To: Sebastian Szczebiot, Classified Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; Phil Briggs; Dan Kumpf; Tim Harrison; Marnie Melendez;

Dan Clark, Academic Senate President

Date: January 12, 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. President Hoffmans will be available to attend the Classified Senate meeting in February to discuss these requests.

Requestor	Position Request	Division/Department	Response
Phil Briggs	Research Analyst	Institutional Effectiveness	As part of our Out of Cycle Resource Request process, the Executive Team has reviewed your request to backfill an open Research Analyst position in the Institutional Effectiveness division. It is felt this position is necessary for the continuity of data requests and college research reporting. As such, I support hiring a replacement for this position.
Dan Kumpf	Office Assistant	Sciences	The position is tentatively approved for a summer 2021 hire, after verifying funding and receiving budgetary approval from Cathy Bojorquez, Vice President of Business and Administrative Services.
Tim Harrison	Costume Designer	Performing Arts	The request is not asking for an identical replacement position. This requires further discussion at the department level to understand the need and best serve the program. The request is recommended for a Program Review submission in 2021.
Tim Harrison	Equipment Manager	Athletics	The department would benefit from a through discussion and recommendation on the option that best serves students and the department. The request for a replacement position is recommended for inclusion in 2021 program review.
Marnie Melendez	Office Assistant (Bilingual)	EOPS	The position has been vacated since September 2019. If this was a program priority, the expectation would be for it to have been included in the 2018-19 or 2019-20 Program Review. As such, this position was not budgeted for this fiscal year. If the department feels this is a necessary position, I recommend they include it in their 2020-21 Program Review.

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:
Replacement of Research Analyst position. This is a key position in my office, and in the college. If this position is not filled, it will result in heavy backlogs in data and research reporting. In the meantime, we currently have our technical data specialist working out of class at a 50% level.

Q12. Estimated Cost
$76,404 in salary at row 1, step 3. Assuming 40% in benefits - approx $107,000 annually

Q15. Funding Source (e.g. General Fund, Categorical, etc.)
General fund. This is the current funding source for this position. However, this type of position is often able to be partially funded by categorical sources, if they are available.

Q4. Why was this request not included in the annual program review process?
The need for a replacement was not known at the time that the program review was being completed.

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
Phillip Briggs

Q11. Your VCCCD Email Address
pbriggs@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 Research Analyst position in the Institutional Effectiveness division. It is felt this position is necessary for the continuity of data requests and college research reporting. As such, I support hiring a replacement for this position.

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:
Chez Harper accepted an advancement to an Admin Assistant position. This leaves a vacancy in the Office Assistant position for the Sciences and DE.
There is more work to be done when we are face-to-face than can be done by one Administrative Assistant. It is imperative that this position be replaced.
That said, while we are in a remote modality the same demand does not exist; therefore to help the college I propose to wait until Summer 2021 to hire to have an Office Assistant on ground for the start of the Fall 21 semester. The start of the semester when we are face-to-face is very, very busy in the Science Division Office. The help is desperately needed at that time.

Q12. Estimated Cost
No increase to budget. In fact, the new hire may well make less since Chez was several steps into the salary schedule.

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

Q4. Why was this request not included in the annual program review process?
The vacancy occurred after the program review was submitted.

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
Dan Kumpf

Q11. Your VCCCD Email Address
dkumpf@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)
The position is tentatively approved for a summer 2021 hire, after verifying funding and receiving budgetary approval from Cathy Bojorquez, Vice President of Business and Administrative Services.

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?

- Replacement

Q3. Description of Request:
Replace 11 month / 100% position. Surprise resignation (Coleen Trivett)
The employee did recommended this position be increased to a costume director position, similar to our technical director position. Equality and the standard out in the field. I do not believe we have this classification in our district. I am available for discussion if you want to entertain the idea.

Q12. Estimated Cost
$90,000 with benefits

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

Q4. Why was this request not included in the annual program review process?
Surprise resignation in December 2020

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 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

- Grant Requirement (Describe):

Q10. Your Name
Tim Harrison

Q11. Your VCCCD Email Address
tharrison@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)
The request is not asking for an identical replacement position. This requires further discussion at the department level to understand the need and best serve the program. The request is recommended for a Program Review submission in 2021.

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?

- Replacement

Q3. Description of Request:
Replace of a 12 month / 100% position due to a resignation (Chet Sterling).
Option 1 - replacement 12 month / 100% by March 1, 2021
Option 2 - Replace with 2 positions (12 month / 40% position). Cost savings idea with little/no commitment to employee benefits. It may encourage internal or external candidates to do part time faculty and classified work without paying benefits. This model (one employee with 2 jobs on campus) has worked well with our sports information position, with provisional work (admissions and athletics), as well as other institutions I have worked at (coaching and classified roles). Contact me with any questions.

Q12. Estimated Cost
$60,000.00 approximately

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

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

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

- Grant Requirement (Describe):

Q10. Your Name
Tim Harrison

Q11. Your VCCCD Email Address
tharrison@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)
The department would benefit from a through discussion and recommendation on the option that best serves students and the department. The request for a replacement position is recommended for inclusion in 2021 program review.

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?

- Replacement

Q3. Description of Request:
Bilingual Office Assistant to perform a variety a variety of routine clerical and typing work in support of the EOPS office. Serve as receptionist, receive office and telephone callers; provide general and technical EOPS program information. Verify and review materials such as applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.
Prepare, review, edit, and proofread a variety of documents and forms including general correspondence, agendas, requisitions, purchase orders, records, files, and reports; collect and process appropriate information.

Q12. Estimated Cost
$55,751 salary $24,606 benefits

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

Q4. Why was this request not included in the annual program review process?
The current program assistant notified us this week that she is leaving for a higher paying position in the private industry.

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
- External Requirement (Describe):

  None that I am aware of.

Q10. Your Name
Paula Munoz

Q11. Your VCCCD Email Address
pmunoz@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)
The position has been vacated since September 2019. If this was a program priority, the expectation would be for it to have been included in the 2018-19 or 2019-20 Program Review. As such, this position was not budgeted for this fiscal year. If the department feels this is a necessary position, I recommend they include it in their 2020-21 Program Review.

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