



Office of the President

To: Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Jeanine Day; Dan Clark, Academic Senate President
Date: February 9, 2021
Re: Classified 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. A member of the Executive Team will be available to attend the Classified Senate meeting in March to discuss this request.

Requestor	Position Request	Division/Department	Response
Jeanine Day	Accounting Technician	Fiscal Services	As part of our Out of Cycle Resource Request process, the Executive Team has reviewed your request to backfill an open Accounting Technician position in Fiscal Services. It is felt this position is necessary for the continuity of operations in Fiscal Services. As such, we support hiring a replacement for this position.

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:

- Classified Staff

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**

Accounting Technician

VCU425-00

Feb 1, 2021

I am asking for approval to hire Dawn Chase's replacement. Dawn has accepted a new position within VC Fiscal Services as a Senior Accounting Tech.

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

Dawn was just offered her new position and we need replacement ASAP to ensure operations continue as seamless as possible.

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.

This position just became available this week. Dawn Chase has been doing payroll and other fiscal tasks and was just promoted to Senior Accounting Tech. This position is responsible for all student and faculty extra hours payroll. They also process all of the Provisional and Professional Expert paperwork. This Department has been 1 position down for almost 11 months and has really been problematic.

Q12. Estimated Cost

\$67,000 for salary and \$52,000 fringes for an annual cost of \$119,000

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

General Fund

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

Jeanine Day

Q11. Your VCCCD Email Address

jday@vcccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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.