



Office of the President

To: Felicia Dueñas, Dean of Career Education: Agriculture, Technology, Transportation
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: April 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 storage 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	Storage in ASC	Advanced Manufacturing	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for use of two storage rooms in the Applied Science Center for educational workbenches/rolling tables and associated modular trainers for the Advanced Manufacturing Program. The request was approved at FOG. As such, I approve the request.

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.

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**

Request to use two storage rooms in the Applied Science Center, ASC-102 and ASC-151 to store educational workbenches/rolling tables and associated modular trainers used by the Advanced Manufacturing program. Both storage spaces are currently not utilized or under utilized for storage. The program consulted with the Director of FMO and presented the request to FOG, which then directed the program to submit the request via this process. The workbenches are on caster wheels and lightweight enough for one to two individuals to push safely. The equipment is used on a rotational basis and storing them when not in use, creates better work flow within the lab for instruction and safety.

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

The need became apparent during the fall 2022 semester after program review requests were submitted. The Advanced Manufacturing program had looked into several other storage options throughout campus, and determined that storage within the ASC building would be most appropriate, practical and safe, given the proximity of the storage locations to the lab in ASC-120 and the nature of the equipment. The educational equipment mounted on the workbenches are delicate to weather exposure and handling.

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.

Storing the workbenches and associated equipment when not in use will safeguard the equipment. It will also create a better organized, more efficient and safer lab as students move within the space and move tools and prepare bulk materials.

Q12. Estimated Cost

None

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

Not applicable

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 5 - Effectively Manage Campus Resources

Q10. Your Name

Felicia Duenas

Q11. Your VCCCD Email Address

fduenas@vccd.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.