



Office of the President

To: Sebastian Szczebiot, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Gaby Asamsama-Acuña; Orlando De Leon; Dan Clark, Academic Senate President
 Date: August 11, 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
Gaby Asamsama-Acuña	Assistant Registrar	Admissions & Records	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Assistant Registrar position, due to a resignation. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring a replacement for this position.
Orlando De Leon	Administrative Assistant	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 Administrative Assistant position, resulting from Administrative Assistant organizational changes and restructuring. It is felt this position is necessary for the continuity of Facilities, Maintenance, and Operations. As such, I support hiring a replacement for this position. For clarification, no new positions are being created as a result of the reorganization.

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

-Position title: Assistant Registrar

-Position number (if this is a replacement): VCU027 - 00 (I think)

-Date that the hire is needed: 8/2/2021

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

Backfill for the Assistant Registrar position.

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.

Backfill for the Assistant Registrar position

Q12. Estimated Cost

Minimum \$5529/monthly

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
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Gabriella Asamsama-Acuna

Q11. Your VCCCD Email Address

gasamsamaacuna@vccd.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 Assistant Registrar position, due to a resignation. It is felt this position is necessary for the continuity of the Admissions and Records department. 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:

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
August 15, 2021, or as soon as possible

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

Individual retired

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.

FMO Director needs administrative support. His workload does not provide time for him to take on these duties. Without administrative support, services needed to maintain the facilities and grounds will be delayed.

Q12. Estimated Cost

\$72,800 (salary and benefits)

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

General fund, FOAP 111-32068-2121-659000

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

Maureen Jacobs

Q11. Your VCCCD Email Address

mjacobs@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 Administrative Assistant position, resulting from Administrative Assistant organizational changes and restructuring. It is felt this position is necessary for the continuity of Facilities, Maintenance, and Operations. As such, I support hiring a replacement for this position. For clarification, no new positions are being created as a result of the reorganization.

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