



Office of the President

To: CPC Tri-Chairs
From: Dr. Kim Hoffmans, President
CC: Executive Team
Date: December 7, 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
Aaron Jones	Microbiology MediaMatic media preparation machine	Sciences	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to replace a Microbiology MediaMatic media preparation machine due to a broken, non-repairable machine. It is felt the equipment is necessary for the continuity of the Biology department and funding has been identified for the replacement. 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.

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

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/Biology

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**

Replacement for Microbiology MediaMatic media preparation machine. The machine broke down and is non-repairable and obsolete. It is essential to provide our Microbiology students with petri dishes and tubes of microbial growth media for labs.

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

The MediaMatic broke down unexpectedly on Nov. 2, after program review submission. This machine typically can be repaired to expand its life-span. However, after 16 years, at this point, it is beyond repair and must be replaced.

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.

Without this machine, up to 144 (6 sections) microbiology lab students in Spring 24 and 3 additional sections with a section of Vet Tech students in the summer will not have enough petri dishes and tubes for their experiments. We need them in large numbers for the labs. Reduction of supplies will

impact the student learning outcomes of the course. We need to order it as soon as possible for a potential January delivery.

Q12. Estimated Cost

\$32,556.22

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

N/A

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

Vet Tech students need very specific experiments in their curriculum. We have ensured that our Micro lab includes those experiments. If we have to cut experiments out due to lack of media, we jeopardize fulfilling the Vet Tech requirement.

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@vcccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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

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