



Office of the President

To: Felicia Dueñas, Dean of Student Learning  
Bernard Gibson, Dean of Student Learning

From: Dr. Kim Hoffmans, President

CC: Executive Team; CPC Tri-Chairs

Date: March 8, 2022

Re: Out of Cycle Resource Request

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

| Requestor      | Request    | Division/Department            | Response                                                                                                                                                                                                                                                                                   |
|----------------|------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Felicia Dueñas | Facilities | Diesel Mechanics Program       | As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for additional funding of \$105,000 to assist with rising construction costs of the WAM building renovation for the Diesel Mechanics program. The request is approved. |
| Bernard Gibson | Facilities | Health, Athletics, Kinesiology | As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for funding to replace broken mirrors that are a safety concern in the weight room. The request is approved.                                                           |

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

*Ventura College will be a beacon of learning — a source of inspiration and guidance — for our students and community.*

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

## **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:**

- Facilities

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

- New

### **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**

The Career Education Division would like to request college funds to move forward with renovating WAM to create lab space for the Diesel Mechanics Program.

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

This facilities project was included in the annual program review process. Based on initial estimates, the program had adequate Strong Workforce Funds to cover the cost of the design and construction phases.

### **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 design team recently completed the plans for the renovation and provided a new estimate of construction costs. The original estimate for construction costs was \$209,200 and project soft costs was \$73,300, for a total of \$282,500. The division set aside \$325,000 in grant funds to account for cost overruns. However, this February 2022, the design team provided a new construction cost estimate of \$581,000. The division has identified an additional \$151,000, for a total of \$476,000 in Strong Workforce Program funds.

### **Q12. Estimated Cost**

\$581,000

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

\$476,000 Strong Workforce Program

\$105,000 Other College funds

**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**

Felicia Duenas

**Q11. Your VCCCD Email Address**

[fduenas@vccd.edu](mailto:fduenas@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 additional funding of \$105,000 to assist with rising construction costs of the WAM building renovation for the Diesel Mechanics program. The request is approved.

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

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

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

- Facilities

### **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**

We are requesting mirrors to replace the broken ones in the weight room. New mirrors will not be glass to limit opportunities for damage

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

Initially, we thought it would qualify under a CAREs purchase, but it does not meet the criteria and the mirrors need replacement

### **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 current mirrors are cracked and they become more damaged almost daily as a result of their placement. There are safety concerns with having broken glass near students.

### **Q12. Estimated Cost**

4450

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

Categorical

**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**

Noelle Neal

**Q11. Your VCCCD Email Address**

[nneal@vccd.edu](mailto:nneal@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 funding to replace broken mirrors that are a safety concern in the weight room. The request is approved.

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