



Office of the President

To: Sebastian Szczebiot, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Debbie Newcomb; Dan Clark, Academic Senate President
 Date: July 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
Damien Peña	Administrative Assistant	Student Services	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Administrative Assistant position in Student Services. It is felt this position is necessary for the continuity of operations in Student Services; However, the position has been filled with an available Administrative Assistant and the vacancy has been transferred to another area. As such, we support hiring a replacement for this position.
Debbie Newcomb	50% Provisional Office Assistant	Paramedics	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a 50% Provisional Office Assistant for the Paramedics Program. It is felt this position is necessary for the continuity of the Paramedics Program. The request for a permanent position is recommended for a Program Review submission in 2021-22.

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**

Administrative Assistant, VCU018, Vacancy Date 7/31/2021 so ideally getting someone in July 1st to cross-train would be ideal.

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

The position is currently held by someone who has decided to retire.

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.

This Administrative Assistant position supports the Dean of Student Services office. This position is vital for college functions.

Q12. Estimated Cost

Position is currently budgeted.

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 5 - Effectively Manage Campus Resources

Q10. Your Name

Blair Gilbertson

Q11. Your VCCCD Email Address

bgilbertson@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 Administrative Assistant position in Student Services. It is felt this position is necessary for the continuity of operations in Student Services; However; the position has been filled with an available Administrative Assistant and the vacancy has been transferred to another area. As such, we support hiring a replacement for this position.

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

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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**

50% Provisional Office Assistant for Paramedic Program. Needed by August 1, 2021.

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

We did not receive approval to expand the Paramedic program until after program review was completed. The expansion will add a 2nd cohort that will be offered as a part-time program to meet industry demands. The EMS industry has been very vocal about the need for a 2nd cohort and indicated that there was a preference to offer it as a part-time, rather than full-time program.

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.

As stated above, the EMS industry has been very vocal about the need for a 2nd cohort and indicated that most people prefer that that it be offered as a part-time, rather than full-time program. Paramedics are in high demand and the positions are recession-proof. While this expansion will add opportunity for students and serve employer needs in Ventura County and beyond, it will also add increased workload for our existing staff. Currently, the entire EMS program (EMT and Paramedic) only has a 50% administrative assistant for support, which is already a stretch considering the current workload. The office assistant will be able to provide assistance to the 50% administrative assistant and take on much of the additional workload caused by the expansion. If we are unable to add the

support of an office assistant, the additional work will fall upon faculty who would have to be paid at the faculty rate and would be working out-of-class. A 50% office assistant would be a cost-effective and efficient way to support the program expansion needs. We have a waiting list for both paramedic cohorts so clearly the demand is there and we should have no difficulty filling the classes.

Q12. Estimated Cost

approximately \$1713/month or \$20, 556/year (before fringes) for classification 200, step 1.

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 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)

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