



Office of the President

To: Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Susan Royer; Dan Clark, Academic Senate President
Date: March 9, 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 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 the Classified Senate meeting on April 1st to discuss this request.

Requestor	Position Request	Division/Department	Response
Susan Royer	Evening & Weekend Activities Attendant	Business Services	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Evening & Weekend Activities Attendant position in Business Services, due to a vacancy created in June 2020. It is felt this position is necessary for the continuity of operations when we return to campus. As such, we support hiring a replacement for this position for August 2021.

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**

Evening & Weekend Activities Attendant
VCU604
August 1, 2021

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

The position was vacated in June 2020. Due to COVID-19, it was not clear when we would need to fill the vacancy. The other E&WAAs were (and are currently) reassigned to the on-campus screening process.

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 anticipate having more evening classes and Civic Center activities as we enter Fall 2021. This position is vital to supporting the campus during these times.

Q12. Estimated Cost

\$30,000 plus benefits (12 mo, 60% position)

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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Susan Royer

Q11. Your VCCCD Email Address

sroyer@vccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

Q16. President's Response (To be completed by College President)

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