



*Office of the President*

To: April Montes, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Dan Clark, Academic Senate President  
Date: June 28, 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 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 a Classified Senate meeting to discuss this request.

<b>Requestor</b>	<b>Position Request</b>	<b>Division/Department</b>	<b>Response</b>
Lisa Putnam	Office Assistant	Library, Languages, Behavioral & Social Sciences, Visual Arts	As part of our <a href="#">Out of Cycle Resource Request process</a> , 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 Library, Languages, Behavioral & Social Sciences, Visual Arts Division Office. As such, I support hiring a replacement for 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:**

- 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 (VCU574)

Position becomes vacant on July 1.

A July hiring process would be ideal, allowing staff member to be in place by August 1st.

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

Employee Resignation just received

### **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.**

Replacement of an existing Classified Employee who is instrumental to the operations of the division office.

### **Q12. Estimated Cost**

No new cost.

### **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**

Lisa Putnam

**Q11. Your VCCCD Email Address**

[LPutnam@vcccd.edu](mailto:LPutnam@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.