



Office of the President

To: CPC Tri-Chairs
From: Dr. Kim Hoffmans, President
CC: Executive Team
Date: August 10, 2023
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
Kim Hoffmans	Refrigerator/Freezer for Vaccines	Student Health Center	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to replace a Refrigerator/Freezer for Student Health Center vaccine storage. It is felt the Refrigerator/Freezer is necessary for the safety of students receiving vaccines. As such, the request is approved.

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

Student Services/Student Health Center

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**

n/a

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

Freezer/Fridge unit was working properly

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.

Vaccine freezer/fridge is now currently out of service and can no longer hold vaccines at a proper temperature.

Q12. Estimated Cost

\$16,500

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

General Funds

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

Nadia Lam

Q11. Your VCCCD Email Address

NLAM@VCCCD.EDU

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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 a Refrigerator/Freezer for Student Health Center vaccine storage. It is felt the Refrigerator/Freezer is necessary for the safety of students receiving vaccines. As such, the request is approved.

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