



Office of the President

To: Bernard Gibson, Dean of Student Learning
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: July 19, 2022
Re: Out of Cycle Resource Request

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

Requestor	Request	Division/Department	Response
Bernard Gibson	Replacement Sound System for the PAC	Performing Arts	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to replace the PAC Sound System and agree with the urgent need to purchase the 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**

Replacement sound system for the Performing Arts Center auditorium. The Yunker Auditorium sound system is broken. Due to age, it can be repaired with used parts, but that is a short term solution that disables several features. We are requesting to replace the version installed with the last batch of renovations with the most current version of the same system or one with similar capabilities.

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

At the time the Performing Arts Center underwent program review, the system was still operational.

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.

The Yunker Auditorium is used by the entire campus as well as income sourcing rentals through the Civic Center. If we wait to replace it and the repairs fail, we could lose revenue from rentals and force cancellation or relocation of campus events, such as Pirate Days and All College Day, to locations with less social distancing opportunities if any are available. This would also result in additional incurred cost for performance work arounds with theatre department productions or potential cancellations due to performance space availability, a disservice to all students enrolled in the program.

Q12. Estimated Cost

37,000

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

General Fund

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

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Noelle Neal

Q11. Your VCCCD Email Address

nneal@vcccd.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 to replace the PAC Sound System and agree with the urgent need to purchase the 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.