



Office of the President

To: Bernard Gibson, Dean of Student Learning  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; CPC Tri-Chairs  
Date: September 20, 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
James Walker	Purchase loaner speakers in AEC	Athletics	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to purchase the loaner speakers for the AEC and agree with the urgent need to purchase the loaners at a discount. 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.

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

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## **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?**

- 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**

Replace the speakers in the AEC with the current loaner speakers that were installed when we attempted to fix the speakers.

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

Athletics funded the maintenance and replacement of broken parts during the last fiscal year. The parts that are needed were first put on back order and now the company does not manufacture the parts.

### **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.**

Darvik, the company that is doing the work has given us the option to purchase the loaner speakers at a discount or risk losing the speakers.

### **Q12. Estimated Cost**

19,000

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

General Campus or Facilities Maintenance

**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
- External Requirement (Describe):

PA system needed for events held in the AEC

- Grant Requirement (Describe):

NA

**Q10. Your Name**

James Walker

**Q11. Your VCCCD Email Address**

[jwalker1@vcccd.edu](mailto:jwalker1@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 purchase the loaner speakers for the AEC and agree with the urgent need to purchase the loaners at a discount. Please work with Vice President Bojorquez to identify the funding source.

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