



Office of the President

To: Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Debbie Newcomb; Felicia Dueñas; Dan Clark, Academic Senate President
Date: January 26, 2021
Re: Classified Out of Cycle Resource Requests

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following requests. The president's response is included below, with the details in the individual request forms attached to this memo. One of the Executive Team members will be available to attend the Classified Senate meeting in February to discuss these requests.

| Requestor | Position Request | Division/Department | Response |
|----------------|--|---------------------------|--|
| Debbie Newcomb | Supervisor | Child Development | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Child Development Supervisor position, due to an anticipated retirement. It is felt this position is necessary for the continuity of the program and to comply with licensing regulations. As such, I support hiring a replacement for this position. The hiring is contingent upon a retirement of the incumbent. |
| Felicia Dueñas | Instructional Assistant/ Machine Shop | Manufacturing and Welding | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Instructional Assistant position in the Machine Shop, due to a retirement. It is felt this position is necessary for the continuity of instruction in manufacturing and welding. As such, I support hiring a replacement for this position. |

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.

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

Child Development Center Supervisor VSC034
07-01-21

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

The current CDC Supervisor had not made a decision to retire at the time of the last annual program review.

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.

The CDC cannot operate without a director per Title 22 / DSS licensing regulations. Our current supervisor will retire at the end of May 2021 and we will be left without a supervisor, which is in violation of childcare center licensing regulations.

Q12. Estimated Cost

\$160,000

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

Fund 333 Child Development Centers

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 3 - Strengthen Local/Regional Partnerships

Q10. Your Name

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@vcccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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 backfill an open Child Development Supervisor position, due to a retirement. It is felt this position is necessary for the continuity of the program and to comply with licensing regulations. As such, I support hiring a replacement for this position.

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

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- Classified Staff

Q14. Is this a new resource or a replacement of an existing resource?

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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**

I would like to request a replacement for a full-time Instructional Assistant/Machine Shop (Position Number: VCU100). The current full-time Instructional Assistant supports the Manufacturing and Welding programs (70% and 30%, respectively). The position provides critical support in preparing materials for in-person labs, maintaining safety in lab courses, maintaining instructional equipment, and supporting overall program quality of both programs.

The incumbent has listed March 31, 2021 as his last day of employment. We would like to have a replacement on board by April 1, 2021.

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

The incumbent submitted his retirement paperwork in January 2021.

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.

Replacing the Instructional Assistant as soon as possible is critical to the success of the program. If the request is not approved, instructors would not have any assistance in setting up lab demonstrations which include preparing raw materials or maintaining expensive equipment.

Q12. Estimated Cost

The salary range is \$45,840 - \$63,288 plus an estimated 52% in benefits or \$69,676 - \$96,198

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 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

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