To: Sebastian Szczebiot, Classified Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; Marnie Melendez; Phil Briggs; Dan Clark, Academic Senate President

Date: January 19, 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
Marnie Melendez	Office Assistant (Bilingual)	EOPS	As part of our Out of Cycle Resource Request process, the Executive Team has reviewed your request to backfill an open Office Assistant Bilingual position in EOPS. It is felt this position is necessary for the continuity of operations in the EOPS office. As such, I support hiring a replacement for this position.
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. **UPDATE: Due to the incumbent returning to the position, it is no longer vacant.**

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, include the position title, position number (if this is a replacement), and the date that the hire is needed.
Office Assistant Bilingual-Elizabeth Parra
VCU569
Jan 12, 2021

Q12. Estimated Cost
$25,000 until June 30

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

Q4. Why was this request not included in the annual program review process?
Person resigned Dec. 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 2 - Increase Student Access
- External Requirement (Describe):

    EOPS needs to assist our DI students. This position keeps the workflow moving, Appt, data entry, answer questions.

- Grant Requirement (Describe):

EOPS needs to assist our DI students. This position keeps the workflow moving, Appt, data entry, answer questions.
If not filled this will create a gap in service negatively impacting our most vulnerable student population.

Q10. Your Name
Marnie Melendez

Q11. Your VCCCD Email Address
mmelendez@vcccd.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 backfill an open Office Assistant Bilingual position in EOPS. It is felt this position is necessary for the continuity of operations in the EOPS office. As such, I 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?

- 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. **UPDATE: Due to the incumbent returning to the position, it is no longer vacant.**