



Office of the President

To: CPC Tri-Chairs
 From: Dr. Kim Hoffmans, President
 CC: Executive Team
 Date: January 26, 2024
 Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following equipment 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
Aaron Jones	Chemistry Lab Chairs	Sciences	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to replace fifty-six chairs in two chemistry labs, due to a safety concern. It is felt the equipment is necessary for the safety of the students in the Chemistry department and funding has been identified for the replacement. As such, the request is approved.
James Zavas	TV, Computer and Camera	Vice Presidents AA, SA, and BAS	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to purchase a TV, computer, and camera for the VP conference room in the Administration Building. It is felt the equipment is necessary for the continuity of the Academic Affairs, Student Affairs, and Business Services areas and funding has been identified for the purchase. As such, 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.

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.

Q18. Division/Department

Science Division/Chemistry

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**

We need 56 replacement chairs in two Chemistry labs

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

The stools were included program review

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.

An urgent safety need has risen that we need these chairs sooner rather than what the formal process allows. For the health and safety of each our students, we need all of these chairs replaced.

Q12. Estimated Cost

7,100

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 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

Health and Safety

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@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 to replace fifty-six chairs in two chemistry labs, due to a safety concern. It is felt the equipment is necessary for the safety of the students in the Chemistry department and funding has been identified for the replacement. As such, the request is approved.

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

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Q18. Division/Department

Business Services

Q1. Type of Resource Requested:

- Equipment

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**

Install TV and Computer in the Small Conference Room in the Admin Building.

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

Recently Identified Need

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.

Improve the effectiveness and usefulness of the conference room.

Q12. Estimated Cost

\$4,900

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

Infrastructure Fund

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

- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness

Q10. Your Name

James Zavas

Q11. Your VCCCD Email Address

jzavas@vcccd.edu

Q7.

Vice President Over Your Area

- James Zavas

Q16. President's Response (To be completed by College President)

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