



*Office of the President*

To: Kammy Algiers, Department Chair, Biology  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Dan Kumpf; CPC Tri-Chairs  
Date: October 6, 2021  
Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following request. The president's response is included below, with the details in the individual request form attached to this memo.

<b>Requestor</b>	<b>Equipment Request</b>	<b>Division/Department</b>	<b>Response</b>
Kammy Algiers	Autoclave	Biology	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for an Autoclave and agree with the urgent need for purchasing a replacement. Please work with Vice President Bojorquez to identify the funding source.

Please share this information as appropriate. Thank you for your contribution to this process.

## **Out-of Cycle Resource Request Form**

Complete this form to request resources that were not included in your program review. This is not intended to replace or circumvent program review. It can only be used in the case of a time-sensitive need that arose outside of the usual program review cycle.

After completing the form below, the request will go to the Vice President over your area. If the Vice President approves the request, it will go to the President and Executive Team for consideration.

### **Q1. Type of Resource Requested:**

- Equipment

### **Q14. Is this a new resource or a replacement of an existing resource?**

- Replacement

### **Q3. Description of Request:**

**If this is a staffing request please include the following information:**

- **Position title**
- **Position number (if this is a replacement)**
- **Date that the hire is needed**

Our Autoclave in the biology department needs to be replaced ASAP. Autoclaves provide a physical method for disinfection and sterilization for material used in our microbiology lab. Autoclaves operate at high temperature and pressure in order to kill microorganisms and spores. They are used to decontaminate biological waste and sterilize media, instruments and lab ware.

It is essential to have an autoclave if we want to teach microbiology labs on campus. We serve between 300-400 microbiology students per year and our nursing program depends on students completing microbiology.

### **Q4. Why was this request not included in the annual program review process?**

We included this in program review for Fall 2021. However, we cannot wait and need this done ASAP. We need a functioning autoclave in the lab before spring semester.

### **Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.**

In order to teach in person microbiology class, we need an autoclave. Without it, we cannot teach the labs.

### **Q12. Estimated Cost**

\$61,000

**Q15. Funding Source (e.g. General Fund, Categorical, etc.)**

General Funds

**Q5. Which of the following does this request align with (check all that apply):**

• External Requirement (Describe):

This is a replacement for an item we have had in the lab since we got the science building. However, it is beyond repairs at this point.

• Grant Requirement (Describe):

N/A

**Q10. Your Name**

Kammy Algiers

**Q11. Your VCCCD Email Address**

[kalgiers@vccd.edu](mailto:kalgiers@vccd.edu)

**Q7.**

**Vice President Over Your Area**

- Jennifer Kalfsbeek-Goetz

**Q16. President's Response (To be completed by College President)**

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request for an Autoclave and agree with the urgent need for purchasing a replacement. Please work with Vice President Bojorquez to identify the funding source.

Click the submit button below to send this request to your Vice President.

## PROCESS TO REQUEST COVID RELATED FUNDS

Ventura College has received Federal CARES/HEERF funds to assist the college in responding to the impact of the COVID-19 pandemic. Needs may be identified at the department, division or campus-wide level. Individuals or departments that identify a need should work through their dean/supervisor to submit the request using the following process:

1. Identify COVID related need
2. Discuss with your dean/supervisor
3. If the dean/supervisor agrees it is needed and COVID related, provide the dean/supervisor the information required on the COVID Related Request Form (see attached questions)
4. Dean/supervisor completes online COVID Related Request Form
5. Form goes to Vice President of Academic Affairs Office
6. Information is transferred to a spreadsheet and assigned a request #
7. Vice President of Academic Affairs reviews requests and approves, denies, or requests additional information. Some requests are taken to Exec Team for further discussion on need and/or appropriateness of funding source.
8. Deans/supervisors can view spreadsheet to track approval of their requests
9. Departments enter requisition/hiring paperwork for approved request noting request # for audit tracking purposes.
10. Departments notify Fiscal Services of requisition #. Fiscal Services adds FOAP and completes the req.

Approved spending categories for CARES/HEERF funds include:

- Providing additional emergency financial aid grants to students.
- Providing reimbursements for tuition, housing, room and board, or other fee refunds.
- Providing tuition discounts.
- Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.
- Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.
- Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.
- Campus safety and operations.
- Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a class period and to provide time for disinfection between uses.
- Replacing lost revenue from auxiliary services sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare, or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.).
- Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.
- Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.
- Other uses (document appropriateness)

## COVID RELATED FUNDS REQUEST QUESTIONS

1. For which program are you making the request?
2. Submitter Name
3. Who is your VP?
4. What is the item that is needed?
5. For what purpose is the item needed? How is it used for student learning or access or success?
6. What type of item is this?
  - a. Instructional Supply (consumable or an item that is disposed of when broken)
  - b. Instructional Equipment (projectors, video cameras, PCs, printers, microscopes, etc.)- these items are repaired when broken.
  - c. Software
  - d. Other \_\_\_\_\_
7. Is this item something needed BECAUSE of COVID-19?
  - a. Yes
  - b. No
8. If YES, please explain how so...
9. Is this item something that is NOT usually needed, or that is usually provided by the college, during non-COVID-19 times? (examples: clay that we usually provide in the classroom or lab kit materials that that we do not usually need because we use other materials in the classroom)
  - a. Yes
  - b. No
10. Please explain why we need to provide this item to the class or classes
11. How much will the item cost? Please explain in detail the unit cost and the amount (number of items) we will need, and the total cost. Indicate if the cost listed includes tax and shipping, or if it is salary, does the amount include benefits? (if you are not requesting the full amount of the item, explain exactly how much you need.) DO NOT FORGET TOTAL COST FOR ALL ITEMS COMBINED WITH TAX AND SHIPPING. LIST TOTAL FIRST, then explain the elements (so the total shows first in the spreadsheet.
12. If we are unable to purchase this item, how will students be impacted?
13. Have you considered other options to meet the need of this requested resource? If so, please share what alternatives there may be to this item if we cannot make this purchase.
14. Please share other details that you believe are pertinent to the request, like how this will be used beyond the COVID-19 era, or other things that you believe we should consider with this request.
15. If your request overlaps with FMO, IT, screening process, or another area, please explain how you have worked with the leads in the relevant area/s to ensure this is not a duplicated need. We may check with the area to get more details before approving the purchase - please be sure they are on board with what you are requesting.
16. post-COVID, where will this item be stored and who will maintain the item? This question is asked to assess if we have capacity to manage physical items post-COVID. If someone not in your area will be responsible for storing or maintaining the item, please be sure that person/role has been consulted.
17. By what date do you need this item?

COVID Related Funding  
As of September 30, 2021

Spending Deadline	1/16/2022	5/13/2022	3/5/2022	12/30/2020	6/30/2022	N/A	
Allocations	CARES Student	CARES Institutional	CARES HSI	Covid Block Federal	Covid Block State	VCCCD Reserves	Total
GAN #	P425E203468	P425F203859	P425L200489				
Original Allocation	2,290,769	2,290,769	300,873	275,884	540,756	-	5,699,051
Supplemental Allocation 1	2,290,769	8,139,283	2,910			350,000	10,782,962
Supplemental Allocation 2			588,117				588,117
Supplemental ARP	9,398,095	8,954,021	1,006,006				19,358,122
<b>Total Allocation</b>	<b>13,979,633</b>	<b>19,384,073</b>	<b>1,897,906</b>	<b>275,884</b>	<b>540,756</b>	<b>350,000</b>	<b>36,428,252</b>

Expenditures	CARES Student	CARES Institutional	CARES HSI	Covid Block Federal	Covid Block State	VCCCD Reserves	Total
As of 9/30/21							
1000 Faculty Salaries		652,175		30,607	11,130		693,913
2000 Classified Salaries		457,653		121,113	124,253		703,019
3000 Benefits		232,654		44,387	14,255		291,296
4000 Supplies & Equip		1,131,210	153,383	56,339	104,510		1,445,441
5000 Operating Expenses		209,210		23,438	74,620	66,640	373,908
5950 Indirect Costs		200,367					
6000 Capital Outlay		32,501					32,501
7000 Payments to/for Students	6,930,769	21,416	150,000				7,102,185
7000 Lost revenue (estimate)		1,527,463					1,527,463
<b>Expenditures to Date</b>	<b>6,930,769</b>	<b>4,464,649</b>	<b>303,383</b>	<b>275,884</b>	<b>328,767</b>	<b>66,640</b>	<b>12,169,725</b>
Encumbered to Date	-	-		-	-	-	-
<b>Total Expend/Encumbrances</b>	<b>6,930,769</b>	<b>4,464,649</b>	<b>303,383</b>	<b>275,884</b>	<b>328,767</b>	<b>66,640</b>	<b>12,169,725</b>
Available Allocation Remaining	7,048,864	14,919,424	1,594,523	0	211,989	283,360	24,258,527

COVID Related Funding  
As of September 30, 2021

Expenditures As of 9/30/21	CARES Student	CARES Institutional	CARES HSI
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.		683,889	
Campus Safety and Operations		831,588	
Cost of providing addt'l technology and hardware to students, such as laptops or tablets, or covering the added cost of technology fees.		273,877	153,383
Cost related to operating addt'l class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.		17,255	
Purchasing, leasing or renting addt'l instructional equipment and supplies to reduce the number if students sharing equipment or supplies during a single class period and to provide time for disintection between uses.		70,544	
Purchasing, leasing or renting addt'l equipment or software to enable distance learning, or upgrading wi-fi access or extending open networks to parking lots or public spaces, etc.		619,708	
Outreach and Retention		82,116	
Student support activities (Mental health services, Canvas help desk)		136,425	
Reimbursement of student fees		21,416	
Financial Aid to Students	6,930,769		150,000
Lost Revenue		1,527,463	
Indirect Costs		200,367	
Total	6,930,769	4,464,649	303,383