



Office of the President

To: CPC Tri-Chairs  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Felicia Dueñas  
Date: September 14, 2023  
Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following 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  |
|----------------|--|---------------------|---|
| Felicia Dueñas | Additional funding for WAM Modifications | CE                  | As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for additional funding to allow the automotive program to meet external accreditation findings and the diesel program to move lab courses on campus. It is felt this funding is necessary to complete the modification for accreditation and student success. Funding has been identified for this project. 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.*

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## **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**

Career Education/Transportation

### **Q1. Type of Resource Requested:**

- Facilities

### **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**

The Career Education Division is requesting \$330,000 to support the modifications to the WAM building that will allow the automotive program to meet external accreditation findings and the diesel program to move lab courses on campus.

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

The request has been included in program review and the Division has identified \$680,000 in Strong Workforce Funds for this project. The original estimate from the architect was just over \$280,000 and the division budgeted \$600,000 to account for construction cost increases. The award for the selected contractor is \$997,000, significantly more than the original estimate and the amount budgeted by the division.

### **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.**

Construction is planned to begin this fall semester, with an expected completion date of March 2023.

