



Office of the President

To: Jennifer Kalfsbeek-Goetz, Vice President, Academic Affairs
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: October 22, 2021
Re: 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.

Requestor	Position Request	Division/Department	Response
Jennifer Kalfsbeek-Goetz	Grant Director	Title III HSI STEM Grant	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a Grant Director position for the Title III HSI STEM Grant. As this position was budgeted and will be funded through the grant, I support hiring this position.

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:

- Administrator

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**

- Grant Director – Science, Technology, Engineering, Mathematics (STEM)

- 12.1.2021 (grant funded as of 10.1.21)

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

We were notified that we were awarded the Title III HSI-STEM grant in September, 2021. The position is funded out of the grant.

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.

The grant awardees were announced in SEP 2021 for an OCT 2021 start. We need to fill the position ASAP to make progress on the grant objectives.

Q12. Estimated Cost

\$7721.25 / month + benes

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

categorical

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
- External Requirement (Describe):

NA

- Grant Requirement (Describe):

The "Servingness: Aspiration, Identity, and Learning (S:AIL) in STEM" grant requires the leadership necessary to achieve the goals of the grant.

Through this Title III Project, VC will embrace our identity as a Hispanic-Serving Institution by fostering an institution-wide commitment to providing a high quality, equity-minded learning environment in three domains: 1) Aspiration, 2) Identity, and 3) Learning. Ventura College faculty & staff will become stewards of VC's commitment to being a Hispanic-Serving Institution. They will be supported to encourage students' aspirations for STEM degree completion and transfer, honor cultural wealth and foster a sense of identity and belonging, and improve the relevance of learning in and out of the classroom.

Q10. Your Name

Jennifer Kalfsbeek-Goetz

Q11. Your VCCCD Email Address

jkgoetz@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 establish a Grant Director position for the Title III HSI STEM Grant. As this position was budgeted and will be funded through the grant, I support hiring this position.

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