



Office of the President

To: April Montes, Classified Senate President  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; Dan Clark, Academic Senate President  
 Date: August 11, 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
Alma Rodriguez	Financial Aid Technician	Financial Aid	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Financial Aid Technician position, due to a retirement. It is felt this position is necessary for the continuity of the Financial Aid department. As such, I support hiring a replacement for this position.
Alma Rodriguez	Basic Needs Specialist	Financial Aid/Basic Needs	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Basic Needs Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the Basic Needs 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.

*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

Financial Aid Technician  
VCU048  
10/16/2022

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

Our current Financial Aid Technician will be retiring on October 15, 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 Financial Aid Technician is essential to maintaining the financial aid operations. This position is the first face of our department. They answer phones, emails, correspondence and meet face-to-face with students on a daily basis. They assist the Financial Aid Specialists in preparing files for verification and appeals for review. If this position is not rehired, our staff cannot absorb these additional duties. Students aid will be delayed.

### Q12. Estimated Cost

\$78,038 (Salary and benefits)

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

General College Funds- used in order to meet Maintenance of Effort requirement for BFAP funds

**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 5 - Effectively Manage Campus Resources
- Grant Requirement (Describe):

The College is required to meet a minimum Maintenance of Effort of \$511,791 each year. This position is essential to meeting this goal and supporting financial aid.

**Q10. Your Name**

Alma A Rodriguez

**Q11. Your VCCCD Email Address**

[arodriguez@vccd.edu](mailto:arodriguez@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 Financial Aid Technician position, due to a retirement. It is felt this position is necessary for the continuity of the Financial Aid department. As such, I support hiring a replacement for this position.

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

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### **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**

Basic Needs Specialist  
VCU601  
08/04/2022

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

Employee resigned on 07/07/2022

### **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.**

It is a State mandate that every college have a Basic Needs Center and a coordinator effective July 1, 2022. This position was established at Ventura College in 2018 and it is essential that we continue to have it. The Basic Needs Specialist, oversees the daily operation of the Center, including the food pantry, the Drive Thru events, outreach, CalFresh application assistance, transportation referrals, mental health referrals and housing search assistance for our students. Thousands of students would be impacted if we do not fill this position.

**Q12. Estimated Cost**

\$96,822 (salary and benefits)

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

Basic Needs Center Funding is being given to us by the State

**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 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

No later than July 1, 2022, establish the position of the Basic Needs Coordinator, and designate a staff person as the Basic Needs Coordinator to serve as the single point of contact for students experiencing basic needs insecurity related to basic needs services and resources. The coordinator shall act as a broker in identifying, supporting, and linking students to on- and off-

campus housing, food, mental health, and other basic needs services and resources. To ensure the effectiveness and impact of this position, the coordinator shall be a dedicated position solely focused on addressing the basic needs of students and meet qualifications such as experience providing services to high-need and diverse populations. The coordinator shall oversee and coordinate with other staff tasked with addressing students' basic needs, shall inform students of all on- and off-campus basic needs services and resources and how to access them, and shall develop on- and off-campus partnerships to provide basic needs services and resources to their students.

- Grant Requirement (Describe):

No later than July 1, 2022, establish the position of the Basic Needs Coordinator, and designate a staff person as the Basic Needs Coordinator to serve as the single point of contact for students experiencing basic needs insecurity related to basic needs services and resources.

No later than July 1, 2022, establish a Basic Needs Center, which means a central location on campus where basic needs services, resources, and staff are made available to students.

Each Basic Needs Center shall help ensure that students have the information they need to enroll in CalFresh and other relevant government benefits programs

**Q10. Your Name**

Alma A Rodriguez

**Q11. Your VCCCD Email Address**

[arodriguez@vccd.edu](mailto:arodriguez@vccd.edu)

Q7.

## Vice President Over Your Area

- Catherine Bojorquez

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