employee wage increase</b> Salary increase for current part-time faculty or staff member.	Submit through Integrated Planning Process – Existing Personnel Modification/Change
<b>Wage increase due to organizational restructure</b> Salary adjustments resulting from changes in organization structure (e.g. creation of new position tiers).	



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NEW PROFESSIONAL DEVELOPMENT	
<b>Conference registration fees</b> Registration fees for conferences, conventions, seminars, etc.	Submit through Integrated Planning Process – Ongoing Operational Budget Expansion
<b>Conference food, travel, or lodging</b> Meals, mileage, transportation, lodging, etc.	
<b>On-campus training, retreats, or guest speakers</b> Materials, food, printing, speaker fees, etc.	
OFFICE/CLASSROOM EQUIPMENT OR SUPPLIES	
<b>Instructional Equipment</b> Microscopes, trainers, specialized equipment, etc.	<ul style="list-style-type: none"> <li>Submit through Integrated Planning Process – New Equipment Request.</li> </ul> OR <ul style="list-style-type: none"> <li>For enhancement eligible programs: Submit through Integrated Planning Process – Perkins/Enhancement Grant Request (if eligible for these funding sources).</li> </ul>
<b>Non-Instructional Equipment</b> Office equipment, vehicles, facility equipment, etc.	Submit through Integrated Planning Process – New Equipment Request
<b>Operational or Instructional Supplies</b> Office supplies, books, classroom books, printing, etc.	<ul style="list-style-type: none"> <li><b>If requested amount is \$1,000 or more:</b> Submit through Integrated Planning Process – Ongoing Operational Budget Expansion.</li> </ul> OR <ul style="list-style-type: none"> <li><b>If requested amount is \$999 or less:</b> Reallocate existing operational funds and/or speak with your Dean or Vice Chancellor.</li> </ul>
<b>Renovations Required for Installation of New or Replacement Equipment</b> Physical space renovations required to install purchased equipment in an existing or new space.	Submit through Integrated Planning Process – New Capital Request