



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Marnie Melendez; Sebastian Szczebiot, Classified Senate President
Date: May 18, 2021
Re: Faculty 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 an Academic Senate meeting to discuss this request.

Requestor	Position Request	Division/Department	Response
Marnie Melendez	Full Time Temporary LD Specialist/Instructor	DSPS	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to temporarily backfill for an LD Specialist position, due to a leave. It is felt this position is necessary for continuity in the DSPS department. As such, I support hiring a temporary replacement for this position, with the funding coming from the DSPS budget.

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:

- Full-Time Faculty

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

TEMP FULL-TIME LD Specialist/Instructor
FALL 2021 only

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

Leah Silverman will be on Parental Leave_unexpected

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.

We do not have anyone to do this job

Q12. Estimated Cost

\$40,000

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

Categorical-EAC

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 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness

Q10. Your Name

Marnie Melendez

Q11. Your VCCCD Email Address

mmelendez@vccd.edu

Q7.

Vice President Over Your Area

- Damien Pena

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 temporarily backfill for an LD Specialist position, due to a leave. It is felt this position is necessary for continuity in the DSPS department. As such, I support hiring a temporary replacement for this position, with the funding coming from the DSPS budget.

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