

## BACKGROUND:

A new form has been developed to improve **submission of funding and project requests** for RCTC.

This form will be using the **TeamDynamix** system that we are using to submit IT and Facilities tickets.

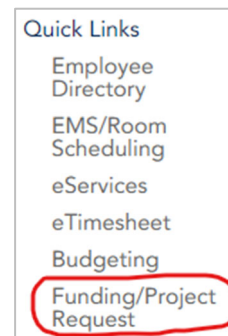
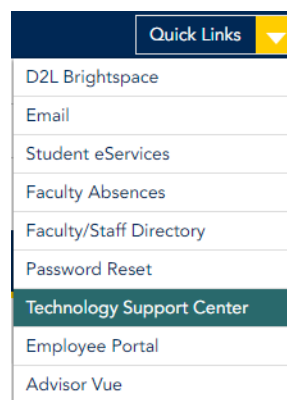
This new system will provide the following benefits:

1. It is a **single point of collection** for all funding and project requests across the campus.
2. It will allow the College to **increase the transparency** around what is requested, and the decisions made.
3. It will allow for **better evaluation of the requests** to have a clearer understanding of the scope and magnitude of the request e.g., how large, how long, what types of equipment needs, etc.
4. YOU will be able to **see the status of your requests** over time, something that was not available before.
5. Request submissions are not contained to just the **budget cycle timeframe**. Though we will make a larger push for requests during budget planning, submissions of requests can occur **throughout the entire year**.

## ACCESS:

There are several ways to access the system.

1. To **access** the system, go to: <https://services.rctc.edu/>
2. Alternatively, you can go to the **Technology Support Center** link on the **Quick Links** drop-down on the website.
3. Or, through the **Funding/Project Request** link on the SWARM Quick Links, under "Budgeting".



Once there, you **MUST be signed in** to be able to use the form; you will need to **Sign In** using your **StarID and password**.

Note: you may be prompted to enter your Multi-Factor (MFA) Credentials if you have not logged in already.



4. Everyone can also personally "Save" or "**Bookmark**" the site and get quick access to it, if desired.

ENTERPRISE SERVICE PORTAL: <https://services.rctc.edu/>

**ROCHESTER**  
COMMUNITY AND TECHNICAL COLLEGE

Home Technology Facilities Services Knowledge Base

Search the client portal

Sign In

Technology Services

Facilities Services

Funding / Project Requests

View My Tickets

Check tickets you have submitted or which were submitted on your behalf.

Check Ticket Status >

How to use the RCTC Online Service Portal

Service Catalog

Submitting a Ticket

Viewing My Tickets

How-to User Guide

Click on the “Funding / Project Requests” Tile

## INSTRUCTIONAL FUNDING / PROJECT REQUESTS SITE:

A one-page instructional page shows up next providing general information on how to think about your request.

[Service Catalog](#) / [Project Services](#) / [Proposal Intake](#) / [Funding / Project Requests](#)

## Funding / Project Requests

◆ [Strategic](#) • [Initiative](#) • [Repair](#) • [Replacement](#) • [Project](#) • [Request](#) • [Projects](#) • [Resource](#)

### 👁 Overview

A funding / project request is the initial proposal or idea representing a need or an opportunity within the college. Requests will be evaluated to determine technology, facilities, and personnel needs; budget; risk; complexity; alignment with strategic goals; and feasibility. This may or may not require financial resources. This process will align with annual budget cycle planning and review. Requests will also be considered throughout the year.

### Funding sources may include:

- Strategic
- Grants
- Leveraged Funds
- Higher Education Asset Preservation and Replacement (HEAPR)
- Operational
- Repair and Replacement (R&R)

### Requests may be categorized as follows:

#### Strategic Initiatives

- New and innovative.
- Purposeful and well-defined.
- Requests should **NOT** be for day-to-day operational needs. Those items should be entered through the annual budget submission process as general operating needs.
- Requests **MUST** be aligned with one of [RCTC's Strategic Objectives](#) and include baseline data used to identify needs, anticipated outcomes, the time-line, and measurements to be used for evaluating the outcomes.

#### Repair and Replacement (R&R)

- A specialized definition for campus funded repair and in-kind (equivalent or similar) replacement of physical elements of facilities and fixed equipment.
  - Main buildings, offices, classrooms, hallways, bathrooms.
  - Fixed equipment, such as boilers, pumps, and other building systems, etc.
- Under current MinnState system procedures, campuses are required to invest at least \$1.00 per square foot annually for repair and replacement.

#### Operational Requests

- An operational request sustains or improves current activities outside of general annual planned budgets.
  - Office Moves
  - Lab Equipment
  - Furniture
  - End-of-Life Replacement

#### Resources

- Resources are a supply of money, materials, staff, and other assets that are needed to successfully perform an initiative or project.

## READY TO SUBMIT YOUR REQUEST?

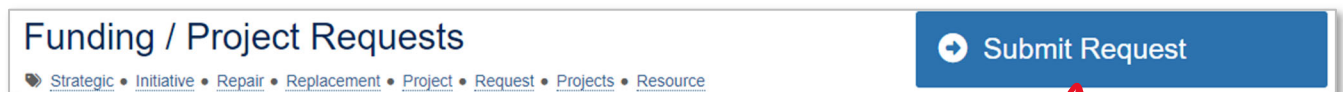
**Caveat:** Once you start your request submission, you **MUST** complete all the fields and **SUBMIT** it. You cannot close out the submission/form and come back at another time to start where you left off and complete the submission; you will have to start over.

## Recommendation: Planning Your Request!

It is highly recommended that you **develop your request in either Word, Excel, or a printing version of the submission form before starting the submission process**. This way, you will be able to gradually develop your request, talk to colleagues and others to get additional ideas or information, and submit a **complete** request when you are ready. **Printing the form** and its related questions is described below.

## Printing the Submission Form

Click on the “Submit Request” button to the right of the screen.



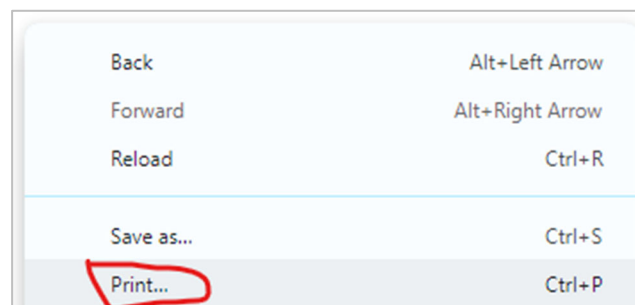
Though many of the question headers are self-explanatory, there are also “Help” text that describes a question further, if you need more help. These are indicated by a question mark: **?** for example,

A screenshot of a form question. The question is 'Has this request been outlined in your Workplan?' followed by a blue question mark icon. Below the question is the text 'If this request has been identified in your unit Workplan, please indicate so.' and two radio buttons labeled 'Yes' and 'No'. A red arrow points from the text 'These are indicated by a question mark: ? for example,' to the question mark icon.

You can **turn on ALL the help text** by clicking on the “Show Help” on the right of the screen.



Either **right-click** on any “white space” areas of the form or go to your browser’s **print menu** and print the form (either in PDF format [so you can email it, etc.] or as a printed paper form).



3/11/24, 12:03 PM
Funding / Project Requests

## Funding / Project Requests

Strategic Initiatives / Repair and Replacement / Operational Requests / Resources

**Have you discussed this request with your Dean/Managers? \*** ⓘ

Before filling out this form and submitting, please discuss the request with your Dean/Manager.

☐ Yes
☐ No

**Has this request been outlined in your Workplan? \*** ⓘ

If this request has been identified in your unit Workplan, please indicate "Yes", otherwise, "No".

☐ Yes
☐ No

**Requestor \*** ⓘ ⓘ

The person making the request (who may or may not be the Lead).

Mir Qader

**Acct/Dept \*** ⓘ

The account/department under which the ticket requestor falls.

Information Technology

**Lead Person \*** ⓘ

Lead person responsible for providing guidance and overseeing the request to completion (could be the same as the Requestor).

Start typing...

**Division \*** ⓘ

Identify the primary Division(s) of RCTC that this request aligns to.

☐ Academic Affairs
☐ Finance/Facilities
☐ Student Affairs
☐ Technology
☐ Other

**Request Title \*** ⓘ

A short descriptive name for the request.

**Request Description \*** ⓘ

Full description of what you are trying to accomplish (what, why, how).

Format
Font
Size

[https://services.rctc.edu/TDClient/377/Portal/Requests/TicketRequests/NewForm?ID=ykQYpcAGSH8\\_&RequestorType=Service](https://services.rctc.edu/TDClient/377/Portal/Requests/TicketRequests/NewForm?ID=ykQYpcAGSH8_&RequestorType=Service)
1/4



**Note:** If you want to see ALL Strategic Objectives related to Strategic Priorities/Pillars in the printout, you will have to “check” all the Pillar items first before printing the form.

**RCTC Strategic Priority/Pillar Alignment \* ?**

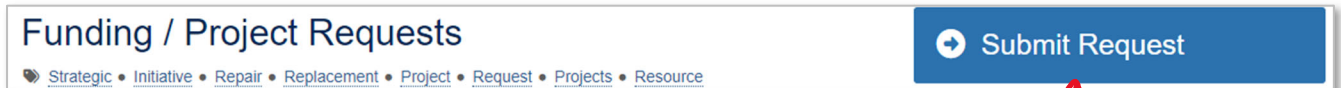
- ☒ Teaching and Learning (TL)
- ☒ Student Success (SS)
- ☒ Operational Sustainability (OS)
- ☒ Community Impact (CI)

**Based on the Strategic Pillar you selected, identify the key Strategic Objective(s) that this request will support. \* ?**

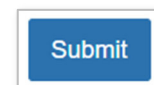
- ☐ TL-Foster a culture of professional growth that expands expertise
- ☐ TL-Cultivate inclusive and cross-campus collaboration that supports excellent educational outcomes
- ☐ TL-Utilize innovative technology and learning spaces to improve the educational experience
- ☐ TL-Assess programs, curriculum, modalities, and learning experiences to support continuous improve.
- ☐ TL-Leverage the experiences and address the unique needs of our ever-changing student body
- ☐ SS-Offer students relevant programming, pathways, and wraparound services that support students
- ☐ SS-Provide clear guidance to students to facilitate achievement of personal, education, and goals
- ☐ SS-Elevate the student voice in decision making and increased student governance
- ☐ SS-Build a more inclusive campus community where students see themselves in all aspects of RCTC
- ☐ OS-Recruit, develop, grow, and retain employees that reflect the diverse communities that we serve
- ☐ OS-Steward current resources and establish additional revenue streams for long-term growth
- ☐ OS-Allocate resources for exceptional facilities, space utilization, energy efficiency, technology
- ☐ OS-Increase student educational access and opportunity to ensure a healthy institution
- ☐ OS-Nurture a culture of continuous improvement driven by community and employee engagement
- ☐ CI-Grow awareness of the value of an RCTC education and its economic impact
- ☐ CI-Align programming and prepare learners to meet needs of employers and community
- ☐ CI-Model diversity, equity, and inclusion efforts on campus and within the community
- ☐ CI-Establish formal structures to grow partnerships
- ☐ CI-Contribute to regional quality of life through engaging entertainment, meaningful events, learn

## COMPLETE YOUR REQUEST (when ready):

- Try to **be as complete as possible** with your request so that it can be easily evaluated.
  - You might want to **consult others** in the College before submitting your request, for instance:
    - Your colleagues/peers.
    - Your program leads/deans/managers.
    - Other institutions.
    - Information Technology.
    - Facilities.
- After you have done your **pre-planning work**, go to the request form and complete your request.



- **Fill-in the form**
  - It would be best if the request being submitted is discussed with your supervisor, Dean, or manager first.
  - Some, but not all, of your requests can stem off your unit Workplans. If this is true, please indicate that so that we can track it for Accreditation purposes.
  - Identify who are the key parties to this request – the Requestor (You), the department you are in, and the Lead for the request to answer any questions that might arise.
  - Provide a descriptive title and description of the request – what are you trying to do, why, how, etc.?
  - Provide a general cost estimate for completing the work of the request.
  - Also, provide a total ongoing cost estimate to sustain this request over its lifetime. For example, if you need \$2,500 per year for a period of 5 years to sustain the solution, then indicate that total (e.g., for our example, \$12,500).
  - If you have identified sources of funds to support the request, please note them, for instance, *“I anticipate a \$5,000 grant, and partnership in-kind support in the amount of \$10,000.”*
  - Describe technology and facility needs you think will require, for example, *“I will need 22 new computers in room XYZ, plus new Audio Visual (A/V) equipment – an upgraded projector. Also, I will need 22 desks and chairs plus 2 whiteboards on walls.”*
  - Identify a timeframe you would like the request to be completed – start and end timeframes, e.g., Fall Semester: 8/20/2024 to 12/30/2024.
  - Considering the RCTC Strategic Plan, identify the pillars and objectives that aligns with your request.
  - Describe how the request aligns to the College’s Strategic Plan/Pillars/Objectives.
  - Describe baseline data that supports your request. You can also upload any files that shows baseline data.
  - Describe how you will measure what you have achieved.
    - Describe your metrics.
    - Describe how you will evaluate if you achieved what you intended and approximately when you will do the evaluation.
- Once you have completed all required fields, click on “Submit.”



## REVIEW PROCESS:

- Other departments in the College might have to evaluate details you have laid out in the request and possibly reach out to get any needed verification information. For example, additional information about **technology** needs and/or **facilities** needs.
- The **Cabinet** will review the request with all the other requests submitted.

## APPROVAL PROCESS:

- Depending on various factors:
  - (a) funding availability,
  - (b) other requests,
  - (c) priorities for the College,
  - (d) alignment to the Strategic Plan, etc. a project might be approved, denied, or put on hold.

**Cabinet Decision?** ?

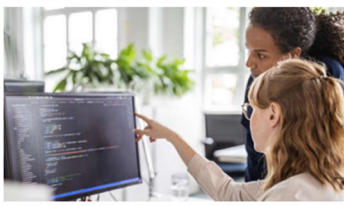
After the collective Cabinet evaluation and discussion, what is the FINAL decision?

☐ Approved
 ☐ Denied
 ☐ On Hold


- If approved, funding levels will be noted.
- You will be informed of the approval.
  - You can also see the status of your request as described below...

## VIEW MY REQUEST / TICKET:


Once you have submitted your request; you can easily access the details or status of the request through the **View My Tickets** link. Your Funding / Project Requests will show up with other tickets you might have submitted to IT and/or Facilities or other areas.




Technology Services



Facilities Services



Funding / Project Requests



**View My Tickets**

Check tickets you have submitted or which were submitted on your behalf.

Check Ticket Status »

ID ↕	Title ↕	Acct/Dept ↕	Service ↕	Service Offering ↕	Status ↕	Reviewer ↕	Requestor ↕	Modified ↕
2621551	<a href="#">Refresh 2 Servers as part of Back-end Infrastructure Refresh Plan</a>	Information Technology	Funding / Project Requests		New	Request Reviewers - IT/Facilities	<a href="#">Steve Higgins</a>	Mon 3/11/24 1:31 PM