



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.

Requestor	Equipment Request	Division/Department	Response
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.