



Office of the President

To: April Montes, Classified Senate Vice President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Dan Kumpf; Dan Clark, Academic Senate President
 Date: June 9, 2022
 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
Jennifer Kalfsbeek-Goetz	Office Assistant	Academic Affairs	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Office Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the Office of Academic Affairs. As such, I support hiring a replacement for this position.
Dan Kumpf	Two 50% Instructional Technologist Designers	Distance Education	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish two 50% Instructional Technologist Designer positions, due to a resignation of one 100% Instructional Technologist Designer. It is felt these two 50% positions are necessary for the continuity of the Distance Education department. As such, I support hiring two 50% positions to replace the one 100% position.

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

Office Assistant

Need position number from finance still - in progress

July 1, 2022

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

The incumbent took a new position in March, 2022.

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 OA supports the activities of the Acad Affairs division extensively, professional development, and the exec team and college as a whole. We currently have a provisional in the role, but will lose her on July 1.

Q12. Estimated Cost

\$65,000 including benefits

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

GF

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

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)

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

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Q14. Is this a new resource or a replacement of an existing resource?

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If this is a staffing request please include the following information:

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- Position number (if this is a replacement)
- Date that the hire is needed

Two 50% Instructional Technologist Designers (ITD) - This is to replace one 100% ITD
VCU578
August 1, 2022

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

We received an unanticipated resignation from one of the full-time ITDs. Upon receiving the resignation it was determined that two part-time positions will provide better support for distance education faculty by scheduling the replacements to hours on evenings and weekends. These are the most common times that faculty and students encounter unexpected problems that require immediate attention to maintain course availability to students seven days a week.

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 resignation was unanticipated and came mid-year. This position is critical to supporting distance education faculty, particularly since the number of courses offered in the distance education modality has greatly increased during the pandemic.

Q12. Estimated Cost

< \$99,252 which is the current budget

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

General Fund

111 31023 2121 615000

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
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Dan Kumpf

Q11. Your VCCCD Email Address

dkumpf@vccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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

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