



Office of the President

To: CPC Tri-Chairs
From: Dr. Kim Hoffmans, President
CC: Executive Team
Date: March 5, 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 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	Funding for twenty-four football helmets	Athletics	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for funding to replace twenty-four football helmets, due to the helmets being deemed uncertifiable and therefore unable to be reconditioned. It is felt the equipment is necessary for the safety of the student athletes. As such, the request is approved. However, it is recommended that the department begin to anticipate this type of expense and plan for it in annual department budget meetings.

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.

Q18. Division/Department

ICA

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**

Every year football helmets need to be recondition for use the next year. The reconditioning process certifies that the helmet is safe to use by the student athlete. During this process some helmets do not meet minimum standards and have deemed unusable for play. This year 25 helmets have been deemed uncertifiable and cannot be reconditioned. In most years it is 4-6 helmets that are deemed uncertifiable. Currently we do not have enough helmets to outfit the students enrolled this spring in the spring football class. This will also mean that we do not have enough helmets for the upcoming fall season. We are requesting funds to purchase 24 helmets from Riddell. Riddell has a deal for every 12 helmets purchased, 2 additional helmets are free. The total cost will be \$13,500 to purchase the 24 helmets and receive 4 more for free.

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

Reconditioning of helmets happens after the football season ends in December.

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.

We do not have enough certified helmets for the Spring Football class

Q12. Estimated Cost

\$13,500

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

Lottery, 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

Q10. Your Name

James Walker

Q11. Your VCCCD Email Address

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 for funding to replace twenty-four football helmets, due to the helmets being deemed uncertifiable and therefore unable to be reconditioned. It is felt the equipment is necessary for the safety of the student athletes. As such, the request is approved. However, it is recommended that the department begin to anticipate this type of expense and plan for it in annual department budget meetings.

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