



Office of the President

To: Tim Harrison, Dean of Student Learning
From: Dr. Kim Hoffmans, President
CC: Executive Team; Brent Wilson; CPC Tri-Chairs
Date: March 9, 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.

Requestor	Position Request	Division/Department	Response
Tim Harrison	Saw Stop – table / Cabinet Saw	Performing Arts	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a Saw Stop – table / Cabinet Saw. The request is approved, with funding to come from the division budget.

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

Saw Stop - table / cabinet saw

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

Stopped working in October, 2020. Does not have safety features for student/staff use.

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.

To complete projects associated with performing arts classes

Q12. Estimated Cost

6,200.00

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

111-30096

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

- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Tim Harrison

Q11. Your VCCCD Email Address

tharrison@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 a Saw Stop – table / Cabinet Saw. The request is approved, with funding to come from the division budget.

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