



Office of the President

To: CPC Tri-Chairs  
From: Dr. Kim Hoffmans, President  
CC: Executive Team  
Date: March 25, 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
Anthony Mansueto	Funding for a kiln and accessories	Arts/Humanities/Social Sciences/Ceramics	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for funding to replace a kiln that is broken and obsolete, and therefore not worth repairing. It is felt the equipment is necessary for student completions in the Ceramics program. 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 for program review.

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**

Arts/Humanities/Social Sciences/Ceramics

### **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**

New Kiln and accessories for the Ceramics Department. Old Kiln no longer working and obsolete so not worth repairing.

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

Need was not apparent at that time

**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 already have a significant backlog of pottery which needs to be fired. Having a kiln off line will undermine the ability of the program to function.

**Q12. Estimated Cost**

\$7400.91

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

To be determined

**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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

Anthony Mansueto

**Q11. Your VCCCD Email Address**

[amansueto@vcccd.edu](mailto:amansueto@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 a kiln that is broken and obsolete, and therefore not worth repairing. It is felt the equipment is necessary for student completions in the Ceramics program. 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 for program review.

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