



Office of the President

To: Sebastian Szczebiot, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Orlando De Leon; Dan Clark, Academic Senate President
 Date: October 22, 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 requests. The president’s response is included below, with the details in the individual request forms attached to this memo. A member of the Executive Team will be available to attend a Classified Senate meeting to discuss these requests.

Requestor	Position Request	Division/Department	Response
Orlando De Leon	Plumber	Facilities, Maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Plumber position. It is felt this position is necessary for the continuity of operations in Facilities, Maintenance, and Operations. As such, we support hiring a replacement for this position.
Jennifer Kalfsbeek-Goetz	Administrative Assistant	Title III HSI Stem Grant	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish an Administrative Assistant position for the Title III HSI STEM Grant. As this position was budgeted and will be funded through the grant, I support hiring 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**

Plumber
VCU117
October 2021

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

Staff needs and working out of class assignments helped us cover the vacancy until now but the needs of the college require us to fill the position now.

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 needs of the college facilities require us to fill the position now. Current staff is insufficient to cover all the needs of the college.

Q12. Estimated Cost

60,000

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 1 - Increase Student Success and Equity
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Orlando De Leon

Q11. Your VCCCD Email Address

odeleon@vccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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 Plumber position. It is felt this position is necessary for the continuity of operations in Facilities, Maintenance, and Operations. As such, we support hiring a replacement for this position.

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

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?

- 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**

Administrative Assistant
1.3.21

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

VC was awarded the Title III HSI STEM grant in mid-September, 2021 for an October 2021 start. This position is budgeted for in the grant.

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 grant period starts on OCT 1, 2021. As soon as we have the Director in place, we will need the admin. assistant in place. If this is not approved, the STEM director and the lead actors on the grant in the services, MESA, and academics will not have the support needed to meet the objectives of the grant.

Q12. Estimated Cost

4584.00 / month + benes

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

categorical

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
- Grant Requirement (Describe):

The grant explicitly outlines the need for this position. To meet the objectives of the grant, we will need this admin asst. position.

Q10. Your Name

Jennifer Kalfsbeek-Goetz

Q11. Your VCCCD Email Address

jkgoetz@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 establish an Administrative Assistant position for the Title III HSI STEM Grant. As this position was budgeted and will be funded through the grant, I support hiring this position.

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